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WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL  
DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)  
Department of Technical Education, Training & Skill Development, Government of West Bengal  
Karihari Bhavan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

Memo No: SCTVSD-15012/3/2020-AO (WBSCTVESD)-WBSCTVESD/2021-22: 316

Date: 03.11.2021

**Notification**

**To: The All Head of the Institutions (VTCs) running (X+2) Level Higher Secondary (Vocational) Courses /VIII+/X+ Level Short Term Courses.**

**Sub: Online filling up of VTC details in Council Affiliation/Renewal Portal for courses running.**

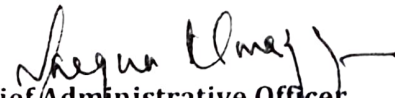
**Ref.: Notification no. (i)SCTVSD-15012/3/2020-AO (WBSCTVESD)-WBSCTVESD/2021- 22:274 dated 03.09.2021(ii)SCTVSD-15011/2020-AO(WBSCTVESD)2021-22/271 dated 02.09.2021(iii) SCTVSD-15011/2020-AO(WBSCTVESD)2021-22/270 dated 02.09.2021**

All concerned Head of Institutions(HOI)of Vocational Training Centers (VTC),which are affiliated under this Council for conducting Higher Secondary (Vocational)courses and Short Term Courses are requested to note that they are to give online details of courses under which students have been admitted along with faculty details and other relevant information by visiting Council website [www.sctvesd.wb.gov.in](http://www.sctvesd.wb.gov.in) and clicking on menu bar < online application →Institute login →VTC login →Affiliation Apply/Renewal >.

It may be noted that all VTCs need to register themselves with the portal while visiting the above link for the first time. Thereafter VTCs may login with credentials obtained through email id. For receiving any email notification, please check spam folder in case no email is received in inbox. For any clarification, VTCs may write to [voc.affiliation@gmail.com](mailto:voc.affiliation@gmail.com) or may contact at 8585077155 during office hours.

VTCs are requested to ensure that all information, as sought for, have been given before finally submitting the online form.

Last date for submitting details online is 13<sup>th</sup> November, 2021.

  
Chief Administrative Officer  
WBSCT&VE&SD