West Bengal Joint Entrance Examinations Board
DB- 118, Sector – I, Salt Lake City, Kolkata-700064
"RUPANNA"

Step by Step Guidelines for Registration for E- Counselling of WBJEE – 2023

1. **Login**: The very first step the candidate needs to do is to **click on the link** provided in the **website of the Board**.

2. Once the candidate clicks on the link for registration, the following page appears.

   - Candidate must read the important instructions given in area **(a).**
   - Already Registered Candidate can Log-in by selecting **Type of Registration from the dropdown** and then putting **WBJEE Roll Number**, **Password** and **Security Pin**, as shown in **(b)**.
   - **New Candidates** must click on **(c)** for Fresh Registration.

3. On clicking the above link<**New Candidate Registration**>, the following instructions page will appear wherein the **candidate is required to read the instructions carefully** and put click on <**I Agree**>, as encircled below to go to the next step.

I hereby agree to the following terms and conditions governing the admission process of Counselling Board:

1. I have gone through and understood the contents of Information Brochure and eligibility criteria prescribed therein. I shall abide by rules and admission process of Seat Allotment as specified by the WBJEEB.

2. I know that during verification of documents at the time of reporting, if any discrepancy is found in original documents, including category, sub-category, date of birth etc. then my allotted seat will be cancelled.

3. I know that the personal information provided by me is genuine and authentic.

4. I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safe guarding my password and neither WBJEEB nor NIC is responsible for misuse of my password.

5. I am aware of the fee, bond etc conditions of the Institution that I am interested in and know that WBJEEB has no role to play in that.

6. **Password Policy: Your password must satisfy the following**
   a. Password must be 8 to 13 character long.
   b. Password must have at least one Upper case alphabet.
   c. Password must have at least one Lower case alphabet.
   d. Password must have at least one numeric value.
   e. Password must have at least one special characters eg.!@#$%^&*-
   Note: Candidates are advised not to disclose or share their password with anybody.

7. **Change Password:**
   A facility to change the password is available to signed-in applicants. Applicant will login into the system and click on the "Change Password" button. Applicant will enter the old password, new password, confirm new password with captcha code to change the password. If old password matches and new password is as per the password policy then the form will be submitted and the password will be changed successfully.

8. **Forget Password/Reset Password: Applicant can reset his/her password by using the following options.**
   a. **Reset password using a verification code via SMS:** Applicant is required to enter Application No and Date of Birth. If the details entered by applicant matches with backend database then system will send verification code through SMS at the registered mobile no. and applicant is required to enter verification code. If verification code matches with database then system will prompt for resetting New Password.
   b. **Reset password using a reset link via Email:** Applicant is required to enter Application No and Date of Birth. If the details entered by applicant matches with backend database then system will send an email at the registered email id. Candidates are required to see their inbox and follow the online instruction for resetting the New Password.

   Note: It is strongly recommended that the OTP sent to the applicant for any activity like reset password etc. must not be shared with anyone. This OTP is the confidential and to be used by the applicant only. Neither Board nor NIC will be responsible for violation or misuse of the password/OTP.

   ○ I Agree   ○ I Don't Agree

4. Once the candidate agrees the above, the page appears as below. Here the candidate is required to **put authentic data** to the respective fields such as **Type of Registration**, **his/her Roll Number**, **Application Number**, **Name**, **Mother's Name**, **Date of Birth (DOB)**, **Security Pin** and then put click on **<Submit>**, **as encircled below** to proceed further.

New Candidate Registration

Personal Details

Please enter the following details.

Type of Registration	--Select--
	--Select--
	JEE(Main) Seats (Have Only JEE(Main) Rank)
	Both WBJEE & JEE(Main) Seats (Have Both WBJEE & JEE(Main) Rank)
	WBJEE Seats (Have Only WBJEE Rank)
WBJEE Roll Number	
Candidate Name	
Mother Name	
Date of Birth	--Day-- --Month-- --Year--
Security Pin as shown below (case sensitive)	Enter Security Pin as shown below
Security Pin	B693V2

Submit   Reset

5. After clicking the submit button, the page will appear as below.

- The candidate must **read the instructions carefully (as shown)** and then put **his/her own mobile number**, **email ID**.
- **Put self-creating 8-13 character password as per instructions**
- **Enter the Security PIN** as will appear.
- Then the candidate has to click on < **Submit & Next**>, **as encircled**.

Candidate should mandatorily give his/her own phone number or the number of his/her guardian. In future, all messages, OTPs etc. will be sent to this mobile number provided by him/her regarding allotment, document verification, admission etc.

6. Once the above details are submitted, the following message will be shown wherein the candidate has to put click on **<Yes>** to continue further.

Confirm !!

Do you wish to submit ?

Yes   No

7. In the next step, the following page will appear wherein the candidate needs to provide **any one OTP** send to the valid **Phone Number** and **Email Id** for verification.

   Then he/she has to click on **<Verify & Final Submit>**, **as encircled below**.
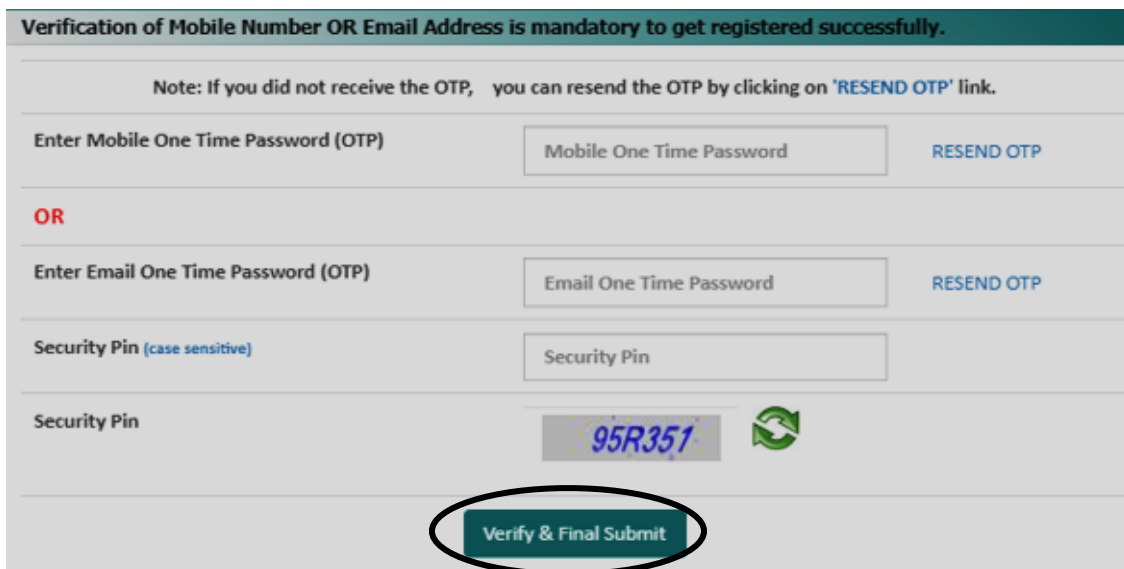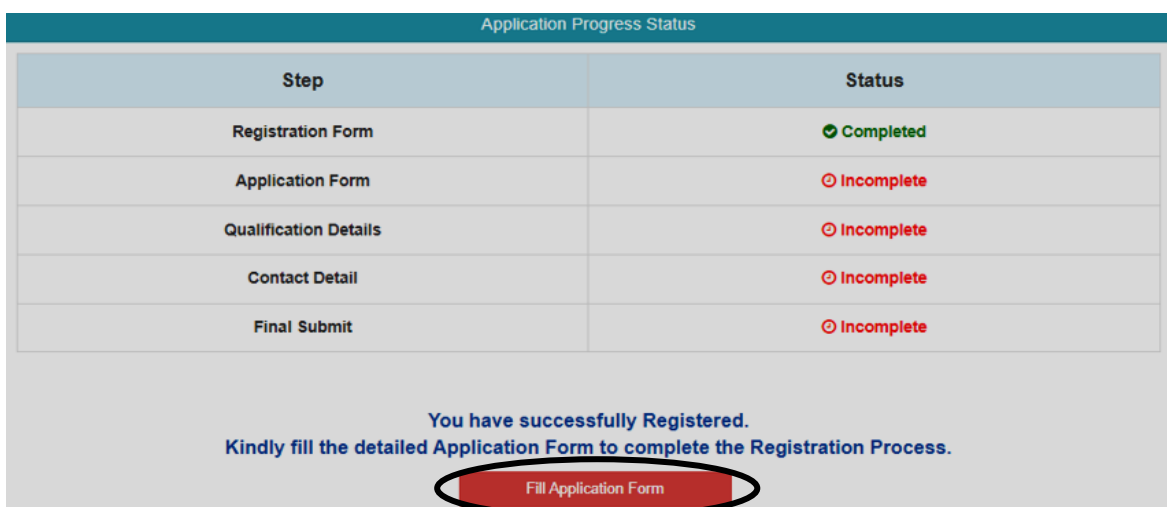
Verification of Mobile Number OR Email Address is mandatory to get registered successfully.

Note: If you did not receive the OTP,   you can resend the OTP by clicking on 'RESEND OTP' link.

Enter Mobile One Time Password (OTP)	Mobile One Time Password	RESEND OTP
OR		
Enter Email One Time Password (OTP)	Email One Time Password	RESEND OTP
Security Pin (case sensitive)	Security Pin	
Security Pin	95R351	

Verify & Final Submit

8. Once the above button is clicked, the following page will appear. **The page shows that the registration is complete.** The candidate can view his registration form.

   Then he/she can click on **<Fill Application Form>**, **as encircled below** to continue further.

Application Progress Status	
Step	**Status**
Registration Form	✓ Completed
Application Form	⊘ Incomplete
Qualification Details	⊘ Incomplete
Contact Detail	⊘ Incomplete
Final Submit	⊘ Incomplete

You have successfully Registered.
Kindly fill the detailed Application Form to complete the Registration Process.

Fill Application Form

9. In the next step, the candidate has to fill the application form as follows:

- Here **Gender**, **Nationality**, **State of Domicile**, **Category** and **Sub Category fields cannot be edited**. **The information is taken from the system**, based on the information that he/she has entered at the time of submission of application for appearing the entrance examination.

- The candidate has to put **YES** or **No** to the question whether they have **qualified NATA 2023 / JEE Main Examination or not**.

- **The candidates then need to input Bank Account details carefully because in future any refund (if any) will be remitted to this account.**

- Finally, the candidate has to click on **<Save and Next>** option, **as encircled.**

Application Form	
Gender	Male
Nationality	Indian
State of Domicile	West Bengal
Category	Schedule Caste (SC)

Sub Category Details

Person with Disability	No
Tuition Fee Waiver	No

Other Information

Whether Qualify in the NATA 2023 Examination / JEE(Main) 2023 (B.Arch.) :

--Select--
--Select--
YES
NO

Bank Account Details (For fee refund if any)

Name of Account Holder	Account No.	Confirm Account No.	IFSC Code	Bank Name	Branch Name

Upload a cancelled Cheque / Passbook / Screenshot of online account detail of above mentioned account. (Document Format : PDF, Min Size : 10 KB, Max Size : 500 KB)

Choose File | No file chosen

SAVE & NEXT

10. In the next step, a page will appear for **Qualification Details.**

➢ **Firstly, the candidate needs to put the English Marks details of Class 10 as shown below:**

Qualification Details

Class 10th or Equivalent English Details

Subject/Year/Semester Wise Marks Details

Name	Passing Status	Max Marks	Obtained Marks
English	Passed	100	72

Subject/Year/Semester Max Marks:0| Subject/Year/Semester Obtained Marks:0| Subject/Year/Semester Percentage:**NaN**

- ➢ **Next the candidate needs to fill the Class 12 details like**
  - **Passing Status**
  - **Passing Year –** Put the year in which you have passed
  - **Board in which he/she has studied**
  - **Result Mode-** The result mode will be percentage
  - **Total Maximum Marks -** Put Total Marks of all the Subjects
  - **Obtained Marks –** Total obtained marks in all the subjects appeared

Class 12th or Equivalent Details

Passing Status	Passing Year	Board
Passed	2022	INDIAN SCHOOL CERTIFICATE

Result Mode		
Percentage		

Maximum Marks	Obtained Marks	Percentage Marks
800	560	70.00

- ➢ **The candidate is now required to put the subject-wise marks details as shown below:**
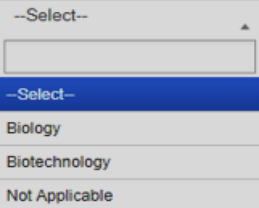
Subject/Year/Semester Wise Marks Details

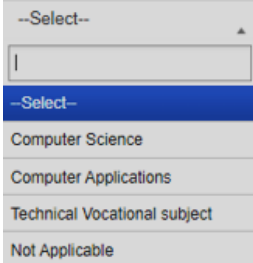| Name	Passing Status	Max Marks	Obtained Marks
Physics	Passed	100	71
Chemistry	Passed	100	79
Mathematics	Passed	100	60
English	Passed	100	80
Biology	Passed	100	65
Computer Applications	Passed	100	62

Subject/Year/Semester Max Marks:**600**| Subject/Year/Semester Obtained Marks:**417**| Subject/Year/Semester Percentage:**69.50**

PREVIOUS   SAVE & NEXT

- **Physics**- A candidate has to choose Passing Status as Passed or Failed. But **Passing in Physics is compulsory.**

- **Chemistry**- A candidate can choose Passing Status as **Passed** or **Failed** or can choose **Not Applicable** if he/she do not have that subject.

- Mathematics - - A candidate can choose Passing Status as **Passed** or **Failed** or can choose **Not Applicable** if he/she do not have that subject.

- English- A candidate has to choose Passing Status as Passed or Failed. But **Passing in English is compulsory**.
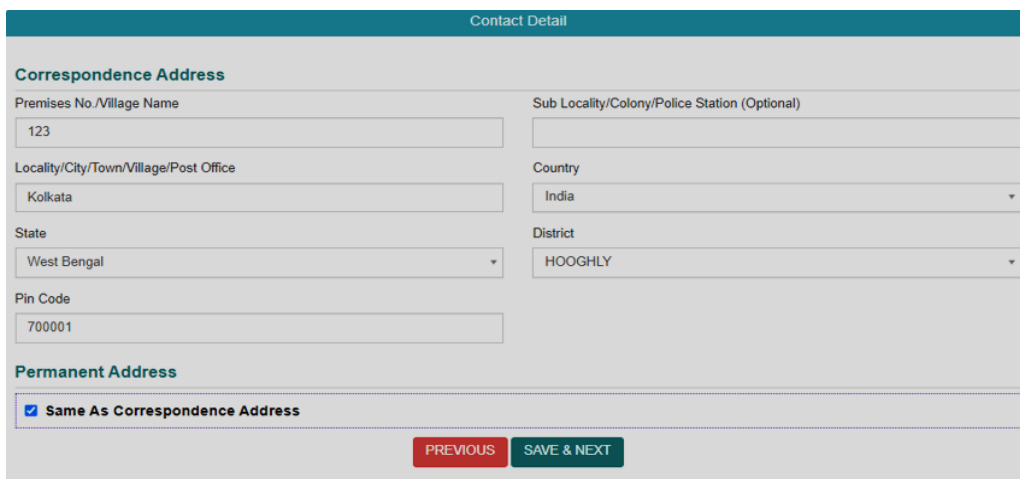
- The candidate can choose **Biology** or **Biotechnology** or **Not Applicable** if he/she do not have that subject

- The candidate can choose **Computer Science** or **Computer Applications** or **Technical Vocational Subject** or **Not Applicable** if he/she do not have that subject

- Finally, the candidate needs to **Save & Next** to proceed further.

11. In the next step, the following page appears wherein the candidate enters his **correspondence address**. If permanent address is same as the correspondence address, he/she can simply click on **<same as correspondence address>** and then click on **<Save & Next>**.

12. As soon as he/she completes the above procedures, his/her entire application form will be shown as follows. The candidate needs to click on the **Declaration checkbox** and then click on **<Save & Final Submit> as encircled below.**

Application Form

WBJEE Roll Number		Application No.	
Candidate Name		Father Name	
Gender	Male	DOB	07-04-2004
Domicile	West Bengal	Category	Schedule Caste (SC)

Rank Details

General Merit Rank (GMR) [B.E/B.Tech (WBJEE/JEE(Main) Seats)/B.Arch (WBJEE Seats)]	
Pharmacy Merit Rank (PMR) [B. Pharma]	

Sub Category List

Person with Disability	No
Tuition Fee Waiver	No

Other Information

Whether Qualify in the NATA 2023 Examination / JEE(Main) 2023 (B.Arch.) :	YES

Qualification Details

--- Class 10th or Equivalent English Details ---

Subject/Year/Semester Wise Marks Details

Name	Passing Status	Max Marks	Obtained Marks
English	Passed	100	72

Subject/Year/Semester Max Marks:**100**| Subject/Year/Semester Obtained Marks:**72**| Subject/Year/Semester Percentage:**72**

--- Class 12th or Equivalent Details ---

Passing Status	Passed
Passing Year	2022
Board	INDIAN SCHOOL CERTIFICATE
Result Mode	Percentage
Maximum Marks	800
Obtained Marks	560
Percentage Marks	70

Subject/Year/Semester Wise Marks Details

Name	Passing Status	Max Marks	Obtained Marks
English	Passed	100	80
Physics	Passed	100	71
Chemistry	Passed	100	79
Mathematics	Passed	100	60
Biology	Passed	100	65
Computer Applications	Passed	100	62

Subject/Year/Semester Max Marks:**600**| Subject/Year/Semester Obtained Marks:**417**| Subject/Year/Semester Percentage:**69.5**

Contact Detail

--- Correspondence Address ---

Premises No./Village Name	123
Sub Locality/Colony/Police Station(Optional)	--
Locality/City/Town/Village/Post Office	Kolkata
Country	India
State	West Bengal
District	HOOGHLY
Pin Code	700001
Mobile Number	
Email Id	

--- Permanent Address ---

Premises No./Village Name	123
Sub Locality/Colony/Police Station(Optional)	--
Locality/City/Town/Village/Post Office	Kolkata
Country	India
State	West Bengal
District	HOOGHLY
Pin Code	700001

Bank Details

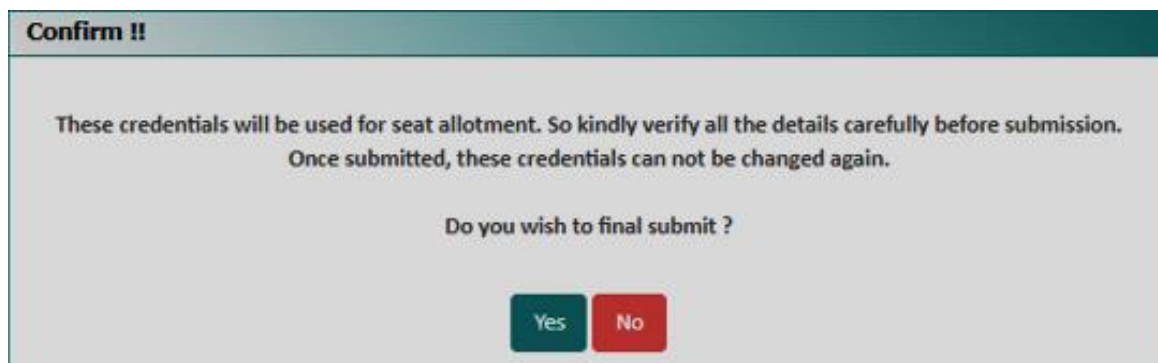| Name of Account Holder	Account No	IFSC Code	Bank Name	Branch Name
CHOTU	123456789	SBIN0001234	SBI	KOLKATA

Click Here to View uploaded Cheque Details

Declaration

☑ I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief. Any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission. I have read the information bulletin carefully and understood all the procedures.

PREVIOUS   SAVE & FINAL SUBMIT

13. Before clicking Yes button, the candidate must ensure themselves that there is no need to edit/ change of data. After confirming, he/she must click on **<Yes>** button and it is to be remembered that **after final submit (Yes), your submitted data could not be edited or changed further.**
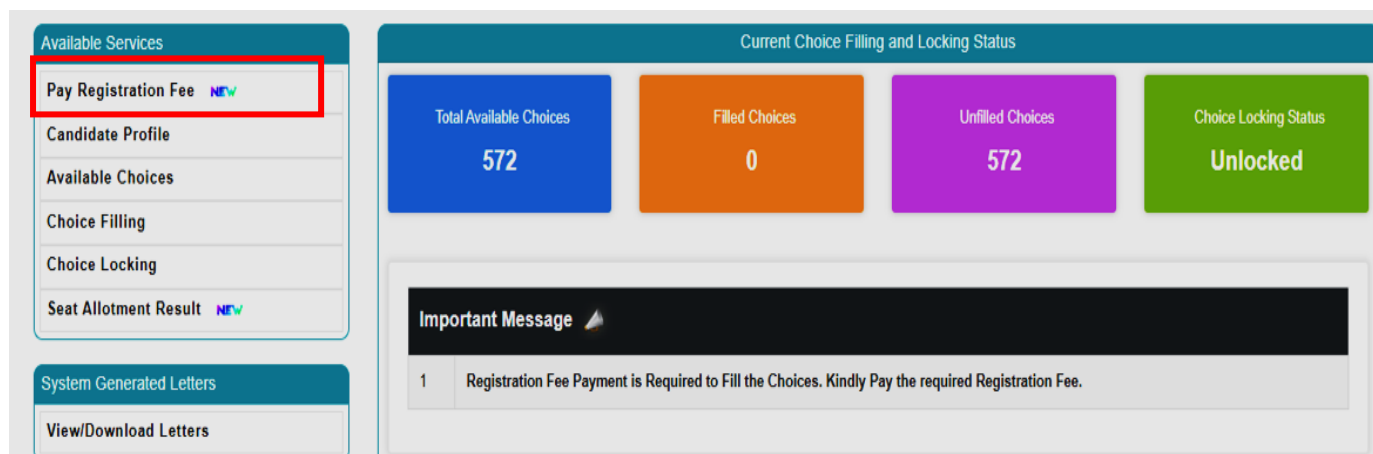

14. After clicking the above Yes button, **only the number of available choices** will be shown. Then the candidate should click on **<Pay Registration fees>, as encircled.**

15. After clicking on 'Pay Registration Fees' he/she is required to click on **<Online Payment>** and then click on **<Pay Fee>,** for payment **as encircled** below.

16. After paying the fees in online mode, the following page will appear wherein he/she has to put **click on <Choice Filling>** option for their choices (**as encircled below**).

17. In the next step, the candidate needs to enter a **Password** which he/she has entered at the time of registration and then click on **Submit** button to proceed further.

18. Then candidates choose the **Institutes** and the **Programs as per his /her choice** by clicking **<Add>** button one by one, **as Marked (3)** in the picture below.

- The **choices shown above are in alphabetical order** to make searching easily. **The candidate clicks on add button according to his/her choice from the list one by one**. Then **he/she must arrange his choices in order of priority**.

- The candidate can also **Rearrange Choices, Interchange Choices, Manage Filled Choices, Delete Choices** etc. as given in the top menu bar **(Marked as 1)**.

- Also, the candidate can search his/her choices according to '**Institute Type**', **Institute Name**, and **Program (Marked as 2)**.

- After arranging his/her choices, the candidate has **two options**, as shown above.

  - ✓ **Save and Go to Home (Marked as 5)**- If the candidate clicks on <Save and Go to Home> button, then **his/her selected choices will be saved and log-out to Home Page**. Then **he/she can again log-in through Roll Number and Password as Already Registered Candidate.**

  - ✓ **Save and Continue (Marked as 4)-** If the candidate clicks on <Save and Continue>, the following message will appear asking him/her whether he wants to save the choices.

Confirm !!

Dear Candidate, you have made some changes in choice(s), these changes are not saved yet.
Do you want to save these changes in your choice(s)?

Save Changes   Cancel Changes
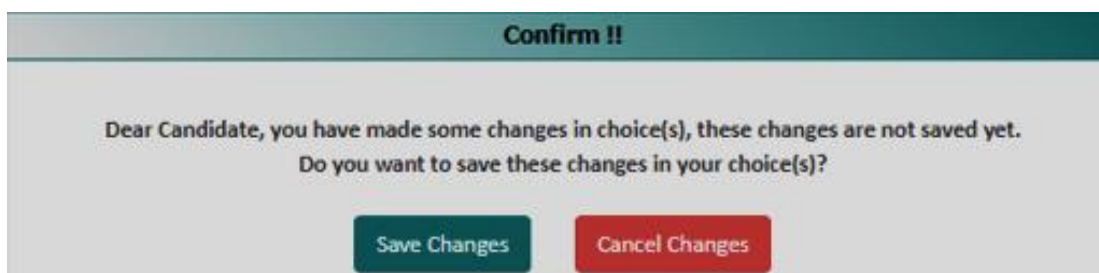
19. After clicking the **Save Changes** button, his/her selected choices will be saved and the following message will appear.

demo.ecounselling.nic.in says

Total Saved Choices: 7, Saving Time: 19-07-2023 11:01:30 PM

OK
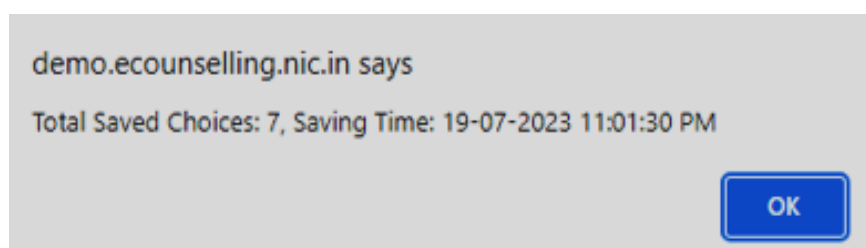
20. After saving the choices, the candidate has to **click on Lock Choice option on the top, as encircled and shown and encircled in point 18 (1) during the Choice Locking Period.** On clicking the locking button, the following page will appear.

Locking Agreement

After locking, Candidate is not allowed to make any modifications in Filled Choice(s). Please check all the Filled Choice(s) carefully before Locking.

Institute Type Wise Filled Choices Summary:

Institute Type	Filled Choices
Private Institute	0
State University	0
State Government	7

○ I agree to lock my choice(s)   ○ I will lock my choice(s) later

Total Filled Choice(s) - ❼   ☐ Institute Address ☐ Institute Type

Choice No.	Institute Name	Program Name
1	Cooch Behar Government Engineering College, Cooch Behar	Civil Engineering
2	Cooch Behar Government Engineering College, Cooch Behar	Mechanical Engineering
3	Cooch Behar Government Engineering College, Cooch Behar	Electronics & Communication Engineering
4	Govt. College of Engg. & Textile Technology, Berhampore	Electrical Engineering
5	Govt. College of Engg. & Textile Technology, Berhampore	Computer Science & Engineering
6	Govt. College of Engineering & Ceramic Technology, Kolkata	Information Technology

Here again the candidate has **two options**:

- **I will lock my choices later -** If the candidate clicks on this option, then he/she can go to selected choice page for editing or changing the choices. **It is reminded that if the candidate does not lock his/her choices within the stipulated time period, then the selected choices will be locked automatically.**

- **I agree to lock my choices-** If the candidate clicks on this option, then he/she can lock their finally selected choices. **It is important to note that once the choices are locked no editing/changes can be done in future.**

21. Once he/she clicks on above <**I agree to lock my choices**>, the following page will appear.

Lock your Choices !!   ✖

Early locking does not mean early allotment or first claim on the seat.
The seat allotment is strictly based on Rank Lists.
Choices once locked can not be changed.

Are you sure, you want to LOCK your CHOICES?

Enter Your Password : [_____]

[Yes,Lock] [Cancel]

Now candidate has to click on <Yes Lock> after putting his/her password.

22. Then his/her **Total Choices**, **Filled Choices**, **Unfilled Choices** and **Choice Locking Status** will be shown below:

If the candidate wants to download the list of locked choices letter, he/she can click on **<Print Locked Choices>, as encircled.**

23. Once the candidate clicks on Print Locked Choices, the following page will appear wherein the candidate has to click on **<Download Locked Choices Letter>, as encircled.**

Once the candidate clicks on Print Locked Choices, the following page will appear wherein the candidate has to click on **<Download Locked Choices Letter>, as encircled.**

24. On clicking Download Locked Choices Letter, the page will appear as below.

West Bengal Joint Entrance Examinations Board
WBJEE Counselling 2023 (UAT Mode)
Locked Choices for Round- 1

Name:
WBJEE Roll Number:

Personal Details				
WBJEE Roll Number		**Application No.**		
Candidate Name		**Father Name**		
Gender	Male	**DOB**		07-04-2004
Domicile	West Bengal	**Category**		Schedule Caste (SC)

Rank Details	
JEE(Main) BE/B.Tech AIR B.E/B.Tech (WBJEE/JEE(Main) Seats)/B.Arch (WBJEE Seats)	
General Merit Rank (GMR) B.E/B.Tech (WBJEE/JEE(Main) Seats)/B.Arch (WBJEE Seats)	
Pharmacy Merit Rank (PMR) B. Pharma	

Choice Locking Details			
Locking Status	Locked	**Locking IP**	
Locking Date & Time	19/07/2023 23:03:00 PM	**Locking Code**	

Filled Choice(s)		
Choice No	**Institute Name**	**Program Name**
1	Cooch Behar Government Engineering College, Cooch Behar	Civil Engineering
2	Cooch Behar Government Engineering College, Cooch Behar	Mechanical Engineering
3	Cooch Behar Government Engineering College, Cooch Behar	Electronics & Communication Engineering
4	Govt. College of Engg. & Textile Technology, Berhampore	Electrical Engineering
5	Govt. College of Engg. & Textile Technology, Berhampore	Computer Science & Engineering
6	Govt. College of Engineering & Ceramic Technology, Kolkata	Information Technology
7	Govt. College of Engineering & Textile Technology, Serampore	Apparel & Production Management

** marks choices made invalid during document verifications.

Candidate's Consent

I hereby agree to the following terms and conditions governing the admission process of Counselling Board:

1. I have gone through and understood the contents of Information Brochure and eligibility criteria prescribed therein. I shall abide by rules and admission process of Seat Allotment as specified by the WBJEEB.
2. I know that during verification of documents at the time of reporting, if any discrepancy is found in original documents, including category, sub-category, date of birth etc. then my allotted seat will be cancelled.
3. I know that the personal information provided by me is genuine and authentic.
4. I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safe guarding my password and neither WBJEEB nor NIC is responsible for misuse of my password.
5. I am aware of the fee, bond etc conditions of the Institution that I am interested in and know that WBJEEB has no role to play in that.

Signature of Canddate
Name of Canddate:
Locking Date & Time: