



West Bengal Joint Entrance Examinations Board

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

Brief Operating Manual for Candidate Registration for JEMScN -2022

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: Common Entrance Test for M. Sc. Nursing Course (JEMScN) -2022 (UAT Mode)

Application Number:

Password:

Security Pin (case sensitive):

Security Pin: 837D67 **b**

[Forgot Password ?](#)

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

a

Caution: Your IP address 103.192.61.49 is being monitored for security purpose.

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

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

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

The candidate clicks on the link **<New Candidate Registration>** to proceed further.

2. After clicking on the above tab, the following page will appear where the general instructions are given. Candidate must read the instructions carefully. After going through the instructions, the candidate has to click on **<I Agree>** to proceed further.

Instructions and Procedure for online submission of Application Form for JEMScN - 2022:

1. Candidates of Common Entrance Test for M. Sc. Nursing course (JEMScN)-2022 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 Common Entrance Test for M. Sc. Nursing course (JEMScN)-2022

- Application Fee for the examination is ₹3000, 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's name, father's name, mothers' 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.

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 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.

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. Then the following page appears where the candidates has to input their personal details i.e. Name, Father's name, Mother's name, date of birth, Gender, Identification type such as Voter Id, school Id card, valid Mobile no, Valid email Id etc. Finally, he/she has to create his/her own password and click on **SUBMIT** to go on to the next step.

Registration Form

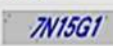

Personal Details

Candidate Name <input type="text"/>	Father Name <input type="text"/>
Mother Name <input type="text"/>	Date of Birth --Day-- <input type="text"/> --Month-- <input type="text"/> --Year-- <input type="text"/>
Gender --Select-- <input type="text"/>	Identification Type --Select-- <input type="text"/>
Identity No <input type="text"/>	

Contact Details

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

Choose your Password

Choose your Password Choose your password as per password policy <input type="text"/>	Confirm Password Confirm Password <input type="text"/>
Security Pin (case sensitive) Security Pin <input type="text"/>	Security Pin  

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

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>** (as shown in blue tab) if he/she wants to modify or change any data OR can click into **<Final Submit>** (as shown in green tab) option.

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 Name	DEF
Mother Name	GHI	Date of Birth	10-04-1988
Gender	Female	Identification Type	School ID Card
School ID Card Number	123456789		
Contact Details			
Mobile No	<input type="text"/>	Email Id	<input type="text"/>
Agree to Use for send Updates/Notifications	No	Agree to Use for send Updates/Notifications	No
Account Details			
Your Password	(Not shown due to security reasons)		

6. Once the candidate clicks on <Final Submit>, the following page will appear.

The page shows that the registration is complete. The candidate can view his registration form. An application number is generated. Now he can continue to fill the application form or log out to do the rest later.

The candidate clicks on <Fill Application Form> (as highlighted in the red tab) to go to the next step.

Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Present Employment 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: 2222000031
 Kindly fill the detailed Application Form to complete the Registration Process.

7. Once the candidate clicks on the **Fill Application Form**, the following page will appear wherein he/she has to fill the entire application Form.

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

He has to input Nationality, Domicile, Religion, Category, sub category (if any), Qualifying Examination, blood group etc.

After filling the entire application form, the candidate needs to click on **<Save & Next>** to continue further.

The screenshot shows a web form titled "Application Form". It has the following fields and values:

- Candidate Name: ABC
- Father Name: DEF
- Mother Name: GHI
- Date of Birth: 10 April 1988
- Gender: Female
- Nationality: Indian
- State of Domicile: --Select--
- Religion: --Select--
- Category: West Bengal

At the bottom of the form is a blue button labeled "SAVE & NEXT".

8. Once the candidate clicks on the above **<Save & Next >** blue tab, the following message will be shown wherein he/she has to click on **<Yes>** to go to the next step.

The screenshot shows a confirmation dialog box with the following content:

- Title: **Confirm !!**
- Text: **Do you wish to save ?**
- Buttons: **Yes** (blue) and **No** (red)

9. Now the next page appears as shown below where the candidate needs to input their qualification details as per the criteria chosen in the Application Form. The candidate

then can either click on **<Save & Next>** or can click on **<Previous>** to go back and modify or correct the previous page.

Qualification Details

4 Years B. Sc. - Nursing Marks Details

4 Years B. Sc. - Nursing Degree Holder Choose this Qualifying Exam.

Passing Status --Select--	Passing Year --Select--	Roll/Enrollment Number <input type="text"/>
Board/Council/University Name --Select--	Institute Name & Address <input type="text"/>	Institute Pincode <input type="text"/>
Result Mode --Select--	Maximum Marks 0	Obtained Marks 0
Percentage Of Marks 0		

2 Years Post Basic B. Sc.- Nursing Marks Details

2 Years Post Basic B. Sc.- Nursing Degree Holder Choose this Qualifying Exam.

Passing Status --Select--	Passing Year --Select--	Roll/Enrollment Number <input type="text"/>
Board/Council/University Name --Select--	Institute Name & Address <input type="text"/>	Institute Pincode <input type="text"/>
Result Mode --Select--	Maximum Marks 0	Obtained Marks 0
Percentage Of Marks 0		

2 Years Post Basic B.Sc. (Hons)- Nursing Marks Details

2 Years Post Basic B.Sc. (Hons)- Nursing Degree Holder Choose this Qualifying Exam.

Passing Status --Select--	Passing Year --Select--	Roll/Enrollment Number <input type="text"/>
Board/Council/University Name --Select--	Institute Name & Address <input type="text"/>	Institute Pincode <input type="text"/>
Result Mode --Select--	Maximum Marks 0	Obtained Marks 0
Percentage Of Marks 0		

4 Years/ B. Sc. (Hons.) - Nursing Marks Details

4 Years/ B. Sc. (Hons.) - Nursing Degree Holder Choose this Qualifying Exam.

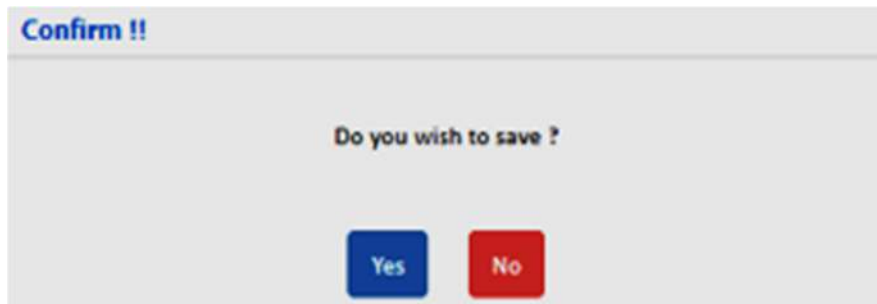
Passing Status --Select--	Passing Year --Select--	Roll/Enrollment Number <input type="text"/>
Board/Council/University Name --Select--	Institute Name & Address <input type="text"/>	Institute Pincode <input type="text"/>
Result Mode --Select--	Maximum Marks 0	Obtained Marks 0
Percentage Of Marks 0		

3 Years B. Sc. Degree-Nursing, through distance education Marks Details

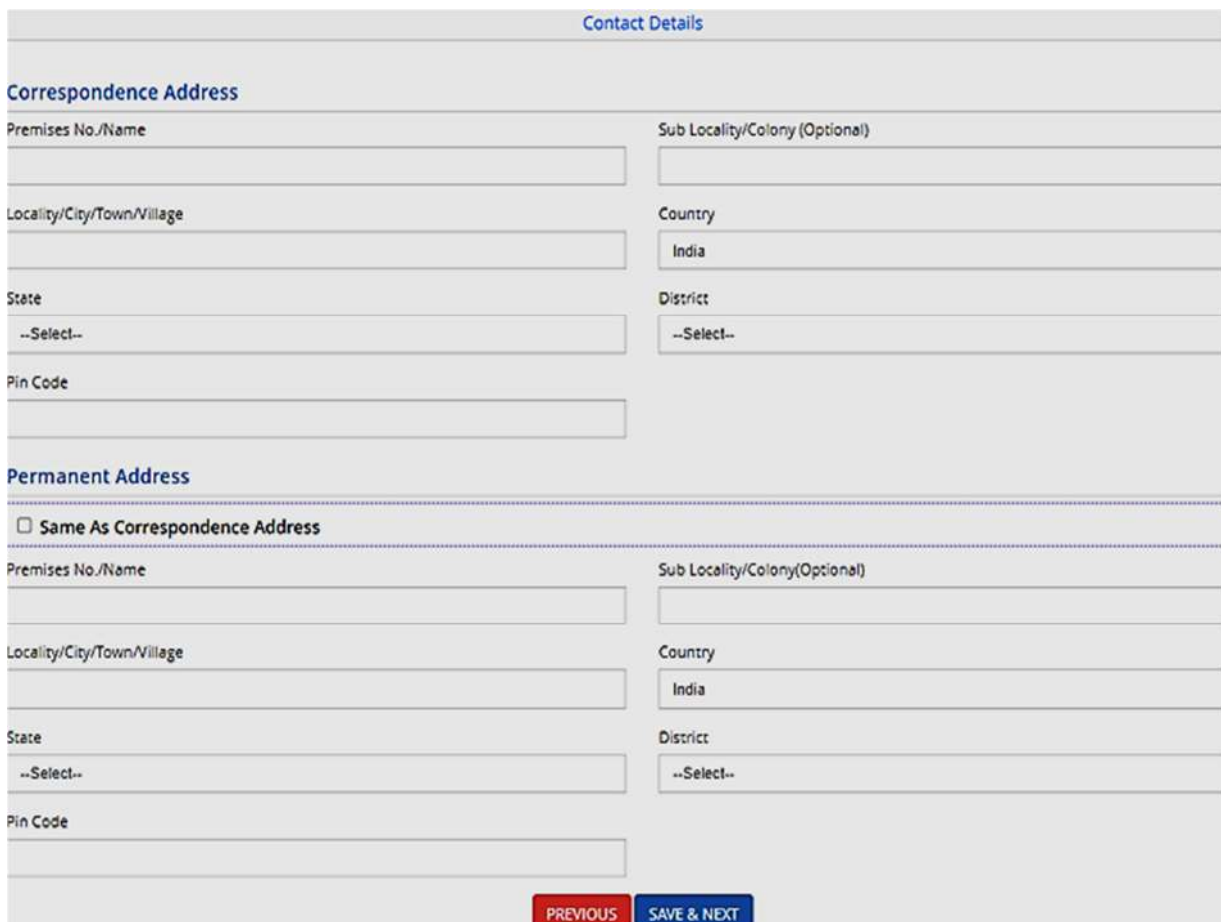
3 Years B. Sc. Degree-Nursing, through distance education Degree Holder Choose this Qualifying Exam.

Passing Status --Select--	Passing Year --Select--	Roll/Enrollment Number <input type="text"/>
Board/Council/University Name --Select--	Institute Name & Address <input type="text"/>	Institute Pincode <input type="text"/>
Result Mode --Select--	Maximum Marks 0	Obtained Marks 0
Percentage Of Marks 0		

10. As soon as he /she clicks on the <Save & Next> blue tab, once again a confirmation message will be shown asking whether the candidate wants to save his/her current record. The candidate has to click on **Yes** to continue further.



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

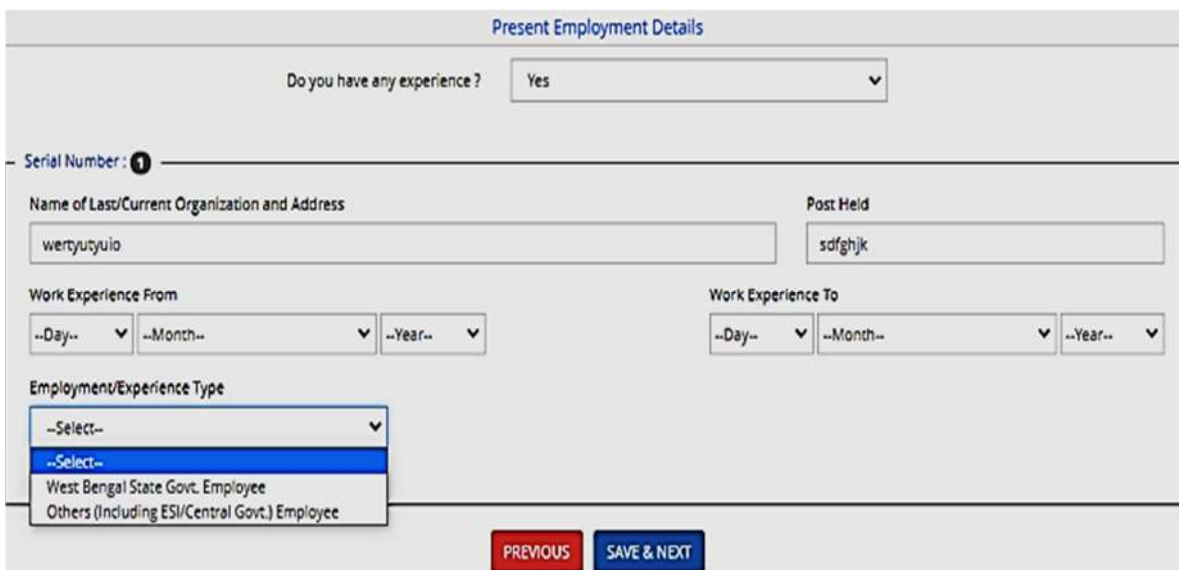
A screenshot of a web form titled "Contact Details". It is divided into two main sections: "Correspondence Address" and "Permanent Address". Each section has a "Premises No./Name" field, a "Sub Locality/Colony (Optional)" field, a "Locality/City/Town/Village" field, a "Country" dropdown menu (set to "India"), a "State" dropdown menu (set to "--Select--"), and a "District" dropdown menu (set to "--Select--"). Below the "Permanent Address" section, there is a checkbox labeled "Same As Correspondence Address". At the bottom of the form, there are two buttons: a red "PREVIOUS" button and a blue "SAVE & NEXT" button.

12. a) Once the above step is completed, the following page will appear containing **<Yes>**, **<No>** in the dropdown. The candidate has to click on **<Yes>** to continue further.



The screenshot shows a form titled "Present Employment Details". At the top, there is a question "Do you have any experience?" followed by a dropdown menu currently displaying "--Select--".

b) Once the candidate selects **<Yes>**, the following dialogue box appears wherein he/she has to fill the required details and click on **<Save & Next>** to proceed further.



The screenshot shows the "Present Employment Details" form with the "Do you have any experience?" dropdown set to "Yes". Below this, there are several input fields: "Serial Number" (with a red circle icon), "Name of Last/Current Organization and Address" (containing "wertutyuio"), "Post Held" (containing "sdfghjk"), "Work Experience From" (with dropdowns for Day, Month, and Year), and "Work Experience To" (with dropdowns for Day, Month, and Year). An "Employment/Experience Type" dropdown menu is open, showing options: "--Select--", "--Select--", "West Bengal State Govt. Employee", and "Others (Including ESI/Central Govt.) Employee". At the bottom, there are two buttons: "PREVIOUS" (red) and "SAVE & NEXT" (blue).

13. Once the above step is completed, once again a confirmation page will be shown where the candidate has to click on **<Yes>** to go to the next step.



The screenshot shows a confirmation dialog box titled "Confirm !!". It contains the question "Do you wish to save?" and two buttons: "Yes" (blue) and "No" (red).

14. After the above button is clicked, the next step asks for **Upload of Photograph and Signature of candidates** as shown below where he/she has to choose image and signature with the following specifications.

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

Upload Documents/Images



S.No.	Required Document	Document Specifications	Upload
1	Photograph	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen
2	Signature	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen

15. As soon as the Photograph and Signature is uploaded, in the next step the candidate is required to click on the **Self Verified check box** and click on **<Save Finally & Next>**.

Preview of Uploaded Documents/Images

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

16. After clicking onto above <Save finally & Next>, his/her entire application is shown as below. The candidate needs to click on the declaration Checkbox and then click on <Save & Final Submit> to proceed onto the next step.

Preview & Final Submit			
Personal Details			
Application Number	22220000031	Candidate Name	ABC
Father Name	DEF	Mother Name	GHI
Gender	Female	Date of Birth	10-04-1988
Nationality	Indian	Domicile	West Bengal
Religion	HINDUISM	Category	General
			
Sub Category List			
Person with Disability	No		
Qualification Details			
4 Years B. Sc. - Nursing Marks Details			
Passing Status	Passed		
Passing Year	2019		
Roll/Enrollment Number	123456789		
Board/Council/University Name	Other Recognised Board		
Institute Pincode	700001		
Institute Name & Address	cvbnmertyui		
Result Mode	Percentage		
Maximum Marks	1000		
Obtained Marks	600		
Percentage Of Marks	60		
Experience/Internship Detail			
Serial Number : 1			
Name of Last/Current Organization and Address: wertyutyiuo		Post Held: sdfghjk	
Work Experience From: 14/03/2017		Work Experience To: 20/02/2022	
Employment/Experience Type: West Bengal State Govt. Employee			
Contact Details			
Correspondence Address			
Premises No./Name	1234		
Sub Locality/Colony(Optional)	--		
Locality/City/Town/Village	fgfgnm		
Country	India		
State	West Bengal		
District	KOLKATA		
Pin Code	700001		
Mobile Number			
Email Id			
Permanent Address			
Premises No./Name	1234		
Sub Locality/Colony(Optional)	--		
Locality/City/Town/Village	fgfgnm		
Country	India		
State	West Bengal		
District	KOLKATA		
Pin Code	700001		
Uploaded Documents			
S.No.	Document Type	View	
1	Signature		
Click Here For Large View			
Declaration			
<input checked="" type="checkbox"/> I 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 to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled. In case it is found at any point of time in future that <input checked="" type="checkbox"/> 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.			
PREVIOUS		SAVE & FINAL SUBMIT	

17. In the next step a confirmation message will be shown. Once the candidate clicks on <Yes>, no further changes can be made.

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>.

Application Forms	Status
Registration Form	Completed
Application Form	Completed
Qualification Details	Completed
Contact Detail	Completed
Present Employment 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. Only after payment of required Fee your Application will be considered for further processing.

19. After clicking on the above red tab, the following page is shown wherein the candidate has to click on **Online Payment** and **Pay fee**.

Fee Type: Pay Registration Fee

You are required to pay an amount of Rs. 3000 /- .

Select mode of payment : Online Payment (Billdesk Payment Gateway)

The application fee for the examination is Rs. 3000 for all candidates.

20. When the Registration Fees is paid, the following page will appear.

Application Forms	Status
Registration Form	Completed
Application Form	Completed
Qualification Details	Completed
Contact Detail	Completed
Present Employment 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: 22220000031

[Download Confirmation Page](#)

The candidate is required to click on **<Download Confirmation Page>** as highlighted in the green tab.

21. Once he/she clicks, on the above-mentioned area, the entire **Candidate Profile** is visible to the candidate. When he/she clicks on the Download Option, the entire confirmation page will be downloaded as shown below:

Personal Details	
Application Number	22220000031
Father Name	DEF
Gender	Female
Nationality	Indian
Religion	HINDUISM
Candidate Name	ABC
Mother Name	GHI
Date of Birth	10-04-1988
Domicile	West Bengal
Category	General



Sub Category List	
Person with Disability	No

Qualification Details	
4 Years B. Sc. – Nursing Marks Details	
Passing Status	Passed
Passing Year	2019
Board/Council/University Name	Other Recognised Board
Roll/Enrollment Number	123456789
Institute Pincode	700001
Result Mode	Percentage
Maximum Marks	1000
Obtained Marks	600
Percentage Marks	60

Experience Details		
Do you have any experience ?	Yes	
SNo.	1	
Name of Last/Current Organization and Address	wertyutyuo	
Post Held	sdfghjk	
Work Experience From	14/03/2017	
Work Experience To	20/02/2022	
Employment/Experience Type	West Bengal State Govt. Employee	
Contact Details		
Correspondence Address		
Premise No./Name	1234	
Sub Locality/Colony(Optional)	--	
Locality/City/Town/Village	fgfgnm	
Country	India	
State	West Bengal	
District	KOLKATA	
Pin Code	700001	
Mobile Number	891****725	
Email Id	wbj*****com	
Agree to Use for send Updates/Notifications	No	
Agree to Use for send Updates/Notifications	No	
Permanent Address		
Premise No./Name	1234	
Sub Locality/Colony(Optional)	--	
Locality/City/Town/Village	fgfgnm	
Country	India	
State	West Bengal	
District	KOLKATA	
Pin Code	700001	
Fee Payment Details		
Registration Fee		
Transaction Number	Transaction Amount	Transaction Date
22220000318100	3000	24/02/2022 11:56:01
Registration Details		
Activity	Date & Time	IP Address
Registration Form Submission	Feb 24 2022 11:32AM	103.192.61.49
Application Form Submission	Feb 24 2022 11:56AM	103.192.61.49
Uploaded Documents		
Photograph		
Signature		
Declaration		

Application Number: 2222000031

Generated On: 24-02-2022 11:56:06 AM

Page No. 1



West Bengal Joint Entrance Examinations Board
Common Entrance Test for M. Sc. Nursing Course (JEMScN) -2022 (UAT Mode)
Confirmation Page



I 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 to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled, 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.

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)