West Bengal Freeship Scheme

Government of West Bengal

Operation Manual

Prepared by

Following steps may be followed for online application process in West Bengal Free Ship Scheme (WBFS), 2019:

Step 1: Open the home page of departmental portal of Department of Higher Education (https://**www.wbhed.gov.in**) or Banglar Uchchashiksha portal (https://banglaruchchashiksha.wb.gov.in) in any browser and click on **"West Bengal Free Ship Scheme (WBFS), 2019"** option in the right side menu of the portal. [Shown in Fig:01 and Fig:02]

Fig:01

Fig:02

Step 2: Now home page of West Bengal Free Ship Scheme portal will appear. Click on **"How to Apply"** at menu bar or from **"Register here"** option from Applicant Login section.[Shown in Fig:03]

Fig:03

Step 3: Kindly download the operation manual and read carefully before proceed to registration, by clicking on **Download User Manual** button and also read the **Instructions** given in the page. After that click on the checkbox to agree terms and then **Proceed for Registration**.[Shown in Fig:04]

Fig:04

User Manual for Online Application Process in WBFS

Step 4: Online Registration: After proceed, the Registration form will be opened. Fill up the registration formand click on "**Submit**" button. [Shown in Fig:05]

| Home | How to Apply | Downloads▾ | User Manual▾ | Contact Us | 👤 Administrative Login |

Registration

Basic Details

University Registration No *

123456789

| **First Name** * | **Middle Name** | **Last Name** |
| TEST | MIDDLE NAME | TEST |

| **Mobile No** * | **Email address** * |
|)95 | @gmail.com |

Name of entrance examination:(State Level/National Level Entrance) *

WBJEE

Admission Rank Type*

GMR

Year of entrance examination*

2019

Roll Number of 10th standard Board/ Council Examination or Equivalent*

12345678

Year of 10th standard Board/ Council Examination or Equivalent*

2019

Name of (10+2)th standard Board*

West Bengal Council of Higher Secondary Education(WBCHSE)

Roll Number of (10+2)th standard Board/ Council Examination or Equivalent*

1423456

Year of (10+2)th standard Board/ Council Examination or Equivalent*

2019

Total marks obtained in (10+2)th standard Board/ Council Examination or Equivalent*

800

Out Of*

1000

Overall percentage of (10+2)th standard Board/ Council Examination or Equivalent*

80

Merit rank in state level/National Level Entrance examination at the time of admission *

250

Fig:05

Step 5:Online Authentication: On clicking the **Submit Registration** button OTP will be sent to the given mobile number for authentication. After successful OTP verification the WBFS registration process will be completed.[Shown in Fig:06]

Fig:06

Step 6: After successful registration, an **Applicant Id** will be generated and the same will be sent to the registered email id. **Note down the Id** for subsequent login to complete rest of the Application Process and also for future use.[Shown in Fig:07]

Fig:07

Step 7: Now at home page **Applicant Login**section, enter the **Applicant Id**, **Password**(Which was set during registration process), **Security Code**and then click on the **Login** button.[Shown in Fig:08]
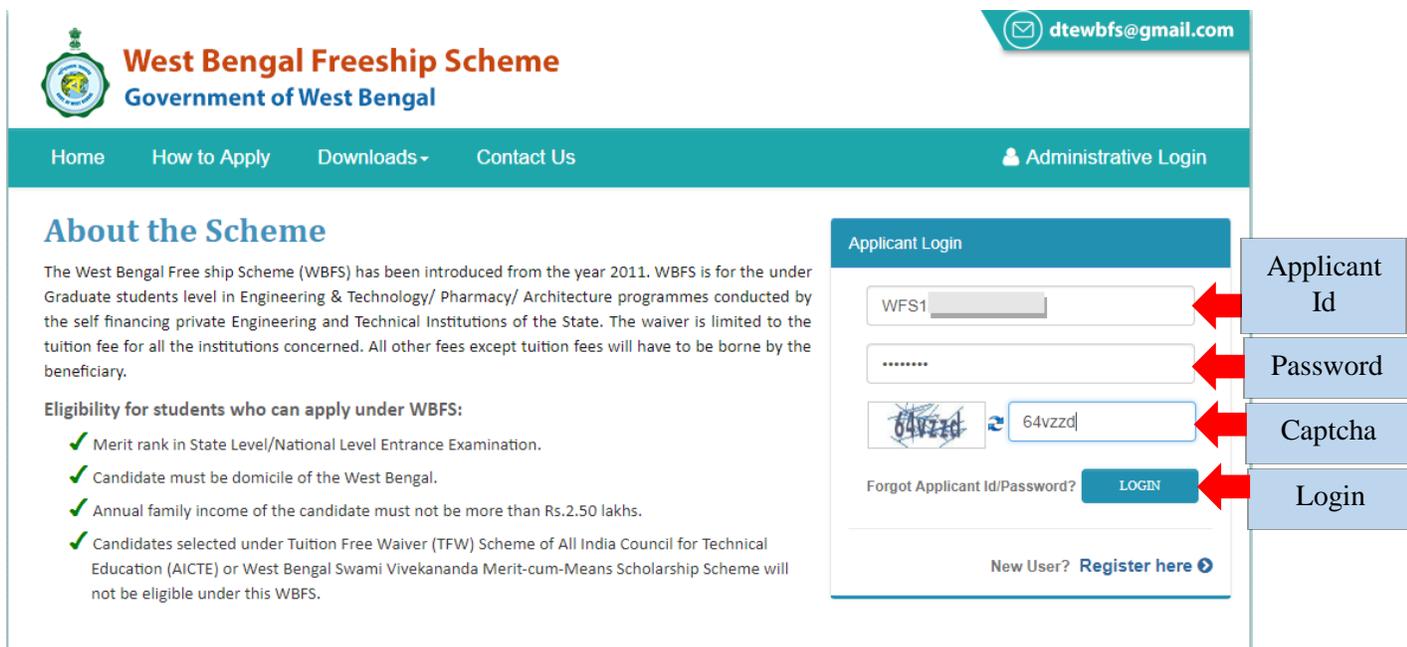
Fig:08

Step 8: After successful login, **Dashboard** of the concerned applicant will be appeared. Click on **Edit Profile**or **Edit Application**tocontinue the application process. [Shown in Fig:09]

Fig:09

Click here to Edit Profile
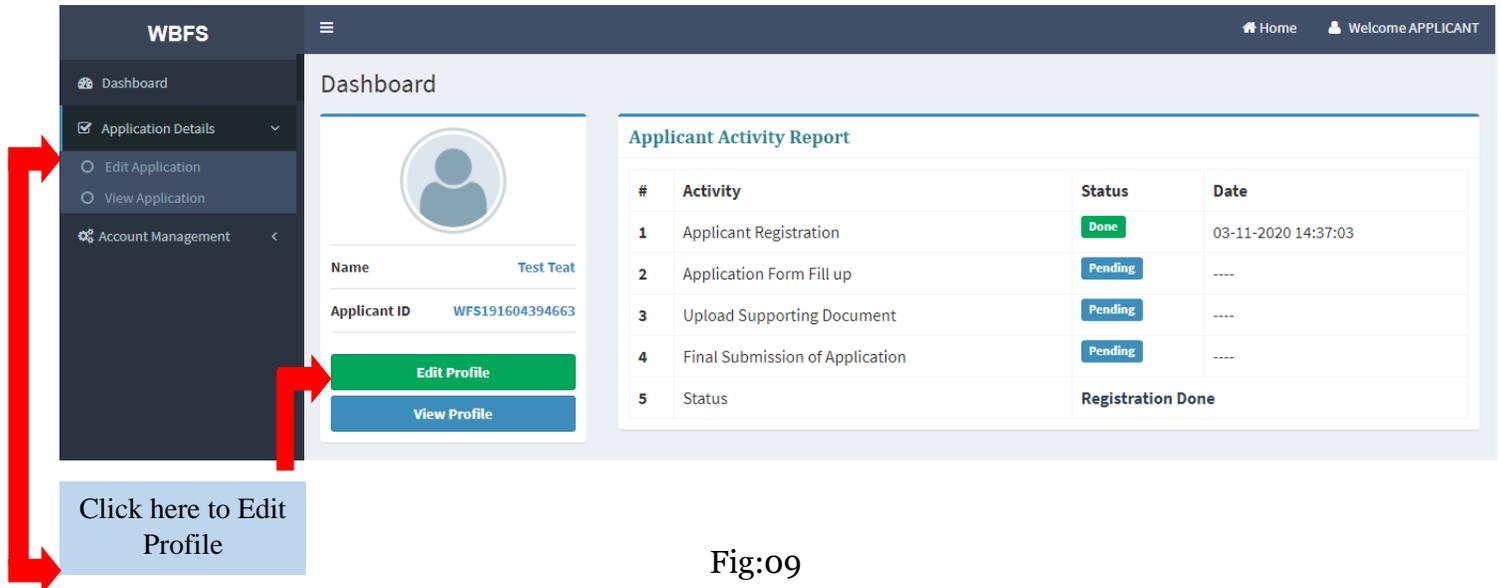
Step 9: First fill up the **Basic Details** form and then click on **Save & Continue** button. Star marked fields are mandatory fields. While uploading Image and Signature please maintain the **File Format** and **File Size** as mentioned in the form. Applicants are required to upload the image and signature in Basic Details form, remaining fields are already filled up during the time of the registration. [Shown in Fig:11]

   Note: **Please upload valid photograph as face detection feature is applied.** [Shown in Fig:10]

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Fig: 10

Applicant Entry Form

Basic Details Of Applicant

Basic Details

University Registration No	123456789		
WBFS Registration No	WFS___63	Name of Applicant	TEST TEAT
Mobile No. of Applicant	___95	Email ID of Applicant	___@gmail.com
Name of entrance examination: (state level/National Level Entrance)	WBJEE	Year of entrance examination	2019
Roll Number of 10th standard Board/ Council Examination or Equivalent	12345678	Year of 10th standard Board/ Council Examination or Equivalent	2017
Name of (10+2)th standard Board	West Bengal Council of Higher Secondary Education(WBCHSE)	Year of (10+2)th standard Board/ Council Examination or Equivalent	2019
Roll Number of (10+2)th standard Board/ Council Examination or Equivalent	1423456	Total marks obtained in (10+2)th standard Board/ Council Examination or Equivalent	800
Out of	1000	Overall percentage of (10+2)th standard Board/ Council Examination or Equivalent	80.00
Admission Rank Type	GMR	Merit Rank	250

Present course of study

Name of Course	B.TECH	Discipline of Course	CIVIL ENGINEERING
Duration of present course	4	Date of admission in present course	02-11-2020
Name of the present Institution	___India- Salt Lake	District of the present Institution	KOLKATA

Upload Documents

Photograph of Applicant:*
(Image Size: 20KB-50KB
Image Format: JPG/JPEG)

Browse... Dibyendu.jpg

Signature of Applicant*
(Signature Size: 10KB-20KB
Signature Format: JPG/JPEG)

Browse... WB11815324...nature.JPG

Save & Continue >

Fig:11

Click here to Save & Continue

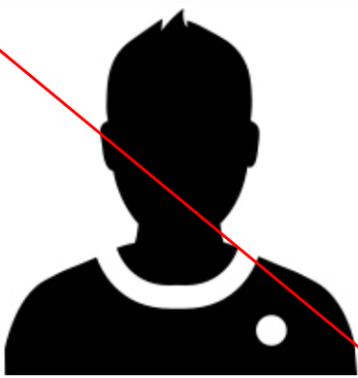**Step 10:** Now, **Personal Details** form will appear after successful submission of Basic Details. Fill up the form and then click on **Save & Continue** button. All the Asterisked fields are mandatory fields. [Shown in Fig:12]

Fig:12

Step 11: After successful submission of Personal Details form, **Scanned Supporting Documents** form will be appeared. Upload all the necessary documents as required and then click on **Submit Profile** button. While uploading the documents, please maintain the **File Format** and **File Size** as instructed in the form.[Shown in Fig:13]
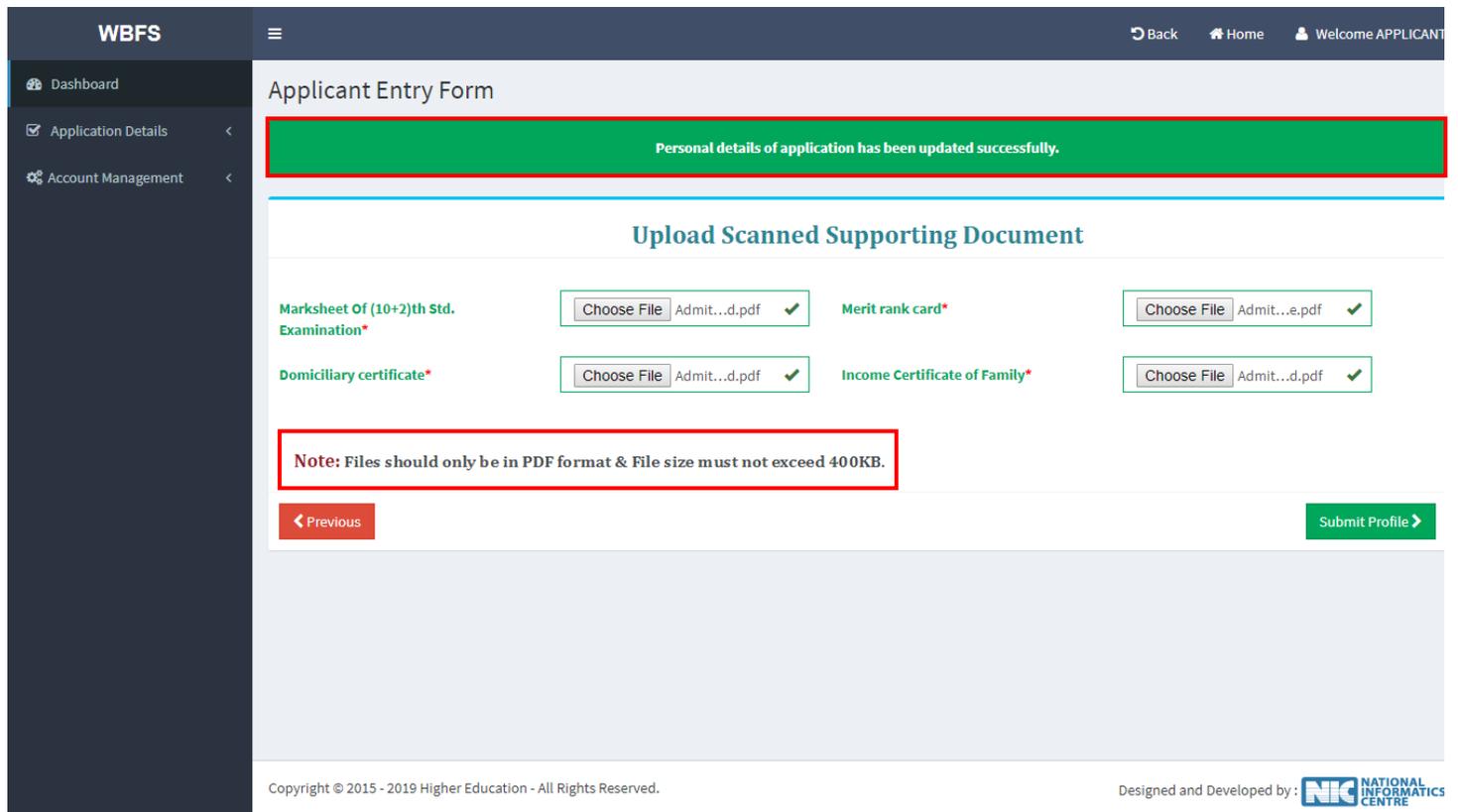
Fig:13

Step 12: After successful submission of the Application, a success message regarding the submission will be displayed. Applicants may download the Application details by clicking on the **Download Profile** button. Click on **Final Submit Application** button to complete the application Process.[Shown in Fig:14]

Fig:14

Note: **After final submission there is no option to modify the online application form.**

Step 13: After final submission, a success message regarding successful submission of the application will be displayed.[Shown in Fig:15]
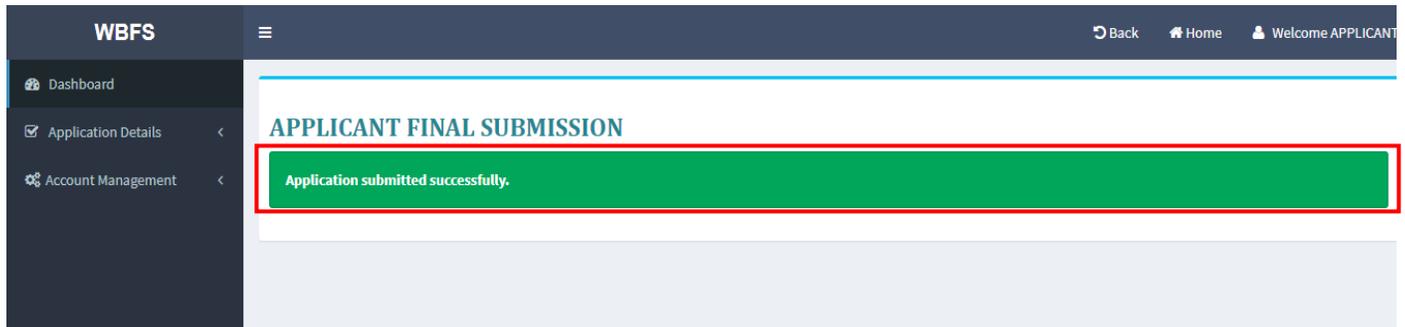

Fig:15

To view the Profile/Application, click on **View Profile** option in Dashboard or click on **View Application** option under **Application Details** tab in Menu area.[Shown in Fig:16]
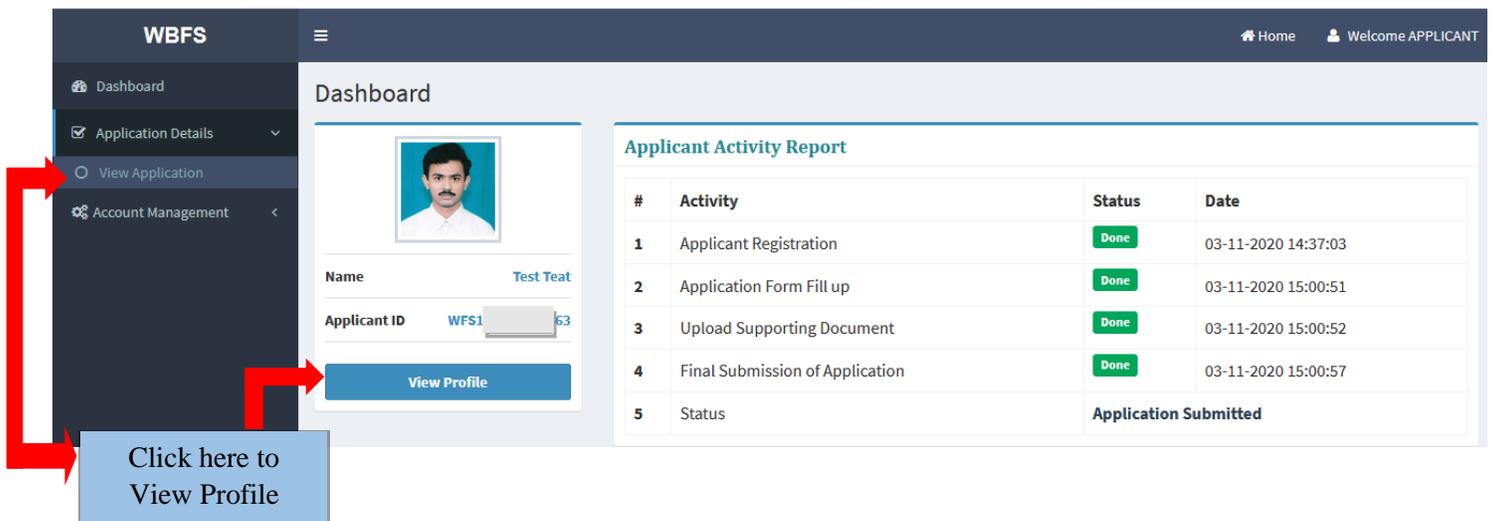

Fig:16

Technical Helpdesk

Please contact us for further queries and consequent operational supportvia Helpdesk for user support.

Support mail id:dtewbfs@gmail.com