

IMPORTANT INSTRUCTIONS FOR ONLINE 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 for the examination must be done online only. No printed application form is available.
2.	Ensure filling genuine application form available online 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, this information 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 admission and registration with the University.
5.	Do not attempt to make any duplicate application.
6.	Do not share your application number; password, security question/answer with anyone.
7.	Upload scanned copy of photograph and signature as per the instructions provided in the Information Bulletin.
8.	If any information other than name, father's name, mother's name, gender and date of birth given in the application needs to be corrected then the rectification can only be made within the given 'online correction period' notified in the Information Bulletin. 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. Once the on-line payment is complete, the system automatically generates the Confirmation Page to be downloaded. If the confirmation page is not generated, it's an indication that the payment is not complete. In such case, the candidate is 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.

12.	Candidates are requested to go through the Board's website (www.wbjeeb.nic.in/wbjeeb.in) regularly in order to update themselves for the latest information.
13.	For any information on required Academic Qualification in respect to admission into the Presidency University and in respect to other specific criteria issued by the Government from time to time, the candidates are requested to regularly go through the websites of the respective University/Institution and the Board's website.
14.	Board will not be held responsible by any way, if any candidate fails to aware himself/herself regularly on any updating.
15.	<p>For any query regarding the examination, contact:</p> <p style="text-align: center;">The Controller of Examinations West Bengal Joint Entrance Examinations Board AQ-13/1, Sector -V, Salt Lake City, Kolkata-700091</p> <p style="text-align: center;">Examination Helpdesk: -1800-1023-781, 1800-3450-050 Email: Link <Contact Us> in www.wbjeeb.in</p>

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1.0 Introduction:**The West Bengal Joint Entrance Examinations Board**

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 (WBJEE) in respect to admission to various institutions in West Bengal imparting education in Medical, Engineering and Technological courses.

The Board is also empowered to conduct Common Entrance Examinations for admission to Undergraduate and Postgraduate Professional and Vocational Courses both in the Undergraduate and Post graduate level. It always endeavours to advocate transparency in conducting such examinations through implementing effective state-of-the-art technology. WBJEEB has been instrumental in the admission process based on online application and allotment through e-Counselling since 2012.

2.0 PUMDET-2020**2.1 The examination**

For the academic session of 2020-21, the Board is going to conduct the Common Entrance Examination (PUMDET-2020) for admission into two-year M.A./M. Sc. courses in the **Presidency University in OPEN quota (Non-PU quota) seats.**

Candidates can apply for any **one** of the following papers for admission to the respective course.

Science	Humanities & Social Science
Chemistry	Bengali
Applied Economics	English
Geography	Hindi
Applied Geology	History
Life Sciences	Philosophy/ Sociology/Performing Arts *
Mathematics	Political Science
Physics	
Statistics	
Plant Biotechnology/ Microbial Biotechnology*	

* This combination will be considered as single choice during application and entrance test. During counselling, the eligible candidates will be allowed to select only one course of study.

2.2 Syllabus of Examination: The syllabi for the admission tests on various subjects are given below.

Paper/ Subject	Syllabus
Bengali	Undergraduate Bengali (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.
English	Undergraduate English (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.
Hindi	Undergraduate Hindi (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.
History	Undergraduate History (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University
Philosophy/ Sociology/Perf orming Arts	English Language (40 marks) and Logical Reasoning (60 marks) of UG Pass Course level.
Political Science	Undergraduate Political Science (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.
Chemistry	Undergraduate Chemistry (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.
Applied Economics	Undergraduate Economics (Major/Honours) courses in Microeconomics, Macroeconomics, Mathematical Economics, Statistics and Econometrics syllabus of Presidency University or its equivalent of any recognised Indian University.
Geography	Undergraduate Geography (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.
Applied Geology	Undergraduate Geology (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.
Life Science	Common Topics of the BSc (Major/Honours) level in various division of Life Science of Presidency University or its equivalent of any recognised Indian University.
Mathematics	Undergraduate Mathematics (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University
Physics	Undergraduate Physics (Major/ Honours) course of Presidency University or its equivalent of any recognised Indian University.

	<table border="1"> <tr> <td>Statistics</td> <td>Undergraduate Statistics (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.</td> </tr> <tr> <td>Plant Biotechnology/ Microbial Biotechnology</td> <td>Undergraduate Life Sciences (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University (80 marks) and Chemistry in graduation (minor/pass course) level (20 marks)</td> </tr> </table>	Statistics	Undergraduate Statistics (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.	Plant Biotechnology/ Microbial Biotechnology	Undergraduate Life Sciences (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University (80 marks) and Chemistry in graduation (minor/pass course) level (20 marks)
Statistics	Undergraduate Statistics (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University.				
Plant Biotechnology/ Microbial Biotechnology	Undergraduate Life Sciences (Major/Honours) syllabus of Presidency University or its equivalent of any recognised Indian University (80 marks) and Chemistry in graduation (minor/pass course) level (20 marks)				
2.3	<p>Schedule of PUMDET-2020:</p> <p>The tests will be held on 21st June 2020 (Sunday) 12:00 noon to 1:30 pm.</p> <p>PUMDET-2020 will be held once only and there shall be no further examination under any circumstances for those who are unable to appear on the above date and time of PUMDET-2020 examination.</p>				
2.4	<p>Pattern of Question Papers.</p> <p>In every subject, all questions will be of Multiple-Choice Questions (MCQ) type, with four options against each question. There will be 50 (fifty) questions in each paper with full marks 100 and time allotted will be 90 minutes.</p>				
2.5	<p>Mode of answering in the examination</p> <p>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.</p> <p>b) 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.</p> <p>c) 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.</p> <p>d) 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.</p>				
2.6	<p>Scoring Methodology</p> <p>a) All questions will have four answer options</p> <p>b) Only one option is correct.</p> <p>c) Correct response will yield 2 (two) mark.</p> <p>d) Incorrect response will yield -1/2 (25% negative) marks.</p> <p>e) For any combination of response with more than one option, the said answer will be treated as incorrect and will yield -1/2 (25% negative) marks</p> <p>f) Not attempting the question will fetch zero mark.</p>				
2.7	<p>Ranking Methodology and publication of Merit Lists</p> <p>WBJEEB will prepare merit ranks based on the candidates' score in the entrance tests. Individual candidates will be able to view and download his/her</p>				

	<p>Rank Card, which will contain score and rank. WBJEEB does not publish any general ranks/score list.</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. In case of ties, tie-breaking rules as given in section 2.8 shall be applicable.</p> <p>c) 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>d) 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>e) Category ranks are generated based on the 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:</p> <p>a) In case of tie, the candidate obtaining less negative score will have better rank.</p> <p>b) If tie exists still thereafter, all such candidates will be awarded the same rank and will be considered for counselling and admission with bunching effect.</p>
2.9	<p>Rules of the examination (PUMDET-2020): Rules to be followed during the examination is given in APPENDIX-5.</p>
3.0	<p>Eligibility and academic qualification criteria</p>
3.1	<p>Eligibility criteria for application:</p> <p>a) Citizenship: Applicant must be a citizen of India.</p> <p>b) There is no upper or lower age limit.</p>
3.2	<p>Eligibility criteria for admission in OPEN quota (Non-PU quota) seats through PUMDET-2020</p> <p>a) The candidate must have passed (not before 2019) or appeared in B.A. (Hons)/B.Sc. (Hons) examination in 2020 from any recognized University.</p> <p>b) Candidates, who have appeared for their B.A. (Hons)/B.Sc. (Hons) examination and have their final results at the time of counselling will have to mandatorily produce all original mark sheets/grade cards of all semester/annual examinations passed at the Bachelor's level. Such candidates must fulfill the academic eligibility norms for their applied courses tabled below for admission.</p> <p>c) Candidates, who have appeared for their final B.A. (Hons)/B.Sc. (Hons) examination, but do not have their final results at the time of counselling, will be given provisional admission, on the basis of production of their mark sheets/grade cards of all previous semester/annual examinations at their Bachelor's level.</p> <p>However, they must submit their final mark sheet by 31st August 2020, demonstrating that they fulfil the minimum conditions of eligibility tabled</p>

below, failing which their admission will stands cancelled.

- d) Therefore the candidate must secure the minimum required percentage of marks/CGPA in hons./major subject as per the following table in his/her B.A. (Hons)/B.Sc. (Hons) examination for final and confirmed admission.

PG Courses	Hons./major subject	Minimum required percentage of marks/CGPA in hons./major subject			
		General	SC/ST	OBC-A/B	PwD
Bengali	Bengali	50%/5.5	'a'	'c'	'e'
English	English	50%/5.5	'a'	'c'	'e'
Hindi	Hindi	50%/5.5	'a'	'c'	'e'
History	History	50%/5.5	'a'	'c'	'e'
Philosophy	Any subject	50%/5.5	'a'	'c'	'e'
Political Science	Political Science	50%/5.5	'a'	'c'	'e'
Sociology	Any subject	50%/5.5	'a'	'c'	'e'
Performing Arts	Performing Arts/any allied field	50%/5.5	'a'	'c'	'e'
Chemistry	Chemistry	55%/6.0	'b'	'd'	'f'
Applied Economics	Economics	55%/6.0	'b'	'd'	'f'
Geography	Geography	55%/6.0	'b'	'd'	'f'
Applied Geology	Geology	55%/6.0	'b'	'd'	'f'
Life Sciences	Any branch of Life Sciences	55%/6.0	'b'	'd'	'f'
Mathematics	Mathematics	55%/6.0	'b'	'd'	'f'
Physics	Physics	55%/6.0	'b'	'd'	'f'
Statistics	Statistics	55%/6.0	'b'	'd'	'f'
Plant Biotechnology /Microbial Biotechnology	Any branch of Life Sciences (Major/Honours) with Chemistry in graduation (minor/pass course) level/ Biotechnology (Major/Honours) / Chemistry (Major/Honours)	55%/6.0	'b'	'd'	'f'

- a) 37.5%/4.125 or the qualifying percentage/CGPA of the respective University, whichever is higher.
- b) 41.25%/4.50 or the qualifying percentage/CGPA of the respective University, whichever is higher.
- c) 45%/4.95 or the qualifying percentage/CGPA of the respective University, whichever is higher.
- d) 49.5%/5.40 or the qualifying percentage/CGPA of the respective University, whichever is higher.
- e) 47.5%/5.225 or the qualifying percentage/CGPA of the respective University, whichever is higher.
- f) 52.25%/5.70 or the qualifying percentage/CGPA of the respective University, whichever is higher.

3.3 Important information regarding eligibility

WBJEEB do neither verify the information provided by any candidate during online 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 on the basis of the information provided by the candidate. Also, normally there is no scope of changing/correcting any information after the last date of on-line application.

All verifications are done during counselling/ provisional admission/ registration by the Board/respective Institute/ respective university under whose jurisdiction the respective Institute belongs to.

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 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 specified norms and standards.

4.0 **Seat Matrix:** The presently declared course wise and category wise availability of OPEN quota (Non-PU quota) seats is as follows. **Final seat matrix will be published during counseling.**

SUBJECT	GENERAL	SC	ST	OBC-A	OBC-B	PwD
Bengali	8	3	1	2	1	1
English	8	3	1	2	1	1
Hindi	6	3	1	1	1	1
History	10	4	1	2	1	1
Philosophy	6	2	0	1	0	1
Political Science	8	3	1	2	1	1
Sociology	7	2	1	1	1	1
Performing Arts	2	1	0	1	0	0
Chemistry	8	3	1	2	1	1

	Applied Economics	7	3	1	1	1	1
	Geography	7	3	1	1	1	1
	Applied Geology	6	2	1	1	1	0
	Life Sciences	14	4	2	2	2	2
	Mathematics	6	2	1	1	1	1
	Physics	8	3	1	2	1	1
	Statistics	6	2	1	1	1	1
	Plant Biotechnology	5	2	1	1	1	1
	Microbial Biotechnology	5	2	1	1	1	1
5.0	Reservation of Seats for SC/ST/OBC-A/OBC-B/PwD category of students						
	<p>a) The reservation policies of West Bengal State Higher Education Institutions (Reservation in Admission) Act, 2013 and West Bengal State Higher Education Institutions (Reservation in Admission) Rules, 2014 will be followed for admission in reserved seats for SC/ST/OBC-A/OBC-B/ PwD.</p> <p>b) However, availability of such reserve category seats shall be restricted to 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>						
6.0	Requirements in terms of Residential/Domicile Criteria						
	<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 applicable for admission in any reserved category of seats.</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 counselling, admission etc.</p> <p>d) If the certificate is then found to be invalid, the candidate will lose the opportunity of admission.</p>						
6.1	Criteria to be treated as domicile of West Bengal and applicable proforma of certificate						
	<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 31.12.2019;</p>						

OR

- b) whose parent(s) is/are permanent resident(s) of West Bengal having permanent address within the State of West Bengal.

In case of a) above, a certificate is to be obtained as per proforma 'a1'.

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.**

Proforma 'a1' and 'b' are to be certified by Government Officials as detailed below.

The domicile certificate must be issued on or after 31.12.2019.

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.

6.2 Competent authority to issue domicile certificate

- A. **Proforma 'a1' or 'b'** must be signed and certified by any of the following competent authorities from Central Government or State Government *having local jurisdiction over the place of the permanent residence of the concerned candidate or his/her parents viz.*
- a. District Magistrate, Additional District Magistrate, Deputy Magistrate, Deputy Collector, Sub – Divisional Officer, Block Development Officer.
 - b. Superintendent of Police, Additional Superintendent of Police, Sub Divisional Police Officer, Deputy Superintendent of Police,
 - c. Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate.
 - d. 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.
 - e. Corporation Area - Commissioner, Additional Commissioner, Joint Commissioner, Assistant Commissioner.
 - f. Assistant Secretary or above in the Secretariat to the Government of West Bengal (including GTA) or Central Government.
 - g. Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.
- 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.**
- C. ***CERTIFICATES FROM ANY AUTHORITY OTHER THAN THOSE LISTED ABOVE 'WILL NOT BE ACCEPTED.'***
- 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.***

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"> (i) Sub-Divisional Officers for all districts except Kolkata (ii) 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: Section 2(r) of the RPwD Act, 2016 states that,</p> <p>Persons with benchmark disabilities (PwD) means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. "Specified Disability" means the disabilities as specified in the Schedule of the RPwD Act 2016. The categories of disabilities are:</p> <ul style="list-style-type: none"> a) Blindness and low vision b) Deaf and hard of hearing c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy d) Autism, intellectual disability, specified learning disability and mental illness, and e) Multiple disabilities from amongst persons under clauses (i) to (iv) f) Other 'specified disabilities' mentioned in the Schedule of the RPwD Act 2016. <p>Important Notes:</p> <ul style="list-style-type: none"> a) The reservation policy, as announced by the government from time to time are be followed by the Presidency University. The candidates are advised to look for the details at the time of admission. b) The reservation policy for PwD candidates may vary course wise and Institute wise. Candidates are advised to go through the admission policy of the respective Institutions. c) No change in the category will be entertained after the last date of correction of application form and no subsequent changes will be effective after declaration of the result. d) PwD certificates are to be issued by any of the authorities as given in the Order No. 289-HF/O/PHP/IR-05/2017 dated 29.08.2018 by the Government of West Bengal, Health & Family Welfare Department (PHP Branch)

9.1 Special concessions to PwD candidates

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 by **10.04.2020**.

b) **Scribe/reader:** Please refer to Office Memorandum issued by Ministry of Social Justice & Empowerment dated 29 August 2018 (F.No.34-02/2015-DD-III), guideline IV, second paragraph quoted below:

“The facility of Scribe/Reader will be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, Locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per performa at APPENDIX-3.

The order further allows the candidate to opt for their own scribe/reader provided the qualification of the scribe is one step below the qualification of the candidate taking the examination. The candidate with benchmark disabilities opting for their own scribe/reader should submit details of their own scribe as per performa at APPENDIX-4

The candidate must formally apply in writing, enclosing all necessary documents as detailed above to the Chairman, WBJEEB by **10.04.2020**. Special arrangement will be made in the office of the Board in Kolkata for such candidates to appear in the examination.

Compensatory time: Twenty minutes per hour compensatory time as per duration of examination (On pro-rata basis) will be allowed to the candidates who are availing the facility of scribe/reader. The candidate must formally apply in writing, enclosing all necessary documents as detailed above to the Chairman, WBJEEB by **10.04.2020**. Special arrangement will be made in the office of the Board in Kolkata for such candidates to appear in the examination.

c) The Board’s decision in this regard will be final and binding on the candidate.

10.0 Legal jurisdiction

- a) All matters pertaining to conduct of the examination shall fall within the jurisdiction of Kolkata only.
- b) The Board will not be a party pertaining to any dispute arising in the process of admission to any course of study through the examination.

11.0 Procedure for submission of application Form, payment of Examination Fees and downloading/printing of the Confirmation Page:

11.1 The application has to be made **ONLINE** only through the web-portal <http://wbjeeb.nic.in>.

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.

The application procedure is interactive in nature. The steps are briefly described below.

11.2 Registration

The candidate will enter registration details such as, name, father's name, mother's name, date of birth, gender, identification type and number.

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 has to produce to enter the examination hall, during counselling, during admission and during registration with the University.

- a) 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.
- b) Then the candidate has to choose password and security question/ answer
- c) 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.
- d) An application number will be generated and will appear on the screen. Also, SMS/email will be sent to the candidate.
- e) Candidate has to remember his/her application number, password and security question/answer. 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 even by the Board if it is lost.**
- 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.**
- g) At this stage candidates may logout or continue to next step to fill up the application form.

11.3 Application Form

- a) At this stage the candidate needs to fill up various personal information such as, domicile, category, PwD status, home district, religion, nationality etc.
- b) Thereafter the candidate needs to choose any **three** zones of examinations in order of his/her choice and submit the application.
- c) At this stage candidates may logout or continue to next step to upload images.

11.4 Uploading of images

The candidate is required to upload **scanned** images of his/her recent colour photograph and signature all in one go.

Essential features of the photograph

- a) The Photograph must be recently taken so that it matches with the candidate's physical features.

- b) Low quality images (such as pictures taken by mobile phones) are not acceptable and are likely to be rejected automatically.
- c) 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	10 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 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 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.

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.**

- a) If any candidate loses his/her confirmation page, a duplicate can be provided by the Board, but only till 60 days after the date of declaration of result. 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.

11.7 Correction of application form

- 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.
- 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.**
- c) **Also, the Board will not make any correction on behalf of any candidate.**
- 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

12.0 Admit Card

- 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.
- 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.**
- 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.
- d) If a candidate needs a duplicate admit card after the examination, the same can be provided by the Board, but only till 60 days after the date of declaration of result. 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.
- 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 the examination.
- 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 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 centre

During online application, the candidate has to choose **any 3 (three)** of the following examination zones in order of preference.

681	Bankura
701	Asansol
702	Durgapur
711	Burdwan
721	Coochbehar
732	Siliguri
763	Srirampur
770	Howrah
811	Kolkata- Central
812	Kolkata-North/Salt Lake
813	Kolkata-South
821	Malda
832	Kharagpur
842	Haldia
851	Berhampur
861	Kalyani

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.**
- b) Result will be published in the form of Rank Card, which will contain all relevant ranks and total score. The Board never publishes rank list.
- c) Candidates can 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 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 a 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 60 days after the date of declaration of result.
- f) 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

- g) 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 counseling**, for which a cut off rank and/or a cut off score will be decided by the board

15.0 Counselling/seat allotment

- a) Counselling/seat allotment will be conducted by WBJEEB.
- b) A separate notification with details of counselling/ seat allotment will be published shortly after publication of result.
- c) Admission will be closed tentatively by 15.09.2020

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 31.12.2019**

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 31-12-2019.

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

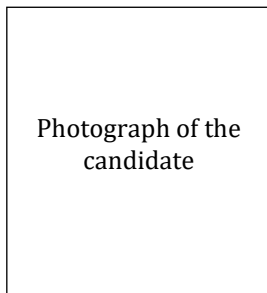
Certificate regarding Physical limitation in examination to write

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), S/o\D/o _____ a resident of _____ (full address with village, district, state) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Name of the candidate:

Name of ID proof:

ID number:



Signature

(Chief Medical Officer/ Civil Surgeon/
Medical Superintendent of Government
Health Care Institution)

Name and Designation

Name of the Government Health Care Institution

Place:

Date:

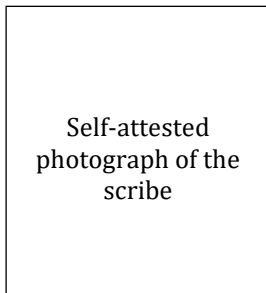
APPENDIX-4

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. _____. My qualification is
_____.

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 case subsequently it is
found that his/her qualification is not as declared by the undersigned and/or is beyond my
qualification, I shall forfeit my right for admission and claims there to.



Signature of the candidate with disability

Name of the scribe:

ID of the scribe:

IN No.

Place:

Date:

APPENDIX –5**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 overwrite. 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 of time 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 -6

Important dates

	Activity	Date
1	Online application with payment of fees	12/03/2020 (Thursday) to 26/03/2020 (Thursday)
2	Online correction and downloading revised confirmation page	27/03/2020 (Friday) to 29/03/2020 (Sunday)
4	Publication of Downloadable Admit Card	16/06/2020 (Tuesday) (tentative)
5	Date of Examinations:	21/06/2020 (Sunday)
6	Publication of Results	17/07/2020 (Friday) (tentative)

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

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