

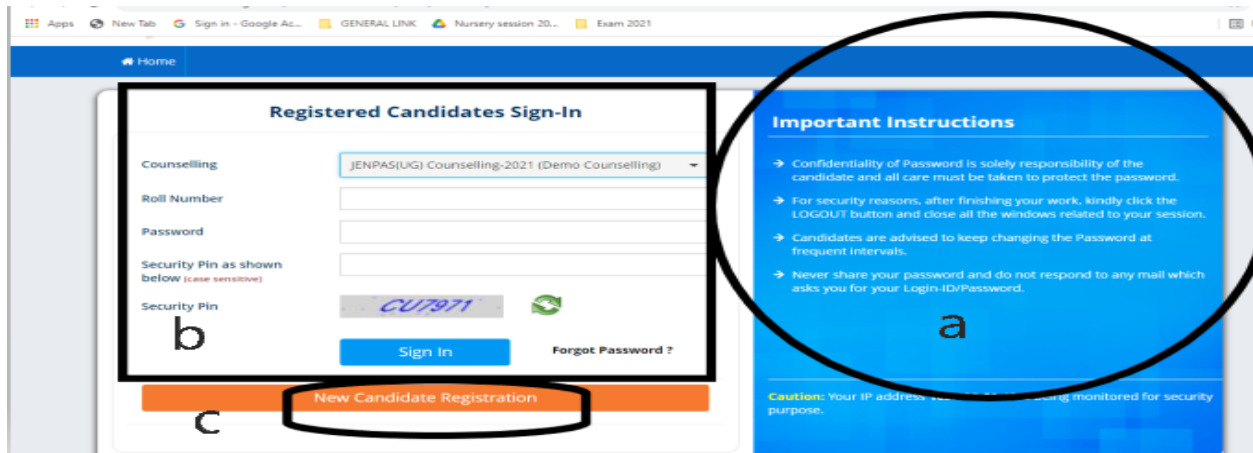


West Bengal Joint Entrance Examinations Board

AQ - 13/1, Sector - V, Salt Lake City, Kolkata - 700091

Step by steps guidelines for registration for e- counselling of JEPBN - 2021

1. Once a candidate clicks on the link for registration, the following page appears.
 - a) candidate must note the important instructions given in area **(a)**
 - b) Area **(b)** is for logging in by candidates who have already registered.
 - c) Area **(c)** is for fresh registration of new candidates. The candidate clicks on the link **<New Candidate Registration>**.



2. Once the candidate clicks on the link **<New candidate Registration>**, the following page will appear.

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.

You must accept or decline the agreement to process further.

I Agree I Don't Agree

Here the candidate is reminded of basic rules of counselling, which he must agree to and proceed.

3. Once the candidate agrees to the above, the next page appears as follows: -

The screenshot shows a web form titled "New Candidate Registration". The form contains the following fields and values:

- Roll Number:** 12313104190
- Candidate Name:** EPSITA MAITI
- Mother Name:** MINATI DAS
- DOB:** 14 / November (11) / 1965
- Security Pin:** DKM143

At the bottom of the form, there is a "Security Pin" field displaying "18136W" with a refresh icon. Below this are two buttons: "Reset" (red) and "Submit" (blue).

4. Once submitted, the following page appears

The screenshot shows the "New Candidate Registration" page after submission. The page displays the following information:

- Personal Details:**
 - Roll Number: 1213101065
 - Candidate Name: MITALI SAHOO
 - Mother Name: LATE DIPTI SAHOO
 - DOB: 13-07-1994
- Mobile No. and Email Id:**
 - ISD Code: India (91)
 - Mobile No: 9830357608
 - Email Id: wbjeeb@gmail.com
- Choose your Password:**
 - Password: [masked]
 - Confirm Password: [masked]
 - Security Pin (case sensitive): DKM143
 - Security Pin: AW5393 (with refresh icon)

- a) The candidate must enter mobile number, email ID, create password, enter the Security PIN as shown above and submit. Candidate must be careful to give his own phone number or the number of some phone belonging to his family. In future, all messages, OTPs etc. will be sent to this number.
- b) Once submitted, the following page will appear. The page shows that the registration is complete. The candidate can view his registration form. Now he can continue to fill the application form or log out to do the rest later. Let us consider he logs out for the time being.
- c) Candidates should verify his mobile number and email ID through OTPs sent to his mobile and email ID.

5.The candidate clicks on the link <Fill Application Form> and following page appears.

The screenshot shows a user dashboard with a blue header bar containing navigation links: Notifications, Last Activity Details, Change Password, and Logout. Below the header, the user's name 'MITALI SAHOO' and roll number '1213101065' are displayed. The main content area features a table with two columns: 'Application Forms' and 'Status'. The table lists five forms: 'Registration Form' (Completed), 'Application Form' (Incomplete), 'Qualification Details' (Incomplete), 'Contact Detail' (Incomplete), and 'Final Submit' (Incomplete). Below the table, a message states 'You have successfully Registered. Kindly fill the detailed Application Form to complete the Registration Process.' with a red button labeled 'Application Form'.

Application Forms	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.

[Application Form](#)

a) Here the information in the upper part is taken from the system, based on the information that he entered during the application for examination. So, the candidate need not take any action.

b) He must only input present employer details i.e., year of experiences, type of job etc. and bank account details carefully. This is the account to which any refund will be remitted online.

Application Form

Gender: Female

Nationality: Indian

Domicile: West Bengal

Category: General

Sub Category Details

Person with Disability: No

Other Information

Present employer: --Select--

In case age is more than 53 years as on 31/12/2021, Have 'Special Permission Letter' from the Dpt. of H&FW, Govt. of W.B. for upper age limit [Only for W.B. State Govt Employee, Others Choose Not Applicable]: --Select--

Have Letter of Permission (TR) from the Dpt. of H&FW, Govt. of W.B [Only for W.B. State Govt Employee, Others Choose Not Applicable]: --Select--

Have 3 Years experience after publication of final result [Only for W.B. State Govt Employee, Others Choose Not Applicable]: --Select--

Bank Details

Name of Account Holder	Account No.	Confirm Account No.	IFSC Code	Bank Name	Branch Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SAVE & NEXT

Finally Click <Save and next>

6. Now the next page appears as shown below where the candidate needs to input their Passing Status, Passing Year, Result Mode, Total/Maximum Marks and the Obtained Marks. Once he clicks into <Previous> Button, the system will give permission to candidate to edit qualification details or finally, he clicks <Save & Next>.

Qualification Details

General Nursing and Midwifery (GNM) Marks Details

Passing Status <input type="text" value="Passed"/>	Passing Year <input type="text" value="2021"/>	Result Mode <input type="text" value="Percentage"/>
Maximum Marks <input type="text" value="600"/>	Obtained Marks <input type="text" value="400"/>	Percentage Marks <input type="text" value="66.67"/>

7. When the above information is filled in, the candidate then enters his correspondence address and permanent address. If permanent address is same as the correspondence address, he can click on **<same as correspondence address>**. Once he clicks into **<Previous>** Button, the system will give permission to candidate to edit contact details or finally, he clicks **<Save & Next>**.

Contact Details

Correspondence Address

Premises No./Name <input type="text" value="FD 100"/>	Sub Locality/Colony (Optional) <input type="text" value="KOLKATA"/>
Locality/City/Town/Village <input type="text" value="KOLKATA"/>	Country <input type="text" value="India"/>
State <input type="text" value="West Bengal"/>	District <input type="text" value="KOLKATA"/>
Pin Code <input type="text" value="700105"/>	

Permanent Address

Same As Correspondence Address

8. When the candidate submits finally, his/her entire application is shown as below:

Preview & Final Submit

Personal Details

Roll Number	1213101065	Application No.	21211000104
Candidate Name	MITALI SAHOO	Father Name	LAXMINARAYAN SAHOO
Mother Name	LATE DIPTI SAHOO	Gender	Female
DOB	13-07-1994	Nationality	Indian
Category	General	SubCategory	Person with Disability:No

Rank Details

General Merit Rank (GMR) [Post Basic Nursing Courses]	1058
---	------

Sub Category List

Person with Disability	No
------------------------	----

Other Information

Present employer	West Bengal State Govt
------------------	------------------------

In case age is more than 53 years as on 31/12/2021, Have 'Special Permission Letter' from the Dpt. of H&FW, Govt. of W.B. for upper age limit [Only for W.B. State Govt Employee, Others Choose Not Applicable]	Not Applicable
Have Letter of Permission (TR) from the Dpt. of H&FW, Govt. of W.B [Only for W.B. State Govt Employee, Others Choose Not Applicable]	Yes
Have 3 Years experience after publication of final result [Only for W.B. State Govt Employee, Others Choose Not Applicable]	Yes

Qualification Details

General Nursing and Midwifery (GNM) Marks Details

Passing Status	Passed
Passing Year	2021
Result Mode	Percentage
Maximum Marks	600

Obtained Marks	400
Percentage Marks	66.67

Contact Details

Correspondence Address

Premises No./Name	FD 100
Sub Locality/Colony(Optional)	KOLKATA
Locality/City/Town/Village	KOLKATA
Country	India
State	West Bengal
District	KOLKATA
Pin Code	700105
Mobile Number	983****608
Email Id	wbj*****com

Premises No./Name	FD 100
Sub Locality/Colony(Optional)	KOLKATA
Locality/City/Town/Village	KOLKATA
Country	India
State	West Bengal
District	KOLKATA
Pin Code	700105

Bank Details

Name of Account Holder	Account No	IFSC Code	Bank Name	Branch Name
chotu	12345678	SBIN0001234	SBI	FD

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

Once he clicks into <Previous> Button, the system will give permission to candidate to edit his all details or submit finally, when he clicks on< Save and final submit> the following page will appear:

Confirm !!

These credentials will be used for seat allotment. So kindly verify carefully before submission.
Once submitted, these credentials can not be changed again.

Do you wish to final submit ?

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge. Misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission. Please read the information bulletin carefully and understand all the procedures.

9. When he clicks on **< Yes >**, the following page will appear where the number of available choices is shown.

Current Choice Filling & Locking Status

Total Available Choices 21	Filled Choices 0	Unfilled Choices 21	Choice Locking Status Unlocked
--------------------------------------	----------------------------	-------------------------------	--

10. Then he clicks on **< Pay Registration Fees >** for online payment.

Fee Payment

Fee Type: Pay Registration Fee

You are required to pay an amount of **Rs. 500 /-** .

Select mode of payment : Online Payment

11. a) After paying the fees in online mode, he can choose the Institutes and the Programs as per his /her choice.

Enter Institute Name/Address/Pin Code or Program Name to Filter Filter Clear All Filter

Available Choice(s) View with : Institute Address Type of Institute Filled Choice(s) Save and Continue Save and Go to Home

Total available choice(s) : 19 Total selected choice(s) to fill : 2 Total saved choice(s) : 0

Institute	Program	Action
College of Nursing, Asia Heart Foundation, kolkata	Post Basic B.Sc. Nursing	Add
College of Nursing, Bankura Sammilani Medical College	Post Basic B.Sc. Nursing	Add
College of Nursing, North Bengal Medical College and Hospital	Post Basic B.Sc. Nursing	Add
College of Nursing, R.G Kar Medical College & Hospital	Post Basic B.Sc. Nursing	Add
Gita ram College of Nursing, Murshidabad	Post Basic B.Sc. Nursing	Add
Govt College of Nursing, I D and B G	Post Basic B.Sc.	Add

Institute	Program	Choice No.	Remove	Up	Down
Apollo Gleneagles Nursing College, Kolkata	Post Basic B.Sc. Nursing	1	Remove	Up	Down
College of Nursing, Medical College and Hospital, Kolkata	Post Basic B.Sc. Nursing	2	Remove	Up	Down

b) The choices are shown in alphabetical order to make searching easy. The candidate has to add choices in his choice list one by one. Then he must arrange his choices in order of priority.

c) Also, the candidate can search by 'Institute Type', Institute Name, and programme.

12. Then He clicks in to either **<Save and continue>** to proceed the following steps. The image is given below:

All Institute Types All Institutes All Programs

Enter Institute Name/Address/Pin Code or Program Name to Filter Filter Clear All Filter

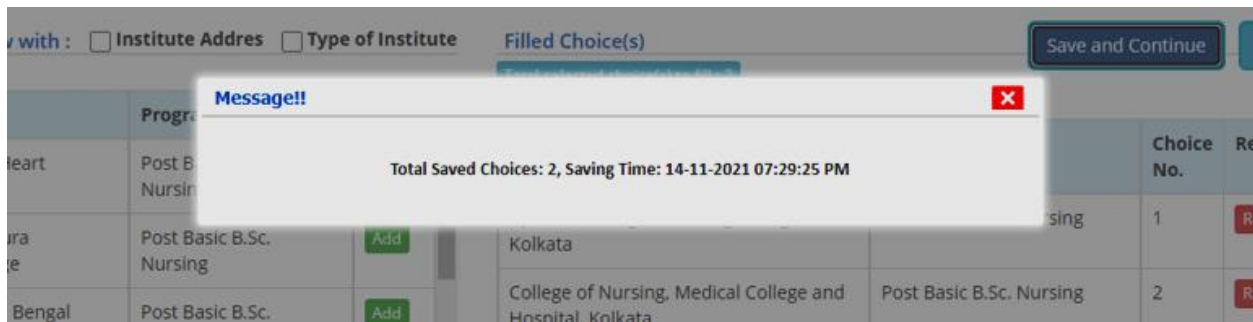
Available Choice(s) View with : Institute Address Type of Institute Filled Choice(s) Save and Continue Save and Go to Home

Total available choice(s) : 19 Total selected choice(s) to fill : 2 Total saved choice(s) : 0

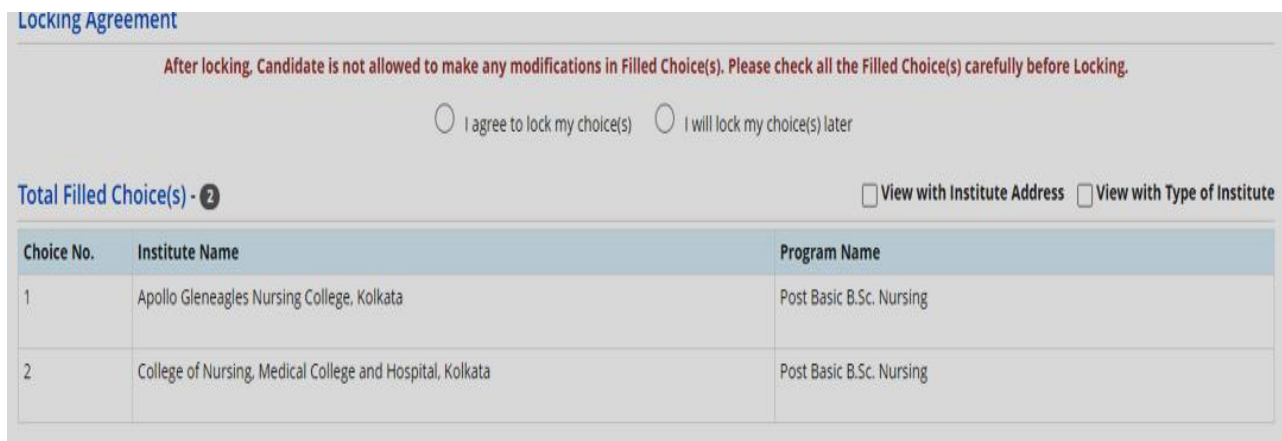
Institute	Program	Action
College of Nursing, Asia Heart Foundation, kolkata	Post Basic B.Sc. Nursing	Add
College of Nursing, Bankura Sammilani Medical College	Post Basic B.Sc. Nursing	Add
College of Nursing, North Bengal Medical College and Hospital	Post Basic B.Sc. Nursing	Add
College of Nursing, R.G Kar Medical College & Hospital	Post Basic B.Sc. Nursing	Add
Gita ram College of Nursing, Murshidabad	Post Basic B.Sc. Nursing	Add
Govt College of Nursing, I D and B G	Post Basic B.Sc.	Add

Institute	Program	Choice No.	Remove	Up	Down
Apollo Gleneagles Nursing College, Kolkata	Post Basic B.Sc. Nursing	1	Remove	Up	Down
College of Nursing, Medical College and Hospital, Kolkata	Post Basic B.Sc. Nursing	2	Remove	Up	Down

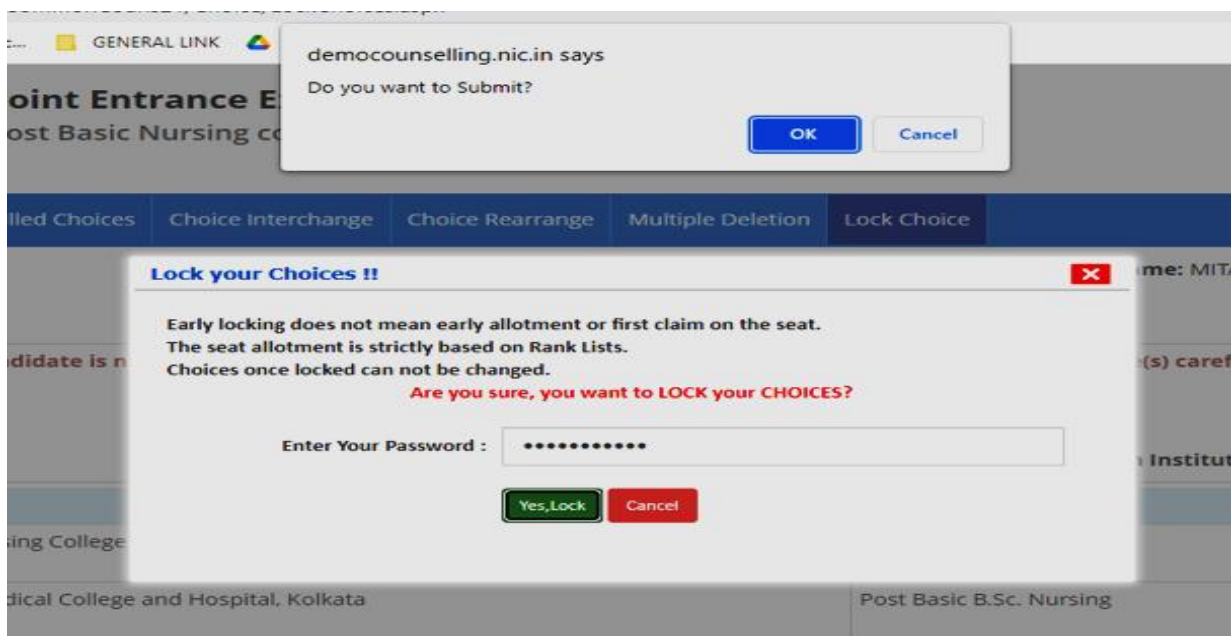
Once he completes the above procedure and clicks **OK**, the following page appears.



13. When he wants to lock his choices, the following page appears where he can lock his choices.



14. Then he clicks in to <I agree to lock my choice>, the system will ask the candidate to put his password which he has given login time. Then the candidate clicks in to <Yes Lock> option to lock his/her choices.



15. Then the candidate clicks into **<download lock choices letter>** and print his entire application which contains his personal details, rank details, choice locking details and the filled choices. The printout of locked choice looks as below. Note that, in future this printout only will be recognized by the Board. Other option like screenshot etc. are not acceptable.

