

INFORMATION BULLETIN

JECA-2019

**Date of Examination
13.07.2019 (Saturday)**

West Bengal Joint Entrance Examinations Board
AQ-13/1, Sector V, Salt Lake City
Kolkata 700091

1800-1023-781, 1800-3450-050

Release date: 25th March 2019

IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION	
<p>Candidates are required to go through the Information Bulletin carefully before applying for the examination.</p> <p>Once an application is received, it will be construed that the candidate agrees to all terms & conditions, rules & regulations stipulated in the Information Bulletin and notices published by the Board for the said purpose.</p> <p>Any application not in compliance with the conditions specified in the Information Bulletin is liable to be rejected.</p>	
1.	Application for JECA-2019 must be done online only. There is no printed application form available.
2.	Ensure filling genuine application form available on line at www.wbjeeb.nic.in
3.	<p>It is essential to have a mobile number and a unique email ID.</p> <p>All future communications will be sent to the registered mobile number and email ID. WBJEEB will not be responsible for non-receipt of any communication by the candidates if the mobile number and/or the email ID are wrong/non-existing/non-functional/changed.</p>
4.	<p>Once the registration details i.e. name, father's name, mother's name, gender and date of birth are entered and submitted, they cannot be changed/modified/edited under normal circumstances.</p> <p>Also, the information must match exactly with the school admit cards, mark sheets, certificates, photo identity cards, caste/category certificates etc. which a candidate has to produce at the time of entering the examination hall, during counselling, during admission and during registration with the University.</p>
5.	Do not attempt to make any duplicate application.
6.	Do not share your application number; pass word, security question/answer with anyone.
7.	Upload scanned copy of photograph and signature as instructions provided in the Information Bulletin.
8.	If any information other than name, father's name, mother's name and date of birth given in the application needs to be corrected then do the correction within the given period of correction. The Board will not allow any correction thereafter.
9.	If any candidate receives any SMS/email regarding discrepancy in photograph/signature uploaded by him/her, he/she must take corrective action immediately within one day.
10.	<p>Application fees for JECA-2019 is ₹500 (Rupees five hundred only) plus the Bank's Service Charges, as applicable, payable by Net Banking/ Debit Card/ Credit Card.</p> <p>Payment status is updated automatically and hence should show 'OK' immediately after the payment. But in some rare cases it may be delayed due to delay/failure in the Bank's network or transaction failure at the Electronic Payment Gateway (EPG). If the payment status does not show 'OK' immediately after making the payment, then the candidates are advised to make payment once again.</p> <p>Do not wait for the last day to make fee payment in order to avoid payment failure by Bank or EPG.</p>
11.	Keep copies of confirmation page, admit card in safe custody. It is not possible to

	generate any duplicate copy.
12.	<p>For any query regarding the examination, contact:</p> <p>Controller of Examinations West Bengal Joint Entrance Examinations Board AQ-13/1, Sector -V, Salt Lake City, Kolkata-700091 Examination Helpdesk: -1800-1023-781, 1800-3450-050 Email: Link <Contact Us> in www.wbjeeb.in</p>

Section	CONTENTS	Page
1.0	Introduction	5
2.0	JECA-2019	5
2.1	Examination	5
2.2	Syllabus	5
2.3	Schedule	6
2.4	Pattern of Question Papers	6
2.5	Mode of answering in the examination	6
2.6	Scoring Methodology	6
2.7	Ranking Methodology and publication of Merit Lists	6
2.8	Tie-breaking Methodology in Merit Rank	7
2.9	Rules of the examination	7
3.0	Eligibility and academic qualification criteria	7
3.1	Eligibility criteria for application	7
3.2	Eligibility criteria for admission	7
3.3	Important information to candidates regarding eligibility	9
4.0	Seat Matrix	9
5.0	Reservation	9
6.0	Requirements in terms of Residential/Domicile Criteria	10
6.1	Criteria to be treated as domicile of West Bengal	10
6.2	Competent authority to issue domicile certificate	10
7.0	Competent Authorities for the issuance of SC/ST Certificate	11
8.0	Competent Authorities for issuing of OBC-A / OBC-B Certificate	11
9.0	Reservation of seats for PwD	12
9.1	Special concessions to PwD candidate	12
10.0	Legal jurisdiction	12
11.0	Procedure for submission of application Form	12
11.1	Application for the JECA-2019	12
11.2	Registration	13
11.3	Application form	13
11.4	Uploading of images	13
11.5	Payment of examination fees	14
11.6	Confirmation page	14
11.7	Correction of application form	15
12.0	Admit Card	15
13.0	Allocation of examination centre	16
14.0	Evaluation and declaration of result	16
15.0	Counselling/seat allotment and provisional admission	17
Appendix-1	Proforma a-1 for domicile certificate	18
Appendix-2	Proforma b for domicile certificate	19
Appendix-3	Rules of the Examination	20
Appendix-4	Important dates	22
Appendix-5	Guidelines for filling up the online application form	23

1.0	Introduction:
	<p>The West Bengal Joint Entrance Examinations Board</p> <p>The West Bengal Joint Entrance Examinations Board (WBJEEB) was established in 1962 by Government of West Bengal in exercise of the powers conferred under article 162 of the Constitution of India in pursuant to No. 828-Edn(T), dated 02.03.1962. Subsequently, the Board was recognised as a Statutory Body vide West Bengal Act XIV of 2014 and was authorised for conducting the Joint Entrance Examination in respect to admission to various institutions in West Bengal imparting education in Medical, Engineering and Technological courses.</p> <p>The Board has been empowered to conduct Common Entrance Examinations for admission to Undergraduate and Postgraduate Professional and Vocational Courses both in the Undergraduate and Post graduate level. As such, it always endeavours to advocate transparency and implement effective state-of-the-art technology in conducting such examinations. WBJEEB has been instrumental in conducting the admission process through online application and allotment through e-Counselling since 2012.</p>
2.0	JECA-2019
2.1	<p>The examination: For 2019–2020 academic sessions, the Board will conduct common entrance examinations titled JECA-2019 for admission to Master of Computer Application course in various institutions in West Bengal.</p>
2.2	<p>Syllabus of Examination:</p> <p>A. Mathematics:</p> <ol style="list-style-type: none"> a. Analytical Geometry: Cartesian and polar coordinate; Straight line; Circle; Ellipse; Parabola; Hyperbola; Translation & Rotation of axes. b. Algebra : Complex number, De Moiver’s theorem, Solution of linear equations, Determinants, Matrices, Summation of signal series, Addition of vectors, Scalar and Vector products, Inequation, Sets and elements, Universal set, Empty set, Subsets, Venn diagram, Union and intersection of sets, Complements, Algebra of sets, Finite sets, Class of sets, Partitions, Cross product, Group, Ring and Field. c. Calculus: Limit, Continuity, Differentiation; Maxima & minima; Taylor & Maclaruin’s Series: Definite and indefinite integrals, First ana second order differential equation; Functions of several variables; Partial differentiation. d. Probability & Statistics: Permutation, Combination; Probability; Probability distribution; Mean; Median; Mode; Standard Deviation; Correlation coefficient. <p>B. Aptitude Test:</p> <ol style="list-style-type: none"> a. Reasoning, b. Problem Solving, c. Quantitative Comparison, d. Discrete Quantitative Analysis e. Data interpretation.

2.3

Schedule of JECA-2019

JECA-2019	Mathematics	Aptitude
13 th July 2019 (Saturday)	11 a.m. to 1:00 p.m.	2:00 p.m. to 3:00 p.m.

No further examination shall be held under any circumstances for those who will not be able to appear on the above scheduled date and time.

2.4

Pattern of Question Papers.

The test will consist of two papers namely a) **Mathematics** and b) **Aptitude**. All questions will be of **Multiple Choice Question (MCQ)** type, with four answer options. The questions will be in **English language only**. Number of questions, full Marks and time allotted are as follows.

	No. of questions	Full marks	Time
Mathematics	100	100	2 hrs
Aptitude	50	50	1 hr

2.5

Mode of answering in the examination

- Questions are to be answered on specially designed optical machine-readable response (**OMR**) sheet, which will be evaluated by Optical Mark Recognition method. Thus, it is very important to follow the correct method of marking.
- There will be four alternative answers for each question. Candidates will indicate response to the questions by **darkening the appropriate circle completely with blue/black ball point pen**.
- Any other kind of marking e.g. filling the bubble incompletely, filling with pencil, cross mark, tick mark, dot mark, circular mark, over writing, scratching, erasing, white ink, marking outside the bubble etc. may lead to wrong/partial/ambiguous reading of the response. **WBJEEB will be, in no way, responsible for such eventuality.**
- Response marking cannot be edited/changed/erased/modified. Hence it is advised that the candidate should be sure about the answer before marking and should not put any stray mark on which he/she does not want to attempt.

2.6

Scoring Methodology

- All questions will have four answer options
- Only one option is correct.
- Correct response will yield 1 (one) mark.
- Incorrect response will yield -1/4 (25% negative) marks.
- For any combination of response with more than one option, the said answer will be treated as incorrect and will yield -1/4 (25% negative) marks
- No response will yield zero mark.

2.7

Ranking Methodology and publication of Merit Lists

WBJEEB will prepare merit ranks based on the candidates' **score in the entrance tests**. Individual candidates will be able to view and download

	<p>his/her Rank Card, which will contain score and rank. WBJEEB does not publish any ranks/score list for public.</p> <p>a) The rank shall be in the name and style of 'GMR' (General Merit Rank)</p> <p>b) Ranking shall be done in the descending order of marks scored in the entrance test.</p> <p>c) However, there may be ties and the tie-breaking rule given in section 2.8 below shall be applicable for determining the merit rank.</p> <p>d) Separate reserved category merit position will also be indicated for respective category of students e.g. SC Rank, ST Rank, OBC-A Rank, OBC-B Rank, PwD Rank as applicable.</p> <p>e) Counselling/allotment of seat/admission will be done based on GMR only (not on category ranks). Category ranks are only for information to candidates.</p> <p>f) Category ranks are generated based on the birth category information given by the candidates during online application. If during verification, any candidate's claim is found invalid, his/her category rank will be cancelled and the candidate will be considered in general category with his/her GMR. Category ranks of other candidates will not be revised.</p>
2.8	<p>Tie-breaking Methodology in Merit Rank:</p> <p>a) Less negative marks in Mathematics & Aptitude Test taken together.</p> <p>b) More positive marks in Mathematics.</p> <p>c) More positive marks in Aptitude Test.</p> <p>d) Less negative marks in Mathematics.</p> <p>e) Less negative marks in Aptitude Test.</p> <p>f) If tie exists still thereafter, same will be broken by the date of birth (DOB) of the concerned candidates; the older candidate will be given preference over the younger one.</p>
2.9	<p>Rules of the examination (JECA-2019): Rules to be followed during the examination is given in APPENDIX-3</p>
3.0	<p>Eligibility and academic qualification criteria</p>
3.1	<p>Eligibility criteria for appearing in JECA-2019:</p> <ul style="list-style-type: none"> The applicant must be a citizen of India.
3.2	<p>Eligibility criteria for admission:</p> <p>Various institutions that offer the three years MCA course in the State of West Bengal follows one of the following four modules of eligibility criteria.</p> <p>Module 1: Candidates must have passed 3-year Bachelor degree programs from UGC recognised University with at least 60% marks in Honours/Aggregate (45% marks for SC/ST/OBC-A/OBC-B/PwD candidates) along with 60% marks (45% marks for SC/ST/OBC-A/OBC-B/PwD candidates) in Mathematics at the Bachelor's level together with at least 60% marks (45% marks for SC/ST/OBC-A/OBC-B/PwD candidates) in Secondary and Higher Secondary or equivalent examination with at least 60% marks (45% marks for SC/ST/OBC-A/OBC-B/PwD candidates) in Mathematics in both Secondary or equivalent and Higher Secondary or equivalent examinations from recognised Boards.</p> <p>Candidates, who are due to appear in the 3year bachelor's degree examination in</p>

current year will have to submit their mark sheet or grade card within 3 months from the commencement of the 1st semester classes.

Module 2: UGC and/or AICTE recognized (as the case may be) Bachelor's degree of minimum 3-years duration except BBA with Mathematics at 10+2 level or graduate level.

Obtained 50% marks (45% marks for SC/ST/OBC-A/OBC-B candidates) at graduation level.

Module 3: Graduate or equivalent degree under (10+2+3) pattern in any discipline of a UGC recognized University/Institute or AICTE recognized B.E./B.Tech/BCA of a University/Institute. Candidate must have Mathematics as one of the subjects at each level of education. Candidates have to secure 60% marks (45% marks for SC/ST/OBC-A/OBC-B candidates) at each level education.

Module 4: Candidates must pass 3-year B. Sc. Hons. from UGC recognised university with at least 60% in Honours (55% for SC/ST candidates) in Bachelor level having Mathematics as one of the subject together with at least 60% marks in 10th level and (10+2)th level with at least 60% in Mathematics in both 10th and (10+2)th level from recognised Board.

Institutes and their applicable modules are listed below:

Sl. No	Institute	Module
1.	JADAVPUR UNIVERSITY	1
2.	VIDYASAGAR UNIVERSITY	3
3.	THE UNIVERSITY OF KALYANI	3
4.	UNIVERSITY OF CALCUTTA	4
5.	UNIVERSITY OF NORTH BENGAL	2
6.	KALYANI GOVT. ENGINEERING COLLEGE	3
7.	TECHNO INDIA UNIVERSITY	2
8.	HALDIA INSTITUTE OF TECHNOLOGY	2
9.	RCC INSTITUTE OF TECHNOLOGY	2
10.	JIS COLLEGE OF ENGINEERING	2
11.	TECHNO INDIA, SALT LAKE	2
12.	ASANSOL ENGINEERING COLLEGE	2
13.	B.P. PODDER INSTITUTE OF MANAGEMENT AND TECHNOLOGY	2
14.	NETAJI SUBHAS ENGINEERING COLLEGE	2
15.	BENGAL INSTITUTE OF TECHNOLOGY	2
16.	PAILAN COLLEGE OF MANAGEMENT & TECHNOLOGY	2
17.	NARULA INSTITUTE OF TECHNOLOGY	2
18.	HERITAGE INSTITUTE OF TECHNOLOGY	2
19.	DR. B.C. ROY ENGINEERING COLLEGE	2
20.	BENGAL COLLEGE OF ENGINEERING & TECHNOLOGY	2
21.	TECHNO INDIA, HOOGHLY	2

	22.	SILIGURI INSTITUTE OF TECHNOLOGY	2
	23.	ACADEMY OF TECHNOLOGY	2
	24.	FUTURE INSTITUTE OF ENGINEERING AND MANAGEMENT	2
	25.	CALCUTTA INSTITUTE OF TECHNOLOGY	2
	26.	TECHNO INDIA COLLEGE OF TECHNOLOGY, RAJARHAT	2
	27.	MEGHNAD SAHA INSTITUTE OF TECHNOLOGY	2
	28.	GURUNANAK INSTITUTE OF TECHNOLOGY	2
	29.	MCKV INSTITUTE OF ENGINEERING	2
	30.	CAMELIA INSTITUTE OF TECHNOLOGY	2
	31.	ST. MARY'S TECHNICAL CAMPUS, KOLKATA	2
	32.	SEACOM ENGINEERING COLLEGE	2
	33.	INSTITUTE OF SCIENCE & TECHNOLOGY	2
	34.	BRAINWARE GROUP OF INSTITUTIONS	2
	35.	GREATER KOLKATA COLLEGE OF ENGINEERING & MANAGEMENT	2
	36.	REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS	2
	37.	BENGAL INSTITUTE OF TECHNOLOGY OF TECHNOLOGY AND MANAGEMENT	2
3.3	<p>Important information regarding eligibility</p> <p>WBJEEB do neither verify the information provided by any candidate during on line application nor verify any certificate of date of birth, domicile, income, reservation category, academic qualification etc. for deciding the eligibility of the candidate. Admit cards are issued only based on the information provided by the candidate. Also, normally there is no scope of changing/correcting any information after the last date of online application.</p> <p>All verifications are done during counselling and subsequent admission and registration with the university. If at any stage after examination it is found on scrutiny that the applicant is otherwise ineligible, his/her candidature shall be treated as cancelled even if he/she secured a Merit Rank in the JECA-2019 and/or a seat has been allotted to the candidate.</p> <p>Hence, securing a Rank in the JECA-2019 does not constitute a right/guarantee in favour of a candidate for his/her claim for admission if he/she fails to comply with the specified norms and standards.</p>		
4.0	<p>Seat Matrix:</p> <p>Number of seats (category wise) available for the academic session 2019-20 will be declared by the concerned institutions in due course of time and the same will be published in www.wbjee.nic.in before counselling.</p>		
5.0	<p>Reservation of Seats for SC/ST/OBC-A/OBC-B/PwD category of students</p> <p>a) In respect of reservation of seats for SC/ST/OBC-A/OBC-B/PwD, applicable Acts/Rules of the Government of West Bengal prevailing at the time of admission will be followed.</p> <p>b) However, availability of such reserve category seats shall be restricted to</p>		

	<p>students domiciled in West Bengal only.</p> <p>c) As the reservation for PwD (persons with disability) candidates is on horizontal basis, the selected candidates will be placed in General/SC/ST/OBC-A/OBC-B category to which he/she belongs.</p> <p>d) List of reserved seats will be announced by the concerned authority before counseling.</p> <p>e) Candidates claiming reserved seats must submit relevant Certificate issued from either of the competent Authorities as enlisted below.</p> <p>f) The certificate is to be produced during counselling, admission etc. If the certificate is then found to be invalid, the candidate will lose the opportunity of admission in reserve category.</p>
<p>6.0</p>	<p>Requirements in terms of Residential/Domicile Criteria</p> <p>a) There is no Residential/Domicile requirement to appear in the examination.</p> <p>b) However, the State (West Bengal) Residential/Domicile requirement is essential for admission in any reserved category seat in any course.</p> <p>c) The candidate needs to download the required proforma as per the detail given in section 6.1 below and keep the certificate ready to be produced during counseling, admission etc.</p> <p>d) If any of the certificates is then found to be invalid, the candidate will lose the opportunity of admission.</p>
<p>6.1</p>	<p>Criteria to be treated as domicile of West Bengal and applicable proforma of certificate</p> <p>Only those candidates will be treated as domicile of West Bengal, who are either</p> <p>a) residing in West Bengal continuously at least for last 10 (ten) years as on 31.12.2018;</p> <p style="text-align: center;">OR</p> <p>b) whose parent(s) is/are permanent resident(s) of West Bengal having permanent address within the State of West Bengal.</p> <p>In case of a) above, a certificate is to be obtained as per forma 'a1'.</p> <p>In case of b) above, a certificate is to be obtained in pro forma 'b' or the candidate must produce in original any two of Voter ID card/ Adhaar card/ Passport/ Ration card belonging to his/her parents. The said documents must justify that the residential address of parent(s) is in West Bengal.</p> <p>Proforma 'a1' and 'b' are to be certified by Government Officials as detailed below.</p> <p>The domicile certificate must be issued on or after 31.12.2018.</p> <p>For candidates possessing valid SC/ST/OBC-A/OBC-B certificates issued by competent officials of the Govt. of West Bengal, a separate domicile certificate is not necessary.</p>
<p>6.2</p>	<p>Competent authority to issue domicile certificate</p> <p>A. Proforma 'a1' or 'b' must be signed and certified by any of the following competent authorities from Central Government or State Government <i>having local jurisdiction over the place of the permanent residence of the concerned candidate or</i></p>

	<p><i>his/her parents viz.</i></p> <ol style="list-style-type: none"> District Magistrate, Additional District Magistrate, Deputy Magistrate, Deputy Collector, Sub – Divisional Officer, Block Development Officer. Superintendent of Police, Additional Superintendent of Police, Sub Divisional Police Officer, Deputy Superintendent of Police, Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate. Judicial Magistrate of any rank or position in the concerned district or Metropolitan locality or Hon’ble High Court at Calcutta or Hon’ble Supreme Court of India. Corporation Area - Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner. Assistant Secretary or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government. Deputy Director or above in the Directorate to the Government of West Bengal or Central Government. <p>B. Officials issuing domicile certificates MUST provide his/her FULL NAME, DESIGNATION, PLACE OF POSTING with ADDRESS, LANDLINE/ MOBILE NUMBER. He/she should also provide his/her IDENTITY CARD NUMBER if available.</p> <p><i>C. CERTIFICATES FROM ANY AUTHORITY OTHER THAN THOSE LISTED ABOVE ‘WILL NOT BE ACCEPTED.’</i></p> <p><i>D. Note: Domicile certificates issued by any elected people’s representative such as municipal commissioner, Councillor of Municipal Corporation/ Municipality, Member of three-tier Panchayat system or GTA, MLA or MP are not acceptable for JECA-2019.</i></p>
7.0	<p>Competent Authorities for the issuance of SC/ST Certificate for candidates claiming under such reserve category of seats</p> <p>SC/ST Certificates are to be issued by any of the following authorities:</p> <ul style="list-style-type: none"> • Sub-Divisional Officers for all districts except Kolkata • District Welfare Officer, Kolkata & Ex-Officio Joint Director, B.C.W. in case of Kolkata Municipal Area (as defined in clause (9) of Section 2 of K.M.C Act, 1980
8.0	<p>Competent Authorities for the issuance of OBC-A / OBC-B Certificate for candidates claiming under such reserve category of seats:</p> <p>As per Notification vide No. 374(71)-TW/EC/MR-103/94 dated 27/7/1994, read with Memorandum No. 1204-SBCW/MR-67/10 dated 27/7/2015 issued by Backward Classes Welfare Department. Govt. of W.B., the Sub Divisional Officer of a Sub- Division in a District is the certificate issuing authority. In Kolkata such certificate is issued by such an officer as the State Government by modification authorizes. Accordingly, the District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW has been notified to act as the certificate issuing authority in respect of Kolkata covering the jurisdiction of the Kolkata Municipal Corporation.</p>
9.0	<p>Reservation of seats for PwD candidates</p> <p>Reservation will be available for candidates with 40% to 70% disabilities of</p>

	<p>following types subject to the condition that the candidate can carry out all activities related to theory and practical work as applicable to the courses without any special concession and exemption.</p> <ul style="list-style-type: none"> A. Locomotor disability in lower limb B. Locomotor disability in upper limb C. Visual Impairment D. Hearing impairment E. Speech and language disability <p>PwD certificates are to be issued by the any of the following authorities</p> <p>Officer-in-Charge/ Head of Department/ Head of the institute of Sub-Divisional Hospitals, District Hospitals, Govt. Medical Colleges run by the Govt. of West Bengal.</p>
9.1	<p>Special concessions to PwD candidates</p> <ul style="list-style-type: none"> a) PwD candidates are eligible for 40% reduction on application fees. To avail the same, the candidate must formally apply in writing (enclosing a copy of his/her confirmation page and PwD certificate) to the Chairman, WBJEEB and send/submit the application to the Board office by 30.04.2019. b) PwD candidates are entitled for 20 minutes extra time in each paper, for which the candidate must sit for the examination in the Board's office in Kolkata. To avail the concession, the candidate must formally apply in writing (enclosing a copy of his/her confirmation page and PwD certificate) to the Chairman, WBJEEB and send/submit the application to the Board office by 30.04.2019. c) Visually impaired PwD candidates are entitled to use a scribe/writer having less/lower academic qualification than the candidate. Highest qualification of such scribe/writer will be passed/appeared in 10th standard examination in 2019. To avail such facility, the candidate must sit for the examination in the Board's office in Kolkata. The candidate must formally apply in writing (enclosing a copy of his/her confirmation page and PwD certificate) to the Chairman, WBJEEB and send/submit the application to the Board office by 30.04.2019. d) The Board's decision in this regard will be final and binding on the candidate.
10.0	<p>Legal jurisdiction:</p> <p>All matters pertaining to conduct of JECA-2019 shall fall within the jurisdiction of Kolkata only.</p>
11.0	<p>Procedure for submission of application Form, payment of Examination Fees and downloading/printing of the Confirmation Page:</p>
11.1	<p>Application for JECA-2019 has to be made ONLINE only through the web- portal http://wbjeeb.nic.in.</p> <p>Candidates need to have a working mobile number and an email ID. All future communications by the Board will be sent to this mobile number and an email ID only.</p> <p>The application procedure is interactive in nature. Detail guideline is given in APPENDIX-5. The steps are briefly described below.</p>

11.2	<p>Registration</p> <p>The candidate will enter registration details such as, name, father's name, mother's name, date of birth, gender, identification type and number.</p> <p>Candidates must be careful while entering registration details. It cannot be changed/edited/modified under normal circumstances. Also, the information must match exactly with the school admit cards, mark sheets, certificates, photo identity cards, caste/category certificates etc. which the candidate must produce to enter the examination hall, during counselling, during admission and during registration with the University.</p> <ol style="list-style-type: none"> Thereafter candidates will enter contact details such as, address, state, district, PIN, email ID, mobile number and land line number or alternate mobile number, if available. Then the candidate must choose password and security question/ answer At this stage the candidate can review the registration details and make changes if necessary. The candidate will then be asked to submit the registration details. An application number will be generated and will appear on the screen. Also, SMS/email will be sent to the candidate. Candidate must remember his/her application number, password and security question/answer. If the candidate forgets the password, he/she must reset it through "Forgot Password" link. There is no other way to recover the password even by the Board if it is lost. It is not possible for any person/agency to change/edit/input any information without knowing the password. Hence candidates must not share their password with anybody. The Board will not be responsible for any change resulting from sharing/ divulging of the password. At this stage candidates may logout or continue to next step to fill up the application form.
11.3	<p>Application Form</p> <ol style="list-style-type: none"> At this stage the candidate needs to fill up various personal information such as, domicile, category, PwD status, home district, family income status, religion nationality etc. Thereafter the candidate needs to choose any two zones of examinations in order of his/her choice and submit the application. At this stage candidates may logout or continue to next step to upload images.
11.4	<p>Uploading of images</p> <p>The candidate is required to upload scanned images of his/her recent colour photograph and signature all in one go.</p> <p>Essential features of the photograph</p> <ol style="list-style-type: none"> The Photograph must be recently taken so that it matches with the candidate's physical features. Low quality images (such as pictures taken by mobile phones) are not acceptable and are likely to be rejected automatically. Background of the photograph must be of very light colour.

- d) The face of the candidate should occupy at least 50% of the entire space for photograph looking straight to the camera.
- e) Spectacles of dark or tinted glasses are not acceptable.
- f) **Copy of same photograph need to be produced for entering the examination centre, during counseling, admission, registration with the university etc.**

In case the images do not conform to the specified requirement, **it will not be possible to issue the admit card.** In which case, only the candidate will remain responsible. WBJEEB does not check the images. However, if any discrepancy comes to its notice, a SMS will be sent to the candidate’s registered mobile number. The candidate then must log in and upload corrected image (**do not upload the same image rejected earlier**). It’s not possible to make any such correction by anybody other than the candidate. Hence the Board will not entertain any request to make such corrections on behalf of the candidate.

Format, storage size and physical dimension of the images must be as under:

Image	Format	Storage size	Dimension
Photograph	JPG/JPEG	3 kB to 100 kB.	4 cm x 3 cm
Signature	JPG/JPEG	3 kB to 30 kB.	4 cm x 1.5 cm

There could be many methods to prepare an image matching the above specification. One easy method is described here.

1. Take a photograph of 3 cm x 4 cm size
2. Scan it at 300 dpi
3. Crop the scanned output page to the size of the photograph
4. Resize the image to “Email small”
5. Save

11.5

Payment of Examination Fees

After up-loading of images candidates will be directed automatically to the fee-payment step.

- a) The Examination Fees can be paid by Net Banking/ Debit Card/ Credit Card only.
- b) Application fees for **JECA-2019** is **₹500 (Rupees five hundred only) plus the Bank’s Service Charges** as applicable.
- c) **The fee once paid is not refundable under any circumstances.**

11.6

Confirmation Page

On successful completion of all the above steps, candidate shall automatically be directed to the option for downloading the ‘Confirmation Page’ which means that the application is **complete**.

APPLICATION IS NOT COMPLETE UNTIL THE CONFIRMATION PAGE IS GENERATED.

The confirmation page contains information as given by the candidate. As such, the

	<p>Board is in no way responsible for any mistake in it. Also, the same information will be repeated in the admit card and the rank card.</p> <p>Candidate should take a Print-out of the Confirmation Page and should preserve the same carefully till the completion of admission process. The confirmation page cannot be regenerated after completion of the declared e-counselling and admission process conducted by the Board. Hence it is the responsibility of the candidate to preserve it safely.</p> <p>a) If any candidate loses his/her confirmation page, a duplicate can be provided by the Board, but only till 31/08/2019. In order to get a duplicate confirmation page, the candidate must apply to the Board and pay a processing fee of Rs. 500/- by a bank draft in the name of “West Bengal Joint Entrance Examinations Board” payable in Kolkata.</p>
11.7	<p>Correction of application form</p> <p>a) It is not possible to correct any primary registration data i.e. Name, Father’s Name, Mother’s name, Gender and Date of birth of any candidate.</p> <p>b) If any candidate intends to correct any other information in his/her application, he/she can do so during the given correction window period using the edit mode. The Board cannot entertain any request for any correction under any circumstances beyond the correction window period.</p> <p>c) Also, the Board will not make any correction on behalf of any candidate.</p> <p>d) Confirmation page, admit card, rank card etc. will be issued with the personal detail as is given by the candidate. In case of any problem to the candidate during admission or thereafter due to any mistake committed by him/her, the Board is not able to render any help e.g. issuing any letter of correction. The candidate must take corrective actions at his/her end with the institute, where he/she takes admission.</p>
12.0	<p>Admit Card</p> <p>a) Admit cards will be generated on the notified date for the student to download and take a print. Candidate must carry a printed hard copy of the admit card to the examination centre.</p> <p>b) Candidates must ensure that the admit card is not mutilated/ distorted/ soiled even by accident. Candidates with such mutilated/ distorted/ soiled admit cards will not be allowed to appear in the examination.</p> <p>c) Candidates themselves can generate duplicate admit cards but only till the date of examination. Hence, candidates are advised to retain their admit cards carefully in secured place to avoid any damage to the document.</p> <p>d) If a candidate needs a duplicate admit card after the examination, the same can be provided by the Board, but only till 31/08/2019. In order to get a duplicate, the candidate must apply to the Board and pay a processing fee of Rs. 500/- by a bank draft in the name of “West Bengal Joint Entrance Examinations Board” payable in Kolkata.</p> <p>e) WBJEEB does not verify any information provided by the candidate during on-line application. Admit cards are issued only based on the information provided by the candidate. All applicants, who appear to be prima facie eligible, will be issued admit cards and will be provisionally permitted to sit for JECA-2019.</p> <p>f) All verifications are to be done during counseling, admission, registration with the university etc. If at any stage after examination it is found on scrutiny that</p>

the applicant is otherwise ineligible, his/her candidature shall be treated as cancelled even if he/she had appeared in and secured a Merit Rank. Hence, appearing in the examination and securing a rank does not constitute a right/guarantee in favour of a candidate for his/her claim for admission.

13.0**Allocation of examination center:**

During on line application, the candidate must choose **any 2 (two)** of the following examination zones.

Examination Zones			
1	Bankura (681)	9	Kolkata- Central (811)
2	Asansol (701)	10	Kolkata-North/Salt Lake (812)
3	Durgapur (702)	11	Kolkata-South (813)
4	Burdwan (711)	12	Malda (821)
5	Coochbihar (721)	13	Kharagpur (832)
6	Siliguri (732)	14	Haldia (842)
7	Srirampur (763)	15	Berhampur (851)
8	Howrah (770)	16	Kalyani (861)

Allocation of examination centre will be based on the choices given by the candidate during online form fill-up. However, **discretion of the Board in allocation of examination centre shall be final**. No request for change of allocated centre will be entertained under normal circumstances.

Any examination zone may be dropped if adequate numbers of candidates are not available or under any unavoidable circumstance. In such case the candidate will be allocated alternative examination zone

14.0**Evaluation and declaration of result**

- a) **WBJEEB does not publish any rank/score list for public.**
- b) Result will be available to individual candidates in the form of Rank Cards only, which will contain all relevant ranks and total score. Rank cards will be available only from the portal www.wbjeeb.nic.in
- c) Candidates will be able to view and download their rank card by logging in with their password.
- d) Duplicate rank cards cannot be generated at any later stage after completion of e-counselling and admission conducted by the Board. Hence candidates are advised to retain their rank cards carefully in a secured place for all future purpose.
- e) If any candidate needs a duplicate rank card even after completion of counselling and admission conducted by the Board, the same can be provided, but only till 31/08/2019. In order to get a duplicate rank card, the candidate must apply to the Board and pay a processing fee of Rs. 500/- by a bank draft in the name of **“West Bengal Joint Entrance Examinations Board”** payable in **Kolkata**
- f) Ranks cards with scores will be issued to all candidates, who appeared in the

	examination. But all may not be awarded a rank and hence may not be eligible for counselling , for which a cut off rank and/or a cut off score will be decided by the board.
15.0	Counselling/seat allotment and admission a) A separate notification with details of counseling/seat allotment and admission will be published in www.wbjeeb.nic.in shortly after publication of result. Only those, eligible for counseling, will be able to participate in it. b) Credentials of candidates eligible for counseling and admission will be verified at the counselling Center on stipulated dates, details of which will be notified in due course of time. c) Since counseling and admission process is sequential according to rank, candidate has to appear for counselling on the specified date and time only. It is not possible to allow any different date or time for any candidate. d) The candidate has to appear himself/herself. No other person is allowed to appear for counselling and admission on behalf of the candidate.

APPENDIX -1

PROFORMA 'a1'

Residential/Domicile Certificate for candidates residing in the State of West Bengal continuously for at least last ten (10) years as on 31.12.2018

Certified that _____

Son / daughter of _____ is a resident/permanent resident of West Bengal at Village/House No. _____

Street _____

Post Office _____ Police Station _____

In the District of _____ under _____

Assembly Constituency and has been living in the State of West Bengal continuously / uninterruptedly at least for the last ten (10) years as on 31-12-2018.

Paste 4 cmx3 cm
size recent colour
photograph in this
box

Candidate's signature

Candidate must sign here in front of the certifying authority

(Candidate's photograph)

Signature of Certifying Authority _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Office Address _____

Office Phone No. _____ Mobile No: _____ (optional)

ID No: _____ (optional)

Note: Photograph is to be attested by the certifying authority.

The Certifying Authority should preserve a duplicate copy of this Certificate.

APPENDIX -2

PROFORMA 'b'

Residential/Domicile Certificate for candidates not residing in the State of West Bengal but whose parent(s) is (are) permanent resident(s) of West Bengal having their permanent home address within West Bengal

Certified that _____

Father/ mother of _____ (the applicant) is/ are permanent Resident of West Bengal at Village/House No. _____

Street _____

Post Office _____ Police Station _____

In the District of _____

Under _____ Assembly Constituency

Paste 4 cmx3 cm size recent colour photograph of the candidate in this box

Paste 4 cmx3 cm size recent colour photograph of father/ mother of the candidate in this box

Father's/ Mother's Signature

Candidate's Signature

Candidate must sign here in front of the certifying authority

(Candidate's Photograph) (Father's/ Mother's Photograph)

Signature of Certifying Authority _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Office Address _____

Office Phone No. _____ Mobile No: _____ (optional)

ID No: _____ (optional)

Note: Photographs are to be attested by the certifying authority.

The Certifying Authority should preserve a duplicate copy of this Certificate.

APPENDIX -3

Rules of the Examination

1. Candidates are advised to enter the examination centres at least 30 minutes before commencement of the test.
2. Be sure about the exact location of your examination centre and means of commuting, in order to avoid any inconvenience on the day of examination.
3. No candidate will be allowed to seat for the test in any centre other than the one allotted to him/her and as is mentioned in the admit card.

Any candidate found to occupy a seat other than the one allotted to him/her will be **reported against** & his/her paper will be cancelled.

4. Carry the following documents to enter the examination centre.
 - a. A hard copy of admit card.
 - b. A copy of colour photograph as was uploaded during online application.
 - c. Any photo identity card in original such as Aadhaar card/ Pan card / Passport/ Voter card/ 10th standard admit card/ School – ID card.
5. Frisking may be carried out while entering the centre for checking prohibited objects.
6. Candidates are advised to take their seats at least 15 minutes before the test.
7. No candidate will be allowed to enter the examination hall **beyond the scheduled time of commencement of the test under any circumstance**.
8. Candidates are not allowed to carry any written or printed material, calculator, pen, docu-pen, log table, wristwatch, any communication device like mobile phones etc. inside the examination hall. Any candidate found with such items will be **reported against** & his/her candidature will be summarily cancelled.
9. Question booklets will be distributed well before commencement of the test. Take out the OMR sheet without breaking seals of the question booklet and check that your OMR number & question booklet number are same. If not, ask the invigilator to replace the whole set from same series.
10. Put your signature on the top of question booklet.
11. Read the instructions given on OMR & on the cover page of question booklet very carefully.
12. Write question booklet number & roll number at the appropriate places on the OMR. Wrong entry of question booklet number & roll number may lead to rejection of the OMR or wrong scoring, for which the Board will not remain responsible. If any candidate makes any mistake, he/she must not over write. Request the invigilator to strike it out & rewrite the correct numbers and put his/her signature.
13. Darken appropriate bubbles of question booklet number & Roll number.
14. Write your name in BLOCK LETTERS, name of the centre & put your signature in appropriate places on the OMR. Do not put any stray mark anywhere else; it may lead to rejection of OMR.
15. Check that your Roll number, photograph, spelling of your name in the attendance sheet matches with those given in your admit card. If any correction is needed, bring it to the notice of the invigilator.

16. Question booklet seals can be opened only at the time of commencement of test and as will be announced by the invigilator. Check all the pages of question booklet. If there is any damage or missing page or any difficulties to read the question booklet, ask your invigilator to replace the whole set from the same series.
17. Maintain silence during the test. Any conversation/gesticulation or creation of disturbances will be deemed as misdemeanor. If any candidate is found adopting any unfair means, his/her candidature will be cancelled, and / or he/she will be debarred either permanently or for a period as is deemed fit by the Centre- in- Charge.
18. No discussion will be allowed with the invigilator regarding any question.
19. Candidates may do rough work in the space provided in the question booklet.
20. No candidate will leave his/her seat without permission of the invigilator until the test is over.
21. No candidate will leave the hall till the end of the test & all OMRs are collected & tallied by the invigilator.
22. Candidates can take his/her question booklet after the test.
23. If any Examinee is found impersonating, he/she will be **handed over to the police** & candidature of the original candidate will be cancelled outright.

APPENDIX –4

Important dates

	Activity	Date (with time)
1	Online application with payment of fees	02/04/2019 (Tuesday) to 16/04/2019 (Tuesday)
2	Online correction and downloading revised confirmation page	17/04/2019 (Wednesday) to 19/04/2019 (Friday)
4	Publication of Downloadable Admit Card	04/07/2019 (Thursday) (tentative)
5	Date of Examinations:	13/07/2019 (Saturday)
6	Publication of Results	13/08/2019 (Tuesday) (tentative)

Note: All schedules are subject to change under unavoidable circumstances.

APPENDIX –5

Guidelines for filling up the online application form

Description of Field		Input	Remarks
		Registration	
1.	Candidate's Name	<input type="text"/>	<ul style="list-style-type: none"> • Max length 46 characters • Only characters are allowed • As registered in class 12 or equivalent Examination
2.	Father's Name	<input type="text"/>	<ul style="list-style-type: none"> • Maximum 46 characters • Only characters are allowed • As registered in class 12 or equivalent Examination. • Salutations like Late, Mr., Ms., Mrs., Dr., Prof. should not used
3.	Mother's Name	<input type="text"/>	<ul style="list-style-type: none"> • Maximum 46 characters • Only characters are allowed • As registered in class 12 or equivalent Examination. • Salutations like Late, Mr., Ms., Mrs., Dr., Prof. should not used
4.	Date of Birth	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • DD/MM/YYYY • (See section 3.1 of Information Bulletin DOB should be on or before 31.12.2002)
5.	Identification Type	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Student ID • Voter ID • Passport No. • Bank A/c No. • Other
6.	Identification No.	<input type="text"/>	<ul style="list-style-type: none"> • Input
7.	Gender	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Male • Female • Transgender
		Contact Details	
8.	Premises No./ Name	<input type="text"/>	<ul style="list-style-type: none"> • Input
9.	Locality (Optional)	<input type="text"/>	<ul style="list-style-type: none"> • Input
10.	Sub locality	<input type="text"/>	<ul style="list-style-type: none"> • Input
11.	State	<input type="text" value="---Select---"/>	

12.	District	<input type="text" value="---Select---"/>	
13.	PIN Code	<input type="text"/>	• Input
14.	Email ID	<input type="text"/>	• Input
15.	Mobile No.	<input type="text"/>	• Input
16.	Land Line No. or any other contact No. (Optional)	<input type="text"/>	• Input
		Choose Password	
17.	Password	<input type="text"/>	• Input
18.	Confirm Password	<input type="text"/>	• Input
19.	Security Question	<input type="text" value="---Select---"/>	
20.	Security Answer	<input type="text"/>	• Input
21.	Enter Security PIN	<input type="text"/>	• Input
		Submit	
		Application Form	
22.	Domicile	<input type="text" value="---Select---"/>	
23.	Category	<input type="text" value="---Select---"/>	For W.B. domiciles only <ul style="list-style-type: none"> • General • SC • ST • OBC-A • OBC -B
24.	Person with Disability (PwD)	<input type="text" value="---Select---"/>	For W.B. domiciles only <ul style="list-style-type: none"> • Yes • No
25.	Type of Disability	<input type="text" value="---Select---"/>	If PwD = Yes <ul style="list-style-type: none"> • Locomotor disability in lower limb • Locomotor disability in upper limb • Visual Impairment • Hearing impairment • Speech and language disability
26.	Percentage of Disability	<input type="text"/>	If PwD = Yes <ul style="list-style-type: none"> • Percentage of Disability

27.	Home District	<input type="text" value="---Select---"/>	
28.	Religion	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Hindu • Muslim • Christian • Buddhist • Sikh • Other
29.	Nationality	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Indian
30.	Apply for	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Auto filled: "JECA-2019"
31.	1 st Choice of Exam City:	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Refer to section 13.0 of Information Bulletin
32.	2 nd Choice of Exam City:	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Refer to section 13.0 of Information Bulletin
Education Details			
33.	Qualification	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Auto Filled "Under Graduate"
34.	Pass Status	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Passed • Appearing
35.	Course/Stream Name	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • B.Sc. • B.A. • B.Com. • B.E. • B.Tech. • B.C.A. • Others
36.	University Name, Reg. No. and Reg. Yr.	<input type="text"/>	Input
37.	Year of Passing (if passed)	<input type="text" value="---Select---"/>	
38.	Result Mode (if passed)	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • CGPA • %
39.	Marks Detail (if passed)	<input type="text"/>	Input
40.	Roll No.	<input type="text"/>	Input
41.	Institute Name and address	<input type="text"/>	Input
42.	Institute Pin code	<input type="text"/>	Mandatory
43.	Enter Security PIN	<input type="text"/>	Input
Submit			

		Image Uploading	
44.	At this stage the candidate is required to upload scanned images of his/her recent colour photograph and signature all in one go. For detail instruction, see section 11.4 of the Information Bulletin.		
		Fee Payment	
45.	At this stage, the candidate is required to pay the requisite fees. For detail instruction, see section 11.5 of the Information Bulletin.		
		Confirmation Page	
46.	Once the fee payment is made, the candidate will be directed to download the confirmation page. Download the confirmation page and preserve the same.		

<End of Document>