



**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, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No. WBSCTVESD/TED/2025-26/1194

Date: 29.12.2025

NOTICE

**Guidelines in respect of filling-up of the ONLINE APPLICATION FORM
For External Theoretical & External Sessional Examinations by the 1st, 3rd & 5th Semesters Diploma
Students in Engineering & Technology/MOPM/3DAG
(Academic Session 2025-26)**

**Website for Examination Form Fill-up: www.webscte.co.in
Date of Commencement of Examination Form Fill-up: 05.01.2026**

FIRST CATEGORY of Students

- Students of 1st semester who admitted during the academic session 2025-26
- Students of 1st semester of earlier academic sessions who took readmission in the 1st semester during the academic session 2025-26

Process of Examination Form Fill-up by the FIRST CATEGORY of students

College Login:

(<https://sctedved.wb.gov.in/polyadm/diploma-portal>)

1. Enter user type as “College Admin”, provide Username and Password
2. Click Submit

Student Eligibility Checking by the Institution:

1. On the dashboard, navigate to **Examinations>Student Eligibility**
2. Select the following options:
 - o **Select Department**
 - o **Select Semester:** Semester-I
 - o **Select Enroll Year:** 2026
 - o **Select Enroll Type:** Regular
3. After selecting the above fields, click **Get Data**.
4. The system will display **all registered student data**, on the basis of applied filters

Selecting Students for Declaration of Eligibility:

1. From the displayed list, select the student record you want to select
2. Click on **Eligible for Form Fill-Up**

Student Login:

1. Click on appropriate LINK
2. Enter user type as “Student”
3. Provide Registered Mobile Number and Last 4 Digits of Aadhaar Number
3. Click Submit and provide OTP to access the dashboard
4. Examination Fee Payment by the Students: **From 05/01/2026 to 08/01/2026** (Only after declaration of the eligibility by the institute, a student will get the payment option)

5. Payment of Fee can be paid through Net Banking, Debit Card, Credit Card or UPI
6. Regular/Readmitted students will have to pay fee of Rs. 250/- (Rupees two hundred and fifty) only towards Examination Fee

Payment Option for Students:

Once marked as eligible by the Institution:

1. The **students have to log-in** to their account by aforesaid login procedure
2. The **Payment Option** will be available in the student's profile
3. In the dashboard, they can see the **Examination Fee Payment** option
4. The student should proceed with "Selecting Payment Method"
5. Complete the fee payment

Availability of Admit Card: Students would get their e-Admit Card from their dashboard tentatively on 10.01.2026

SECOND CATEGORY of Students

- Students of 1st semester (only CASUAL)
- Students of 3rd semester who admitted during the academic session 2025-26
- All other 3rd semester students (both REGULAR & CASUAL) who admitted prior to session 2025-26
- Students of 5th semester (both REGULAR & CASUAL)

Process Examination Form Fill-up by the SECOND CATEGORY of students

- Click on appropriate LINK
- Enter **Registration Number** and click 'Search' button
- Provide Mobile Number and Email ID
- Click "**Submit and Pay Fees**" button
- Pay examination fee by selecting appropriate "**Mode of Payment**"
- Regular students will have to pay fee of Rs.250/- (Rupees two hundred and fifty) only and Casual students will have to pay fee of Rs.150/- (Rupees one hundred and fifty) only.
- Last date of form fill-up and payment of fee: **7th January, 2026 (Up to 11.30 PM)**
- Last date for online validation of the eligibility of the students by the Institute: **8th January, 2026 (Up to 11.30 PM)**
- Students would be able to download their e-Admit Card tentatively on 09.01.2026 from the LINK to be provided on the website

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 examination.



Senior Administrative Officer (Technical Education)
WBSCT&VE&SD

Memo No. WBSCTVESD/TED/2025-26/1194(2/4)

Date: 29.12.2025

Copy forwarded for information to:

1. Chairperson, WBSCT&VE&SD
2. CAO, WBSCT&VE&SD
3. SAO (Examination), WBSCT&VE&SD
4. Office copy


Senior Administrative Officer (Technical Education)
WBSCT&VE&SD