

**Government of West Bengal
Directorate of Youth Services
32/1, B.B.D. Bag (South),
Kolkata-700001**

No. 630 – DYS / 2S – 79 / 2014

Dated , Kolkata, the 12th April , 2016

Notification

Sub: Process of Online Examination for YCTCs Students and related issues .

This is for information of all concern that the Youth Services Department in collaboration with private entrepreneurs is running about 962 Youth Computer Training Centres for last two decades across the state. These Youth Computer Training Centres are imparting over a dozen of different computers and IT related courses. Although the courses, curriculum & fees are fixed by the Department and a certificate is awarded by the department to the successful trainees, the assessment procedure for the same is often different in different YCTCs. The scope of introducing a common examination and assessment system for all courses running across the all YCTCs were under the active consideration of this Government for quite some time past .

The undersigned is directed to say that on observing all formalities and after careful consideration the Governor is pleased to introduce a common examination and assessment system at the Youth Computer Training Centres under this department with the help of renowned Information Technology Company, namely , M/s. Hewlett Packard Enterprise India Private Limited (HPE) on and from July 2016.

To further reform the process of management of Youth Computer Training Centres , the Governor also pleased to modify the norms of payment of Govt. share of fees by the YCTCs. For student admitted into any YCTC for January 2016 session and thereafter , the Govt. share of fees at applicable rates i.e. 10% for Panchayet Area , 12. % for Municipal area and 15% for Municipal Corporation area, is required to be paid in the month of June , 2016 for the online examination conduct by this Department.

| Sl no. | Item | New guidelines /Instructions |
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| 1 | Courses | As per existing Course . |
| 2 | Session | January to June , April to September, July to December ,October to March. |
| 3 | Course Fees | Existing Course Fees . |
| 4 | Collection of course fees | To be collected as per existing norms . |
| 5 | Royalty | 10% for Panchayet Area , 12. % for Municipal area and 15% for Municipal Corporation area. |
| 6 | Payment of Royalty | At least one month before the examination schedule, YCTC has to ensure that State's share of fees for each of the candidates for that examination schedule has been submitted through the GRIPS portal. A scan copy of the bank validated challan needs to be uploaded evidencing such payment. |
| 7 | Examination | Online examination to be conducted by HPE, the engaged agency for the purpose. Examination to be conducted in the month (preferably in the 2 nd half) of January , April, July, October every year. |
| 8 | Examination Fees | The first time examination fees for candidates will be borne by the Govt. |
| 9 | Re-examination Fees for unsuccessful candidates | At least one month before the schedule examination, YCTC will also need to make payment of the examination fee for each of their students who are re-appearing in the scheduled examination due to an unsuccessful attempt made earlier. The examination fee of Rs.100/- per student per examination will have to be made online or through Demand Drafts drawn in favour of M/s. Hewlett Packard Enterprise India Private Limited as per procedures outlines in the portal. |

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| 10 | Examination on assessment System | Online examination system to be conducted by HPE,the engaged agency for the purpose . |
| 11 | Issue Of Certificate | Certificate will be available for the successful candidates within 15 days of the examination. There will be digital signature of the Principal Secretary and the Director of the department. Certificates will be available online . There will be Unique ID No. to each certificate with QR Code . |
| 12 | Penalty | No penalty will exist as one time payment of royalty has to be completed before examination |
| 13 | Examination Schedule | HPE will prepare examination schedule after getting approval from the department. Examination will be held in the month of Januay, April, July and October . The first online exam will be held in the month of July 2016. |
| 14 | Infrastructure a) PC specification b) Network Specification | a) Processor: Intel Pentium or higher. Clockspeed 1.8Ghz or Higher. RAM: 2GB or higher Available hard Disk Space: 50GB or higher b) All computer to be connected through a Local Area Network Hub/Switch with a throughput of 10/100 mbps or higher .Each of the desktop to be used for the examination is required to have an internet connectivity of 512kbps or higher. |
| 15 | Examination Process | a) There will be training sessions to be conducted by HPE for YCTC owners at State Headquarter. YCTC will have to attend the same and train their people. Thereafter HPE will visit to all district hqrs and will handholding this process to all YCTCs as per schedule prepared by this office in consultation with DYOs . b) YCTCs to Register with details like Centre details and contact's name , user id ,phone number, email, mobile number, etc. c) The nodal office will verify the training providers and training Centres, after completing the verification process the centre will get the verification message and email along with User ID, password and other information. d) YCTCs to register all students on the EEAS portal through an online application form with details like name, user ID, phone number, email, mobile number, course registered for etc. e) After completion of application an acknowledgement with unique registration number will be generated and will be sent to the registered mobile number of the students, YCTC and acknowledgement copy will send to the email address of the student & YCTCs. f) At least one month before the schedule examination, YCTC will also need to make payment of the examination fee for each of their students who are reappearing in the scheduled examination due to an unsuccessful attempt made earlier. The examination fee of Rs.100/- per student per examination will have to be made online or through Demand Drafts drawn in favour of M/s. Hewlett Packard Enterprise India Private Limited as per procedures outlines in the portal. g) YCTCs will block their computers labs for EEAS as per exam schedule decided. h) YCTCs will organize all logistics required for the exam – requisite PCs, connectivity, power, etc. at their centre as per examination schedule. |

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| | | <p>i) YCTCs will prominently display exam schedule to students in their premises.</p> <p>j) YCTCs will provide students with a printed online exam ticket.</p> <p>k) YCTCs will appoint exam invigilator(s) and ensure that they are trained on using the EEAS.</p> <p>l) Each YCTC will nominate examiners for online evaluation and marking of subjective type answers through the secured online portal.</p> <p>m) YCTCs will facilitate any other activity required for successful conduct of exam.</p> <p>n) YCTCs will display exam results after the same have been declared.</p> <p>o) YCTCs will take printouts of the exam results and certificates from the secured portal and distribute the same to the students.</p> |
| 16 | Miscellaneous | <ul style="list-style-type: none"> • Before introduction of online examination in the month of July , 2016 , all the YCTCs are required to collect their all Certificates from this office . • YCTCs are required to renew their license on time otherwise candidates will not be allowed to sit in the examination . |


 Special Secretary
 &
 Ex-Officio Director
 Youth Services

No. 630 / 1 (3) – DYS / 2S – 79 / 2014

Dated , Kolkata, the 12th April , 2016

Copy forwarded for information & taking necessary –

1. District Youth Officer, He is requested to communicate this to all existing YCTCs under his jurisdiction.
2. P.S. to the Hon'ble MIC , Youth Services Department .
3. PS to the Principal Secretary , Youth Services Department.


 Special Secretary
 &
 Ex-Officio Director
 Youth Services