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, 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

| 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 |

HELP LINE : 1800-1036-247

JEXPO-2013 APPLICANT REGISTRATION

• Fields marked with red bullet are mandatory

Index No ●	
Enrollment No ●	
Date of Birth ●	1 ∨ September ∨ 1950 ∨
	Proceed

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.

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.

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.

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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.

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
➡ Click on the "Online Choice Filling" section of the website	➡ Click on the "Offline Choice Filling through EXCEL" section of the website
➡ Each row of choice is a combination of 'Institute' and 'Branch'	➡ Download the proforma in MS-EXCEL format for choice filling
➡ Write your priority number at the blank space provided against a choice	➡ Make the entry of prioritized numbers against each choice in the appropriate cell of the downloaded MS-EXCEL proforma and save it
➡ Ensure to enter maximum possible number of prioritized choices	➡ Upload the duly filled proforma in MS-EXCEL format for choice filling through counseling website
➡ The higher number of choices increases the chance of getting allotment	➡ On getting confirmation of successful uploading, a new screen will appear displaying the candidates choices in order of priority number
➡ However, entering maximum no of choices does not ensure any assured allotment	
➡ Save and lock your choices	➡ Save and lock your choices
➡ Get a print out of the "Saved & Locked" choices	➡ Get a print out of the "Saved & Locked" choices

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

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.**

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

The format of downloaded Excel file.

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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)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	4172	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.

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➡ 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'.