

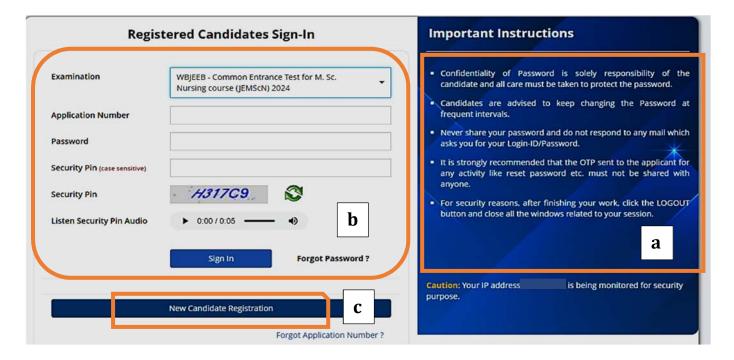
West Bengal Joint Entrance Examinations Board "RUPANNA"

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

Brief Operating Manual for Candidate Registration for JEMScN-2024

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

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



- Candidate must note the important instructions marked in area (a).
- Area **(b)** is for logging in of candidates who have already registered.

A candidate while filling-up the application form can log-out at any point of time. In that case, he/she has to again login as "Registered Candidate" and complete the entire procedure within the stipulated time period.

Area (c) is for *Fresh Registration* of new candidates.

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

2. After clicking on "New Candidate Registration" option, the following page will appear where the general instructions are given. The candidate is required to go through the instructions carefully and click on <I Agree>, as encircled below to proceed further.

Please read carefully

Instructions and Procedure for online submission of Application Form for JEMScN - 2024:

- 1, Candidates of Common Entrance Test for M. Sc. Nursing course (JEMScN)-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 Common Entrance Test for M. Sc. Nursing course (JEMSCN)-2024
 - 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.

O I Don't Agree

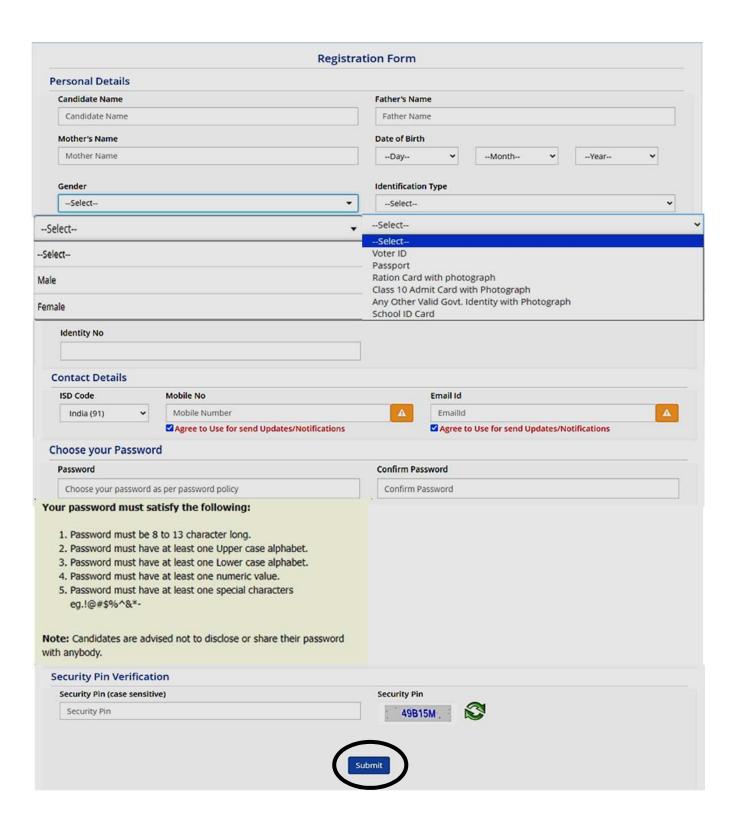
Note: It is strongly recommended that the OTP sent to the applicant for any activity like reset password etc. must not be shared with anyone. This OTP is the confidential and to be used by the applicant only. Neither Board nor NIC will be responsible for violation or misuse of the password/OTP.

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:

O I Agree

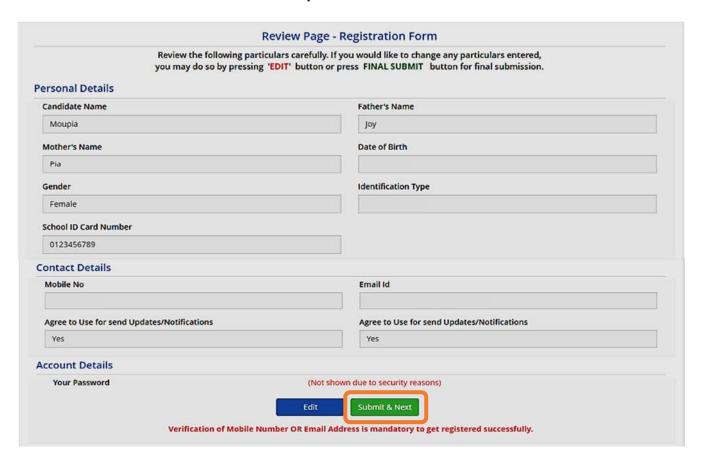
- Input their personal details i.e. Name, Father's name, Mother's name, Date of Birth
- Choose **Gender** and **Identification type from the dropdown**.
- Provide Identity No, Valid Mobile Number and Email Id.
- Create his/her own password as per the specifications mentioned.
- Provide the Security PIN.
- Then click on **<Submit>**, as encircled below to proceed further.



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



5. After clicking on the above "Yes" button, the following **Review page** will appear. The candidate can either click on<**Edit>** if he/she wants **to edit or change any data** or can click into **<Submit & Next>** option.



6. In the next step, the candidate will receive Two different OTP, one in the Valid Registered Mobile Number and another in the Valid Registered E-mail Id.

The Candidate is advised to **put any one (either Mobile OR E-mail) OTP for verification**.

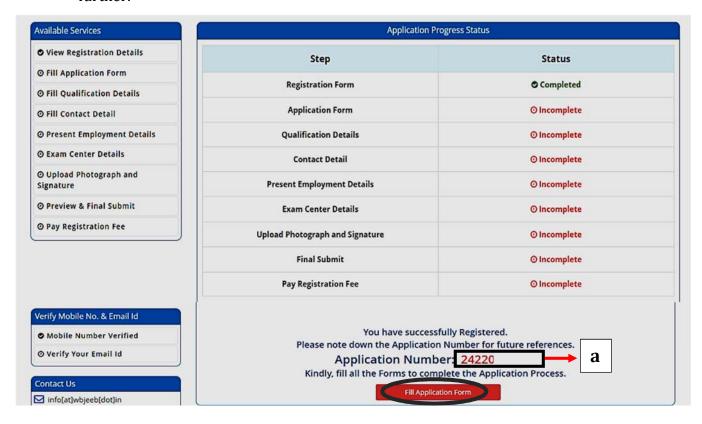
Then he/she has to click on **<Verify & Final Submit>**, **as encircled below.**



7. Once the verification is done, the following page will appear. The page shows that the registration is complete. An application number will be generated (as marked in a).

The candidate is advised to note down the application number for future references.

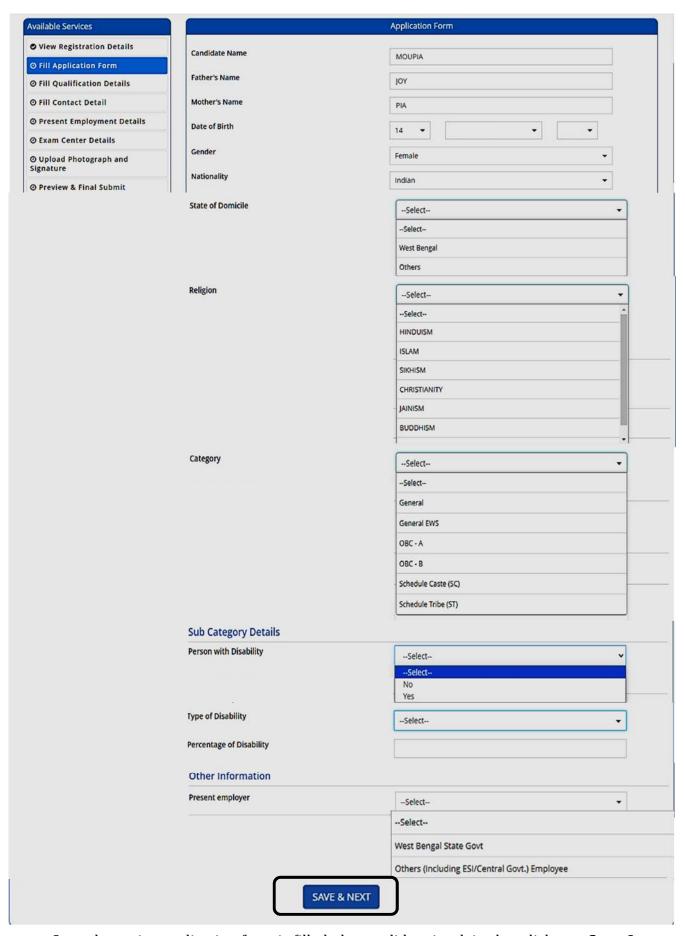
The candidate needs to click on **<Fill Application Form>** as **encircled** to continue further.



8. Next the entire application form of the candidate will appear **(as shown below)** wherein he/she is advised to input data in the respective fields.

Now there are **two parts**:

- **A. Upper Part** which is already filled by the system from the data given by the candidate at the time of Registration.
- **B.** Lower Part is required to be filled by the candidate, includes:
 - i. Nationality
 - ii. State of Domicile
 - iii. Religion
 - iv. **Category**
 - v. **Sub Category-** including, Person with Disability, Type of Disability and Percentage of Disability.
 - vi. Other Information
- **N.B.** For State of Domicile "Others", the category field will consist of General, OBC, Schedule Caste (SC), Schedule Tribe (ST).

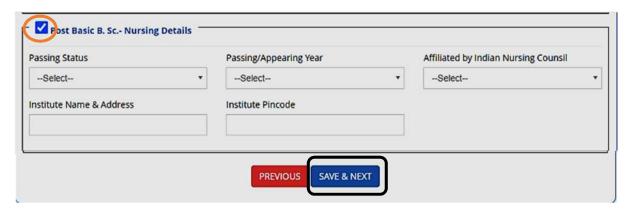


Once the entire application form is filled, the candidate is advised to click on **<Save & Next>**, **as encircled above** to proceed to the next step.

- 9. After clicking on "Save & Next", the **Qualification Details page** will appear **showing various courses** as follows:
 - B.Sc.-Nursing
 - B.Sc. (Hons.)-Nursing
 - Post Basic B.Sc.-Nursing
 - Post Basic B.Sc. (Hons.)-Nursing
 - Post Basic B.Sc.-Nursing through distance education

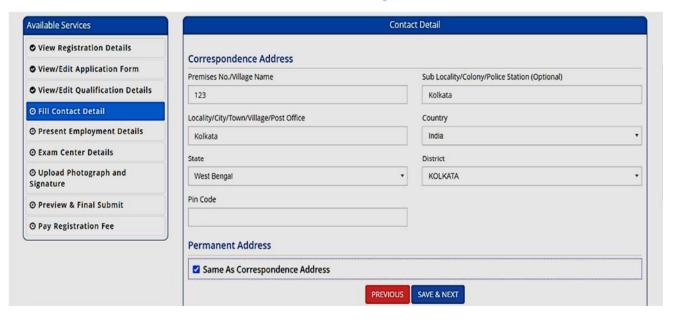
The candidate is advised to **select any one of the above courses in which he/she has qualified** and **input the respective fields** like Passing Status, Passing/Appearing Year, Affiliated by Indian Nursing Council, Institute Name & Address and Institute Pincode.

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

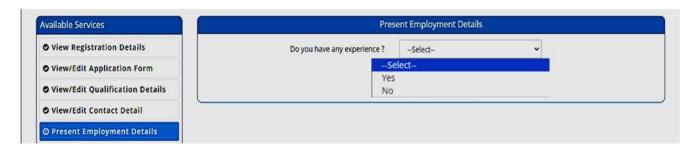


Then the candidate is advised to click on **<Save & Next>** button to proceed further.

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 asked regarding **Work Experience**. He/she is then advised to choose from the dropdown **YES** or **NO option**, (as shown).

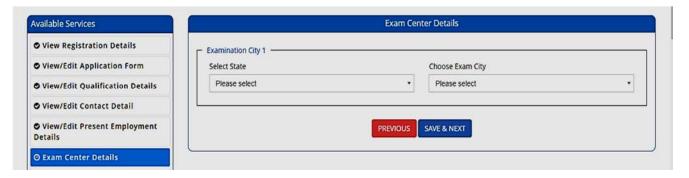


b) As soon as the "Yes" button is clicked, the following page will appear wherein the candidate is required to **input data to different fields regarding their experience** (as shown).

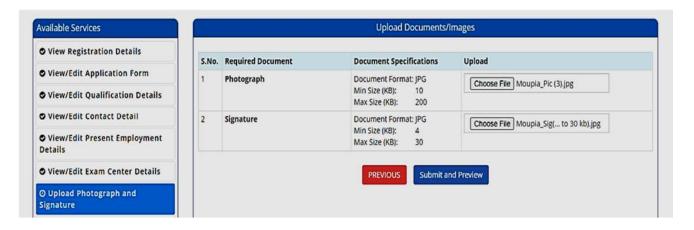


Then the candidate needs to click on **<Save & Next>** to continue further.

12. Next the following page will appear. The candidate has to select the **State** and **Exam City** 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 mentioned.**



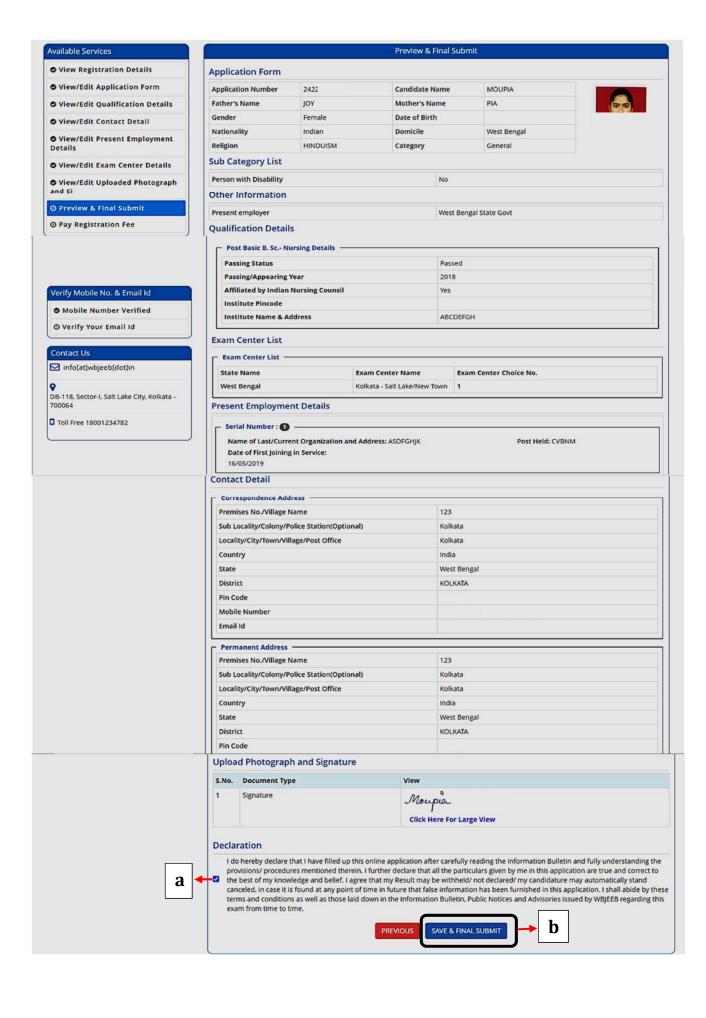
The candidate is then advised to click on **Submit and Preview**> to continue further.

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



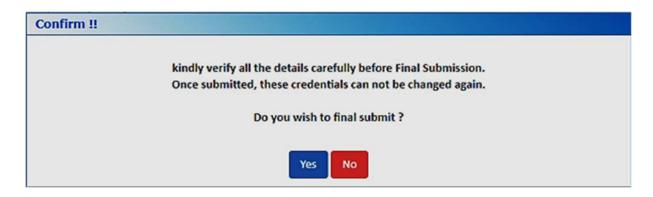
15. In the next step, his/her entire application form will appear as shown below.

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.



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.



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

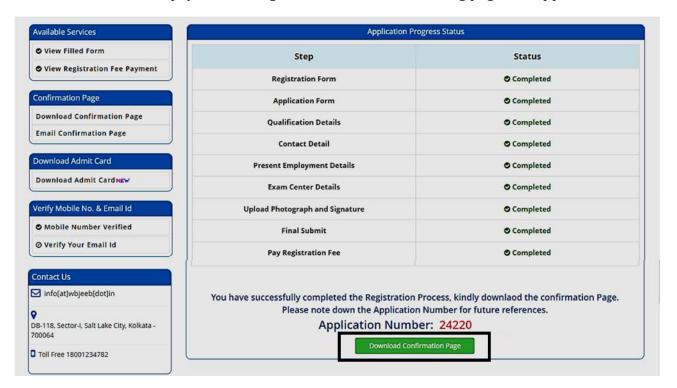


18. The candidate now has to click on **<Online Payment>** and then click on **<Pay Fee>** as encircled for payment of Registration Fees, as shown below.



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

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

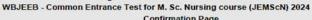


The candidate then needs to click on **Download Confirmation Page**, as encircled.

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



West Bengal Joint Entrance Examinations Board





Personal Details	_		1			
Application Number	24220		Candidate Name	MOUPIA		
Father's Name	JOY		Mother's Name	PIA		
Gender	Female		Date of Birth	Accessor	(langua)	
Nationality	Indian		Domicile	West Bengal		
Religion	HINDUISM		Category	General		
			55. 16			
Sub Category List						
Person with Disability			No			
Other Informations						
Present employer			West Bengal	West Bengal State Govt		
Qualification Details						
Post Basic B. Sc Nurs	ing Details					
Passing Status			Passed			
Passing/Appearing Year			2018			
Affiliated by Indian Nursi			Yes	- Country Coun		
Institute Pincode						
Exam Center List			1,0000			
State Name.		Fun	m Center Name		Exam Center Choice No	
West Bengal	-4-11-	Kolk	ata - Salt Lake/New Tov	/n	11	
Present Employment D			- I was			
Do you have any experience ?				Yes		
SNo.				1		
Name of Last/Current (Organization and Addre	ess	ASDFGHJK			
Post Held Post Held			CVBNM	CVBNM		
Date of First Joining in	Service		16/05/2019			
Contact Details						
Correspondence Addre	ess					
Premises No./Village Name						
Sub Locality/Colony/Police Station(Optional)			Kolkata	Kolkata		
Locality/City/Town/Villa	ige/Post Office		Kolkata	Kolkata		
Country			India	India		
State			West Bengal	West Bengal		
District			KOLKATA			
Pin Code				* ******** *		
Mobile Number			·	L		
Email Id			W/IM	wrote worth		
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	KULKATA		
Pin Code						
Fee Payment Details						
Registration Fee		Tenner		J=	Date:	
Transaction Number Transaction Amo			Amount	Transaction	Date	
Pogietration Details		3000				
Registration Details		Data & T		ID Add		
Activity		Date & Time	State of the state of	IP Address		

Application Number: 24220 Generated On: Page No. 1



Photograph Signature Declaration

West Bengal Joint Entrance Examinations Board

WBJEEB - Common Entrance Test for M. Sc. Nursing course (JEMScN) 2024 Confirmation Page



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

Registration Form Submission
Application Form Submission
Uploded Documents

- 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)