



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

Upload  
i-OSMS Portal  
13.05  
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Memo No. : SCTVSD- 14020(16)/1/2023-AO (WBSCTVESD)/40

Date: 10.05.2024

NOTICE

In deference to TET&SD Department's Memorandum dated 19/12/2023 on "Comprehensive Training of Trainers (ToT) policy for polytechnic faculties / teachers of VTCs and trainers of TPs under PBSSD", this Council has arranged several TOTs in coming months. Schedule of such TOTs are being notified in Council portal <<https://sctvesd.wb.gov.in>> → Events →TOT/FDP/SDP Schedule or it can be accessed directly by following link: <[https://sctvesd.wb.gov.in/event/tot\\_event](https://sctvesd.wb.gov.in/event/tot_event)>

Teachers/Instructors/Trainers who have already registered themselves in Council portal for TOT and whose application(s) have been approved, may enroll themselves for the scheduled TOTs against the job roles for which they had sought TOT. For this they have to login into TOT Portal with their existing login credential and click on "Announced TOT" section of the TOT dashboard.

For enrolling in an announced TOT, **Trainers of TPs under PBSSD will have to make an online payment Rs.6000/- (Rupees Six thousand only)**. Once payment is successful trainers will need to enroll against the "TOT announced Course" as applicable.

Teachers / Instructors of Council affiliated VTCs need not pay any TOT enrolment fees, but they will need to enroll themselves against "TOT Announced Course" as applicable.

Only enrolled applicants will be allowed to attend TOT.

All TOTs will be followed by online "Training for Assessors (TOA)" for 3 days including an online Assessment Test for TOA. Schedule for such TOA will be announced from time to time and will be communicated to participants. Existing Assessors of WBSCTVESD need not attend TOA.

*S. Sarkar*  
Chief Administrative Officer  
(WBSCTVESD)

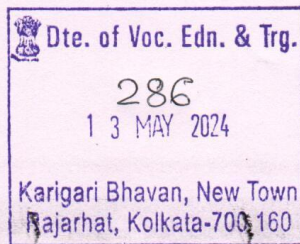
Memo NO. : SCTVSD- 14020(16)/1/2023-AO (WBSCTVESD)/40/1155

Date: 10.05.2024

Copy to:

1. Sr. PA to Principal Secretary, Dept. of TET&SD, - with a request to inform Principal Secretary, Dept. of TET&SD
2. Project Director, PBSSD
3. Director of Technical Education & Training, Govt. of West Bengal
4. Director of DIT, Govt. of West Bengal
5. Director of Vocational Education & Training, Govt. of West Bengal.

*S. Sarkar*  
Chief Administrative Officer  
(WBSCTVESD)



Memo no. 399-VET/2024-25

Date : 13/05/2024

Copy forwarded for information and necessary action: to :

1. All Hols of VTCs-with a request to circulate the NOTICE into the VTC Teachers/Instructors, so that they can take the scope without hampering their normal duties of VTC.

*S. Sarkar*  
Director of Vocational Education & Training  
West Bengal