

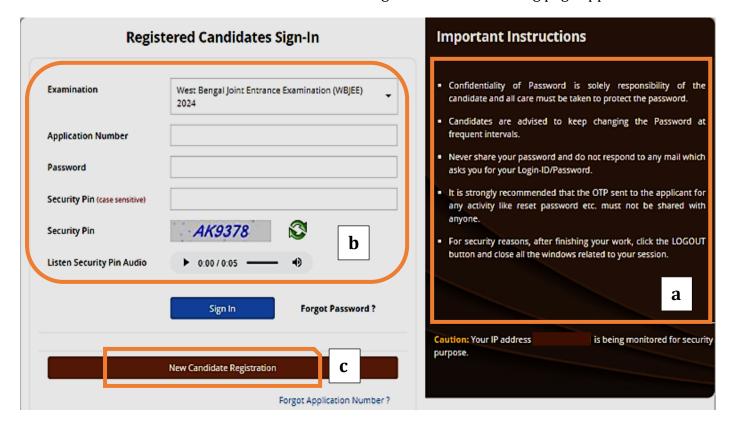
West Bengal Joint Entrance Examinations Board "RUPANNA"

DB- 118, Sector - I, Salt Lake City, Kolkata-700064

Brief Operating Manual for Candidate Registration for WBJEE-2024

1. **Login**: The very first step the candidate needs to do is to **click on the link** provided in the **website of the Board** i.e. **wbjeeb.nic.in** / **wbjeeb.in**

Once the candidate clicks on the link for registration the following page appears:



- Candidate must note the important instructions marked in area (a).
- Area **(b)** is for logging in of candidates who have already registered.

A candidate while filling-up the application form can log-out at any point of time. In that case, he/she has to again login as "Registered Candidate" and complete the entire procedure within the stipulated time period.

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

The candidate may click on **New Candidate Registration**> to proceed further.

2. After clicking on "New Candidate Registration" option, the following page will appear where the general instructions are given. The candidate is required to go through the instructions carefully and click on <I Agree>, as encircled below to proceed further.

Please read carefully

Instructions and Procedure for online submission of Application Form

- 1. Candidates of WBJEE 2024 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. A candidate must ensure to fill up the genuine application form available online at the Board's website https://wbjeeb.nic.in
- 4. Examination Fees (in Indian Rupees) for WBJEE -2024 is ₹500 for General Male candidates, ₹400 for General Female candidates, ₹400 for SC/ST/OBC-A/OBC-B/EWS/TFW Female candidates and ₹300 for Third Gender candidates, plus the Bank's Service Charges as applicable.
- 5. Candidates are allowed to submit only one application form. In case of multiple applications, all applications will be rejected.
- 6. 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.
- 7. 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/ UPI.

Step-4: Downloading of CONFIRMATION PAGE: Candidate has to download and take printout of the confirmation page after successfully fee payment. It's must for all future references.

- 8. Examination fee is non-refundable
- 9. 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.

10. 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.

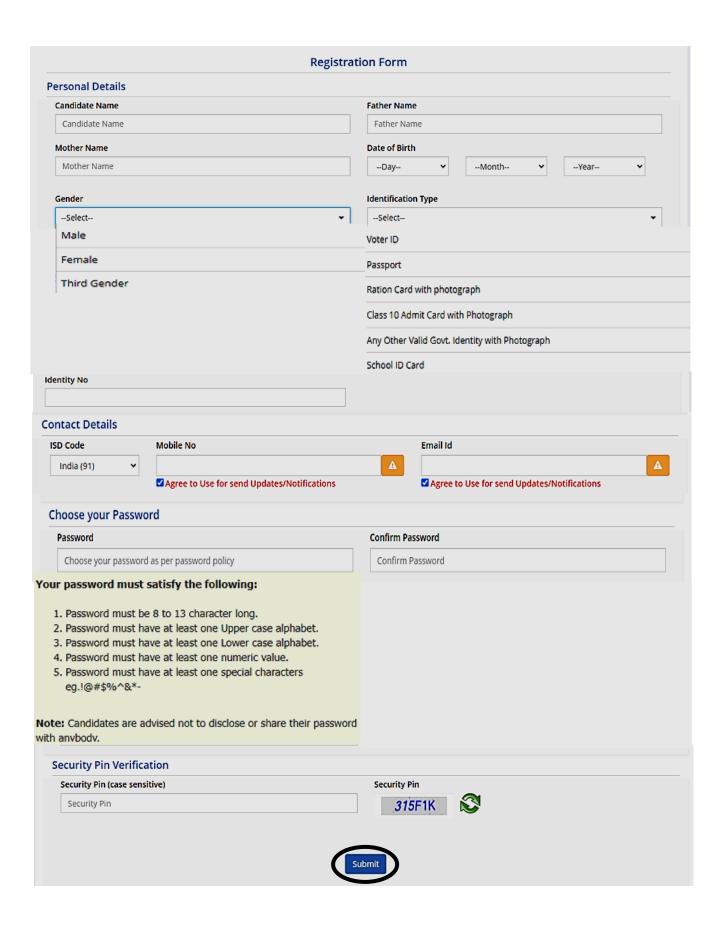
- 11. Forget Password/Reset Password: Applicant can reset his/her password by using the following options.
 - a. **Reset password using a verification code via SMS:** Applicant is required to enter Application No and Date of Birth. If the details entered by applicant matches with backend database then 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.

12. 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.

O I Agree O I Don't Agree

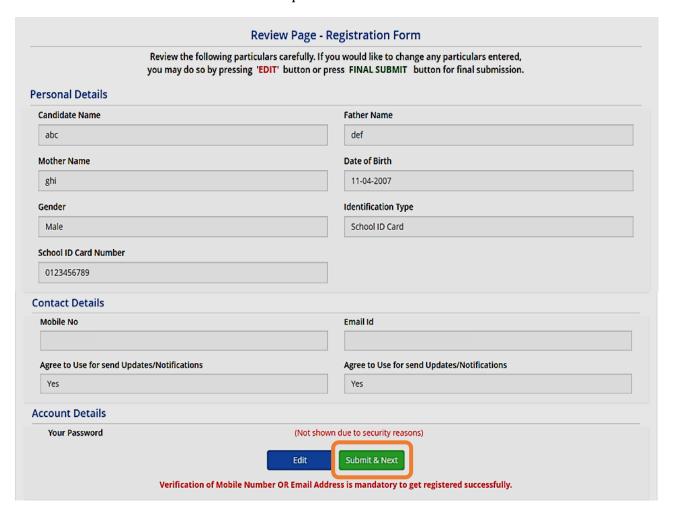
- 3. In the next step, the following page appears where the candidates need to:
 - Input their personal details i.e. Name, Father's name, Mother's name, Date of Birth
 - Choose Gender and Identification type from the dropdown
 - Provide **Identity No, Valid Mobile Number** and **Email Id**.
 - Create his/her own password as per the specifications mentioned.
 - Provide the Security PIN
 - Then click on <Submit>, as encircled below to proceed further.



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

Confirm !!		
	Do you wish to submit ?	
	Yes No	

5. After clicking on the above "Yes" button, the following page will appear. The candidate can either click on<Edit> if he/she wants to edit or change any data or can click into <Submit & Next> option.



6. In the next step, the candidate will receive Two different OTP, one in the Valid Registered Mobile Number and another in the Valid Registered E-mail Id.

The Candidate is advised to **put both the OTP for verification**.

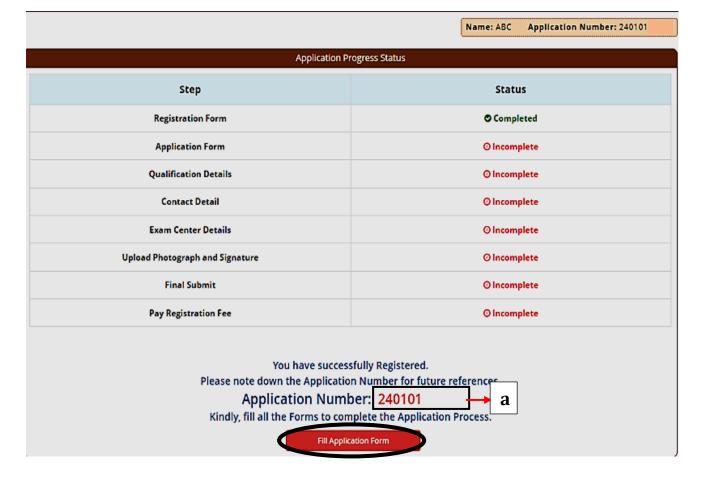
Then he/she has to click on **<Verify & Final Submit>**, as encircled below.

Verification of Mobile Number OR Email Address is mandatory to get registered successfully.					
System has sent One Time Password (OTP) on your mobile 89 and email exa************************************					
Note: If you did not receive the OTP, you can resend the OTP by clicking on 'RESEND OTP' link.					
Enter Mobile One Time Password (OTP)	•••••	RESEND OTP			
Enter Email One Time Password (OTP)	*****	RESEND OTP			
Security Pin (case sensitive)					
Security Pin	B6N314				
Verify & Final Submit					

7. Once the verification is done, the following page will appear. The page shows that the registration is complete. **An application number will be generated (as marked in a)**.

The candidate is advised to note down the application number for future references.

The candidate needs to click on **<Fill Application Form>** as **encircled** to continue further.



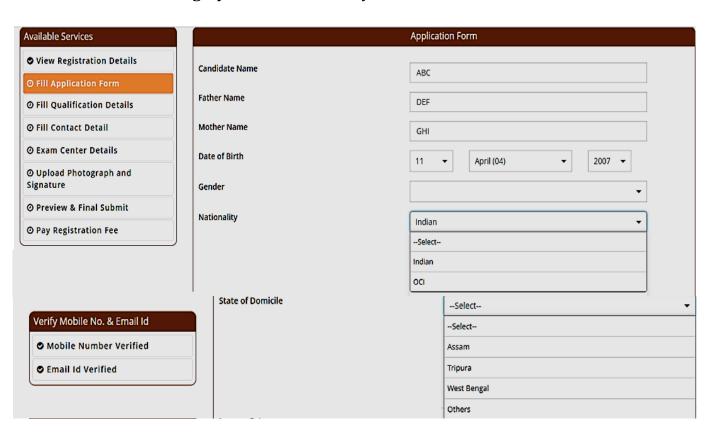
8. Next the entire application form of the candidate will appear wherein he/she is advised to input data in the respective fields.

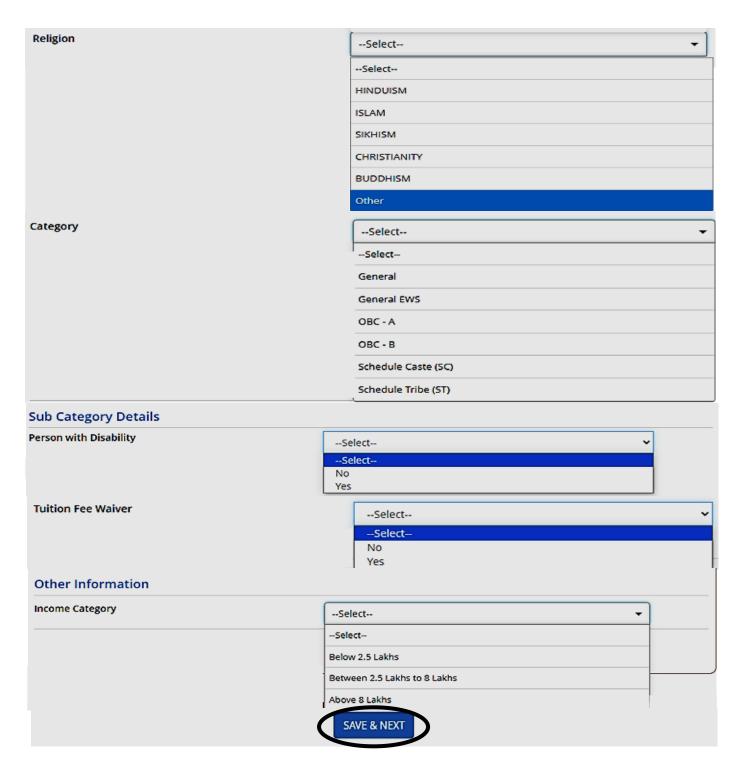
Now there are **two parts**:

- **Upper Part** which is already filled by the system from the data given by the candidate at the time of Registration.
- **Lower Part** which will be filled by the candidate, includes:
 - i. Nationality
 - ii. State of Domicile
 - iii. Religion
 - iv. Category
 - v. **Sub Category** (which includes **Person with Disability**, **Type of Disability**, **Percentage of Disability and Tuition Fee Waiver).**
 - vi. **Other Information** (includes **Income Category** which the candidate has to **choose from the dropdown**)

N.B: -

- **a.** For candidates of **Assam Tripura and Others State**, the **<category>** will be "**General**" by default.
- **b.** In case of **OCI candidates**, the **<state of Domicile> will be Others** and **<Category> will be General** by default.

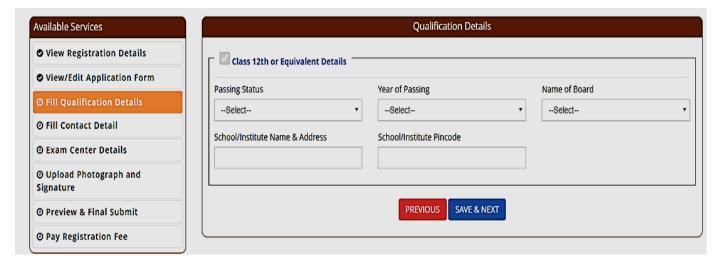




After filling the entire application form, the candidate is advised to click on **<Save & Next>**, **as encircled above** to proceed to the next step.

- 9. After completion of the above procedure the **Qualification Details** page will appear (as shown below) where the candidate needs to input the following details:
 - ✓ Passing Status The candidate needs to select from the dropdown "Passed" or "Appearing".

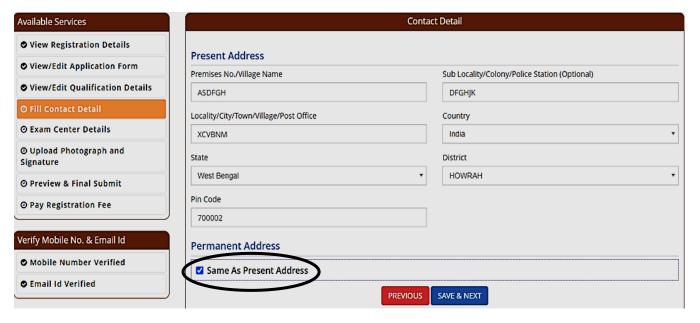
- ✓ **Passing/Appearing Year** i) If the candidate selects "**Appearing**", the Passing Year will be **2024**.
 - ii) If the candidate selects "**Passed**", then the candidate has to choose his/her respective Passing Year from the dropdown.
- ✓ **Name of the Board** from which the candidate has passed
- ✓ School/Institute Name & Address
- **✓** Institute Pincode.



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

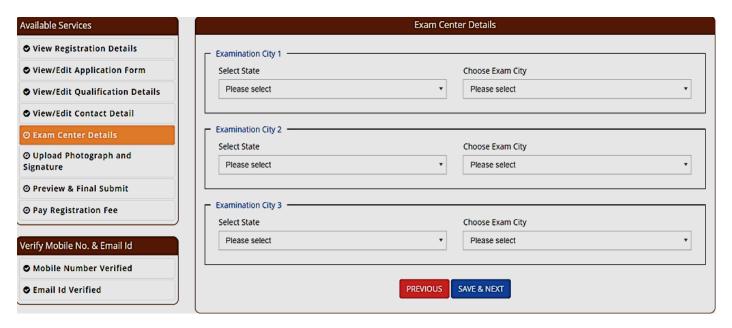
10. The candidate now has to fill the **Present Address**>.

If the present address is same as **Permanent Address**>, then he/she can simply tick on the **checkbox (as encircled)** and choose **Save & Next** option.



11. In the next step, the candidate has to select the **State** and **Exam City** according to his/her preference from the dropdown.

Then he/she is required to simply click on **<Save & Next>**, to proceed further.

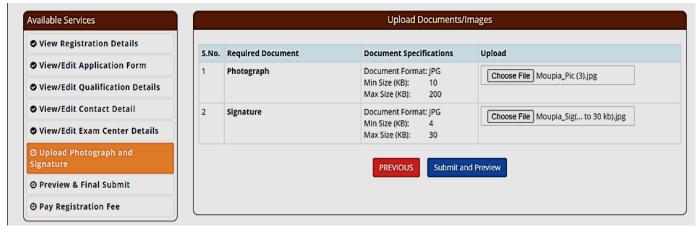


12. On clicking "Save & Next" option, a pop-up message will appear (as shown below) asking "Do you wish to submit?"

The candidate is advised to **click OK** to continue with the further process.

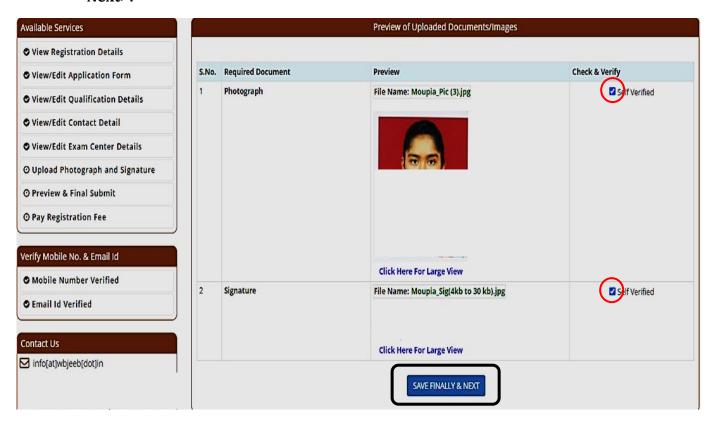


13. The next step asks for **Uploading of Photograph and Signature** of candidates as shown below wherein he/she has to **choose image and signature according to** the **specifications mentioned**.



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

14. As soon as the Photograph and Signature is uploaded, the candidate is advised to click on the **Self Verified check box**, (as circled) and then click on **Save Finally & Next>**.



15. On clicking "Save Finally & Next", once again a pop-up message will appear as "**Do you wish to save**" (as shown below).

The candidate is advised to click on **OK** button to proceed further. If the candidate clicks on Cancel Button, he/she will be redirected to the previous page.



16. In the next step, his/her entire application form will appear as shown below.

After going through the entire application form carefully, the candidate is advised to click on the **Declaration checkbox (as shown in a)** and click on **Save & Final Submit (as encircled and shown in b)**, to proceed to the next step.



		Preview &	Final Subr	nit	
Application Form					
Application Number	2401013	Candidate N	lame	ABC	
Father Name	DEF	Mother Nan	ne	GHI	
Gender	Male	Date of Birt	h	11-04-2007	
Nationality	Indian	Domicile		West Bengal	
Religion	HINDUISM	Category		General	
Sub Category List					
Tuition Fee Waiver			No		
Person with Disability			No		
Other Information					
Income Category			Between 2	2.5 Lakhs to 8 Lakhs	

Qualification Details

- Class 12th or Equivalent Details ————————————————————————————————————				
Passing Status	Passed			
Year of Passing	2023			
Name of Board				
School/Institute Pincode				
School/Institute Name & Address	abcfyhhkjk			

Exam Center List

Exam Center List —						
State Name	Exam Center Name	Exam Center Choice No.				
West Bengal	Howrah - Howrah Maidan/Shibpur	1				
West Bengal	Hooghly - Serampore	2				
West Bengal	Hooghly - Bandel/Chinsurah	3				

Contact Detail

Present Address				
ASDFGH				
DFGHJK				
XCVBNM				
India				
West Bengal				
HOWRAH				

Permanent Address					
Premises No./Village Name	ASDFGH				
Sub Locality/Colony/Police Station(Optional)	DFGHJK				
Locality/City/Town/Village/Post Office	XCVBNM				
Country	India				
State	West Bengal				
District	HOWRAH				
Pin Code					

Upload Photograph and Signature

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

Declaration

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

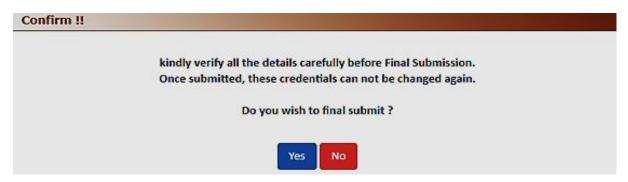
PREVIOUS SAVE & FINAL SUBMIT

b

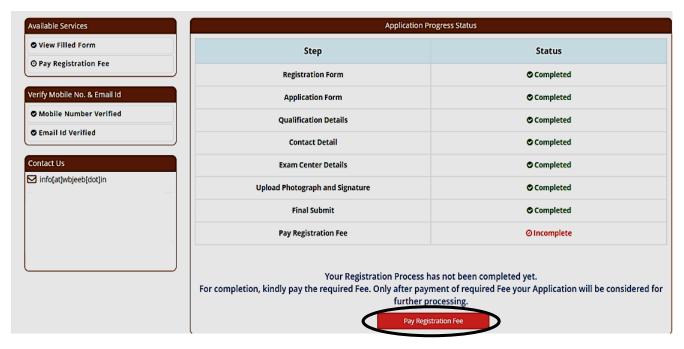


17. After clicking on "Save & Final Submit" option, the following page will appear wherein the system will ask whether he/she is ready for **final submission** or not.

Once the YES button is clicked, no further changes or editing of data can be done. Therefore, the candidate is advised to go through the filled data again and after successful verification, click the *Yes* button.



18. In the next step, the following page appears where the candidate is advised to click on **Pay registration fees**, as encircled below.



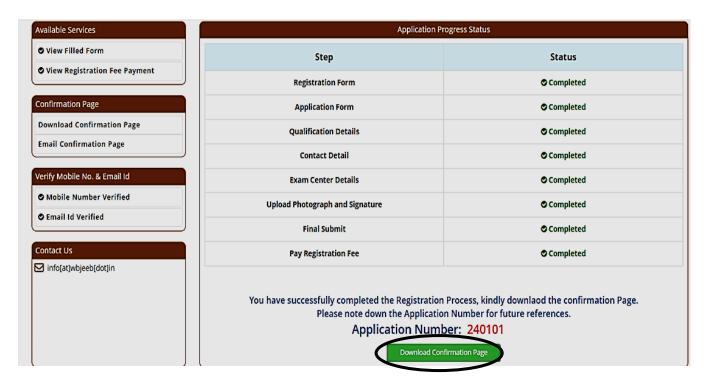
19. i) The candidate now has to click on **<Online Payment>** and then click on **<Pay Fee>** as encircled for payment of Registration Fees, as shown below.



ii) The Amount of Registration Fees for different category is provided below.

Fee payable for WBJEE - 2024 (through Net Banking/ Debit Card/ Credit Card/ UPI/ QR Code) No service charges will be imposed by the authorised Banks				
Category of Candidates Type of (Fees in ₹)				
	Candidate			
General	Male	500		
	Female	400		
SC/ST/ OBC-A /OBC-B/EWS/	Male	400		
PwD/TFW	Female	300		
Third Gender	1	300		

20. After successful payment of Registration Fees, the following page will appear



The candidate then needs to click on **Download Confirmation Page, as encircled.**

21. On clicking on "Download Confirmation Page", the following confirmation page will be downloaded as shown below.



West Bengal Joint Entrance Examinations Board West Bengal Joint Entrance Examination (WBJEE) 2024 Confirmation Page



Personal Details									
Application Number	240101		Candida	ite Name	ABC				
Father Name	DEF	Mother N			GHI				
								(a) (a)	
Gender	Male	Date of E				04-2007			
Nationality	Indian		Domicil		West Be				
Religion	HINDUISM		Categor	У	General	General			
Sub Category List									
Tuition Fee Waiver				No					
Person with Disability				No					
Other Informations				INC.					
				Table 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1					
Income Category				Between 2.5 La	khs to 8 La	akhs			
Qualification Details									
Class 12th or Equivaler	nt Details								
Passing Status				Passed					
Year of Passing				2023					
Name of Board									
School/Institute Pincode									
Exam Center List									
State Name.		Ex	am Center	Name Exam Center Choice No			nter Choice No.		
West Bengal				rah Maidan/Shibpur 1					
West Bengal			oghly - Sera						
West Bengal									
		Inc	ogniy - ban	ndel/Chinsurah 3					
Contact Details Present Address									
Premises No./Village N	ame			ASDFGH					
Sub Locality/Colony/Po				DFGHJK					
Locality/City/Town/Villa				XCVBNM					
Country				India					
State				West Bengal					
District									
Pin Code									
Mobile Number Email Id									
Agree to Use for send I	Indotes/bletifications			Yes					
Agree to Use for send I				Yes					
Permanent Address	opulates/ (Our Cations			160					
Premises No./Village N	ame			ASDFGH					
Sub Locality/Colony/Po				DFGHJK					
Locality/City/Town/Villa	age/Post Office			XCVBNM					
Country				India					
State				West Bengal					
District									
Pin Code Fee Payment Details									
Registration Fee									
Transaction Number		Transaction	n Amount			Transaction Date			
240101397398100		500				Transaction Bate			
Registration Details									
Activity		Date & Tim	9			IP Address			
Registration Form Submi		I							
	Application Form Submission								
Uploded Documents									
Photograph									
Signature									



West Bengal Joint Entrance Examinations Board West Bengal Joint Entrance Examination (WBJEE) 2024 Confirmation Page

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