

West Bengal Joint Entrance Examinations Board

AQ-13/1, Salt Lake, Kolkata – 700 091

Website: www.wbjeeb.nic.in, www.wbjeeb.in

No. WBJEE/VC/558

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This notice is published for advance information to candidates. Timetable will be published shortly after the receipt of final seat matrix from the Competent Authority.

NOTIFICATION for Centralized e-Counselling, WBJEE-2022

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.

And whereas,

for admission into the undergraduate (UG) courses in Engineering, Technology, Pharmacy and Architecture in State-aided Universities/University Departments/Self-financing Universities/Government/ Self-financing Colleges/ Institutions in the State, it is essential for the candidates to appear in the State Common Entrance Examination i.e., West Bengal Joint Entrance Examination (WBJEE) or the National Level Common Entrance Examination (JEE-Main) and secure a rank.

And whereas,

for admission in the academic session 2022-23, the Board after conducting the Common Entrance Examination WBJEE-2022 will conduct the centralized online counselling (e-counselling).

The guidelines for e-counselling and admission process for academic sessions 2022-23 are provided hereunder. Candidates registering for e-counselling must go through this Notification and notices published in this regard very carefully. Once registered, it will be construed that the candidate agrees to all terms and conditions mentioned here and in addenda/corrigenda/notices/timetables published time to time in this regard. The Board will not be responsible for any candidate's lack of understanding or misunderstanding about the relevant rules.

There will be **two (2) separate unconnected phases** of counselling, namely

1. **Phase-1:** For WBJEE-2022 rank holders for admission into Engineering/ Technology/ Pharmacy courses.
2. **Phase-2:** For WBJEE-2022 rank holders for admission into Architecture course and for JEE(M) rank holders for admission in seats reserved for JEE(M) candidates in various courses.

The following rules and guidelines are for the Phase-1 of counselling. A separate notification will be published for Phase-2.

Rules and guidelines	
1.0	<p>a) All aspects of the counselling (registration, choice filling, allotment, payment of seat acceptance fee, provisional admission etc.) will be in centralized online process only.</p> <p>b) The counselling will be for admission in the institutes and courses as mentioned in the approved seat matrix received from the Competent Authority (DTE, Govt. of WB) and published in Board's web site.</p> <p>c) Any candidate meeting the eligibility criteria and securing a rank (GMR/PMR) in the common entrance Examination (WBJEE-2022) held for the purpose can register for counselling.</p> <p>d) There will be three rounds of counselling namely, Allotment, Upgradation and Mop-Up.</p> <p>e) Registration is allowed only at the beginning of 1st round. Registration is mandatory for counselling and admission. A candidate not registered within the pre-declared period of registration will NOT be considered for allotment of any seat at any round under any circumstances.</p> <p>f) Registration fee for counselling is ₹500 only, which is not refundable under any circumstances.</p> <p>g) The Board will not convert/de-reserve any vacant seat in any reserved categories i.e., SC, ST, OBC-A, OBC-B and PwD to general/unreserved category in any round of this counselling.</p> <p>h) As per AICTE guidelines, vacant Seats under the TFW category shall not be converted to general/unreserved category.</p>
2.0	<p>Registration:</p> <p>a) Candidates need to provide necessary personal details, academic details, bank account details (for in case of any refund), address, etc.</p> <p>b) Candidate must provide his/her application number/roll number and rank for WBJEE-2022 and also provide following academic information according to his/her qualifying stream.</p> <ol style="list-style-type: none"> i. Passing status, full marks and obtained marks in class-10 English. ii. Passing status, overall full marks and obtained total marks in class-12. iii. Passing status, full marks and obtained marks in class-XII Physics, Chemistry, Mathematics, Biology, Biotechnology, Computer Sc./ Computer Application, English. If a subject is not applicable for any candidate, he/she may select "NA". <p>c) Candidates must be very cautious at the time of providing various information during registration. There is no provision to make any correction/editing after final submission of the registration by the candidate. Hence if no choice is available to the candidate OR no seat is allotted due to</p>

	wrong input given by the candidate, WBJEEB will not be legally responsible for such wrong input given by a candidate and its after effect.
3.0	<p>Choice filling:</p> <p>a) During registration, once academic scores are given and registration fee paid, the candidate can view all choices of institutes and courses available to him/her according to his/her eligibility criteria based on the inputs provided by him/her.</p> <p>b) TFW seats are shown as separate choice for every institute and every branch, wherever applicable. For example, if a candidate is ready to accept either TFW or Non-TFW seat in some institute in some branch then he/she must select both. If he/she selects only non-TFW seat, he /she will not be allotted any TFW seat even if available. Similarly, if he/she selects only TFW seat, he /she will not be allotted any non-TFW seat even if available.</p> <p>c) After selecting institutes/courses, the candidate will arrange his/her choices in order of his/her priority.</p> <p>d) If a candidate does not give any choice, obviously he/she will not be given any allotment.</p> <p>e) Candidates must be very judicious and cautious while selecting the choices. Candidates are advised to select maximum/all possible institutes/ branches. This gives a higher chance of allotment in first round itself. The candidate can always opt for UPGRADATION after accepting the current allotment.</p>
4.0	<p>Choice locking:</p> <p>a) Candidate must lock his/her choices within the pre-announced date. Candidate can also take a printout of his/her locked choices.</p> <p>b) If a candidate fails/forgets to lock his/her choices within the pre-announced deadline, his/her last saved choices will be considered final and will be locked automatically after the scheduled date and time.</p>
5.0	<p>Round-1: Allotment.</p> <p>a) Allotment of 1st round will be declared on a pre-scheduled date.</p> <p>b) Allotment is given based on inputs provided by the candidate. If at any stage it is found on scrutiny by any concerned authority that the applicant is not eligible for the allotment, his/her allotment/ admission shall be treated as cancelled.</p> <p>c) Candidates will login to check their allotment. The allotment status will show the institute and course in which he/she has been allotted a seat.</p> <p>d) The candidate must pay a seat acceptance fee of ₹5000/- (Rupees five thousand only), download the allotment letter. If the candidate fails to pay the seat acceptance fee, the current allotment will be cancelled, and he/she will not be considered for seat allotment in any future round.</p> <p>e) After downloading the allotment letter, the candidate must report to the allotted institute with the allotment letter and all other documents for</p>

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5.1	<p>Document verification:</p> <p>a) Allotment is given based on the inputs provided by the candidate. Document verification is the responsibility of the allotted Institute. WBJEEB will not be responsible for any mistake in document verification and hence mistaken admission.</p> <p>b) Candidates will personally report to the institute (where he/she has been allotted a seat) within the days as notified, carrying printed copies of their allotment letters and all academic and other documents for physical verification of documents by the institute.</p> <p>c) All documents must be valid as on the date of verification.</p> <p>d) Candidates should contact the Institute and visit their web site to know their timings and detail requirements for admission.</p> <p>e) While visiting the institutes, candidates must follow necessary COVID norms.</p> <p>f) Candidates must carry following documents in original and one self-attested copy of each.</p> <table border="1"> <tr> <td>1.</td> <td>All candidates</td> <td>Class 10th admit card/birth certificate for verification of date of birth.</td> </tr> <tr> <td>2.</td> <td>All candidates</td> <td>Class 10th mark sheet.</td> </tr> <tr> <td>3.</td> <td>All candidates</td> <td>Class 12th mark sheet.</td> </tr> <tr> <td>4.</td> <td>OCI candidates</td> <td>OCI certificate.</td> </tr> <tr> <td>5.</td> <td>WB domiciled candidates</td> <td>Domicile certificate as per section 3.4.1 and 3.4.2 of Information Bulletin.</td> </tr> <tr> <td>6.</td> <td>SC/ST/OBC-A/OBC-B candidates</td> <td>Respective category certificate as per sections 5.2 and 5.3 of Information Bulletin. OBC-A/B certificates must be issued after 31.03.2022. It must clearly mention that the candidate belongs to Non-Creamy layer and sub-category of OBC-A or OBC-B.</td> </tr> <tr> <td>7.</td> <td>PwD candidates</td> <td>PwD certificate as per section 5.4 of Information Bulletin.</td> </tr> <tr> <td>8.</td> <td>TFW candidates</td> <td>TFW certificate as per section 6.2 of Information Bulletin.</td> </tr> </table> <p>e) Document verification can have following outcomes.</p> <p>i. Present allotment may be cancelled if it is found that the candidate is not eligible for the present allotment due to his/her actual academic scores, category certificates, etc. Such candidates will be automatically</p>		1.	All candidates	Class 10 th admit card/birth certificate for verification of date of birth.	2.	All candidates	Class 10 th mark sheet.	3.	All candidates	Class 12 th mark sheet.	4.	OCI candidates	OCI certificate.	5.	WB domiciled candidates	Domicile certificate as per section 3.4.1 and 3.4.2 of Information Bulletin.	6.	SC/ST/OBC-A/OBC-B candidates	Respective category certificate as per sections 5.2 and 5.3 of Information Bulletin. OBC-A/B certificates must be issued after 31.03.2022 . It must clearly mention that the candidate belongs to Non-Creamy layer and sub-category of OBC-A or OBC-B.	7.	PwD candidates	PwD certificate as per section 5.4 of Information Bulletin.	8.	TFW candidates	TFW certificate as per section 6.2 of Information Bulletin.
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	<p>considered in next round with their revised academic scores/category etc.</p> <p>ii. If the verification is successful, the candidate will give his/her upgradation choice as YES or NO.</p> <ol style="list-style-type: none"> 1. If the candidate has been allotted a seat of his/her first choice, he/she has no other option but to freeze his/her seat. Such candidates must opt for NO upgradation and complete all admission formalities (PI reporting) of the respective institute and collect signed Physical Reporting Receipt. Of course, such candidates can participate in the Mop-Up round, if any. On the other hand, if the candidate does not complete admission formalities (PI reporting), he/she will be debarred from any seat allotment in any future round. 2. If the candidate has been allotted a seat of his/her second or later choices, He/she can opt for NO upgradation if he/she wishes and complete admission procedures. Such candidates also can participate in the Mop-Up round, if any. But if the candidate opts for NO upgradation and then does not complete admission, he/she will be debarred from any seat allotment in any future round. 3. If the candidate has been allotted a seat of his/her second or later choices, then after successful document verification, he/she can also opt for YES upgradation and so not take admission in the 1st round. Such candidates will be considered for possible upgradation in 2nd round. 4. If after successful document verification, the candidate does neither opt for YES upgradation or NO upgradation, he/she will be considered not interested in admission and will be debarred from any seat allotment in any future round.
6.0	<p>Round-2: Upgradation.</p> <ol style="list-style-type: none"> a) Following groups of candidates who have already successfully registered in Round-1 will be considered in Round-2 namely, <ol style="list-style-type: none"> 1. Those who did not get any allotment in Round-1, 2. Those who paid seat acceptance fee, completed document verification, and opted for YES-upgradation in Round-1. 3. Those who paid seat acceptance fee, completed document verification but allotment in Round-1 was cancelled. b) The allotment will be declared on the prescheduled date. Round-2 being the last and final normal round, there is no scope of further upgradation. c) It is essential to note that if the seat is upgraded, the earlier allotment is cancelled, and the seat is allotted to other deserving candidates as per merit. As such, the candidate cannot reverse the upgradation, i.e., he/she cannot claim his/her earlier allotment back. On the other hand, if the seat not upgraded, the earlier seat would remain reserved/retained. d) There can be following outcomes of round-2 allotment.

1. Allotment is upgraded to candidate's 1st choice: The candidate need not pay seat acceptance fee again, but he/she must download new allotment letter and report to the newly allotted institute and complete all admission formalities (PI reporting). Such candidates can participate in the Mop-Up round, if any. On the other hand, if the candidate does not complete admission formalities, he/she will be **debarred** from any seat allotment in any future round.
2. Allotment is upgraded but to 2nd or later choices.: Such candidates **may** decide to join the institute of upgraded allotment and complete all admission formalities (PI reporting) for which he/she must download new allotment letter and report to the newly allotted institute. On the other hand, they may decide **not** to join the institute of upgraded allotment. In both cases the candidates can participate in the Mop-Up round if any.
3. Allotment is not upgraded at all: Such candidates **may** decide to join the institute of earlier allotment and complete all admission formalities (PI reporting). On the other hand, they may decide **not** to join the institute of earlier allotment. In both cases the candidates can participate in the Mop-Up round, if any.
4. Candidates' allotment in Round-1 was cancelled during document verification:
 - i. The candidate must report to the allotted institute with the allotment letter and all other documents for verification. Otherwise, the allotment will be cancelled and he/she will be **debarred** from any seat allotment in any future round.
 - ii. Document verification by the allotted Institute can have following outcomes.
 - A. Present allotment may be cancelled if the candidate is found not eligible for it by his/her actual academic scores, category certificates, etc. Such candidates can participate in Mop-Up round, if any.
 - B. If the verification is successful, and he/she has been allotted a seat in his/her first choice, he/she must complete admission in the institute. They can participate in Mop-Up round. Otherwise, if they do not complete admission, it will be considered that he/she is not interested in admission and will be **debarred** from any seat allotment in any future round.
 - C. If the verification is successful, and he/she has been allotted a seat in his/her 2nd or later choices, he/she **may or may not** complete admission in the institute. In both cases, he/she can participate in Mop-Up round
5. Candidate did not get any allotment in Round-1 and got fresh allotment in Round-2:
 - i. The candidate must pay a **seat acceptance fee of ₹5000/-** (Rupees five thousand only), download the allotment letter. Otherwise, the

	<p>allotment will be cancelled and he/she will be debarred from any seat allotment in any future round.</p> <p>ii. After payment of seat acceptance fee and downloading the allotment letter, the candidate must report to the allotted institute with the allotment letter and all other documents for verification. Otherwise, the allotment will be cancelled and he/she will be debarred from any seat allotment in any future round.</p> <p>iii. Document verification can have following outcomes.</p> <p>A. Present allotment may be cancelled if the candidate is found not eligible for it by his/her actual academic scores, category certificates, etc. Such candidates can participate in Mop-Up round, if any.</p> <p>B. If the verification is successful, and he/she has been allotted a seat in his/her first choice, he/she must take admission in the allotted institute. They can participate in Mop-Up round, if any. Otherwise, if they do not take admission, it will be considered that he/she is not interested in admission and will be debarred from any seat allotment in any future round.</p> <p>C. If the verification is successful, and he/she has been allotted a seat in his/her 2nd or later choices, he/she may or may not take admission in the institute. In both cases, he/she can participate in Mop-Up round.</p>
7.0	<p>Mop-up Round.</p> <p>a) Participation in Mop-Up round is optional.</p> <p>b) All registered candidates are eligible for Mop-Up round except those who have been debarred due to various reasons as described above and those who have 'withdrawn' from the counselling process.</p> <p>c) A candidate must consciously register for the mop-up round, pay a fee of ₹200 (Rupees two hundred only) and confirm his/her willingness to participate in the mop-up round. Once a candidate confirms his/her participation in Mop-Up round, the decision cannot be reversed.</p> <p>d) The participants in the Mop-Up round will have to give their choices of institutes/branches afresh.</p> <p>e) The candidate must cautiously note that if he/she is allotted a new seat in the Mop-Up round, his/her earlier allotment/ admission is automatically cancelled, and the vacant seat is allotted to other deserving candidates. The candidate can never claim his/her earlier seat back. On the other hand, if the candidate had completed all necessary admission process in Round-1 or in Round-2 and does not get any new allotment in Mop-Up round, his/her earlier seat will remain retained. That is why when such candidates select their choices in Mop-Up round, the institute/course where he/she has already taken admission does not appear in the list of choices.</p> <p>f) If the candidate has paid the seat acceptance fee (₹5000) in earlier rounds and a new seat is allotted in the Mop-Up round, the seat acceptance fee paid by him/her earlier will be considered for the new institute. But if they had</p>

	<p>paid any other amount for admission in the earlier institute, they must apply to that institute for any refund. WBJEEB will not have any legal responsibility / liability in this regard and will not entertain any communication in this connection.</p> <p>g) There will be only one Mop-Up round and it will be the last and final round of counselling conducted by WBJEEB. Thereafter, WBJEEB will hand over the custody of all vacant seats to the concerned Authority for appropriate action at their end.</p>
7.1	<p>Mop-Up round process: There can be following different outcomes of the allotment of Mop-Up round.</p> <p>a) <u>Those who took admission in Round-1 or in Round-2:</u></p> <ol style="list-style-type: none"> i. If they do not get any new allotment in Mop-Up round, they must continue with the institute where they have taken admission. ii. If they get a new allotment in Mop-Up round, they must complete admission procedure (PI reporting) of the newly allotted institute. <p>b) <u>Those who did not complete admission in Round-2 (for allotment being cancelled during document verification OR being allotted in 2nd or later choices) and thus were eligible for Mop-Up round:</u> If they get an allotment in Mop-Up round, they must complete admission procedure (PI reporting) of the allotted institute.</p> <p>c) <u>Those who did not get any allotment in Round-1 or 2 but got an allotment in Mop-Up Round:</u> The candidate must pay seat acceptance fee and download the allotment letter. Thereafter the candidate will report to the institute for physical verification of documents. If the documents are accepted, he/she must complete the admission process.</p>
8.0	<p>General Rules:</p> <ol style="list-style-type: none"> a) In case of first-time allotment (may be in any round) it is mandatory to pay seat acceptance fee and report to the allotted institute for document verification before any further activity. b) Whenever and wherever a candidate produces documents like allotment letter, locked choice, upgradation choice letter, provisional admission letter, physical reporting receipt etc., he/she must produce the original document printed by the 'print' link. Screen shots or photographs of the screen etc. are not acceptable as any valid document. c) Help Desk: Candidates can contact the Help Desk (1800 1023 781, 1800 3450 050) for help/clarification/grievance if required. d) Automatic seat category up gradation: candidates may have automatic seat category up gradation in same institute and in same course if such vacancies arise. e) Refund and withdrawal: <ol style="list-style-type: none"> i. After closure of all rounds of e-counselling, the seat acceptance fee paid by candidates who completed the admission will be remitted to the last admitted institute which is to be adjusted with the tuition fees etc. for the candidate. In case the candidate does not want to join or

	<p>continue in the institute, he/she will have to apply to that institute for cancellation of admission and for any refund, since the prerogative of admission lies completely between the candidate and the Institute. WBJEEB does not have any responsibility / liability in this regard and will not entertain any communication in this connection</p> <p>ii. If a candidate has paid seat acceptance fee and currently holding a seat, he/she can withdraw in any round (except the first and the last round) during the seat acceptance period. In that case, the amount in full will be refunded to him/her through on-line banking system within a period of 60 days to 90 days after closure of all rounds of counselling. The candidate will not have to make any communication to WBJEEB for the same. Of course, after the withdrawal, such candidates will be debarred from any allotment in any future round.</p> <p>iii. If any candidate does not complete the admission process even after paying the seat acceptance fee and also does not withdraw, part of the fee is returnable as per the existing rule but subject to approval of the Board, for which the candidates must follow the Refund Rules given in the notice section at the web site.</p>
9.0	Eligibility for admission: See section 3 of the Information Bulletin.
10.0	Reservation and domicile criteria: See the Information Bulletin.
11.0	Seat Matrix: Information on availability of seats in various institutions in various branches in various categories as per the Seat-Matrix provided by the Director of Technical Education, Govt. of West Bengal is given in the counselling portals www.wbjeeb.nic.in .
12.0	<p>Legal Jurisdiction:</p> <p>a) WBJEEB is obliged to share with any candidate any information about his/her own status in common entrance test and counselling, for which any candidate can contact WBJEEB individually and personally. But WBJEEB is unable to share any information about any other candidate.</p> <p>b) All matters pertaining to conduct of WBJEE-2022 e-counselling shall fall within the jurisdiction of Calcutta only. The Board will not be a party pertaining to any dispute arising in the process of admission to any course of study through WBJEE-2022.</p>

Sd/-
Chairman
West Bengal Joint Entrance Examinations Board