West Bengal Joint Entrance Examinations Board
RUPANNA, DB-118, Salt Lake, Sector-I, Kolkata – 700 064
Website: www.wbjeeb.nic.in, www.wbjeeb.in

JEEB/Reg-159/2024   **Dated: - 01/10/2024**

NOTIFICATION for Centralized e-Counselling, JELET-2024

The West Bengal Joint Entrance Examinations Board (WBJEEB), established by the Government of West Bengal pursuant to the West Bengal Act XIV of 2014 (The West Bengal Joint Entrance Examinations Board Act, 2014), is responsible for conducting 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.

Accordingly, prospective students seeking lateral entry into the second year (third semester) of 4-year undergraduate engineering, technology, or pharmacy programs offered by state-aided universities, university departments, self-financing universities, government or self-financing colleges and institutions in West Bengal must sit for the Common Entrance Examination (JELET) and get a valid rank. Board after conducting the Common Entrance Test would arrange the web-based online e-counselling of JELET-2024 for the academic session 2024- 25.

This notification for e-counselling will help students choose institutions and courses based on their exam ranks and ensure a fair and easy admission process for all eligible students. Students should read this notice carefully and be informed about any new notifications. Registered students agree to follow all Board rules and guidelines for e-counselling. These rules must be understood by students to avoid confusion. If students fail to understand the regulations correctly, the Board will not be held accountable.
The following rules and guidelines will be followed for e-counselling.

1.0   Rules and Guidelines
   a) **Centralized Online Process**:
   All stages of the counselling process, including registration, choice filling, allotment, payment of seat acceptance fee, and provisional admission, will be conducted entirely online.
   b) **Counselling Scope**: Counselling will be conducted for admission into institutes and courses listed in the approved seat matrix provided by the Competent Authority and published on the Board's website.
   c) **Eligibility for Registration**: Candidates who meet the eligibility criteria and have secured a General Merit Rank (GMR) in JELET-2024 are eligible to register for counselling.
   d) **Counselling Rounds**: There will be two rounds of counselling: Allotment (Round-1) and Upgradation (Round-2).
   e) **Registration Requirement**: Registration is mandatory and permitted only at the start of Round-1. Unregistered candidates will not be eligible for seat allotment in any round.
   f) **Non-Refundable Registration Fee**: A registration fee of ₹500 is required for counselling, which is non-refundable under any circumstances.
   g) **No Conversion of Reserved Seats**: Vacant seats in reserved categories (SC, ST, OBC-A, OBC-B, PwD, EWS, etc.) will not be converted to the general/unreserved category at any stage of the counselling.

2.0 Registration

a) **Details to Provide**: Candidates must submit personal information, academic details, bank account information (for potential refunds), and address during registration.

b) **JELET-2024 Information**: Candidates are required to provide their JELET-2024 application number/roll number and rank, along with the relevant academic information based on their qualifying stream.

Diploma in Engg./Tech.	Diploma in Pharmacy	B.Sc.
Percentage of marks equivalent to CGPA (in terms of full marks and obtained marks). * (Original mark sheet need to be produced at the time of document verification)	Percentage of marks equivalent to CGPA (in terms of full marks and obtained marks). * (Original mark sheet need to be produced at the time of document verification)	Percentage of marks equivalent to CGPA (in terms of full marks and obtained marks). * (Original mark sheet need to be produced at the time of document verification) Honour's candidates should consider marks in Honour's subject only.
		Total full marks and total obtained marks in class XII.
		Full marks and obtained marks in class XII Mathematics.

- **Conversion of CGPA to Percentage**: CGPA should be converted to percentage using the formula provided by the respective Council/University. If no formula is provided or the candidate cannot submit proof of the formula, use the formula: **Percentage Marks = (Grade Point – 0.75) × 10**, if the grade point is on a 10-point scale. For scales other than 10, the grade point should be converted to a 10-point scale on a pro-rata basis.

- **Example of Percentage Calculation**: For example, if the converted percentage is 80% and the full marks in the final mark sheet are 800, input **full marks = 800** and **obtained marks = 640**.

- **Pending Final Results**: If the final result has not been declared, or the final mark sheet is unavailable, the total full marks should be the sum of full marks from all subjects across previous semesters, and the obtained marks should be the sum of all obtained marks across all previous semesters.

Accuracy in Registration Information:

Candidates must exercise extreme caution when providing details during registration. Corrections or edits cannot be made after the final submission. WBJEEB will not be responsible for any errors in input, including situations where no seat is allotted due to incorrect information provided by the candidate.

3.0 Choice filling:

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.

b) After selecting institutes/courses, the candidate will arrange his/her choices in order of his/her priority.

c) If a candidate does not give any choice, obviously he/she will not be given any allotment.

d) Candidates must be very judicious and cautious while selecting the choices. Candidates are advised to select maximum/all possible institutes/ branches. This ensures that he/she always gets an allotment. The candidate may opt for UPGRADATION after accepting the current allotment.

4.0   Choice locking:
a)   Candidate must lock his/her choices within the pre-announced date. Candidate can also take printout of his/her locked choices.
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.
c)   If a candidate neglects to "save" his/her choices by the predetermined deadline, his/her unsaved choices will be discarded. As a result, he/she will not receive any admission allocation.

5.0   Round-1: Allotment.
a) **Declaration of Allotment**:
The allotment for Round-1 (1st round) will be announced on a specified date.
b) **Eligibility for Allotment**:
Allotment is based on the details provided by the candidate. If, during any stage of scrutiny, the candidate is found ineligible, the allotment/admission will be cancelled.
c) **Checking Allotment Status**:
Candidates must log into the specified web portal to check their allotment status, which will display the institute and course allotted.
d) **Seat Acceptance Fee**:
Candidates must pay a seat acceptance fee of ₹5000/- before downloading the allotment letter. Downloading the allotment letter is a must. Failure to pay this fee will result in the cancellation of the current allotment, and the candidate will be excluded from future rounds (EXIT).
e) **Document Verification at the Institute**:
After downloading the allotment letter, candidates must report to the allotted institute with all necessary documents for physical verification. Failure to do so will result in cancellation of the current allotment and exclusion from future rounds (EXIT).
5.1 Document Verification:
Responsibility for Verification:

Document verification is handled by the allotted institute. WBJEEB is not responsible for mistakes/errors during this process.
a) **Reporting to Institute**:
Candidates must physically report to the allotted institute within the specified days with printed copies of their allotment letter and all necessary academic and other documents for verification.
b) **Institute-Specific Information**:
Candidates should contact the institute and check its website for detailed information about reporting times and requirements for admission.
c) **Required Documents**: All documents presented for verification must be valid on the date of verification. Candidates must carry original documents and one self-attested copy of each:
  i.   Provisional Seat Allotment Letter and Rank Card
  ii.   Class 10 Admit Card/Birth Certificate for date of birth verification
  iii. Mark sheets of all Diploma/B.Sc. semesters (if available)
  iv.   Unique Allotment ID (available in candidate's login), required by the admission officer
  v.   Registered mobile phone for receiving OTP at the final stage of admission confirmation
  vi.   **W.B. Domicile Candidates**: Domicile certificate as per Section 6.0 of the Information Bulletin; reserved category candidates can submit their category certificate instead,

but if rejected, during verification, their domicile status will be converted to non-West Bengal.

vii. **SC/ST/OBC-A/OBC-B Candidates**: Category certificate as per Sections 5.0, 7.0, and 8.0 of the Information Bulletin. Valid OBC candidates who have (NCL) certificates that were issued before to December 31, 2009, should have them revalidated by the issuing body, ensuring that they are in the OBC-A(NCL) or OBC-B(NCL) category. The appropriate authority must issue the NCL (Non-Creamy Layer) Certificate on or after April 1, 2024.

Document verification can have following outcomes.

a) **Cancellation of Allotment Due to Ineligibility:**

If a candidate is found ineligible based on academic scores, category certificates, or other factors during document verification, the current allotment will be cancelled. Such candidates will be automatically reconsidered in the next round with their revised scores/category.

b) **Upgradation Choice Post-Verification**:

Upon successful document verification, candidates will choose whether they wish to opt for seat upgradation (YES) or not (NO).

c) **First-Choice Allotment**:

Candidates who are allotted their **first-choice seat** must freeze their seat after successful verification, opting for **No-upgradation**, and complete the admission process (PI reporting). Failure to complete this will result in exclusion from future allotment rounds (EXIT).

d) **Second or Later Choice Allotment (No Upgradation)**:

Candidates allotted a seat of their **second or later choices** can choose No-upgradation after successful document verification and complete admission formalities. If they opt **for No-upgradation** but do not complete admission, they will be excluded from further seat allotment (EXIT).

e) **Second or Later Choice Allotment (Yes Upgradation)**:

Candidates who are allotted a seat of their **second or later choices** can opt for **Yes upgradation** after document verification and decline admission in the first round. They will then be considered for **upgradation in the second round**.

f) **No Upgradation Decision**:

If, after successful verification, the candidate does not select either YES or NO for upgradation, they will be considered uninterested in admission (EXIT).

6.0 Round-2: Upgradation

a) **Eligible Candidates for Round-2**:

The following groups of candidates, already registered in Round-1, will be considered in Round-2:

i. Candidates who did not receive any allotment in Round-1.

ii. Candidates who paid the seat acceptance fee, completed document verification, and opted for YES-upgradation in Round-1.

iii. Candidates whose allotment was cancelled in Round-1 despite completing document verification and paying the seat acceptance fee.

b) **Declaration of Allotment**:

The allotment for Round-2 will be declared on the scheduled date. As this is the final round, no further upgradation will be available.

c) **Effect of Upgradation**:

If a seat is upgraded, the previous allotment will be cancelled, and the seat will be assigned to other eligible candidates. The candidate cannot reclaim the previous allotment. However, if the seat is not upgraded, the earlier seat remains reserved.

d) **Outcomes of Round-2 Allotment**:

i. **Upgraded to First Choice**:

ii. The candidate need not pay the seat acceptance fee again but must download the new allotment letter, report to the newly allotted institute, and complete all admission formalities. Failure to do so will result in cancellation (EXIT).

iii. **Upgraded to Second or Later Choice**:

Candidates may choose to join the upgraded institute by completing admission formalities or opt not to join, in which case they will be excluded from the counselling (EXIT).

iv. **No Upgradation**:

Candidates may either join the previously allotted institute by completing admission formalities or decide not to join, leading to exclusion from the counselling (EXIT).

Cancelled Allotment in Round-1:

a) **Allotted First Choice**:

The candidate must report to the allotted institute with all required documents for verification. Failure to do so will result in allotment cancellation (EXIT).

b) **Allotted Second or Later Choice**:

The candidate may report for verification and choose whether or not to take admission. Failure to join the institute will lead to exclusion (EXIT).

e) Document Verification Outcomes:

i. Cancellation:

Allotment may be cancelled if the candidate is found ineligible due to academic scores, category certificates, etc.

ii. **Successful Verification (First Choice):**

The candidate must complete admission in the allotted institute; otherwise, the allotment will be cancelled (EXIT).

iii. **Successful Verification (Second or Later Choice)**:

The candidate may choose to complete admission in the allotted institute or face exclusion (EXIT) if they fail to do so.

f) **Fresh Allotment in Round-2 (No Allotment in Round-1):**

i. **Seat Acceptance Fee**:

Candidates must pay ₹5000/- as the seat acceptance fee and download the allotment letter. Failure to pay will result in cancellation of allotment (EXIT).

ii. **Document Verification**:

After paying the fee and downloading the allotment letter, the candidate must report to the allotted institute with all required documents for verification. Failure to report will result in allotment cancellation (EXIT).

a) **Cancellation**:

The allotment will be cancelled if the candidate is found ineligible based on academic scores or category certificates.

b) **Successful Verification (First Choice):**

The candidate must take admission in the allotted institute. Failure to do so will result in exclusion (EXIT).

c) **Successful Verification (Second or Later Choice):**

The candidate may complete the admission process. If they do not, they will be excluded from the counselling (EXIT).

7.0 General Rules

a) **Seat Acceptance and Reporting**: For first-time allotment in any round, candidates must pay the seat acceptance fee of ₹5000/- and report to the allotted institute for document verification before proceeding further.

b) **Submission of Documents**: Candidates must submit original documents such as the allotment letter, locked choice, upgradation letter, provisional admission letter, and physical reporting receipt. Screenshots or photos of documents are not valid.

c) **Help Desk**: For assistance, candidates can contact the Help Desk at toll-free number 1800-1234-782 (Extn-2) or email at info@wbjeeb.in.

d) **Automatic Seat Category Upgradation**: Candidates may experience automatic category upgradation for the same course and institute if vacancies arise.

Refund and Withdrawal:

i) Seat acceptance fees will be transferred to the admitted institute after all e-counselling rounds. Candidates who wish to cancel admission must apply directly to the institute, as WBJEEB has no liability in this matter.

ii) Candidates who paid the seat acceptance fee but withdraw during the seat acceptance period (except in the first and last rounds) will receive a full refund within 60 to 90 days after the closure of all rounds. After withdrawal, they will not be eligible for future allotments.

iii) Candidates who have paid the seat acceptance fee but neither complete the admission process nor withdraw may also be eligible for a refund, subject to the current refund regulations (as recommended by appropriate bodies). Candidates must follow the refund rules published in the notice section of the Board's website.

e) **Eligibility for Admission**

For details, refer to Sections 3.0, 3.1, and 3.2 of the Information Bulletin.

f) **Addendum**:

Candidates unable to present the final semester mark sheet at the time of verification may be provisionally admitted, provided:

i) They meet the minimum eligibility criteria based on earlier semesters.

ii) There are no pending backlogs in any earlier odd semesters.

iii) They submit an undertaking that they have appeared for the final semester exam and will provide the mark sheet by the institute's deadline. Failure to meet these requirements will result in admission cancellation, and the candidate will bear full responsibility.

8.0 Reservation and Domicile Criteria

Refer to Sections 5.0, 6.0, 6.1, 6.2, 7.0, 8.0, and 9.0 of the Information Bulletin.

9.0 Seat Matrix

Details of seat availability across institutions, branches, and categories can be found on the counselling portals:

www.wbjeeb.nic.in / www.wbjeeb.in.

10.0 Schedule of Counselling: Annexure-1

11.0 Legal Jurisdiction

a) WBJEEB will share a candidate's own status in the entrance test and e-counselling but cannot disclose details of other candidates.

b) All matters related to JELET-2024 e-counselling fall under the jurisdiction of Calcutta. WBJEEB will not be involved in disputes regarding admissions.

Sd/-
Registrar
West Bengal Joint Entrance Examinations Board

West Bengal Joint Entrance Examinations Board
RUPANNA, DB-118, Sector –I, Salt Lake City, Kolkata-700064

Annexure -I

SCHEDULE OF COUNSELLING FOR JELET – 2024

S.N.	Name of the activity	Dates
1.	Registration, payment of registration fee and Choice filling	03.10.2024 to 06.10.2024
2.	Choice filling including choice locking	05.10.2024 to 06.10.2024
3.	1st round of seat allotment result	08.10.2024
4.	Payment of Seat acceptance fee	08.10.2024 To 15.10.2024
5.	Reporting to allotted institutes for document verification and admission (If upgradation choice = NO or allotted in 1st choice). (Candidates must contact the Institute/visit their website to know the timings and detail requirements for admission.)	13.10.2024 to 15.10.2024
6.	2nd round of seat allotment result	17.10.2024
7.	Payment of Seat acceptance fee (Fresh allottees) Reporting to allotted institutes for document verification and admission. (Candidates must contact the Institute /visit their website to know the timings and detail requirements for admission.) Withdrawl by the candidate	18.10.2024 to 20.10.2024

NB: The schedule may be changed/altered under any unavoidable circumstance.