

## **Brief Operating Manual for Candidate Registration for JEMScN-2023**

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

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

Regis	tered Candidates Sign-In	Important Instructions
Examination Application Number	WBJEEB - Common Entrance Test for M. Sc. Nursing course (JEMScN) 2023	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.
Password Security Pin (case sensitive) Security Pin	K21775 & b Sign In Forgot Password ?	A lever 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.
	Iew Candidate Registration C Forgot Application Number ?	Caution: Your IP address is being monitored for security purpose.

- a) Candidate must note the important instructions given in area (a).
- b) 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.

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

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

2. After clicking on the above, the following page will appear where the general instructions are given. After going through the following instructions, the candidate has to click on **<I** Agree>, as encircled below to proceed further.

## Please read carefully

Instructions and Procedure for online submission of Application Form for JEMScN - 2023:

- 1. Candidates of Common Entrance Test for M. Sc. Nursing course (JEMScN)-2023 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 Common Entrance Test for M. Sc. Nursing course (JEMSCN)-2023
  - Application Fee for the examination is ₹3000, plus the Bank's 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.1@#\$%^&\*-
- 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.



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, Gender, Identification type, Valid Mobile Number, Email Id. Also, he/she has to Create his/her own password as per the specifications mentioned.

Then the candidate is advised to click on **<Submit>**, **as encircled below** to proceed further.

Personal Details	
Candidate Name	Father's Name
Mother's Name	Date of Birth
	Day •Month •Year •
Sender	Identification Type
Select	Select
dentity No	Select
	Voter ID
	Passport
	Ration Card with photograph
	Class 10 Admit Card with Photograph
	Any Other Valid Govt. Identity with Photograph
	School ID Card
ISD Code Mobile No	Email Id
ISD Code Mobile No India (91) Choose your Password	Email Id tifications Z Agree to Use for send Updates/Notifications
ISD Code Mobile No India (91)  Agree to Use for send Updates/Not Choose your Password Choose your Password	Email Id tifications Confirm Password
ISD Code Mobile No India (91) Choose your Password Choose your Password	Email Id  tifications Confirm Password Confirm Password Confirm Password
ISD Code Mobile No India (91) Agree to Use for send Updates/Not Choose your Password Choose your Password	Email Id tifications Confirm Password Confirm Password Confirm Password Confirm Password
ISD Code Mobile No India (91) Choose your Password Choose your Password	Email Id tifications Confirm Password Confirm Password Vour password must satisfy the following:
ISD Code Mobile No India (91) Choose your Password Choose your Password	Email Id  tifications  Confirm Password Confirm Password Confirm Password Ut Bin 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 special characters eg.!@#\$%6^&*- Note: Candidates are advised not to disclose or share their password
ISD Code Mobile No India (91) Choose your Password Choose your Password	Email Id  tifications  Confirm Password Confirm Password Confirm Password Ut Bin Your password must satisfy the following: 1. Password must be 8 to 13 character long. 2. Password must be 8 to 13 character long. 3. 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.
ISD Code Mobile No India (91) Choose your Password Choose your Password	Email Id  tifications  Confirm Password Confirm Password Confirm Password Ute Bin 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 special characters eg.!@#\$%^&*- Note: Candidates are advised not to disclose or share their password with anybody. Security Pin

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



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** otherwise he/she can click into < **Submit & Validate Contact Details>** option to proceed to the next step.

	Review the following parti you may do so by pressing	culars carefully. If you would like to change any <b>EDIT</b> button or press <b>FINAL SUBMIT</b> button	v particulars entered, n for final submission.
Personal Details			
Candidate Name	abcd	Father's Name	hjkl
Mother's Name	zxmn	Date of Birth	09-11-1983
Gender	Male	Identification Type	Class 10 Admit Card with Photograph
Class 10 Admit Card Serial No./Roll No.	0987654123		
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 rea	isons)	
	Edi	Submit & Validate Contact Details	

6. In the next step, the following page will appear wherein the candidate is advised to put the **OTP** which will be received to your valid **Phone Number** or **Email Id** (whichever you give) for verification.

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

System has sent One Time Password (OTP) on your mobile	and email	
Note: If you did not receive the O	TP, you can resend the OTP by clicking on 'RESEND	OTP' link.
Enter Mobile One Time Password (OTP)	Mobile One Time Password	RESEND OT
OR		
Enter Email One Time Password (OTP)	Email One Time Password	RESEND OTF
Security Pin (case sensitive)	Security Pin	
Security Pin	B48990	
	Director.	

7. Once the verification is done, the following page will appear. The page shows that the registration is complete. An application number is generated.

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

Application I	Progress Status
Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Present Employment Details	Incomplete
Exam Center Details	Incomplete
Upload Photograph and Signature	Incomplete
Final Submit	Incomplete
Pay Registration Fee	Incomplete
You have succes Please note down the Application Application Num Kindly, fill all the Forms to con Fill Appli	ssfully Registered. on Number for future references. ber: 23220000047 mplete the Application Process.

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 by putting various fields like **State of Domicile**, **Religion**, **Category**, **Sub Category** (which includes **Person with Disability**, **Type of Disability** and **Percentage of Disability**) and **Other Information**.

**For** State of Domicile "**Others**", the **category** field will consist of **General**, **OBC**, **Schedule Caste** (SC), **Schedule Tribe** (ST).

	Application Form
Candidate Name	abcd
Father's Name	hjkl
Mother's Name	zxmn
Date of Birth	09 • November (11) • 1983 •
Gender	
Nationality	Male
Hutterlandy	Indian
State of Domicile	Select 👻
	Select
	West Bengal
	Others
Paligion	
Kengion	Select 👻
	Select-
	SIKHISM
	CHRISTIANITY
	JAINISM
	BUDDHISM
Category	Select 👻
	Select
	General
	OBC - A
	OBC - B
	Schedule Caste (SC)
	Schedule Tribe (ST)
Sub Category Details	
Person with Disability	Select
	Select
	No Yes
Type of Disability	Loco-motor disability in lower limbs
Percentage of Disability	
Other Information	
Present employer	Select 👻
	Select
	West Bengal State Govt
	Others (inclosing esizentral Gove) employee
	SAVE & NEXT

Once the entire application form is filled, the candidate is advised to click on **<Save & Next>**, **as encircled** to go to the next step.

9. a) After clicking on "Save & Next", the **Qualification Details** page will appear wherein the candidate is advised to read the instructions carefully.

**b)** The candidate is advised to **select any one of the courses which he/she has qualified** and input the fields like **Passing Status**, **Passing/Appearing Year**, **Affiliated by Indian Nursing Council**, **Institute Name & Address** and **Institute Pincode** (as shown below).

**For Example**, if the candidate has passed **B.Sc. (Hons.)-Nursing**, then he/she is advised to click on the checkbox (as circled) and input the different fields.

		Qualification Details			
Please read the instruction	s carefu	lly.			-
The candidate must pass any of th registration/RNRM certificate fro	e following om the Stat	courses from Institutes recognized by Ir te Nursing Council of any State of India.	<mark>idian Nu</mark>	rsing Council and obtained	
B Sc. (Hons.) - Nursing -		Passing/Appearing Year		Affiliated by Indian Nursing Counsil	
Select	•	Select	•	Select	•
Institute Name & Address		Institute Pincode		Select	
Institute Name & Address		institute Pincode	-	Yes	
		PREVIOUS SAVE & NEXT	1		

Then the candidate is advised to click on **<Save & Next>** button to proceed further or can click on **<Previous>** button for modification or correction of the previous page.

10. 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** and choose **Save & Next** option.

Contac	t Details
Correspondence Address	
Premises No./Village Name	Sub Locality/Colony/Police Station (Optional)
345	Kolkata
Locality/City/Town/Village/Post Office	Country
Kolkata	India 👻
State	District
West Bengal	KOLKATA •
Pin Code	
786543	
Permanent Address	
Same As Correspondence Address	
PREVIOUS	SAVE & NEXT

11. **a**) In the next step, the **Present Employment Details** page will appear wherein the candidate is advised to read the **instructions regarding Work Experience** carefully.

lease read the instructions carefully.	·
nstruction for Work experience: 1. The candidates presently employed by the West Ben	gal State Govt, must have at least 3 years qualifying experience in Govt, service
as on the last date of application.	
<ol><li>The candidates presently employed by Others (includ experience as on the last date of application.</li></ol>	ling ESI and Central Govt. employees) must have at least 1 years qualifying
Candidates passed B. Sc. – Nursing	1-year experience after publication of final result and by the last date of
Candidates passed B. Sc. (Hons.) – Nursing	uppired on.
Candidates passed Post Basic B. Sc. Nursing	1-year experience before or after publication of final result and by the last
Candidates passed Post Basic B.Sc. (Hons)- Nursing	
Candidates passed Post Basic B. ScNursing through distance education	1-year experience after publication of final result and by the last date of application.
	*

- For West Bengal State Govt. Employees, 3 years work experience is mandatory.
- For Others (including ESI and Central Govt. Employees), 1-year work experience is required.
- **b)** As soon as the "Yes" button is clicked, the following page will appear wherein the candidate is advised to input data to different fields regarding their experience.

Date of Fir	t Joining in Service		Work Experi	ience To		
Day	-Month	✓Year ✓	Day 🗸	Month	~	Year 🗸

Then the candidate is then advised to click on **<Save & Next>** to continue further.

12. Next the following page will appear. The candidate has to select the **State** and **Exam City** according to his/her preference and then click on **<Save & Next>**.

Examination City 1		Choose Exam City	
West Bengal	•	Kolkata - Salt Lake/New Town	•

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 as mentioned.

5.No.	Required Document	Document Specifications	Upload
Ì	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 (3).jpg

The candidate is then advised to click on **<Submit and Preview>** to proceed to the next step.

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



15. In the next step, his/her entire application form will appear. 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					
ersonal Details							
Application Number	23220000047	Candida	te Name	abcd			
Father's Name	hikl	Mother	Name	zxmn			
Gender	Male	Date of I	Birth	09-11-1983			
Nationality	Indian	Domicile	0	West Bengal			
Religion	HINDUISM	Categor	,	General			
ub Category List							
in curegory cise							
Person with Disability	erson with Disability			Yes			
Type of disability			Loco-mol	Loco-motor disability in lower limbs			
Percentage of disability	r		48				
Other Information							
Present employer			West Ben	gal State Govt			
Qualification Detai	ls						
- B. Sc. (Hons.) - Nur	sing Marks Details	•	1000000				
Passing Status			Passed				
Passing/Appearing	Year		2020				
Affiliated by Indian	Nursing Counsil		Yes				
Institute Pincode			700002				
Institute Name & A	ddress		DFGHJK				
xam Center List							
Adm Center List							
- Exam Center List —		1					
State Name		Exam Center Name	Exa	Exam Center Choice No.			
West Bengal		Kolkata - Salt Lake/Ne	w Town 1				
xperience Details							
Name of Last/Curr Date of First Joinin 17/08/2018	ent Organization a g in Service:	nd Address: AZXCV Work Experienc	e To: 08/03/20	Post Held: RT	YU		
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16. After clicking on **<Save & Final Submit>**, the following page will appear wherein the system will once again 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 ?
	Yes No

17. On clicking, the "Yes" button, the following page appears where the candidate is advised to click on **<Pay registration fees>**, as encircled below.

Application Progres	ss Status
Application Forms	Status
Registration Form	Completed
Application Form	Completed
Qualification Details	Completed
Contact Detail	Completed
Present Employment Details	Completed
Exam Center Details	Completed
Upload Photograph and Signature	Completed
Final Submit	Completed
Pay Registration Fee	Incomplete



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.3000/-** (Three Thousand Only).

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

Application Forms	Status
Application Forms	Status
Registration Form	Completed
Application Form	Completed
Qualification Details	Completed
Contact Detail	Completed
Present Employment Details	Completed
Exam Center Details	Completed
Upload Photograph and Signature	Completed
Final Submit	Completed
Pay Registration Fee	Completed
You have successfully completed the Registration Proc	ess kindly downland the confirmation Pag

The candidate is then advised to click on **<Download Confirmation Page>, as** encircled.

Download Confirmation Page

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

areacoal Details           Application Number       23220000017       Candidate Name       abod         Father's Name       Nail       Data of Birth       0.0111033       Image: Candidate Name       Ima	0	West WBJEEB - Common	t Bengal Joint	Entrance Exan	ninations Board	(UAT Mode)		
Parsonal Details  Pather's Name Pild Candidate Name pather Pather's Name Pild Candidate Name pather Pather's Name Pild Candidate Name pather Pather's Name Pild Pather's Name Pa	1		C	onfirmation Page	, , ,		1	
Application Number       2222000007       Candidato Name       abc/         Sender       Male       Date of Birth       00-11-1983       Imilian       Date of Birth       D	Personal Details							
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Indian         Description         West Bengal           Religion         HINDUISM         Category         General         Category           Sub Category List         Category         General         Category         Category           Sub Category List         Category         General         Category         Category           Sub Category List         Loco-motor disability in lower limbs         Present englowing         Vest Bengal State Goot           Present englowing Marks Details         Passed         Passed         Passed           Passed property List         2020         Passed         Passed           Passed Property List         Passed         Passed         Passed           Passed Property List         Passed         Passed         Passed           Passed Property List         Passed         Passed         Passed           Passed Property List         Passed Pass	Gender	Male		Date of Birth	09-11-1983			
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Name     Category     Centre List       Side Category List     Yee       Preson with Duality     Loco-motor disability in lower limbs       Preson with Duality     48       Other Informations     48       State Category List     Yee       Present engloyer     West Bengal State Covt       Dualification Details     3       S.C. (Mono.) – Nursing Marke Details     Passed       Passing Agreening Year     2020       Visit Marke Details     Yee       Passing Agreening Year     2020       Visit Marke Details     Yee       Passing Agreening Year     2020       Visit Name,     Exam Center Name     Exam Center Choice No.       Yee     Notata's State Name,     Exam Center Choice No.       Yee     Topologic     1       State Name,     Exam Center Name     Exam Center Choice No.       Yee     No.     1     1       Yee     No.     1     1       Yee     No.     1     1       Yee     No.     1     1       Yee No.     1     1     1       Yee	Religion	HINDINGM		Catagony	Ceneral			
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#### West Bengal Joint Entrance Examinations Board WBJEEB - Common Entrance Test for M. Sc. Nursing course (JEMScN) 2023 (UAT Mode)

**Confirmation Page** 

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#### 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:

- 1. Candidate is requested to retain the printout of confirmation page for future reference.
- The candidate is requested to keep the registered mobile number and email ID active for important updates and notifications.
   Kindly visit the website https://wbjeeb.nic.in regularly for further updates and notifications.

Signature of Candidate (ABCD)