

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

Designated Officer		Appellate Officer		Reviewing Officer		Notification no. and Date
Designation	Time Frame	Designation	Time Frame	Designation	Time Frame	
Section Officer, WBJEEB	One month from the date of application	Controller of Examination, WBJEEB	Fifteen days	Chairman, WBJEEB.	Seven days	788-HE(Estt.)/1'O'- 30/13 DT. 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			One month
Conducting counseling for allotment of seats for admission	Register, WBJEEB	Three months from the date of publication of results.	Vice Chairman, WBJEEB	Two months		
Refund of fees to eligible candidates	Accounts officer, WBJEEB	Three months from the closing date of Counseling.	Register, WBJEEB	45 days		Vice Chairman, WBJEEB