



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

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:

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.!@#%&*~

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, 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.

Registration Form

Personal Details

Candidate Name <input type="text"/>	Father's Name <input type="text"/>
Mother's Name <input type="text"/>	Date of Birth <input type="text" value="--Day--"/> <input type="text" value="--Month--"/> <input type="text" value="--Year--"/>
Gender <input type="text" value="--Select--"/>	Identification Type <input type="text" value="--Select--"/> <input type="text" value="--Select--"/> <input type="text" value="Voter ID"/> <input type="text" value="Passport"/> <input type="text" value="Ration Card with photograph"/> <input type="text" value="Class 10 Admit Card with Photograph"/> <input type="text" value="Any Other Valid Govt. Identity with Photograph"/> <input type="text" value="School ID Card"/>
Identity No <input type="text"/>	

Contact Details

ISD Code <input type="text" value="India (91)"/>	Mobile No <input type="text"/>	Email Id <input type="text"/>
	<input checked="" type="checkbox"/> Agree to Use for send Updates/Notifications	<input checked="" type="checkbox"/> Agree to Use for send Updates/Notifications

Choose your Password

Choose your Password <input type="text"/>	Confirm Password <input type="text" value="Confirm Password"/>
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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 (case sensitive) <input type="text"/>	Security Pin <input type="text" value="384QK3"/>
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4. Once he/she clicks on the above "Submit button", the following page will appear wherein he/she has to click on <Yes>.

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

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	abcd	Father's Name	hijkl
Mother's Name	zxmnp	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	9876543210	Email Id	abcd@efgh.com
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)

[Edit](#) [Submit & Validate Contact Details](#)

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

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.

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

System has sent One Time Password (OTP) on your mobile and email

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](#)

OR

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 is generated.

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

Application 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 successfully Registered.
Please note down the Application Number for future references.
Application Number: 23220000047
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 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

Father's Name

Mother's Name

Date of Birth

Gender

Nationality

State of Domicile
--Select--
West Bengal
Others

Religion
--Select--
HINDUISM
ISLAM
SIKHISM
CHRISTIANITY
JAINISM
BUDDHISM

Category
--Select--
General
OBC - A
OBC - B
Schedule Caste (SC)
Schedule Tribe (ST)

Sub Category Details

Person with Disability
--Select--
No
Yes

Type of Disability

Percentage of Disability

Other Information

Present employer
--Select--
West Bengal State Govt
Others (Including ESI/Central Govt.) 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.

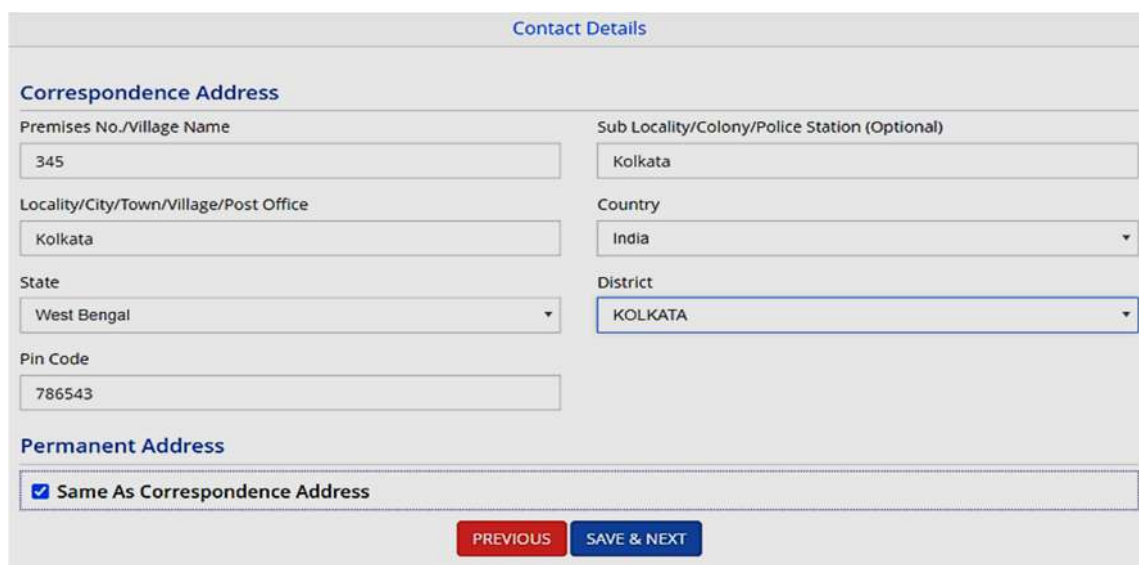
b) The candidate is advised to **select any one of the courses which he/she has qualified** and input the fields like **Passing Status, Passing/Appearing Year, Affiliated by Indian Nursing Council, Institute Name & Address** and **Institute Pincode** (as shown below).

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.



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.



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.

Present Employment Details

Please read the instructions carefully.

Instruction for Work experience:

1. The candidates presently employed by the West Bengal State Govt. must have at least 3 years qualifying experience in Govt. service as on the last date of application.
2. The candidates presently employed by Others (including ESI and Central Govt. employees) must have at least 1 years qualifying experience as on the last date of application.

Candidates passed B. Sc. – Nursing	1-year experience after publication of final result and by the last date of application.
Candidates passed B. Sc. (Hons.) – Nursing	
Candidates passed Post Basic B. Sc. Nursing	1-year experience before or after publication of final result and by the last date of application.
Candidates passed Post Basic B.Sc. (Hons)- Nursing	
Candidates passed Post Basic B. Sc. -Nursing through distance education	1-year experience after publication of final result and by the last date of application.

Do you have any experience ?

- 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.

Serial Number : 1

Name of Last/Current Organization and Address

Post Held

Date of First joining in Service

Work Experience To

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>**.

Exam Centre

Examination City 1

Select State West Bengal	Choose Exam City Kolkata - Salt Lake/New Town
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PREVIOUS **SAVE & NEXT**

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.

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 (3).jpg

PREVIOUS **Submit and Preview**

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.

Preview of Uploaded Documents/Images

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 (3).jpg  Click Here For Large View	<input checked="" type="checkbox"/> Self Verified


SAVE FINALLY & NEXT

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 & Final Submit

Personal Details

Application Number	23220000047	Candidate Name	abcd
Father's Name	hijkl	Mother's Name	zxmnm
Gender	Male	Date of Birth	09-11-1983
Nationality	Indian	Domicile	West Bengal
Religion	HINDUISM	Category	General



Sub Category List

Person with Disability	Yes
Type of disability	Loco-motor disability in lower limbs
Percentage of disability	48

Other Information

Present employer	West Bengal State Govt
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Qualification Details

B. Sc. (Hons.) - Nursing Marks Details

Passing Status	Passed
Passing/Appearing Year	2020
Affiliated by Indian Nursing Council	Yes
Institute Pincode	700002
Institute Name & Address	DFGHJK

Exam Center List

State Name	Exam Center Name	Exam Center Choice No.
West Bengal	Kolkata - Salt Lake/New Town	1

Experience Details

Serial Number : 1

Name of Last/Current Organization and Address: AZXCV	Post Held: RTYU
Date of First joining in Service: 17/08/2018	Work Experience To: 08/03/2022

Contact Details

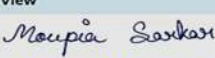
Correspondence Address

Premises No./Village Name	345
Sub Locality/Colony/Police Station(Optional)	Kolkata
Locality/City/Town/Village/Post Office	Kolkata
Country	India
State	West Bengal
District	KOLKATA
Pin Code	786543
Mobile Number	
Email Id	

Permanent Address

Premises No./Village Name	345
Sub Locality/Colony/Police Station (Optional)	Kolkata
Locality/City/Town/Village/Post Office	Kolkata
Country	India
State	West Bengal
District	KOLKATA
Pin Code	786543

Uploaded Documents

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

Declaration

I do hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true and correct to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand canceled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by WBJEEB regarding this exam from time to time.

PREVIOUS
SAVE & FINAL SUBMIT
b

a

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 ?

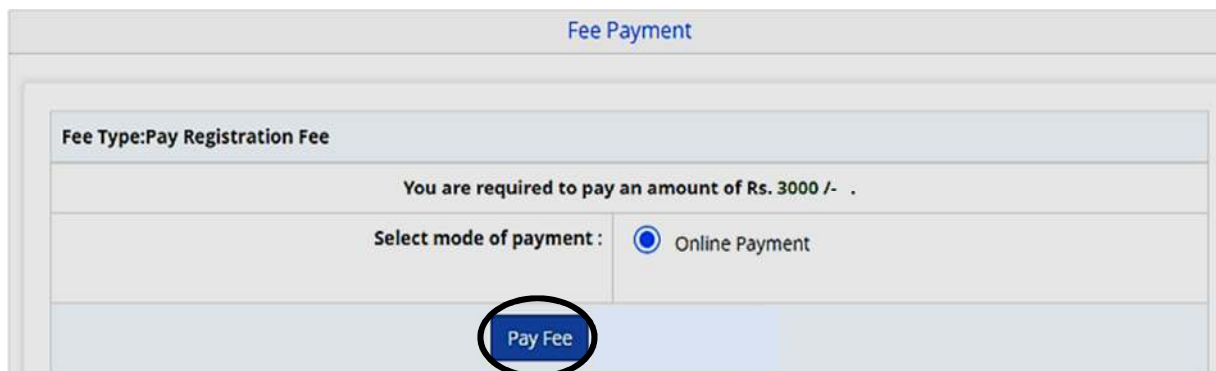
17. On clicking, the “Yes” button, the following page appears where the candidate is advised to click on **<Pay registration fees>**, as encircled below.

Application Progress 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

Your Registration Process has not been completed yet.
For completion, kindly pay the required fee. Your application will be considered for further processing only after payment of required fee.

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.



Fee Payment

Fee Type: Pay Registration Fee

You are required to pay an amount of Rs. 3000 /- .

Select mode of payment : Online Payment

Pay Fee

The amount of **Registration fees** is **Rs.3000/-** (Three Thousand Only).

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



Application Progress 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 Process, kindly download the confirmation Page.
Please note down the Application Number for future references.
Application Number: 23220000047

Download Confirmation Page

The candidate is then advised 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			
WBJEEB - Common Entrance Test for M. Sc. Nursing course (JEMScN) 2023 (UAT Mode)			
Confirmation Page			
Personal Details			
Application Number	2322000047	Candidate Name	abcd
Father's Name	hijkl	Mother's Name	zxmnm
Gender	Male	Date of Birth	09-11-1983
Nationality	Indian	Domicile	West Bengal
Religion	HINDUISM	Category	General
			
Sub Category List			
Person with Disability	Yes		
Type of Disability	Loco-motor disability in lower limbs		
Percentage Of Disability	48		
Other Informations			
Present employer	West Bengal State Govt		
Qualification Details			
B. Sc. (Hons.) – Nursing Marks Details			
Passing Status	Passed		
Passing/Appearing Year	2020		
Affiliated by Indian Nursing Council	Yes		
Institute Pincode	700002		
Exam Center List			
State Name	Exam Center Name	Exam Center Choice No.	
West Bengal	Kolkata - Salt Lake/New Town	1	
Experience Details			
Do you have any experience ?	Yes		
SNo.	1		
Name of Last/Current Organization and Address	AZXCV		
Post Held	RTYU		
Date of First Joining in Service	17/08/2018		
Work Experience To	08/03/2022		
Contact Details			
Correspondence Address			
Premises No./Village Name	345		
Sub Locality/Colony/Police Station(Optional)	Kolkata		
Locality/City/Town/Village/Post Office	Kolkata		
Country	India		
State	West Bengal		
District	KOLKATA		
Pin Code	786543		
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	345		
Sub Locality/Colony/Police Station(Optional)	Kolkata		
Locality/City/Town/Village/Post Office	Kolkata		
Country	India		
State	West Bengal		
District	KOLKATA		
Pin Code	786543		
Fee Payment Details			
Registration Fee			
Transaction Number	Transaction Amount	Transaction Date	
23220000478100	3000	13/02/2023 12:40:22	
Registration Details			
Activity	Date & Time	IP Address	
Registration Form Submission	Feb 13 2023 12:31PM	122.15.181.161	
Application Form Submission	Feb 13 2023 12:40PM	122.15.181.161	
Uploaded Documents			
Photograph			
Signature			
West Bengal Joint Entrance Examinations Board			
WBJEEB - Common Entrance Test for M. Sc. Nursing course (JEMScN) 2023 (UAT Mode)			
Confirmation Page			
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.			
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			
(ABCD)			