

# West Bengal Joint Entrance Examinations Board

RUPANNA

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Website: [www.wbjeeb.nic.in](http://www.wbjeeb.nic.in), [www.wbjeeb.in](http://www.wbjeeb.in)

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**This notice is published for advance information to candidates**

## **NOTIFICATION for Centralized e-Counselling, WBJEE-2023**

In 2014, the Government of West Bengal enacted the West Bengal Act XIV of 2014 to form The West Bengal Joint Entrance Examinations Board (hereinafter called Board). It empowered the Board to conduct Common Entrance Examinations for allotment of candidates and subsequent admission through online counselling adopting a single-window approach.

And whereas,

for admission into the undergraduate (UG) courses in Engineering, Technology, Pharmacy and Architecture in State-aided Universities/University Departments/Self-financing Universities/Government Colleges/ Self-financing Colleges/ Institutions in the State, it is essential for the candidates to appear in the State Common Entrance Examination, i.e., West Bengal Joint Entrance Examination (**WBJEE-2023**) and/or the National Level Common Entrance Examination (**JEE-Main-2023**) and secure a valid rank in the year 2023.

And whereas,

the Board, after conducting the Common Entrance Examination WBJEE-2023, will conduct the centralized online counselling (e-counselling) for admission in the academic session 2023-24,.

The guidelines for e-counselling and allotment process for academic sessions 2023-24 are provided hereunder. Candidates registering for e-counselling must go through this Notification and notices published in this regard from time to time. Once registered, it will be construed that the candidate agrees upon all terms and conditions mentioned here and in addenda/ corrigenda/ notices/timetables published thereafter. The Board will not be responsible if a candidate fails to understand or misunderstand any of the rules framed for this purpose.

The following rules and guidelines will be followed for e-counselling.

<b>RULES &amp; GUIDELINES</b>	
1.0	<p><b>There will be one combined counselling for both WBJEE-2023 and JEE(Main)-2023 rank holders.</b></p> <ol style="list-style-type: none"><li>1. All aspects of the counselling (registration, choice filling, allotment, payment of seat acceptance fee etc.) will be in a centralized online process only.</li><li>2. The counselling will be for allotment in the Institutes and courses as are mentioned in the approved <b>Seat Matrix</b> from the Competent Authority (DTE, Govt. of WB) and published on the Board's website: <a href="http://www.wbjeeb.nic.in">www.wbjeeb.nic.in</a> and <a href="http://www.wbjeeb.in">www.wbjeeb.in</a></li></ol>

	<ol style="list-style-type: none"> <li>3. Any candidate meeting the eligibility criteria and securing a rank (GMR/ PMR) in the common entrance Examination (WBJEE-2023) and / or JEE(Main)-2023 can register for counselling.</li> <li>4. There will be three rounds of counselling: <b>Allotment, Upgradation and Mop-Up.</b></li> <li>5. Registration is allowed at the beginning of Round-I and Mop-up round. Registration is mandatory for counselling and securing an allotment. A non-registered candidate will NOT be considered for allotment of any seat at any round under any circumstances.</li> <li>6. The Board will not convert/de-reserve any vacant seat in any reserved category, i.e., SC, ST, OBC-A, OBC-B and PwD, to general/unreserved category in any round of this counselling.</li> <li>7. As per AICTE guidelines, vacant seats under the TFW category shall not be converted to a general/unreserved category.</li> <li>8. Registration fees for Round-1 counselling is Rs.500/- only and for Mop-up round [see para 7.0 (c and d)], which is not refundable under any circumstance.</li> </ol>
2.0	<p><b>Registration</b></p> <ol style="list-style-type: none"> <li>a) Candidates must provide necessary personal details, academic details, bank account details (in case of any refund), address, etc.</li> <li>b) Candidates must provide their application number/roll number and rank of WBJEE-2023 and/or JEE(Main)-2023 and the following academic information. <ol style="list-style-type: none"> <li>i. Passing status, total marks and obtained marks in English of Class-10<sup>th</sup> Standard.</li> <li>ii. Passing status, overall full marks and obtained total marks in Class-12<sup>th</sup> Standard.</li> <li>iii. Passing status, total marks and obtained marks in Class-12<sup>th</sup> Standard Physics and Mathematics along with Chemistry/ Biotechnology /Biology/Computer Sc./ Computer Application/Technical/ Vocational subjects and English. If a subject is not applicable for any candidate, he/she may select "NA".</li> </ol> </li> <li>c) Candidates must be very cautious at the time of providing various information during registration. There is <b>no provision</b> to make any correction/editing after final submission of the registration by the candidate. Hence, if no choice is available to the candidate OR no seat is allotted due to wrong input given by the candidate, <b>WBJEEB will not be legally responsible</b> for such wrong input given by a candidate and its after effect.</li> </ol>
3.0	<p><b>Choice filling</b></p> <ol style="list-style-type: none"> <li>a) During registration, once academic scores are given and registration fees paid, the candidate can view all Institutes and courses available to him/her according to his/her eligibility criteria based on the inputs provided by him/her.</li> <li>b) After selecting Institutes/courses, the candidate will arrange his/her choices in order of his/her priority.</li> <li>c) If a candidate does not give any choice, obviously he/she will not be given any allotment.</li> <li>d) The choices are shown in alphabetic order to make search easy. Candidates can also search details based on Institute and Branch.</li> <li>e) TFW seats are shown as separate choice for every Institute and every branch, wherever applicable. For example, if a candidate is ready to accept either TFW or Non-TFW seat in some Institute in some branch then he/she must select both. If he/she selects only non-TFW seat, he /she will not be allotted any TFW seat even if it is available. Similarly, if he/she selects only TFW seat, he/she will not be allotted any non-TFW seat, even available.</li> </ol>

	<p>f) Candidates must be very judicious and cautious while selecting the choices. Candidates are advised to select maximum possible Institutes/ branches. This gives a higher chance of allotment. The candidate can opt for UPGRADATION after accepting the current allotment. Candidates are advised that they should select at least 20 choices.</p>
3.1	<p><b>Mock Seat Allotment</b></p> <p>A mock allotment is a practice round of the counselling process (as per schedule to be provided later). It will enable a candidate to get an idea of his or her tentative allotment and it allows candidates to see how their choices and ranks would affect their probable chances of getting a seat in a desired Institute. Students may also modify their chosen preferences based on this mock seat allotment. Students must be aware that they will not be permitted to modify their selections after the choices are locked. It is always to be kept in mind that the Mock Seat allotment is an exemplary and not conclusive.</p> <p>Candidates are advised to take advantage of the mock seat allocations and prioritize the Institute/ all academic programs for which they are willing to apply.</p>
4.0	<p><b>Choice locking</b></p> <p>a) Candidate must lock his/her choices within the pre-announced date (as per schedule to be provided later). Candidate can also take a printout of his/her locked choices.</p> <p>b) If a candidate fails/forgets to lock his/her choices within the pre-announced deadline, his/her last saved choices will be considered final and will be locked automatically after the scheduled date and time.</p>
5.0	<p><b>Round-1: Allotment</b></p> <p>a) Allotment of 1st round will be declared on a pre-scheduled date (as per schedule to be provided later).</p> <p>b) Allotment will be given based on inputs provided by the candidate.</p> <p>c) Candidates will login to check their allotment. The allotment status will show the Institute and course in which he/she has been allotted a seat.</p> <p>d) The candidate must pay a seat acceptance fee of Rs. 5000/- (Rupees five thousand only) through online transactions (Net banking, Debit Card/ Credit Card/ UPI) and download the allotment letter. If the candidate fails to pay the seat acceptance fee, the current allotment will be cancelled, and he/she will not be considered for seat allotment in Upgradation Round <b>(i.e, EXIT)</b>.</p> <p>e) <b>After downloading the allotment letter, the candidate must report to the allotted Institute with the allotment letter and all other documents for physical verification.</b> If the candidate fails to report for document verification, the current allotment will be cancelled automatically, and he/she will not be considered for seat allotment in Upgradation Round <b>(i.e, EXIT)</b>.</p> <p>f) If at any stage, it is found on scrutiny by any concerned authority that the applicant is not eligible for the allotment, his/her allotment/ admission shall be treated as cancelled.</p>

5.1

**Document verification**

- a) Allotment is given based on the inputs provided by the candidate. Document verification is the responsibility of the allotted Institute. WBJEEB will not be responsible for any mistake in document verification and subsequent admission.
- b) Candidates will personally report to the Institute (where he/she has been allotted a seat) within the scheduled date as notified, carrying printed copies of their allotment letters and all academic and other documents for physical verification of documents by the Institute.
- c) All documents must be valid as on the date of verification.
- d) Candidates should contact the Institute and visit their website to know their timings and detail requirements for admission.
- e) Candidates must carry following documents in original and one self- attested copy of each.

All candidates	Class 10 <sup>th</sup> admit card/birth certificate for verification of date of birth.
All candidates	Class 10 <sup>th</sup> mark sheet.
All candidates	Class 12 <sup>th</sup> mark sheet.
OCI candidates	OCI certificate.
WB domiciled candidates	Domicile certificate as per Sections 3.4, 3.4.1 and 3.4.2 of Information Bulletin.
SC/ST /OBC-A/OBC-B candidates	<b>Respective category certificate as per Sections 5.1, 5.2 and 5.3 of the Information Bulletin. OBC-A/B certificates must be issued on or after 01.04.2023. It must clearly mention that the candidate belongs to non-Creamy layer and sub-category of OBC-A or OBC-B.</b>
PwD candidates	PwD certificate as per section 5.4 of Information Bulletin.
TFW candidates	TFW certificate as per sections 6.1 and 6.2 of Information Bulletin.

f) **Document verification can have following outcomes:**

- i. Present allotment may be cancelled if it is found that the candidate is not eligible for the present allotment due to his/her actual academic scores, category certificates, etc. Such candidates will be automatically considered in next round with their revised academic scores/category etc.
- ii. If the verification is successful and the candidate has been allotted a seat of his/her first choice, he/she has no other option but to freeze his/her seat. Such candidates must opt for NO upgradation and complete all admission formalities (PI reporting] of the respective Institute and collect signed Physical Reporting Receipt. On the other hand, if the candidate does not complete admission formalities (PI reporting], his/her present allotment will be cancelled and he/she will be debarred from any seat allotment in next round **(i.e., EXIT)**.
- iii. If the candidate has been allotted a seat of his/her second or later choices, He/she can opt for NO upgradation if he/she wishes and complete admission procedures. Such candidates, however, cannot participate in the Mop-Up round. Moreover, if the candidate opts for NO upgradation and then does not complete admission,

	<p>his/her present allotment will be cancelled and he/she will be debarred from any seat allotment in any future round <b>(i.e., EXIT)</b>.</p> <p>iv. If the candidate has been allotted a seat of his/her second or later choices, then after successful document verification, he/she can also opt for YES upgradation and does not take admission in the 1st round. Such candidates will be considered for possible upgradation in 2nd round.</p> <p>v. If after successful document verification, the candidate neither opts for YES upgradation or NO upgradation, he/she will be considered not interested in admission and will be debarred from any seat allotment in any future round <b>(i.e., EXIT)</b>.</p>
6.0	<p><b>Round-2: Upgradation.</b></p> <p>A) Following groups of candidates who have already successfully registered in Round-1 will be considered in Round-2, namely:</p> <ol style="list-style-type: none"> <li>1. Those who did not get any allotment in Round-1,</li> <li>2. Those who paid seat acceptance fee, completed document verification, and opted for YES-upgradation in Round-1.</li> <li>3. Those who paid seat acceptance fee, completed document verification but allotment in Round-1 was cancelled, due to various reasons other than academic eligibility.</li> </ol> <p>B) The allotment will be declared on the prescheduled date (as per schedule to be provided later). Round-2 being the last and final normal round, there is no scope of further upgradation.</p> <p>C) It is essential to note that if the seat is upgraded, the earlier allotment will be cancelled, and the seat will then be allotted to other deserving candidates as per merit. <b>As such, the candidate cannot reverse the upgradation, i.e., he/she cannot claim his/her earlier allotment back.</b> On the other hand, if the seat is not upgraded, the earlier seat would remain reserved/retained for the candidate.</p> <p>D) There can be following outcomes of round-2 allotment:</p> <ol style="list-style-type: none"> <li>1. Allotment is upgraded to candidate's 1st choice: The candidate need not required to pay again the seat acceptance fee, but he/she must download new allotment letter and report to the newly allotted Institute and complete all admission formalities (PI reporting). On the other hand, if the candidate does not complete admission formalities his/her present allotment will be cancelled and he/she will be debarred from any seat allotment in any future round <b>(i.e., EXIT)</b>.</li> <li>2. Allotment is upgraded but to 2nd or later choices: Such candidates may decide to join the Institute of upgraded allotment and complete all admission formalities (PI reporting) for which he/she must download new allotment letter and report to the newly allotted Institute. In such case of admission, the candidates cannot participate in the Mop-Up round. On the other hand, they may decide not to take admission in the Institute of upgraded allotment. In such case, the candidates can participate in the Mop-Up round.</li> <li>3. Allotment is not upgraded at all: Such candidates may decide to take admission in the Institute of earlier allotment and complete all admission</li> </ol>

	<p>formalities (PI reporting). In such cases of admission, the candidates cannot participate in the Mop-Up round. On the other hand, if they decide not to take admission in the Institute of earlier allotment, the candidates can participate in the Mop-Up round.</p> <p>4. Candidates' allotment was cancelled in Round-1 during document verification but allotted in Round-2:</p> <ol style="list-style-type: none"> <li>i. The candidate must report to the allotted Institute with the allotment letter and all other documents for verification. Otherwise, the allotment will stand cancelled and he/she will be debarred from any seat allotment in any future round <b>(i.e., EXIT)</b>.</li> <li>ii. Document verification by the allotted Institute can have following outcomes. <ol style="list-style-type: none"> <li>a) Present allotment may be cancelled if the candidate is found not eligible for it by his/her actual academic scores, category certificates, etc. Such candidates can participate in Mop-Up round.</li> <li>b) If the verification is successful, and he/she has been allotted a seat in his/her first choice, he/she must complete admission in the Institute. Otherwise, if they do not complete admission, it will be considered that he/she is not interested in admission and will be debarred from any seat allotment in the Mop-up round <b>(i.e., EXIT)</b>.</li> <li>c) If the verification is successful, and he/she has been allotted a seat in his/her 2nd or later choices, he/she may complete admission in the Institute. In this case, he/she cannot participate in Mop-Up round. However, if he/ she does not complete admission, can participate in Mop-up round.</li> </ol> </li> </ol> <p>5. Candidate did not get any allotment in Round-1 and get fresh allotment in Round-2:</p> <ol style="list-style-type: none"> <li>i. The candidate must pay a seat acceptance fee of ₹5000/- (Rupees Five thousand only) and download the allotment letter. The candidate then reports to the allotted Institute with the allotment letter and all other documents for verification. Otherwise, the allotment will be cancelled and he/she will be debarred from any seat allotment in Mop-up Round <b>(i.e., EXIT)</b>.</li> <li>ii. Document verification can have following outcomes: <ol style="list-style-type: none"> <li>a) Present allotment may be cancelled if the candidate is found not eligible for it by his/her actual academic scores, category certificates, etc. Such candidates can participate in Mop-Up round.</li> <li>b) If the verification is successful, and he/she has been allotted a seat in his/her first choice, he/she must take admission in the allotted Institute. They cannot participate in Mop-Up round. Otherwise, if they do not take admission, it will be considered that he/she is not interested in admission and will be debarred from any seat allotment in Mop-Up round <b>(i.e., EXIT)</b>.</li> <li>c) If the verification is successful and he/she has been allotted a seat in his/her 2nd or later choices, he/she may complete admission in the Institute. In this case, he/she cannot participate in Mop-Up round. However, if he/ she does not complete admission, can participate in Mop-up round.</li> </ol> </li> </ol>
7.0	<p><b>Mop-up Round</b></p> <ol style="list-style-type: none"> <li>a) Participation in Mop-Up round is optional.</li> </ol>

	<p>b) Eligibility for Mop-up Round:</p> <ul style="list-style-type: none"> <li>(i) All candidates allotted seats, paid seat acceptance fees either in Round-1 or Round-2, but not taken admission.</li> <li>(ii) Not allotted in Round-1 or Round-2</li> <li>(iii) Candidates not Registered earlier (Freshers)</li> <li>(iv) <b>All registered candidates except those who have EXIT/ Withdrawn from the e-counselling system due to various reasons during previous rounds.</b></li> </ul> <p>c) A previously registered candidate is required to pay a fee of ₹200/- (Rupees two hundred only) and confirm his/her willingness to participate in the mop-up round. Once a candidate confirms his/her participation in Mop-Up round, the decision cannot be reversed.</p> <p>d) A new candidate having valid rank either in WBJEE-2023 and/or JEE(Main)-2023 is required to pay a fee of ₹1,000/- (Rupees One thousand only) for registration.</p> <p>e) <b>All participants (previously registered and newly registered) in the Mop-Up round will have to give their choices of Institutes/branches afresh.</b></p> <p>f) The candidate must cautiously note that if he/she is allotted a new seat in the Mop-up round, his/her earlier allotment, if any, will be automatically cancelled, and the vacant seat will be allotted to other deserving candidates. The candidate can never claim his/her earlier seat back.</p> <p>g) If the candidate has paid the seat acceptance fee (₹5000) in any earlier round and a new seat is allotted in the Mop-Up round, the seat acceptance fee paid by him/her earlier will be considered for the new Institute.</p> <p>h) There will be only one Mop-Up round and it will be the last and final round of counselling conducted by WBJEEB. Thereafter, WBJEEB will hand over the custody of all vacant seats to the concerned Authority for appropriate action at their end.</p>
7.1	<p><b>Mop-Up round process</b></p> <p>There can be following different outcomes of the allotment of Mop-Up round.</p> <p>a) Those who did not complete admission in Round-1/Round-2 (for allotment being cancelled during document verification OR being allotted in 2nd or later choices) and thus were eligible for Mop-Up round. If they get an allotment in Mop-Up round, they are required to complete admission procedure (PI reporting) at the newly allotted Institute within the stipulated time schedule.</p> <p>b) Those who have got a fresh allotment in Mop-Up Round, must pay seat acceptance fee (₹5000), if not paid earlier, and download the allotment letter. Thereafter, the candidate will report to the allotted Institute for physical verification of documents. If the documents are accepted, he/she must complete the admission process within the stipulated time schedule.</p>
8.0	<p><b>General Rules</b></p> <p>a) In case of first-time allotment (may be in any round) it is mandatory to pay seat acceptance fee and report to the allotted Institute for document verification before any further activity.</p> <p>b) Whenever and wherever a candidate produces documents like allotment letter, locked choice, upgradation choice letter, provisional admission letter, physical reporting receipt etc., he/she must produce the original document printed by the 'print' link. Screen shots or photographs of the screen etc. are not acceptable as any valid document.</p> <p>c) Help Desk: Candidates can contact the Help Desk [1800 1234 782(Ext.2)] for help/clarification/grievances if required.</p>

	<p>d) Automatic seat 'category' up gradation: candidates may have automatic seat category up gradation in same Institute and in same course if such vacancies arise.</p> <p>e) <b>Refund and withdrawal</b></p> <p>i. After closure of all rounds of e-counselling, the seat acceptance fee paid by candidates who completed the admission will be remitted to the admitted Institute which is to be adjusted with the tuition fees etc. for the candidate. In case the candidate does not want to join or continue in the Institute, he/she will have to apply to that Institute for cancellation of admission and for any refund, since the prerogative of admission lies completely between the candidate and the Institute. WBJEEB does not have any responsibility / liability in this regard and will not entertain any communication in this connection.</p> <p>ii. If a candidate has paid seat acceptance fee and currently holding a seat, he/she can withdraw in Round-2 only during the seat acceptance period. In that case, the amount in full will be refunded to him/her through on-line banking system within a period of 60 days to 90 days after closure of all rounds of counselling. The candidate will not have to make any communication to WBJEEB for the same. Of course, after the withdrawal, such candidates will be debarred from any allotment in any future round (i.e., EXIT).</p> <p>ii. If any candidate does not complete the admission process even after paying the seat acceptance fee and also does not withdraw, part of the fee is returnable as per the existing rule but subject to approval of the Board, for which the candidates must follow the Refund Rules given in the notice section at the web site.</p>
9.0	<p><b>Eligibility for admission</b> See the concerned sections of the Information Bulletin.</p>
10.0	<p><b>Reservation and domicile criteria</b> See the concerned sections of the Information Bulletin.</p>
11.0	<p><b>Seat Matrix</b> The counselling portals at <a href="http://www.wbjeeb.nic.in/">www.wbjeeb.nic.in/</a> <a href="http://www.wbjeeb.in">www.wbjeeb.in</a> will provide information on the availability of seats in various institutions, branches, and categories according to the Seat-Matrix provided by the Director of Technical Education, Government of West Bengal.</p>
12.0	<p><b>Legal Jurisdiction</b></p> <p>a) WBJEEB is obliged to share with any candidate any information about his/her own status in common entrance test and counselling, for which any candidate can contact WBJEEB individually and personally. But WBJEEB is unable to share any information about any other candidate.</p> <p>b) All matters pertaining to conduct of WBJEE-2023 e-counselling shall fall within the jurisdiction of Calcutta High Court only. The Board will not be a party pertaining to any dispute arising in the process of admission to any course of study through WBJEE-2023.</p>

Sd/-  
**Chairman**  
**West Bengal Joint Entrance Examinations Board**