

West Bengal Joint Entrance Examinations Board

AQ-13/1, sector-V, Salt Lake City, Kolkata - 700 091

COUNSELLING OF JECA - 2013

INSTRUCTIONS TO CANDIDATES

Instructions / Information to JECA - 2013 merit listed candidates seeking admission to Master of Computer Application (MCA) course in Universities / Colleges in West Bengal for academic session 2013-2014

1) Venue of Counselling:

VIVEKANANDA YUBA BHARATI KRIRANGAN (SALT LAKE STADIUM)
SALT LAKE, KOLKATA - 700 098

2) Duration of Counselling:

27th August, 2013 to 30th August, 2013

3) Counselling Form:

Counselling Form and the e-challan can be downloaded from Board's website (**www.wbjeeb.in**) from Wednesday, August 21, 2013. Candidates should bring the duly filled in forms (as stated above) with them on the day of counselling.

4) Counselling Fee:

Candidates have to pay a non-refundable counselling fee of Rs.506/- through the duly filled-in e-challan at any branch of Allahabad Bank. Candidates are requested to bring the Board's copy of the e-challan with them on the day of counselling.

5) Important documents that the candidates must bring with them on the day of counselling:

- a) Counselling Form (to be downloaded from the Board's website) duly filled-in and signed in specified places with self attested recent passport size photograph pasted at the specified location.
- b) Board copy of Bank challan.
- c) Original/Downloaded Admit Card of JECA-2013.
- d) Downloaded Rank Card
- e) Original mark sheet of Madhyamik or equivalent examination

- f) Original mark sheet of Higher Secondary (10+2) or equivalent examination
- g) Original Graduate level mark sheets: (10+2+3) pattern (both pass and honours) as applicable.
- h) Other documents in original required for fulfillment of eligibility and other criteria of different Universities / Institutes as specified in the Information Brochure of JECA-2013.
- i) In case of SC/ST/PC candidates of the state of West Bengal, original SC/ST/PC certificates issued from the Competent Authority for verification. In case of PC candidates of the state of West Bengal, original PC certificates issued by the competent authority.
(N.B. SC/ST/PC candidates of other states will be treated as general category candidates)

The PC candidates claiming seats under reserved category are required to satisfy the following criteria.

For admission to MCA course:

For PC (loco motor disorder, visual impairment, speech and hearing impairment) category candidate a minimum of 40% disability is required subject to the condition that the candidate is capable of carrying out all activities related to theory and practical work as applicable to MCA course without any special concession and exemption.

6) Procedure to be followed in case of candidates unable to appear in the counseling in person owing to some valid reason(s):

If any candidate is unable to appear in the counselling in person owing to valid reasons under exceptional circumstances, his/her parent/guardian may be permitted to appear in the counseling on his/her behalf with the following documents.

- a) Authorization letter from the candidate (proforma to be downloaded from the website of the Board w.e.f 21.08.2013) attesting the signature of his/her parent/guardian and also declaring in the said authorization letter that he/she would not claim any seat in any other Institution other than the one allotted to him/her through his/her representative by authorization.
- b) Medical Certificate from a registered practitioner:
- c) All original testimonials as mentioned under Sl.No. (5) under heading "Important documents to be brought positively by the candidates during counselling"

7) Other pertinent points to be noted:

- a) Candidates are required to be present positively before half an hour from the specified time slot for their counselling as given in the Counselling Programme.
- b) Candidates should note that allotment of a seat in any University/Institute by the West Bengal Joint Entrance Examinations Board **is entirely provisional** and is subject to fulfillment of the eligibility and other criteria specific to the allotted University/Institute for admission to Master of Computer Application

course which have been specified in Information Brochure of JECA-2013. If the candidate does not possess the said eligibility criteria, his allotment would be cancelled outright at the moment of detection at any level.

Such eligibility and other criteria would be verified by the concerned University / Institute where the candidate has been allotted by the West Bengal Joint Entrance Examinations Board at the time of admission.

- c) **Candidates belonging to states other than West Bengal shall not be considered for admission to Govt. Engineering colleges.**
- d) **Reservation of seats for SC/ST/PC is applicable to the candidates of the state of West Bengal only. SC/ST/PC candidates of other states cannot avail of this facility.**
- e) For Government and govt-aided Engineering & Technological Colleges the reservation of seats for SC/ST and PC candidates will be as per government rules. For Universities / University Departments reservation rules in case of SC/ST/PC candidates of the concerned Universities shall be followed.
- f) Appearance of a rank in the counselling schedule does not guarantee a seat in any University/Institute. Counselling for allotment of seats will be stopped as soon as the last vacant seat is filled up and no further queries in this regard will be entertained.
- g) The claim of a candidate to exercise option shall be limited to the vacant seats available at that instant when his/her turn comes for appearing before the counseling officials.
- h) The option will have to be exercised at the time of counselling. Once the allotment of a seat in any University/Institute is done no further change of the University/Institute will be entertained.
- i) A candidate failing to appear before the counseling officials at the allotment counter on the scheduled date and time in order of his/her position in the merit list owing to delay on his/her part may be allowed to appear before the counseling officials after verifying the testimonials regarding eligibility criteria for consideration for allotment of seat in any University/Institute available at that instant only irrespective of his/her rank.
- j) No refund of counseling fee is admissible.
- k) Modification of the counseling schedule may be brought about under exigent circumstances.
- l) Candidates will be required to take admission to the allotted University/Institute within the date as specified in the allotment letter.

8) Any candidate appearing at the counseling with fake documents / testimonials will be immediately handed over to the police.

9) Any additional information related to the aforesaid counselling (if any) will be immediately communicated through the Board's website.

Member Secretary
West Bengal Joint Entrance Examinations
Board