



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

Brief Operating Manual for Candidate Registration for WBJEE-2022

1. **Login:** The very first step the candidate needs to do is to click on the **link** provided in the www.wbjeeb.nic.in. Once the candidate clicks on the link for registration the following page appears:

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

2. The candidate clicks on the link **<New Candidate Registration>** to proceed further. After clicking, the following page will appear where the general instructions are given. After going through the following instructions, the candidate has to click on **<I Agree>** to proceed further.

1. Candidates of WBJEE - 2022 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. A candidate must ensure to fill up the genuine application form available online at the Board's website <https://wbjeeb.nic.in>
4. Examination Fees (in Indian Rupees) for WBJEE -2022 is Rs.500/- for General and Rs. 400/- for SC/ST/OA/OB. plus service charges as applicable.
5. Candidates are allowed to submit only one application form. In case of multiple applications, all applications will be rejected.
6. Candidate's name, father's name, mother's name, gender and date of birth must be same as those registered in 10th and 12th standard examination.
7. 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.
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.
8. Examination fee is non-refundable.
9. 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.

You must agree to the Conditions/Instructions mentioned above to proceed further.

I Agree I Don't Agree

3. Then the following page appears where the candidates have to input their personal details i.e. Name, Father's name, Mother's name, date of birth, Gender, Identification type such as Voter Id, school Id card, valid Mobile no, Valid email Id etc. Finally, he/she has to create his/her own password.

Registration Form

Personal Details

Candidate Name <input type="text"/>	Father Name <input type="text"/>
Mother Name <input type="text"/>	Date of Birth --Day-- <input type="text"/> --Month-- <input type="text"/> --Year-- <input type="text"/>
Gender --Select-- <input type="text"/>	Identification Type --Select-- <input type="text"/>
Identity No <input type="text"/>	

Contact Details

ISD Code India (91) <input type="text"/>	Mobile No Mobile Number <input type="text"/>	Email Id Email Id <input type="text"/>
<input type="checkbox"/> Agree to Use for send Updates/Notifications		<input type="checkbox"/> Agree to Use for send Updates/Notifications

Choose your Password

Choose your Password Choose your password as per password policy <input type="text"/>	Confirm Password Confirm Password <input type="text"/>
Security Pin (case sensitive) Security Pin <input type="text"/>	Security Pin <input type="text" value="WS4143"/> 

4. After clicking on the above Yes button, the following page will appear. The candidate can either click on <Edit> if he/she wants to or can click into <Final Submit> option.

Once the candidate clicks on <Final Submit>, the following page will appear.

The screenshot shows a 'Review Page - Registration Form' with the following details:

- Personal Details:** Candidate Name: abc, Father Name: efg, Mother Name: hij, Date of Birth: 13-07-2005, Gender: Female, Identification Type: School ID Card, School ID Card: 123456789.
- Contact Details:** Mobile No: [Redacted], Email Id: [Redacted], Agree to Use for send Updates/Notifications: No.
- Account Details:** Your Password: (Not shown due to security reasons).

Buttons for 'Edit' and 'Final Submit' are visible at the bottom.

The page shows that the registration is complete. The candidate can view his registration form. An application number is generated. Now he can continue to fill the application form or log out to do the rest later. Let us consider he logs out for the time being.

5. Once the candidate clicks on the **Fill Application Form**, the following page will appear wherein he/she has to fill the entire application Form.

Here the information in the upper part is taken from the system based on the information that he entered during the registration. So, the candidate need not take any action.

Application Forms	Status
Registration Form	Completed
Application Form	Incomplete
Qualification Details	Incomplete
Contact Detail	Incomplete
Exam Center Details	Incomplete
Upload Photograph and Signature	Incomplete
Final Submit	Incomplete
Pay Registration Fee	Incomplete

He has to input Nationality, Domicile, Religion, Category, sub category (if any), Income category etc, as the following page is shown below:

Application Form

Candidate Name: abc

Father Name: efg

Mother Name: hij

Date of Birth: 13 July 2005

Gender: Female

Nationality: Indian

State of Domicile: West Bengal

Religion: HINDUISM

Category: General

Sub Category Details

Person with Disability: Yes

Tuition Fee Waiver: No

Type of Disability: Locomotor disability as specified in the Schedule of RPwD Ac

Percentage of Disability: 70

Other Information

Income Category: Below 2.5 Lakhs

SAVE & NEXT

N.B: - In case of (Nationality)OCI Candidates, the candidate has to select **state of domicile** other and category general by default.

6. After Clicking on **<save and next>**, the following page will appear where the candidate needs to input all academic scores. Here the candidate needs to input **passing year, Board, Institute address, Full Marks** and **obtained marks scored in 12th**. The candidate then can either click on **<Save & Next>** or can click on **<Previous>** to go back and modify or correct the previous page.

Qualification Details

Class 12th or Equivalent Marks Details

Passing Status <input type="text" value="--Select--"/>	Passing Year <input type="text" value="--Select--"/>	Roll Number/Registration Number <input type="text"/>
Board/Council/University Name <input type="text" value="--Select--"/>	Institute Name & Address including Pincode <input type="text"/>	Result Mode <input type="text" value="--Select--"/>
Obtained Marks <input type="text"/>	Percentage Of Marks <input type="text"/>	Maximum Marks <input type="text"/>

7.The next step that the candidate has to do is to fill the **<Correspondence Address>**. If the correspondence address is same as **<Permanent Address>**, then he/she can simply click on the **checkbox** and again choose **Save & Next** option.

Contact Details

Correspondence Address

Premises No./Name <input type="text"/>	Sub Locality/Colony (Optional) <input type="text"/>
Locality/City/Town/Village <input type="text"/>	Country <input type="text" value="India"/>
State <input type="text" value="--Select--"/>	District <input type="text" value="--Select--"/>
Pin Code <input type="text"/>	

Permanent Address

Same As Correspondence Address

Premises No./Name <input type="text"/>	Sub Locality/Colony(Optional) <input type="text"/>
Locality/City/Town/Village <input type="text"/>	Country <input type="text" value="India"/>
State <input type="text" value="--Select--"/>	District <input type="text" value="--Select--"/>
Pin Code <input type="text"/>	

8.After clicking on Save & Next option, the following confirmation page appears. Wherein he/she has to select the **State** and **Exam centre choice** according to his/her preference.

The candidate then can either click on **<Save & Next>** to proceed further or **<Previous>** if he/she wants to modify or change any input.

Exam Centre

S. No.	Exam Center	State	Exam Center Choice
1	Examination City 1	Please select ▼	▼
2	Examination City 2	Please select ▼	▼
3	Examination City 3	Please select ▼	▼

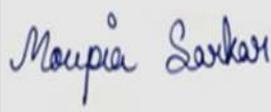
9. After **<save and next>** button is clicked, the next step asks for **Upload of Photograph and Signature of candidates** as shown below where he/she has to choose image and signature with the following specifications.

Upload Documents/Images

S.No.	Required Document	Document Specifications	Upload
1	Photograph	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen
2	Signature	Document Format: JPG Min Size (KB): 20 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen

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

10. As soon as the Photograph and Signature is uploaded, in the next step the candidate is required to click on the **Self Verified check box** and click on **<Save Finally & Next>**.

S.No.	Required Document	Preview	Check & Verify
1	Photograph	File Name: Moupia_Pic.jpg  Click Here For Large View	<input type="checkbox"/> Self Verified
2	Signature	File Name: Moupia_Sig.jpg  Click Here For Large View	<input type="checkbox"/> Self Verified

[SAVE FINALLY & NEXT](#)

11. After clicks to <save finally and next>, his/her entire application is shown as below: -

Preview & Final Submit			
Personal Details			
Application Number	221340000017	Candidate Name	abc
Father Name	efg	Gender	Female
Date of Birth	13-07-2005	Category	General
			
Sub Category List			
Tuition Fee Waiver	No		
Person with Disability	Yes		
Type of disability	Locomotor disability as specified in the Schedule of RPwD Act, 2016		
Percentage of disability	70		
Other Information			
Income Category	Below 2.5 Lakhs		
Qualification Details			
Class 12th or Equivalent Marks Details			
Passing Status	Passed		
Passing Year	2021		
Roll Number/Registration Number	123456789		
Board/Council/University Name	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION		
Institute Name & Address including Pincode	124567		
Result Mode	Percentage		
Maximum Marks	1000		
Obtained Marks	600		
Percentage Of Marks	60		
Center Exam List			
Center Exam List			
State Name	Exam Center Name	Exam Center No.	
West Bengal	Hooghly - Arambagh	1	
West Bengal	Hooghly - Serampore	2	
West Bengal	Howrah - Howrah Maidan/Shibpur	3	

Contact Details

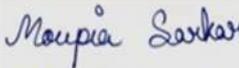
Correspondence Address

Premises No./Name	123
Sub Locality/Colony(Optional)	345
Locality/City/Town/Village	rishra
Country	India
State	West Bengal
District	HOOGHLY
Pin Code	712248
Mobile Number	
Email Id	

Permanent Address

Premises No./Name	123
Sub Locality/Colony(Optional)	345
Locality/City/Town/Village	rishra
Country	India
State	West Bengal
District	HOOGHLY
Pin Code	712248

Uploaded Documents

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

Declaration

I 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 to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled. In case it is found at any point of time in future that false information has been furnished in this application, I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by WBJEEB regarding this exam from time to time.

[PREVIOUS](#)[SAVE & FINAL SUBMIT](#)

The candidate needs to click on the declaration Checkbox and then click on **<Save & Final Submit>** to proceed onto the next step.

12. In the next step, the following page appears where the candidate needs to click on **<Pay registration fees>**.

Application Forms	Status
Registration Form	Completed
Application Form	Completed
Qualification Details	Completed
Contact Detail	Completed
Exam Center Details	Completed
Upload Photograph and Signature	Completed
Final Submit	Completed
Pay Registration Fee	Incomplete

Your Registration Process has not been completed yet.
For completion, kindly pay the required Fee. Only after payment of required Fee your Application will be considered for further processing.

[Pay Registration Fee](#)

13. After clicking on the above circled area, the following page is shown wherein the candidate has to click on **Online Payment** and **Pay fees**.

Fee Payment

Fee Type: Pay Registration Fee

You are required to pay an amount of Rs. 500 /-

Select mode of payment : Online Payment

[Pay Fee](#) [Pay Fee \(Demo\)](#)

The amount of **Registration fees** is **Rs.500** for **General Category** and **Rs.400** for **Reserved Category** candidates.

14. When the Registration fees is paid, the following page appears:

The candidate then needs to click on **Download Confirmation Page** (as encircled above).



The image shows a screenshot of a registration progress page. On the left is a sidebar menu with several options. The top option is 'Download Confirmation Page', which is circled in black. Below it are 'Verify Mobile No. & Email Id', 'Verify Your Mobile Number', and 'Verify Your Email Id'. On the right is a table with five rows, each representing a step in the registration process. All steps are marked as 'Completed'.

Contact Detail	Completed
Exam Center Details	Completed
Upload Photograph and Signature	Completed
Final Submit	Completed
Pay Registration Fee	Completed

15. Once he/she clicks, on the above circled area, the entire **Candidate Profile** is visible to the candidate as shown below.

Candidate Profile			
Personal Details			
Application Number	221340000017	Candidate Name	abc
Father Name	efg	Gender	Female
Date of Birth	13-07-2005	Category	General
			
Sub Category List			
Tuition Fee Waiver	No		
Person with Disability	Yes		
Type of disability	Locomotor disability as specified in the Schedule of RPwD Act, 2016		
Percentage of disability	70		
Other Information			
Income Category	Below 2.5 Lakhs		
Qualification Details			
Class 12th or Equivalent Marks Details			
Passing Status	Passed		
Passing Year	2021		
Roll Number/Registration Number	123456789		
Board/Council/University Name	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATI		
Institute Name & Address including Pincode	124567		
Result Mode	Percentage		
Maximum Marks	1000		
Obtained Marks	600		
Percentage Of Marks	60		
Center Exam List			
Center Exam List			
State Name	Exam Center Name	Exam Center No.	
West Bengal	Hooghly - Arambagh	1	
West Bengal	Hooghly - Serampore	2	
West Bengal	Howrah - Howrah Maidan/Shibour	3	

Contact Details

Correspondence Address

Premises No./Name	123
Sub Locality/Colony(Optional)	345
Locality/City/Town/Village	rishra
Country	India
State	West Bengal
District	HOOGHLY
Pin Code	712248
Mobile Number	
Email Id	

Permanent Address

Premises No./Name	123
Sub Locality/Colony(Optional)	345
Locality/City/Town/Village	rishra
Country	India
State	West Bengal
District	HOOGHLY
Pin Code	712248

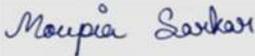
Fee Payment Details

Fee Type	Transaction Number	Transaction Amount	Transaction Date
Registration Fee	2213400000178100	Rs. 500/-	20/12/2021 12:54:30

Registration Details

Activity	Date & Time	IP Address
Registration Form Submission	Dec 20 2021 12:47PM	103.192.61.49
Application Form Submission	Dec 20 2021 12:54PM	103.192.61.49

Uploaded Documents

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

Declaration

I 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 to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled, 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.

[Download](#)

16. The candidate finally clicks on **Download** option (as encircled above) to download the confirmation page as shown below:



West Bengal Joint Entrance Examinations Board
West Bengal Joint Entrance Examination (WBJEE) - 2022 (UAT Mode)



Personal Details			
Application Number	221340000017	Candidate Name	abc
Father Name	efg	Gender	Female
Date of Birth	13-07-2005	Category	General
			
Sub Category List			
Tuition Fee Waiver	No		
Person with Disability	Yes		
Type of Disability	Locomotor disability as specified in the Schedule of RPwD Act, 2016		
Percentage Of Disability	70		
Other Informations			
Income Category	Below 2.5 Lakhs		
Qualification Details			
Class 12th or Equivalent Marks Details			
Passing Status	Passed		
Passing Year	2021		
Board/Council/University Name	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION		
Roll Number/Registration Number	123456789		
Result Mode	Percentage		
Maximum Marks	1000		
Obtained Marks	600		
Percentage Marks	60		
Exam Center List			
State Name.	Exam Center Name	Exam Center No.	
West Bengal	Hooghly - Arambagh	1	
West Bengal	Hooghly - Serampore	2	
West Bengal	Howrah - Howrah Maidan/Shibpur	3	

Note that, in future this printout only will be recognised by the Board. Other option like screenshot etc. are not acceptable.