



West Bengal Joint Entrance Examinations Board
“RUPANNA”
DB- 118, Sector – I, Salt Lake City, Kolkata-700064

Brief Operating Manual for Candidate Registration for JELET-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 JELET - 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 JELET -2024 is **₹500 for General Male candidates, ₹400 for General Female candidates, ₹400 for SC/ST/OBC-A/OBC-B/EWS Male candidates, ₹300 for SC/ST/OBC-A/OBC-B/EWS 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.**

I Agree 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.

Registration Form

Personal Details

Candidate Name

Father Name

Mother Name

Date of Birth

Gender

--Select--

--Select--

Male

Female

Third Gender

Identification Type

--Select--

Voter ID

Passport

Ration Card with photograph

Class 10 Admit Card with Photograph

Any Other Valid Govt. Identity with Photograph

School ID Card

Identity No

Contact Details

ISD Code

India (91)

Mobile No

Email Id

Agree to Use for send Updates/Notifications

Agree to Use for send Updates/Notifications

Choose your Password

Password

Confirm Password

Your password must satisfy the following:

1. Password must be 8 to 13 character long.
2. Password must have at least one Upper case alphabet.
3. Password must have at least one Lower case alphabet.
4. Password must have at least one numeric value.
5. Password must have at least one special characters
eg.!@#\$%^&*~

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

Security Pin Verification

Security Pin (case sensitive)

Security Pin

548VF7



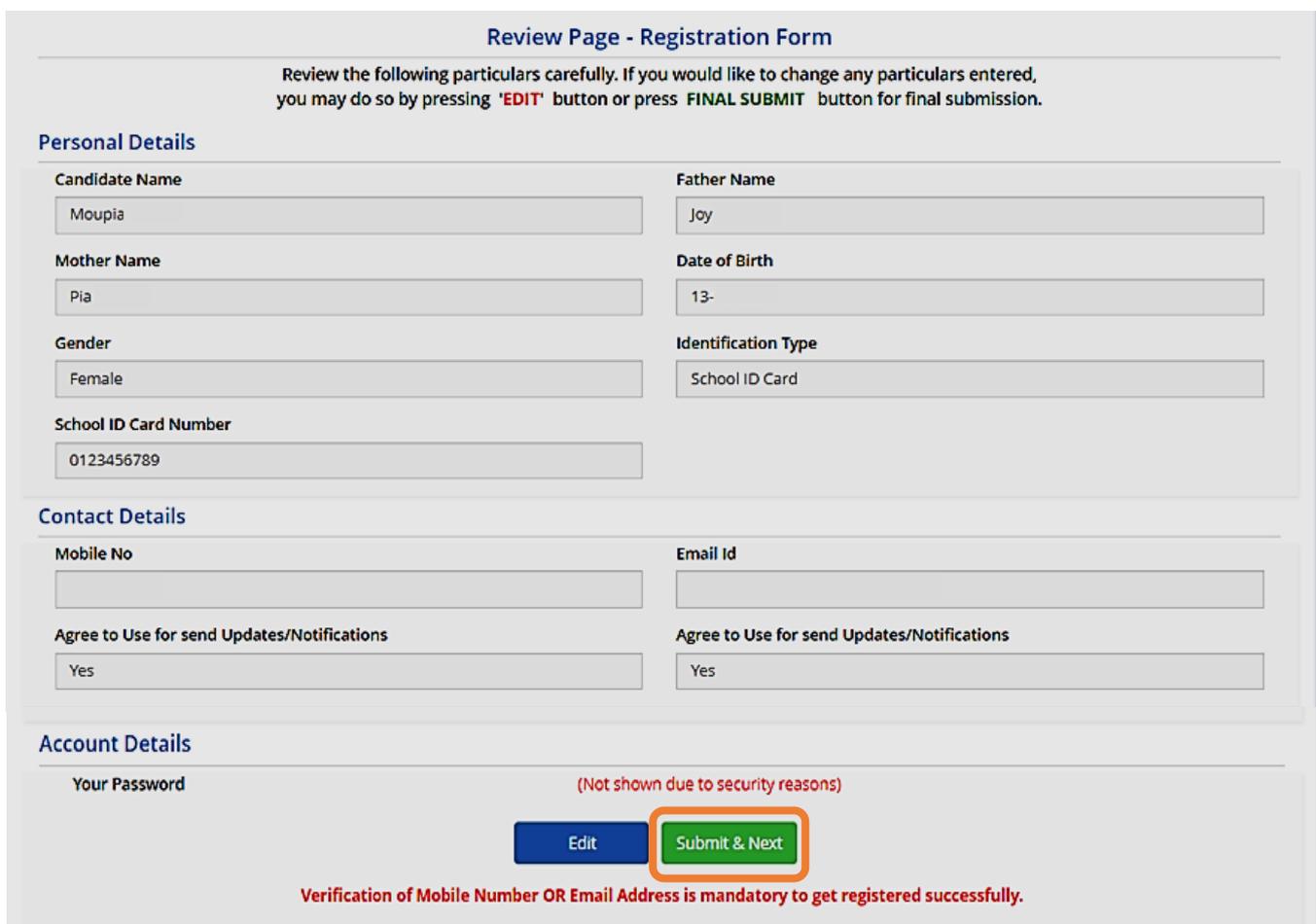
Submit

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.



A confirmation dialog box with a dark red header containing the text "Confirm !!". The main area is light gray and contains the question "Do you wish to submit ?" centered. Below the question are two buttons: a blue button labeled "Yes" and a red button labeled "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.



The "Review Page - Registration Form" displays a summary of the candidate's information. At the top, it instructs the user to review the details carefully and provides options to "EDIT" or "FINAL SUBMIT". The form is organized into three sections: "Personal Details", "Contact Details", and "Account Details".

Personal Details:

Candidate Name	Moupia	Father Name	Joy
Mother Name	Pia	Date of Birth	13-
Gender	Female	Identification Type	School ID Card
School ID Card Number	0123456789		

Contact Details:

Mobile No		Email Id	
Agree to Use for send Updates/Notifications	Yes	Agree to Use for send Updates/Notifications	Yes

Account Details:

Your Password (Not shown due to security reasons)

Buttons: Edit (blue), **Submit & Next** (green, highlighted with an orange border)

Verification of Mobile Number OR Email Address is mandatory to get registered successfully.

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 any one (either Mobile OR E-mail) 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 891 and email exa*****com

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  

[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.

Available Services

- [View Registration Details](#)
- [Fill Application Form](#)
- [Fill Qualification Details](#)
- [Fill Contact Detail](#)
- [Exam Center Details](#)
- [Upload Photograph and Signature](#)
- [Preview & Final Submit](#)
- [Pay Registration Fee](#)

Verify Mobile No. & Email Id

- [Mobile Number Verified](#)
- [Verify Your Email Id](#)

Contact Us

[info\[at\]wbjeeb\[dot\]in](mailto:info[at]wbjeeb[dot]in)

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

Toll Free 18001234782

Application Progress Status

Step	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Exam Center 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: 2409 a
Kindly, fill all the Forms to complete the Application Process.

[Fill Application Form](#)

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:
 - Nationality**
 - State of Domicile**
 - Religion**
 - Category**
 - Sub Category** (which includes **Person with Disability, Type of Disability** and **Percentage of Disability**).
 - Qualifying Examination** which the candidate has to **choose from the dropdown**)

N.B: – For candidates of **Tripura and Others** the **<category>** will be **“General”** by default.

The screenshot displays the 'Application Form' interface. On the left, there is a sidebar titled 'Available Services' with the following options: View Registration Details, Fill Application Form (highlighted), Fill Qualification Details, Fill Contact Detail, Exam Center Details, Upload Photograph and Signature, Preview & Final Submit, and Pay Registration Fee. Below this sidebar are two sections: 'Verify Mobile No. & Email Id' with 'Mobile Number Verified' and 'Verify Your Email Id' buttons, and 'Contact Us' with an email address (info[at]wbjeeb[dot]in), address (DB-118, Sector-I, Salt Lake City, Kolkata - 700064), and toll-free number (18001234782).

The main form area, titled 'Application Form', contains the following fields:

- Candidate Name: MOUPIA
- Father Name: JOY
- Mother Name: PIA
- Date of Birth: 13 August (08)
- Gender: Female
- Nationality: Indian
- State of Domicile: --Select-- (dropdown menu with options: Tripura, West Bengal, Others)
- Religion: --Select-- (dropdown menu with options: HINDUISM, ISLAM, SIKHISM, CHRISTIANITY, JAINISM, BUDDHISM, Other)

Category

--Select--

--Select--

General

General EWS

OBC - A

OBC - B

Schedule Caste (SC)

Schedule Tribe (ST)

Sub Category Details

Person with Disability Yes

Type of Disability --Select--

Percentage of Disability

Qualifying Examination

--Select--

--Select--

Diploma in Engineering & Technology

D. Voc

Diploma in Pharmacy

B.Sc

B. Voc

SAVE & NEXT

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

- After completion of the above procedure the **Qualification Details** page will appear, based on the "Qualifying Examination" he/she has chosen above while filling the Application Form.

Available Services

- View Registration Details
- View/Edit Application Form
- Fill Qualification Details**
- Fill Contact Detail
- Exam Center Details
- Upload Photograph and Signature
- Preview & Final Submit
- Pay Registration Fee

Qualification Details

B.Sc Details

***For those who Passed/Appearing in B.Sc Degree**

Passing Status: --Select--

Passing/Appearing Year: --Select--

Board/Council/University Name: --Select--

West Bengal State Council of Technical & Vocational Education and skill Development

Others

Institute Name & Address: [Text Field]

Institute Pincode: [Text Field]

PREVIOUS **SAVE & NEXT**

The candidate, here, 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**.
- ✓ **Select the Board/Council/University Name** from which the dropdown [**If the candidate selects “Others”, then he/she has to input the name of the Other Board/Council/University Name**]
- ✓ **Put Institute Name & Address**
- ✓ **Put Institute Pincode**
- ✓ Then click on **<Save & Next>**, as **encircled** to proceed further.

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.

The screenshot displays a web form titled "Contact Detail". On the left, there is a sidebar with "Available Services" and "Verify Mobile No. & Email Id" sections. The "Available Services" section includes options like "View Registration Details", "View/Edit Application Form", "View/Edit Qualification Details", "Fill Contact Detail" (highlighted in orange), "Exam Center Details", "Upload Photograph and Signature", "Preview & Final Submit", and "Pay Registration Fee". The "Verify Mobile No. & Email Id" section includes "Mobile Number Verified" and "Verify Your Email Id". The main form area is divided into "Present Address" and "Permanent Address" sections. The "Present Address" section contains fields for "Premises No./Village Name" (123), "Sub Locality/Colony/Police Station (Optional)" (Kolkata), "Locality/City/Town/Village/Post Office" (Kolkata), "Country" (India), "State" (West Bengal), "District" (KOLKATA), and "Pin Code" (700006). The "Permanent Address" section has a checkbox labeled "Same As Present Address" which is circled in orange. At the bottom right, there are two buttons: "PREVIOUS" and "SAVE & NEXT".

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.

Available Services

- View Registration Details
- View/Edit Application Form
- View/Edit Qualification Details
- View/Edit Contact Detail
- Exam Center Details**
- Upload Photograph and Signature
- Preview & Final Submit
- Pay Registration Fee

Verify Mobile No. & Email Id

- Mobile Number Verified
- Verify Your Email Id

Exam Center Details

Examination City 1

Select State

Choose Exam City

Examination City 2

Select State

Choose Exam City

Examination City 3

Select State

Choose Exam City

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.

Do you wish to submit ?

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.**

Available Services

- View Registration Details
- View/Edit Application Form
- View/Edit Qualification Details
- View/Edit Contact Detail
- View/Edit Exam Center Details
- Upload Photograph and Signature**
- Preview & Final Submit
- Pay Registration Fee

Upload Documents/Images

S.No.	Required Document	Document Specifications	Upload
1	Photograph	Document Format: JPG Min Size (KB): 10 Max Size (KB): 200	<input type="button" value="Choose File"/> Moupia_Pic (3).jpg
2	Signature	Document Format: JPG Min Size (KB): 4 Max Size (KB): 30	<input type="button" value="Choose File"/> Moupia_Sig(... to 30 kb).jpg

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>**.

S.No.	Required Document	Preview	Check & Verify
1	Photograph	File Name: Moupia_Pic (3).jpg  Click Here For Large View	<input checked="" type="checkbox"/> Self Verified
2	Signature	File Name: Moupia_Sig(4kb to 30 kb).jpg  Click Here For Large View	<input checked="" type="checkbox"/> Self Verified

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.

Do you wish to save ?

OK Cancel

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.

Available Services

- [View Registration Details](#)
- [View/Edit Application Form](#)
- [View/Edit Qualification Details](#)
- [View/Edit Contact Detail](#)
- [View/Edit Exam Center Details](#)
- [View/Edit Uploaded Images](#)
- [Preview & Final Submit](#)
- [Pay Registration Fee](#)

Verify Mobile No. & Email Id

- [Mobile Number Verified](#)

Preview & Final Submit

Application Form

Application Number	24090C	Candidate Name	MOUPIA
Father Name	JOY	Mother Name	PIA
Gender	Female	Date of Birth	13
Nationality	Indian	Domicile	West Bengal
Religion	HINDUISM	Category	General



Sub Category List

Person with Disability	Yes
Type of disability	Locomotor disability
Percentage of disability	60

Other Details

Qualifying Examination: B.Sc

Qualification Details

B.Sc Details

Passing Status	Passed
Passing/Appearing Year	2023
Board/Council/University Name	Others
Institute Pincode	700002
Institute Name & Address	zxcvbn

Exam Center List

Exam Center List

State Name	Exam Center Name	Exam Center Choice No.
West Bengal	Kolkata - North Kolkata	1
West Bengal	Howrah - Salkia/Bally/Uttarpara	2
West Bengal	Kolkata - South Kolkata	3

Contact Detail

Present Address

Premises No./Village Name	123
Sub Locality/Colony/Police Station(Optional)	Kolkata
Locality/City/Town/Village/Post Office	Kolkata
Country	India
State	West Bengal
District	KOLKATA
Pin Code	700006
Mobile Number	
Email Id	

Permanent Address

Premises No./Village Name	123
Sub Locality/Colony/Police Station(Optional)	Kolkata
Locality/City/Town/Village/Post Office	Kolkata
Country	India
State	West Bengal
District	KOLKATA
Pin Code	700006

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

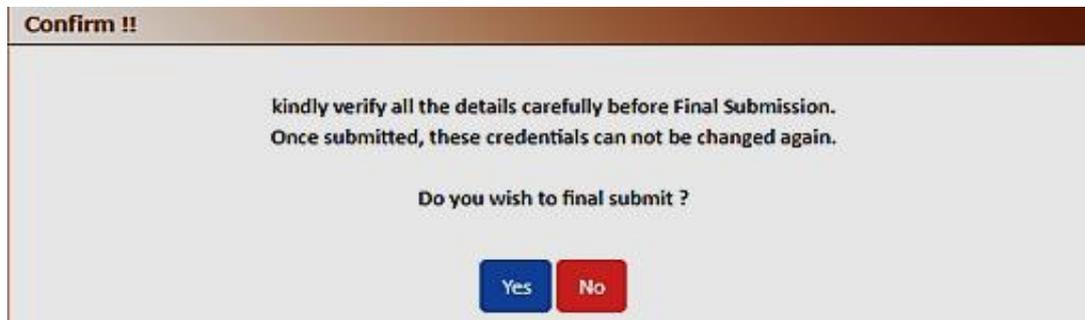
SAVE & FINAL SUBMIT

a

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.



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 is advised to click on **<Pay registration fees>**, as encircled below.

Application Progress Status	
Step	Status
Registration Form	✔ Completed
Application Form	✔ Completed
Qualification Details	✔ Completed
Contact Detail	✔ 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.

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.

Fee Payment

Fee Type: Pay Registration Fee

You are required to pay an amount of Rs. 400 /- .

Select mode of payment : Online Payment

[Pay Fee](#)

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

Fee Payable for JELET-2024				
(through Net Banking/Debit Card/Credit Card/UPI/QR Code)				
No service charges will be imposed by the authorized Banks				
Gender	General	General-EWS	SC/ST/OBC-A/OBC-B	PwD
Female	400	300	300	400
Male	500	400	400	500
Third Gender	300			

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

Application Progress Status

Step	Status
Registration Form	✔ Completed
Application Form	✔ Completed
Qualification Details	✔ Completed
Contact Detail	✔ 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 download the confirmation Page.
Please note down the Application Number for future references.

Application Number: 24090

[Download Confirmation Page](#)

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			
Joint Entrance for lateral entry in to B.E., B.Tech., B.Pharm. courses (JELET) 2024			
Confirmation Page			
Personal Details			
Application Number	24091	Candidate Name	MOUPIA
Father Name	JOY	Mother Name	PIA
Gender	Female	Date of Birth	
Nationality	Indian	Domicile	West Bengal
Religion	HINDUISM	Category	General
Sub Category List			
Person with Disability	Yes		
Other Details			
Qualifying Examination	B.SC		
Type of Disability	Locomotor disability		
Percentage Of Disability	60		
Qualification Details			
B.Sc Details			
Passing Status	Passed		
Passing/Appearing Year	2023		
Board/Council/University Name	Others		
Institute Pincode	700002		
Exam Center List			
State Name.	Exam Center Name	Exam Center Choice No.	
West Bengal	Kolkata - North Kolkata	1	
West Bengal	Howrah - Saikia/Bally/Uttarpara	2	
West Bengal	Kolkata - South Kolkata	3	
Contact Details			
Present Address			
Premises No./Village Name	123		
Sub Locality/Colony/Police Station(Optional)	Kolkata		
Locality/City/Town/Village/Post Office	Kolkata		
Country	India		
State	West Bengal		
District	KOLKATA		
Pin Code	700006		
Mobile Number			
Email Id			
Agree to Use for send Updates/Notifications	Yes		
Agree to Use for send Updates/Notifications	Yes		
Permanent Address			
Premises No./Village Name	123		
Sub Locality/Colony/Police Station(Optional)	Kolkata		
Locality/City/Town/Village/Post Office	Kolkata		
Country	India		
State	West Bengal		
District	KOLKATA		
Pin Code	700006		
Fee Payment Details			
Registration Fee			
Transaction Number	Transaction Amount	Transaction Date	
24090000098100	400		
Registration Details			
Activity	Date & Time	IP Address	
Registration Form Submission			
Application Form Submission			
Uploaded Documents			
Photograph			
Signature			
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.			

Application Number:

Generated On:

Page No. 1

West Bengal Joint Entrance Examinations Board	
Joint Entrance for lateral entry in to B.E., B.Tech., B.Pharm. courses (JELET) 2024	
Confirmation Page	
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	
(MOUPIA)	