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

Step by Step Guidelines for Registration for E- Counselling of Architecture and JEE(M) – 2022

1. Once a candidate clicks on the link for registration, the following page appears.

   - Candidate must read the **important instructions** given in area **(a).**
   - Already Registered Candidate have to select the **Type of Registration** from the dropdown and then Log-in using **Roll Number**, **Password** and **Security Pin**, as shown in **(b)**.
   - New Candidates must click on **(c)** for **Fresh Registration**.

Registered Candidates Sign-In   **b**

Counselling	WBJEE Counselling for Architecture and JEE(Main) Seats 2022
Type of Registration	--Select--
WBJEE Roll Number	
Password	
Security Pin (case sensitive)	
Security Pin	81W2B3

Sign In   Forgot Password ?

New Candidate Registration   **c**

Important Instructions   **a**

- 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, kindly click the LOGOUT button and close all the windows related to your session.

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

2. Once the candidate clicks on the above link<**New Candidate Registration**>, the following instructions page will appear wherein the **candidate is required to read the instructions carefully** and put click on <**I Agree**>, **as encircled below** to go to the next step.

3. Once the candidate agrees the above, the page appears as below. Here the candidate is required to put authentic data to the respective fields such as **Type of Registration**, **his/her Roll Number**, **Application Number**, **Name**, **Mother's Name**, **Date of Birth (DOB)**, **Security Pin** and then put click on **<Submit>**, **as encircled below** to proceed further.

New Candidate Registration

Personal Details

Please enter the following details.

Type of Registration	--Select--
	--Select--
	JEE(Main) Seats (Have Only JEE(Main) Rank)
	Both WBJEE Architecture & JEE(Main) Seats (Have Both WBJEE & JEE(Main) Rank)
	WBJEE Architecture Seats (Have Only WBJEE Rank)
WBJEE Roll No	
Candidate Name	
Mother Name	
Date of Birth	--Day-- --Month-- --Year--
Security Pin as shown below (case sensitive)	Enter Security Pin as shown below
Security Pin	593384

Reset   Submit

4. After clicking the submit button, the page will appear as below.

- The candidate must put **his/her own mobile number**, **email ID**.
- **Put self-creating password**: It must be a simple and minimum 8-13 character password, **for example**: Abcd@1234
- **Enter the Security PIN** as will appear.
- Then the candidate has to click on **<Final Submit for Registration>**, **as encircled on the blue tab**.

Candidate should mandatorily give his/her own phone number or the number of his/her guardian. In future, all messages, OTPs etc. will be sent to this mobile number provided by him/her regarding allotment, document verification, admission etc.

5. Once the above details are submitted, the following message will be shown wherein the candidate has to put click on **<Yes>** to continue further.

6. Once the above Yes button is clicked, the following page will appear. **The page shows that the registration is complete.** The candidate can view his registration form.

Then he/she can click on **<Fill Application Form>**, **as encircled below** to continue further.

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.

Fill Application Form

7. The next step, is as follows:
   - Here **Gender**, **Nationality**, **Domicile**, **Category** and **Sub Category fields cannot be edited**. **The information is taken from the system**, based on the information that he/she has entered at the time of submission of application for appearing the entrance examination.

   - **Now the candidates must input Bank Account details carefully because in future any refund (if any) will be remitted to this bank.**

   - Finally, the candidate has to click on **<Save and Next>** option.

Application Form

Gender	Female
Nationality	Indian
State of Domicile	Outside West Bengal
Category	General

Sub Category Details

Person with Disability	No
Tuition Fee Waiver	No

Other Information

Whether Qualify in the NATA 2022 Examination / JEE(Main) 2022 (B.Arch.) :	--Select--
	--Select--
	YES
	NO

Bank Account Details (For fee refund if any)

Name of Account Holder	Account No.	Confirm Acc...			nch Name

SAVE & NEXT

It is to be noted that a candidate has to choose "Yes" option in case of "NATA" or "JEE(Main)" qualification otherwise the Architecture seats will not be visible to the candidate.

8. In the next step, the following page will appear for **Qualification Details.**

   - Fill the English marks details only for class 10 (**as shown in A**).

   - Fill Passing Status, Passing Year, Board, Result Mode, Maximum Marks and Obtained Marks for class 12 (**as shown in B**).

   - Then the candidate is required is to fill the Passing Status, Maximum Marks and Obtained Marks for each subject by selecting dropdown (**as shown below**).

   ✓ Physics – Select **Passed or Failed** from the dropdown.

   ✓ Chemistry -

   ✓ Mathematics -

   ✓ English - Select **Passed or Failed** from the dropdown.

   ✓ Then the following subjects are to be selected from dropdown.

✓ After filling the above marks details, click on **Save & Next (as encircled below).**

9. In the next step, the following page appears wherein the candidate enters his **correspondence address**. If permanent address is same as the correspondence address, he/she can simply click on **<same as correspondence address>** and then click on **<Save & Next>**, **as encircled below.**

Contact Details

Correspondence Address

Premises No./Name	Sub Locality/Colony (Optional)
123	

Locality/City/Town/Village	Country
ABC	India

State	District
West Bengal	HOOGHLY

Pin Code	
700001	

Permanent Address

☑ **Same As Correspondence Address**

PREVIOUS SAVE & NEXT

10. As soon as he/she completes the above procedures, his/her entire application form will be shown as follows. The candidate needs to click on the **Declaration checkbox** and then click on <**Save & Final Submit**> **as encircled below.**

Preview & Final Submit

Personal Details

WBJEE Roll Number		Application No.	
Candidate Name		Father Name	
Gender	Female	DOB	
Domicile		Category	General
Jee(Main) Application No.			

Sub Category List

Person with Disability	No
Tuition Fee Waiver	No

Other Information

Whether Qualify in the NATA 2022 Examination / JEE(Main) 2022 (B.Arch.) :	YES

Qualification Details

Class 10th or Equivalent English Marks Details

Subject/Year/Semester Wise Marks Details

Name	Passing Status	Max Marks	Obtained Marks
English	Passed	100	62

Subject/Year/Semester Max Marks:**100**| Subject/Year/Semester Obtained Marks:**62**| Subject/Year/Semester Percentage:**62**

Class 12th or Equivalent Marks Details

Passing Status	Passed
Passing Year	2021
Board	CENTRAL BOARD OF SECONDARY EDUCATION
Result Mode	Percentage
Maximum Marks	800
Obtained Marks	570
Percentage Marks	71.25

Subject/Year/Semester Wise Marks Details

Name	Passing Status	Max Marks	Obtained Marks
English	Passed	100	72
Physics	Passed	100	63
Chemistry	Passed	100	71
Mathematics	Passed	100	75
Biology	Passed	100	68

Subject/Year/Semester Max Marks:**500** | Subject/Year/Semester Obtained Marks:**349** | Subject/Year/Semester Percentage:**69.8**

Contact Details

Correspondence Address

Premises No./Name	123
Sub Locality/Colony(Optional)	--
Locality/City/Town/Village	ABC
Country	India
State	West Bengal
District	
Pin Code	
Mobile Number	898****604
Email Id	wbj**********com

Permanent Address

Premises No./Name	123
Sub Locality/Colony(Optional)	--
Locality/City/Town/Village	ABC
Country	India
State	West Bengal
District	
Pin Code	

Bank Details

Name of Account Holder	Account No	IFSC Code	Bank Name	Branch Name
Chotu	123456789	SBIN0000123	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

11. Candidate must verify their previously putting all data as **it is reminded that there is no scope to edit/ change of data after clicking on <Yes> button.**

Confirm !!

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

Do you wish to final submit ?

Yes   No
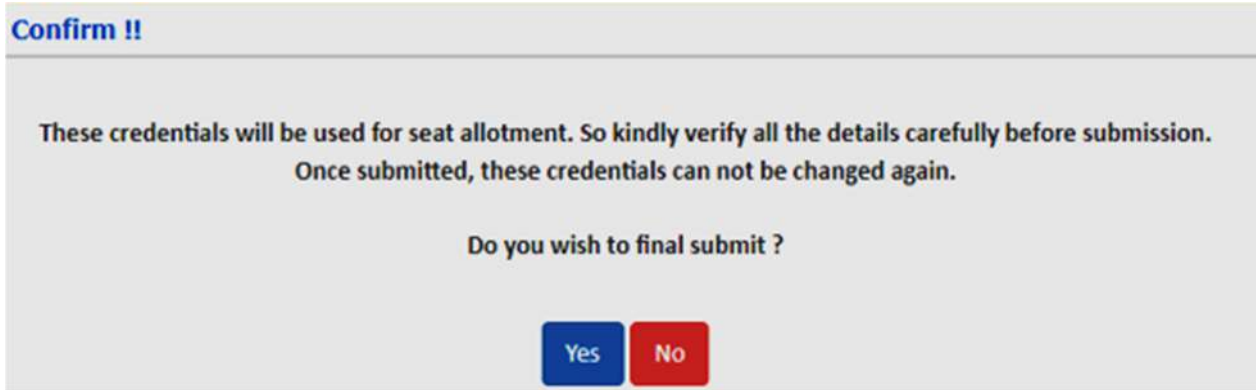
12. After clicking the above Yes button, **only the number of available choices** will be shown. Then the candidate should click on **<Pay Registration fees>**, **as encircled.**

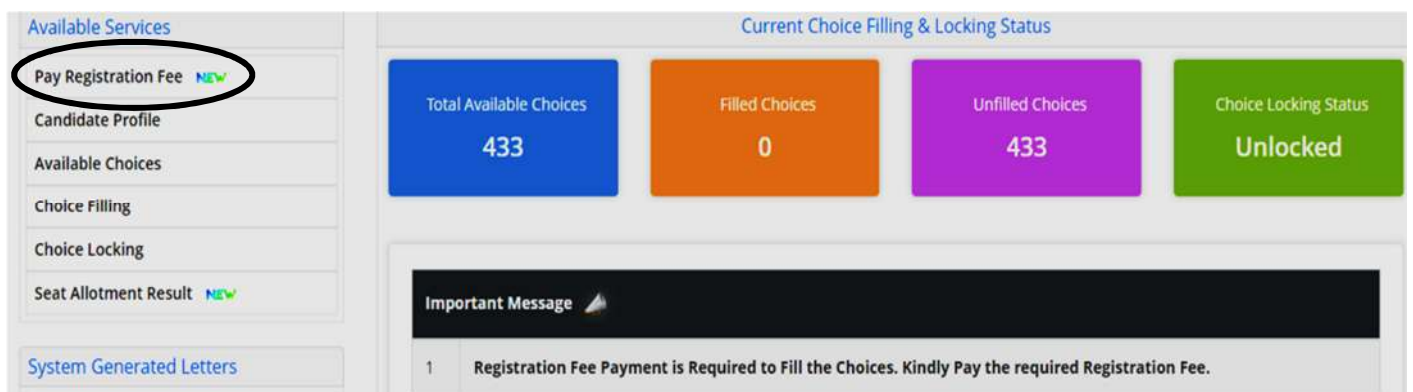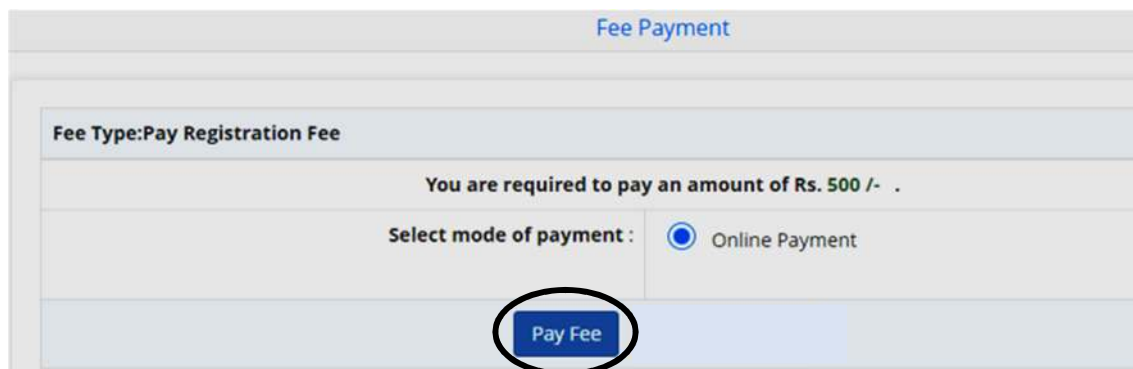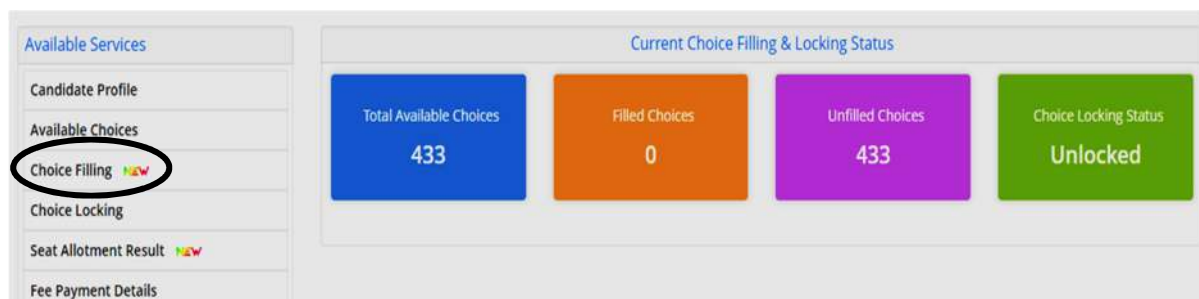| Available Services	Current Choice Filling & Locking Status			
Pay Registration Fee NEW	Total Available Choices	Filled Choices	Unfilled Choices	Choice Locking Status
Candidate Profile	433	0	433	Unlocked
Available Choices				
Choice Filling				
Choice Locking				
Seat Allotment Result NEW	**Important Message** 🖊			
System Generated Letters	1	Registration Fee Payment is Required to Fill the Choices. Kindly Pay the required Registration Fee.		

13. After clicking on 'Pay Registration Fees', he/she is required to click on **<Online Payment>** and then click on **<Pay Fee>,** for payment **as encircled below**.

Fee Payment

Fee Type:Pay Registration Fee

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

Select mode of payment : ⦿ Online Payment

Pay Fee

14. After paying the fees in online mode, the following page will appear wherein he/she has to put **click on <Choice Filling>** option for their choices (**as encircled below)**.

Available Services	Current Choice Filling & Locking Status			
Candidate Profile	Total Available Choices	Filled Choices	Unfilled Choices	Choice Locking Status
Available Choices	433	0	433	Unlocked
Choice Filling NEW				
Choice Locking				
Seat Allotment Result NEW				
Fee Payment Details				

15. Then candidates choose the **Institutes** and the **Programs as per his /her choice** by clicking **<Add>** button one by one**, as Marked (3)** in the picture below.

- The **choices shown above are in alphabetical order** to make searching easily. **The candidate clicks on add button according to his/her choice from the list one by one**. Then **he/she must arrange his choices in order of priority**.

- The candidate can also **Rearrange Choices**, **Interchange Choices**, **Manage Filled Choices, Delete Choices** etc. as given in the top menu bar **(Marked as 1)**.

- Also, the candidate can search his/her choices according to '**Institute Type**', **Institute Name**, and **Program (Marked as 2)**.

- After arranging his/her choices, the candidate has **two options**, as shown above.

  ✓ **Save and Go to Home (Marked as 5)**- If the candidate clicks on <Save and Go to Home> button, then **his/her selected choices will be saved and log-out to Home Page**. Then **he/she can again log-in through Roll Number and Password as Already Registered Candidate.**

  ✓ **Save and Continue (Marked as 4)-** If the candidate clicks on <Save and Continue>, the following message will appear asking him/her whether he wants to save the choices.
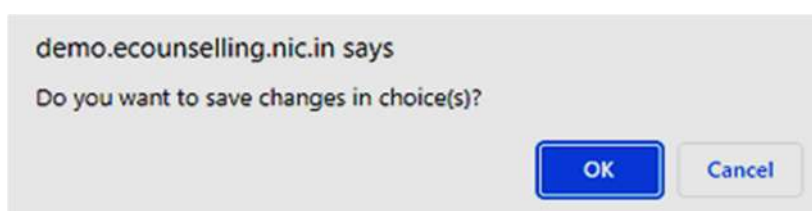
16. After clicking the OK button, his/her selected choices will be saved and the following message will appear.

Message!!

Total Saved Choices: 6, Saving Time: 27-09-2022 12:30:34 PM

17. After saving the choices, the candidate has to **click on Lock Choice option on the top, as encircled and marked as (1) in point (15) during the Choice Locking Period.** On clicking the locking button, the following page will appear.

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.

Institute Type Wise Filled Choices Summary:

Institute Type	Filled Choices
State University	0
State Government	2
Private Institute	4

○ I agree to lock my choice(s)   ○ I will lock my choice(s) later
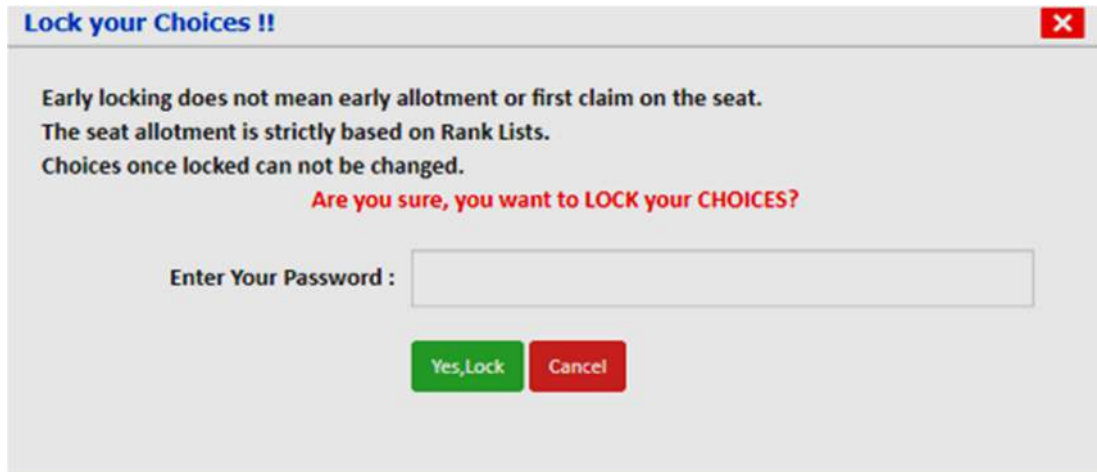
Total Filled Choice(s) - ❻   ☐ Institute Address ☐ Institute Type

Choice No.	Institute Name	Program Name
1	Ghani Khan Choudhury Institute of Engineering & Technology, Malda	Electrical Engineering
2	Ghani Khan Choudhury Institute of Engineering & Technology, Malda	Food Technology
3	Abacus Institute of Engineering & Management, Mogra, Hooghly	Electrical Engineering
4	Abacus Institute of Engineering & Management, Mogra, Hooghly	Computer Science & Engineering
5	Academy of Technology, Adisaptagram, Hooghly	Electrical & Electronics Engineering
6	Academy of Technology, Adisaptagram, Hooghly	Mechanical Engineering

Here again the candidate has **two options**:

- **I will lock my choices later -** If the candidate clicks on this option, then he/she can go to selected choice page for editing or changing the choices. **It is reminded that if the candidate does not lock his/her choices, then the selected choices will be locked automatically.**

- **I agree to lock my choices-** If the candidate clicks on this option, then he/she can lock their finally selected choices. **It is important to note that once the choices are locked no editing/changes can be done in future.**

18. Once he/she clicks on above <**I agree to lock my choices**>, the following page will appear.
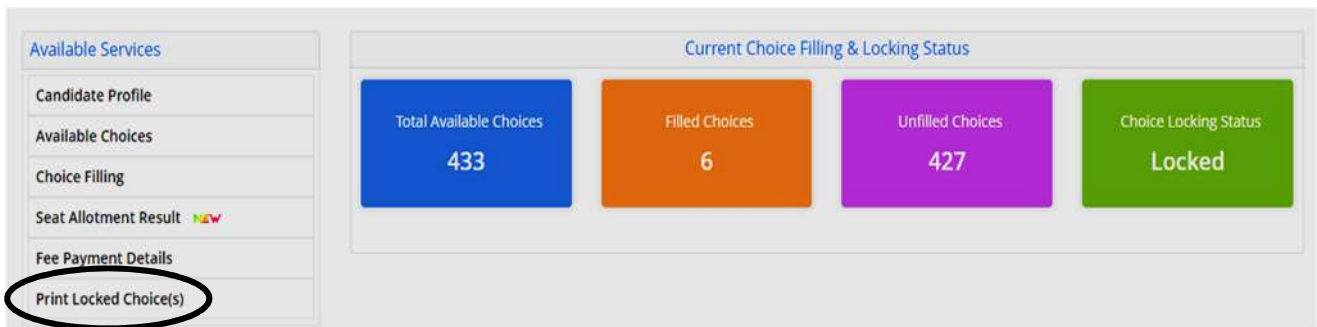
Now candidate has to click on <Yes Lock> after putting his/her password.

19. Then his/her **Total Choices**, **Filled Choices**, **Unfilled Choices** and **Choice Locking Status** will be shown below.

If the candidate wants to download the list of locked choices letter, he/she can click on **<Print Locked Choices>, as encircled.**

20. Once the candidate clicks on Print Locked Choices, the following page will appear wherein the candidate has to click on **<Download Locked Choices Letter>, as encircled.**

21. On clicking Download Locked Choices Letter, the page will appear as below.

West Bengal Joint Entrance Examinations Board
WBJEE Counselling for Architecture and JEE(Main) Seats 2022 (UAT Mode)
Locked Choices for Round- 1

Name:
WBJEE Roll Number:

Personal Details				
WBJEE Roll Number		**Application No.**		
Candidate Name		**Father Name**		
Gender		**DOB**		
Domicile		**Category**		
Jee(Main) Application No.				

Rank Details	
JEE(Main) BE/B.Tech AIR B.E/B.Tech (JEE(Main) Seats)/B.Arch (WBJEE Seats)	
General Merit Rank (GMR) B.E/B.Tech (JEE(Main) Seats)/B.Arch (WBJEE Seats)	

Choice Locking Details			
Locking Status	Locked	**Locking IP**	103.192.61.49
Locking Date & Time	27/09/2022 12:31:00 PM	**Locking Code**	54B5A43E6CC4BAA11A406A1FFBD47E51

Filled Choice(s)		
Choice No	**Institute Name**	**Program Name**
1	Ghani Khan Choudhury Institute of Engineering & Technology, Malda	Electrical Engineering
2	Ghani Khan Choudhury Institute of Engineering & Technology, Malda	Food Technology
3	Abacus Institute of Engineering & Management, Mogra, Hooghly	Electrical Engineering
4	Abacus Institute of Engineering & Management, Mogra, Hooghly	Computer Science & Engineering
5	Academy of Technology, Adisaptagram, Hooghly	Electrical & Electronics Engineering
6	Academy of Technology, Adisaptagram, Hooghly	Mechanical Engineering

** marks choices made invalid during document verifications.

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.

Signature of Canddate
Name of Canddate:
Locking Date & Time: 27/09/2022 12:31:00 PM