

**Procedure for availing Services under RTPS**  
**West Bengal Joint Entrance Examination Board**  
**Notified Service: Issuance of duplicate rank card**

| Designated Officer         |  | Appellate Officer                       |              | Reviewing Officer    |            | Notification no.<br>and Date                   |
|----------------------------|--|---|--------------|----------------------|------------|--|
| Designation                | Time Frame                                   | Designation                             | Time Frame   | Designation          | Time Frame |  |
| Section Officer,<br>WBJEEB | One month<br>from the date<br>of application | Controller of<br>Examination,<br>WBJEEB | Fifteen days | Chairman,<br>WBJEEB. | Seven days | 788-HE(Estt.)/1'O'-<br>30/13 DT.<br>04.05.2015 |

| <b>West Bengal Joint Entrance Examination Board:-</b>   |                                    |   |                                    |            |                       |               |
|---|------------------------------------|---|------------------------------------|------------|-----------------------|---------------|
| 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     |
| Publication of results.   | Controller of Examinations, WBJEEB | Two months from the date of examination.              |                                    | One month  |                       | Fifteen days. |
| Publication of rank card.   | Controller of Examinations, WBJEEB | Twenty days from the date of publication of results.  |                                    | 15 days    |                       | 7 days.       |
| Issuance of duplicate rank card/ admit card   | Section Officer, WBJEEB            | One month from the date of application.               | Controller of Examinations, WBJEEB | Two months | Vice Chairman, WBJEEB | One month     |
| Conducting counseling for allotment of seats for admission  | Register, WBJEEB                   | Three months from the date of publication of results. | Vice Chairman, WBJEEB              | 45 days    |                       | 15 days.      |
| Refund of fees to eligible candidates   | Accounts officer, WBJEEB           | Three months from the closing date of Counseling.     | Register, WBJEEB                   |            |                       |               |