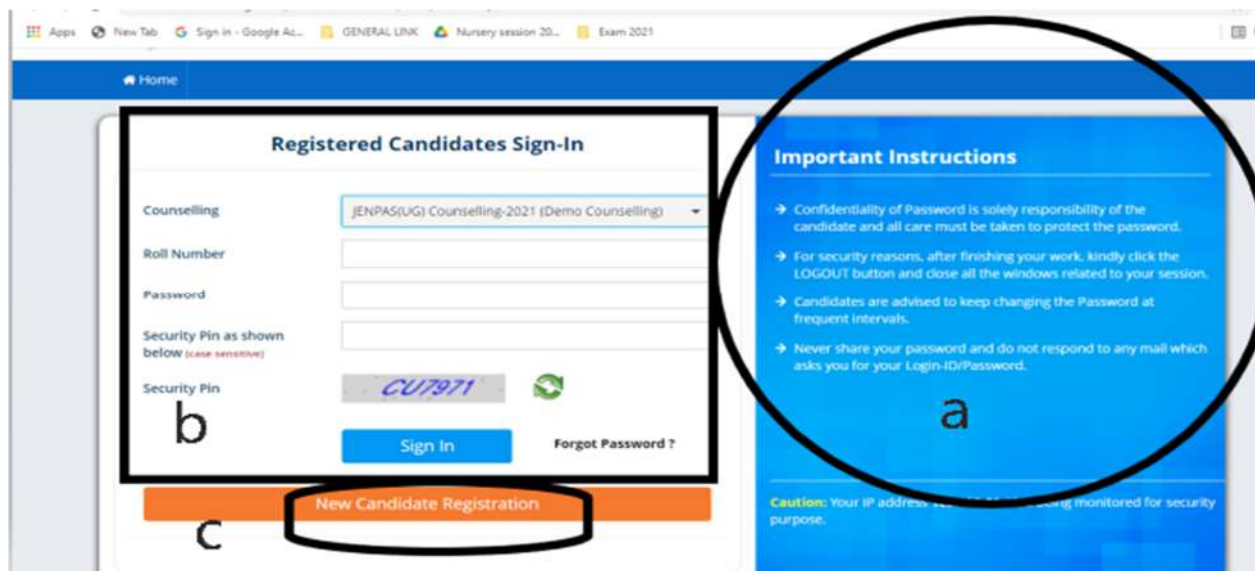# West Bengal Joint Entrance Examinations Board
AQ - 13/1, Sector - V, Salt Lake City, Kolkata – 700091

Step by steps guidelines for registration for e- counselling of
JENPAS(UG) – 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.

est Bengal Joint Entrance Examinations Board

IPAS(UG) Counselling-2021 (Demo Counselling)

Simplifying T

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: -

New Candidate Registration

nal Details

nter the following details.

Roll Number	1045006158
Candidate Name	SHYAMOSHREE GUPTA
Mother Name	RINA GUPTA
DOB	10 August (08) 2001
Security Pin as shown below (case sensitive)	DKM143
Security Pin	CC4729

Reset   Submit

4. Once submitted, the following page appears

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.

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

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

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 bank account details carefully. This is the account to which any refund will be remitted online. Finally click **<Save and Next>**

6. Now the next page as below appears, where the candidate needs to input all academic scores.

a) The candidate must select passing year, Board, Full Marks and aggregate marks scored in 12th.The aggregate marks will be as awarded by the respective Board/Council.

b) Then he needs to input marks obtained and full marks in class 12th in relevant subjects.

c) In the bottom three boxes in subject column, he can select only English, among Biology/Biotechnology and among Computer Sc/ computer Application/Technical vocational Subject.

d) If any subject is not relevant, the candidate can select <Not Applicable>

e) There is not 'NA' option in Physics and chemistry since it is compulsory for allotment in any seat.

7. When the above information is filled in, the page looks as follows: -

Subject/Year/Semester Wise Marks Details

Name	Passing Status	Max Marks	Obtained Marks
Physics	Passe ⌄	100	65
Chemistry	Passe ⌄	100	65
--Select--	--Sele ⌄		
--Select-- English Not Applicable			
	--Sele ⌄		
	--Sele ⌄		

--Select--	--Sele ⌄		
--Select-- Mathematics Computer Science Psychology Statistics Electronics Not Applicable	--Sele ⌄		

...ter Max Marks:**300** | Subject/Year/Semester Obtained Marks:**190** | Subject/Year/Semester Percentage:**63.33**

PREVIOUS   SAVE & NEXT

--Select--	--Sele ⌄		
--Select-- Biology Not Applicable			

...ter Max Marks:**300** | Subject/Year/Semester Obtained Marks:**190** | Subject/Year/Semester Percentage:**63.33**

PREVIOUS   SAVE & NEXT

Here after putting all his /her academic details, once he clicks into **<Previous>** Button, the system will give permission to candidate to edit his academic details.

Name	Passing Status	Max Marks	Obtained Marks
Physics	Passe ⌄	100	65
Chemistry	Passe ⌄	100	65
English	Passe ⌄	100	60
Not Applicable	--Sele ⌄	0	0
Biology	Passe ⌄	100	65

Subject/Year/Semester Max Marks:**400** | Subject/Year/Semester Obtained Marks:**255** | Subject/Year/Semester Percentage:**63.75**

PREVIOUS   SAVE & NEXT

Chemistry	Passe ⌄	100	65

Confirm !!

Do you wish to save ?

Yes   No

Subject/Year/Semester Max Marks:**400** | Subject/Year/Semester Obtained Marks:**255** | Subject/

PREVIOUS   SAVE & NEXT

Or The candidate finally clicks <**Save & Next**> and the next page appears as below:

8. In this page the candidate enters his correspondence address and permanent address. If permanent address is same as the correspondence address, he can 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**>.

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

Person with Disability | No

Qualification Details

Class 12th or Equivalent Marks Details

Passing Status	Passed
Passing Year	2020
Roll Number	123456789
Board	CENTRAL BOARD OF SECONDARY EDUCATION
Result Mode	Percentage
Maximum Marks	1000
Obtained Marks	600
Percentage Marks	60

Subject/Year/Semester Wise Marks Details

Name	Passing Status	Max Marks	Obtained Marks
English	Passed	100	60
Physics	Passed	100	65
Chemistry	Passed	100	65
Biology	Passed	100	65

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	700106
Mobile Number	987****063
Email Id	wbj**********com

Permanent 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	700106

Bank Details

| Name of Account Holder	Account No	IFSC Code	Bank Name	Branch Name
CHOTU	9830357608	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
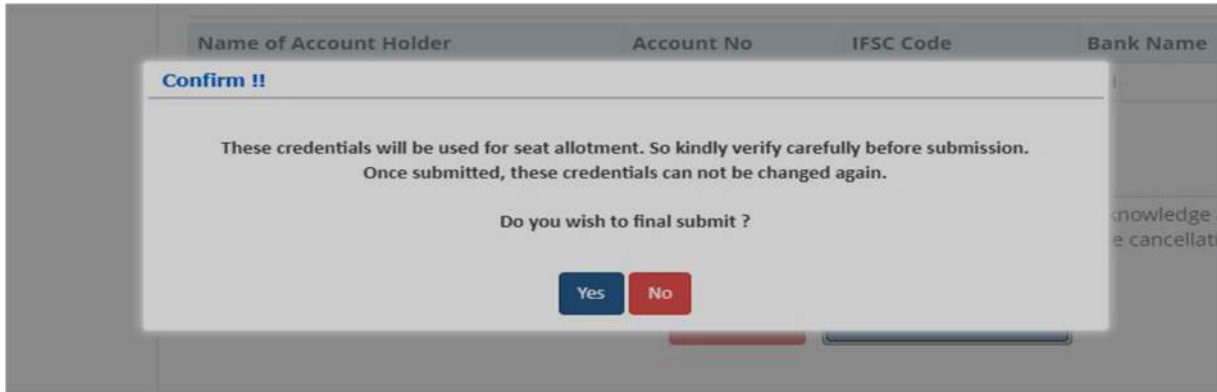
10. when he clicks on< **Yes>,** the following page will appear where the number of available choices is shown.
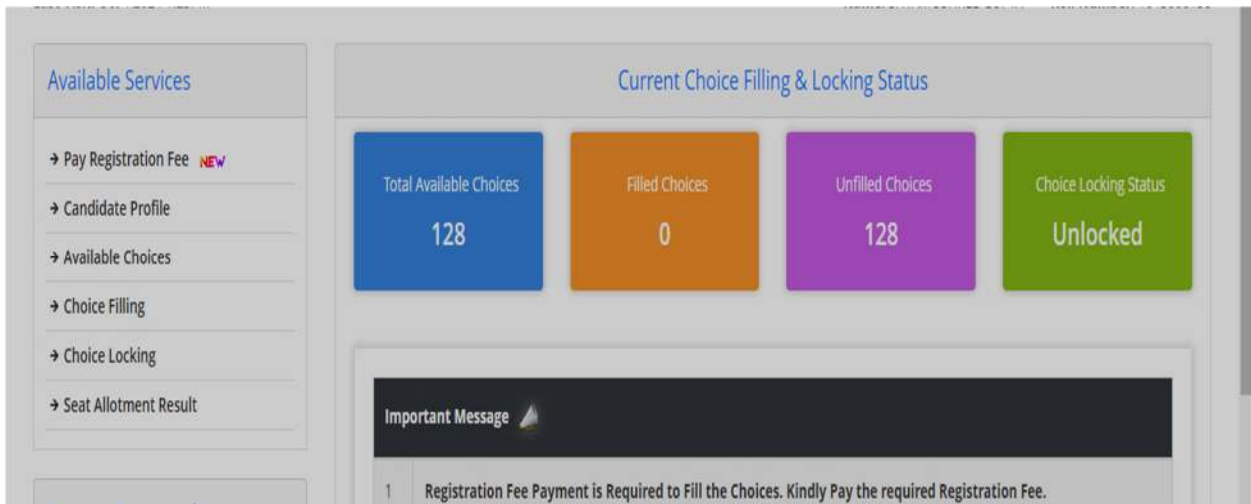
11. Then he clicks on **<Pay Registration Fees>** for online payment.

12. After paid fees in online mode the following page will appear for choice filling and locking; all the available choices are shown as below.

Here he can choose the Institutes as per his /her choice.

Here he can choose the programs as per his /her choice.
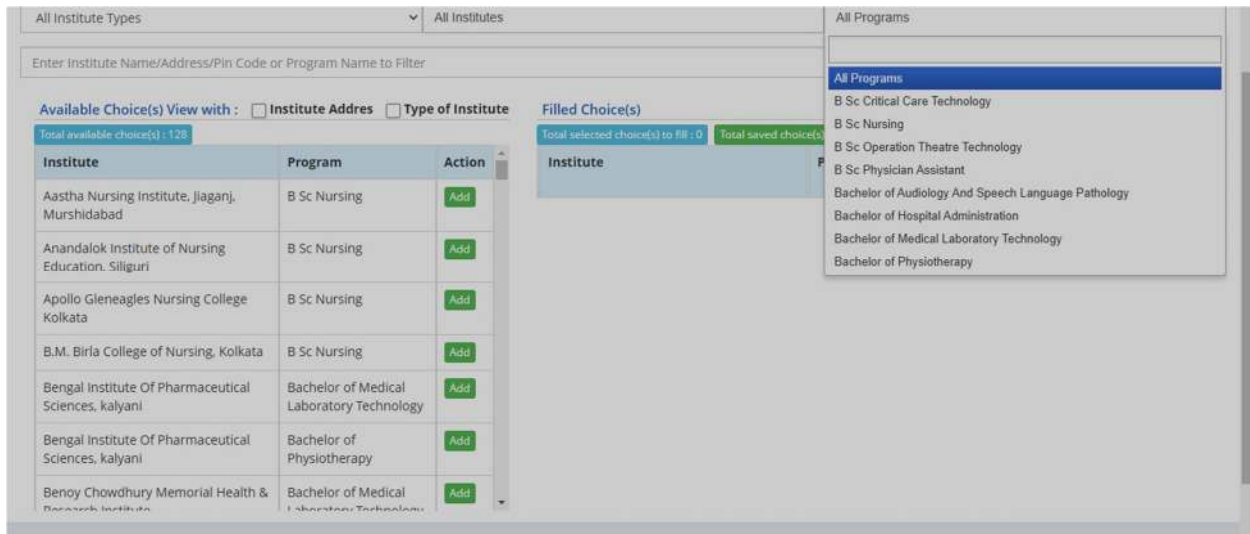
13. The choices are shown in alphabetical order to make searching easy. The candidate has to add choices in his choice list one by one. Then he must arrange his choices in order of priority.
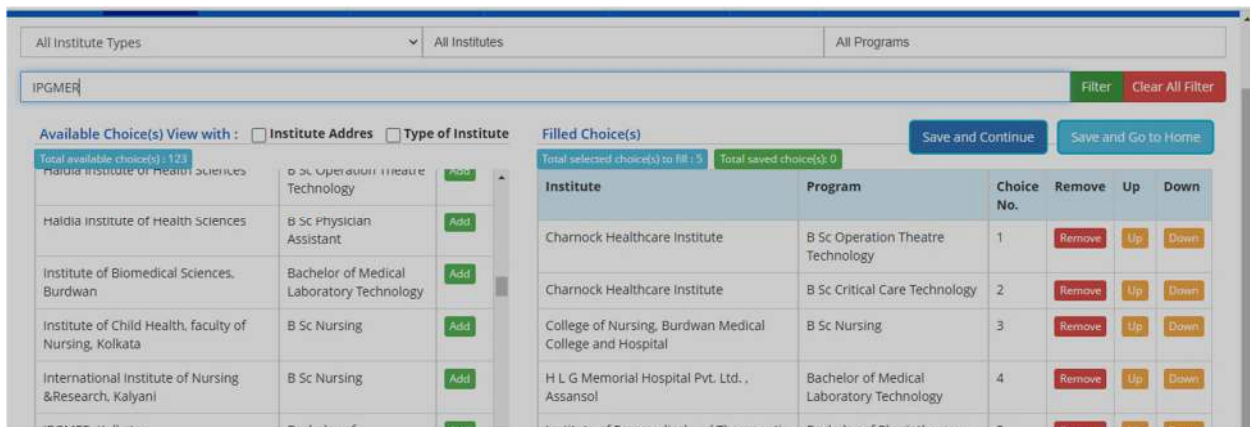
Also, the candidate can search by 'Institute Type', Institute Name, and programe.

Or he clicks into **<Save and Go to home>** and he can complete the rest of the procedures within the stipulated time.

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

Locking Agreement

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

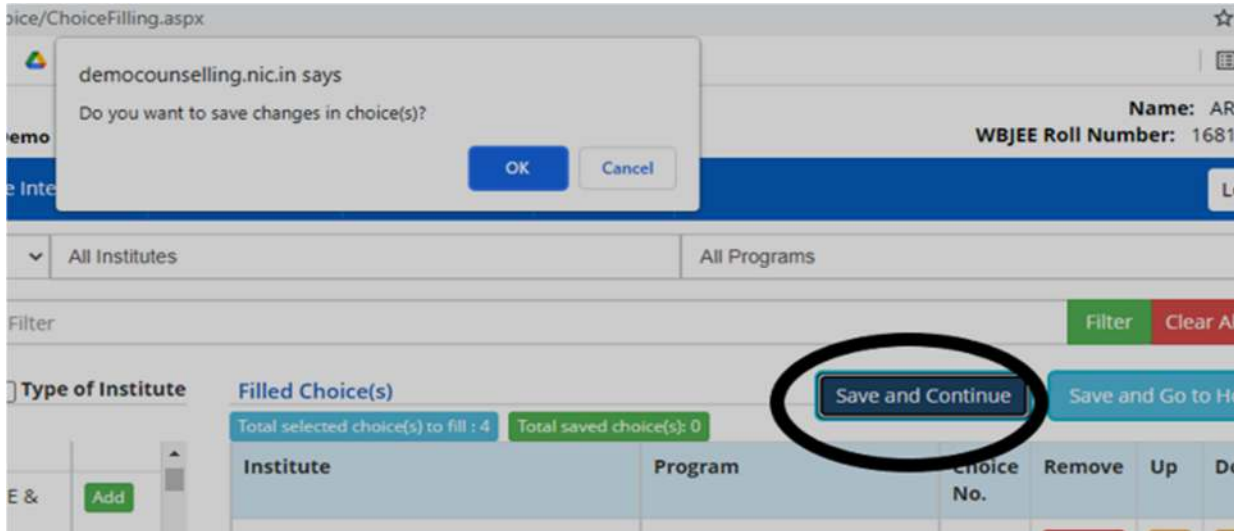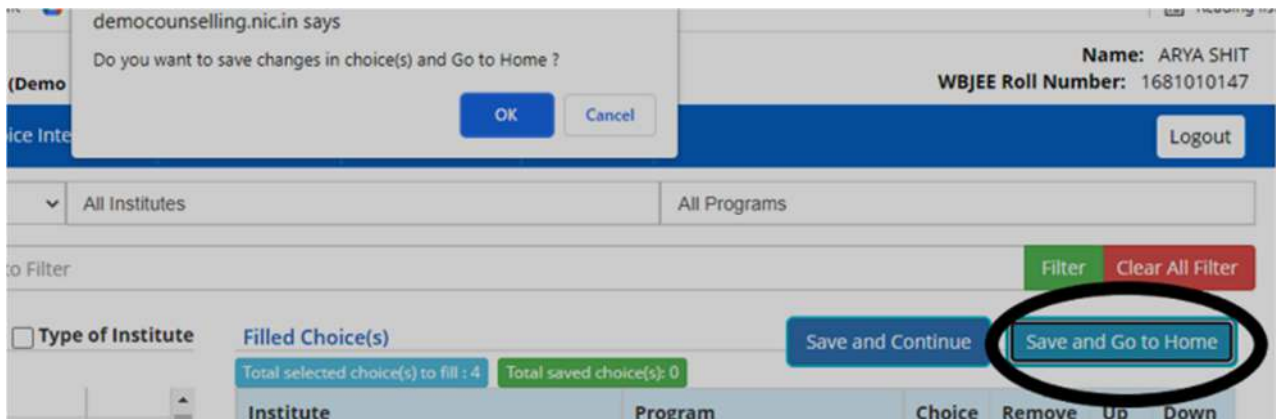○ I agree to lock my choice(s)   ○ I will lock my choice(s) later

Total Filled Choice(s) - ❻   ☐ View with Institute Address ☐ View with Type of Institute

Choice No.	Institute Name	Program Name
1	Charnock Healthcare Institute	B Sc Operation Theatre Technology
2	Charnock Healthcare Institute	B Sc Critical Care Technology
3	College of Nursing, Burdwan Medical College and Hospital	B Sc Nursing
4	H L G Memorial Hospital Pvt. Ltd. , Assansol	Bachelor of Medical Laboratory Technology

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.

Lock your Choices !!

Early locking does not mean early allotment or first claim on the seat.
The seat allotment is strictly based on Rank Lists.
Choices once locked can not be changed.
Are you sure, you want to LOCK your CHOICES?

Enter Your Password : ••••••••••••

Yes,Lock   Cancel

Then he clicks in to <**Yes Lock**>, the following image will appear**.**

/CommonCouns21/Choice/LockChoices.aspx

democounselling.nic.in says
Do you want to Submit?

OK   Cancel

Lock your Choices !!

Early locking does not mean early allotment or first claim on the seat.
The seat allotment is strictly based on Rank Lists.
Choices once locked can not be changed.
Are you sure, you want to LOCK your CHOICES?

16. The candidate can print his entire application and can print his choices after locking. 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.

West Bengal Joint Entrance Examinations Board
JENPAS(UG) Counselling-2021 (Demo Counselling)
Locked Choices for Round- 1

Name: SHYAMOSHREE GUPTA
Roll Number: 1045006158

Personal Details

Roll Number	1045006158	Candidate Name	SHYAMOSHREE GUPTA
Mother Name	RINA GUPTA	Gender	Female
DOB	10-08-2001	Domicile	West Bengal
Category	General-EWS		

Rank Details

General Merit Rank (GMR) (Nursing, Paramedical & Allied Sciences-UG Courses)	20

Choice Locking Details

Locking Status	Locked	Locking IP	103.192.61.49
Locking Date & Time	04/10/2021 13:32:00 PM	Locking Code	EC3F065F5AFE29956396442EF1DC174F

Filled Choice(s)

Choice No	Institute	Academic Program
1	Charnock Healthcare Institute	B Sc Operation Theatre Technology
2	Charnock Healthcare Institute	B Sc Critical Care Technology
3	College of Nursing, Burdwan Medical College and Hospital	B Sc Nursing
4	H L G Memorial Hospital Pvt. Ltd. , Assansol	Bachelor of Medical Laboratory Technology
5	Institute of Paramedical and Therapeutic Science and Technology, Durgapur	Bachelor of Physiotherapy
6	IPGMER, Kolkata	B Sc Physician Assistant

** marks choices made invalid during document verifications.

Candidate's Consent

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4. I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safe guarding my password and

neither WBJEEB nor NIC is responsible for misuse of my password.
5. I am aware of the fee, bond etc conditions of the Institution that I am interested in and know that WBJEEB has no role to play in that.

Signature of Canddate
Name of Canddate: SHYAMOSHREE GUPTA
Locking Date & Time: 04/10/2021 13:32:00 PM