

INFORMATION BULLETIN

**Common Entrance Test for M. Sc. Nursing course
JEMScN-2024**

**Date of Examination
30.06.2024 (Sunday)**

(Tentative and may be changed in extraordinary circumstances)



**West Bengal Joint Entrance Examinations Board
RUPANNA**

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

Toll free No.- 1800-1234-782 (Extn No. - 2)

Release date: 16th April, 2024

Candidates must go through the Information Bulletin carefully before applying for the examination

IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION

Once an application is received, it will be construed that the candidate agrees to all terms and conditions, rules and regulations stipulated in the Information Bulletin and in the relevant notice(s) published by the Board for the said purpose.

Any application not in compliance with the conditions specified in the Information Bulletin is liable to be rejected.

1.	Application for the examination must be done online only. No printed application form is available.
2.	Ensure filling genuine application form available online only at www.wbjeeb.nic.in/www.wbjeeb.in
3.	Do not attempt to make any duplicate application.
4.	<p>It is essential to have a valid mobile number and a unique valid email ID.</p> <p>All future communications by the Board will be sent to the registered mobile number and email ID. WBJEEB will not be held responsible for non-receipt of any communication due to wrong/non-existing/non-functional/changed mobile number/ email ID or due to network interruption.</p>
5.	<p>Once the registration details i.e., name, father's name, mother's name, gender, domicile and date of birth are entered and submitted, this information cannot be changed/modified/edited under any circumstances.</p> <p>Also, the information must match exactly with the school/college 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/admission and registration with the University/Council etc.</p>
6.	Do not share your application number, password etc. with anyone. The Board will not be held responsible if any candidate commits the mistake which may result in negative consequences.
7.	Upload scanned copy of recent colour photograph and signature as per the instructions provided in the Information Bulletin. If any candidate receives any SMS/email regarding discrepancy in photograph/ signature, he/she must take corrective action immediately within one day . Admit cards will not be issued if these images are illegible and thus not acceptable.
8.	If any information other than name, father's name, mother's name, gender, domicile and date of birth given in the application needs to be corrected, the rectification may be done by the candidate only within the notified ' Correction Period '. The Board will not make or allow any correction thereafter.
9.	<p>Application fees is ₹3000 (Rupees three thousand only) plus the Bank's Service Charges, if applicable, payable by Net Banking/ Debit Card/ Credit Card/ UPI/ QR Code only.</p> <p>The fee once paid is not refundable under any circumstances.</p> <p>Do not wait for the last day to make fee payment to avoid payment failure by Bank or EPG.</p>

10.	Keep copies of Confirmation page and Admit card in safe custody.
11.	Candidates are requested to go through the Board's website (www.wbjeeb.nic.in / www.wbjeeb.in) regularly to update themselves for the latest information.
12.	<ul style="list-style-type: none">• Appearing for the examination and even obtaining a rank do not guarantee admission.• Applicable rules at the time of counselling will determine allotment and admission criteria.• Candidates must make themselves aware of the latest rules and criteria for admission in different College/Institution and other specific criteria issued by the Government/Regulatory bodies from time to time.• Board will not be responsible by any way, if any candidate fails to aware himself/herself regularly on any updated information.
13.	<p>For any query regarding the examination, contact:</p> <p style="text-align: center;">The Controller of Examinations West Bengal Joint Entrance Examinations Board RUPANNA DB - 118, Sector - I, Salt Lake City, Kolkata-700064 Examination Helpdesk: -1800-1234-782 (Extn No. - 2) Email: info@wbjeeb.in</p>

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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.</p> <p>Subsequently in 2014, the Government of West Bengal enacted the West Bengal Act XIV of 2014 to form The West Bengal Joint Entrance Examinations Board (hereinafter called 'Board') and empowered it to conduct Common Entrance Examinations for selection of candidates for admission to undergraduate and postgraduate Professional, Vocational and General Degree Courses in the State of West Bengal and to conduct on-line counselling process or otherwise adopting a single-window approach.</p> <p>West Bengal Joint Entrance Examinations Board (WBJEEB) has been instrumental in the admission process based on online application and allotment through e-Counselling since 2012. It advocates fairness and transparency, ensures no-error, and adopts state-of-the-art technology.</p>				
2.0	<p>The Examination: WBJEEB will conduct OMR based Common Entrance Test (JEMScN-2024) for admission in the academic session 2024-25 in M. Sc. Nursing course in Colleges/ Institutes in the State of West Bengal.</p>				
2.1	<p>Schedule of JEMScN-2024</p> <table border="1" data-bbox="323 1095 1409 1384"> <thead> <tr> <th data-bbox="323 1095 895 1169">Date of Examination</th> <th data-bbox="895 1095 1409 1169">Time schedule</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 1169 895 1384"> <p style="text-align: center;">30.06.2024 (Sunday)</p> <p style="text-align: center;">(Tentative and may be changed in extra ordinary circumstances)</p> </td> <td data-bbox="895 1169 1409 1384"> <p style="text-align: center;">02:00 p.m. to 03:30 p.m.</p> </td> </tr> </tbody> </table> <p>The examination will be held only once and there shall be no further examination under any circumstances for those who are unable to appear on the date and time mentioned above.</p>	Date of Examination	Time schedule	<p style="text-align: center;">30.06.2024 (Sunday)</p> <p style="text-align: center;">(Tentative and may be changed in extra ordinary circumstances)</p>	<p style="text-align: center;">02:00 p.m. to 03:30 p.m.</p>
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2.2	<p>Pattern of Question Papers</p> <p>The paper will contain 100 questions. All questions will be of Multiple-Choice Question (MCQ) type, with four answer options each, of which only one option is correct. Time for the paper is 90 minutes. The questions will be in English language only.</p>				
2.3	<p>Syllabus: The paper will be based on B.Sc./PB B.Sc. Nursing syllabus and will have two parts as follows. The topics and number of questions of the two parts are given below.</p> <p>a) PART-A: Anatomy, Physiology, Sociology, Psychology, Microbiology, Pathology, Pharmacology, Genetics, Administration, Education, Research & Statistics – 40 Q.</p> <p>b) PART-B: Foundation of Nursing, Medical Surgical Nursing, Pediatric Nursing, Psychiatric Nursing, Obstetrical Nursing, Community Health Nursing – 60 Q.</p>				

2.4	Scoring Methodology a) Correct response will yield 1 (one) mark for each question. b) Incorrect response will yield -1/4 (25% negative) marks for each question. c) For any combination of more than one option, even if it contains the correct option, the said answer will be treated as incorrect and will yield -¼ (negative 25%) marks. d) Zero mark will be awarded for not attempting any question.
2.5	Mode of answering in the examination a) 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. b) Candidates will indicate response to the questions by darkening the appropriate circle/bubble completely with blue/black ink ball point pen. c) Any other kind of marking e.g., filling the circle/bubble incompletely, filling with pencil, cross mark, tick mark, dot mark, circular mark, over writing, scratching, erasing, use of white ink, marking outside the circle/bubble etc. may lead to wrong/partial/ambiguous reading of the response. WBJEEB will be, in no way, responsible for such eventuality and this may lead to cancellation of OMR sheet. d) Response marking cannot be edited/changed/erased/modified.
2.6	Ranking Methodology and publication of Merit Lists a) WBJEEB will prepare merit ranks based on the candidates' score in the Common Entrance Test. Individual candidates will be able to view and download his/her Rank Card, which will contain score and rank. WBJEEB does not publish any rank/score list for public to ensure confidentiality to each individual candidate. b) The rank shall be in the name and style of ' GMR ' (General Merit Rank). c) Ranking shall be done in the descending order of marks scored. In case of ties, tie-breaking rules as given in 2.7 shall be applicable. 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 /EWS Rank, etc., as applicable. e) Sequencing order for counselling/allotment of seat/admission will be based on GMR only (not on category ranks). Category ranks are for information only to candidates of respective category. f) Category ranks are generated based on the category information given by the candidates during online application, but documents are verified by the allotted Institutes during counselling/admission. Hence candidate's certificates/ documents/ proofs must be valid as on the date of verification. If any candidate's claim is found invalid during verification, his/her category rank will be cancelled, and the candidate will be considered thereafter in general category in next round, if any. Category ranks of other candidates will not be revised.

2.7	<p>Tie-breaking Methodology in Merit Rank</p> <ol style="list-style-type: none"> 1. Higher total marks in PART-B. 2. Less negative marks in total. 3. Less negative marks in PART-B. 4. Less negative marks in PART-A. 5. After application of the Tie-breaking Rules as applicable if there be still ties, the same will be broken by the date of birth (DOB) of the candidates, with the older candidate having preference over the younger one. If the tie still remains then it will be decided by the application number in ascending order i.e. the candidate who has applied earlier will be given preference.
2.8	<p>Rules of the examination (JEMScN-2024): Rules to be followed during the examination is given in APPENDIX-3.</p>
3.0	<p>Eligibility and academic qualification criteria for appearing in JEMScN-2024 (As intimated by the concerned Authorities)</p>
3.1	<p>Eligibility criteria for application for JEMScN-2024</p> <ol style="list-style-type: none"> a) Citizenship: Applicant must be a citizen of India. b) Gender: Male/ Female
3.2	<p>Eligibility criteria for admission</p> <p>For any further information, candidates must follow the instructions of the Nursing Directorate, Dept. of H&FW, Govt. of W.B.</p> <p>(A) Academic criteria</p> <ol style="list-style-type: none"> i. The candidate must pass any of the following courses from Institutes recognized by Indian Nursing Council and obtained registration/RNRM certificate from the State Nursing Council of any State of India. <ol style="list-style-type: none"> a. B. Sc. - Nursing b. B. Sc. (Hons.) – Nursing c. Post Basic B. Sc. Nursing d. Post Basic B.Sc. (Hons)- Nursing e. Post Basic B. Sc. -Nursing through distance education. ii. Candidate must secure at least 55% marks in aggregate considering all academic years together in the examination mentioned above. <p>(B) Upper age limit</p> <ol style="list-style-type: none"> i. WB State Govt employee: The Nursing Personnel must not be more than 53 years of age on the last date of application. ii. Others: No upper age limit (including ESI and Central Govt. employees). <p>(C) Work experience:</p> <ol style="list-style-type: none"> i. WB State Govt employee: Minimum 3 years' working experience after publication of result of the qualifying examinations (which is taken as the date of the final mark sheet) and by the last date of application.

At the time of admission, 'In-service' (WB) candidates will have to produce a 'Letter of Permission' from the Authority for sponsorship in line with the West Bengal Nursing Personnel (Placement on Trainee Reserve) Rules 2009, Govt. Memorandum no. HF/O/GA(NG)/303/IN-26/09 dated 08.12.2009 for which they should contact the Nursing Directorate, Dept. of H&FW, Govt. of W.B.

ii. **Others:**

1. Candidates passed B. Sc. – Nursing	1-year experience after publication of final result and by the last date of application.
2. Candidates passed B. Sc. (Hons.) – Nursing	
3. Candidates passed Post Basic B. Sc. Nursing	1-year experience before or after publication of final result and by the last date of application.
4. Candidates passed Post Basic B.Sc. (Hons)- Nursing	
5. 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.

Note:

- 'Pass' means passing in both theory and practical separately where applicable.
- 'Pass' means completion of all requirements of the course including completion of internship (where applicable) before admission.

3.3

Document verification

- Admit cards, Rank cards are issued based on the information provided by the candidate. All verifications are done during and after counselling/admission **by the allotted Institute**. Hence, candidates cannot assume that the personal information shown in the admit card, rank card are approved by the Board.
- If during document verification by the **allotted Institute**, it is found that information given by the candidate is/are incorrect or if the candidate is unable to produce valid certificate/ document/ proof **as per the then applicable rules and as on the date of its verification**, his/her information will be corrected/modified accordingly which may even make him/her ineligible for some/all seats/course.
- Similarly, if at any stage during or after counselling/admission it is found on scrutiny that the information/document(s) provided by the candidate is false/incorrect, his/her candidature is liable to be treated as cancelled even if he/she secured a Merit Rank and/or a seat has been allotted to the candidate. Hence, securing a Rank 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 required criteria.

4.0

Seat Matrix

The seat matrix for last year i.e., for the academic session 2023-24 is given in Board's website.

Seat matrix for the academic session 2024-25 will be declared by the competent Authority in due course of time and will be published at Board's web site before counselling.

Note that there may be other seats available in some institute/course which are not offered through e-counselling and hence are not shown in the seat matrix.

5.0	<p>Reservation of Seats for SC/ST/OBC-A(NCL)/OBC-B(NCL)/OBC/ EWS/PwD category of students</p> <p>a) Reservation policies of West Bengal University of Health Science and the Dept. of H&FW, Govt. of W. B. will be applicable for admission in reserved seats for SC/ST/OBC-A(NCL)/OBC-B(NCL)/OBC/EWS/ PwD candidates.</p> <p>b) Such reserve category seats shall be restricted to students domiciled in West Bengal only. However, the reserved seats in Centrally funded Institutions like the 'College of Nursing, National Institute of Locomotor Disability' will be available to candidates domiciled in any state of India.</p> <p>c) List of reserved seats will be announced by the concerned authority before counseling.</p> <p>d) Candidates claiming reserved seats must submit relevant Certificate issued from either of the competent Authorities as enlisted in section 7.0, 8.0 and 9.0.</p> <p>e) Certificates are to be produced for verification by the allotted Institute during counselling, admission etc. If at that time, it is found that any information given by the candidate is/are incorrect or if the candidate is unable to produce certificate/ document/ proof valid as per the then applicable rules as on the date of its verification, his/her information will be corrected/modified accordingly which may even make him/her ineligible for some/all seats/course and the candidate may be reconsidered in next round of counselling, if any.</p> <p>f) Candidates having OBC certificates issued before 31.12.2009 must have the certificate revalidated from the issuing authority, with OBC-A(NCL)/ OBC-B(NCL) classification clearly mentioned.</p> <p>g) OBC-A/OBC-B candidates must note that though there is a reservation for OBC-A/OBC-B candidates so far as seat allotment is concerned, but there is no reservation for OBC-A/OBC-B category in TR policy of Govt. of W.B.</p>
6.0	<p>Requirements in terms of Residential/Domicile Criteria</p> <p>The State (West Bengal) Residential/Domicile requirement is essential for admission in any reserved category seat in any course in any institution except Centrally funded Institutions like the 'College of Nursing, National Institute of Locomotor Disability'. Such candidates have to produce relevant category certificate issued by the Appropriate Authority of the Govt. of W.B. at the time of counselling and admission.</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> <p>a) Sub-Divisional Officers for all districts except Kolkata.</p> <p>b) 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.</p>
8.0	<p>Competent Authorities for the issuance of OBC-A(NCL*) / OBC-B(NCL*) 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</p>

	<p>such an officer as the State Government by notification authorizes. Accordingly, the District Welfare Officer, Kolkata, and Ex-officio Joint Director, BCW Dept. has been notified to act as the certificate issuing authority in respect of Kolkata covering the jurisdiction of the Kolkata Municipal Corporation.</p> <p><i>The OBC-A or OBC-B candidate if belongs to creamy layer will not be considered as reserved category candidate. If the OBC-A(NCL) or OBC-B(NCL) certificate is issued before 01.04.2023, then the candidate has to provide the income certificate issued by the same authority who issued earlier caste certificate.</i></p> <p>*NCL-Non-Creamy Layer</p>
9.0	<p>Competent authorities for issuance EWS certificate</p> <p>As per Office Memorandum No. 325-PAR(AR)/3P-1/2019 dated 09th July 2019 issued by the Personnel & Administrative Reforms Department (Administrative Reforms Cell), Govt. of West Bengal read with Memorandum No. 959-BCW/MR-52/2019 dated 18th May 2023 issued by Backward Classes Welfare Department, Govt. of West Bengal, EWS Certificates are to be issued by any of the following authorities:</p> <p>A. District Magistrate/ Additional District Magistrate B. Sub-Divisional Officers C. District Welfare Officer, Kolkata and Ex-officio Joint Director, BCW & TD in respect of Kolkata covering the jurisdiction of the Kolkata Municipal Corporation.</p> <p>N.B. For eligibility and other details, please follow the Memorandums mentioned above.</p>
10.0	<p>Reservation of seats for PwD candidates</p> <p>a) As intimated by the Dept. of H&FW, Govt of WB, reservation in PwD category will be available only in case of 40% to 50% locomotor disability in lower limbs.</p> <p>b) PwD candidates will have to physically report to IPGMER, Kolkata on a given date for physical verification. The PwD status as verified/certified by IPGMER will be final and binding to the candidate. WBJEEB will not entertain any communication in this regard.</p> <p>c) If the candidate fails to report to IPGMER on the scheduled date, he/she will be considered as a non-PwD candidate.</p> <p>d) No change in the category will be entertained after the last date of correction of application form.</p>
10.1	<p>Special facilities to PWD candidates for appearing in the examination</p> <p>a) Concessional application fees: PwD candidates are eligible for 40% concession 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 at least 60 days before the date of commencement of the examination.</p> <p>b) Compensatory time: Twenty minutes per hour compensatory time as per duration of examination (On pro-rata basis) will be allowed to the PwD candidates with disability as per section 9.0.</p> <p>c) Scribe/reader: Facility of own scribe/reader will be allowed to a candidate with disability as per section 9.0 and has limitations in writing including that of speed, if so desired by him/her. The educational qualification of the scribe has to be 10 +2 passed, maximum.</p>

	<p>d) In order to avail the facility of compensatory time and/or scribe/reader, the candidate must formally apply in writing (enclosing a copy of his/her confirmation page, PWD certificate, a certificate in the format as given in APPENDIX-1 and a letter of undertaking in the format as given in APPENDIX-2) to the Chairman, WBJEEB and send/submit the application to the Board office at least 60 days before the date of commencement of the examination. Special arrangement will be made in the office of the Board in Kolkata for such candidates to sit for the examination. Such facilities are not available in other examination centers.</p> <p>e) The Board's decision in this regard will be final and binding on the candidate.</p>
11.0	<p>Legal jurisdiction</p> <p>All matters pertaining to conduct of the examination and counselling shall fall within the jurisdiction of Kolkata only.</p>
12.0	<p>Procedure for submission of application form, payment of examination fees</p>
12.1	<p>Registration</p> <p>a) The candidate will enter personal details such as, name, father's name, mother's name, date of birth, gender, identification type and number, present and permanent address, mobile number, email ID etc.</p> <p>b) Candidates must be careful while entering name, father's name, mother's name, date of birth, gender, and domicile. This information cannot be changed/edited/modified under any circumstances.</p> <p>c) Then the candidate has to create password, review and submit the registration.</p> <p>d) An application number will be generated and will appear on the screen. Also, SMS/email will be sent to the candidate.</p> <p>e) Candidate must remember his/her application number, password. If the candidate forgets the password, he/she has to recover it through "Forgot Password" option. There is no other way to recover the password.</p> <p>f) 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.</p>
12.2	<p>Application</p> <p>At this stage, the candidate needs to fill up various other information such as, domicile, category, PwD status, religion, nationality, academic details etc.</p>
12.3	<p>Uploading of images</p> <p>a) The candidate is required to upload JPG/JPEG images of his/her recent color photograph (10 to 200 KB) and signature (4 to 30 KB).</p> <p>b) Photo and signature are to be uploaded in one go.</p>
12.4	<p>Payment of Examination Fees</p> <p>a) The Examination Fees can be paid by Net Banking/ Debit Card/ Credit Card/ QR Code/ UPI only.</p>

	<p>b) Application fee for the examination is Rs. 3000/- (Rupees three thousand only), plus the Bank's service charges, if applicable.</p> <p>c) The fee once paid is not refundable under any circumstances.</p>
12.5	<p>Confirmation Page</p> <p>On successful completion of all the steps mentioned above, the candidate shall be directed to download the 'Confirmation Page' which means that the application is complete. APPLICATION IS INCOMPLETE UNTIL THE CONFIRMATION PAGE IS GENERATED.</p>
12.6	<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, domicile, and Date of birth.</p> <p>b) If any candidate intends to correct/modify any other information in his/her application, he/she can do so after logging in during the given "correction period". The Board will not entertain any request for any correction/modification under any circumstances beyond the "correction period". Also, the Board will not make any correction/modification on behalf of any candidate.</p>
13.0	<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 center.</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 card will not be allowed to appear in the examination.</p>
14.0	<p>Allocation of examination centre</p> <p>The examination will be conducted in Kolkata- Salt Lake/New Town zone only.</p>
15.0	<p>Evaluation and declaration of result</p> <p>a) Model Answer Keys will be available for a brief period at Board's web site shortly after the examination. Candidates can log in and view the model answer keys.</p> <p>b) Candidates can also challenge any answer key on payment of ₹500/- (Rupees Five hundred only) per question plus the bank's service charges, if any. The fee once paid is not refundable.</p> <p>c) The Board will review the challenges and publish Final and Frozen Answer Keys. The Board's decision in this regard will be final and no further communication will be entertained.</p> <p>d) Images of OMRs and machine read responses will be available for a brief period in Board's web site one week (tentatively) after the examination. Any candidate can view the images of his/her OMRs and machine read responses by logging in with his/her password. Candidates should download and preserve copies of their OMRs. However, the duration of preservation of record (s)/ document (s)/ information has been notified and available in the Board's website.</p>

- e) Any candidate, who is not satisfied with the captured responses may challenge online on payment of **₹500/- (Rupees Five hundred only) per question** plus bank's service charges, if any.
- f) The Board will review the challenges and take final decision. **The Board's decision on the challenges will be final and no further communication will be entertained.**
- g) Challenges by email, letter, fax, telephone etc. other than through online mode will not be accepted or entertained.
- h) Result will be published in the form of Rank Card, which will contain all relevant rank(s) and score. Candidates can view and download their rank card by logging in with their password. **The Board never publishes a rank/score list to ensure confidentiality to each individual candidate.**
- i) Rank card with score will be issued to all candidates, who appears in the examination. But all **may not be awarded a rank and hence may not be eligible for counseling**, for which a cut off rank and/or a cut off score will be decided by the board.
- j) If any candidate has any grievance about his/her score, he/she may raise a query through email (to info@wbjeeb.in) within 24 hours of declaration of the result attaching copies of OMR, rank card, question booklet number and its series code, question wise self-calculation of score. If the candidate wishes to make a physical representation, it is allowed till 12:00 noon on the next working day of result publication. The Board will not entertain any query/grievance thereafter.
- k) A candidate can calculate his/her score from his/her machine read response and published final answer keys. However, if any candidate needs a calculation sheet from the Board, he/she will have to apply to the Board with a demand draft of Rs. 500/- **(Rupees Five hundred only)** in favour of 'West Bengal Joint Entrance Examinations Board' payable at Kolkata. But this facility will be available only till 60 days after the declaration of result or till the counselling is over, whichever is later.

16.0 General rules about documents

- a) Whenever and wherever a candidate produces documents like confirmation page, admit card, rank card, caste/ category/ domicile certificate etc., he/she must produce it in original. Documents generated by the portal must be printed by using the 'PRINT' link provided for the purpose. **Screen shots, photographs of the screen, images captured/stored by/in mobile phone etc. are not acceptable as any valid document.**
- b) Confirmation page, admit card, rank card etc. contains some personal information as given by the candidate during online application. As such, the Board is in no way responsible for any mistake in it due to incorrect entry by the candidate.
- c) **All verifications are done by the allotted Institute during counselling/admission. Hence, candidates cannot assume that the personal information shown in the confirmation page, admit card, rank card etc. are accepted or approved by the Board.**

	<p>d) In case the candidate faces any problem during admission in any institute or thereafter due to any mistake committed by him/her in providing such personal information during online application, the Board is not able to render any help e.g., issuing any letter of correction etc. The candidate must take necessary actions at his/her end with the institute, where he/she takes admission.</p> <p>e) Confirmation page and admit card cannot be downloaded after the examination is over. Rank card and image of OMR cannot be downloaded after the counselling is over. Candidates must preserve such documents safely.</p> <p>f) However, if any candidate needs a duplicate copy of Admit card, Rank card etc. it can be provided by the Board, but only till the end of counselling or 60 days after the date of declaration of result, whichever is later. To get a duplicate copy, the candidate must apply to the Board and pay a processing fee of Rs. 500/- (Rupees Five hundred only) for each document by a bank draft issued in favour of “West Bengal Joint Entrance Examinations Board” payable at Kolkata.</p>
17.0	Counselling/seat allotment and provisional admission <p>a) A separate notification with details of counseling/seat allotment and admission procedure will be published in Board’s web site shortly after publication of result.</p> <p>b) Course-wise and institute wise availability of seats provided by the Competent Authorities will also be published before counselling and allotment.</p>

APPENDIX -1

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____
(name of the candidate with disability), a person with _____
(nature and percentage of disability as mentioned in the certificate of disability), S/o/ D/o
_____ a resident of
_____ (Village/District/State) and
to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her
disability.

Signature

Chief Medical Officer/Medical Superintendent of a Government health care institution

Name & Designation:

Name of Government Hospital/Health Care Centre with Seal:

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability
(e.g. Visual impairment - Ophthalmologist, Locomotor disability- Orthopaedic specialist/ PMR)

APPENDIX-2**Letter of Undertaking for Using Own Scribe**

I, _____ a candidate
with _____ (name of the
disability) appearing for the _____ (name of the
examination) bearing Application No. _____.

I do hereby state that _____ (name of the scribe)
will provide the service of scribe/reader for the undersigned for taking the aforesaid
examination.

I do hereby undertake that his/her qualification is _____.

In support of his/her maximum educational qualification, a certificate issued by the Head of the
institution is attached herewith. If it is subsequently found that his/her qualification is not as
declared by the undersigned and is beyond my qualification, I shall forfeit my right to the
admission and claims relating thereto.

(Signature of the candidate)

Place:

Date:

APPENDIX -3**Rules of the Examination**

1. Candidates are advised to reach the examination centers at least 30 minutes before commencement of the test.
2. Be sure about the exact location of your examination center and means of commuting to avoid inconvenience, if any, on the day of examination.
3. No candidate will be allowed to seat for the test in any center other than the one allotted to him/her and as is mentioned in the admit card.
4. Any candidate found to occupy a seat other than the one allotted to him/her will be **reported against** and his/her paper will be cancelled.
5. Carry the following documents to enter the examination center.
 - a. A printed copy of admit card.
 - b. A copy of color 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.
6. **Candidates are not allowed to carry any written or printed material, calculator, pen, log table, wristwatch, any communication device like mobile phones, any blue tooth device etc. inside the examination hall. Any candidate found with prohibited items will be reported against and his/her candidature will be summarily cancelled.**
7. Frisking may be carried out while entering the center for checking prohibited objects/articles.
8. Candidates are advised to take their seats at least 15 minutes before commencement of the test.
9. No candidate will be allowed to enter the examination center **beyond the scheduled time of commencement of the test under any circumstances.**
10. Question booklets will be distributed well before commencement of the test. Take out the OMR sheet and check that your OMR number and question booklet number are same. If not, ask the invigilator to replace the whole set from same series (e.g., A/B/C/D).
11. Put your signature on the top of question booklet.
12. Read the instructions given on OMR sheet and on the cover page of question booklet very carefully.

13. Write question booklet number and roll number at the appropriate places on the OMR sheet. Wrong entry of question booklet number and roll number may lead to rejection of the OMR sheet or wrong scoring, for which the Board will not be held responsible. If any candidate makes any mistake, he/she must **not** overwrite. Request the invigilator to strike it out and rewrite the correct numbers and put his/her (Invigilator) signature.
14. Darken appropriate circle/bubbles of question booklet number, Roll number and question booklet series (e.g., A/B/C/D).
15. Write your name in BLOCK LETTERS, name of the center and put your signature in appropriate places on the OMR sheet. Do not put any stray mark anywhere else; it may lead to rejection of OMR sheet.
16. 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.
17. Question booklets 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 (e.g., A/B/C/D).
18. 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.
19. No discussion will be allowed with the invigilator regarding any question.
20. Candidates may do rough work in the space provided in the question booklet.
21. No candidate will leave his/her seat without permission of the invigilator until the test is over.
22. No candidate will leave the hall till the end of the test and all OMR sheets are collected and tallied by the invigilator.
23. Candidates are allowed to take his/her question booklet after the test.
24. If any examinee is found impersonating, he/she will be **handed over to the police** and candidature of the original candidate will be cancelled outright.
25. COVID-19 protocol to be maintained as applicable.