

Choice Filling Guidelines
for admission of students to Diploma in Pharmacy
during the Academic Session 2025-26

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

Choice Filling Guidelines for Admission in Diploma in Pharmacy

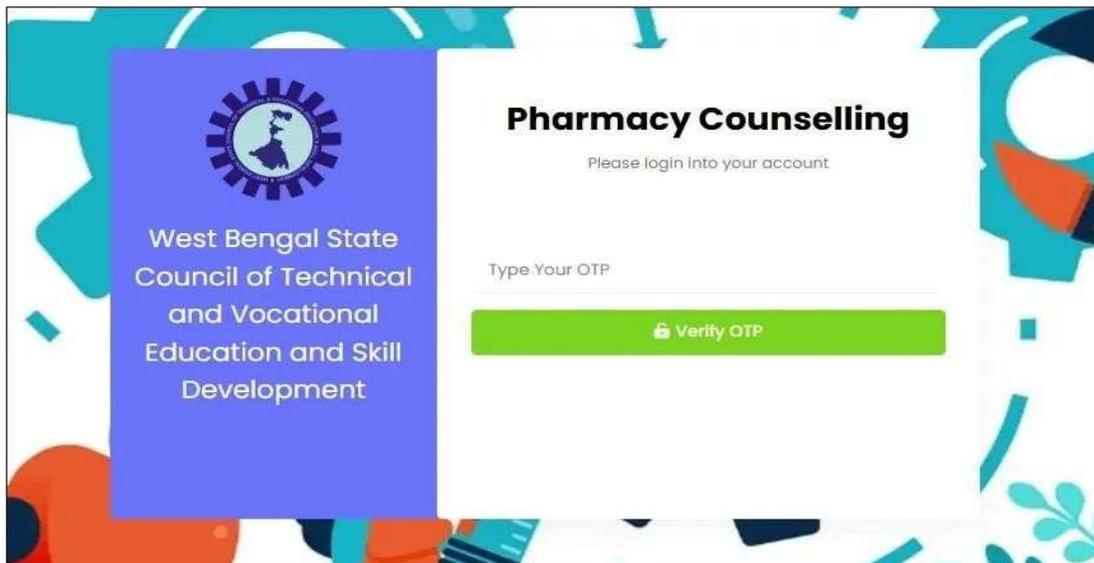
Open your browser e.g. Google Chrome, Mozilla Firefox, or Microsoft Edge, and enter the application URL <https://sctedved.wb.gov.in/polyadm/pharmacy-counselling> in the address bar.

Login:

Enter your phone number and last four digit Aadhar number, then click the "submit" button.



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



If you didn't receive the OTP within two minutes, please refresh the browser to reload the webpage and enter the Mobile number again to get the OTP.

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Student Profile:

After redirecting to the profile page click on the “Choice Fill-up” Button to go to the Choice fill-up page.

WBSCTVESD Pharmacy Councelling Welcome, HARIPADA null CHANDA

My Profile

Profile Picture

Signature

100x100

Application Form Number :	PHARMA14430
Name of the Candidate :	HARIPADA null CHANDA
Gender :	MALE
Category :	OBC-B
Physically Challenged :	NO

Category	Rank
GENERAL	4

Choice Fillup

Choice Filling Guidelines for Admission in Diploma in Pharmacy

Choice Fill-up:

In the Choice Filling page, you need to select the Institute name from the dropdown. On selection of the same, **information will be auto- saved.**

The screenshot shows the 'Choice Fillup' page in the WBSCTVESD Pharmacy Counselling system. The page title is 'Pharmacy Counselling' and the user is logged in as 'Welcome, ABHISHEK nait MUKHERJEE'. The left sidebar contains navigation options: 'My Profile', 'Choice Fillup', 'Activities', and 'Logout'. The main content area is titled 'Choice Fillup' and includes the message 'Your choices will be auto-saved'. Below this, there is a table with two columns: 'Sl No' and 'Institute'. The 'Institute' column contains a dropdown menu with 'Institute Name' selected. A 'Save' button is located at the bottom of the form.

You can add as many as the Institute combination as Choice.

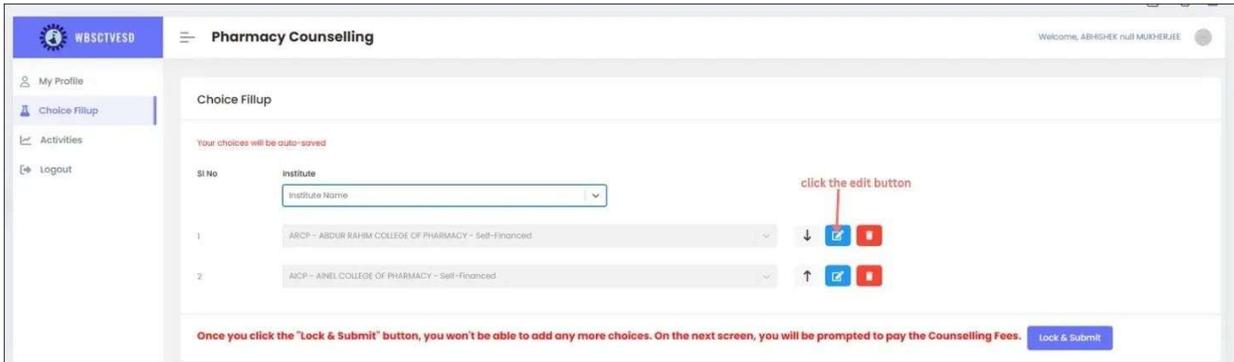
The screenshot shows the 'Choice Fillup' page with two institute selections. The table has two columns: 'Sl No' and 'Institute'. The 'Institute' column contains two dropdown menus. The first dropdown is set to 'ARCP - ABDUR RAHIM COLLEGE OF PHARMACY - Self-Financed' and the second is set to 'ARCP - AINEL COLLEGE OF PHARMACY - Self-Financed'. Between the two rows, there are up and down arrow icons and a 'Lock & Submit' button. At the bottom of the page, there is a red warning message: 'Once you click the "Lock & Submit" button, you won't be able to add any more choices. On the next screen, you will be prompted to pay the Counselling Fees.' and a 'Lock & Submit' button.

You can up or down your choice preference by clicking the UP and DOWN arrow icons respectively.

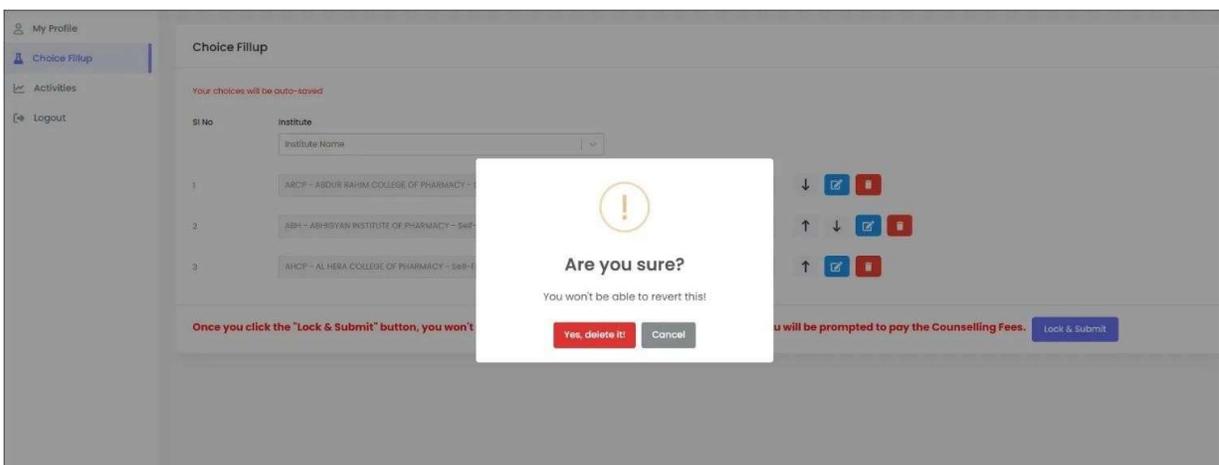
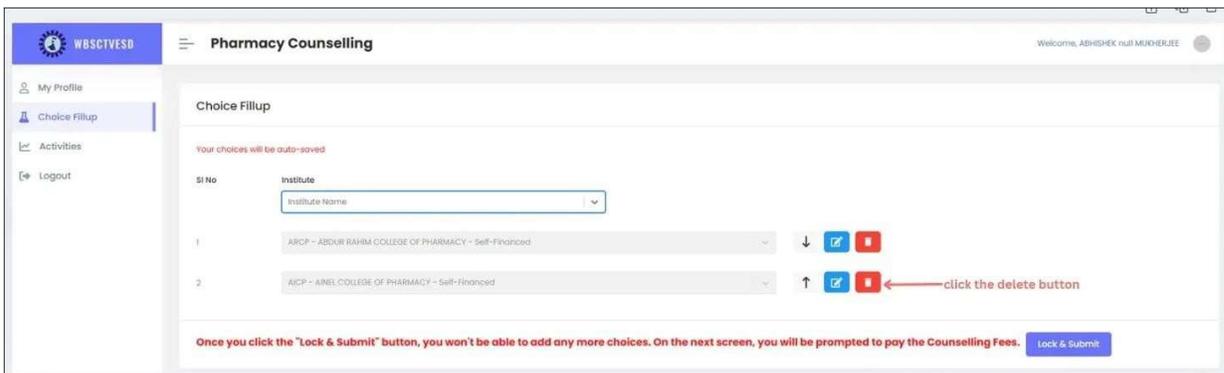
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If you need to edit any combination, you can do so by clicking the EDIT icon beside the combination. Once the edit is completed, the new combination will be auto-saved.



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



Choice Filling Guidelines for Admission in Diploma in Pharmacy

After the choice fill-up is completed, you need to “LOCK and SUBMIT” the choices.

The screenshot shows the 'Pharmacy Counselling' portal. A modal window is displayed in the center with a yellow warning icon and the text: "You have added 2 choices only. Are you sure?". Below the icon, it states: "Once you click 'Lock & Submit' of your Choice Fillup form, you won't be able to add any more choice. You will then be asked to pay the Counselling Fees." At the bottom of the modal, there are two buttons: "Proceed to Payment" (red) and "Add More Choice" (blue). In the background, a table shows two choices: 1. ARCP - ABDUR RAHM COLLEGE OF PHARMACY - Self-Financed and 2. AICP - AINEL COLLEGE OF PHARMACY - Self-Financed. A "Lock & Submit" button is visible at the bottom right of the form area.

After locking and submission, the Lock and Submit button will disable and Preview button will be activated.

The screenshot shows the 'Pharmacy Counselling' portal. The choice fill-up form is now visible. The "Lock & Submit" button is disabled (greyed out). A new "Go to Preview Page" button is visible at the bottom left of the form area. The table shows the same two choices: 1. ARCP - ABDUR RAHM COLLEGE OF PHARMACY - Self-Financed and 2. AICP - AINEL COLLEGE OF PHARMACY - Self-Financed. A "Lock & Submit" button is still visible at the bottom right of the form area.

Once choices are LOCKED and SUBMITTED, you will be asked to pay the Counselling Fee of Rs 500 (Rupees Five Hundred Only).

The screenshot shows the 'Preview Choice Fillup' screen. It displays a table with two rows: 1. ARCP - ABDUR RAHM COLLEGE OF PHARMACY - Self-Financed and 2. AICP - AINEL COLLEGE OF PHARMACY - Self-Financed. Below the table, there is a "Pay the Counselling Fees" button.

Choice Filling Guidelines for Admission in Diploma in Pharmacy

On clicking the 'Pay Counselling Fee' 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.

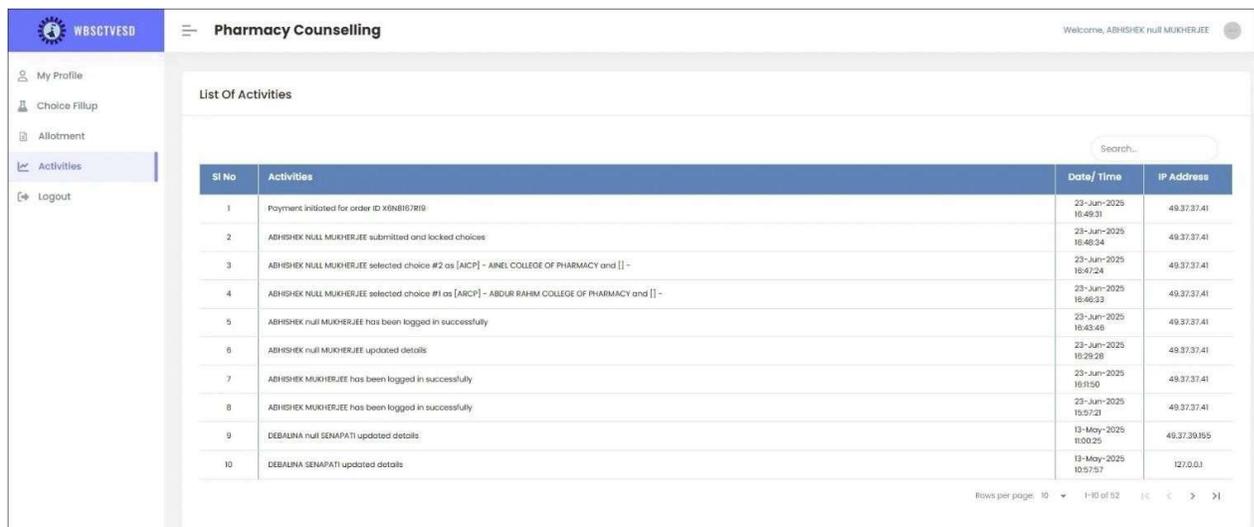
NOTE: Please do not close the browser until you see the Success / Failure message.

From the payment confirmation page, you need to click the "Go to Preview Page" which will show counselling fee paid, if successful.

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

Student Activities:

If you click the "Activities" link on the left side bar, you can view your all activities starting from login.



The screenshot shows the 'Pharmacy Counselling' portal interface. The left sidebar contains navigation links: My Profile, Choice Fillup, Allotment, Activities (selected), and Logout. The main content area is titled 'List Of Activities' and contains a table with the following data:

Sl No	Activities	Date/ Time	IP Address
1	Payment initiated for order ID X0N818789	23-Jun-2025 16:49:31	49.37.37.41
2	ABHISHEK NULL MUKHERJEE submitted and locked choices	23-Jun-2025 16:48:34	49.37.37.41
3	ABHISHEK NULL MUKHERJEE selected choice #2 as [AACP] - ANEL COLLEGE OF PHARMACY and [] -	23-Jun-2025 16:51:24	49.37.37.41
4	ABHISHEK NULL MUKHERJEE selected choice #1 as [ARCP] - ABDUR RAHIM COLLEGE OF PHARMACY and [] -	23-Jun-2025 16:46:53	49.37.37.41
5	ABHISHEK null MUKHERJEE has been logged in successfully	23-Jun-2025 16:43:46	49.37.37.41
6	ABHISHEK null MUKHERJEE updated details	23-Jun-2025 16:29:28	49.37.37.41
7	ABHISHEK MUKHERJEE has been logged in successfully	23-Jun-2025 16:31:50	49.37.37.41
8	ABHISHEK MUKHERJEE has been logged in successfully	23-Jun-2025 15:51:23	49.37.37.41
9	DEBALINA null SENAPATI updated details	13-May-2025 10:00:25	49.37.39.195
10	DEBALINA SENAPATI updated details	13-May-2025 10:57:57	127.0.0.1

At the bottom right of the table, it indicates 'Rows per page: 10' and '1-10 of 12'.

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