

## GUIDED STEPS FOR ONLINE COUNSELING FOR JEXPO-2013

### Step-1 : Registration

The primary step for participation in the online counseling process is 'REGISTRATION', which means enlisting an aspiring candidate for online counseling. On clicking on the appropriate link on the Council's website [www.webscte.org](http://www.webscte.org), the target pages for online registration will appear on the screen, wherein the candidate has to enter the requisite data being asked for, e.g.

- ➔ Index number
- ➔ Enrollment number
- ➔ Date of birth



### West Bengal State Council of Technical Education

(A Statutory Body under West Bengal Act XXI of 1995)

Kolkata Karigori Bhavan, 2nd Floor, 110, S. N. Banerjee Road, Kolkata - 700 013

Website : [www.webscte.org](http://www.webscte.org)

#### JEXPO-2013 APPLICANT REGISTRATION

♦ Fields marked with red bullet are mandatory

Index No ♦	<input type="text"/>
Enrollment No ♦	<input type="text"/>
Date of Birth ♦	<input type="text" value="1"/> <input type="text" value="September"/> <input type="text" value="1950"/>
<input type="button" value="Proceed"/>	

**HELP LINE : 1800-1036-247**

Success of the registration process depends upon matching of entered data with that of data in the JEXPO-2013 OMR application form of the candidate and the condition that the intending registrant has a rank not exceeding 40000. On successful registration, a password will be generated by the system and the password will then immediately be sent through an SMS to the registering candidate's mobile. It must be noted that the password should be kept secret and should not be disclosed to anybody.

## GUIDED STEPS FOR ONLINE COUNSELING FOR JEXPO-2013

### Step-2 : Providing Personal Information

The next step is providing basic information of the candidate e.g. Father's Name, Mobile Number and District where the school of the candidate is situated from where the candidate passed Madhyamik / equivalent examination. Please note that the Mobile Number, if already registered with the Council will be displayed, which the candidate can change and in such event any subsequent SMS will forwarded to new Mobile Number.



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**JEXPO-2013 APPLICANT REGISTRATION**

• Fields marked with red bullet are mandatory

Index No •	<input type="text" value="1180279"/>
Enrollment No •	<input type="text" value="3031753"/>
Date of Birth •	<input type="text" value="26"/> <input type="text" value="December"/> <input type="text" value="1995"/>
Name	PRITAM PRAMANIK
Father's Name •	<input type="text" value="FATHER"/>
Mobile •	<input type="text" value="9999999999"/> <small>This Mobile Number is Registered with us, which you can change and any subsequent SMS will forwarded to new Mobile Number. <b>THE PASSWORD FOR LOGIN TO COUNSELLING PORTAL WILL BE FORWARDED TO THE REGISTERED MOBILE NUMBER.</b></small>
District •	<input type="text" value="Kolkata"/> <small>Name of District where the school is situated from where the candidate passed Madhyamik / Equivalent Examination. <b>THE SEATS OF DISTRICT QUOTA (IF AVAILABLE) WILL BE ALLOTTED AS PER THIS DISTRICT.</b></small>
	<input type="button" value="Submit"/>

Personal Information

Online Choice Filling

Offline Choice Filling

Counselling Schedule

Steps of Counselling

Help Desk Centers

Admission Procedure

List of Institute & Branch with JEXPO-2012 Closing Rank

Counselling Result

Logout

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After confirming all the information entered by the candidate, click Submit button. On submitting the page, the candidate will receive a SMS containing his Enrollment Number and Password for entering into the web portal in any subsequent time.

## GUIDED STEPS FOR ONLINE COUNSELING FOR JEXPO-2013

### Step-3 : Choice Filling

The next and probably the most important step is to enter the choices of Institute and Branch at appropriate choice-filling tab. First login to the online web portal by providing Enrollment Number and Password in the manner shown below.

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**JEXPO-2013 APPLICANT LOGIN**

♦ Fields marked with red bullet are mandatory

Enrollment No ♦	<input type="text"/>
Password ♦	<input type="password"/>
	<input type="button" value="Login"/> [Registered User can Login by providing Enrollment Number and Password]
	<input type="button" value="New Registration"/> [New Candidate have to Register themselves for Online Counselling]

Personal Information  
Online Choice Filling  
Offline Choice Filling  
Counselling Schedule  
Steps of Counselling  
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Entry of choices may be done either 'ONLINE' or 'OFFLINE' mode. A choice of seat implies a combination of 'Institute' and 'Branch' and each choice shall be attached with a priority number, which indicates the order of a specific choice amongst all the choices made by candidate.

Online Mode	Offline Mode
<ul style="list-style-type: none"> <li>➔ Click on the "Online Choice Filling" section of the website</li> <li>➔ Each row of choice is a combination of 'Institute' and 'Branch'</li> <li>➔ Write your priority number at the blank space provided against a choice</li> <li>➔ Ensure to enter maximum possible number of prioritized choices</li> <li>➔ The higher number of choices increases the chance of getting allotment</li> <li>➔ However, entering maximum no of choices does not ensure any assured allotment</li> <li>➔ Save and lock your choices</li> <li>➔ Get a print out of the "Saved &amp; Locked" choices</li> </ul>	<ul style="list-style-type: none"> <li>➔ Click on the "Offline Choice Filling through EXCEL" section of the website</li> <li>➔ Download the proforma in MS-EXCEL format for choice filling</li> <li>➔ Make the entry of prioritized numbers against each choice in the appropriate cell of the downloaded MS-EXCEL proforma and save it</li> <li>➔ Upload the duly filled proforma in MS-EXCEL format for choice filling through counseling website</li> <li>➔ On getting confirmation of successful uploading, a new screen will appear displaying the candidates choices in order of priority number</li> <li>➔ Save and lock your choices</li> <li>➔ Get a print out of the "Saved &amp; Locked" choices</li> </ul>

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Click either 'Online Choice Filling' or 'Offline Choice Filling' tab. The snap shot of 'Online Choice Filling' is given below.



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ADMISSION CHOICE FILLING ONLINE

ENROLLMENT NO :	3031753	INDEX NO :	1180279
Name : PRITAM PRAMANIK			
JEXPO RANK :	40000	SC RANK :	5611
ST RANK :		PC RANK :	
SEX :	MALE	DOB :	26/12/95
PC :	NO	Category :	SC
TFW :	NO	LAND LOOSER :	NO

SI No	STATUS	Institute	Branch	Priority	State Quota	Dist Quota(M)	Dist Quota(F)
1	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC	CIVIL ENGINEERING	1	915	2945	8803
2	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC	ELECTRICAL ENGINEERING	5	3901	3943	15052
3	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC	ELECTRONICS & TELECOMMUNICATION ENGINEERING	2	5147	8300	32045
4	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC	MECHANICAL ENGINEERING	3	884	2935	8800
5	GOVT	APC ROY POLYTECHNIC	CIVIL ENGINEERING	115	98	240	265
6	GOVT	APC ROY POLYTECHNIC	COMPUTER SCIENCE & TECHNOLOGY	10	817	6512	9815
7	GOVT	APC ROY POLYTECHNIC	ELECTRICAL ENGINEERING	11	97	535	2872
8	GOVT	APC ROY POLYTECHNIC	ELECTRONICS & INSTRUMENTATION ENGINEERING	12	4700	5028	7506
9	GOVT	APC ROY POLYTECHNIC	FOOD PROCESSING TECHNOLOGY	15	8173	9540	9758
10	GOVT	APC ROY POLYTECHNIC	MECHANICAL ENGINEERING	21	95	285	8074
11	GOVT	ASANSOL POLYTECHNIC	CIVIL ENGINEERING	25			
12	GOVT	ASANSOL POLYTECHNIC	ELECTRICAL ENGINEERING		4172	4326	8592
13	GOVT	ASANSOL POLYTECHNIC	MECHANICAL ENGINEERING		960	3674	3347
14	GOVT	ASANSOL POLYTECHNIC	METALLURGICAL ENGINEERING		5752	6236	44551
15	GOVT	ASANSOL POLYTECHNIC	MINE SURVEYING		7284	7807	
16	GOVT	ASANSOL POLYTECHNIC	MINING ENGINEERING		954	8648	

HELP LINE : 1800-1036-247

Save Choice


Candidates are being provided the 'Offline Choice Filling' facility to fill the combination of Institute and Branch as per their choices in an MS Excel file in the specified format and then upload the said file in a single step.

This option is being provided so that candidates need not stay logged into the online counseling website for filling their choices. Instead they can download the MS Excel file and then fill their choices in the said file by opening it in any offline Computer with MS Office 2003 [or newer] installed. Thus, candidates can fill their choices at their leisure time without requirement of being connected to the internet during such time. Once they have filled the choices in the said Excel file they can log into the online counseling website again and upload the Excel file, filled with choices. The online application would read the choices filled in by the candidates and show it to the candidate for final verification and saving.

**PLEASE NOTE THAT IF A STUDENT DO NOT UPLOAD THE FILLED-IN EXCEL FILE ON THE COUNSELLING WEBSITE AND THEN SAVED THE SAME, HIS/HER PREFERRED CHOICES IS NOT SUBMITTED.**

# GUIDED STEPS FOR ONLINE COUNSELING FOR JEXPO-2013

The snap shot of 'Offline Choice Filling' is given below.



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JEXPO-2013 Filling of choices [ OFFLINE ]

Candidates are being provided the 'Offline Choice Filling' facility to fill the combination of Institute and Branch as per their choices in an MS Excel file in the specified format and then upload the said file in a single step.

This option is being provided so that candidates need not stay logged into the online counseling website for filling their choices. Instead they can download the MS Excel file and then fill their choices in the said file by opening it in any offline Computer with MS Office 2003 [or newer] installed. Thus, candidates can fill their choices at their leisure time without requirement of being connected to the internet during such time. Once they have filled the choices in the said Excel file they can log into the online counseling website again and upload the Excel file, filled with choices. The online application would read the choices filled in by the candidates and show it to the candidate for final verification and saving.

PLEASE NOTE THAT IF A STUDENT DO NOT UPLOAD AND CONFIRM THE FILLED-IN EXCEL FILE ON THE COUNSELLING WEBSITE, HIS/HER PREFERRED CHOICES IS NOT SUBMITTED.

Please click for downloading the MS Excel file for filling your choices offline : [Download](#)

Upload Filled-in Ms-Excel File Containing Your Choice

Choose File

No file chosen

Upload

**HELP LINE : 1800-1036-247**

The format of downloaded Excel file.

SLNo.	STATUS	NAME OF THE INSTITUTE	NAME OF THE BRANCH	PRIORITY	CLOSING RANK (STATE GEN) OF JEXPO-2012	CLOSING RANK (DIST MALE) OF JEXPO-2012	CLOSING RANK OF (DIST FEMALE) OF JEXPO-2012
1							
2	1	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC		915	2945	8803
3	2	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC		3901	3943	15052
4	3	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC		6147	6300	32045
5	4	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC		884	2935	8600
6	5	GOVT	APC ROY POLYTECHNIC		98	240	265
7	6	GOVT	APC ROY POLYTECHNIC		817	5512	9615
8	7	GOVT	APC ROY POLYTECHNIC		97	535	2872
9	8	GOVT	APC ROY POLYTECHNIC		4700	5028	7506
10	9	GOVT	APC ROY POLYTECHNIC		8173	9540	9758
11	10	GOVT	APC ROY POLYTECHNIC		95	285	8074
12	11	GOVT	ASANSOL POLYTECHNIC				
13	12	GOVT	ASANSOL POLYTECHNIC		4172	432b	8992
14	13	GOVT	ASANSOL POLYTECHNIC		960	3674	3347
15	14	GOVT	ASANSOL POLYTECHNIC		5752	6236	44551
16	15	GOVT	ASANSOL POLYTECHNIC		7284	7807	
17	16	GOVT	ASANSOL POLYTECHNIC		954	6648	
18	17	GOVT	BANDWAN GOVERNMENT POLYTECHNIC COLLEGE				
19	18	GOVT	BANDWAN GOVERNMENT POLYTECHNIC COLLEGE				
20	19	GOVT	Bankura Government Polytechnic				
21	20	GOVT	Bankura Government Polytechnic				
22	21	GOVT	BARUIPUR GOVERNMENT POLYTECHNIC				
23	22	GOVT	BARUIPUR GOVERNMENT POLYTECHNIC				
24	23	GOVT	BIRLA INSTITUTE OF TECHNOLOGY		870	2874	7431
25	24	GOVT	BIRLA INSTITUTE OF TECHNOLOGY		5990	6307	6360
26	25	GOVT	BIRLA INSTITUTE OF TECHNOLOGY		691	5082	9341
27	26	GOVT	BIRLA INSTITUTE OF TECHNOLOGY		417	653	7532
28	27	GOVT	BIRLA INSTITUTE OF TECHNOLOGY		9995	11690	42896
29	28	GOVT	BPC INSTITUTE OF TECHNOLOGY		908	2859	4905
30	29	GOVT	BPC INSTITUTE OF TECHNOLOGY		8267	9046	14958
31	30	GOVT	BPC INSTITUTE OF TECHNOLOGY		77	4253	6848
32	31	GOVT	BPC INSTITUTE OF TECHNOLOGY		916	3435	9545
33	32	GOVT	CENTRAL CALCUTTA POLYTECHNIC		7242	7927	27929
34	33	GOVT	CENTRAL CALCUTTA POLYTECHNIC		920	2600	5420
35	34	GOVT	CENTRAL CALCUTTA POLYTECHNIC		5266	5904	9807
36	35	GOVT	CENTRAL CALCUTTA POLYTECHNIC		871	926	6615

## GUIDED STEPS FOR ONLINE COUNSELING FOR JEXPO-2013

The sample Excel file after filling-up of choices in order or preference.

Sl.No.	STATUS	NAME OF THE INSTITUTE	NAME OF THE BRANCH	PRIORITY	CLOSING RANK (STATE GEN) OF JEXPO-2012	CLOSING RANK (DIST MALE) OF JEXPO-2012	CLOSING RANK OF (DIST FEMALE) OF JEXPO-2012
1	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC	CIVIL ENGINEERING	15	915	2945	8803
2	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC	ELECTRICAL ENGINEERING	20	3901	3943	15052
3	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC	ELECTRONICS & TELECOMMUNICATION ENGINEERING	25	6147	6300	32045
4	GOVT	ACHARYA JAGADISH CHANDRA BOSE POLYTECHNIC	MECHANICAL ENGINEERING	21	884	2935	8600
5	GOVT	APC ROY POLYTECHNIC	CIVIL ENGINEERING	1	98	240	265
6	GOVT	APC ROY POLYTECHNIC	COMPUTER SCIENCE & TECHNOLOGY	120	817	5512	9615
7	GOVT	APC ROY POLYTECHNIC	ELECTRICAL ENGINEERING	2	97	535	2872
8	GOVT	APC ROY POLYTECHNIC	ELECTRONICS & INSTRUMENTATION ENGINEERING	5	4700	5028	7506
9	GOVT	APC ROY POLYTECHNIC	FOOD PROCESSING TECHNOLOGY	125	8173	9540	9758
10	GOVT	APC ROY POLYTECHNIC	MECHANICAL ENGINEERING	3	95	285	8074
11	GOVT	ASANSOL POLYTECHNIC	CIVIL ENGINEERING	1			
12	GOVT	ASANSOL POLYTECHNIC	ELECTRICAL ENGINEERING	31	41/2	4326	8592
13	GOVT	ASANSOL POLYTECHNIC	MECHANICAL ENGINEERING	32	960	3674	3347
14	GOVT	ASANSOL POLYTECHNIC	METALLURGICAL ENGINEERING	33	5752	6236	44551
15	GOVT	ASANSOL POLYTECHNIC	MINE SURVEYING	35	7284	7807	
16	GOVT	ASANSOL POLYTECHNIC	MINING ENGINEERING	46	954	6648	
17	GOVT	BANDWAN GOVERNMENT POLYTECHNIC COLLEGE	ELECTRICAL ENGINEERING	45			
18	GOVT	BANDWAN GOVERNMENT POLYTECHNIC COLLEGE	MECHANICAL ENGINEERING	41			
19	GOVT	Bankura Government Polytechnic	ELECTRICAL ENGINEERING	42			
20	GOVT	Bankura Government Polytechnic	MECHANICAL ENGINEERING	70			
21	GOVT	BARUIPUR GOVERNMENT POLYTECHNIC	ELECTRICAL ENGINEERING	75			
22	GOVT	BARUIPUR GOVERNMENT POLYTECHNIC	MECHANICAL ENGINEERING	80			
23	GOVT	BIRLA INSTITUTE OF TECHNOLOGY	ELECTRICAL ENGINEERING	85	870	2874	7431
24	GOVT	BIRLA INSTITUTE OF TECHNOLOGY	ELECTRONICS & INSTRUMENTATION ENGINEERING	22	5990	6307	6360
25	GOVT	BIRLA INSTITUTE OF TECHNOLOGY	ELECTRONICS & TELECOMMUNICATION ENGINEERING	51	691	5082	9341
26	GOVT	BIRLA INSTITUTE OF TECHNOLOGY	MECHANICAL ENGINEERING	57	417	653	7532
27	GOVT	BIRLA INSTITUTE OF TECHNOLOGY	PACKAGING TECHNOLOGY	55	9995	11690	42896
28	GOVT	BPC INSTITUTE OF TECHNOLOGY	CIVIL ENGINEERING	52	908	2859	4905
29	GOVT	BPC INSTITUTE OF TECHNOLOGY	COMPUTER SCIENCE & TECHNOLOGY	34	8267	9046	14958
30	GOVT	BPC INSTITUTE OF TECHNOLOGY	ELECTRICAL ENGINEERING	101	77	4253	6848
31	GOVT	BPC INSTITUTE OF TECHNOLOGY	MECHANICAL ENGINEERING	103	916	3435	9545
32	GOVT	CENTRAL CALCUTTA POLYTECHNIC	COMPUTER SCIENCE & TECHNOLOGY	105	7242	7927	27929
33	GOVT	CENTRAL CALCUTTA POLYTECHNIC	ELECTRICAL ENGINEERING	107	920	2600	5420
34	GOVT	CENTRAL CALCUTTA POLYTECHNIC	ELECTRONICS & TELECOMMUNICATION ENGINEERING	151	5266	5904	9807
35	GOVT	CENTRAL CALCUTTA POLYTECHNIC	MECHANICAL ENGINEERING	131	871	926	6615

It may further be noted that changes can be made to the “Saved & Locked” choices. Choices can be changed till 11:59:59 p.m. on 25/07/2013. At the midnight of the day, this process shall be completed and no further choice shall be accepted. The last accepted choice-set shall be processed for allotment of seat.

As the rank in JEXPO-2013 has the primacy in priority of allotment of seats, the seats are allotted subject to the availability based on a registered candidate’s first available choice and the subsequent choices shall be neglected.

### Step-4 : Seat Allotment and Printing of Allotment Letter

- ➔ Finality of the choices made by aspiring candidates comes through the allocation of available seats and communication of the allotment of seats to the candidates. The seat allocation shall be published at 02:00p.m. on 27/07/2013.
- ➔ Registered candidates, having submitted duly filled choices, can see the specificity of allocation i.e. whether allotted any seat and if allotted, the name of the institute and the Branch by clicking on the result section of the counseling website.

## **GUIDED STEPS FOR ONLINE COUNSELING FOR JEXPO-2013**

- ➔ The successful allottee, a registered candidate under the counseling website who has been allotted a seat, can also get a print out of the seat-allotment letter by clicking on the appropriate tab on the counseling website

### **Step-5 : Reporting at the institute for document verification and final admission**

- ➔ On getting a copy of the allotment letter, the candidate shall report to the office of respective institute as mentioned in the allotment letter for verification of testimonials in original.
- ➔ Originals of the testimonials required are ~
  - a) Admit card/Certificate of the Madhyamik examination or equivalent;
  - b) Mark-sheet of the Madhyamik examination or equivalent;
  - c) Medical Certificate;
  - d) Any other document which certifies the category under which the candidate applied for availing reserved seats e.g. SC/ST/PC/TFW/LLQ etc.
- ➔ On successful verification, the candidates shall be allowed admission at the institute on payment of – (a) due applicable fees for admission; and (b) a demand draft of Rs.500/- drawn in favour of 'West Bengal State Council of Technical Education' payable at Kolkata drawn on any public scheduled commercial banks as 'Counseling fee'.