

Procedure for availing Services under RTPS
West Bengal Joint Entrance Examination Board
Notified Service: Refund of fees as eligible candidate

Designated Officer		Appellate Officer		Reviewing Officer		Notification no. and Date
Designation	Time Frame	Designation	Time Frame	Designation	Time Frame	
Accounts Officer, WBJEEB	Three month from the closing date of Counselling	Register, WBJEEB	45 days	Vice-Chairman, WBJEEB.	15 days	788-HE(Estt.)/1'O'- 30/13 DT. 04.05.2015

West Bengal Joint Entrance Examination Board:-						
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			