**NOTICE**

Guidelines in respect of filling-up of the **ONLINE APPLICATION FORM**
of External Theoretical Examinations for the 1st semester diploma students in
Engineering & Technology/Architecture/MOPM
(Academic Session 2021-22)

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**GUIDELINES FOR THE STUDENTS**

<table>
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<th>Guidelines</th>
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<td><strong>Online Application &amp; Fee Payment for the External Theoretical Examinations for the 1st Semester Students</strong></td>
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<td>• All eligible 1st semester diploma students (Academic Session 2021-22) of Engineering &amp; Technology/Architecture/MOPM will have to fill up Application Form for the upcoming External Theoretical Examinations through the web-portal of the Council at <a href="http://www.webscte.co.in">www.webscte.co.in</a> by paying requisite fee.</td>
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<td>• A link captioning “<strong>Apply Online for External Theoretical Examinations for the 1st Semester Students of Diploma in Engineering &amp; Technology/Architecture/MOPM (April-2022)</strong>” will be activated in the Home Page of the Council’s website, <a href="http://www.webscte.co.in">www.webscte.co.in</a> on <strong>14th April, 2022</strong> for the concerned students.</td>
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<td>• Eligible students will have to enter their <strong>Registration Number</strong> after clicking the above-mentioned link for initiating the process of form fill-up.</td>
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<td>• Students will have to provide their mobile number and email id in the given space and will have to click the tab “<strong>Submit and Pay Fees</strong>”.</td>
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<td>• For payment of the fee, students have to select “<strong>Mode of Payment</strong>” from Net Banking, Debit Card, Credit Card or UPI and pay the fee.</td>
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<td>• Regular students will have to pay fee of <strong>Rs. 250/- (Rupees two hundred and fifty)</strong> only and Casual students will have to pay fee of <strong>Rs. 150/- (Rupees one hundred and fifty)</strong> only.</td>
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<tr>
<td>• Last date for submission of online form and payment of fee by the concerned students for the External Theoretical Examinations is <strong>18th April, 2022 (Up to 11.30 PM)</strong>.</td>
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• After successful payment of the examination fee, application details of the students will automatically reach their respective Institute portal for online validation by the Institute authority.

• During payment of the fee, if online transaction of any student shows 'PENDING' for a prolonged time, he/she has to write immediately to the Council at helpdesk@webscte.co.in with full details and a screen shot of the transaction made.

• Last date for online validation of the eligibility of the students by the Institute authorities is **20th April, 2022 (Up to 12 Noon)**.

**Downloading of e-Admit Card**

• e-Admit card of the validated students will be available in the official website of the Council (www.webscte.co.in) on and from **21st April, 2022** from the link "**e-Admit Card for External Theoretical Examinations for the 1st Semester Students (April-2022)**".

All eligible diploma students are advised to contact their respective Institutes / HODs / Subject Teachers in case of facing any difficulty in filling-up of the online application form for the aforesaid examinations.

*Koushik Bandyopadhyay*
Senior Administrative Officer (Examination)
WBSCT&VE&SD

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**Memo No. WBSCTVESD/TED/SNB/2020-21/0187(2/6) Dated, 13th April, 2022**

Copy forwarded for information to:

1. Chairperson, WBSCT&VE&SD
2. CAO, WBSCT&VE&SD
3. PS to Hon’ble MOS(IC), Department of TET&SD for kind information of Hon’ble MOS(IC)
4. Sr. PA to the Principal Secretary, Department of TET&SD for kind information of the Principal Secretary of the Department
5. SAO (TE), WBSCT&VE&SD
6. AO (Examination), WBSCT&VE&SD

*Koushik Bandyopadhyay*
Senior Administrative Officer (Examination)
WBSCT&VE&SD