



**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

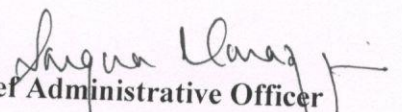
Memo No.: WBSCTVESD/TED/2022-23/0683

Dated, Kolkata, the 21<sup>st</sup> October, 2022

**NOTIFICATION**

**SUB: GUIDELINES TO THE PRINCIPAL/PRINCIPAL IN CHARGE OF THE  
POLYTECHNICS UNDER WBSCTVESD - REGARDING 2<sup>ND</sup> SPOT  
COUNSELING AND ADMISSION.**

1. The revised dates of 2<sup>nd</sup> Spot Counseling are
  - The Online Application Form Fill-up will continue till **23.10.2022**
  - The Online Choice Fill up dates is **25.10.2022 to 26.10.2022**
  - 2<sup>nd</sup> Spot Counseling & Admission on **28.10.2022**
2. Final list for admission of the candidates through 2<sup>nd</sup> SPOT COUNSELING will be available for each institution based on the marks obtained in Madhyamik or equivalent examination for JEXPO & Higher Secondary or equivalent examination OR 2 years consolidated ITI examination for VOCLET.
3. Final list of applied candidates for each branch per institution and respective vacancy will be declared on the website and will also be given to each institute in the portal.
4. It is to be noted that admission of eligible candidates as per list provided should be done only against the existing vacancy of the institute.
5. All the candidates are to report by **1:00 pm at the Institution applied/selected** by the candidate through online portal for **2<sup>nd</sup> SPOT COUNSELING on 28<sup>th</sup> October, 2022.**
6. The candidates will stand in a queue and a numbered slip according to their arrival be handed over to them. Attendances register of the Candidates to be sent to Council by 1:30pm via mail.
7. Institute gate to be closed at 1:00 pm. **No candidate will be allowed** to participate at the 2<sup>nd</sup> SPOT COUNSELING **after the reporting time.**
8. Institute will call out the students as per Merit list based on number of vacancies. Once the Vacancies are filled as per number of candidates present and eligible, no further student's name will be called out.
9. All documents related to admission as per Annexure - I to be verified by the institute for every candidate eligible for admission.
10. After admission, Institute to validate the admission of the candidate on the portal within the end of day on 28<sup>th</sup> October, 2022.
11. Counseling fee of Rs 500/- along with the admission fee, tuition fee and other related charges of the Institution as applicable related to admission to be collected from each candidate eligible for admission against the vacancy present.
12. Counseling fee collected from the candidates must be submitted to the Council after 2<sup>nd</sup> SPOT counseling as per the directive issued by the Council.
13. Attendance list of the reporting candidates and the list of the admitted candidates must be sent to the Council after the completion of 1<sup>st</sup> SPOT Counseling on 28<sup>th</sup> October, 2022.

  
Chief Administrative Officer  
WBSCTVESD

## ANNEXURE-1

### DOCUMENTS FOR VERIFICATION

1. One copy of recent passport size photograph.
2. Admit Card of Madhyamik or equivalent examination or Birth Registration Certificate.
3. Mark sheet and/or Certificate of Madhyamik / equivalent examination in original for those seeking admission in 1<sup>st</sup> Year.
4. Mark sheet and/or Certificate of Higher Secondary / equivalent examination OR ITI 2 Years Consolidated Mark Sheet in original for those seeking admission in 2<sup>nd</sup> Year (Lateral Entry).
5. SC/ST Certificate in original (for candidates applying in SC/ST quota only) issued by competent authority of the Government of West Bengal.
6. Physically Challenge (PC) Certificate in original (required if the category is PC quota only) issued by competent authority.
7. Category certificate of the candidate to be verified.
  - Certificate in original with respect to Land Loser issued by competent authority of Government of West Bengal (required if allotted through LLQ quota only).
  - Certificate in original with respect to Tuition Fee Waiver (TFW) Scheme issued by competent authority (required if allotted through TFW quota only).
  - Certificate in original with respect to Wards of Ex-serviceman issued by competent authority (required if allotted through EX Serviceman quota only).
  - Certificate in original with respect to Economically Weaker Sections issued by competent authority (required if allotted through EWS quota only).
8. Required Medical certificate & Affidavit as per Council shall be submitted by the student maximum by within one months time period.
9. A set of Xeroxed copies of all documents.
10. Admission Fees and other charges as applicable for admission to Government & Government Sponsored / Private Institutions.