

West Bengal State Council of Technical & Vocational Education and Skill Development (Technical Education Division)

#### **Guidelines for the Choice Filling for Admission in Polytechnics**

- Open your browser e.g. Google Chrome, Mozilla Firefox, or Microsoft Edge, and enter the application URL <u>https://sctedved.wb.gov.in/polyadm/</u> in the address bar.
- For the 1<sup>st</sup> Year Counselling, please click on the blue button mentioned as "Choice Fill-up for the 1<sup>st</sup> Year". For the 2<sup>nd</sup> Year Counselling, please click on the blue button mentioned as "Choice Fill-up for the 2<sup>nd</sup> Year".



3. Enter your Registered Mobile Number (e.g. 9876543210) and the last 4 digits of your Aadhaar Number.

	Polytechnic Counselling First Year
	Please login into your account
West Bengal State Council of Technical and Vocational	Type your registered Phone Number
Education and Skill	Type your Last Four digit Aadhar Number
Development	🔓 Submit
	College Login Council Login

4. You will receive the One Time Password (OTP) on your Mobile. Use the OTP to verify yourself.

July 1	Polytechnic Counselling
West Beng	at D
Council of T and Voca	OTP Send!
Education Develop	Otp sent Successfully

- 5. If you didn't receive the OTP within two minutes, please refresh the browser to reload the webpage and enter the Mobile number and last 4 digits of Aadhaar number again to get the OTP.
- 6. You will be redirected to the Profile page, where you need to update the Home and Schooling districts.

WBSCTVESD	- Polytechnic Counselling - First Year Welcome.				
A My Profile					
Choice Fillup	My Profile				
🗠 Activities		Application Form Number :	CC B	Category	Rank
[→ Logout		Name of the Candidate :		GENERAL	
		Gender: MALE			
		Category: GENERAL			
		Physically Challenged :	NO		
	Select your Home District	Select your Schooling Dis	strict		
	Select	Select	~		
	SAVE				

7. Once saved, you will be redirected to the Choice Filling page.

WBSCTVESD	😑 Polytechnic Counselling - First Year	Welcome
A My Profile	Choice Fillup	
🗠 Activities	Si No Institute	
	Save Save CK	

8. In the Choice Filling page, you need to select the Institute name from the dropdown. The branch/stream available in that institute will be loaded in the next dropdown. On selection of the same, **information will be auto-saved**.

WBSCTVESD	- Polytechnic Counselling - First Year Welcome					
My Profile	Choice	P Fillup				
Activities	SI No	Institute	Stream			
La rogour	1		Stream Name			
	2	BIT - BIRLA INSTITUTE OF TECHNOLOGY	ETCE - Electronics & Tele-Communic V			
	3	BIT - BIRLA INSTITUTE OF TECHNOLOGY	EIE - Electronics & Instrumentation En	↑ ↓ 🗹 티		
	4	AIE - ARYABHATTA INSTITUTE OF ENGG	CE - Civil Engineering	↑ ↓ 🗹 📋		
	5	APC - APC ROY POLYTECHNIC	CST - Computer Science & Technolo V	1		
	Lock &	. Submit				

- 9. You can add as many as the Institute / Stream combination as Choice.
- 10. You can up or down your choice preference by clicking the UP and DOWN arrow icons respectively.

WBSCTVESD	Polytechnic Counselling - First Year								
A My Profile									
L Choice Fillup	Choice	Fillup							
🗠 Activities	SI No	Institute		Stream					
[+ Logout		Institute Name	~	Stream Name	~				
	1	ADY - ADYAPEATH ANNADA POLYTECH	$\sim$	EE - Electrical Engineering	~	$\downarrow$	Ľ	Î	
				Click to move UP the select	ion 🛏	<u> </u>	1		_
	2	BIT - BIRLA INSTITUTE OF TECHNOLOGY	$\sim$	ETCE - Electronics & Tele-Communic	$\sim$	↑	↓		
				Click to move DOWN	he sel	ection			_
	3	BIT - BIRLA INSTITUTE OF TECHNOLOGY	$\sim$	EIE - Electronics & Instrumentation En	$\sim$	1	↓		
	4	AIE - ARYABHATTA INSTITUTE OF ENGG	~	CE – Civil Engineering	~	1	$\downarrow$	ľ	Î
	5	APC - APC ROY POLYTECHNIC	$\sim$	CST - Computer Science & Technolo	$\sim$	1	Ľ	Î	
	Lock &	Submit							

11. If you need to edit any combination, you can do so by clicking the EDIT icon beside the combination. Once the edit is completed, the new combination will be auto-saved.

WBSCTVESD	- Polytechnic Counselling - First Year						
My Profile	Choice	9 Fillup					
Activities	SI No Institute Stream						
	1	Institute Name	•	Stream Name			
	2	ADY - ADYAPEATH ANNADA POLYTECH		EE - Electrical Engineering	↓ ↑		
	3	BIT – BIRLA INSTITUTE OF TECHNOLOGY		EIE - Electronics & Instrumentation En 🗸 🗸	Click t	to edit	
	4	AIE - ARYABHATTA INSTITUTE OF ENGG		CE - Civil Engineering	Ť	↓ [	
	5	APC - APC ROY POLYTECHNIC		CST - Computer Science & Technolo	↑		3
	Look 6	Cuberia.					_
	Lock &	Submit					

WBSCTVESD	<u></u> Poly	rtechnic Counselling - Fir	st Yea	ar		Welco	
A My Profile	SI No	Institute		Stream			
		Institute Name	~	Stream Name	~		
Activities	1	APC - APC ROY POLYTECHNIC	~	CST - Computer Science & Technolo	~	↓ C	
<u> </u>	2	BIT - BIRLA INSTITUTE OF TECHNOLOGY	~	ETCE - Electronics & Tele-Communic	~	↑↓	· 🕜 🚺
	3	ADY - ADYAPEATH ANNADA POL 🛛 🗶	~	EE – Electrical Engineering X	~	↑↓	- 💌 🚺
	4	BIT - BIRLA INSTITUTE OF TECHNOLOGY	~	EIE - Electronics & Instrumentation En		↑↓	· 🕜 🚺
	5	AIE - ARYABHATTA INSTITUTE OF ENGG	~	CE – Civil Engineering	~	1	
	Lock &	Submit					

12. If you wish to delete any combination, you can do so by clicking the REMOVE icon.

WBSCTVESD	Polytechnic Counselling - First Year						
A My Profile							
	Choice	Fillup					
🗠 Activities	SI No	Institute	Stream				
[+ Logout		Institute Name	Stream Name				
	1	ADY - ADYAPEATH ANNADA POLYTECH	EE - Electrical Engineering	V V C			
	2	BIT - BIRLA INSTITUTE OF TECHNOLOGY	ETCE - Electronics & Tele-Communic	↑ ↓ ☑ □			
	3	BIT - BIRLA INSTITUTE OF TECHNOLOGY	EIE - Electronics & Instrumentation En	↑ ↓ 🖸 🚺			
	4	AIE - ARYABHATTA INSTITUTE OF ENGO	CE - Civil Engineering	↑ ↓ 🖸 🚺			
	5	APC - APC ROY POLYTECHNIC	CST - Computer Science & Technolo	<ul> <li>1</li> <li>2</li> <li>1</li> </ul>			
	Lock &	Submit					

WBSCTVESD	😑 Poly	technic	Counselling - First Year		Weld	come	
A My Profile	1	APC - APC					
Choice Fillup							
🗠 Activities	2	BIT - B		ommunic 🗸 🗸	1	↓ 🖸	
[→ Logout	3	ADY -	ě		<b>↑</b>	↓ 🗹	
	4	BIT - B	Are you sure?	ntation En	Ŷ	↓ 🗹	
	5		You won't be able to revert this!				
	3	AIE - A	Yes, delete it! Cancel	~	Ť		
	Lock &	& Submit					

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13. After the choice fillup is completed, you need to "LOCK and SUBMIT" the choices. Once, the choices are LOCKED and SUBMITTED, you will be asked to pay the Counselling Fees of Rs 500 (Rupees Five Hundred Only).

WBSCTVESD	- Polytechnic Counselling - First Year Welcom					
A My Profile						
Choice Fillup	Preview Choi	ice Fillup				
🗠 Activities			Download your fill-up choices			
[→ Logout	Choices	Institute	Stream			
	1	APC - APC ROY POLYTECHNIC	CST - Computer Science & Technology			
	2	BIT - BIRLA INSTITUTE OF TECHNOLOGY	ETCE - Electronics & Tele-Communication Enginee			
	3	BIT - BIRLA INSTITUTE OF TECHNOLOGY	EIE - Electronics & Instrumentation Engineering			
	4	AIE - ARYABHATTA INSTITUTE OF ENGG & MANAGEME	CE - Civil Engineering			
	Pay the Couns	elling Fees	Download your fill-up choices			

14. On clicking the payment button, you will be redirected to the SBI Payment Gateway. Complete your payment and you will be redirected to the Success/Failure page based on the payment status.

NOTE: Please do not close the browser until you see the Success / Failure message.

- 15. From the payment confirmation page, you need to click the "Go to Preview Page" to return to the Preview of the Choice Fill-up page.
- You can download your filled-up choices in PDF format by clicking the link "Download Choice Fill-up".

WBSCTVESD	- Polytech	nic Counselling - First Year	Welcome
All Profile	Preview Cho	ice Fillup	
Activities	Choices	Institute	Download your fill-up choices
	1	APC - APC ROY POLYTECHNIC	CST - Computer Science & Technology
	2	BIT - BIRLA INSTITUTE OF TECHNOLOGY	ETCE - Electronics & Tele-Communication Enginee
	3	BIT - BIRLA INSTITUTE OF TECHNOLOGY	EIE - Electronics & Instrumentation Engineering
	4	AIE - ARYABHATTA INSTITUTE OF ENGG & MANAGEME	CE - Civil Engineering
			Download your fill-up choices





Phone:

Candidate Name:

Choice No	Institute Name	Branch name CST - Computer Science & Technology	
1	APC - APC ROY POLYTECHNIC		
2	BIT - BIRLA INSTITUTE OF TECHNOLOGY	ETCE - Electronics & Tele- Communication Engineering	
3	BIT - BIRLA INSTITUTE OF TECHNOLOGY	EIE - Electronics & Instrumentation Engineering	
4	AIE - ARYABHATTA INSTITUTE OF ENGG & MANAGEMENT	CE - Civil Engineering	



17. If you click the "Activities" link on the left sidebar, you can view your all activities starting from login.

WBSCTVESD	😑 Polytechnic Counselling - First Year			Welcome	
A My Profile	List Of Activities				
A Choice Fillup			<u> </u>		
🗠 Activities			Search		
[→ Logout	SI No	Activities	Date/ Time	IP Address	
	1	has been final submit his/her all choices manually	19-Jun-2024 17:06:12	171.79.10.211	
	2	(EE) at this ADYAPEATH ANNADA POLYTECHNIC COLLEGE with (ADY)	19-Jun-2024 17:05:41	171.79.10.211	
	3	has been updated from choice no 2 to 3	19-Jun-2024 17:04:49	171.79.10.211	
	4	has been updated from choice no 3 to 2	19-Jun-2024 17:04:49	171.79.10.211	
	5	has been updated from choice no 2 to 1	19-Jun-2024 17:04:43	171.79.10.211	
	6	has been updated from choice no I to 2	19-Jun-2024 17:04:43	171.79.10.211	
	7	has been updated from choice no 3 to 2	19-Jun-2024 17:04:39	171.79.10.211	
	8	has been updated from choice no 2 to 3	19-Jun-2024 17:04:39	171.79.10.211	
	9	has been updated from choice no 4 to 3	19-Jun-2024 17:04:34	171.79.10.211	
	10	has been updated from choice no 3 to 4	19-Jun-2024 17:04:34	171.79.10.211	

18. For any assistance, please call the Help Desk No.: 9147339495, 9147339498 or e-mail to commonadmission2024@gmail.com