



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

Brief Operating Manual for Candidate Registration for JECA-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:

Registered Candidates Sign-In

Examination: Joint Entrance for admission in to MCA course (JECA) 2024

Application Number:

Password:

Security Pin (case sensitive):

Security Pin: 34V113

Listen Security Pin Audio: 0:00 / 0:05

[Sign In](#) [Forgot Password ?](#)

[New Candidate Registration](#)

[Forgot Application Number ?](#)

Important Instructions

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

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

- 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 Joint Entrance for admission in to MCA course (JECA) - 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. 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 Joint Entrance for admission in to MCA course (JECA) 2024 is **₹400 for Third Gender/ SC/ST/OBC-A/OBC-B/EWS candidates and ₹500 for all other candidates. 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 Name, Father's Name, Mother's 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/ UPI.
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 letter.
 - c. Password must have at least one Lower case letter.
 - 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. **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.
12. **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.
13. **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's Name

Mother's Name

Date of Birth

Gender

--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

Mobile No

Agree to Use for send Updates/Notifications

Email Id

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



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.

Confirm !!

Do you wish to submit ?

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.

Review Page - Registration Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT' button or press FINAL SUBMIT button for final submission.

Personal Details

Candidate Name Moupia	Father's Name Joy
Mother's Name Pia	Date of Birth 06
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)

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 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)	Mobile One Time Password	RESEND OTP
Enter Email One Time Password (OTP)	Email One Time Password	RESEND OTP
Security Pin (case sensitive)	Security Pin	
Security Pin	13179V	

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

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: 2406
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:
 - 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 outside West Bengal Candidates, the Category will appear as “General” by default.

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

Application Form

Candidate Name: MOUPIA

Father's Name: JOY

Mother's Name: PIA

Date of Birth: 06 / / 2006

Gender: Female

Nationality: Indian

State of Domicile: --Select--

West Bengal

Others

Religion: --Select--

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: --Select--

--Select--

No

Yes

Type of Disability: --Select--

Percentage of Disability:

Qualifying Examination: --Select--

BE/BTech (Computer Sc/IT)

BE/BTech (Others)

BSc (Major)-Computer Application

BSc (Hon's)-Computer Sc

BSc (Hon's)-Others

BA/BCom (Hons)

BSc (General)

BA/BCom-General

BCA

BSc (Hon's)-IT

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.

- On completion of the above procedure, the **Qualification Details** page will appear containing the name of the Examination the candidate has passed (**based on the input he/she has given in the Qualifying Examination of Application Form**).

For example, if a candidate has passed **BSc (Major)-Computer Application**, the following page will appear:

The screenshot shows the 'Qualification Details' page. On the left is a sidebar with 'Available Services' including 'Fill Qualification Details' (highlighted). The main area contains a form for 'BSc (Major)-Computer Application Details' with fields for 'Passing Status', 'Passing/Appearing Year', 'Institute Name & Address', and 'Institute Pincode'. At the bottom are 'PREVIOUS' and 'SAVE & NEXT' buttons, with 'SAVE & NEXT' circled in orange.

The candidate is required to input **Passing Status, Passing/Appearing Year, Institute Name & Address and Institute Pincode** and then click on **<Save & Next>** button to proceed further.

- The candidate now has to fill the **<Correspondence Address>**.

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

The screenshot shows the 'Contact Detail' page. On the left is a sidebar with 'Available Services' including 'Fill Contact Detail' (highlighted). Below the sidebar is a section 'Verify Mobile No. & Email Id' with 'Mobile Number Verified' and 'Verify Your Email Id'. The main area contains a form for 'Contact Detail' with sections for 'Correspondence Address' and 'Permanent Address'. The 'Permanent Address' section has a checkbox 'Same As Correspondence Address' which is circled in orange. At the bottom are 'PREVIOUS' and 'SAVE & NEXT' buttons.

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.

The screenshot shows the 'Exam Center Details' form. On the left, there is a sidebar with 'Available Services' and 'Verify Mobile No. & Email Id'. The main content area is titled 'Exam Center Details' and contains three identical sections for 'Examination City 1', 'Examination City 2', and 'Examination City 3'. Each section has a 'Select State' dropdown menu and a 'Choose Exam City' dropdown menu. The 'Select State' dropdowns currently show 'Please select'. At the bottom of the form, there are two buttons: 'PREVIOUS' and 'SAVE & NEXT'.

12. 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 screenshot shows the 'Upload Documents/Images' form. On the left, there is a sidebar with 'Available Services'. The main content area is titled 'Upload Documents/Images' and contains a table with the following data:

S.No.	Required Document	Document Specifications	Upload
1	Photograph	Document Format: JPG Min Size (KB): 10 Max Size (KB): 200	Choose File Moupia_Pic (3).jpg
2	Signature	Document Format: JPG Min Size (KB): 4 Max Size (KB): 30	Choose File Moupia_Sig(... to 30 kb).jpg

At the bottom of the form, there are two buttons: 'PREVIOUS' and 'Submit and Preview', with the latter button circled in red.

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

13. 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>**.

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

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

Preview of Uploaded Documents/Images

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

SAVE FINALLY & NEXT

14. 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.



15. 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](#)
- [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

Preview & Final Submit

Application Form

Application Number	2406	Candidate Name	MOUPIA
Father's Name	JOY	Mother's Name	PIA
Gender	Female	Date of Birth	
Nationality	Indian	Domicile	West Bengal
Religion	HINDUISM	Category	General



Sub Category List

Person with Disability

Other Details

Qualifying Examination: BSc (Major)-Computer Application

Qualification Details

BSc (Major)-Computer Application Details	
Passing Status	Passed
Passing/Appearing Year	2022
Institute Pincode	711240
Institute Name & Address	ABCDEFGH

Exam Center List

State Name	Exam Center Name	Exam Center Choice No.
West Bengal	Kolkata - Salt Lake/New Town	1
West Bengal	Kolkata - South Kolkata	2
West Bengal	Howrah - Howrah Maidan/Shibpur	3

Contact Detail

Correspondence 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	700005
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	

Upload Photograph and Signature

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

Declaration

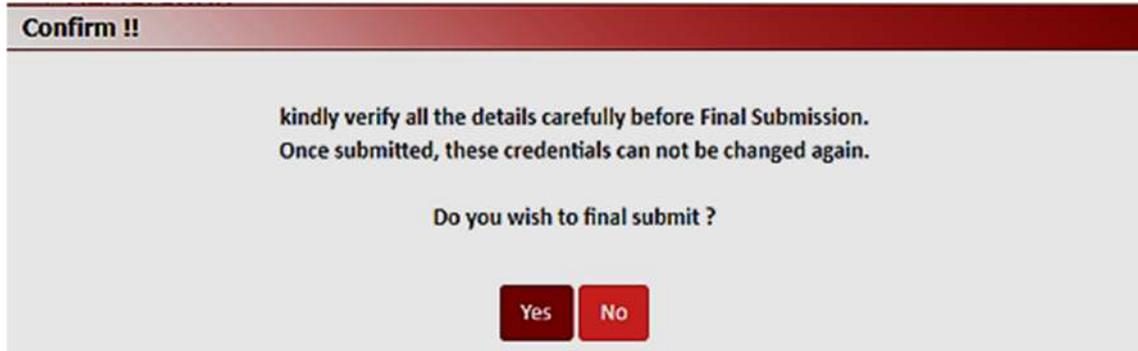
I do hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true and correct to the best of my knowledge 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.

a →

PREVIOUS **SAVE & FINAL SUBMIT** → **b**

16. 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 ?

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



Available Services

- View Filled Form
- Pay Registration Fee

Verify Mobile No. & Email Id

- Mobile Number Verified
- Verify Your Email Id

Contact Us

✉ info[at]wbjeeb[dot]in

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

☎ Toll Free 18001234782

Application Progress Status

Step	Status
Registration Form	<input checked="" type="radio"/> Completed
Application Form	<input checked="" type="radio"/> Completed
Qualification Details	<input checked="" type="radio"/> Completed
Contact Detail	<input checked="" type="radio"/> Completed
Exam Center Details	<input checked="" type="radio"/> Completed
Upload Photograph and Signature	<input checked="" type="radio"/> Completed
Final Submit	<input checked="" type="radio"/> Completed
Pay Registration Fee	<input type="radio"/> 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.

18. 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.

- The amount of **Registration fees** is **Rs.400/-** for **Third Gender, SC, ST, OBC-A, OBC-B and EWS Candidates.**
- The amount of **Registration fees** is **Rs.500/-** for **other Candidates.**

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

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: 24060

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

20. 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 admission in to MCA course (JECA) 2024
Confirmation Page



Personal Details			
Application Number	24060	Candidate Name	MOUPIA
Father's Name	JOY	Mother's Name	PIA
Gender	Female	Date of Birth	
Nationality	Indian	Domicile	West Bengal
Religion	HINDUISM	Category	General
			
Person with Disability	No		
Other Details			
Qualifying Examination	BSC (MAJOR)-COMPUTER APPLICATION		
Qualification Details			
BSc (Major)-Computer Application Details			
Passing Status	Passed		
Passing/Appearing Year	2022		
Institute Pincode	-----		
Exam Center List			
State Name.	Exam Center Name	Exam Center Choice No.	
West Bengal	Kolkata - Salt Lake/New Town	1	
West Bengal	Kolkata - South Kolkata	2	
West Bengal	Howrah - Howrah Maidan/Shibpur	3	
Contact Details			
Correspondence 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	-----		
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	-----		
Fee Payment Details			
Registration Fee			
Transaction Number	Transaction Amount	Transaction Date	
24060000048100	500		
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.			

Instructions:

Application Number: 24060

Generated On:

Page No. 1



West Bengal Joint Entrance Examinations Board
Joint Entrance for admission in to MCA course (JECA) 2024
Confirmation Page



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)