



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

Brief Operating Manual for Candidate Registration for JEMAS(PG)-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**.

Once the candidate clicks on the link for registration the following page appears:

Registered Candidates Sign-In

Examination: Joint Entrance Test for Medical and Allied Science Postgraduate Courses (JEMAS-PG) 2023

Application Number:

Password:

Security Pin (case sensitive):

Security Pin: 16913P **b**

[Sign In](#) [Forgot Password ?](#)

[New Candidate Registration](#) **c**

[Forgot Application Number ?](#)

Important Instructions

Confidentiality of Password is solely responsibility of the candidate and all care must be taken to protect the password.

Candidates are advised to keep changing the Password at frequent intervals.

Never share your password and do not respond to any mail which asks you for your Login-ID/Password.

It is strongly recommended that the OTP sent to the applicant for any activity like reset password etc. must not be shared with anyone.

For security reasons, after finishing your work, click the LOGOUT button and close all the windows related to your session. **a**

Caution: Your IP address is being monitored for security purpose.

a) Candidate must note the important instructions given in area **(a)**.

b) Area **(b)** is for logging in of candidates who have already registered.

A candidate while filling -up the application form can log-out at any point of time. In that case, he/she has to again login as “Registered Candidate” and complete the entire procedure within the stipulated time period.

c) Area **(c)** is for fresh registration of new candidates.

The candidate may click on **<New Candidate Registration>** to proceed further.

2. After clicking on the above, the following page will appear where the general instructions are given. After going through the following instructions, the candidate has to click on **<I Agree>**, as encircled below to proceed further.

Please read carefully

Instructions and Procedure for online submission of Application Form for JEMAS(PG)-2022:

1. Candidates of JEMAS(PG)-2023 have to apply ONLINE ONLY.
2. The candidate must have an active mobile number and a unique email ID for online application. Candidates must read the instructions and procedures carefully and keep all necessary information ready before starting to fill up the application form. Once an application is received, it will be construed that the candidate has agreed to all terms & conditions, rules & regulations stipulated in the Information Bulletin and notices published by the Board for the said purpose.
3. The candidate is requested to keep the mobile number and email ID active for important updates and notifications.
4. A candidate must ensure to fill up the genuine application form available online at the Board's website <https://wbjeeb.nic.in>
5. **Examination Fees (in Indian Rupees) for JEMAS(PG)-2023**
 - Application Fee for the examination is ₹3000 per paper for all, plus the Bank's service charges as applicable.

Note: Examination fee is non-refundable.

6. Candidates are allowed to submit only one application form. In case of multiple applications, all applications will be rejected.
7. **Candidate Name, Father's Name, Mother's Name, Gender and Date of Birth must be same as those registered in 10th and 12th standard examination.**
8. Registration Procedure: 4 simple steps.

Step-1: Online Registration: The candidate will enter registration details such as, name, father's name, mother's name, date of birth, gender etc. Then the candidate has to choose a password, security question etc. and submit. An application number will be generated. Candidates have to use this application number and password for subsequent login.

Step-2: Multistep Application Form Submission: At this stage the candidate needs to fill up multistep application forms like personal details, qualification details, contact details, exam city details, uploading of scanned images etc.

Step-3: Fee payment: Payment of fees can be made by Debit Card/ Credit Card/Net Banking/ UPI.

Step-4: Downloading of CONFIRMATION PAGE: If payment is made online, then the confirmation page is generated immediately. Candidate has to download and take printout of the confirmation page. It's must for all future references.

9. Candidate is requested to retain the printout of confirmation page for future reference.

10. 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 letter.
- c. Password must have at least one Lower case letter.
- 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.

11. 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.

12. 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.

13. **I have downloaded Information Bulletin, read and understood all the Instructions therein as well as those mentioned above, and filling up the online application form accordingly.**

I Agree I Don't Agree

3. In the next step, the following page appears where the candidates need to input their personal details i.e. **Name, Father's name, Mother's name, Date of Birth, Gender, Identification type, Valid Mobile Number, Email Id**. Also, he/she has to **Create his/her own password as per the specifications mentioned**.

Then the candidate needs to click on **<Submit>**, as encircled below to proceed further.

Registration Form

Personal Details

Candidate Name <input type="text"/>	Father's Name <input type="text"/>
Mother's Name <input type="text"/>	Date of Birth <input type="text" value="--Day--"/> <input type="text" value="--Month--"/> <input type="text" value="--Year--"/>
Gender <input type="text" value="--Select--"/>	Identification Type <input type="text" value="--Select--"/> <input type="text" value="--Select--"/> <input type="text" value="Voter ID"/> <input type="text" value="Passport"/> <input type="text" value="Ration Card with photograph"/> <input type="text" value="Class 10 Admit Card with Photograph"/> <input type="text" value="Any Other Valid Govt. Identity with Photograph"/> <input type="text" value="School ID Card"/>
Identity No <input type="text"/>	

Contact Details

ISD Code <input type="text" value="India (91)"/>	Mobile No <input type="text"/>	Email Id <input type="text"/>
	<input checked="" type="checkbox"/> Agree to Use for send Updates/Notifications	<input checked="" type="checkbox"/> Agree to Use for send Updates/Notifications

Your password must satisfy the following:

1. Password must be 8 to 13 character long.
2. Password must have at least one Upper case alphabet.
3. Password must have at least one Lower case alphabet.
4. Password must have at least one numeric value.
5. Password must have at least one special characters eg.!@#\$\$%^&*-

Note: Candidates are advised not to disclose or share their password with anybody.

Choose your Password

Choose your Password <input type="text" value="Choose your password as per password policy"/>	Confirm Password <input type="text"/>
Security Pin (or) Use passwords saved in your Google Account <input type="text" value="Security Pin"/>	Security Pin <input type="text" value="R95H64"/>

4. Once he/she clicks on the above "Submit button", the following page will appear wherein he/she has to click on <Yes>.

Confirm !!

Do you wish to submit ?

5. After clicking on the above “Yes button”, the following page will appear. The candidate can either click on **<Edit>** if he/she wants to **edit or change any data** otherwise he/she can click into **< Submit & Validate Contact Details>** option to proceed to the next step.

Review Page - Registration Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing '**EDIT**' button or press **FINAL SUBMIT** button for final submission.

Personal Details			
Candidate Name	abc	Father's Name	def
Mother's Name	ghi	Date of Birth	07-10-2000
Gender	Male	Identification Type	Class 10 Admit Card with Photograph
Class 10 Admit Card Serial No./Roll No.	0123456789		
Contact Details			
Mobile No		Email Id	
Agree to Use for send Updates/Notifications	Yes	Agree to Use for send Updates/Notifications	Yes
Account Details			
Your Password	(Not shown due to security reasons)		

[Edit](#) [Submit & Validate Contact Details](#)

Verification of Mobile Number OR Email Address is mandatory to get registered successfully.

6. In the next step, the following page will appear wherein the candidate needs to put the **OTP** which will be received to your valid **Phone Number** or **Email Id** (whichever he/she chooses) 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.

System has sent One Time Password (OTP) on your mobile and email

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)	<input type="text" value="Mobile One Time Password"/>	RESEND OTP
OR		
Enter Email One Time Password (OTP)	<input type="text" value="Email One Time Password"/>	RESEND OTP
Security Pin (case sensitive)	<input type="text" value="Security Pin"/>	
Security Pin	<input type="text" value="G819W8"/> 	

[Verify & Final Submit](#)

7. Once the verification is done, the following page will appear. The page shows that the registration is complete. An application number is generated.

The candidate needs to click on **<Fill Application Form>** as **encircled** to continue further.

Application Progress Status	
Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Course Applied For	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Exam Center Details	Incomplete
Upload Photograph and Signature	Incomplete
Final Submit	Incomplete
Pay Registration Fee	Incomplete

You have successfully Registered.
Please note down the Application Number for future references.
Application Number: 2310000052
Kindly, fill all the Forms to complete the Application Process.

Fill Application Form

8. In the next step, the entire application form will appear to the candidate wherein he/she is required to input data in the respective fields.

Now there are two parts:

- Upper Part which is already filled by the system from the data given by the candidate at the time of Registration.
- Lower Part which will be filled by the candidate by putting **State of Domicile, Religion, Category, and Sub Category** (which includes **Person with Disability, Type of Disability** and **Percentage of Disability**).

N.B – For outside West Bengal Candidates, the category will appear as General.

Application Form

Candidate Name	<input type="text" value="abc"/>
Father's Name	<input type="text" value="def"/>
Mother's Name	<input type="text" value="ghi"/>
Date of Birth	<input type="text" value="07"/> <input type="text" value="October (10)"/> <input type="text" value="2000"/>
Gender	<input type="text" value="Male"/>
Nationality	<input type="text" value="Indian"/>
State of Domicile	<input type="text" value="--Select--"/> <input type="text" value="--Select--"/> <input type="text" value="West Bengal"/> <input type="text" value="Others"/>
Religion	<input type="text" value="--Select--"/> <input type="text" value="--Select--"/> <input type="text" value="HINDUISM"/> <input type="text" value="ISLAM"/> <input type="text" value="SIKHISM"/> <input type="text" value="CHRISTIANITY"/> <input type="text" value="JAINISM"/> <input type="text" value="BUDDHISM"/>
Category	<input type="text" value="--Select--"/> <input type="text" value="--Select--"/> <input type="text" value="General"/> <input type="text" value="General-EWS"/> <input type="text" value="OBC - A"/> <input type="text" value="OBC - B"/> <input type="text" value="Schedule Caste (SC)"/> <input type="text" value="Schedule Tribe (ST)"/>
Sub Category Details	
Person with Disability	<input type="text" value="Yes"/>
Type of Disability	<input type="text" value="Loco-motor disability in lower limbs"/>
Percentage of Disability	<input type="text"/>
<input type="button" value="SAVE & NEXT"/>	

After filling the entire application form, the candidate needs to click on **<Save & Next>**, as **encircled** to go to the next step.

9. a) After completion of the above procedure, the following page will appear where the **candidate needs to carefully check their age criteria before choosing the subjects.**

Course Applied For					
Please read the instructions carefully.					
For some courses there is an upper age limit (as on 31st December 2023) as given below.					
SrNo.	Course	Upper age limit	SrNo.	Course	Upper age limit
1.	Dip Diet	No upper age limit	14.	M. Sc MM	No upper age limit
2.	DHPE	50 years	15.	MSc MLT	No upper age limit
3.	DHS	35 years for SC/ST, 33 years for OBC, 30 years for others	16.	MSc CCS	No upper age limit
4.	FPM	No upper age limit	17.	MSc OTS	No upper age limit
5.	FRMTS	No upper age limit	18.	MSc PS	No upper age limit
6.	MPhil RMTS	No upper age limit	19.	MHA	No upper age limit
7.	MPhil CP	40 years	20.	MSLP	No upper age limit
8.	MPhil PSW	40 years	21.	MOT	No upper age limit
9.	MAN	No upper age limit	22.	MPT	No upper age limit
10.	MSc MBT	No upper age limit	23.	MPO	No upper age limit
11.	M. Sc. PH-MCH	No upper age limit	24.	MPH	45 years
12.	M. Sc. PH-HP	No upper age limit	25.	PGDDRM	No upper age limit
13.	M. Sc MB	No upper age limit	26.	FCCT	No upper age limit

- b) Then the candidate has to input the course he/she has applied for from the respective dropdown as shown below.

SrNo.	Course Applied For	Course List
1	Course Applied For (Group-1)	--Select-- --Select-- DHS FPM MPhil CP MAN MPH MPhil PSW MPhil RMTS MPT MOT MPO MSLP M.Sc. PH-HP M.Sc. MB M.Sc. MM
2	Course Applied For (Group-2)	--Select-- --Select-- DHPE Dip Diet FCCT FRMTS M. Sc CCS M. Sc OTS M. Sc PS MHA MSc MBT MSc MLT PGDDRM M. Sc PH-MCH

c) The candidate can either select **any one Course from Group 1** or **any one Course from Group 2** or **both** according to his/her choice (**Maximum number of Course Choice is Two**). As soon as he/she selects the courses, the **total amount of fees required to be paid appears** as shown below.

SrNo.	Course Applied For	Course List
1	Course Applied For (Group-1)	DHS
2	Course Applied For (Group-2)	Dip Diet

Fee Details:

You are required to pay an amount of Rs.6000/-

[PREVIOUS](#) [SAVE & NEXT](#)

Then the candidate is required to click on **Save & Next** to proceed to the next step.

10. In the next step, the following page will appear where the candidate needs to input **Passing Status, Passing Year, Institute Name & Address, Institute Pincode**.

Qualification Details

Qualifying Exam Details (As per Eligibility/Course Applied For Criteria)

Passing Status	Passing Year	Institute Name & Address
--Select--	--Select--	
Institute Pincode		

[PREVIOUS](#) [SAVE & NEXT](#)

Then the candidate can either click on **<Save & Next>** button or can click on **<Previous> button** to go back for modification or correction of the previous page.

11. Next step the candidate has to fill the **<Correspondence Address>**. If the correspondence address is same as **<Permanent Address>**, then he/she can simply click on the **checkbox** and choose **Save & Next** option.

Contact Details

Correspondence Address

Premises No./Village Name: Sub Locality/Colony/Police Station (Optional):

Locality/City/Town/Village/Post Office: Country:

State: District:

Pin Code:

Permanent Address

Same As Correspondence Address

12. After clicking on “Save & Next”, option, the following page appears wherein the candidate has to select the **State** and **Exam City** according to his/her preference.

Then the candidate can either click on **<Previous>** to edit or change any data or can simply click on **<Save & Next>**, to proceed further.

Exam Centre

Examination City 1

Select State: Choose Exam City:

13. The next step asks for **Uploading of Photograph and Signature of candidates** as shown below wherein he/she has to choose image and signature according to the specifications as mentioned.

Upload Documents/Images

S.No.	Required Document	Document Specifications	Upload
1	Photograph	Document Format: JPG Min Size (KB): 10 Max Size (KB): 200	<input type="button" value="Choose File"/> Moupia_Pic (3).jpg
2	Signature	Document Format: JPG Min Size (KB): 4 Max Size (KB): 30	<input type="button" value="Choose File"/> Moupia_Sig (3).jpg

The candidate is then required to click on **<Submit and Preview>** to continue further.

14. As soon as the Photograph and Signature is uploaded, the candidate is required to click on the **Self Verified check box**, as shown below and click on **<Save Finally & Next>**, as encircled.

Preview of Uploaded Documents/Images

S.No.	Required Document	Preview	Check & Verify
1	Photograph	File Name: Moupia_Pic (3).jpg  Click Here For Large View	<input checked="" type="checkbox"/> Self Verified
2	Signature	File Name: Moupia_Sig (3).jpg  Click Here For Large View	<input checked="" type="checkbox"/> Self Verified

SAVE FINALLY & NEXT

15. After clicking on “Save Finally & Next”, the following message will appear wherein the candidate is required to click on **<OK>** to continue further.

demo.ecounselling.nic.in says
Do you wish to save ?

16. In the next step, his/her entire application form will appear as shown below.

After going through the entire application form, the candidate needs to click on the **Declaration checkbox (as shown in a)** and click on **<Save & Final Submit> (as encircled and shown in b)**, to proceed to the next step.

Personal Details

Application Number	23100000052	Candidate Name	abc
Father's Name	def	Mother's Name	ghi
Gender	Male	Date of Birth	07-10-2000
Nationality	Indian	Domicile	West Bengal
Religion	HINDUISM	Category	General



Sub Category List

Person with Disability	Yes
Type of disability	Loco-motor disability in lower limbs
Percentage of disability	60

Qualification Details

Qualifying Exam Details (As per Eligibility/Course Applied For Criteria) Marks Details

Passing Status	Passed
Passing Year	2021
Institute Pincode	700001
Institute Name & Address	DFGHJK

Course Applied For

Apply For Details

Sr.No.	Description
1	DHS
2	Dip Diet

Exam Center List

Exam Center List

State Name	Exam Center Name	Exam Center Choice No.
West Bengal	Kolkata - Salt Lake/New Town	1

Contact Details

Correspondence Address

Premises No./Village Name	1234
Sub Locality/Colony/Police Station(Optional)	Kolkata
Locality/City/Town/Village/Post Office	Kolkata
Country	India
State	West Bengal
District	HOWRAH
Pin Code	700013
Mobile Number	
Email Id	

Permanent Address

Premises No./Village Name	1234
Sub Locality/Colony/Police Station (Optional)	Kolkata
Locality/City/Town/Village/Post Office	Kolkata
Country	India
State	West Bengal
District	HOWRAH
Pin Code	700013

Uploaded Documents

S.No.	Document Type	View
1	Signature	 Click Here For Large View

Declaration

I do hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true and correct to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand canceled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by WBEEB regarding this exam from time to time.

a



PREVIOUS

SAVE & FINAL SUBMIT

b

17. After clicking on "Save & Final Submit", the following page will appear wherein the system will once again ask whether he/she is ready for final submission or not.

Once the YES button is clicked, no further changes or editing of data can be made. Therefore, the candidate is required to go through each and every detail very carefully before final submission.

Confirm !!

kindly verify all the details carefully before Final Submission.
Once submitted, these credentials can not be changed again.

Do you wish to final submit ?

18. In the next step, the following page appears where the candidate needs to click on <Pay registration fees>, as encircled below.

Application Progress Status	
Application Forms	Status
Registration Form	Completed
Application Form	Completed
Course Applied For	Completed
Qualification Details	Completed
Contact Detail	Completed
Exam Center Details	Completed
Upload Photograph and Signature	Completed
Final Submit	Completed
Pay Registration Fee	Incomplete

Your Registration Process has not been completed yet.
For completion, kindly pay the required fee. Your application will be considered for further processing only after payment of required fee.

19. The candidate now has to click on **<Online Payment>** and then on **<Pay Fee>** as **encircled** for payment of Registration Fees, as shown below.

 Online Payment'. At the bottom, there is a blue button labeled 'Pay Fee' which is circled in black." data-bbox="116 120 876 286"/>

The amount of **Registration fees is Rs.3000 per paper.**

20. After successful payment of Registration Fees, the following page will appear.




Application Forms	Status
Registration Form	Completed
Application Form	Completed
Course Applied For	Completed
Qualification Details	Completed
Contact Detail	Completed
Exam Center Details	Completed
Upload Photograph and Signature	Completed
Final Submit	Completed
Pay Registration Fee	Completed

You have successfully completed the Registration Process, kindly download the confirmation Page.
Please note down the Application Number for future references.
Application Number: 2310000052

The candidate then needs to click on **Download Confirmation Page**, as **encircled**.

21. On clicking on Download Confirmation Page, the following confirmation page will be downloaded as shown below.

West Bengal Joint Entrance Examinations Board			
Joint Entrance Test for Medical and Allied Science Postgraduate Courses (JEMAS-PG) 2023 (UAT Mode)			
Confirmation Page			
Personal Details			
Application Number	23100000052	Candidate Name	abc
Father's Name	def	Mother's Name	ghi
Gender	Male	Date of Birth	07-10-2000
Nationality	Indian	Domicile	West Bengal
Religion	HINDUISM	Category	General
			
Sub Category List			
Person with Disability	Yes		
Type of Disability	Loco-motor disability in lower limbs		
Percentage Of Disability	60		
Qualification Details			
Qualifying Exam Details (As per Eligibility/Course Applied For Criteria)		Marks Details	
Passing Status	Passed		
Passing Year	2021		
Institute Pincode	700001		
Apply For Details			
Sr.No.	Discipline		
1	DHS		
2	Dip Diet		
Exam Center List			
State Name.	Exam Center Name	Exam Center Choice No.	
West Bengal	Kolkata - Salt Lake/New Town	1	
Contact Details			
Correspondence Address			
Premises No./Village Name	1234		
Sub Locality/Colony/Police Station(Optional)	Kolkata		
Locality/City/Town/Village/Post Office	Kolkata		
Country	India		
State	West Bengal		
District	HOWRAH		
Pin Code	700013		
Mobile Number			
Email Id			
Agree to Use for send Updates/Notifications	Yes		
Agree to Use for send Updates/Notifications	Yes		
Permanent Address			
Premises No./Village Name	1234		
Sub Locality/Colony/Police Station(Optional)	Kolkata		
Locality/City/Town/Village/Post Office	Kolkata		
Country	India		
State	West Bengal		
District	HOWRAH		
Pin Code	700013		
Fee Payment Details			
Registration Fee			
Transaction Number	Transaction Amount	Transaction Date	
231000000528100	6000	05/01/2023 11:07:01	
Registration Details			
Activity	Date & Time	IP Address	
Registration Form Submission	Jan 5 2023 10:59AM	122.15.181.161	
Application Form Submission	Jan 5 2023 11:06AM	122.15.181.161	
Uploaded Documents			
Photograph			
Signature			
Declaration			
I do hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true and correct to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand canceled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by WBJEEB regarding this exam from time to time.			

Application Number: 23100000052

Generated On: 05-01-2023 11:07:02 AM

Page No. 1

West Bengal Joint Entrance Examinations Board	
Joint Entrance Test for Medical and Allied Science Postgraduate Courses (JEMAS-PG) 2023 (UAT Mode)	
Confirmation Page	
Instructions:	
1. Candidate is requested to retain the printout of confirmation page for future reference.	
2. The candidate is requested to keep the registered mobile number and email ID active for important updates and notifications.	
3. Kindly visit the website https://wbjeeb.nic.in regularly for further updates and notifications.	
Signature of Candidate	
(ABC)	