

West Bengal Joint Entrance Examination Board

| Sl. No | Services | Designated Officer | Stipulated Time | Appellate Officer | Stipulated Time | Reviewing Officer | Stipulated Time |
|--------|--|------------------------------------|--|-----------------------------------|-----------------|----------------------|-----------------|
| 1. | Conducting examination for admission to undergraduate/Post-graduate level professional courses | Controller of examinations, WBJEEB | Six months from the date of notification | Vice-chairman WBJEEB | Two Months | Chairman, WBJEEB | One month |
| 2. | Publication of results | Controller of examination, WBJEEB | Two months from the date of examination | Vice-chairman WBJEEB | One month | Chairman, WBJEEB | Fifteen days |
| 3. | Publication of rank card | Controller of examination, WBJEEB | Twenty days from the date of publication of result | Vice-chairman, WBJEEB | 15 days | Chairman, WBJEEB | 7 days |
| 4. | Issuance of duplicate rank card/admit card | Section Officer, WBJEEB | One month from the date of application | Controller of Examination, WBJEEB | 15 Days | Chairman, WBJEEB | One Month |
| 5. | Conducting Counseling for allotment of seats for admission | Registrar, WBJEEB | Three months from the date of publication of the results | Vice-chairman, WBJEEB | Two months | Chairman, WBJEEB | One month |
| 6. | Refund of fees to eligible candidates | Accounts officer, WBJEEB | Three months from the closing date of Counseling | Registrar, WBJEEB | 45 Days | Vice-Chairman WBJEEB | 15 Days |