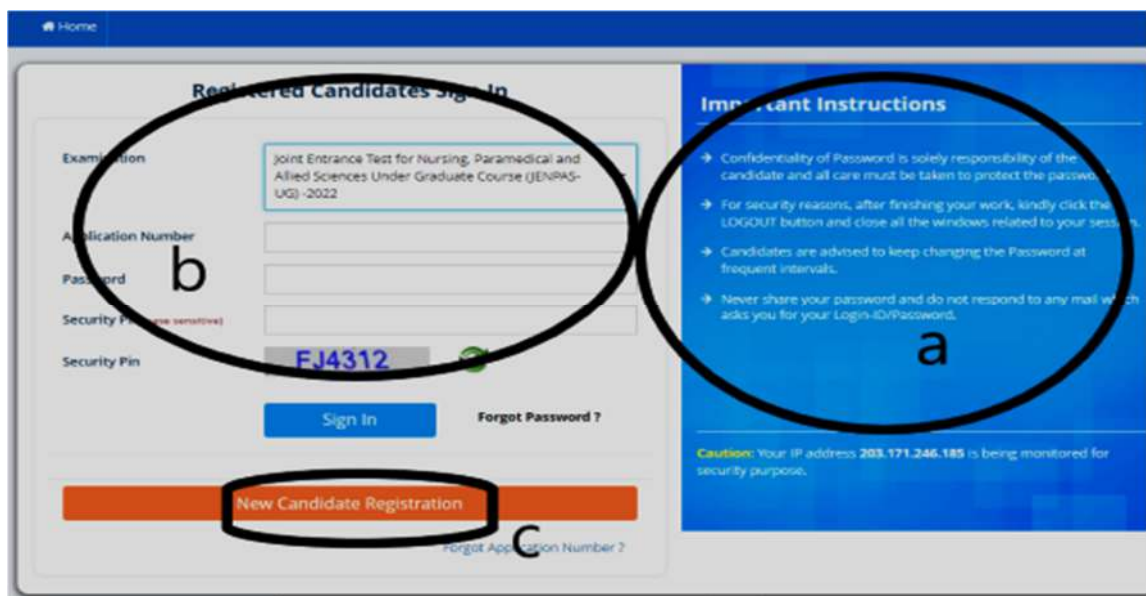# West Bengal Joint Entrance Examinations Board

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

Brief Operating Manual for Candidate Registration for JENPAS-UG -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:

a) 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:

1. Candidates of JENPAS(UG) - 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 JENPAS(UG) -2022**
   - For Only Paper 1 or Only Paper 2, Rs.500/- for General and Rs. 400/- for SC/ST/OA/OB, plus service charges as applicable.
   - For both Paper 1 and Paper 2, Rs.800/- for General and Rs. 650/- for SC/ST/OA/OB, plus 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.

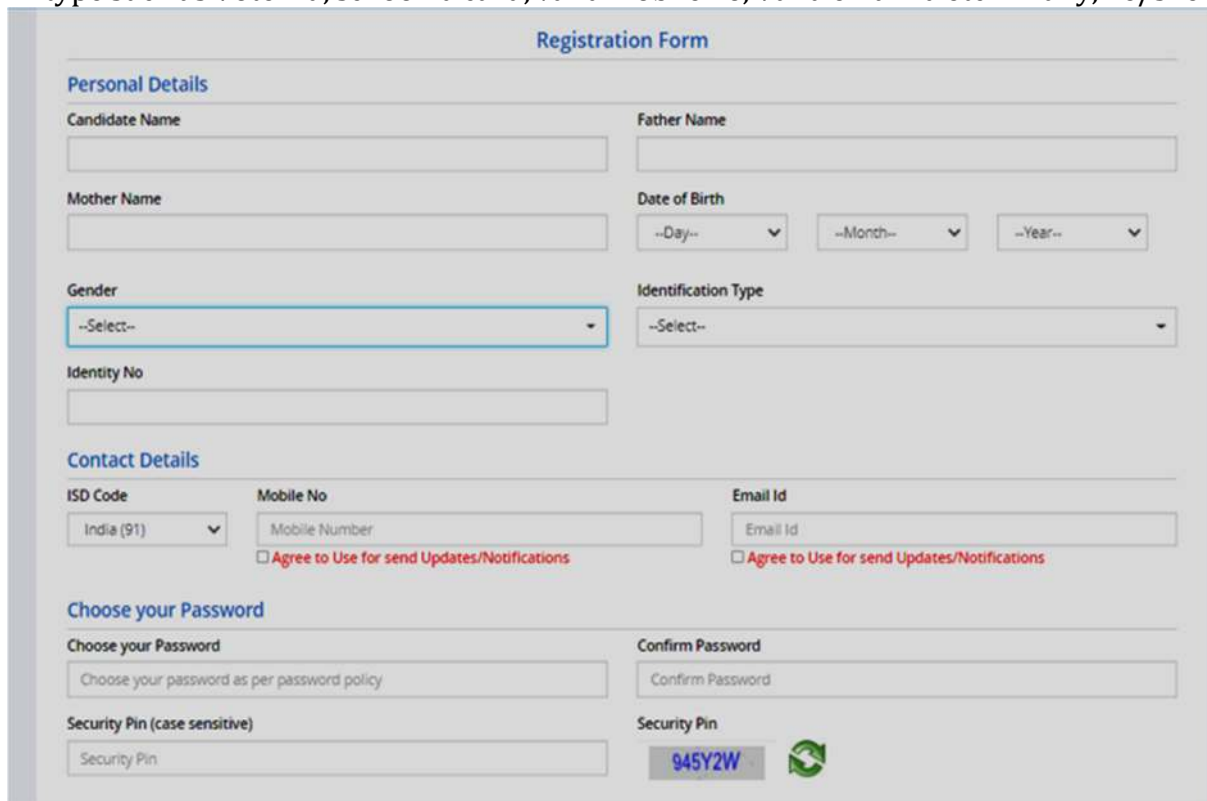10. **Password Policy: Your password must satisfy the following**
    a. Password must be 8 to 13 character long.
    b. Password must have at least one Upper case alphabet.
    c. Password must have at least one Lower case alphabet.
    d. Password must have at least one numeric value.
    e. Password must have at least one special characters eg.!@#$%^&*-

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

11. 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

2. 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
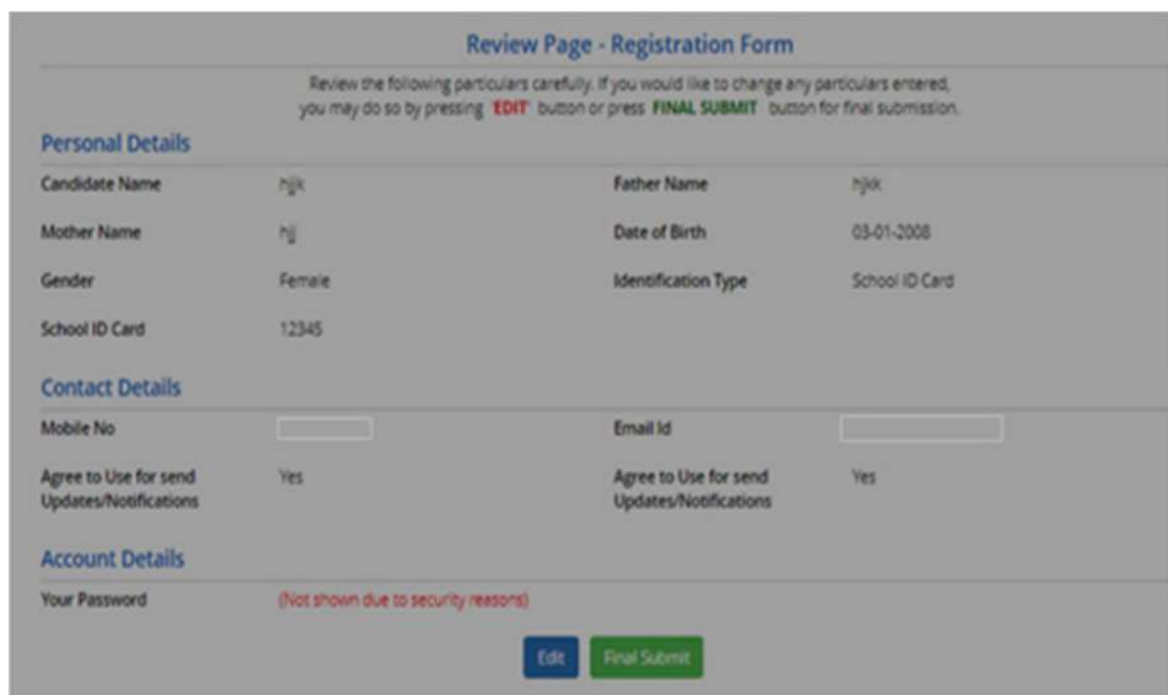

has to create his/her own password and click on **SUBMIT** to go on to the next step.

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.

3. 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>** to go to the next step.

Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Selection of Papers	Incomplete
Exam Center Details	Incomplete
Upload Photograph and Signature	Incomplete
Final Submit	Incomplete
Pay Registration Fee	Incomplete

4. 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), Income category etc, as the following page is shown below: -

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

After completion of the above procedure, the following page will appear where the candidate needs to input all academic scores. Here the candidate needs to input **passing**

year, Board, Institute address, Full Marks and **obtained marks scored in 12th**. The

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

5. 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.

The next step that the candidate has to go through is to select their respective papers as shown in the image below. Then he/she clicks on **<Save & Next>** option to proceed further.
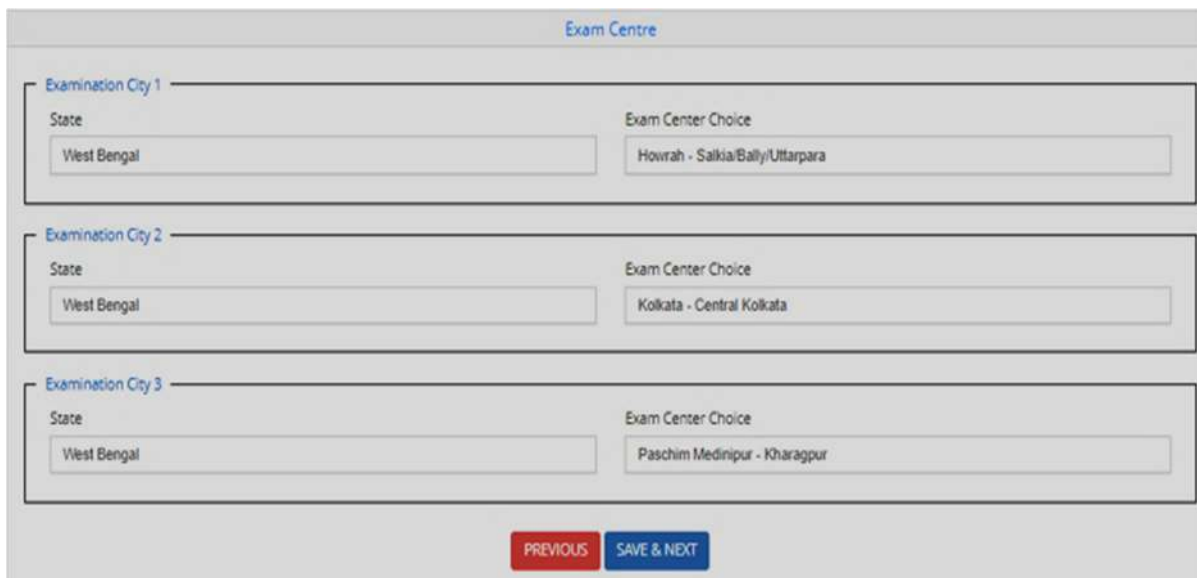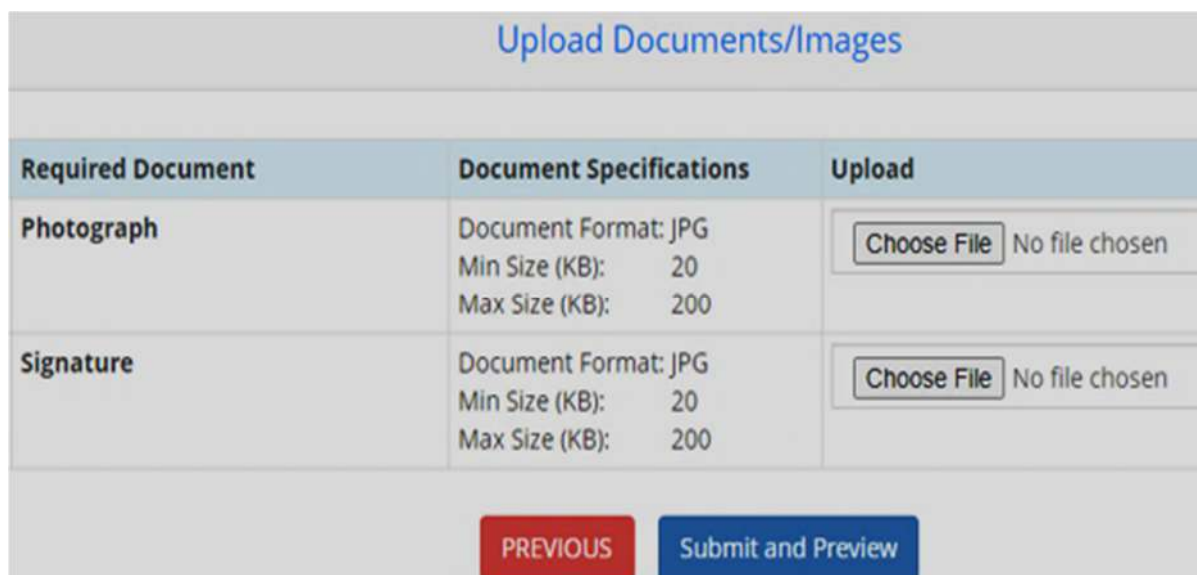

The candidate then can either click on **<Save & Next>** to proceed further or **<Previous>** if he/she wants to modify or change any input.

Once the selection of papers is done, the following page appears. wherein he/she has to select the **State** and **Exam centre choice** according to his/her preference.

After <**save and next**> 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.

6. As soon as the Photograph and Signature is uploaded, in the next step the candidate

S.No.	Required Document	Preview	Check & Verify
1	Photograph	File Name: Moupia_Pic.jpg Click Here For Large View	☑ Self Verified
2	Signature	File Name: Moupia_Sig.jpg Moupia Sarkar Click Here For Large View	☑ Self Verified

SAVE FINALLY & NEXT

is required to click on the **Self Verified check box** and click on **<Save Finally & Next>.**

Personal Details

Application Number	22040000019	Candidate Name	ABC
Father Name	DEF	Gender	Female
Date of Birth	03-01-2005	Category	OBC - B

Sub Category List

Person with Disability	Yes
Type of disability	Loco-motor disorder in lower limbs
Percentage of disability	55

Other Information

| Blood Group | B+ |

Qualification Details

Class 12th or Equivalent Marks Details

Passing Status	Passed
Passing Year	2020
Roll Number/Registration Number	12345678
Board/Council/University Name	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
Institute Pincode	700106
Institute Name & Address	fghjk
Result Mode	Percentage

Maximum Marks	1000
Obtained Marks	650
Percentage Of Marks	65

Selection of Papers

Details

Sr.No.	Description
1	Both Paper-I and Paper-II

Exam Center List

Exam Center List

State Name	Exam Center Name	Exam Center Choice No.
West Bengal	Howrah - Salkia/Bally/Uttarpara	1
West Bengal	Kolkata - Central Kolkata	2
West Bengal	Paschim Medinipur - Kharagpur	3

Contact Details

Correspondence Address

Premises No./Name	FD 100
Sub Locality/Colony(Optional)	--
Locality/City/Town/Village	Kolkata
Country	India
State	West Bengal
District	KOLKATA
Pin Code	700009
Mobile Number	
Email Id	

Permanent Address

Premises No./Name	FD 100
Sub Locality/Colony(Optional)	--
Locality/City/Town/Village	Kolkata
Country	India
State	West Bengal
District	KOLKATA
Pin Code	700009

Uploaded Documents

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

Declaration

☐ 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.

PREVIOUS   SAVE & FINAL SUBMIT

7. 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
Selection of Papers	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. Only after payment of required Fee your Application will be considered for further processing.

[Pay Registration Fee]

8. After clicking on the above circled area, the following page is shown wherein the candidate has to click on **Online Payment** and **Pay fees.**

Fee Payment

Fee Type: Pay Registration Fee

You are required to pay an amount of Rs. 650 /- .

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

[Pay Fee]   [Pay Fee (Demo)]

9. When the Registration fees is paid, the following page appears:

The candidate then needs to click on **Download Confirmation Page (as written on the green tab).**

Application Forms	Status
Registration Form	Completed
Application Form	Completed
Qualification Details	Completed
Contact Detail	Completed
Selection of Papers	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 downlaod the confirmation Page.
Please note down the Application Number for future references.
Application Number: 22040000019

Download Confirmation Page

10. 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:

(**Note that, in future this printout only will be recognised by the Board. Other option like screenshot etc. are not acceptable**).

West Bengal Joint Entrance Examinations Board

Joint Entrance Test for Nursing, Paramedical and Allied Sciences Under Graduate Course (JENPAS-UG) -2022 (UAT Mode)

Confirmation Page

Personal Details

Application Number	22040000019	Candidate Name	ABC
Father Name	DEF	Gender	Female
Date of Birth	03-01-2005	Category	OBC - B

Sub Category List

Person with Disability	Yes
Type of Disability	Loco-motor disorder in lower limbs
Percentage Of Disability	55

Other Informations

Blood Group	B+

Qualification Details

Class 12th or Equivalent Marks Details

Passing Status	Passed
Passing Year	2020
Board/Council/University Name	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
Roll Number/Registration Number	12345678
Institute Pincode	700106
Result Mode	Percentage
Maximum Marks	1000
Obtained Marks	650
Percentage Marks	65

Apply For Details

Sr.No.	Discipline
1	Both Paper-I and Paper-II

Exam Center List

State Name.	Exam Center Name	Exam Center Choice No.
West Bengal	Howrah - Salkia/Bally/Uttarpara	1
West Bengal	Kolkata - Central Kolkata	2
West Bengal	Paschim Medinipur - Kharagpur	3

Contact Details

Correspondence Address

Premise No./Name	FD 100
Sub Locality/Colony(Optional)	--
Locality/City/Town/Village	KOlkata
Country	India
State	West Bengal
District	KOLKATA
Pin Code	700009
Mobile Number	983****608
Email Id	wbj*********com
Agree to Use for send Updates/Notifications	Yes
Agree to Use for send Updates/Notifications	Yes

Permanent Address

Premise No./Name	FD 100
Sub Locality/Colony(Optional)	--
Locality/City/Town/Village	KOlkata
Country	India
State	West Bengal
District	KOLKATA
Pin Code	700009

Fee Payment Details

Registration Fee

Transaction Number	Transaction Amount	Transaction Date
220400000198100	650	31/12/2021 12:13:47

Registration Details

Activity	Date & Time	IP Address
Registration Form Submission	Dec 31 2021 12:09PM	103.192.61.49
Application Form Submission	Dec 31 2021 12:13PM	103.192.61.49

Application Number: 22040000019　　　Generated On: 31-12-2021 12:13:48 PM　　　Page No. 1

Uploded Documents

Photograph
Signature

Declaration

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.