



PHONE & FAX: (033) 2223-9896, PHONE: (033) 2863-0594

**GOVERNMENT OF WEST BENGAL**  
OFFICE OF THE CHAIRPERSON  
*Central Selection Committee (Nursing)*  
**At the premises of**  
West Bengal Government College of Nursing, Kolkata  
(SSKM HOSPITAL CAMPUS)  
244, A.J.C. BOSE ROAD,  
KOLKATA – 700 020

## **Frequently Asked Questions (FAQ)**

### **West Bengal B.Sc. Nursing Course - 2018**

### **Online Counselling & Online Allotment Process**

**Q.No.1: When will online counselling process of JENPAUH for the year 2018 start?**

**Ans:** Online counselling process will start from 13th August 2018 as per schedule mentioned in the website. The first round of online counselling will be over as per the schedule.

**Q.No.2: Who is eligible and what is the process of online allotment?**

**Ans:**

- **Candidates who have qualified in JENPAUH 2018 and for B.Sc. Nursing are allowed to participate in the online counseling process provided they have deposited the requisite fees online and generated the transaction ID within the stipulated time period.**
- **Candidates must have passed 10+2 level examination with Physics, Chemistry, Biology and English with minimum qualifying marks as stated below:**
  1. **45% and above** marks in aggregate (Physics, Chemistry, Biology and English) for **unreserved category** of candidates.
  2. **40% and above** marks in aggregate (Physics, Chemistry, Biology and English) for **reserved category** candidates (SC, ST, OBC and PWD).
  3. Candidates have to secure pass marks in each subject separately in theory and practical in (10+2) level examinations for both reserved and unreserved candidates. For example any HS passed candidate has to secure pass marks both in theory and practical separately for Physics, Chemistry and Biology and pass marks in English also.

**The process of online allotment is as follows:**

- a) Payment of counseling fees online
- b) Generation of Payment Transaction ID
- c) Registration for Counselling Process
- d) Exercising of Choices and locking of Choices
- e) Process of Seat Allotment - Round 1
- f) Result Publication - Round 1



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- g) Verification of documents at auditorium of Academic Building of SSKM Hospital (only for candidates who have been allotted seats in any B.Sc. Nursing College in West Bengal).
- h) Reporting at the allotted B.Sc. Nursing College against 1st Round
- i) Process of Seat Allotment - Round 2
- j) Result Publication - Round 2
- k) Verification of documents in the specified venue, for candidates who have been allotted a seat in B.Sc. Nursing College in West Bengal. Candidates already verified in earlier rounds need not re-appear for verification.
- l) Reporting at the allotted Nursing Colleges against Round 2 seat allotment
- m) Publication of total vacant seats

**Detailed schedule for online allotment process, information regarding participating institutes, detailed seat matrix information is published in the website <http://wbmcc.nic.in> (The Official Website For Online Counselling 2018).**

**Candidates are requested to frequently visit the above mentioned website for updated information.**

**Q.No.3: Do I have to report to any counselling centre for registration or choice filling?**

**Ans:** No. Online registration and choice filling can be done from the place of convenience (including home) where internet facilities are available.

**Q.No.4: Do I require any documents to get registered online?**

**Ans:** You will be required to fill up some of the information that you have given on your application form, and submitted to West Bengal Joint Entrance Examination Board (henceforth called as WBJEEB), Salt lake, Kolkata along with admit card and **rank card obtained in the examination JENPAUH 2018** conducted by WBJEEB 2018 for admission in B.Sc. Nursing seats in the West Bengal.

**Important Note:**

**Please keep ready at your hand all the information that you have furnished during applying for qualifying examination conducted by WBJEEB (JENPAUH 2018) and keep the admit card details of the same examination confidential and do not share with anybody.**

**These information are required during registration for online allotment process and choice exercise and anybody having access to your personal information/credentials like Roll No.,**



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**Application No., date of birth, password etc. may misuse your online registration details 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 and in other online interface forms, you have to fill in exactly the same spelling, numbers etc. as you have filled in your application form or as appeared in your admit card.**

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

**Ans:** During the process of online registration candidate is allowed to generate her own password. Candidates are advised to **keep the password confidential till the end of the counseling process.** The password may be changed during the counseling process by the candidate using Candidate Login page. Password is very important for participating in the online allotment process and sharing of password to anybody may result in misuse of your personal/confidential information leading to even exclusion of genuine candidate from online allotment process.

**Q.No.6: How much time will be given to join in the allotted college?**

**Ans:** Candidates are required to join the allotted college/course within the stipulated time as mentioned in the counseling schedule published in the website. However, candidates are advised to join as early as possible and not to wait for the last day of joining in various B.Sc. Nursing Colleges keeping in view that:

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

**Q.No.7: Which documents are required to be produced at the time of counseling?**

**Ans:** Since it is online allotment (Online Counseling) process, no documents are required for participating in online allotment process.

**However the candidates who are allotted seat in B.Sc. Nursing Colleges through online allotment process are required to verify the following original documents at**



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the Auditorium, Academic Building, SSKM Hospital (PG Hospital) mentioned in the counseling schedule as published in <http://wbmcc.nic.in>.

1. Allotment Letter
2. WBJEEB Rank Card
3. WBJEEB admit Card
4. Domicile Certificate (in a1, a2 or b proforma as applicable)
5. SC/ST/OBC A or B/PWD Certificate (if applicable)
6. Age proof (Birth Certificate/class 10 Admit Card or Certificate)
7. Class 12 mark sheet (the eligibility criteria is mentioned in the website)

Medical Certificate form and the verification certificate will be provided during the time of physical verification of documents.

**Important Note:**

**The allotted candidates not reporting to the verification centre on the stipulated dates along with their relevant documents as mentioned above and thereby not verified, will not be entertained for admission in the allotted colleges.**

**The allotted candidates who have not been issued verification certificate due to failure in producing relevant documents while reporting in the verification centre will not be allowed to get admission in their respective B.Sc. Nursing colleges also.**

**Q.No.8: What documents are required at the time of joining to Allotted Nursing College?**

**Ans:** Original documents for admission to B.Sc. Nursing courses are as mentioned below:

1. Admit Card issued by WBJEEB 2018
2. Rank information issued by WBJEEB 2018
3. Allotment letter
4. Age proof
5. Class 12 Mark sheet and Certificate (provisional/final)
6. SC/ST/OBC A or B certificate (if applicable)
7. PWD certificate (if applicable)
8. Domicile certificate (a1, a2 or b proforma as applicable)
9. Medical Certificate
10. Verification certificate issued by the verification centre at Auditorium, Academic Building, SSKM hospital (PG Hospital)



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**Important Note:**

**Candidates without original certificates/documents shall not be allowed to take admission in allotted B.Sc. Nursing College.**

**Candidates who have deposited their original documents to any other Institutes/Colleges/Universities and come for admission with a certificate stating that "their original certificates are deposited to the Institute/College/University" will not be allowed to take admission in allotted B.Sc. Nursing College.**

**Q.No.9: What are the instructions regarding SC, ST, OBC and PWD certificates?**

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

The qualified loco-motor disabled candidates (lower limb loco motor disability between 40-70% should get themselves **verified at the medical board constituted & made functional at the Office chamber of HOD of P.M.R. IPGME&R, SSKM (PG) Hospital.**

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 board to verify such disability certificate.

**PWD seats will be converted to general pool for further allotment in second round if no candidates are found in the category.**

**Q.No.10: Is there any restriction for filling up number of choices of Institutions (Colleges) in choice filling form?**

**Ans:** No, candidate can give as many choices as she wishes. However choices should be in order of preference.

**Q.No.11: 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), candidate has to fill in choice of Institutions/colleges in order of preference.



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Once choices are 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 out of the submitted choices. If the candidate does not lock the choice submitted by her, choices submitted will be automatically locked by system after stipulated time of last date.

**Important Note:**

**If the candidate do not register and fill in choice, she will not be allotted any seat. Submitted choices need to be reviewed before locking as once locked the choices cannot be modified or changed. Mistake in filling choices may result in allotment of a seat which is not desired.**

**Q.No.12: Is it necessary to join allotted B.Sc. Nursing College to get chance to participate in next 2nd round (or subsequent round, if any)?**

**Ans:** Yes, in case a seat is allotted, candidate is required to report to the allotted institution/college and complete the admission formalities and exercise the option to participate in the next round(s) of counseling, if any. In case the candidate does not report/take admission in allotted institute she would be out of the counselling process.

**Q.No.13: Some B.Sc. Nursing seats are intimated to the CNSC after start the online counseling due to various reasons, will they be included and when?**

**Ans:** Seats that could not be included during any round of counseling due to unavoidable circumstances will be included only in the next round of counseling on receiving information from participating B.Sc. Nursing Colleges (after getting approval of Indian Nursing Council) and details of newly added seats will be published in the subsequent round seat matrix.

**Candidates are requested to frequently visit the B.Sc. Nursing website for updated information.**

**Q.No.14: What is second round of online allotment process?**



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**Ans:** Second round of online allotment process is up-gradation of choice round.

**2nd round of seat allotment:**

There is no fresh registration of candidates and choice submission in 2nd round of counselling. Choices exercised during 1st round of counselling will be considered in 2<sup>nd</sup> round of allotment/up-gradation.

**Q.No.15: 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 Round -1.

**Group-II:** Registered candidates who have secured seat under reserved quota but whose 1<sup>st</sup> round of allotted seat gets cancelled during the document verification or reporting for admission, due to change of category from reserved to unreserved or PWD 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 round-1 and submitted willingness for 2nd round up-gradation as “Yes”.

**Q.No.16: Who are not eligible for 2nd Round of allotment?**

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

- **Not reported** at Allotted Institute after seat allotment in 1st round
- **Reported & withdrawn** from counseling at Allotted Institute
- Became **non-eligible** due to change of category
- Candidates who have not opted for up-gradation

**Q.No.17: What are subsequent round(s) of online allotment process?**

**Ans:** There will be two rounds of allotment initially during the counseling process. Any additional round(s) of allotment will be conducted if there are vacant seats lying in the colleges after 2nd round of allotment or if any additional new seats are included in the seat matrix due to induction of any new institute etc. Subsequent round(s) of online allotment after round 2 will be conducted for the candidates who have submitted their option for participation in subsequent round(s) during admission to allotted institute (the details of schedule will be published in the above mentioned website in due course, the candidates are requested to



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frequently visit the above mentioned website for further information) and for those who were registered and submitted choices during first round but not allotted any seat.

**Q.No.18: Who are eligible for subsequent round(s) of allotment, if any?**

**Ans:**

**Group-I:** Registered candidates who did not get any seat allotment in the 1st or 2nd round of seat allotment.

**Group-II:** Registered candidates, whose 2nd round of allotted seat gets cancelled during the document verification or reporting for admission and **who have secured seat under reserved quota**, due to change of category from reserved to Unreserved or PWD status from Yes to No, but who would still be eligible in the next round of seat allotment, with changed criteria, subject to fulfilment of their eligibility conditions.

**Group-III:** Candidates who have given option for participation in subsequent round(s) at the time of 1st and/or 2nd round reporting at allotted institutions.

**Q.No.19: Who are not eligible for subsequent round(s) of allotment?**

**Ans:** The following candidates are not eligible for the **subsequent round(s)** of counselling:

- **Not reported** at Allotted Institute after seat allotment in either 1st or 2nd rounds.
- **Reported & withdrawn/resigned** the seat at the allotted Institute.
- Candidates who became **non-eligible** due to change of category during document verification.
- Candidate who has not given option for **subsequent round(s)** at the time of taking admission.
- Candidates who did not register for online allotment of seat during first round of counseling.

**Q.No.20: Do I have to fill in choice of College to participate in second round of online allotment process?**

**Ans:** No, for 2nd round, candidates are not required to submit fresh choices; the choice of higher preference will be upgraded for those candidates who give option to upgrade at the time of admission at allotted B.Sc. Nursing College.

**Q.No.21: If there is not sufficient number of eligible PWD candidates, what will happen to**





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**those un-allotted UG seats, reserved for PWD candidates?**

**Ans:** The un-allotted UG seats earmarked for PWD candidates will be reverted to UR seats during the 2nd round of allotment process after processing choices to PWD category candidates in 2nd round.

**Important Note:**

**All Admission, seat surrender/withdrawal from the counselling process must be done through online process and that too within the stipulated days of online activities as per server time as mentioned in the schedule published in counseling website.**

**Q.No.22: 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 upgraded), the seat allotted during the first round will be automatically cancelled (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, the candidate will forfeit her allotted seat and will not be considered for subsequent round(s) 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.23: 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 “**FORGOT PASSWORD**” section of candidate login page:

The candidate is required to enter the information that she has 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 candidate’s data. If the above entries match, then only the candidate would be permitted to enter new password to proceed further.

**Q.No.24: If there is discrepancy in spelling of name in documents and application form, what do I do?**



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

**Q.No.25: How to use registration and Choice filling form in website?**

**Ans:** Candidates will have to log on to website <http://wbmcc.nic.in> (which is already in operation) 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.26: Difficulty in login, what may be the problem(s)?**

**Ans:** Please read User manual for the candidates available on the counseling website. 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 WBJEEB 2018. 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.27: 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).**

**While creating password avoid using Caps Lock key, instead of Caps Lock use shift key.**

**Q.No.28: When I try to login for choice filling/submission, It says 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 was 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.29: How can I get print out of my choices which system has locked?**



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**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 allotted Nursing College at the time of admission on request.

**Q.No.30: 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 PWD 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.

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