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

Brief Operating Manual for Candidate Registration for JEPBN-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:

Registered Candidates Sign-In

Examination	WBJEEB - Joint Entrance for Post Basic Nursing course (JEPBN) 2023
Application Number	
Password	
Security Pin (case sensitive)	
Security Pin	JJ6444

b

Sign In   Forgot Password ?

New Candidate Registration   **c**

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.

a

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 JEPBN-2023:

1. Candidates of Common Entrance Test for Post Basic Nursing Course (JEPBN)-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 Post Basic Nursing Course (JEPBN)-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

Father's Name

Mother's Name

Date of Birth
--Day--   --Month--   --Year--

Gender
--Select--

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

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.

Choose your Password

Choose your Password

Confirm Password
Confirm Password

Security Pin (case sensitive)

Security Pin
1518CJ

Submit

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 ?

Yes   No

5. After clicking on the above "Yes button", the following page will appear. The candidate can either click on**<Edit>** if he/she wants to **edit or change any data** 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	abc	Father's Name	def
Mother's Name	ghi	Date of Birth	08-09-1980
Gender	Male	Identification Type	Class 10 Admit Card with Photograph
Class 10 Admit Card Serial No./Roll No.	0987654321		

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) |

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) | Mobile One Time Password | RESEND OTP |

OR

Enter Email One Time Password (OTP)	Email One Time Password	RESEND OTP
Security Pin (case sensitive)	Security Pin	
Security Pin	25R2T6	

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: 23210000050
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.**

Application Form

Candidate Name	abc
Father's Name	def
Mother's Name	ghi
Date of Birth	08 ▾ September (09) ▾ 1980 ▾
Gender	Male ▾
Nationality	Indian ▾
State of Domicile	--Select-- ▾
	--Select--
	West Bengal
Religion	--Select-- ▾
	HINDUISM
	ISLAM
	SIKHISM
	CHRISTIANITY
	JAINISM
	BUDDHISM
	Other
Category	--Select-- ▾
	--Select--
	General
	OBC - A
	OBC - B
	Schedule Caste (SC)
	Schedule Tribe (ST)

Sub Category Details

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

Other Information

Present employer	--Select-- ▾
	--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. After clicking on "Save & Next", the Qualification Details page will appear wherein the candidate is advised to input the fields like **Passing Status**, **Passing/Appearing Year**, **Affiliated by Indian Nursing Council**, **Institute Name & Address** and **Institute Pincode**.

Then the candidate can either click on **<Save & Next>** button 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.

- For **West Bengal State Govt. Employees**, work experience is mandatory. Therefore, they are advised to click on **<Yes>** button to fill in data regarding their experience.

- **For Others (including ESI and Central Govt. Employees)**, experience is not mandatory.

b) As soon as the "Yes" button is clicked, the following page will appear wherein the candidate has to input data to different fields regarding their experience.

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>**.

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.

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 as shown below.

After going through the entire application form, 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.

Personal Details

Application Number	23210000050	Candidate Name	abc
Father Name	def	Mother Name	ghi
Gender	Male	Date of Birth	08-09-1980
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	50

Other Information

Present employer	West Bengal State Govt

Qualification Details

General Nursing and Midwifery (GNM) Marks Details

Passing Status	Passed
Passing/Appearing Year	2020
Affiliated by Indian Nursing Counsil	Yes
Institute Pincode	700024
Institute Name & Address	DFGHJKL

Exam Center List

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: ASDFGHJKL   Post Held: CVBNM

Date of First Joining in Service: 13/01/2017   Work Experience To: 13/01/2021

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	700012
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	700012

Uploaded Documents

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

Declaration

a

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

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.

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

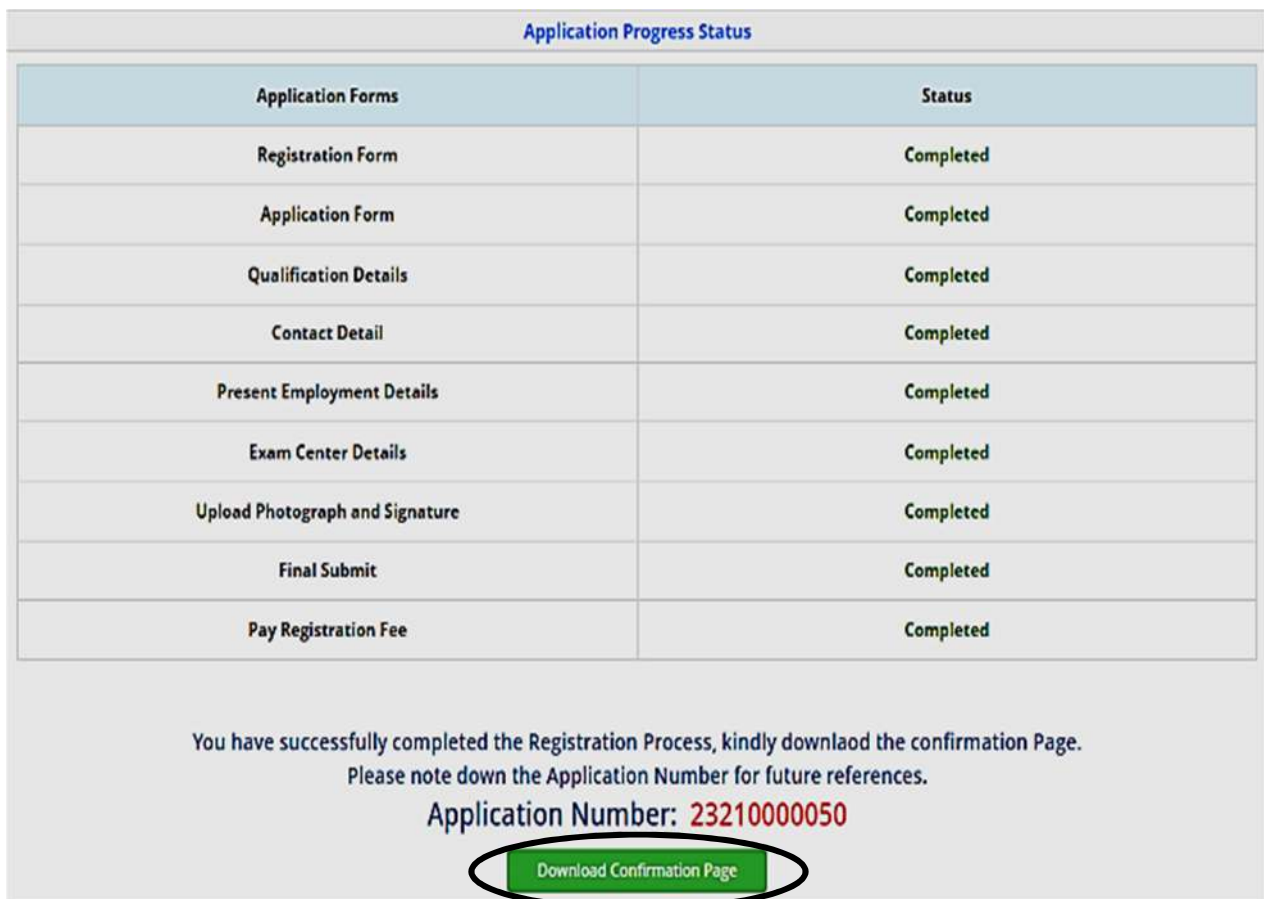| Application Progress Status	
Application Forms	**Status**
Registration Form	Completed
Application Form	Completed
Qualification Details	Completed
Contact Detail	Completed
Present Employment Details	Completed
Exam Center Details	Completed
Upload Photograph and Signature	Completed
Final Submit	Completed
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.

Pay Registration 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.

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
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 downlaod the confirmation Page.
Please note down the Application Number for future references.
Application Number: 23210000050

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.

Personal Details

Application Number	23210000050	Candidate Name	abc
Father Name	def	Mother Name	ghi
Gender	Male	Date of Birth	08-09-1980
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	50

Other Informations

Present employer	West Bengal State Govt

Qualification Details

General Nursing and Midwifery (GNM) Marks Details

Passing Status	Passed
Passing/Appearing Year	2020
Affiliated by Indian Nursing Counsil	Yes
Institute Pincode	700024

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	ASDFGHJKL
Post Held	CVBNM
Date of First Joining in Service	13/01/2017
Work Experience To	13/01/2021

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	700012
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	700012

Fee Payment Details

Registration Fee

Transaction Number	Transaction Amount	Transaction Date
232100000508100	3000	07/02/2023 01:29:52

Registration Details

Activity	Date & Time	IP Address
Registration Form Submission	Feb 7 2023 1:17PM	103.189.130.168
Application Form Submission	Feb 7 2023 1:29PM	103.189.130.168

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.

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
(ABC)