

# User Manual

**IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION**

Download Advertisement [Click Here](#)  
How to Apply [Click Here](#)

Keep the following items in your hand before applying :

- » Mobile No (Mandatory)
- » Email Id (Mandatory)
- » Identity Proof Document (Size : less than 500 KB, Format : Only .pdf format.)
- » Scanned Photo ( Maximum Height \* Width :: 158px \* 200px. Minimum Height \* Width :: 138px \* 177px. Maximum Size of Image must be 50 KB & File extension must be .jpg and .jpeg format.)
- » Scanned Signature ( Maximum Height \* Width :: 270px \* 100px. Minimum Height \* Width :: 250px \* 80px. Maximum Size of Signature must be 50 KB & File extension must be .jpg and .jpeg format.)
- » Age Proof Document (Size : less than 500 KB, Format : Only .pdf format.)
- » Education Qualification Document (Size : less than 500 KB, Format : Only .pdf format.)
- » Cast Certificate if cast is SC,ST,OBC-A,OBC-B (Size : less than 500 KB, Format : Only .pdf format.)
- » PWD Certificate if applicant is Physical Handicap (Size : less than 500 KB, Format : Only .pdf format.)
- » Ex-Serviceman Certificate if applicant is Ex-Serviceman (Size : less than 500 KB, Format : Only .pdf format.)
- » Exempted Category Certificate if applicant is Exempted (Size : less than 500 KB, Format : Only .pdf format.)
- » Meritorious Sportspersons Certificate if applicant is Meritorious Sportspersons (Size : less than 500 KB, Format : Only .pdf format.)


Online Application :: [Click Here](#)

Click here for online application in the bottom of the page and a new window open.

**Login**

Mobile No :

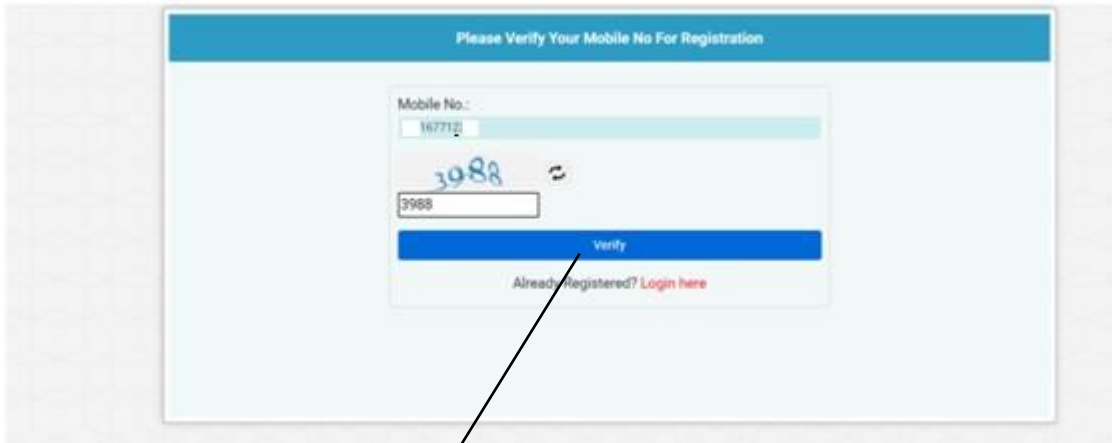
Password :



[Login](#)

[Forgot password?](#)  
New Applicant ? Register [here](#)

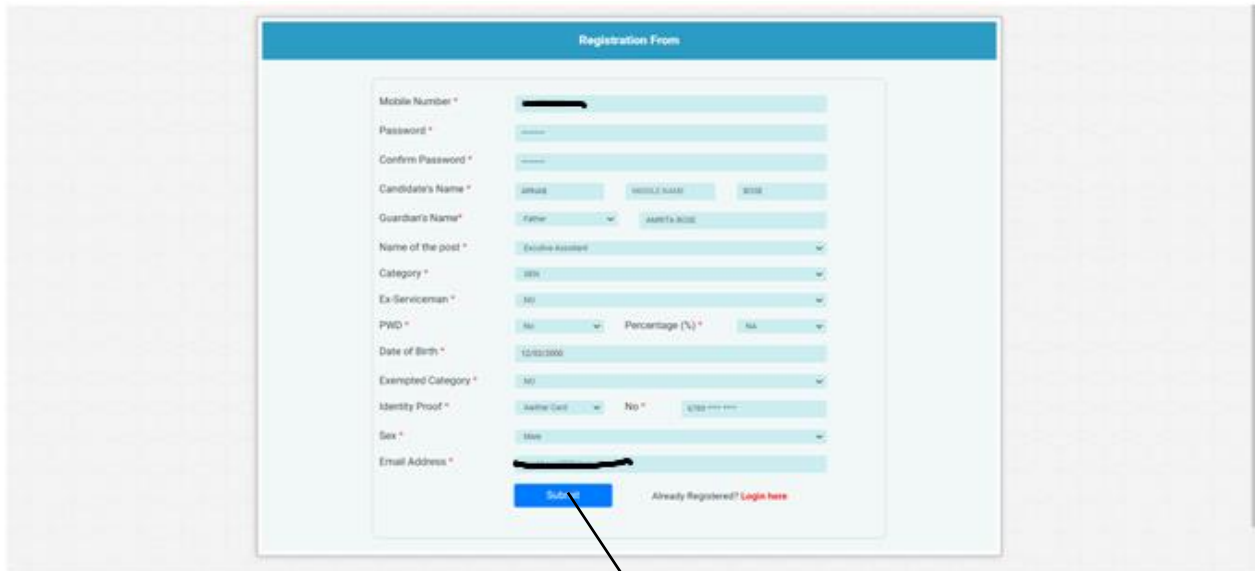
If you are new applicants click here for registration in the bottom of the page and a new window open



Enter your valid mobile number and fill captcha then Click Verify Button.



An OTP generated on your mobile. Enter OTP then click in the next Button.

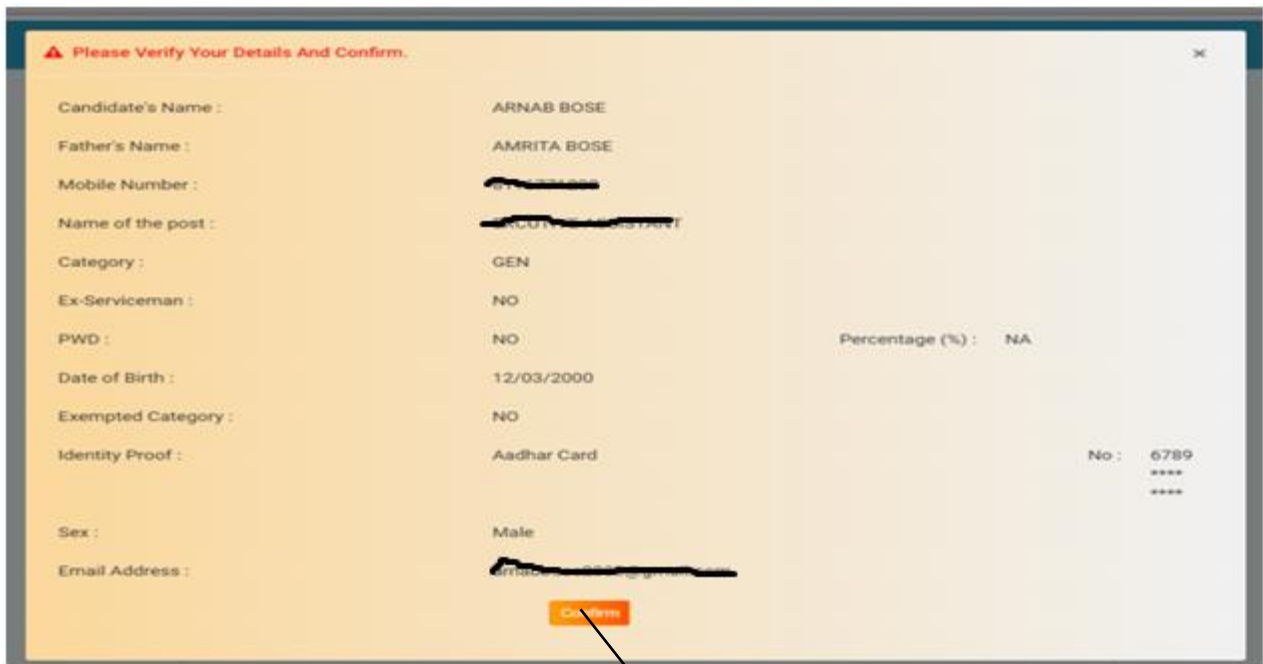


The image shows a 'Registration Form' window with the following fields and values:

Field	Value
Mobile Number *	[Redacted]
Password *	[Redacted]
Confirm Password *	[Redacted]
Candidate's Name *	ARNAB
Guardian's Name *	Father AMRITA BOSE
Name of the post *	Ex-Sub Assistant
Category *	GEN
Ex-Serviceman *	NO
PWD *	NO
Percentage (%) *	NA
Date of Birth *	12/03/2000
Exempted Category *	NO
Identity Proof *	Aadhar Card
Sex *	Male
Email Address *	[Redacted]

At the bottom, there is a blue 'Submit' button and a link that says 'Already Registered? Login here'.

A 'Registration Form' window open. Please enter all the \* marks fields and then Click Submit Button.



The image shows a 'Please Verify Your Details And Confirm.' page with the following details:

Candidate's Name :	ARNAB BOSE
Father's Name :	AMRITA BOSE
Mobile Number :	[Redacted]
Name of the post :	[Redacted]
Category :	GEN
Ex-Serviceman :	NO
PWD :	NO
Percentage (%) :	NA
Date of Birth :	12/03/2000
Exempted Category :	NO
Identity Proof :	Aadhar Card
No. :	6789 **** ****
Sex :	Male
Email Address :	[Redacted]

At the bottom, there is an orange 'Confirm' button.

After that a page opens for verify and confirm. After verification all details click on the confirm button.

After verification confirmation a “Status” window opens which has 5 Sub-category viz. 1. Personal Details. 2. Qualification Details 3. Experience Details 4. Upload Documents and 5. Confirmation

Please enter all the field in Personal Details then Click Save Button. Personal details category show complete.

Then click on Qualification Details

In the 1<sup>st</sup> field i.e. qualification drop down menu choose one, then fill the other fields, choose the correct documents and save. After saving the one row you can fill up next row and click save button. Qualification details category show complete.

Then click on experience details which is optional.

If you have experience certificates then fill all Experience details, choose file and then click the save button. Experience details category show complete.

Then Click for upload documents category. Choose file for photo and signature as mentioned the size in left side. Then upload the photo and signature .Click on choose files as required documents and upload

**Status**

Personal Details	Qualification Details	Experience Details	Upload Documents	Confirmation
Complete	Complete	Optional	Complete	Incomplete

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**Confirmation**

**Responsible Officer - Recruitment and Selection**

Sir / Madam,

I do hereby apply for the post of **Assistant Engineer** and my particulars are given below :-

Candidate Name: [Redacted]      Nationality: Indian  
 AKA/Ra Name: [Redacted]      Ahaar Card: 6797962254  
 Sex: Male      Date of Birth: 01/02/2009  
 Caste: [Redacted]      Issuing Authority: aduendr  
 Certificate No: [Redacted]      Email Address: [Redacted]  
 Mobile No: 9116771239

Exempted Category: NO  
 Meritorious: NO  
 Sportsperson: NO  
 PWD: NO  
 Ex-Serviceman: NO

Present Address		Permanent Address	
Village/Road: nagerj	PS: sadapur	Village/Road: nagerj	PS: sadapur
District: Birbhum	PO: nagerj	District: Birbhum	PO: nagerj
Block/Municipality: DUBRAJPUR	Pin: 731126	Block/Municipality: DUBRAJPUR	Pin: 731126
State: West Bengal		State: West Bengal	

Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	% of Marks	Upload Doc
Diploma/Degree in Civil Engineering	Success	abc board	2009	600	554	92.33	Yes

Designation	Organization	No of Years
Manager	Abcd	3

Yours Faithfully,

Thanking You,

Full Signature of candidate

9547

Declare that -  
 I do hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and believe. If any discrepancy found at any point of process of Recruitment in respect of given particulars, the application form shall deemed to be rejected without showing any cause furthermore.

[Confirm and Submit](#)

Next click on Confirmation category



Please Check all the details, enter Capcha, check declaration and then click Confirmation and Submit Button




**Application**


[Personal Details](#)   
 [Qualification Details](#)   
 [Experience Details](#)   
 [Upload Documents](#)   
 [Confirmation](#)








Complete   
Complete   
Optional   
Complete   
Complete

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 Sir / Madam,  
 I do hereby apply for the post of   
 and my particulars are given below :-



**Candidate Name :**      
 **Nationality :** Indian  
**Registration No. :**      
 **Religion :** Hindu  
**Roll No Name :** AMRITA KANAR     
 **Aadhar Card :** 679776653254  
**Sex :** Male     
 **Date of Birth :**   
**Case :** SC     
 **Issuing Authority :**   
**Certificate No. :**      
 **Email Address :**   
**Mobile No. :** 

**Employed Category :** NO  
**Meritorious :** NO  
**Sportsperson :** NO  
**PHO :** NO  
**Ex-Serviceman :** NO

Present Address				Permanent Address			
Village/Road :	hagan	PO :	asolepur	Village/Road :	hagan	PO :	asolepur
Distric :	Shishum	RO :	hagan	Distric :	Shishum	RO :	hagan
Block/Municipality :	DUBRAJPUR	Pin :	721126	Block/Municipality :	DUBRAJPUR	Pin :	721126
State :	West Bengal			State :	West Bengal		

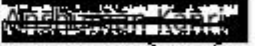
Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	% of Marks	Upload Doc.
Dipoma/Degree in Civil Engineering	Pass	wb board	2023	600	554	92.33	Yes

Designation	Organization	No of Years
Manager	ibid	3

Age Proof Document    
 Identity Proof Document    
 Category Certificate

I do hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and believe. If any discrepancy found at any point of process of Recruitment in respect of given particulars, the application form shall deemed to be rejected without showing any cause furthermore.

Yours Faithfully,

  
 Full Signature of candidate

Thanking You

[Download](#)

A new window open. Click Download button for download your Application Form. You can print the Application Form for further reference