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Government of West Bengal
 Technical Education, Training & Skill Development Department
 B/7, Action Area -III, New Town
 KarigoriBhavan, 2nd floor, Kokata-700160

Date: 17-01-2023

From: Additional Secretary to the Government of West Bengal

To: The Director of Industrial Training, West Bengal

Sub: Procedure for conduct of admission / counseling related work for all Government ITIs /ITCs/ Jr. Polytechnic, Govt. ITIs running under PTP and Pvt. ITIs for the Session to be started from August'2023.

With reference to the above subject, the undersigned is directed to state that the Governor has been pleased to accord approval to the Director of Industrial Training, West Bengal for conducting admission and counseling related work for all Government ITIs/ITCs/Jr. Polytechnic (JP), Govt. ITIs running under PTP & Pvt. ITIs for the Session to be started from August, 2023 through the State Skill Development & Entrepreneurship Committee (SSDEC) as per following procedure.

1. For the academic session beginning from August, 2023, the Directorate of Industrial Training will conduct admission and counseling process for Government ITIs/ITCs/Jr. Polytechnic. Admission process for R. K. Mission ITC at Narendrapur, R. K. Mission ITC at Rahara & St. Vincent ITC at Asansol, run by the philanthropic organizations will be conducted by their own admission process separately.
2. Admission and counseling process for the 20% of total intake of the Pvt. ITIs will also be conducted through central counseling process. Rest 80% seats will be filled up by the respective Pvt. ITIs by their own admission process separately. However, the philanthropic organizations as mentioned herein will conduct their own admission process separately. The names of such organizations are -Ramkrishna Mission Ashrama Pvt. ITI, Asansole, Ramkrishna Mission Shilpavidyalaya Pvt. ITI, Belur Math, Don Bosco Technical Institute, Pvt. ITI Park Circus, Don Bosco Technical School Pvt. ITI, Liluah, Don Bosco Self Employment Research Institute, Pvt. ITI, Mirpara (Howrah), Don Bosco High and Technical School, Pvt. ITI, Krishnanagar, Sarada Ma Pvt. ITI, Hooghly.
3. Admission and counseling process for ITI Tung and ITC Kalimpong will be conducted by the Gorkhaland Territorial Administration (GTA).
4. Applications will be collected through a web-portal <https://scvtwb.in>. No off-line forms will be made available this year.
5. Candidates will directly apply through the web-portal. Candidates need not appear physically at any ITI. Candidates have to register themselves online for filling up online application forms in the website: <https://scvtwb.in>.
6. Candidates may also upload his/her own application along with testimonials to any of the Help Desk set up at all Govt./PTP run Govt. ITIs, who will provide assistance for uploading free of cost.
West Bengal State Council for Vocational Training (WBSCVT) will provide fund to the ITIs (Help desk) @Rs.5/- per-form for meeting up contingency expenses.
7. The merit panel for "M" group of applicants will be prepared by DIT on the basis of marks obtained by the applicant in **Madhyamik or Equivalent examination who passed the entry qualification from the schools located within the State.**
8. The merit panel for "E" group of applicants will also be prepared by DIT on the basis of marks obtained by the applicant in **Class VIII examination who passed the**

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entry qualification from the schools located within the State.

9. Principals of Nodal Govt. ITI will validate the marks obtained by the candidates in the respective qualifying examination, in the web-portal, through the Principal's log-in, after verifying the original scanned documents of the candidate.
10. WBSCVT will provide contingency expenses @Rs.10/- per application for validation/verification to the verifier Nodal ITI (23 Nodal ITIs) after closing dates of collection of applications.
11. Applicants will pay application fees online, as per the following rate, using Debit/Credit card/Net banking/e-wallet/UPI etc.
For Boys: Fees will be Rs.200/- (for both E & M group)
For Girls: Fees will be Rs.100/- (for both E & M group)
No other mode of payment is permitted.
12. All the non-admitted applicants of 2022 may be given chance for submission of application for 2023 session free of cost. Their data will be automatically available in the system. However, they have to apply again in this year with same phone number.
13. The candidates appearing in Madhyamik 2023 or equivalent examination in this year from any recognized Board can also fill up on-line applications within seven (07) days from the date of publication of their results.
14. The Principal ITI Tung and ITC Kalimpong will start their admission process with necessary approval from their competent authority in the month of March 2023 with intimation to this Department. The JDIT, RO Siliguri will hand-hold and monitor the admission process of ITI Tung and ITC Kalimpong.
15. 30% of total seats are reserved for women candidates.
16. 50% of total seats are reserved for District Quota shall be allowed, for the applicants, who passed the entry qualification from the schools located within the district where the concerned Govt. ITI/ITC/JP/Govt. ITI running under PTP is located.
17. District quota reservation shall not be applicable for the following nine (9) major Govt. ITIs:
(1) ITI, Gariahat, (2) ITI, Tollygunj, (3) ITI, Howrah Homes, (4) ITI, Kalyani, (5) ITI, Hooghly, (6) ITI, Durgapur, (7) ITI, Siliguri, (8) Women ITI, Kolkata, (9) ITI for Physically Challenged Boys & Girls.
18. Reservation rules of seats for SC, ST, PH will be maintained as per Statutory norms. OBC reservation will be 7% for OBC-A & OBC-B each.
19. Reservation of Seats for IMC Quota for Govt. ITI/ITC/JP:
20% of total seats will be reserved for Institute Management Committee (IMC) quota in such ITIs where IMCs are in existence. Candidates willing to avail the admission under IMC quota in those Govt. ITIs, shall have to select trade specific IMC quota option during online choice filling at the time of counselling (After publication of merit panel).
20. Reservation of seats will be available for the candidates who passed out from different Vocational Training Centers affiliated to WBSCT&VE&SD, PBSSD & Home Inmates
20% of total seats will be reserved for the pass-out trainees from different Vocational Training Centers (VTCs) affiliated to WBSCT&VE&SD. Pass-out trainees from different short-term courses running under PBSSD, in this State & Home Inmates are also be eligible for this reservation. Home inmates are allowed initial exemption of application fees payment (Rs.200 for male and Rs 100 for female applicants). However, home inmates will apply through the Superintendent of the concerned home free of cost.
The admission fees have been waived for the Home Inmates. Such applicants will be eligible for admission in "M" Group or "E" Group trades on the basis of their

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academic qualification.

21. In case of any excess payments received from the applicants the excess amount will be refunded after verification within two months on a best effort basis.
22. The tuition fees for Pvt. ITIs & IMC quota candidates for 2023 will be as follows:

Sl. No.	Category of Trade	Annual fee per trainee under Craftsman Training Scheme (CTS) for Private ITIs	Annual fee per trainee in IMC quota under Craftsman Training Scheme (CTS) in Government ITI
1.	Engineering	Rs. 26,000/-	Rs. 13,000/-
2.	Non-Engineering	Rs. 21,200/-	Rs. 10,600/-

23. 20% of total intake/seats of Pvt. ITIs will be brought under the purview of the Centralized Admission Process for the year 2023. However candidates have to deposit one month's fee on Admission which in case of up-gradation will stand forfeited.

Additional Secretary to the Govt. of West Bengal

Copy forwarded for information to:

1. The Secretary, WBSCVT.
2. The Sr. P.A to the Additional Chief Secretary, TET&SD Deptt.
3. The OSD to HMOS(IC), TET&SD Deptt.
4. Guard File.

Additional Secretary to the Govt. of West Bengal