

PBSSD I/660299/2025

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SOP for Short Term Training in healthcare sector under Utkarsh Bangla

PBSSD used to provide training in as many as 32 health sector courses under Utkarsh Bangla Scheme. However, Health Sector Skill Council discontinued short term training in 18 job roles on direction from NCVET, effective from 17-02-2021. This led to the temporary suspension in health related training of PBSSD. Alignment of the training courses with requirements under The Clinical Establishments (Registration and Regulation) Act, 2010, was also under consideration.

Accordingly, the TET&SD Department and West Bengal Health & Family Welfare Department have jointly developed 15 courses in Healthcare sector which have been rolled out in institutions registered with the WBSCTVESD. All of these are paid courses with a ceiling on the fees payable.

District Project Monitoring Units as well as existing PBSSD Training providers have been requesting to restart healthcare related courses under Utkarsh Bangla STT, citing employment opportunity in this sector and necessity to cover trainees from low income group backgrounds for provision of better healthcare services in rural and remote areas.

Considering the above fact, PBSSD has decided to run the following 4 healthcare related courses under Utkarsh Bangla-STT to facilitate youth of West Bengal to get employment and meaningful livelihood and provide for the services to be made available across the State :

Sl No	Course Name	Course Code	Entry qualification	Training duration (hrs)
1	HEALTH WORKER ASSISTANT	STC-HLC/2023/1614	Class X pass	720
2	HEALTH WORKER ATTENDANT	STC-HLC/2023/1626	Class X pass	360
3	MEDICAL LAB ASSISTANT	STC-HLC/2023/1615	Class X pass	720
4	ELDERLY AND DISABLED CARE ASSISTANT	STC-HLC/2023/1624	Class X pass	720

- The courses may be run in Industry Led module of PBSSD by any clinical establishment having valid licence under Clinical Establishment Act, for placement in own healthcare establishments.
- The courses may also be run in Letter of Intent Mode by empanelled Training Providers of PBSSD, in partnership with any clinical establishment which has valid licence under the Clinical Establishment Act.
- Intending training providers are mandatorily required to first obtain affiliation of Training Centre from West Bengal State Council for Technical and Vocational Education and Skill Development (https://sctvesd.wb.gov.in/health_care/application/apply) complying with terms & conditions laid down in SOP of WBSCTVESD (annexed).
- Batch size will be as per the batch size prescribed by the WBSCTVESD (batch size 20 at present).
- Each Training Centre under PBSSD LoI Model which is affiliated to the WBSCTVESD, will have to execute an unique MoU with a Clinical Establishment in the WBSCTVESD Format, prior to affiliation with

WBSCTVESD.

- f. Clinical Establishments which will function as Industry Led TPs, already having their own health facility, must execute the portal generated agreement in pbssd.gov.in portal post affiliation with the WBSCTVESD.
- g. After affiliation, Training Providers are required to raise demand in PBSSD portal (pbssd.gov.in) in Industry Led/ LoI Module as applicable.
- h. Initial Training centre inspection by PBSSD is not required as initial inspection will be done by WBSCTVESD at affiliation stages. However, regular inspection and monitoring will continue throughout the duration of the course.
- i. All the training activities /modalities, like trainee registration, batch formation, attendance monitoring through FRBAS, assessment, certification, TP payment, Trainee payment, Bank Guarantee , placement documents uploading etc shall be through PBSSD portal and applicable PBSSD guidelines / notifications will be followed in this regard.
- j. Clinical establishments where the OJT (On Job Training) component will take place, must have VALID licence under Clinical Establishment Act at all times.
- k. Candidate registered / undergoing training under any paid healthcare courses of WBSCTVESD will not be allowed to simultaneously receive training in healthcare courses under PBSSD.
- l. Training Centres are not permitted to simultaneously run paid courses and State sponsored courses under Utkarsha Bangla.
- m. Mixing of batches for paid and State sponsored courses is not allowed at classroom or practical levels.
- n. In case of OJT, the number of trainees visiting a clinical establishment / diagnostic centre at a time, shall not exceed the number as per terms laid down by the WBSCTVESD.
- o. Presence of same trainees in paid and Govt funded courses would be a ground for disempanelment of and legal action against the Training Provider and derecognition of training centre with applicable fines and penalties.
- p. TP would ensure the OJT is conducted in such a way that safety, security of patients, hospital equipment and samples are not disturbed. TP will ensure that there is no disturbance of admitted patients or proliferation of infection during OJT. Trainees must be given fresh gloves, masks, head caps and shoe covers where required during every day of OJT, and hand sanitisers must be provided by TP to trainees wherever required.
- q. The In Charge of Healthcare facility / Diagnostic Centre may defer OJT training in the interest of the patients/ diagnosis or if any sensitive samples are being tested/ infectious diseases are being treated.

ANNEXURE II

SOP of New Affiliation with WBSCTVESD for Healthcare Sector

Inspection and Affiliation of New Institutes

1. Only those institutes can get affiliation for Short Term Training if they are a Clinical Establishment as per the required norms or they have collaborated with the Clinical Establishments as per the prescribed MOU/MOA to be provided by the Council which fit the requirements of the course as specified in each course and as per the category under which these Clinical Establishments are registered under Clinical Establishment Act.
2. To initiate the affiliation process with WBSCTVESD, institutions are required to submit an application in the prescribed format along with an application fees as per Council prescribed rate. This application should include all necessary documents (in hard copy), including the required Memorandums of Understanding (MOUs) with Clinical Establishments, wherever required, depending on the specific course for which affiliation is being sought.
3. The Council will assess the application forms and grant approval for inspection.
4. On obtaining approval for inspection, the institution will have to submit a nonrefundable inspection fee as per Council prescribed rate. (Inspection Fee is not applicable for government institutions).
5. The inspection will be conducted by a designated inspecting officer from the Council/TET &SD Department and a deputed officer from the Chief Medical Officer of Health (CMOH) office in the relevant jurisdiction. The inspection will take place on a mutually convenient date to be pe-announced to the institute.
6. The inspecting authority will check the following:
 - (i) Authorization of the Premises in which training will take place to hold such training session.
 - (ii) Faculty presence as per the course requirement
 - (iii) Faculty Qualification as per the course requirement
 - (iv) Infrastructure for Class

- (v) Laboratory Infrastructure as per the course requirement
 - (vi) Infrastructure of the Clinical Establishment where OJT will be held.
7. The application for affiliation will be approved on receipt of favorable inspection report.
8. Approved institutions will be provided with a unique center code, allowing them to register online through the WBSCTVESD portal at <https://sctvesd.gov.in/onlineapp/inst/vtc/affiliation/registration> . The institution will receive login credentials on submitting essential details and verifying the institutions' email and mobile number of the Head of Institution or the authorized person identified by the HoI.
9. The login credential is essential for the institution to access the online affiliation portal at <https://sctvesd.gov.in/admin>
10. Upon logging in, the following details will be required for new affiliation or renewal(annually):
- (i) Update of basic institution information
 - (ii) List of courses for which new affiliation or renewal of affiliation is sought
 - (iii) Trainer details, including qualifications and their association with specific courses
 - (iv) Information regarding available infrastructure, such as laboratories, classrooms, electricity, and internet access
 - (v) Uploading of MOUs where the training institute is other than the specified category of Clinical Establishment.
 - (vi) Course wise number of students proposed to be enrolled. (It may be noted that institutes will not be allowed affiliation if the batch size for each course is less than 20)

On successfully filling up the required details, the institution is required to pay affiliation (or renewal fees) in accordance with the current norms of WBSCTVESD, as per Council prescribed rate per course for every batch of 20 trainees. Government institutions are exempted from affiliation fees.

11. Following the submission of affiliation data and fees, the Council will review the details online and either approve or reject the affiliation application. Upon approval, the institution will receive an affiliation or renewal letter.
12. Rejection of application will be subject to non-submission of all proper document. The institution will receive a notification of rejection, following which it may resubmit the affiliation details properly. No further payment of affiliation fees is necessary for resubmission of application.

Registration of Trainees

1. Once affiliated, the institution can begin the process of registering trainees on the same portal <https://sctvesd.gov.in/admin> . Trainees' names can be entered course-wise. On completion of filling all the trainee details a specific batch will be created. The institution has to mention the batch wise training start and end dates. (Please Note: The end dates has to match the hours of training mentioned and can neither be too early to the scheduled date nor too late than the scheduled date considering 6 hours of class for 6 days a week. In case of any alternate schedule, the same has to be separately approved from Council)
2. Once all trainee details are entered into the portal, the institution is required to pay the registration fees for trainees, calculated automatically by the system based on the existing rates. Online payment of fees will not be allowed by the system if the total count of students is less than 20 for any batch.
3. *Registration of trainees in council portal is not applicable for training conducted under Utkarsh Bangla programme.*

Assessment and Certification

1. Upon the completion of a course for a batch, the institution can select eligible trainees for assessment and pay the assessment fees according to the prevailing rates set by WBSCTVESD.
2. On successful payment of Assessment fees, the institution will schedule the batch for Assessment, providing two probable Assessment dates.

3. The Council will then notify the assigned Assessor. The Assessor selection process will be carried out randomly by the Council through their online Assessment portal, choosing from a pool of registered Assessors.
4. An Assessor assigned to conduct an assessment at an institution will need to physically visit the location and complete all the necessary assessments for the trainees.
5. Following the successful completion of the Assessment, certification of trainees will be generated online. Certificates can also be accessible through Digilocker.
6. *No Payment of Assessment fees will be required if the training is conducted under Utkarsh Bangla programme.*

Assessor Registration

1. Assessors have to be identified with the help of the H&FW Department as per the course requirement. The identified personnel will have to apply for registration as Assessor in the council portal https://sctvesd.wb.gov.in/assessor/assessor_reg . The candidates will have to upload the required credentials viz. Education Qualification, Working Experience in respective domain etc.
2. The candidates have to mention the course for which they wish to be an Assessor. A single candidate can apply for Assessor enrolment on multiple courses of similar nature. Eligibility of candidate will be jointly verified by Council and H&FW Department officials. The applicants will receive messages through registered Email regarding approval or rejection of his/her applications.
3. The approved applicants have to undergo Training of Assessor (TOA), which includes both platform and domain training, followed by an online Assessment.
4. On successful completion of TOA the candidates will be enrolled course wise as assessor. It is normal practice of the council to assign the assessor within the district of the assessors' residence, so Council would prefer a large pool of assessor for the courses.

In Case of Training through Utkarsh Bangla Scheme

1. Once the Council affiliation is completed for the Clinical establishment/ Training partners which have tied up with clinical establishments , the institute/ training partner

has to log into pbssd.gov.in and register themselves as industry/ training partner. Under Utkarsh Bangla programme the training cost is sponsored by Government as per Notified Common Norms.

2. In case the institute is registering itself under Industry led training programme necessary details of training partner has to be filled in along with an expected demand for training on a particular course and the expected number who will be engaged by the institute/industry post completion of training to be validated by the official of H&FW Deptt. .
3. In case the training is being conducted by the Department i.e. the clinical establishments under the control of the state/central government, they have to register in the pbssd.gov.in portal but necessarily do not have to show the job demand.
4. Once registered in PBSSD portal, they do not require to pay any inspection fee or Security Deposit. They can directly select the course for which they are affiliated through the system and create batches for the courses.
5. An intimation for Batch creation by the affiliated body will be given to WBSCTVESD through the portal. On completion of the training the TP will declare the completion of training and the batch will be sent to Council Portal for assessment mentioning two preferable dates for assessment.
6. The rest of the Assessment and certification process will follow as mentioned above.
The trainees will not have to make any payment for the training, assessment or certification.