

West Bengal

Guidelines for filling up of the Online Application Form for various posts

Step 1: Please click on "wbpsc.gov.in" and click "APPLY ONLINE"



Step 2: Please click on " **Advertisement Wise Registration** "Given at the right side of the home page.





West Bengal

Guidelines for filling up of the Online Application Form for various posts

Step 3: Select registration for which post, enter your mobile number and fill catcher then click on **"save & proceed**".

		HOME UENTR
	Public Service Commission West Bengal	Technical Helpdersk (TOAM to 6PM): 5, 03540565640 Email Helpdesk: pocebhelp@gmail.com
	Sintaine in Deep Bergel Pathy Sec	
NOTIFICATION / ADVERTISEME	NT WISE REGISTRATION	
This is not an application for any R	cruitment Examination. After completing this One Time Registration, you have to apply separately for each a	od every recruitment as per your qualification using thit Login ID and Patoword.
Registration Fot :*	~	
Enter Your Mobile No		
9100000021	Sever & Proceed	
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Step 4: Filled login details put your password as per instruction and your email id, personal details & verified your phone number with OTP and select category details. Fields marked with "Red colored bullets" cannot be left blank. Once all the fields are filled up, the applicants are required to click on "save & proceed".

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Step 5: Filled address details, fields marked with "**Red colored bullets**" cannot be blank. Once all the fields are filled up, the applicants are required to click "**save & proceed**".

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Step 6 : Choose the image file (jpeg format; photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click 'Choose file' button given below the Box. After you have successfully uploaded the photograph and signature one by one, you will see the following page and required to click "save & proceed".

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West Bengal

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How to Upload image file : (In jpeg format, size limit 100kb of scanned photograph and signature)

Step 1: To upload the image file of your scanned passport size color photograph and signature, click the 'Choose file' button available on the panel, then select your photo and signature. On clicking, you will see the following screen: (Your scanned passport photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)



If you are facing any problem to upload your photo and signature rejected by the system,

Please resize your scan photo and signature. Steps:

- 1. Right click on the scanned photo file \rightarrow Open with \rightarrow Microsoft Office Picture Manager
- 2. Then look at the top menus, Click Picture \rightarrow Resize
- 3. Now look at the right panel, Select the radio button Custom width x height, and write width = 138px, height = 177px. Then Click OK to complete.
- 4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
- 5. The save the file.

Step 7: click on "I accept above declaration" check box and then click "save and proceed".

	THIS REGISTRATION	IS ONLY FOR ADVT NO.04/2	1023
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Name of the Applicant :	44		(a m)
Factor's Norm:	AA		N=A
Mother's Name :	AA		
Materia Nor		Date of Birth 1	17.12.1109
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Step 8: After final submission preview page.



After final submission now the applicants will be allowed to login with the Applicant id / Enrollment id and password which are valid for this examination only.



STEP 9: Please click on "Apply now" as per the below screenshot.



STEP 10: Please click on "SING IN" or "Apply Now" as per the below screenshot.

Notifications	/Advertisements Details						
Netification	Post Name	Applicat	ion Date End	Payment Last Date	Notification	Date of Examination	Activity
31/2022	WBPSC_12	04/07/2023	31/08/2023	10/08/2023	Viter	NOT DECLARE	Apply Now
1/2023	R000	16/08/2023	20/06/2023	16/08/2025	Vew	NOT	Apply Now



West Bengal

Guidelines for filling up of the Online Application Form for various posts

STEP 11: Applicants can sign in into the portal with the Applicant id, password and captcha then click on submit as per the below screenshot.



STEP 12: Click on "CURRENT APPLICATION" for application as per the below screenshot.



For the best view use Google Chrome or Moolla Feefax trowser Copyright © 2023, All Xights Reserved.



West Bengal

Guidelines for filling up of the Online Application Form for various posts

STEP 13: The applicants are required to select the Examination Name "Post Name" as per the below screenshot.

		HONE	
West Seng	Service Commission at	Technical Helpicek (10AM to 6749) C 33365569 Email Helpidesk: pazviblerp@gmail.com	
Homi Dailboard 4	ly Açokativn	Webares (DMO)	
	Applicatio	n Status	
Note: Application shall be traited as Successful only upon general Select Post: Post Name	an of Application ID. Any further communication pertaining to apple - Select - Select - WEPS_22	ation status shall be entertained only if the Approxima ID is mentioned.	
For the best view use G	sogle Chrome ar Maa'ile Firefas browser	Capyright © 2023, All Rights Reserved.	

STEP 14: Click on for "Recruitment Details" and "Continue" button to proceed further for filling up the application form.

1340585840	Technical Helpdesk (C Email Helpdesk: provide			mission	Public Service Col
America DENIO	9				معاشينية المتقور التب
	Back to Ma				Application Info
			Submitted Application(A)	Status of a	Application Datus
			the Post	Name of WEPSC 2	Applicant Details
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West Bengal

Guidelines for filling up of the Online Application Form for various posts

STEP 15: The applicants are required to select the Examination Name and Check the eligibility and in case the candidate fulfils the required eligibility criteria for the examination, he/she has to click on "check box" and then click "Save & Continue" button to proceed further for filling up the application form.

		Welcon
RECRUITMENT DETAILS		Back to My Applica
Application Status Recruitment Details		NAME OF THE POST WBPSC_22
Applicant Datails Communication Datails 3	Name of the Post:	WBPSC_22
Educational Details Experience Details	Notification No. & Date:	31/2022. Dated: 10-07-2023
	Last Date for Submission of Application:	31-08-2023
Preview And Confirm	Date of Examination:	
	Read Notification	Click Here
	Read Instructions to Applicants	Click Here
	qualified for this post / recruitment and I	e notification issued for this recruitment and Instructions to applicants. I a want to apply for this post. I will carefully furnish the details in the onlin onsibility to furnish the details without any inadvertent error or typographic Save & Continue

STEP 16: Fill the application details and all the required fields .he/she has to click on "check box" and then click "Save & Continue" button to proceed further for filling up the application form.

Home / Dashboard / Application Detail			Welcome DEMO
	Do you have ability to read, write and speak in Bengali: *	Yes 🗸	
	Do you have ability to read, write and speak in Nepali: *	No 🗸	
	State your mother tongue:*	BENGALI	
	Whether you are a meritorious sportsperson: *	No	
	Whether you are an Ex-Serviceman : *	No 🗸	
	Are you a person with benchmark disability (PWD): $^{\prime}$	NO 🗸	
	Were you debarred previously by the Commission from appearing at any examination/selection ?: *	No 🗸	
	Have you at any time been employed : *	Yes 🗸	
	Vote: 31 any of the above information is incorrect, prease correct and update the details provided in this elegistration will be updated only after the verification documents and de locritify that all the above details are correct and I am aware that window period of three days as mentioned in the notification.	stalls furnished by you in Notification / Advert	sement Wise Registration.



STEP 17: The applicants are required to check 'Communication details', he/she has to click on "check box" and then click "Save & Continue" button to proceed further for filling up the application form.

West Bengal				Email Helpdesk: pscwbhelp@gm
fome / Deshboard / Communication Details				Welcom
COMMUNICATION DETAILS				Back to My Applica
Application Status	10	NAN	IE OF THE POST	
Recruitment Details	•		WBPSC 22	
Applicant Datails	•		and a second second	
Communication Details	Address for Commun	nication	Permanent Address	
Educational Details	Address Line 1 :	demo	Address Line 1 :	demo
Experience Details	Address Line 2 :	demo	Address Line 2 :	demo
Exam Center Preference	Town/City :	demo	Town/City :	demo
Preview And Confirm	State :	West Bengal	State :	West Bengal
	District :	North 24 Parganas	District :	North 24 Parganas
	Pincode :	700001	Pincode :	700001
	Email ID : ks@gmail.com	สา		
	Register Mobile No : 98	75656246		
		above details are correct and I are riod of three days as mentioned in		ils till the last date and also during
	Edit in OTR			Save & Continue

STEP 18 :After filling up application click the "Save and Continue" Button given at the bottom you have filled up all the required fields of the "Academic Details", here you add your passed examination details and Click on the "Save & Continue" button.

ome 7 Dashboard 7 Academic Detail								Welcome DEMO
Application Info							Back to	o My Application
Application Status Recruitment Details	Academic	Details for : WBPS	C_22					
Applicant Details	Name of the Examination	Board / University	Year of Passing	Subjects	Div/Grade/Class	Marks Obtained.	Total Marks	Marks %
Educational Details	10th *	WBBSE 🗸	2013 🗸	В	1ST	500	700	71.43
Experience Details Exam Center Preference	12th	Select 🗸	Selec 🗸	Subject1, Subject2, Subject3	Division/Grado			
Preview And Confirm	Note:			ility clauses carefully fro		farra amatula		Wat



STEP 19: The applicants have experience then he/she fill that, it is not required field for all applicants.

me (L. Dashboard, J., Preferential Qualific	ation						Web	ome DEMO
xperience Details							Back to My Apple	ication
Application Status	IN F	Please Enter Latest	Experience First 1					
Recruitment Details Applicant Details		Name of the Post	Temporary/Permanent/on Contract basis	Office where employed	Date of joining	Date of leaving, if any	Cause of Leaving	
Communication Details Educational Details		A	A	A	01-08-;	NA	NA	<
Experience Details	2							
Exem Center Preference								
Preview And Confirm	× 3							
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STEP 20: After filling up application click the "Save & Continue" Button given at the bottom you have choose your preferable "Select District/Sub-divisions" and "Preferred Examination Center", here you add your preferable examination centre and Click on the "Save & Continue" button. (NOT APPLICABLE FOR ALL POSTS).

me // Dashboard // Examination Cente	e	Welcome DEMO
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Application Status		
Recruitment Details	Name of the Post: WBPSC_22	
Applicant Details	Select District/Sub-divisions:	Three Hill Sub-divisions of Darjeeling, viz., Darjeeling 5
Communication Datails		minee mit suo-unisions un varjeering, viz., varjeering s. 🗸
Edupational Datails	Preferred Examination Center:	Krishnanagar 🗸 🗸
Experience Details	I certify that all the above details are correct ar	nd I am aware that I can edit the details till the last date and also during the
Exam Center Preference	correction window period of three days as me	
Preview And Confirm		Save & Continue



Public Service Commission West Bengal

Guidelines for filling up of the Online Application Form for various posts

STEP 21: he/she has to click on "check box" and then click "Save & Continue" button to proceed further for filling up the application form.

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	- Fireman					and and a second se			
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STEP 22: After click on "Save & Continue" button then "click I agree to proceed"

Public Service C	ommission		HOME LOGOUT Technical Helpdesk (10AM to 6PM): Seal Helpdesk; psychologismal com
Hers bengun Herrin 2: Derificant / Flerew Name of the Examination Machigensis of Equivalent Name of the Post	Once the information displayed are confirmed you can rever. Therefore Please check and confirm your details to I have verified all the fields in the online application and details furnished by me are found correct. I fully aware to online application upon submission.	proceed further then confirmation window. The that I will not be able to edit the	Relicione ESTOPHERICU Rotal Marks Markylls 706 75.43 Cuune of Leaving
EXAM CENTER PRE District/Sub-divisions Preferred Examination Ce		Other Koliata	
·	CONFIRM THE ABOVE		
For the best view use Google Chrome or M			



STEP 23: He/she has to click on 3 "check box" and then click "Final submission" button to proceed further for filling up the application form.

ome / Dashbo	ard / Preview Welcome Ki
	Information
	The applicants are advised to verify the details provided in the online application form very carefully. They are advised to identify incorrect entry, if any and edit the same. It may be noted that once 'Final Submission' button is clicked, the system will not allow editing of any field further. No request for any correction/change would be entertained after submission of Application Form. Prior to clicking of 'Final Submission' Button the applicants are therefore requested to be sure that all information furnished are correct and edit any field if required.
	Declaration
	I solemnly declare that (a) all statements made in this application are true, complete and correct (b) Original documents will be produced on demand and (c) I agree to take this examination on the condition that the Commission may cancel my candidature if at any stage I am found ineligible for admission to the examination. I have obtained all my certificates within the date of submission of my application.
5	I have informed the Head of my Office or Department in writing that I am applying for this examination (Please click the box if you are in service of Govt. or Local or Statutory Body).
)	I have verified all the fields at various stages of online application and in confirmation window also. The details furnished by me are found correct. I am (U) aware that I will not be able to edit the online application upon submission. I am also aware that my request to change the details in my application.

STEP 24: - Click on "proceed to payment" for payment.

		-	
	Information		
and edit the same	are advised to verify the details provided in the online application form very caref e. It may be noted that once 'Final Submission' button is clicked, the system will r ge would be entertained after submission of Application Form.		
	of 'Final Submission' Button the applicants are therefore requested to be sure tha	at all information furnished are correct and edit any field	
	Declaration		
take this examinat	e that (a) all statements made in this application are true, complete and correct (b) Origin tion on the condition that the Commission may cancel my candidature if at any stage I a I my certificates within the date of submission of my application.		
Local or Statutor	med the Head of my Office or Department in writing that I am applying for this examination \mathbf{y} Body).	ion (Please olick the box if you are in service of Govt. or	
fully aware that I	d all the fields at various stages of online application and in confirmation window will not be able to edit the online application upon submission. I am also aware th tted by PSCWB. I want to submit my application.		
	Proceed To Pay	/ment	
For the best view use Google Chrom	ie or Mozilla Firefox browser	Copyright © 2023, All	Rights Reserved.



West Bengal

Guidelines for filling up of the Online Application Form for various posts

STEP 25: Applicants select "select payment gateway"," payment type" then choice online or offline and click on "proceed to pay"

pplicant Name : Initiation durantly in the second sec	-		
abile No. : 94 02452790			
ost Name	Amount	Select Payment Gateway	Payment Type
Sub-Inspector in the Subordinate Food & Supplies Service, Grade-III, under Food & Supplies Department, Govt. of West Bengal,2022 (04/2023)	110.00	Razorpay 🗸	Payment Method
n case your previous transaction is not updated then click			Refresh Previous Payment
			Fees
Rails for L L		Application Fee	s Rs.110.00
	pay Debit Card chrage	Application Fee s Fixed : 5.78 (Including 18% GS)	

STEP 26: Click on "pay Now & Submit Application" for online payment.

Online Payment	
	Pay Now & Submit Application I' button below or in case you want to cancel the payment process then click on the 'Cancel' furnished by you in the Application form would be possible once you make the payment of Fee.
Summary of Candidate :	
Name:	
Email Id:	de anne na anna a she ann ann ann ann ann ann ann ann ann an
Mobile Number:	<u></u>
Summary of the amount and TDR charges :	
As per Banking / Payment Gateway rules, you woo	uld be also required to pay the online payment charges [TDR] in addition to the Application Fee as per the details given below:
Amount Payable:	Rs. 110.00
Payment Charges [TDR] (Including 18% GST) :	Rs. 5.78
Total Amount to be paid:	Rs. 115.78
-	
Pay Now & Submit Application I	



STEP 27: Now you have to click button 'Generate & Print Challan' for generation of Challan. Applicant can proceed to (CBS Enabled) branch of any bankfor making payment soon after generation of the challan.

	Secured by ARazorpa
For RTGS/NEFT/Funds Tran	aler Date: 8/33/023 5:1408 PM
Beneficiary Name	UCANAPPLY
Account No.	2223330042734662
IFSC Code	RATNOVAAPIS
Bank	RBL Bank
Amount	₹130.08
Customer Nobile No	
Razorpay Order ID	order_MTUu34H7haVD\$6
Disclaimer:	
2.) It is remitter's responsibilit incase of any mismatch in ac	only for electronic funds transfer to provided account number through initia bank Fund (PS). by to remit the funds to connect eccount no, with connect encount as provided above. count no or amount, the transaction velice rejected and funds will be refunded back to imp day.
 It is remitted responsibilities incase of any mismatch in ac remitter account by next work 	ty to remit the funds to correct account no, with correct amount as provided above, count no or amount, the transaction willbe rejected and funds will be refunded tack to
 It is remitted responsibilities incase of any mismatch in ac remitter account by next work 	ly to rend the funds to correct eccount no. with correct errount as provided above. count no or amount, the transaction willbe rejected and funds will be refunded back to sing day.
 It is remitted responsibilities incase of any mismatch in ac remitter account by next work 	ly to rend the funds to correct eccount no. with correct errount as provided above. count no or amount, the transaction willbe rejected and funds will be refunded back to sing day.
 It is remitted responsibilities incase of any mismatch in ac remitter account by next work 	by to send the funds to correct account no. with correct account as provided above, count no or amount, the transaction willbe rejected and funds will be refunded back to any day. Ify one transaction hence Remitter has to generate new challenfor every payment.
 It is remitted responsibilities incase of any mismatch in ac remitter account by next work 	by to send the funds to correct account no. with correct acrount as provided above. count no or amount, the transaction willbe rejected and funds will be refunded back to any day. Ify one transaction hence Remitter has to generate new challenfor every payment. Signature of Depositor
 It is nerother's responsibilities incase of any mismatch in as mentiler account by net work This challen is valid for or 	by to send the funds to correct account no. with correct acrount as provided above. count no or amount, the transaction willbe rejected and funds will be refunded back to any day. Ify one transaction hence Remitter has to generate new challenfor every payment. Signature of Depositor
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2.) It is sentiter's responsibilitings of any mismatch in ac- mention account by next work and the second by next work and the second by next work and the second by next second account (Rs.) Debit A/C No.	by to send the funds to correct account no. with correct acrount as provided above. count no or amount, the transaction willbe rejected and funds will be refunded back to any day. Ify one transaction hence Remitter has to generate new challenfor every payment. Signature of Depositor

Online Support Services PSC Online Admission Portal.