Frequently Asked Questions
West Bengal M.Sc. Nursing Seats - 2016
Online Allotment process (Online Counselling)

Q. No. 1: Who are eligible and what is the process of online allotment?

ANS:

- **Candidates who have qualified in West Bengal Post Graduate Nursing Admission Test (WBPGNAT 2016).**
- Female candidates who are citizens of India.
- **Candidate must have passed 10 +2 level examination with physics, chemistry, biology and English with minimum**
  a. **50 % and above marks in aggregate (physics, chemistry, biology and English) for unreserved category of candidates.**
  b. **40% or above marks in aggregate (physics, chemistry, biology and English) for reserved category candidates (SC,ST,OBC)**
  c. **Eligibility of Physically Challenged (PH) candidates as per the category which she belongs.**
- Candidates must have obtained B. Sc. degree in Nursing / B. Sc. (Hons.) degree in Nursing/ Post Basic B. Sc. Nursing/Post Basic B.Sc. (Hons) with minimum of **55% marks** in aggregate in the above examinations from any Institution recognized by Indian Nursing Council (INC). The candidate must have **minimum one year of working experience** by 30/06/2016 after passing Basic B.Sc. Nursing/ B.Sc. (Hons.) Nursing and minimum one year of working experience prior or after obtaining the degree of Post Basic B.Sc. Nursing. Candidates who have acquired degree of B.Sc. / Post Basic B.Sc. Nursing through Distance Education are not eligible for M.Sc. Nursing Programme if the study centres are not recognized by INC and two years of experience is required for them.

The process of online allotment is as follows:
a. Generation of E- Challan and deposition of fees (or online fees deposition)
b. Main Counselling Registration
c. Exercising of Choices and Locking of choices
d. Process of Seat Allotment – Round 1
e. Round 1 Result Publication
f. Reporting at the allotted M.Sc. Nursing College against 1st Round
g. Exercising of fresh Choices and Locking of choices for Round 2
h. Process of Seat Allotment -Round 2
i. Round 2 Result Publication
j. Reporting at the allotted nursing Colleges against Round 2

Detailed schedule for online allotment process, information regarding participating institutes, detailed seat matrix information is given in the website www.wbmcc.nic.in (the official website for online counselling 2016). Candidates are requested to frequently visit the afore mentioned website for updated information.

Q. No. 2: When will online allotment process for the year 2016 start?

Ans: Online allotment process will start as per schedule mentioned in the websites stated earlier.

Q. No. 3. Do I have to report to any counselling centre for registration/choice filling?
Ans: No. Online registration and choice filling can be done from place of convenience (including from home) using internet.

Q. No. 4: Do I require any documents to get registered on-line?

Ans: You will be required to fill up some of the information that you have given on your application form, and submitted to WBUHS, Salt lake Kolkata along with admit card and rank information obtained in the examination **WBPGNAT 2016** conducted by WBUHS 2016 for admission in Post Basic B.Sc. Nursing seats in the West Bengal.

IMPORTANT

Please keep information that you have furnished during application for qualifying examination conducted by WBPGNAT 2016 and the admit card of the same examination confidential, and not share with anybody; because to register for online allotment process and submit choice, you need that information. If somebody else uses that information, he/she can misuse your online registration and prevent you from taking part in online allotment process. Keep print out of application form, admit card and rank information ready with you for future reference.

Please note that on registration window of online allotment process, you have to fill in exactly same spelling, numbers etc. as you have filled in your application form.

Q. No. 5: How do I get password for logging in?

Ans: During the process of online registration you will generate your own password. Candidates are advised to **keep the password that they have created, confidential to them till the end of the counselling process.** They can change the password after creating. Password is very important for participating in online allotment process. Sharing of password can result in its misuse by somebody else leading to even exclusion of genuine candidate from online allotment process.
The password will be between 8-13 characters with at least one upper case English alphabet; at least one lower case English alphabet; at least one numerical (Arabic) and at least one special character like #, $, ^, *, !, @, %
You are advised not to caps lock while putting the password. Upper case alphabet can be selected by pressing the Shift Key of the keyboard and same is true for selecting the special characters.
Do not forget password till the admission process is over.

Q. No. 6: How much time will I be given to join the allotted course?

Ans: Candidates after getting allotment of seats will be required to join the allotted college/course within the stipulated days as mentioned in the counselling schedule in the websites mentioned earlier from the date of allotment. However, candidates are

advised to join as early as possible and not to wait for last day of joining in various M.Sc. Nursing Colleges keeping in view that :-

There may be public holidays,
The total process of joining may require more than one day and M.Sc. Nursing colleges will have to furnish information about joining / non-joining online to the Central Selection Committee-Nursing.

Q. No 7: What documents are required to be produced at the time of admission?

Ans: The candidates who are allotted seat in M.Sc. Nursing colleges through the online allotment process are required to produce the following original documents along with attested photo copies at the allotted institutes:-

1. Admit card of Admission test
2. Mark sheet(s) of qualifying examinations & provisional/final passing certificates
3. Registration certificate issued by "State Registration Council"
4. Proof of age (Admit card or certificate of class X or equivalent examination)
5. Caste certificate and PH certificate from competent authorities (if applicable)
6. No objection certificate from the competent authority/received copy of resignation letter from competent authority/Trainee Reserve certificate from Government of West Bengal (whichever is applicable for the candidate)
7. Online generated Allotment letter
8. Candidate's copy of the e challan containing transaction ID showing deposit of counselling fees (or print out evidence of online fees deposition from view transaction ID of **www.wbmcc.nic.in** website))
9. Address and Identity proof (voter ID/passport/Govt ID card/Aadhar Card)
10. Experience certificate (for M.Sc. Nursing course):
a. Minimum 1 yr. work experience after Basic B.Sc. nursing as on 30.06.2016
b. Minimum 1 yr. work experience prior to or after Post Basic B.Sc. nursing as on 30.06.2016

Important
The allotted candidates not reporting to the respective institutes within the stipulated dates along with their relevant documents as mentioned above will not be entertained for admission in the allotted colleges afterwards.
Candidates without original certificates/documents shall not be allowed to take admission in allotted M.Sc. Nursing College.
Candidates who have deposited their original documents with any other Institutes/ Colleges/Universities and come for admission with a certificate stating that "their original certificates are deposited with the Institute/College/University" will not be allowed to take admission in allotted M.Sc. Nursing College.

Q. No. 8: What are the instructions regarding SC, ST, OBC and PH certificates?

Ans: In case the candidate fail to produce proper Caste (and PH, if applicable) certificate (as applicable in the state of West Bengal) at the verification centre and the allotted M.Sc. Nursing College then she will not be permitted to join the allotted Nursing College and her category will be changed, if otherwise eligible.

Reservation for OBC-A/OBC-B if any will be applicable only the new seats are added after 30.04.2013. ST/SC candidates of other States are entitled to participate in the counselling as unreserved categories candidates as per provision of the Act in the State.

The qualified loco-motor disabled candidates (lower limb loco motor disability between 40-70% should get themselves verified **only** at the **Medical board of IPGMER (SSKM), Kolkata 700020.**

For verification at the medical board, the Loco motor Disabled (LD) candidates are required to bring their treatment papers related to their disability, including the investigation reports, at the time of reporting to the above mentioned designated institute to verify such disability certificate.

Vacant PH seats will be converted to general pool for further allotment in second round. Vacant SC, ST seats will be converted vice versa and then to general pool for further allotment in second round.

Q. No. 9: Is there any restriction for filling up number of choices of Institutions (Colleges) in choice filling?

Ans: No, you can give as many choices as you wish. **However choices should be in order of preference.**

Q. No. 10. Is it necessary to fill up the choices and lock the choices to get seat allotted? Or I will be allotted seat automatically from available seats?

Ans: After online registration (registration is compulsory to take part in online allotment process), you have to fill in choice of Institutions/colleges in order of preference. Once choice is filled in, it can be modified before locking it. During the choice locking period it is necessary to lock the choices to get a print of your submitted choices. If candidate does not lock the choice submitted by her, submitted choices by her will be automatically locked at stipulated time of last date of choice locking.

Important:

If you don't register and fill in choice, you will not be allotted any seat. Don't wait till the last minute to lock your choices and to take a printout.

Please go through your submitted choices before locking as once you lock the choices those cannot be modified or changed even if you have made a mistake. Mistake in filling choices may result in allotment of a seat which you never wanted.

Q. No. 11: Is it necessary to join allotted M.Sc. Nursing College to get chance to participate in next round (2nd round)?

Ans: **Yes**, in case a seat is allotted, candidate is required to join allotted institution/college and complete the admission formalities then only that candidate can exercise option to participate in next round. They will have to opt for online willingness for participating in second round. In second round the already opted choices will be processed again only for up gradation of choices if possible.

If upgraded the candidate have to report to new institution and the earlier seat will be cancelled and offered to another candidate in the merit list automatically. Once upgraded, the candidate cannot remain in previously admitted seat anymore.

If the candidate is not up graded then the earlier admitted seat in round one will remain intact.

The non-allotted candidates in round one will automatically qualify for round two choices up gradation process and if they get fresh allotment in round two based on the choices submitted earlier in the round one, then they has to report to their allotted seats in round two.

The candidates who are allotted a seat in round one and do not report to allotted institute or surrender seats after admission will not be allowed to participate in round two online counselling.

Q. No. 12: What is second round of online allotment process?

k. **Ans:** Exercising of fresh Choices and Locking of choices will be done in Second round.

l. **2nd round of seat allotment:**

There is no fresh registration of candidates in 2nd round of counselling. Exercising of fresh Choices and Locking of choices will be considered in this round of allotment.

Q. No. 13: Who are eligible for 2nd Round of allotment?

Ans: Candidates eligible for seat allotment in 2nd round would be from one of the following groups:

Group–I: Registered candidates who did not get any seat allotment in the 1st round.

Group-II: Registered candidates, whose 1st round of allotted Seat Cancelled during the reporting for admission, **who have secured seat under reserved quota,** due to change of Category from reserved to Unreserved or PH status from **Yes to No**, **but are still eligible in the next round of seat allotment, with changed Category**.

Group–III: Candidates who have reported at allotted institute after 1 round of allotment and submitted willingness for second round up-gradation as **"Yes".**

Q. No. 14: Who are not eligible for 2nd Round of allotment?

Ans: The following candidates are not eligible for the second round of counselling:

- **Who have not registered prior to first round.**
- **Not reported** at Allotted Institute after seat allotment in 1st round
- **Reported & Withdrawn** from counselling at Allotted Institute.
- Became **non-eligible** due to lack of documents.
- Candidates who have not opted for up-gradation during admission in round 1.

In 2nd round of Counselling:

The conversion of seats is being carried out during this round of seat allotment and accordingly, the candidates are required to be shown all choices during round one for choice filling. For unreserved candidates, though they can opt for reserved seats in round one, these seats will only be available to them if no suitable candidate in reserved

category is available and the vacant seat is converted in round two. The rule of seat conversion is as follows:-
PH->UR
ST<->SC
And finally ->UR

Important:
All Admission, seat surrender/withdrawal from the counselling process must be done through online process and that to within the stipulated days of online activities as per server time as mentioned in the websites stated earlier.

Q. No. 15: If I give consent for up-gradation of my choice during second round and if my choice is upgraded, is it necessary to join at college allotted during second round? Or in case I change my decision of upgrading choice, can I continue to study in college allotted through first round of allotment?

Ans: In case candidate is allotted seat during the second round of allotment process (choice is up-graded), the seat allotted during the first round will be automatically cancelled immediately (and allotted to somebody else) and candidate will have to join the college/seat allotted during second round. If candidate does not join the college/seat allotted during the second round, as per schedule, from the date of allotment candidate will forfeit her allotted seat and will not be considered for subsequent rounds of seat allotment.

Seat can also be up-graded in the same college by change of category, in such a case the candidate has to take fresh admission on the up-graded seat.

Q. No. 16: If I forget my password that I have created during the process of registration, how to retrieve it.

Ans: To retrieve the forgotten password, system facilitates the following process through entering via **"FORGOT PASSWORD"** section of candidate login page:

The candidate is required to enter the information that he/she filled at the time of registration and then security question & answer thereon to be entered as given during New Candidate registration process. The above data submitted by candidate will be validated with the registered candidates' database. If the above entries match, then only the candidate would be permitted to enter new password to proceed further.
Candidates are advised to remember the password and also retain their application form and admit cards printout ready till completion of admission process. It is not possible for WBUHS/NIC to retrieve such password.

Q. No. 17: If there is discrepancy in spelling of name in documents and application form, what do I do?

Ans: If there is discrepancy in spelling of name in documents candidate must carry proof that the documents belongs to same person, in the form of an affidavit.

Q. No.18: How to use registration and Choice filling form on website?

Ans: Candidates will have to log on to website **www.wbmcc.nic.in** (**which will be operational from 18th August 2016 for generation of e-challan and for online registration and choice filling**) to **get registered** and then fill in choices. It is advised that after going through the seat matrix, a tentative list may be prepared first as per your preference of colleges, before attempting to fill choices on-line.

Q. No. 19: Difficulty in login, what may be the problem(s)?

Ans: Please read User manual for the candidates. Follow the instructions about use of browser (**Internet Explorer-6 or above**), use of same spellings, same format of date (Use digits for day, month and year with – in between) as in application form submitted to WBPGNAT 2016. The internet connection should be uninterrupted. If internet connection interruption takes place, the IP address which is being monitored will change and session expired message will be displayed. Please try to login from other computer from which other candidate(s) has logged in successfully, if possible.

Q. No. 20: I have difficulty in Creating Password, what may be the problem(s)?

Ans: Creation of password should be as per password policy. Please follow the password policy. **The password must be containing required number of characters (8-13). Use at least one capital/upper case English alphabet, at least one small/lower case English alphabet, at least one Arabic numerical and at least one special character (in the keyboard of the computer e.g. @, #, $, %, ^, * etc.)** Please use the internet browser as suggested in user manual, as it is difficult to login from some of the other browsers. **While creating password avoid using Caps Lock key, instead of Caps Lock use shift key.**

Q. No. 21: When I try to login for choice filling/ submission, It say wrong roll number/ password, what may be problem(s)?

Ans: This can happen if roll number typed is incorrect or password typed is incorrect. Password is sensitive, therefore use password which was created by user exactly same as typed while creating. In case password is forgotten, try to generate new password by using security question and its answer through **"FORGOT PASSWORD"** link in the candidate login page.

Q. No. 22: How can I get print out of my choices which system has locked?

Ans: After the stipulated time of the date of choice locking, after locking of choices by the system you will be able to take a printout of your submitted choices. You will also be able to see your locked choices and able to take a print out of the same at allotted Nursing College at the time of admission on request.

Q. No. 23: In case I get an upgraded seat but in the same college, because of change of category, (e.g. from SC / ST /OBC to UR category or due to change of PH status from Yes to No) do I have to take admission on the allotted seat again?

Ans: Yes, you have to get an admission letter again generated on-line for the upgraded category seat from the concerned institution; otherwise your seat would be cancelled and allotted to another candidate.

Q. No. 24: What is the process of generating and submitting e-challan?

Ans: The e-challan can be generated from the website **www.wbmcc.nic.in** within the stipulated days by clicking on to the menu provided in the stated website and putting personal information in the blank boxes provided correctly as like the application form of WBPGNAT 2016 qualification examination.

The e-challan can be printed by clicking on the option of **click to print e challan.**

The challan is a triplicate copy:

One for the branch of the concerned bank where the counselling fees is deposited by cash by the candidate; One for the candidate as personal copy and One for the reporting centre where the candidate is allotted a seat during any round of counselling.

The concerned bank is any branch of **United Bank of India (UBI)** within India and the concerned account no where the money has to be credited will be pre-printed on the challan.

Please generate the e challan within the prescribed dates and deposit the counselling fees in the concerned bank as described above within the prescribed period during the banking hours for becoming eligible for online registration.

No request of generation of challan or deposition of the counselling fees will be entertained beyond the stipulated dates as mentioned in the concerned websites described earlier. The candidate, who have not generated e challan and thereby deposited counselling fees, will not be allowed to participate in the online counselling process.

On submission of computer generated e-challan and the requisite counselling fees by the qualified candidate in the stipulated bank branch within the stipulated days, the bank will generate alpha numeric transactions ID which will be unique for each candidate. The bank authorities will mention the transaction ID in all the three copies of e challan in the stipulated place.

Candidates are requested to keep their copy in safe custody and mention the transaction ID during online registration as this information will be used by the online software system to validate the candidature. Candidates are requested not to divulge personal information and transaction ID to anybody else to prevent malpractice during online registration.

WBUHS/NIC cannot be held responsible due to misplacement of transaction ID /e-challan copy or malpractice arising out of sharing personal information by candidate to anybody else.

Q. 25. What is the process of online payment?

Ans. Online payment option is also provided in the same website for candidates those who want to pay online by debit/credit cards. The candidates have to follow the steps as directed in the website → they will be directed to the payment portal→give necessary inputs for their debit/credit card→ deposit the requisite fee→ automatically transaction ID will be shown to them if payment is successful→ they will be returned to the **www.wbmcc.nic.in** website from the payment portal → they can now register online immediately with the transaction ID generated.

They must take the print out of Transaction ID for proof of fees deposition from view transaction ID displayed in the afore mentioned website.

If after successful payment online and generation of transaction ID the candidate is not automatically redirected from payment portal to registration website www.wbmcc.nic.in then the candidate can register the next day as the required transaction ID will be reflected in the registration website by 24 hours. The candidate need not panic if not redirected immediately due to some technical error at any part, need not pay again if paid successfully and generated transaction ID, wait patiently till next day for registration.

Q. 26. How much I have to pay for admission?

Ans. Candidates getting seat at Private Colleges will have to deposit Rs 5000/- (Rupees five thousand only) (non-refundable). If she is confirmed admission after second round of counselling in the same college, the amount will be adjusted. Otherwise, the amount will be forfeited by the college.
For Govt. College, candidate has to submit fees specified. If she is upgraded in second counselling in another Govt. college, she will not have to pay again (**except for NIOH**). But if she changes Govt. college to private college she has to pay the full admission fees to the private college.
Govt. College in that case, is liable to return caution money after **November 2016.**

Q. 27. Have I any claim of trainee reserve if I get the allotment of seat in college?

Ans. No. It is exclusive jurisdiction of the dept. of Health and Family Welfare, Govt. of West Bengal. The WBUHS cannot be held responsible if a candidate does not get trainee reserve for what so ever reason.

Q. 28. Is there any reservation for OBC A and OBC B?

Ans. Reservation for OBC-A/OBC-B if any will be applicable only the new seats are added after 30.04.2013
OBC reservation is also given to College of Nursing, NIOH as it is a central Govt. institution with application of reservation rules of central Govt.