

West Bengal Joint Entrance Examinations Board

RUPANNA, DB-118, Salt Lake,

Sector-I, Kolkata – 700 064

Website: www.wbjeeb.nic.in, www.wbjeeb.in

No. WBE/Chairman/265

Dated: - 25/08/2023

NOTIFICATION for Centralized e-Counselling, JELET-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') and empowered it to conduct Common Entrance Examinations for selection of candidates for admission to undergraduate and postgraduate Professional, Vocational and General Degree Courses in the State of West Bengal and to conduct on-line counselling process or otherwise adopting a single-window approach.

And whereas,

for admission as lateral entry into 2nd year (3rd semester) of 4-year undergraduate courses in Engineering/Technology and Pharmacy in State-aided Universities/ University Departments, Self-financing Universities, Government/ Self-financing Colleges/ Institutions in West Bengal, it is essential for the candidates to appear in the Common Entrance Examination (JELET) and secure a rank.

And whereas,

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

The guidelines for e-counselling and admission 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 very carefully. Once registered, it will be construed that the candidate agrees to all terms and conditions mentioned here and in addenda/corrigenda/notices/timetables published time to time in this regard. The Board will not be responsible for any candidate's lack of understanding or misunderstanding about the relevant rules.

1.0 Rules and guidelines

- a) All aspects of the counselling (registration, choice filling, allotment, payment of seat acceptance fee, provisional admission etc.) will be in centralized online process only.
- b) The counselling will be for admission in the institutes and courses as mentioned in the approved seat matrix received from the Competent Authority and published in Board's website.
- c) Any candidate meeting the eligibility criteria and securing a rank (GMR) in the common entrance Examination (JELET-2023) held for the purpose can register for counselling.

- d) There will be three rounds of counselling namely, Allotment, Up-gradation and Mop-Up.
- e) Registration is allowed only at the beginning of **1st round**. Registration is **mandatory** for counselling and admission. **A candidate not registered within the pre-declared period of registration will NOT be considered for allotment of any seat at any round under any circumstances.**
- f) **Registration fee for counselling is ₹500 only**, which is not refundable under any circumstances.
- g) The Board will not convert/de-reserve any vacant seat in any reserved categories i.e., SC, ST, OBC-A, OBC-B and PwD to general/unreserved category in any round of this counselling.

2.0 Registration:

- a) Candidates need to provide necessary personal details, academic details, bank account details (for in case of any refund), address, etc.
- b) Candidate must provide his/her application number/roll number and rank for JELET-2023 and also provide following academic information according to his/her qualifying stream.

Diploma in Engg./Tech.	Diploma in Pharmacy	B.Sc.
Percentage of marks equivalent to CGPA (in terms of full marks and obtained marks). * (Original mark sheet need to be produced at the time of document verification)	Percentage of marks equivalent to CGPA (in terms of full marks and obtained marks). * (Original mark sheet need to be produced at the time of document verification)	Percentage of marks equivalent to CGPA (in terms of full marks and obtained marks). * (Original mark sheet need to be produced at the time of document verification) Honour's candidates should consider marks in Honour's subject only.
		Total full marks and total obtained marks in class XII.
		Full marks and obtained marks in class XII Mathematics.

* CGPA is to be converted to percentage using the formula prescribed by the concerned Council/University. If the Council/University does not have any such formula or the candidate cannot produce any document confirming the formula, then use Percentage Marks = (Grade Point - 0.75) × 10, when the grade point is on a scale of 10. In case the grade point is **not** on a scale of 10, the obtained grade point is to be converted to 10-point scale on pro rata basis.

* Say, after conversion, the percentage is 80% and full marks in the final mark sheet is 800, then write full marks = 800 and obtained marks = 640.

* If the final result is not yet declared or the final mark sheet is not yet in hand then sum of full marks of all subjects of all papers in all previous semesters should be considered as the total full marks and the sum of obtained marks of all subjects of all papers in all previous semesters should be considered as the total obtained marks.

c) Candidates must be very cautious at the time of providing various information during registration. There is **no provision** 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, **WBJEEB will not be legally responsible for such wrong input given by a candidate and its after effect.**

3.0 Choice filling:

- a) During registration, once academic scores are given and registration fee paid, the candidate can view all choices of institutes and courses available to him/her according to his/her eligibility criteria based on the inputs provided by him/her.
- b) After selecting institutes/courses, the candidate will arrange his/her choices **in order of his/her priority.**
- c) If a candidate does not give any choice, obviously he/she will not be given any allotment.
- d) **Candidates must be very judicious and cautious while selecting the choices. Candidates are advised to select maximum/all possible institutes/ branches. This ensures that he/she always gets an allotment. The candidate may opt for UPGRADATION after accepting the current allotment.**

4.0 Choice locking:

- a) Candidate must lock his/her choices within the pre-announced date. Candidate can also take printout of his/her locked choices.
- 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.**
- c) If a candidate fails/forgets to 'save' his/her choices within the pre-announced deadline, **his/her un-saved choices will be disappeared. In consequence of that he/she will not get any allotment for admission.**

5.0 Round-1: Allotment.

- a) Allotment of 1st round will be declared on a pre-scheduled date.
- b) Allotment is given based on the inputs provided by the candidate. **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.**
- 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.
- d) The candidate must pay a **seat acceptance fee of ₹5000/-** (Rupees five thousand only), 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 any future round **(i.e. EXIT).**
- e) After downloading the allotment letter, the candidate must report to the allotted institute with the allotment letter and all other documents for physical verification. If the candidate fails to report for document verification, the

current allotment will be cancelled, and he/she will **not** be considered for seat allotment in any future round (**i.e. EXIT**).

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 days as notified, carrying printed copies of their allotment letters and all academic and other documents for physical verification of documents by the institute.

c. Candidates should contact the Institute and visit their website to know their timings and detail requirements for admission.

d. All documents must be valid as on the date of verification.

e. Candidates must carry following documents **in original and one self- attested copy of each.**

i) All candidates - Provisional Seat Allotment Letter and Rank card.

ii) All candidates - Class 10th admit card/birth certificate for verification of date of birth.

iii) All candidates – Mark sheet of all semester of Diploma (if available)/B.Sc.

iv) All candidates- Must note that his/her **Unique Allotment ID (from candidate's login)** which will be required by the concerned admission officer of the allotted Institute at the final stage of admission.

v) All candidates- Must carry mobile phone with the mobile number registered during making application to receive OTP at the final stage of admission confirmation.

vi) W.B Domicile Candidates- Domicile certificate as per Section 6.0, 6.1 and 6.2 of the Information Bulletin. Reserved category candidates can produce their category certificate (issued by the appropriate Authority of the Govt. of W.B) in lieu of required domicile certificate (if they don't have).

In such case, if the category certificate is rejected during verification, then domicile status will also be converted to non-West Bengal.

viii) SC/ST/OBC-A/OBC-B candidates- Respective category certificate as per Sections 5.0, 7.0 and 8.0 of the Information Bulletin. Candidates having OBC certificates (NCL) issued before 31.12.2009 should have them revalidated from the issuing authority, with either OBC-A(NCL) or OBC-B(NCL) category clearly mentioned. **NCL** (Non Creamy Layer) Certificate has to be issued on or after 01.04.2023 by the competent authority.

Document verification can have following outcomes.

a) 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.

b) If the verification is successful, the candidate will give his/her up-gradation choice as YES or NO.

c) If the candidate has been allotted a seat of his/her first choice, then after successful document verification, he/she has no option but to freeze his/ her seat. Such candidate must opt for NO up-gradation and complete all admission formalities (PI reporting) at the respective institute and collect signed Physical Reporting Receipt. Of course, such candidates CAN NOT participate in Mop-up

round. On the other hand, if the candidate does not complete admission formalities (PI reporting), he/she will be debarred from any seat allotment in any future round (**i.e. EXIT**).

- d) If the candidate has been allotted a seat of his/her **second or later choices**, then after successful document verification, he/she can opt for NO up-gradation if he/she wishes and complete admission procedures. Such candidates also cannot participate in the Mop-Up round. But if the candidate opts for **NO** up-gradation and then does not complete admission, he/she will be debarred from any seat allotment in any future round (**i.e. EXIT**).
- e) 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 up-gradation and so not take admission in the 1st round. Such candidates will be considered for possible up-gradation in 2nd round.
- f) If after successful document verification, the candidate does neither opt for YES up-gradation or NO up-gradation, he/she will be considered not interested in admission and will be debarred from any seat allotment in any future round (**i.e. EXIT**).

6.0 Round-2: Up-gradation.

a) Following groups of candidates who have already successfully registered in Round-1 will be considered in Round-2 namely,

- i) Those who did not get any allotment in Round-1.
- ii) Those who paid seat acceptance fee, completed document verification, and opted for YES-up-gradation in Round-1.
- iii) Those who paid seat acceptance fee, completed document verification but allotment in Round-1 was cancelled.

b) The allotment will be declared on the prescheduled date. Round-2 being the last and final normal round, there is no scope of further up-gradation.

c) It is essential to note that if the seat is upgraded, the earlier allotment **will be cancelled**, and the seat will be allotted to other deserving candidates as per merit. As such, the candidate cannot **reverse** the up-gradation, i.e., he/she cannot claim his/her earlier allotment back. On the other hand, if the seat is not upgraded, the earlier seat would remain reserved/retained.

d) There can be following outcomes of round -2 allotments.

i) **Allotment is up-graded to candidate's 1st choice**: The candidate need not pay seat acceptance fee again, but he/she must download new allotment letter and report to the newly allotted institute and complete all admission formalities (PI reporting). Such candidates can **not** participate in the Mop-Up round. On the other hand, if the candidate does not complete admission formalities, he/she will be **debarred** from any seat allotment in any future round (**i.e. EXIT**).

ii) **Allotment is up-graded but to candidate's 2nd or later choice**: 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. On the other hand, they may decide **not** to join

the institute of upgraded allotment. In earlier cases the candidates **cannot** participate in the Mop-up round (**i.e. EXIT**).

iii) **Allotment is not up-graded at all:** (a) Such candidates **may** decide to join the institute of earlier allotment and complete all admission formalities (PI reporting). In this case the candidates **cannot** participate in the Mop-Up round. (b) On the other hand, they may decide **not** to join the institute of earlier allotment. In such cases the candidates **can** participate in the Mop-Up round **but the seat allotted earlier will be forfeited**.

iv) **Candidate's allotment in Round-1 was cancelled during document verification:**

(a) **Allotted in 1st choice:** The candidate must report to the allotted institute with the allotment letter and all other documents for verification. Otherwise, the allotment will be cancelled and he/she will not be entitled to participate in Mop-up round (**i.e. EXIT**).

(b) **Allotted in other than 1st choice:** The candidate may report to the allotted institute with the allotment letter and all other documents for verification and he/she **may or may not take admission**. If he/she takes admission, he/she **can not** participate in Mop-up round. On the other hand, if they decide **not** to join the institute, the candidates **can** participate in the Mop-Up round **but the seat allotted at present round will be forfeited**.

In these cases document verification by the allotted Institute can have the following outcomes: (A) Present allotment may be cancelled if the candidate is found ineligible for it by his/her actual academic scores, category certificates, etc. Such candidates can participate in Mop-up round. (B) If the document verification is successful, and he/she has been allotted a seat in his/her first choice, he/she must complete admission in the institute. They **can not** participate in Mop-Up round. 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 Mop-up round (**i.e. EXIT**). (C) If the document 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 such case he/she is **not entitled** to participate in Mop-up round. On the other hand if the candidate does not complete admission, he/she can participate in Mop-Up round.

v) **Candidate did not get any allotment in Round-1 and get fresh allotment in Round-2:**

a) The candidate must pay a **seat acceptance fee of ₹5000/-** (Rupees five thousand only), download the allotment letter. Otherwise, the allotment will be cancelled, and he/she will be **debarred** from any seat allotment in Mop-up round (**i.e. EXIT**).

b) After payment of seat acceptance fee and downloading the allotment letter, the candidate must report to the allotted institute with the allotment letter and all other original documents for verification. Otherwise, the allotment will be cancelled, and he/she will be **debarred** from any seat allotment in Mop-up round (**i.e. EXIT**). (i) 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. (ii) 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 **can not** participate in Mop-Up round. On the other hand, 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 (**i.e. EXIT**). (iii) 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 such case he/she is **not entitled** to participate in Mop-up round. On the other hand if the candidate does not complete admission, in such case, he/she can participate in Mop-Up round **but the seat allotted at present round will be forfeited.**

7.0 Mop-Up round:

- a) Participation in Mop-Up round is optional.
- b) Following groups of candidates are eligible for Mop-up round:
 - i) Those who did not get any allotment in Round-1 and Round-2.
 - ii) Those who paid seat acceptance fees, completed document verification and did not take admission in Round-1 or Round-2.
 - iii) Those who paid seat acceptance fees, completed document verification but allotment in Round-2 was cancelled due to various valid reasons, other than academic eligibility.
 - iv) **Candidates not registered earlier (Fresh candidates).**
- c) **All candidates who have exited/ withdrawn from the e-counselling system due to various reasons during previous round(s) are not eligible for Mop-Up round.**
- d) 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.
- e) A new candidate (previously not registered) is required to pay a fee of **₹1000 (Rupees one thousand only)** for registration.
- f) **All participants (previously registered and newly registered) in the Mop-Up round will have to give their choices of institutes/branches afresh.**
- g) The candidate must **cautiously note** that if he/she wants to participate in the Mop-up round, his/her earlier allotment will automatically be cancelled and the vacant seat will be allotted to other deserving candidates. **The candidate can never claim his/her earlier seat back.**
- h) If the candidate has paid the seat acceptance fee (**₹5000/-**) in any earlier round but did not took admission and a new seat is allotted in the Mop-Up round, the seat acceptance fees paid by him/her earlier will be considered for the new institute.
- i) There will be **only one** Mop-Up round and it will be the **last and final** round of e-counselling conducted by WBJEEB. **Thereafter, WBJEEB will hand over the database of e-counselling to the concerned Authority for appropriate action at their end.**

7.1 Mop-Up round process:

There can be following different outcomes of the allotment of Mop-Up round.

- a) Those who got 1st time allotment in Mop-Up Round must pay seat acceptance fee(**₹5000/-**) and download the allotment letter. Thereafter the candidate will report to the institute for physical verification of documents. If the documents are accepted, he/she must complete the admission process.
- b) Those who have paid seat acceptance fees and verified their documents earlier and get an allotment in Mop-up round must complete admission procedure (PI reporting) at the allotted institute but need not pay seat acceptance fees again.

8.0 General Rules:

- a) In case of first-time allotment (may be in any round) it is mandatory to pay seat acceptance fees (**₹5000/-**) and report to the allotted institute for document verification before any further activity.
- b) Whenever and wherever a candidate produces documents like allotment letter, locked choice, up-gradation 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.**
- c) **Help Desk:**Candidates can contact the Help Desk Toll free No.1800-1234-782(Extn-2) or mail to: info@wbjeeb.in
- 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.
- e) **Refund and withdrawal:**
 - i) **The seat acceptance fees paid by candidates who completed the admission will be remitted to the admitted institute** after closure of all rounds of e-counselling. In case the candidate does not want to 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.
 - ii) **If a candidate has paid seat acceptance fees and currently holding a seat, he/she can withdraw** in any round (except the first and the last round) during the seat acceptance period. In that case, the amount in full will be refunded to him/her through on-line banking within a period of 60 days to 90 days after closure of all rounds of e-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.
 - iii. 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 Board's website.

9.0 Eligibility for admission: See section 3.0, 3.1 and 3.2 of the Information Bulletin.

Addendum: Those who are unable to produce original mark sheet of the final semester at the time of document verification, can be considered by the Institute for Provisional Admission provided,

- i. The candidate meets the required minimum academic eligibility criteria considering the average of all earlier semesters.
- ii. The candidate does not carry any pending backlog in any subject in earlier odd semesters.
- iii. The candidate have to furnish an undertaking that he/she have appeared for the final semester examination and will produce the original mark sheet within the given date as declared by the Institute for verification and confirmation of his/her meeting the required academic eligibility criteria. In case he/she fails to do so, or it is found from the final mark sheet that he/she does not fulfill the minimum required academic

qualification, his/her admission will be treated as cancelled for which only he/she will remain responsible, and he/she will not hold WBJEEB or the Institution responsible.

10.0 Reservation and domicile criteria: See Section 5.0, 6.0, 6.1, 6.2, 7.0, 8.0, and 9.0 of the Information Bulletin.

11.0 Seat Matrix: Information on availability of seats in various institutions in various branches in various categories as per the **Seat-Matrix** provided by the Director of Technical Education (DTE), Govt. of West Bengal is given in the counselling portals www.wbjeeb.nic.in / www.wbjeeb.in .

12.0 Legal Jurisdiction:

a) WBJEEB is obliged to share with any candidate any information about his/her own status in common entrance test and e-counselling, for which candidate can contact WBJEEB individually and personally. But WBJEEB is unable to share any information about any other candidate.

b) All matters pertaining to conduct of JELET-2023 e- counselling shall fall within the jurisdiction of Calcutta only. The Board will not be a party pertaining to any dispute arising in the process of admission to any course of study through JELET-2023.

Sd/-
(Prof. M. Saha)
Chairman
West Bengal Joint Entrance Examinations Board