



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No. Dean (AA)/WBJEEM16/Cir/ 1.092/16

Dated, 13 April 2016

C I R C U L A R

This is for information to all concerned that the undersigned is directed to invite the names of Faculty members/Officers/Non teaching employees subject to a **maximum 15% of the total strength of the staff-members** of the concerned Department/School/Centre/Section to be forwarded to the West Bengal Joint Entrance Examinations Board for appointment of **Observer/Board Representative** at different Examination Centres during the conduct of ensuing Joint Examination-2016 (WBJEEM-2016) to be held on 17 May 2016 (Tuesday) and for preparation of panel thereof (vide Letter No.WBE/EX-08 dated 29.02.2016) (copy enclosed).

The names of the willing Faculty members/Officers/Non teaching employees duly forwarded by the concerned Dean/HoD/Section-in Charge as per the criteria as prescribed by the WB Joint Entrance Board in the enclosed proforma are to be submitted to the undersigned latest by 22 April 2016 positively.

This is issued with the concurrence of the Director.

Sd/-
(Prabir Kr Paul)
Dean Administrative Affairs

No. Dean (AA)/WBJEEM16/Cir/

Dated, 13 April 2016

Copy forwarded for information and necessary action to:

1. All Deans
2. All Directors of Schools
3. All HoDs
4. All Officers
5. All Section-in Charges
6. Personal Secretary to the Director
7. Institute Website
8. File Copy


(Prabir Kr Paul)
Dean Administrative Affairs

Encl: As stated

To
The Dean Administrative Affairs
IEST, Shibpur
Howrah-711 103

Sub: Proforma for submission of names of the Faculty members/Officers/Non teaching employees to be appointed as Observer/Board Representative in the ensuing WBJEEM2016

Name of the Department/School/Centre/Section:.....

SI	Employee Names	Designation	Contact Nos	To be appointed as

Dated the

(Signature of the Dean/HoD/Section-in-Charge)
with official Seal



WEST BENGAL JOINT ENTRANCE EXAMINATIONS BOARD

AQ-13/1, SECTOR-V, SALT LAKE CITY, KOLKATA – 700 091.

Phone No. (033) 2367-1159/1198/1199, Fax No. 2367-1149/1148, Email : wbjceb@gmail.com

CONFIDENTIAL

No.WBE/EX-08

Date:29/02/2016

From : Dr. Dibyendu Kar
Registrar

To

The **Dean (Administration)**

IIEST, Shibpur, Howrah-711103

Sub : Appointment of **Observer/Board Representative** at different Examination Centres during the conduct of **Joint Entrance Examination-2016 (WBJEEM-2016)** and other **Minor examinations – 2016-** for preparation of panel thereof.

Dear Sir/Madam,

The undersigned is directed to state that the Joint Entrance examination for admission to undergraduate level Engg./Medical etc. course for the year 2016 (WBJEEM-2016) is scheduled to be held on **Tuesday, 17th May, 2016** and the other minor examinations will be held during the month of May-July, 2016. The West Bengal Joint Entrance Examinations Board intends to depute Observers and Board Representatives to each examination centre on behalf of the Board. Accordingly, it has been decided to prepare a panel of competent Observers and Board Representatives for the aforesaid purpose. **The criteria for nominating of Board Observer (BO) & Board Representative (BR) would be as follows:**

- i) The Observers should not be below the rank of Officer/Asstt. Professor or equivalent of any recognized Institution / College / University / Govt. Deptt. / Govt. Organization.
- ii) Board Representatives should not be below the rank of Lower Division Assistant with at least 5 years' experience or equivalent of any recognized Institution / College / University / Govt. Deptt. / Govt. Organization.

In view of above, it will be highly appreciated if you kindly arrange to forward suitable names from your office/Institution on the basis of their sincerity, integrity for consideration for appointment as Observers / Board Representatives through filling up the relevant filled as prescribe in the MIS Login (web page).

On the other hand the appointment letters indicating the allotted examination centres along with the "Instruction Booklet" containing the guidelines pertaining to duties, responsibilities and other examination information will be sent by us to your A/C Page and the same will also be forwarded to the concerned persons simultaneously. An SMS alert will be given to all after sending the same.

LOGIN Process :

All correspondences from both sides will be done through MIS LOGIN. **No paper based correspondences will be made on either side to save time and environment.** To execute the process we have created a separate WebPages (A/c pages) in favour of your Institution with 'User ID' and 'Password' that will be available at your end through registered e-mail ID . The said A/c pages(MIS LOGIN) will be available through our website (portal): www.wbjceb.in.