

Cte. of Voc. Edn. & Trg.

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20 MAR 2023

Karigari Bhavan, New Town  
Rajarhat, Kolkata-700160



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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

Karigari Bhawan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

No. SCTVSD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD:9209

Date:20.03.2023

**NOTIFICATION**

**Online Registration of trainees of Short Term Courses admitted during July 2022 - December 2022 in all VTCs/STTCs.**

This is for information of all concerned Head of the Institute [HOI] of Vocational Training Centres (VTC) and Short Term Training Centers (STTC) running Short Term Courses under the affiliation of this Council that Online portal for Registration of trainees admitted during the period from July 2022 to December 2022 will be live in Council's website <[sctvesd.wb.gov.in](http://sctvesd.wb.gov.in)> **from 20<sup>th</sup> March,2023 to 20<sup>th</sup> April,2023.**

VTCs/STTCs will register trainees by logging into the affiliation/renewal portal with their login credential. Only those VTCs/STTCs who had submitted upto Part II of affiliation renewal portal will be able to get students registered. (In case a VTC has not yet registered for affiliation for 2022-23 they are advised to take immediate steps for the same).

Once logged in, VTCs/STTCs may select New student Registration → Student Registration → 'Add student' option to enter details of each trainee.

Following documents/informations in respect of each trainee will be required to upload.

1. Trainees who are below 22 years old are required to fill in the student ID generated From Bangla Sikshya Portal.
2. Photo (Full face view in plain background) in jpg (within 100 KB)
3. Signature (Full signature in plain background) in jpg (within 50 KB)
4. Aadhar card in pdf (within 200 KB) (scanned from original)
5. Last academic examination passing document in pdf (within 200KB) (scanned from original)
6. Caste certificate in pdf (if applicable)(within 200 KB) (scanned from original)
7. Physically Challenged (P.C) certificate in pdf (if applicable)(within 200 KB) (scanned from original)

After submitting data of trainees tradewise (15 or more) HOI will verify and "Approve" all entered data and then go to "Student Payment" → Group wise Payment page → Click on "Proceed to Pay" and deposit requisite registration fees which will be auto calculated by system as per following:

**For VTCs**

- a) Rs 60/- for all trainees other than Kanyashree holder
- b) Rs 35/- for Kanyashree trainees who submits kanyashree number in registration form

**For STTCs**

- a) Rs 200/- for all trainees other than kanyashree holder
- b) Rs 100/- for Kanyashree trainees who submits kanyashree number in registration form

All registration fees will need to be paid through online payment gateway (Debit Card/Credit Card/Net Banking/UPI) linked to Council Portal.

Registration forms of each trainee (after approved by HOIs) can be downloaded/printed from portal. These forms need to be signed by trainees and countersigned by HOIs and to be kept at institutes for future reference.



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Upon successful payment of all trainees of a trade, VTCs/STTCs will take a printout of consolidated list of trainees and submit the same with Signature of HOIs and seal of Institutes to respective nodal office (council office for all STTCs). Nodal office will in turn submit such consolidated list to Council office within 30<sup>th</sup> April 2023.

Registration of trainees for Short Term Courses commencing from January 2023 onwards will opened after 20<sup>th</sup> April 2023.

All are requested to co-operate.

For any clarification, VTCs may write to ([voc.affiliation@gmail.com](mailto:voc.affiliation@gmail.com)) or may contact at 033-2340-3671 during office hours.

  
Chief Administrative Officer  
WBSCT&VE&SD


Enclosed: Annexure for guideline for online trainee registration.

**No. SCTVSD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD:9209**

**Date:20.03.2023**

Copy for information & necessary action:

1. The Chairperson, WBSCT&VE&SD
2. DVET, Dept. of TET & SD, Govt of W.B
3. Sr Administrative Officer(VE), WBSCTVESD
4. All Nodal Officers for information & necessary action
5. All HOIs of VTCs/STTCs, conducting Short Term Course

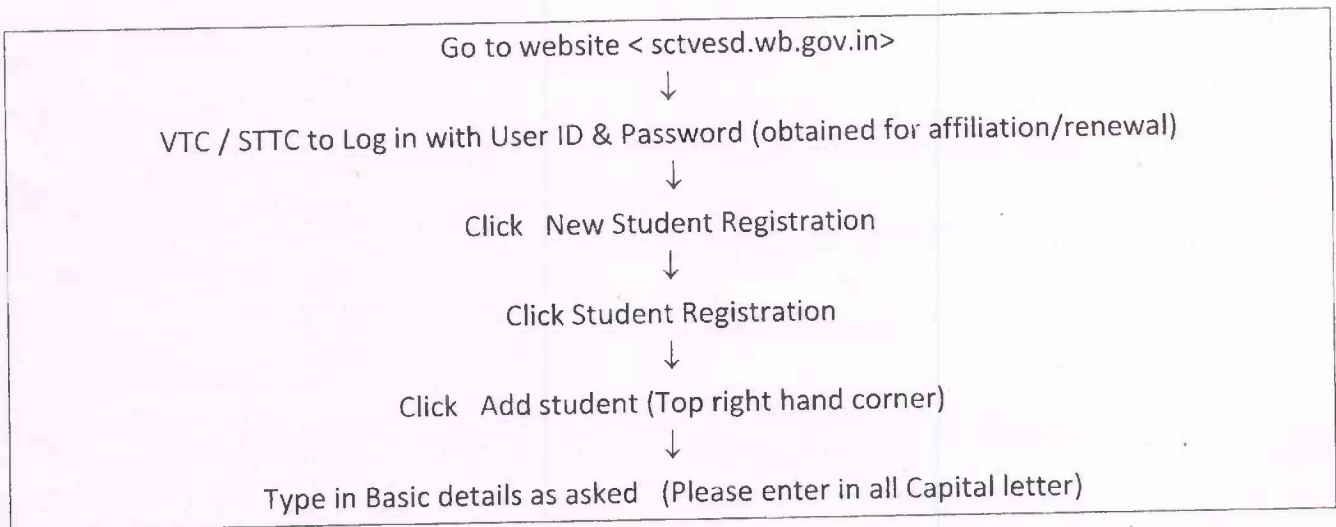
  
Chief Administrative Officer  
WBSCT&VE&SD

**Registration of Trainees by VTCs/STTCs admitted for Short Term Training during the period July 2022-December 2022**

**Guide for registering trainees by VTCs/STTCs**

Registration of individual Trainee can only be done if VTC/STTC has completely submitted Affiliation/Renewal of Affiliation online (Both Part 1 and Part 2)

Registration of trainees will be done only in those trade group(s) which was (were) selected during affiliation / renewal of affiliation process



**Following details of each trainee admitted in Short Term Training during July 2022-December 2023 need to be filled in:**

- First name            Middle name            Last Name
- Father name            Mother name            Guardian name            Relationship with guardian
- Citizenship (select from drop down menu)
- Aadhar no.
- Mobile no. (10 digit) Do not give 0 at start
- Email ID \_ (please give valid email id of student)
- Address (Line 1 mandatory, Line 2/ Line 3 if needed)
- State of residence of trainee (Select from dropdown)
- District (Select from dropdown)
- Pin code
- Caste (Select from dropdown) upload caste Certificate for SC/ST/OBCA/OBCB in pdf 200 mb pdf
- Religion (Select from dropdown)
- Physical Challenged (Select from dropdown) (Yes/No) Upload document for "Yes" 200 Mb pdf
- Date of Birth (As per Aadhar) click to get calendar and select date from calendar
- Upload scanned student photo (Passport photo against plain background in jpg/ jpeg max 100kb)
- Upload scanned student signature (Against plain background in jpg/ jpeg max 50 kb)
- Upload Aadhar (scan from original pdf only, max 200 kb)
- Gender (select from dropdown)
- Marital Status (select from dropdown)
- For Female & unmarried give kanyasree No (Kanyasree number is needed to get 50% fees concession in student registration)



- Select Course name (Only VIII+ STC) from dropdown menu
  - Particulars of the last academic examination passed (Select from dropdown menu) upload certificate or marksheet of last academic qualification in pdf 200kb
  - If trainee was previously registered with Council give Registration No of previous registration
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- ✓ After submitting all above data for a trainee and uploading relevant documents (wherever asked for), Click on "Submit Student Registration" button - **Message will come "student added successfully" in green box at top.**
  - ✓ Check whether trainee name is recorded by clicking on "student Registration" button on left side panel. Name of trainee with his trade will come in a list. Click on View button against each trainee to view details of trainees entered. The detail can be edited and updated till HOI approves the trainee. During edit of student detail, updated documents can be checked, fresh documents may be uploaded if it is detected that initially wrong file was uploaded.
  - ✓ Next trainee can be added by clicking on "Add Student" Button on Top Right-Hand corner of screen and following the above procedure. Thus, one by one all trainees' details will be entered.
  - ✓ HOI to approve / reject all trainees individually by clicking on the "Approve / reject" button given against each trainee shown in the list trade wise. **Please Ensure correction in name / father name /mother name/ Aadhar No / date of birth as per Aadhar / photo / signature before clicking "approve" button.** Once approved, trainees' detail cannot be further changed / updated. For whatsoever reason, if any trainee name is rejected, HOI is to state the reason for such rejection.
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- ❖ Once HOI approves minimum 15 students in any trade, student payment option will be enabled. Click on "student payment" button on Left side Panel. Payment page will open. Here number of students already approved by HOI against all trades will be shown.
  - ❖ Click on "Proceed to Payment" button, which will come beside each trade row only after HOI approves at least 15 trainees (not for special category institutes) in a trade. After payment of minimum 15 (or more) trainees for a trade, further addition of any number of trainees in that trade is possible till upper limit of 30 trainees in that trade is reached.
  - ❖ Once "Proceed to Payment" button in payment page is clicked, it will show details of payment and will ask for payment. Clicking on this will take VTC/STTC to SBI e-payment page, from where payment can be done by various means (net banking/ UPI/ Credit card / debit card etc.) Please follow the payment page guideline thoroughly. Once transaction is completed, please note down the transaction ID and download transaction document for future reference.
  - ❖ When payment against any trade group is completed, number of trainees against whose payment is made, will be shown below "Paymented student" column against the corresponding trade.
  - ❖ HOIs are to ensure that payment is made against all trainees entered by institute.
  - ❖ After payment, VTC/STTC will take print out of each trainee data clicking on Print symbol button appeared against each paymented trainee. This is to be signed by concerned trainee. This document will be preserved by VTC/SSTC concerned.
  - ❖ Also, once payment is done, VTC/STTC will get an option to download a pdf with consolidated list of all trainees trade wise. HOI of VTC/SSTC will sign below the consolidated list with his / her seal and submit the same to concerned Nodal. Nodal office in turn will submit all such consolidated list to Council Office within 10 days of last date of Registration. For STTCs, WBSCTVESD office (4<sup>th</sup> Floor) at Rajarhat will be the nodal.
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