



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

[A Statutory Body under West Bengal Act XXVI of 2013]

Department of Technical Education, Training & Skill Development, Government of West Bengal

"Karigori Bhavan", 4th Floor, Plot No. B/7, Action Area-III, New Town, Rajarhat, Kolkata-700160

Date: 22nd September, 2025

G U I D E L I N E S

(Important Notes for Upgrade Round and Mop-Up Round)

Upgrade Round on 24th September, 2025

As per the notification published earlier, an **Upgrade Round** will be held for all admitted candidates against available vacancies. **The Upgrade Round will be held in all government / sponsored polytechnics based on the merit list.**

The guidelines for allotment and admission of the students in Upgrade Round are as follows:-

- The portal for Upgrade Round is <https://scvtwb.in/>
- The students who got admitted in different government / sponsored polytechnics during previous counselling, but didn't get their 1st choice, are only eligible to take part in this Upgrade Round.
- **Willing eligible students will provide their single choice of institute and branch on 23rd September, 2025** based on the vacancy to be declared on 23rd September, 2025. **The portal will remain open till midnight of 23.09.2025 for receiving such application.**
- **Students will pay an amount of Rs.1,000/- for taking part in the Upgrade Round through online mode.** However, the students who have already paid the upgradation fee of Rs.1,000/- during previous counselling, need not to pay again.
- **The result of Upgrade Round will be available on 24th September, 2025.**
- **No physical verification of the eligibility criteria of such upgraded students is required to be made at the institute level where upgradation has been made, since such activities have already been done against such students.**
- **No payment towards admission and tuition fees need to be collected from such students.**
- **The students whose seats will be upgraded, shall be deemed to have admitted in the allotted institute and branch. In case of allotment of upgraded seat, the presently allotted seat will get cancelled automatically. The concerned students will have to start their classes in the new institute and branch.**
- The students whose seats will not upgrade, shall have to continue their classes in the present institute and branch.
- **No action at institute level is required for this Upgrade Round.**

Mop-Up Round on 25th September, 2025

A final **Mop-Up Round** will also be held on **25th September, 2025**. The eligibility criteria along with guidelines for allotment and admission of the students in **Mop-Up Round** are as follows:—

- The portal for **Mop-Up Round** is <https://scvtwb.in/>
- Institute-wise and Branch-wise Vacancy List will be available on the aforesaid website, against which **Mop-Up Round** will be conducted.
- Any candidate, having valid rank in the first merit list as well as in the extended merit list, are eligible to take part in the **Mop-Up Round**.
- In addition to the aforesaid candidates, fresh application will also be collected from the willing eligible candidates. For the purpose, the application portal will remain open on **25th September, 2025 till 12 noon.**
- Based on the application so received, the **2nd Extended Merit List** will be published.
- Willing candidates may appear physically for **Mop-Up Round** in the institute of their choice **within 12.00 Noon on 25th September, 2025.**
- The candidates who will report within 12 Noon on the date of **Mop-Up Round** on 25.09.2025, may be issued with a TOKEN and they should be queued in accordance with their General Rank.
- A slip should be provided to all reported candidates containing the following information and get it signed by them for the purpose of documentation and written evidence of their submission of preferred choices of branch/discipline.
 - Date of Counselling
 - Name of the Candidate
 - General Rank
 - Mobile Number
 - Name of the Institute where Reported
 - Choices of Branch / Discipline as per their preference
 - Signature with Date and Time
- The candidates may thereafter be called for counselling one-by-one in accordance with their General Rank.
- **The students belonging to Reserved Category or TFW, may be offered category/quota seats, if available, upon verification of all supporting documents.**
- Upon providing the registered mobile number of the candidates in the portal, all details provided by the candidates during application will be displayed for verification purposes.
- **Upon successful verification of all eligibility criteria of an applicant with respect to the data available on the portal, he/she may be admitted against a seat in his/her preferred branch in accordance with the available vacancy.**
- On making necessary entries of an admitted student in the portal, the remaining vacant seats will be decreased automatically.

- The amount of admission and tuition fee has to be collected through **GRIPS portal in ONLINE MODE** at the time of taking admission. **The candidates will be advised to bring with them a smart mobile phone.**
- The other required fees will also be collected by the institute authority in CASH. **For the purpose, all candidates have been advised to carry CASH of Rs.200/- (approximately) with them.**
- The candidates have to report at the institute with the following documents in ORIGINAL along with a set of photocopies of the same
 - Rank Card
 - Admit Card of Madhyamik or Equivalent Examination
 - Marksheets of Qualifying Examination
 - Caste Certificate (if applicable)
 - TFW Certificate (if applicable)
 - Two copies of passport size photographs
- Counselling and admission in **Mop-Up Round** will be closed as soon as the vacant seats of the concerned institute are filled up. No further counselling will take place thereafter.

If any dispute arises during the aforesaid counselling dates, the decision of the Counselling Committee of the concerned Institute will be final and binding upon all.



Senior Administrative Officer (TE)
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