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

Candidate Name

Father Name

Father Name

Mother Name

Mother Name

Date of Birth

--Day-- | --Month-- | --Year--

Gender

--Select--

--Select--
Male
Female
Third Gender

Identification Type

--Select--
--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

⚠

☑ Agree to Use for send Updates/Notifications

Email Id

⚠

☑ Agree to Use for send Updates/Notifications

Choose your Password

Password

Choose your password as per password policy

Confirm 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)
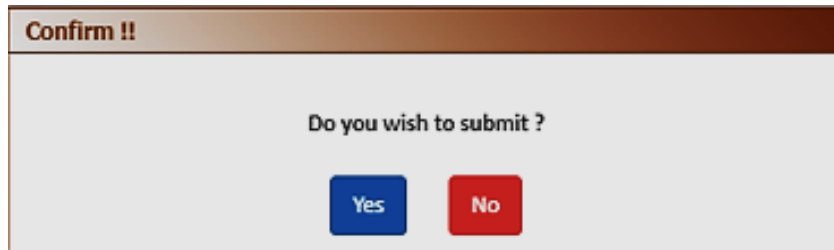
Security Pin

548VF7 🔄
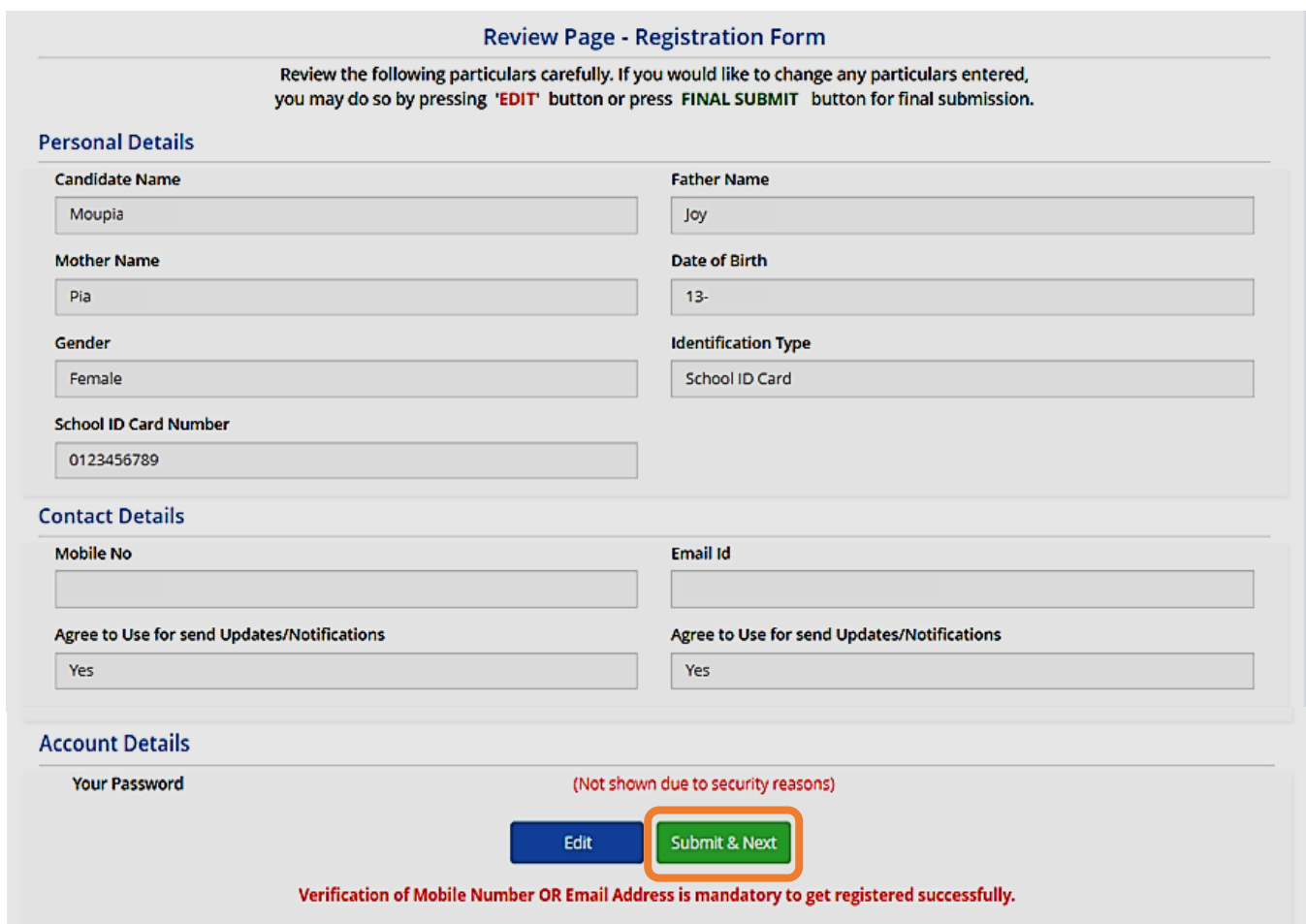
Submit

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**.**

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 any one (either Mobile OR E-mail) OTP for verification**.

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

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** and **Percentage of Disability).**
  vi. **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.

Available Services		Application Form	
● View Registration Details	Candidate Name	MOUPIA	
⊙ Fill Application Form	Father Name	JOY	
⊙ Fill Qualification Details	Mother Name	PIA	
⊙ Fill Contact Detail	Date of Birth	13 ▾	August (08) ▾	▾
⊙ Exam Center Details	Gender	Female ▾	
⊙ Upload Photograph and Signature			
⊙ Preview & Final Submit	Nationality	Indian ▾	
⊙ Pay Registration Fee			

State of Domicile

--Select-- ▾
--Select--
Tripura
West Bengal
Others

Verify Mobile No. & Email Id

● Mobile Number Verified

⊙ Verify Your Email Id

Religion

--Select-- ▾
HINDUISM
ISLAM
SIKHISM
CHRISTIANITY
JAINISM
BUDDHISM
Other

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, based on the "Qualifying Examination" he/she has chosen above while filling the Application Form.

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.

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.

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	240900	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	Moupia **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.
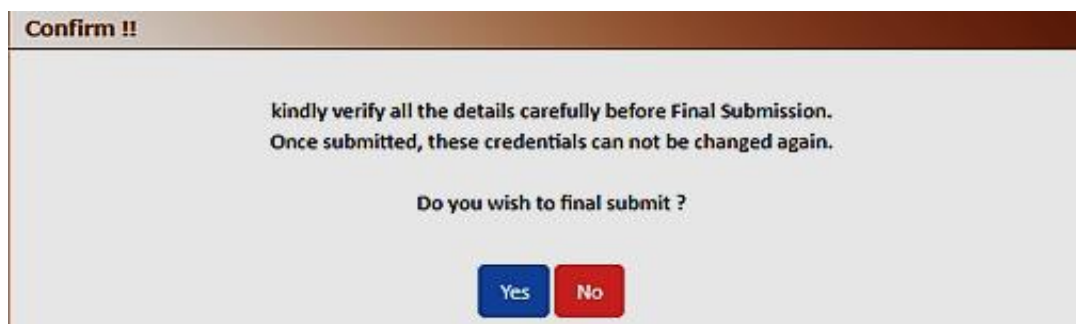
a

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.**

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
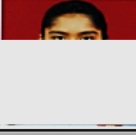
Your Registration Process has not been completed yet.
For completion, kindly pay the required Fee. Only after payment of required Fee your Application will be considered for further processing.

Pay Registration Fee

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 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.

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	2409|	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 - Salkia/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
240900000098100	400	

Registration Details

Activity	Date & Time	IP Address
Registration Form Submission		
Application Form Submission		

Uploded 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