

IMPORTANT INSTRUCTIONS FOR ON LINE APPLICATION

Candidates are required to go through the Information Bulletin carefully before applying for the examination.

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.

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

1.	Application 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.	It is essential to have a mobile number and a unique email ID. 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.
4.	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. 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.
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.	Application fees is ₹500 (Rupees five hundred only) plus the Bank's Service Charges , as applicable, payable by Net Banking/ Debit Card/ Credit Card. 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. Do not wait for the last day to make fee payment in order to avoid payment failure by Bank or EPG.
11.	Keep copies of confirmation page, admit card in safe custody. It is not possible to generate any duplicate copy.
12.	For any query regarding the examination, contact: 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