

Guidelines for the Choice Filling for Admission in Polytechnics



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



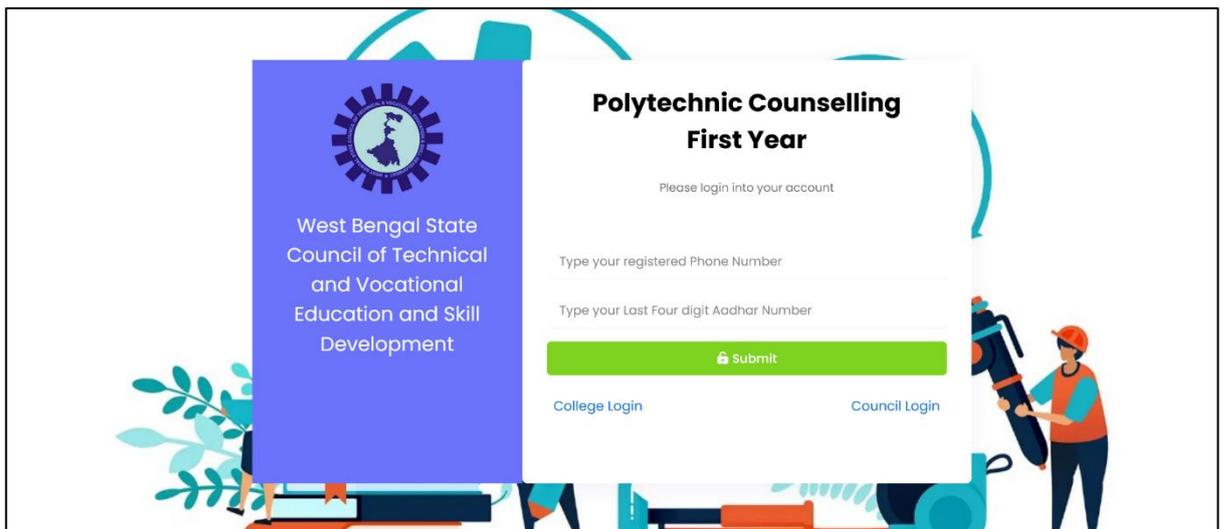
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1. Open your browser e.g. Google Chrome, Mozilla Firefox, or Microsoft Edge, and enter the application URL <https://sctedved.wb.gov.in/polyadm/> in the address bar.
2. For the 1st Year Counselling, please click on the blue button mentioned as “Choice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

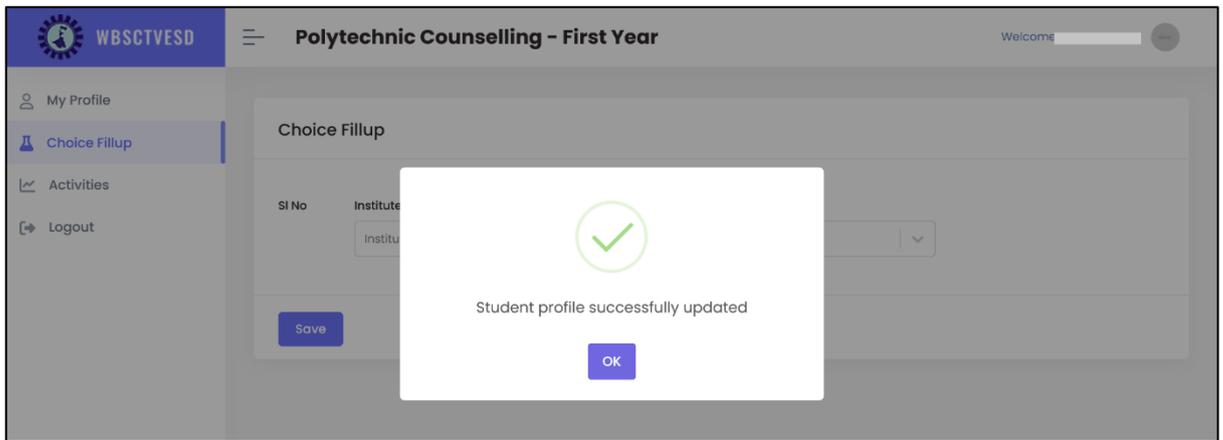


3. Enter your Registered Mobile Number (e.g. 9876543210) and the last 4 digits of your Aadhaar Number.

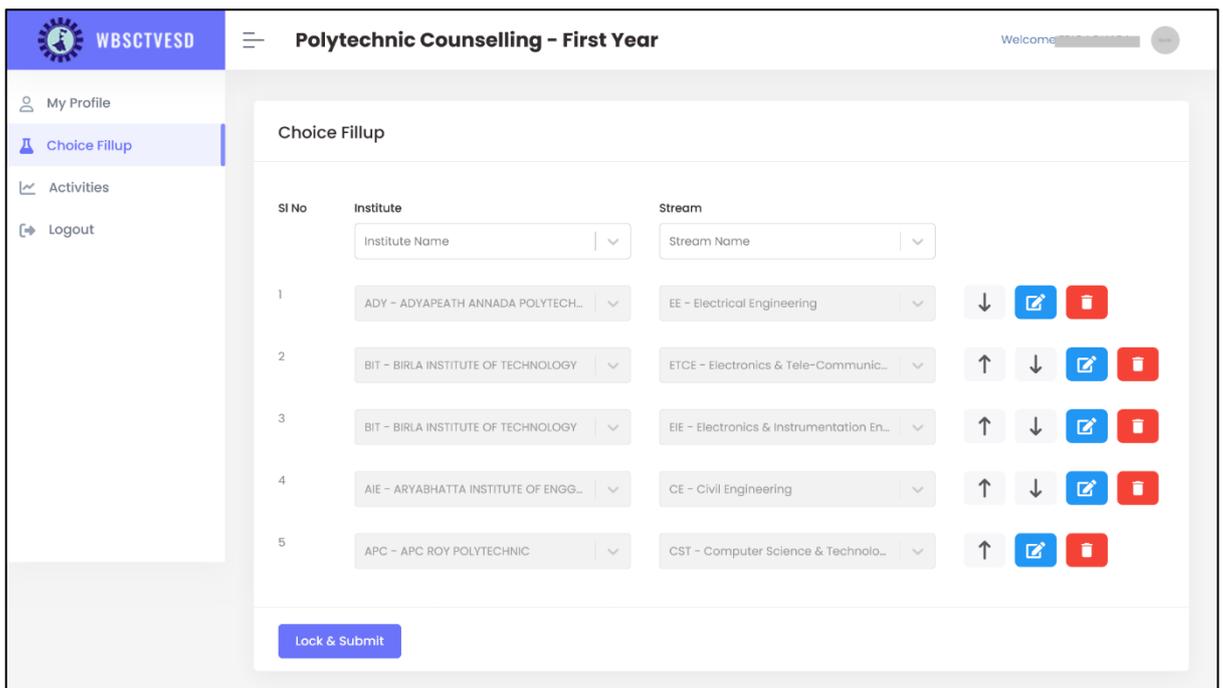


4. You will receive the One Time Password (OTP) on your Mobile. Use the OTP to verify yourself.

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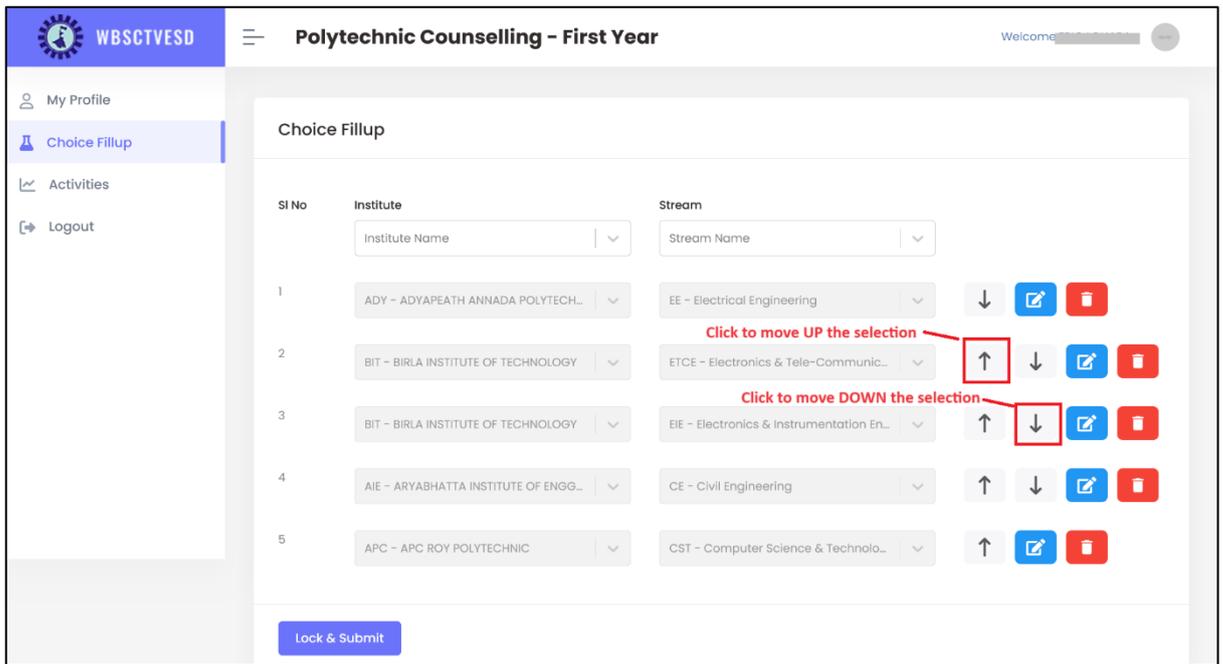


- In the Choice Filling page, you need to select the Institute name from the dropdown. The branch/stream available in that institute will be loaded in the next dropdown. On selection of the same, **information will be auto-saved**.

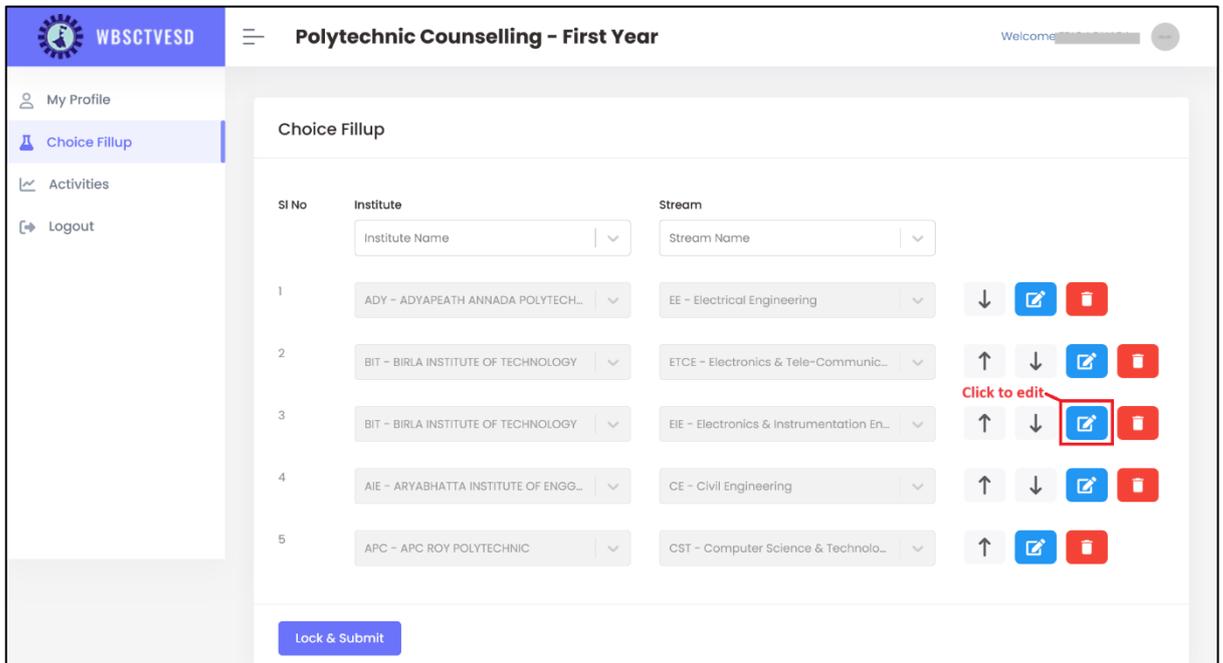


- You can add as many as the Institute / Stream combination as Choice.
- You can up or down your choice preference by clicking the UP and DOWN arrow icons respectively.

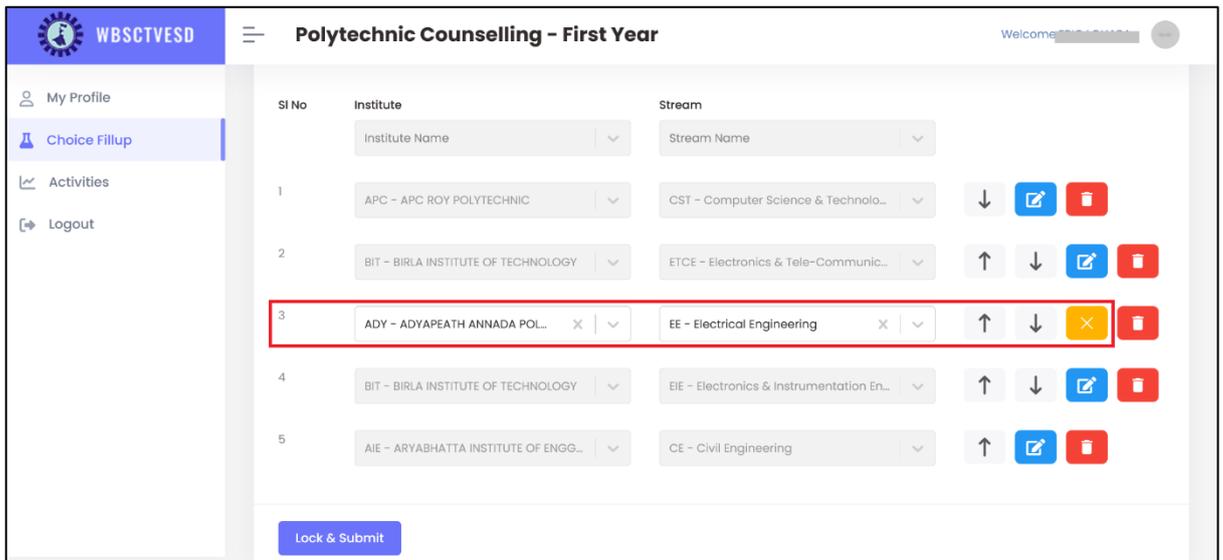
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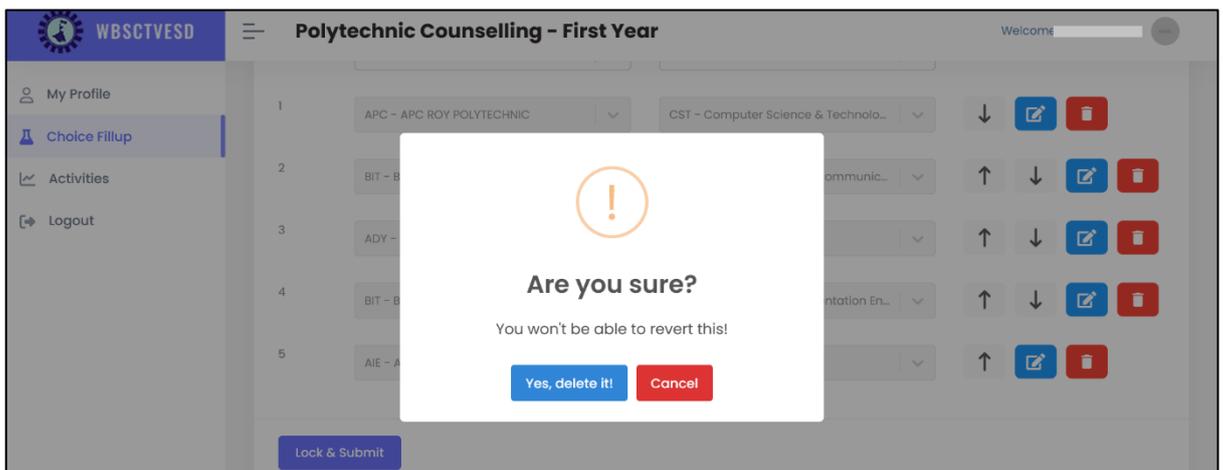
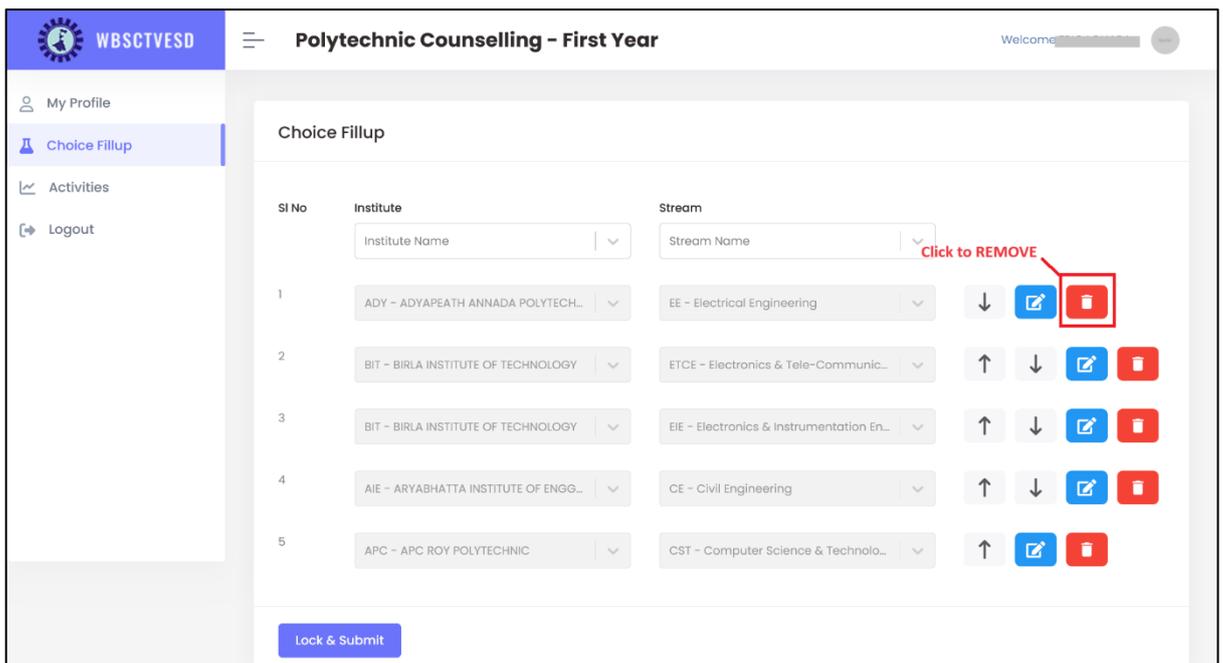
11. If you need to edit any combination, you can do so by clicking the EDIT icon beside the combination. Once the edit is completed, the new combination will be auto-saved.



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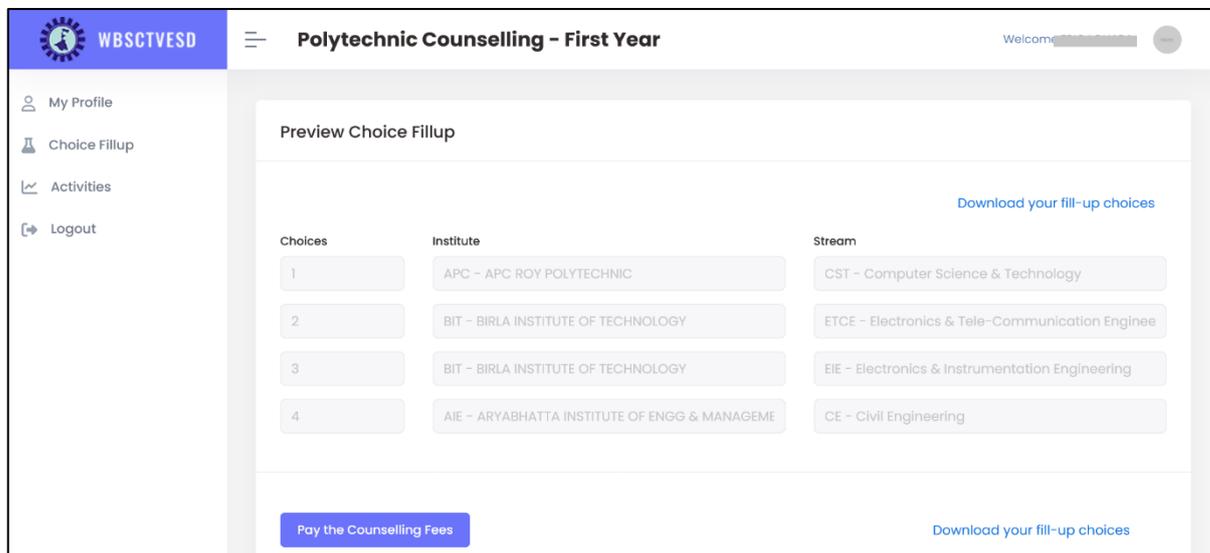


12. If you wish to delete any combination, you can do so by clicking the REMOVE icon.



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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).



The screenshot displays the WBSCTVESD Polytechnic Counselling - First Year interface. The header includes the WBSCTVESD logo, the title "Polytechnic Counselling - First Year", and a user profile icon. The left sidebar contains navigation options: My Profile, Choice Fillup, Activities, and Logout. The main content area is titled "Preview Choice Fillup" and features a table of selected choices. A blue button labeled "Pay the Counselling Fees" is located at the bottom left, and a blue link "Download your fill-up choices" is at the bottom right.

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

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.
16. You can download your filled-up choices in PDF format by clicking the link “Download Choice Fill-up”.

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WBSCTVESD Polytechnic Counselling – First Year

Welcome

My Profile
Choice Fillup
Activities
Logout

Preview Choice Fillup

[Download your fill-up choices](#)

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

[Download your fill-up choices](#)

WEST BENGAL STATE COUNCIL OF TECHNICAL AND POLYTECHNIC AND SKILL DEVELOPMENT
Choice Filling In Polytechnic Counselling

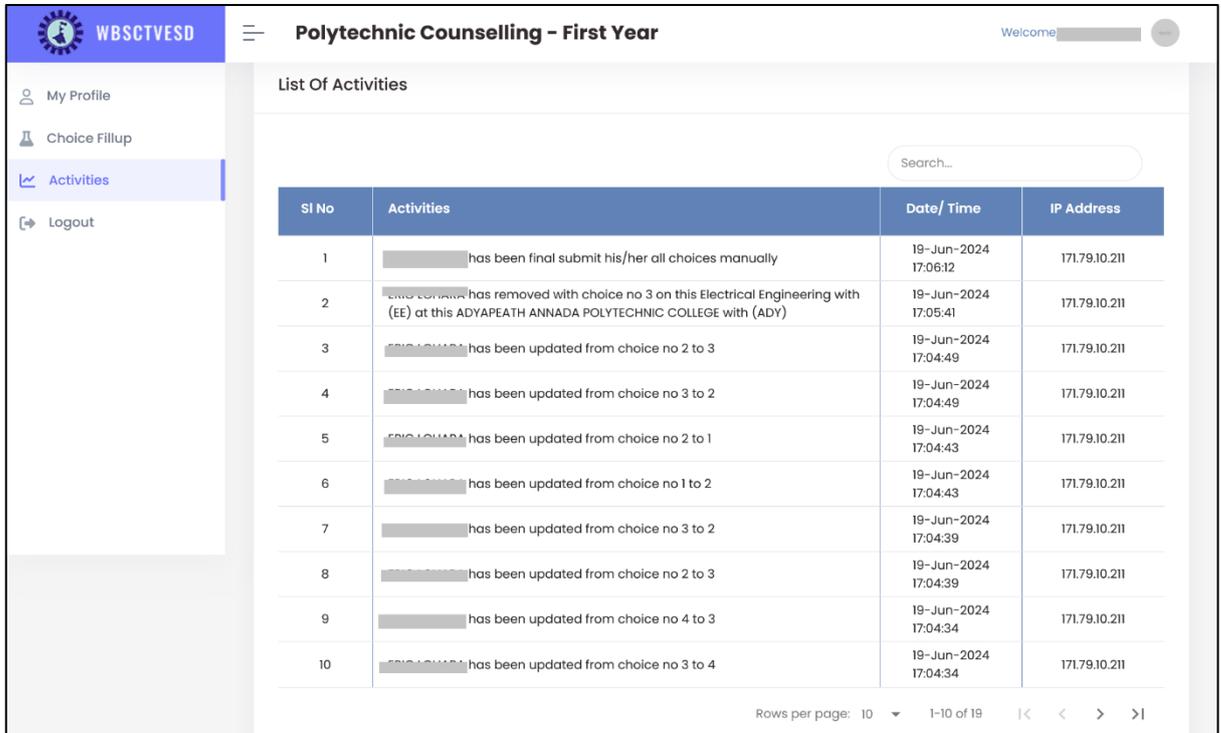
Candidate Name: [REDACTED] Phone: [REDACTED]

Choice No	Institute Name	Branch name
1	APC - APC ROY POLYTECHNIC	CST - Computer Science & Technology
2	BIT - BIRLA INSTITUTE OF TECHNOLOGY	ETCE - Electronics & Tele-Communication Engineering
3	BIT - BIRLA INSTITUTE OF TECHNOLOGY	EIE - Electronics & Instrumentation Engineering
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Date: 19/06/2024

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



The screenshot displays the 'List Of Activities' page in the WBSCTVESD Polytechnic Counselling - First Year system. The page includes a sidebar with navigation options: My Profile, Choice Fillup, Activities (selected), and Logout. The main content area features a search bar and a table with the following data:

SI No	Activities	Date/ Time	IP Address
1	[REDACTED] has been final submit his/her all choices manually	19-Jun-2024 17:06:12	171.79.10.211
2	[REDACTED] has removed with choice no 3 on this Electrical Engineering with (EE) at this ADYAPEATH ANNADA POLYTECHNIC COLLEGE with (ADY)	19-Jun-2024 17:05:41	171.79.10.211
3	[REDACTED] has been updated from choice no 2 to 3	19-Jun-2024 17:04:49	171.79.10.211
4	[REDACTED] has been updated from choice no 3 to 2	19-Jun-2024 17:04:49	171.79.10.211
5	[REDACTED] has been updated from choice no 2 to 1	19-Jun-2024 17:04:43	171.79.10.211
6	[REDACTED] has been updated from choice no 1 to 2	19-Jun-2024 17:04:43	171.79.10.211
7	[REDACTED] has been updated from choice no 3 to 2	19-Jun-2024 17:04:39	171.79.10.211
8	[REDACTED] has been updated from choice no 2 to 3	19-Jun-2024 17:04:39	171.79.10.211
9	[REDACTED] has been updated from choice no 4 to 3	19-Jun-2024 17:04:34	171.79.10.211
10	[REDACTED] has been updated from choice no 3 to 4	19-Jun-2024 17:04:34	171.79.10.211

At the bottom of the table, there is a pagination control showing 'Rows per page: 10' and '1-10 of 19'.

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