



**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 Bhavan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

Dr. S. Hussain, 20  
Pl. Inform all  
nodal Officer.  
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T.  
05/02/24

**Memo no :- SCTVSD-14014/2/2020-AO (WBSCTVESD)/2023-24/758 Dated : 05.02.2024**

**NOTIFICATION**

All concerned Head of the Institution of VTCs are informed that the ensuing Higher Secondary (Voc.) Examination 2024 will be held on and from 16.02.2024 to 28.02.2024 at **Away Centers**.

**Guidelines for conducting Higher Secondary (Vocational) Theory Examination, 2024 of Class XII as follows:-**

1. The details of Away Centre (Examination Centre) for Higher Secondary (Voc) Examination 2024 has been notified and is available on Online Portal <http://wbscvetpps.org.in/ca>.
2. The confidential materials of H.S. (Voc) Examination 2024 in sealed bag(s) will be kept under safe custody of local police station of the respective Away Centre (VTC) by the Nodal official in presence of center in charge of the Away Centre.
3. The center in charge or representative of Away Centre(s) will physically verify date-wise exam confidential packets in presence of Nodal Official & Officer-in-Charge of the Police Station.
4. The Nodal Official(s) may hand over blank answer script packet(s) along with other essential exam materials to the respective center in charge of Away Centre from the Nodal Centre **within 15.02.2024**
5. Day wise prior to commencement of H.S. (Voc) Examination, the center in charge or the authorized representative of Away Centre has to collect exam confidential packet(s) as per exam routine and seal the bag(s) again in presence of the Officer-in-Charge of the Police Station.
6. The center in charge are instructed to submit all post examination used answer scripts packet in big envelopes subject wise, institute wise at the respective police station after completion of exam of each day for safe custody on the day of examination in the Trunk meant for the school.
7. The Center in charge has to upload the day-wise attendance in Council Portal within 12 hours of start of the Exam.
8. After the end of the Examination, the Center in charge will collect the subject wise papers (used answer script) and tally it with the subject wise attendance sheet. The Answer script & Attendance sheet has to be put in the envelope provided and the Top sheet has to be duly filled. The Answer script and Attendance sheet will be then sealed & Top sheet has to be signed by the center in charge & the invigilator.





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9. All center in charge of Away Centres are requested to maintain sanctity of conducting the examination maintaining all norms stated below
- Candidates with mobile phones are strictly prohibited from entering the venue. Strict mobile checking is to be done at the main gate of each venue under the supervision of deployed police. Girl candidates are to be tapped and checked for mobile phones by lady staff/teachers/invigilators. Other than the Centre-in-charge, all others teaching and non-teaching staff are prohibited from entering the Venue with mobile phones.
- To prevent entry to the venue with mobile phones, the Center in – Charge is requested to inform the candidates in advance that the candidates will not enter the school with mobile phones. If anyone is caught entering the exam venue with a mobile phone, then the candidate's exam will be cancelled and the students will be debarred from taking the exam, for which neither the centre in charge nor the council will be responsible.
- The Question paper distribution will start only after invigilators and Center-In-Charge are completely certain that no student is carrying a mobile phone.
- Examiner/Center in- Charge will be present at 9.00 am in every day of the Examination. Teachers and non-teaching staff are not allowed to leave the venue after the examination has started.
- Every center in –charge has been directed to take immediate action to make students R.A (Reported Against) if any of the above-mentioned 5 reasons occur during the Examination. The reasons are 1) Entering the venue with a mobile phone 2) cheating and other malpractice or using dishonest means 3) Harassing the invigilator or teacher by the candidates 4) destroying the school's property 5) Tearing the answer script, secretly taking it home, making any indecent comments on the answer scripts, in these cases, the candidates will be Reported Against.
- In case there is any complaint of lawlessness, cheating and other malpractice from any center, the result of the center will stand “withheld”.
- Students will not be allowed to enter the examination hall if they are found to possess anything other than admit card, non-scientific calculator, pen, pencil and instrument box. Due checking should be made before entering the examination hall by the students.
- Body checking by tapping method is allowed to identify other unallowable items by the personnel deployed by the Center in charge in presence of Police.
- Only lady staff / faculty will check the female students.
- Students who have power (correction) glasses will only be allowed to wear specs (glasses).
- If students are found carrying anything other than the above-mentioned items (e.g. watch, mobile etc.), that will be seized for indefinite period.
- No bags / books will be allowed in the main exam venue.
- Teachers and staff of the institutes will not carry their mobile phones at the question opening





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- Teachers and staff of the institutes will not carry their mobile phones at the question opening area or at the Exam Hall. They should keep their mobile under the safe custody of the HOI. **The question paper will be opened in front of the students in Examination Hall.**
- No student will be allowed to seat for the examination if he/she appears 15 (fifteen) minutes after the start of examination.
- No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script.
- If any candidate wishes to leave the examination hall, he/she will have to submit the answer script. Such candidate will not be allowed to rejoin the examination

### Post Examination Guidelines

11. The center in charge has to submit unevaluated answer scripts of Away Centres at the respective Nodal Centres in three phases i.e. Phase 1, Phase 2 & Phase 3 on the same date of receipt from the Police Station.
12. In Phase 1, the center in charge are to submit all post examination used answer scripts of first two days' examinations on language papers (i.e. Lang 1 & Lang 2) Within 19.02.2024
13. Similarly in Phase 2, unevaluated answer scripts of next three days' examinations (two vocational papers i.e. third and fourth days of examination and ENST) to be submitted within 22.02.2024
14. In Phase 3, all other remaining accumulated post-exam unevaluated answer scripts to be submitted at the respective nodal office within 29.02.2024
- 15.. All the transfers of unevaluated answer scripts from the custodian Police Station to the respective nodal will have to be done in the bag given in the main parcel bag. (The bag will be reused in case of each transfer).
16. All concerned subject teachers of VTCs are hereby informed that they will be engaged by the Council to evaluate answer scripts at the District Nodal Centralized Evaluation Camp as necessary. The subject teachers will be intimated / appointed by the Nodal officer for evaluation of the Answer papers. The centralized evaluation camp will start from the **5<sup>th</sup> March 2024** in phased manner. The concerned HOI will have to relieve the selected teachers as soon as they are intimated of the appointment.

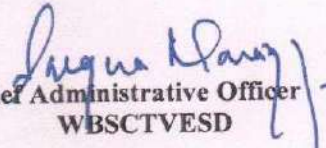




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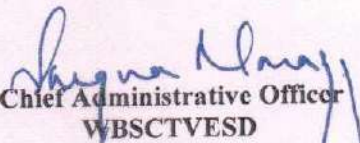
All concerned center in charge are advised to attend necessary important meeting(s) (may be through video conference) to be called by the respective nodal centre relating to conduct of the ensuing Higher Secondary (Voc) Examination 2024 at Away Centres as per guidelines of the Council. The HOIs of schools are requested to keep on checking the Council's website i.e. [sctvesd.wb.gov.in](http://sctvesd.wb.gov.in) regularly on various matters relating to ensuing Higher Secondary (Voc) Examination 2024.

  
Chief Administrative Officer  
WBSCTVESD

**Memo no :-** SCTVSD-14014/2/2020-AO (WBSCTVESD)/2023-24/ 758(7) Dated : 05.02.2024

Copy forwarded for information to:-

1. The Chairperson, WBSCT&VE&SD
2. The Sr P.S. to the Principal Secretary, Dept. of TET&SD
3. The Director-in-Charge, Directorate of Vocational Education & Training, WBSCTVESD
4. Senior Administrative Officer (TE), WBSCTVESD
5. Senior Administrative Officer (VED), WBSCTVESD
6. All District Nodal Officers of Nodal - *are requested to call meeting with the center in charge of Away Centres and take necessary action for various pre-post examination activities as per guidelines of the Council.*
7. Office Copy

  
Chief Administrative Officer  
WBSCTVESD





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Memo No: SCTVSD-14014/2/2020-AO (WBSCTVESD)-WBSCTVESD/2023-2024/ **761** Dated: 06.02.2024

**From : Saequa Monazza**  
Chief Administrative Officer  
WBSCT&VE&SD

**To : i) The Inspector General of Police (Law & Order)**  
Nabanna Bhavan, 325, Sarat Chatterjee Road,  
Shibpur, Howrah-711102

**ii) The Joint Commissioner of Police (Head Quarters)**  
Kolkata Police, Lal Bazar, Kolkata-700001

**Sub :** Arrangement of Security Personnel Three hundred Forty-One (347) Vocational School on the days of HS (Vocational) examinations 2024

**Sir,**

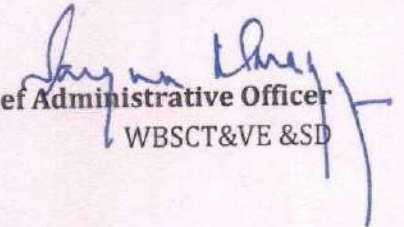
The WBSCT&VE&SD is highly thankful to you for making necessary security arrangements during all its previous occasions. This time too, the Council is going to offline Higher Secondary (Vocational) examinations 2024 from 16.02.2024 to 28.02.2024. On the days of examinations, there will be considerable gathering of students and their guardians at the examination centers requiring posting of Police personnel to maintain law and order.

Under the stated circumstances, you are requested to look into the matter and make necessary security arrangement at the examination centers under your jurisdiction on the respective days of examination. **List of Examination Centers** with address and **Examination Schedule** (date & time) have been attached with this letter for your convenience.

We solicit your kind cooperation in this respect.  
Thanking you,

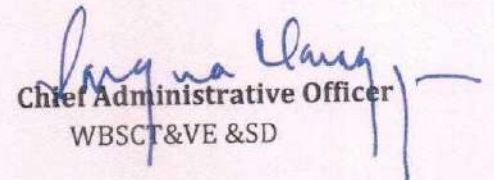
Yours faithfully,

Encl. As stated above

  
Chief Administrative Officer  
WBSCT&VE &SD

Copy for information to:

1. PS to the Hon'ble MOS(IC), Department of TET & SD
2. Sr. PA to the Principal Secretary, Department of TET & SD
3. Chairperson, WBSCT&VE&SD
- ✓ 4. DVET, Dept. of TET & SD, Govt. of W.B.
5. PIC/HOI/Nodal Officer for information

  
Chief Administrative Officer  
WBSCT&VE &SD





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Memo No: SCTVSD-14014/2/2020-AO (WBSCTVESD)-WBSCTVESD/2023-2024/ 760 Dated: 06.02.2024

**From : Saequa Monazza**

Chief Administrative Officer  
WBSCT&VE&SD

**To : i) The Inspector General of Police (Law & Order)**

Nabanna Bhavan, 325, Sarat Chatterjee Road,  
Shibpur, Howrah-711102

ii) **The Joint Commissioner of Police (Head Quarters)**  
Kolkata Police, Lal Bazar, Kolkata-700001

**Sub :** Arrangement of Safe Custody in local Police Station for Confidential Materials of Higher Secondary(Vocational) Examination 2024 , to be held at Three hundred Forty-One (347) Vocational School.

**Sir,**

The WBSCT&VE&SD is highly thankful to you for arranging safe custody in local police stations for the confidential Materials of different examinations of this Council during its all previous occasions. This time too, the Council is going to conduct offline Higher Secondary (Vocational) examinations 2024 from 16.02.2024 to 28.02.2024

Now, confidential materials in sealed packets of those examination centers have to be kept in safe custody of the respective local police stations for security and safety purpose. Center-in-Charge (or his/her authorized representative) of the examination centers will arrange to keep all confidential materials (in sealed condition) in the safe custody of respective local police stations on or before 15.02.2024 and collect those materials from the police station on daily basis before commencement of each day's examinations as per the attached examination program.

Under the stated circumstances, we request you to look into the matter and issue necessary advisory to the enlisted local police stations (safe custody) under your jurisdiction to act as custodians of the said confidential materials. **List of Examination Centers** with their local police station (safe custody) and **Examination Schedule** (date & time) have been attached to this letter for your convenience.

We solicit your kind cooperation in this respect.

Thanking you,

Yours faithfully,

Encl. As stated above

*Saequa Monazza*  
Chief Administrative Officer  
WBSCT&VE &SD

Copy for information to:

1. PS to the Hon'ble MOS(IC), Department of TET & SD
2. Sr. PA to the Principal Secretary, Department of TET & SD
3. Chairperson, WBSCT&VE&SD
- ✓ 4. DVET, Dept. of TET& SD, Govt. of W.B.
5. PIC/HOI/Nodal Officer for information

*Saequa Monazza*  
Chief Administrative Officer  
WBSCT&VE &SD





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**Memo no :- SCTVSD-14014/2/2020-AO (WBSCTVESD)/2023-24/ 759** Dated : 06.02.2024

**NOTIFICATION**

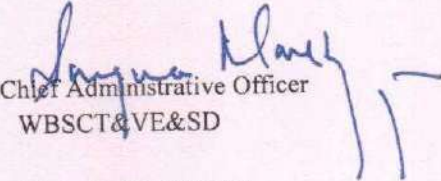
**Sub: Pre to Post Exam, activity schedule relating to ensuing Higher Secondary (Vocational) Examination, 2024.**

Sir/Madam,

This is to inform all concerned to strictly follow the pre to post-examination activity schedule relating to conduct of Higher Secondary (Vocational) Examination, 2024 of to be held on & from 16.02.2024 to 28.02.2024 as follow.

SN	Activity	Time Line (Date)
1.	Collection of (a) Blank Answer Scripts [Main & Loose Sheets] of HS(Voc.) Examination 2024 of Class-XII by the authorized representatives of Away Centers from the Nodal center.	Within 15.02.2024
2.	Delivery of (a) sealed parcel bags containing Confidential Materials of Class-XII to the custodian's Police Station by the Nodal Officials in presence of HOI or authorized representative of the respective Away Center.	From 09.02.2024 To 12.02.2024
3.	Subject/Paper wise online entry of the Roll Number on Vocational Council Portal for attendance & absentee candidates within 1 day followed by the day of the examination by Center in -charge of Away Center.	From 16.02.2024 to 28.02.2024
4.	Submission of unevaluated Answer Scripts of Lang - 1 & Lang - 2 papers of Exam, days on 16.02.2024 & 17.02.2024 of HS(Voc.) Exam, 2024 of Class - XII by the Away Centers to the respective Nodal Centers under Phase - 1	Within 19.02.2024
5.	Submission of unevaluated Answer Scripts of Exam. Dated 19.02.2024 , 20.02.2024 & 21.02.2024 [i.e. respective vocational subjects & ENST] of HS(Voc.) Exam, 2024 by the Away center at respective Nodal centers under Phase - 2	Within 22.02.2024
6.	Submission of unevaluated Answer Scripts of subjects of remaining days of Exam, from dated 22.02.2024 to 28.02.2024 of HS(Voc.) Exam. 2024 by the Away centers at respective Nodal Centers under Phase - 3	Within 28.02.2024
7.	Duration of periods for Evaluation of Answer scripts & online marks entry of HS(Voc.) Exam. 2023 of class -XII received from the Away centers under Phase - 1, Phase-2 & Phase -3 as above in the Centralized Evaluation Camp.[ Nodal center to note & act accordingly]	From 20.02.2024 to 20.03.2024

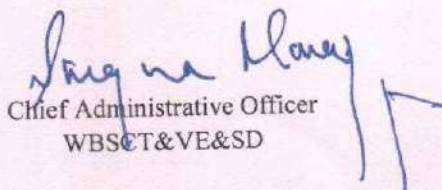
All are requested to cooperate accordingly.

  
Chief Administrative Officer  
WBSCT&VE&SD

**Memo no :- SCTVSD-14014/2/2020-AO (WBSCTVESD)/2023-24/ 759** Dated : 06.02.2024

Copy for information to:

- 1) The Chairperson, WBSCT&VE&SD
- ✓ 2) Director of Vocational Education & Training, Govt. of W.B.
- 3) Examination Section, WBSCTVESD(VE&SD)
- ✓ 4) PTE/HOI/Nodal officer for information

  
Chief Administrative Officer  
WBSCT&VE&SD





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**Memo no : - SCTVSD-14014/2/2020-AO (WBSCTVESD)/2023-24/757** Dated : 05.02.2024

**NOTIFICATION**

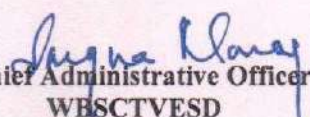
**Sub: To download & take print out of allotted list of away centres for H.S. (Voc) Examination 2024 of Class XII.**

This is to inform all concerned HOI of VTC that in view of ensuing Higher Secondary (Voc) Theory Examination 2024 of Class XII to be held on and from 16.02.2024 to 28.02.2024, you are requested to download and take print out of allotted list of Away Centres (i.e. Examination Centre) concerned to your VTC from the exam portal <http://wbscvetpps.org.in/ca> on and from 06.02.2024. The Examination centre i.e. Away Centre of the participating institute(s) is to be displayed in the Notice Board and also to inform among all concerned for wide circulation / awareness.

**Instruction for HOI of VTCs**

- 1) Please login into the <http://wbscvetpps.org.in/ca> by providing User ID & Password provided to your VTC.
- 2) Download, print & notify / display Away Centre wise detail chart / Away Centre P1 wise detail chart or both (as the case may be).
- 3) E-copy of allotted list of Away Centre is valid for H.S. (Voc) Examination 2024 only.

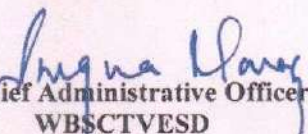
In case of any difficulty, the VTC may contact to the respective nodal centre and in any extreme urgency they may call 9433660423 / 9836446265.

  
Chief Administrative Officer  
WBSCTVESD

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- 2) The Director-in-Charge, Directorate of Vocational Education & Training, WBSCTVESD
- 3) Senior Administrative Officer (TE), WBSCTVESD
- 4) Senior Administrative Officer (VED), WBSCTVESD
- 5) The Principal / PIC / Nodal Officer – *for information & necessary action please.*
- 6) Examination Section of this Council.
- 7) Office Copy.

  
Chief Administrative Officer  
WBSCTVESD