



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

Memo No: WBSCTVESD/TED/23-24/0627

Dated, Kolkata, 17<sup>th</sup> August, 2023

**NOTIFICATION**

**Instructions for Admission of student in Polytechnics for the session 2023-24**

- ✦ Admission of students for the 1<sup>st</sup> & 2<sup>nd</sup> year in the Polytechnics during the academic session 2023-24 will start from 17<sup>th</sup> August, 2023.
- ✦ All admission to all Polytechnics will be done only through Council Counselling cum admission Portal as per the Guidelines issued for admission vide memo no: I/426031/2023 dated 11/08/2023 and I/426032/2023 dated 11/08/2023. Admission obtained through any other process will not be considered by Council.
- ✦ Payments shown in the portal to be made online by using debit cards/credit cards/net banking/UPI

**ADMISSION PROCEDURE**

**After Result Declaration of the 1<sup>st</sup> phase,**

- The candidate has to click “**Check Allotment**” tab by logging in their account.
- The candidate will be asked to pay the “**Counselling Fee**” of Rs 500/- online in the portal within the admission date i.e. 21<sup>st</sup> August, 2023 for 1<sup>st</sup> Phase of Counselling. (Until receipt of the Counselling Fee, the candidates will not be able to proceed further.)
- On successful payment by a candidate, he/she will be displayed the “Provisional allotment result” **IF A SEAT IS ALLOTTED** as per the allotment result. (IF NO SEAT IS ALLOTTED as per the allotment result, No document will be generated and he/she will be advised to wait for the result of next phase of counseling)
- The candidate shall then be asked if he/she wants to participate in Auto-upgradation i.e. YES/NO
- If the candidate chooses ‘YES’ then he/she has to pay the “**Provisional Seat Booking Fee**” i.e. Rs 1000/- online in the portal.
- On successful payment of the fee, “**Provisional Allotment Letter**” will be generated wherein the candidate will be advised to wait for the result of next phase counselling.  
(Note: The Provisional Allotment Letter will also show the combinations of Institute, Branch and the Choice Priority in which UPGADATION may be made in order of priority. If no upgradation is made, the presently allotted seat shall remain booked for the candidate.)
- If the candidate chooses ‘NO’ then he/she will be asked to download a “**Notice for Document Verification from the Institute**” before Final Allotment, wherein the candidate will be advised to report at the allotted institutions with all documents within the Admission dates of the Counselling Phase.

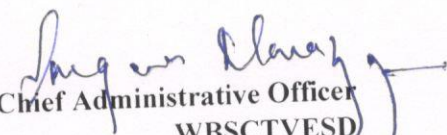


- At the institute, the eligibility of the student with respect to qualification criteria, age, etc. has to be verified in presence of the candidate at the time of submission of the documents.
- After physical verification, if the candidate is found eligible, the institution shall click the **VERIFIED/VALIDATE** button on the Institute Login Panel against the concerned student.
- **Once confirmed by the institution**, the candidate has to immediately **pay the "Admission & Tuition Fees"** for 12 months online from the student login panel. (NOTE: TFW candidates are to pay the admission fees online only through the portal) within within the admission date as mentioned in each phase of Counselling.
- **Only After successful payment of Admission and Tuition Fee, the admission process of a student through the Council's aforesaid portals will be completed. The allotment will be cancelled if the student fails to make the payment within the admission period of the phase.**

**NOTE:**

1. The same procedure follows for Result Declaration of every phase of Counselling.
2. The Schedule for Counselling & Admission dates are provided in the Notification vide Memo No: WBSCTVESD/TED/2023-24/0614 dated 11<sup>th</sup> August, 2023.
3. **If any candidate does not pay the Counselling Fee within the stipulated date, he/she will be OUT OF COUNSELLING PROCEDURE and will not be considered for the next phase of counselling.**
4. The auto-upgradation option will not appear if any candidate is allotted to his/her **FIRST PRIORITY** seat. He/she will directly ask to pay the "Final Seat Booking and Admission Fee"
5. **Once a candidate is admitted he / she will not be allowed for any further Counselling.**
6. **The Admission & Tuition Fee of the candidates is as follows:**
  - a. For Government & Government Sponsored Institutions:  
An amount of **Rs 800/-** (i.e. Admission Fee of Rs 200/- & Yearly Tuition Fees of Rs 600/- @ Rs 50/month)
  - b. For Self-financed Institutions as:
    - i) An amount of **Rs 18,200/-** (i.e. Admission Fee of Rs 200/- & Yearly Tuition Fees of Rs 18,000/- @ Rs 1500/month for candidates admitted through Council portal.
    - ii) An amount of **Rs 30,200/-** (i.e. Admission Fee of Rs 200/- & Yearly Tuition Fees of Rs 30,000/- @ Rs 2500/month for candidates of Management Quota through Council portal).
7. The list of the documents required for verification at the institution is as listed in the "Notice for Documents Verification before Final Allotment through Jexpo/Voclet in 2023".
8. In case of any wrong input by the candidate at the time of form fill-up and in case of inability of producing the relevant documents at the institution by the candidates, he /she may give up on the reservation and opt for General category in the next phase in case he/she has selected for Auto Upgradation.

**IN CASE OF ANY QUERY OR HELP REQUIRED, THE CANDIDATE MAY REACH THE NEAREST GOVERNMENT POLYTECHNIC FOR GUIDANCE WITHIN THE STIPULATED TIME PERIOD**

  
 Chief Administrative Officer  
 WBSCTVESD