



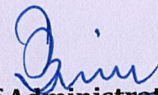
West Bengal State Council of Technical and Vocational Education and Skill Development
(Technical Education Division)

Karigari Bhawan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Programme for the Diploma in Pharmacy Part - I I Examination – September 2026

Date	Time	Subject
21.09.2026 MON	12 p.m. to 3 p.m.	PHARMACOLOGY [PH-II/1]
22.09.2026 TUE	12 p.m. to 3 p.m.	COMMUNITY PHARMACY & MANAGEMENT [PH-II/2]
23.09.2026 WED	12 p.m. to 3 p.m.	BIOCHEMISTRY & CLINICAL PATHOLOGY [PH-II/3]
24.09.2026 THU	12 p.m. to 3 p.m.	PHARMACOTHERAPEUTICS [PH-II/4]
25.09.2026 FRI	12 p.m. to 3 p.m.	HOSPITAL & CLINICAL PHARMACY [PH-II/5]
26.09.2026 SAT	12 p.m. to 3 p.m.	PHARMACY LAW & ETHICS [PH-II/6]

Date: 07.09.2026


Chief Administrative Officer
WBSCT&VE&SD



**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. SCTVSD-14019/7/2026-OSD(WBSCTVESD)-WBSCTVESD/0716

Date: 07.09.2026

NOTICE

**Guidelines for Filling-up of the Online Application Form
for External Theoretical Examinations by Part-II Diploma in Pharmacy Students
(Academic Session 2025-26)**

All eligible students of Diploma in Pharmacy (Part-II), Academic Session 2025-26, are hereby informed that they are required to fill up the Online Application Form for the forthcoming External Theoretical Examinations (September 2026) through the web portal of the Council.

1. ONLINE APPLICATION AND FEE PAYMENT

1. All eligible Diploma in Pharmacy (Part-II) students shall fill up the Online Application Form through the official website of the Council: www.sctvesd.wb.gov.in, by paying the requisite examination fee.
2. A link titled "**Apply Online for External Theoretical Examinations for the Part-II Diploma Students of Pharmacy (September 2026)**" will be available under the Important Notices/Links section of the Council's website from **8th September 2026**. [12pm onwards]
3. Examination Fee Payment by Students: **08/09/2026 to 11/09/2026**
4. Validation of Student Eligibility by the Institute: **08/09/2026 to 14/09/2026**
5. Eligible students shall enter their **Aadhaar Number and Mobile Number** after clicking the above-mentioned link to initiate the online form-fill-up process.
6. For payment of the examination fee, students shall make the payment through UPI.
7. The examination fee shall be as follows:
- 8.

Category of Student	Examination Fee
Regular Student	Rs. 250/-
Casual Student	Rs. 150/-
Late Fee	Rs. 200/- per appearance

9. The last date for submission of the **Online Application Form** and payment of the examination fee by the concerned students **without late fee** is **11th September 2026 up to 11:59 PM**.
10. The Online Application Form may be submitted **with late fee** on 12th and 13th September 2026 up to 11:59 PM
11. If the status of an online fee transaction remains "PENDING" for a prolonged period, the student shall immediately report the matter to the Council by email at examcell_dpharm@wbscte.ac.in, mentioning the complete details of the transaction and attaching a screenshot of the transaction status.

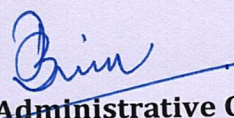
2. DOWNLOADING OF e-ADMIT CARD

1. The e-Admit Card of the students whose eligibility has been duly validated by the concerned Institute is tentatively expected to be available on the official website of the Council from 15th September 2026.
2. Students shall download their e-Admit Card through the link titled: "Admit Card for External Theoretical Examinations for the Part-II Diploma Students of Pharmacy (Sept-2026)"

3. IMPORTANT INSTRUCTIONS

All eligible Diploma in Pharmacy (Part-II) students are advised to carefully verify the information entered in the Online Application Form before making the final submission and payment.

In case of any difficulty in filling up the Online Application Form, students should contact their respective Institute / Head of the Department (HOD) / Subject Teacher for necessary assistance. Students are advised to complete the form-fill-up and fee payment within the prescribed schedule to avoid any last-minute difficulty.


Chief Administrative Officer
WBSCT&VE&SD



Government of West Bengal

West Bengal State Council for Technical and Vocational Education

Karigori Bhawan, Kolkata

Skilled Youth
Stronger Bengal

Standard Operating Procedure (SOP)

Examination Enrollment Process

For Institutes and Students

A step-by-step guide to manage examination
enrollment in the online portal



Institute End

Enrollment, Verification,
Attendance List and
Top Sheet Download



Student End

Check Eligibility,
Enrollment Status
and Admit Card

TECHNICAL
EDUCATION
BRIGHTER
TOMORROW



Examination Enrollment Process

Institute End & Student End

1. Student End

Step 1 – Check Eligibility

Login to the Student Portal and go to Examination → Enrollment. Select the Exam Year and Semester/Part and click Check Eligibility. If the student is eligible, the eligibility confirmation is displayed.

The screenshot shows the 'STUDENT PORTAL' interface. On the left is a sidebar with navigation links: STUDENT PROFILE, PAYMENT STATUS, RESULT, EXAMINATION (expanded), ENROLLMENT, REVIEW, and ADMIT CARD. At the bottom of the sidebar is a red 'LOGOUT SYSTEM' button. The main content area is titled 'ENROLLMENT' and 'Examination Enrollment'. It includes a sub-header 'Verify exam eligibility, registration parameters, and fee payment requirement.' Below this are two dropdown menus: 'EXAM YEAR' (set to 2026) and 'SEMESTER / PART' (set to Part-II), followed by a blue 'Check Eligibility' button. A green banner below the dropdowns states 'Eligibility Confirmed: You are eligible for Part-II - 2026 enrollment.' with a 'VERIFIED' status. Underneath is a 'STUDENT DETAILS' section for 'RAMEN BISWAS' with a 'Print Slip' button. A table displays the following information: REGISTRATION NO (PHARM232406511), SEMESTER / PART (Part-II), ENROLLMENT TYPE (READMISSION), ROLL NUMBER (615), EXAM YEAR (2026), and PAYABLE FEE (₹250). At the bottom, it shows 'APPLIED SUBJECTS FOR EXAMINATION' with '11 Subjects'.

Figure 4: Student End – Examination Enrollment and Eligibility Confirmation.

Step 2 – Not Eligible Status

If the student is not eligible, the portal displays the message “Not Eligible for Examination”. The student should contact the concerned institute/examination authority for further action.

The screenshot shows the same 'STUDENT PORTAL' interface as Figure 4. The 'EXAM YEAR' and 'SEMESTER / PART' dropdowns are still set to 2026 and Part-II, respectively. However, the 'Check Eligibility' button is no longer visible. Instead, a large red banner with a warning icon displays the message 'Not Eligible for Examination'. Below this, a pink box contains the text 'You are not eligible for this examination.' and a smaller line of text says 'Please verify the selected semester/year or contact your college examination cell.' At the bottom of the banner is a 'Retry' button.

Figure 5: Student End – Not Eligible for Examination.

Step 3 – Admit Card

Go to Examination → Admit Card. Review the candidate and examination details, including the examination routine/schedule, and download the Admit Card PDF when the option is available.

STUDENT PORTAL

- STUDENT PROFILE
- PAYMENT STATUS
- RESULT
- EXAMINATION
 - ENROLLMENT
 - REVIEW
 - ADMIT CARD

LOGOUT SYSTEM

ADMIT CARD

Examination Admit Card
Official candidate admit pass for West Bengal State Council Diploma in Pharmacy Examinations

SEMESTER: **Part-II**

ADMIT CARD ISSUED & VERIFIED
Your examination admit card is ready. Please download and print a physical copy to carry to the examination hall. **ELIGIBLE**

CANDIDATE PROFILE
RAMEN BISWAS
Father: MANIK BISWAS | Student ID: 20353

Download Admit Card (PDF)

REGISTRATION NUMBER
PHARM232406511

BRANCH / DEPARTMENT
PHARMACY(PHARM)

SEMESTER / PART
Part-II

INSTITUTE (APPEARING FROM)
AAMNA COLLEGE OF PHARMACEUTICAL SCIENCE & RESEARCH

EXAM SESSION
2026

EXAMINATION CENTRE
JNAN CHANDRA GHOSH POLYTECHNIC

EXAMINATION ROUTINE SCHEDULE (6 PAPERS)

SL	SUBJECT CODE	SUBJECT NAME	EXAM DATE	TIMING (START - END)
1	HCPH	HOSPITAL & CLINICAL PHARMACY	27-09-2026	10:00 AM - 02:00 PM
2	PCTH	PHARMACOTHERAPEUTICS	30-09-2026	10:00 AM - 01:00 PM
3	PHLE	PHARMACY LAW & ETHICS	05-10-2026	10:00 AM - 01:00 PM
4	PHCO	PHARMACOLOGY	08-10-2026	12:00 AM - 02:15 PM
5	BCLP	BIOCHEMISTRY & CLINICAL PATHOLOGY	10-10-2026	10:00 AM - 01:00 PM
6	CPHM	COMMUNITY PHARMACY & MANAGEMENT	10-10-2026	10:00 AM - 01:00 PM

IMPORTANT EXAMINATION DAY INSTRUCTIONS

- Candidates must bring a clear physical printed copy of this **Admit Card** to the examination hall.
- A valid Government-issued Photo ID Card (e.g. Aadhaar Card, Voter ID, Passport) must be carried along with this Admit Card.
- Candidates should report to the examination center at least **1 hour** prior to the scheduled exam commencement.
- No candidate will be allowed to enter the exam hall with mobile phones, smartwatches, or unauthorized study material.

2. Institute End

Step 1 – Enrollment Details

Login to the Institute Admin Portal (<https://sctedved.wb.gov.in/emp/pharmacy/portal>) and open the Enrollment menu under Examinations section. Select the required examination year and Semester/Part, then load the student list. The institute can review the student details and Accept or Reject the enrollment after due Exam Fee payment of that student.

INSTITUTE ADMIN ADMINISTRATION

- DASHBOARD
- RESULT
- STUDENT CREDENTIALS
- TEACHER ALLOCATION
- PRE-REGISTRATION
- EXAMINATIONS
 - ENROLLMENT
 - ATTENDANCE LIST

LOGOUT SYSTEM

ENROLLMENT

INSTITUTE CODE * **AMNA** EXAM YEAR * **2026** SEMESTER / PART * **Part-II** **Get Enrolled Students**

All Students (1) Pending 0 Accepted 1 Rejected 0

#	STUDENT NAME	GUARDIAN NAME	REGISTRATION NO	TYPE	ROLL NO	INSTITUTE STATUS	ACTIONS
1	RAMEN BISWAS	MANIK BISWAS	PHARM232406511	READMISSION	615	Eligible	☒ Eligible ☐ Not Eligible

WBSCVSD PHARMACY ADMINISTRATION DIVISION © 2024 - 2026

Figure 1: Institute End – Enrollment Details and Accept/Reject option.

Step 2 – Candidate Attendance List

The destination institute / Exam Center can view the Candidate Attendance List by selecting the relevant examination parameters and retrieving the candidate data. Attendance must be provided during exam schedule to generate Top Sheet and Marks Foil.

Figure 2: Institute End – Candidate Attendance List.

Important Note – Top Sheet: The Top Sheet can be downloaded only when all students are marked Eligible, Not Eligible or RA.

Step 3 – Descriptive Signature Roll

Open the Descriptive Roll section, select the required examination details and retrieve the candidate list. The Descriptive Signature Roll can then be downloaded.

Figure 3: Institute End – Descriptive Signature Roll.

Figure 6: Student End – Examination Admit Card.

3. Final Verification

- Institute: Ensure every student has a final status of Present, Absent or RA before downloading the Top Sheet.
- Student: Complete the eligibility check before proceeding with examination enrollment.
- Student: Verify the details and examination schedule on the Admit Card before use.