



User Operational Guide

HR Recruitment

Prepared for the Health & Family Welfare Department,
Government of West Bengal

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1. Introduction

1.1 Purpose of this manual

This manual is designed to provide the User with an understanding of the 'Online Application System'. The manual lists the various features and functions that are available whilst assisting you in carrying out each task with step by step instructions and guidance. Visual screens are captured to improve clarity and understanding of a function.

1.2 Who should use this manual

This manual is intended for Users looking to apply online for various posts in the Health Department of Government of West Bengal.

1.3 Prerequisites

Users should have knowledge of using and navigating to a different 'Tab' when required. Many of the terms and functions however are common across the Software including buttons such as 'Submit', 'Edit', 'Update' and 'View'. Users will require having a basic understanding of using a computer, keyboard and mouse. In addition, being able to understand basic functions of a web browser will be beneficial as well as elements such as pop-up windows.

1.4 Structure of this manual

This manual will be organized in line with the Software menu screen and in the same hierarchical structure. Chapters within this manual are sequenced in the same order as the main menu headings and have the precise title names as the headings.

2. Registration

This is the place for those Candidates who are aspiring to serve in the health department of the State Government of West Bengal. It is from here that these Candidates will be able to apply for various posts in the Health department of the State Government of West Bengal.

In order to arrive at the home page of this application the Candidate will be required to type the website address in any browser and search. The Candidate will be navigated to the 'Home' page of "Online Application".

This is the 'Home Page'



Department of Health and Family Welfare
Salt Lake,GN-29,Kolkata-91
Govt. of West Bengal
Online Application



[User Guide](#)
Get in touch with this web site for any future Correspondence
[Application Print](#)
[Know Your Application ID.](#)
[Admit Print.](#)

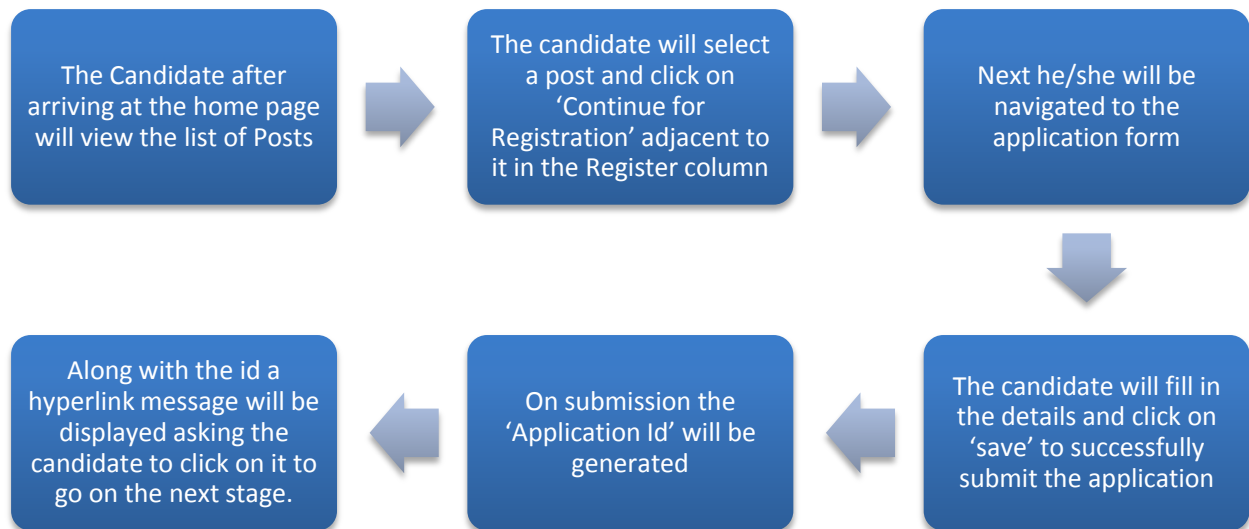
	Post/Category	Programme		Register	Applicant Login
	TestQA	QUALITY ASSURANCE	Online Application is Open from Thursday 13 July 2017 until 11 PM Friday 28 July 2017	Continue For Registration	Continue After Registration
	State Consultant - Quality Assurance -17	QUALITY ASSURANCE	Online Application is Open from Wednesday 12 July 2017 until 11 PM Thursday 27 July 2017	Continue For Registration	Continue After Registration
	State Consultant - Public Health - 17	QUALITY ASSURANCE	Online Application is Open from Wednesday 12 July 2017 until 11 PM Thursday 27 July 2017	Continue For Registration	Continue After Registration
	State Consultant - Quality Monitoring-17	QUALITY ASSURANCE	Online Application is Open from Wednesday 12 July 2017 until 11 PM Thursday 27 July 2017	Continue For Registration	Continue After Registration

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2.1 Continue for Registration

The Candidate after arriving at the home page will view the list of applications. The candidate will select a post and click on 'Continue for Registration' adjacent to it in the Register column. Next he/she will be navigated to the application form. The candidate will fill in the details and click on 'save' to successfully submit the application and generate the 'Application Id'. Along with the id a hyperlink message will be displayed asking the candidate to click on it to go on the next stage that is Payment.

2.2 Process Flow



2.3 Detailed Steps

- The Candidate after arriving at the home page will view the list of Posts.
- The candidate will select a post and click on 'Continue for Registration' adjacent to it in the Register column.
- Next he/she will be navigated to the application form.
- The candidate will fill in the details and click on 'save' to successfully submit the application.
- On submission the 'Application Id' will be generated.
- Along with the id a hyperlink message will be displayed asking the candidate to click on it to go on the next stage that is Payment.

2.4 Screen Details

The Candidate after arriving at the home page will view the list of Posts.



Department of Health and Family Welfare
Salt Lake, GN-29, Kolkata-91
Govt. of West Bengal
Online Application




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[Application Print](#)
Know Your Application ID.
[Admit Print.](#)

	Post/Category	Programme		Register	Applicant Login
	TestQA	QUALITY ASSURANCE	Online Application is Open from Thursday 13 July 2017 until 11 PM Friday 28 July 2017	Continue For Registration	Continue After Registration
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The candidate will select a post and click on 'Continue for Registration' adjacent to it in the Register column.



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Next he/she will be navigated to the application form. The candidate will fill in the details and click on 'save' to successfully submit the application.

Health and Family Welfare Department, Govt. of West Bengal			
Online Application			
N.B.- All * fields are Mandatory. Please fillup Application Form Carefully.			
* Name of The Post/Category :	TestQA	* Post Code :	TQA007
Name: Title	Mr.	* Enter First Name :	AVIRUP
Enter Middle Name :		* Enter Last Name:	BHATTACHARYA
* Gender:	Male	* Date Of Birth(MM/DD/YYYY):	1/24/1989
* Select Caste Category :	<input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> OBC-A <input type="radio"/> OBC-B <input checked="" type="radio"/> General	* Are You Physically Handicapped? :	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Mobile No.	9830346739	Telephone/Mobile2.	
* E-Mail ID.	avirupbkb@gmail.com		
<div>Save</div>			

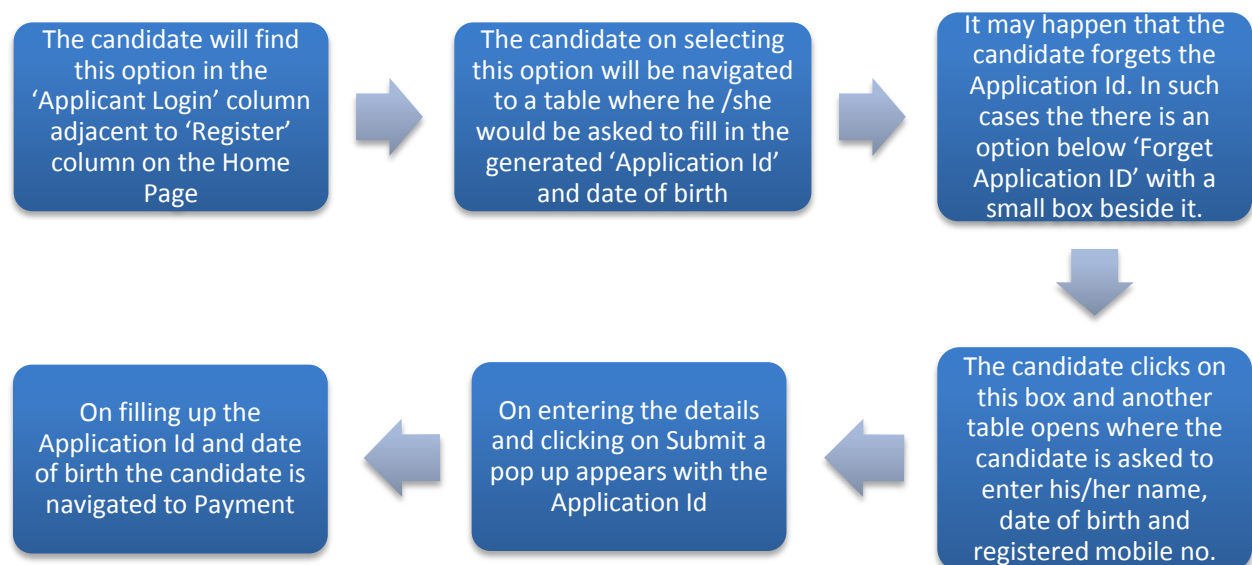
On submission the 'Application Id' will be generated. Along with the id a hyperlink message will be displayed asking the candidate to click on it to go on the next stage that is Payment.

<p>Your Online Application ID. is: 76253</p> <p>Please Note the Registration No. for future Reference.</p> <p>Click Here For Next Step</p>
--

2.5 Continue After Registration

The candidate will find this option in the 'Applicant Login' column adjacent to 'Register' column on the Home Page. The candidate on selecting this option will be navigated to a table where he /she would be asked to fill in the generated 'Application Id' and date of birth. It may happen that the candidate forgets the Application Id. In such cases there is an option below 'Forget Application ID' with a small box beside it. The candidate clicks on this box and another table opens where the candidate is asked to enter his/her name, date of birth and registered mobile no. On entering the details and clicking on Submit a pop up appears with the Application Id. On filling up the Application Id and date of birth the candidate is navigated to Payment.

2.6 Process Flow



2.7 Detailed Steps

- The candidate will find this option in the 'Applicant Login' column adjacent to 'Register' column on the Home Page.
- The candidate on selecting this option will be navigated to a table where he /she would be asked to fill in the generated 'Application Id' and date of birth.
- It may happen that the candidate forgets the Application Id. In such cases there is an option below 'Forget Application ID' with a small box beside it.
- The candidate clicks on this box and another table opens where the candidate is asked to enter his/her name, date of birth and registered mobile no.
- On entering the details and clicking on Submit a pop up appears with the Application Id.
- On filling up the Application Id and date of birth the candidate is navigated to Payment.

The candidate will find this option in the 'Applicant Login' column adjacent to 'Register' column on the Home Page.

The candidate on selecting this option will be navigated to a table where he /she would be asked to fill in the generated 'Application Id' and date of birth.

9 | Page

It may happen that the candidate forgets the Application Id. In such cases there is an option below 'Forget Application ID' with a small box beside it. The candidate clicks on this box and another table opens where the candidate is asked to enter his/her name, date of birth and registered mobile no.

* Enter Online Application ID.	<input type="text"/>
* Enter Date of Birth(mm/dd/yyyy)	<input type="text"/>
<input type="button" value="Submit"/>	
<input checked="" type="checkbox"/> Forget Application ID	
* First Name	<input type="text" value="Avirup"/>
* Date of Birth	<input type="text" value="1/24/1989"/>
* Mobile No.	<input type="text" value="9830346739"/>
<input type="button" value="Submit"/>	

On entering the details and clicking on Submit a pop up appears with the Application Id.

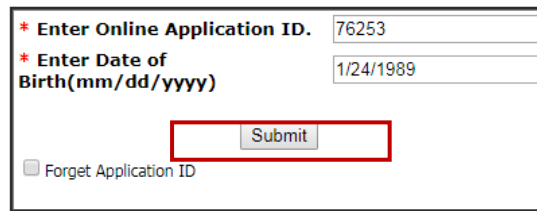
airtel: Prepaid | Postp

14.139.216.53:8084 says:
Your Application ID is 76253

Vidyasagar University UIDA

* Enter Date of Birth(mm/dd/yyyy)	<input type="text"/>
<input type="button" value="Submit"/>	
<input checked="" type="checkbox"/> Forget Application ID	
* First Name	<input type="text" value="Avirup"/>
* Date of Birth	<input type="text" value="1/24/1989"/>
* Mobile No.	<input type="text" value="9830346739"/>
<input type="button" value="Submit"/>	

On filling up the Application Id and date of birth the candidate is navigated to Payment.



A screenshot of a web form with a black border. Inside, there are two input fields. The first is labeled with a red asterisk and the text '* Enter Online Application ID.' followed by the value '76253'. The second is labeled with a red asterisk and the text '* Enter Date of Birth(mm/dd/yyyy)' followed by the value '1/24/1989'. Below these fields is a 'Submit' button, which is highlighted with a red rectangular border. At the bottom left of the form, there is a checkbox labeled 'Forget Application ID'.

* Enter Online Application ID. 76253

* Enter Date of Birth(mm/dd/yyyy) 1/24/1989

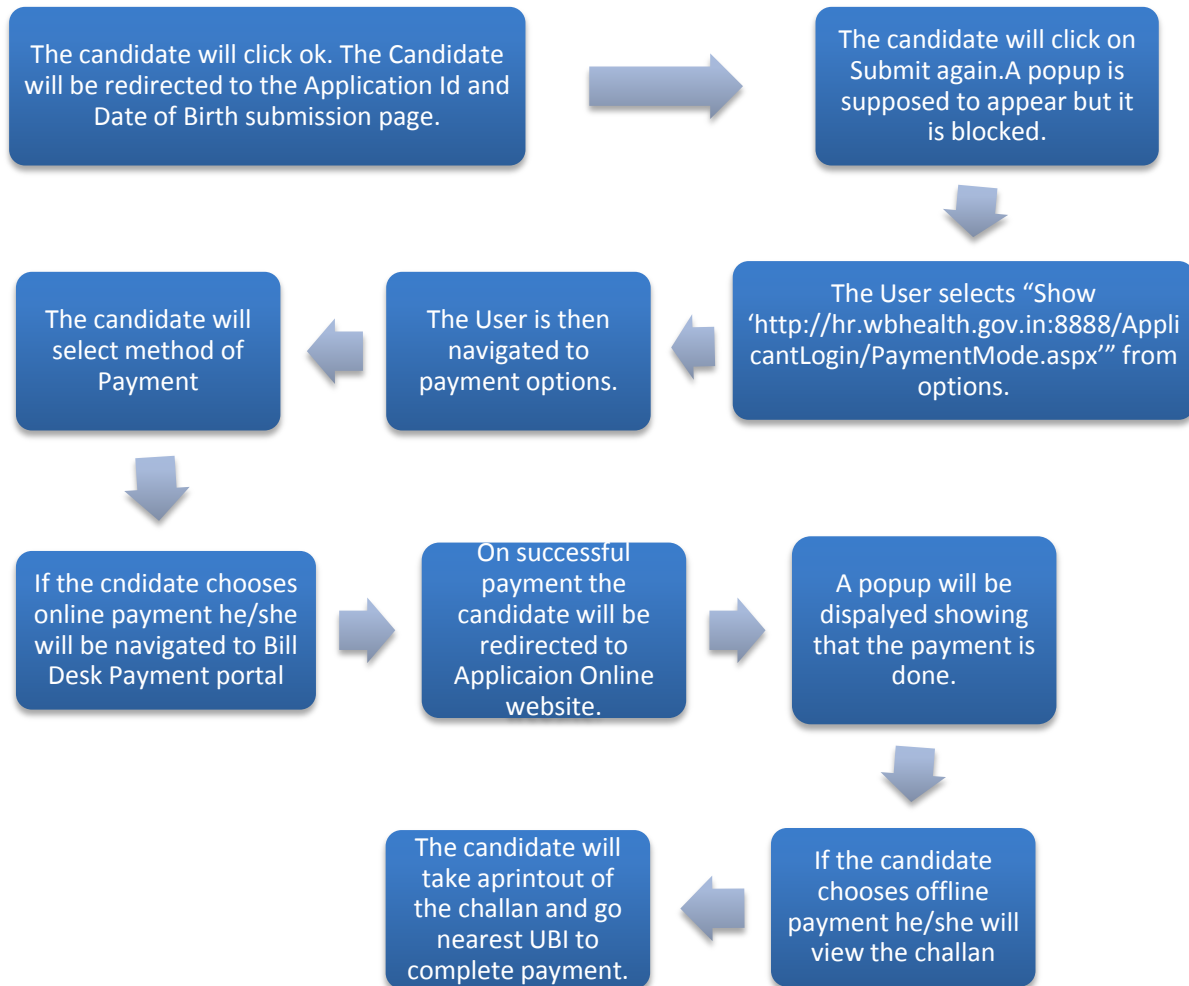
Submit

☐ Forget Application ID

3. Payment

This is the final stage of the application where the Candidate selects method of payment, pays the amount and finalizes the application. The candidate can proceed to payment by either clicking on the hyperlinked message that comes along with the generated Application Id or the through Continue after Registration. Both are discussed above.

3.1 Process Flow

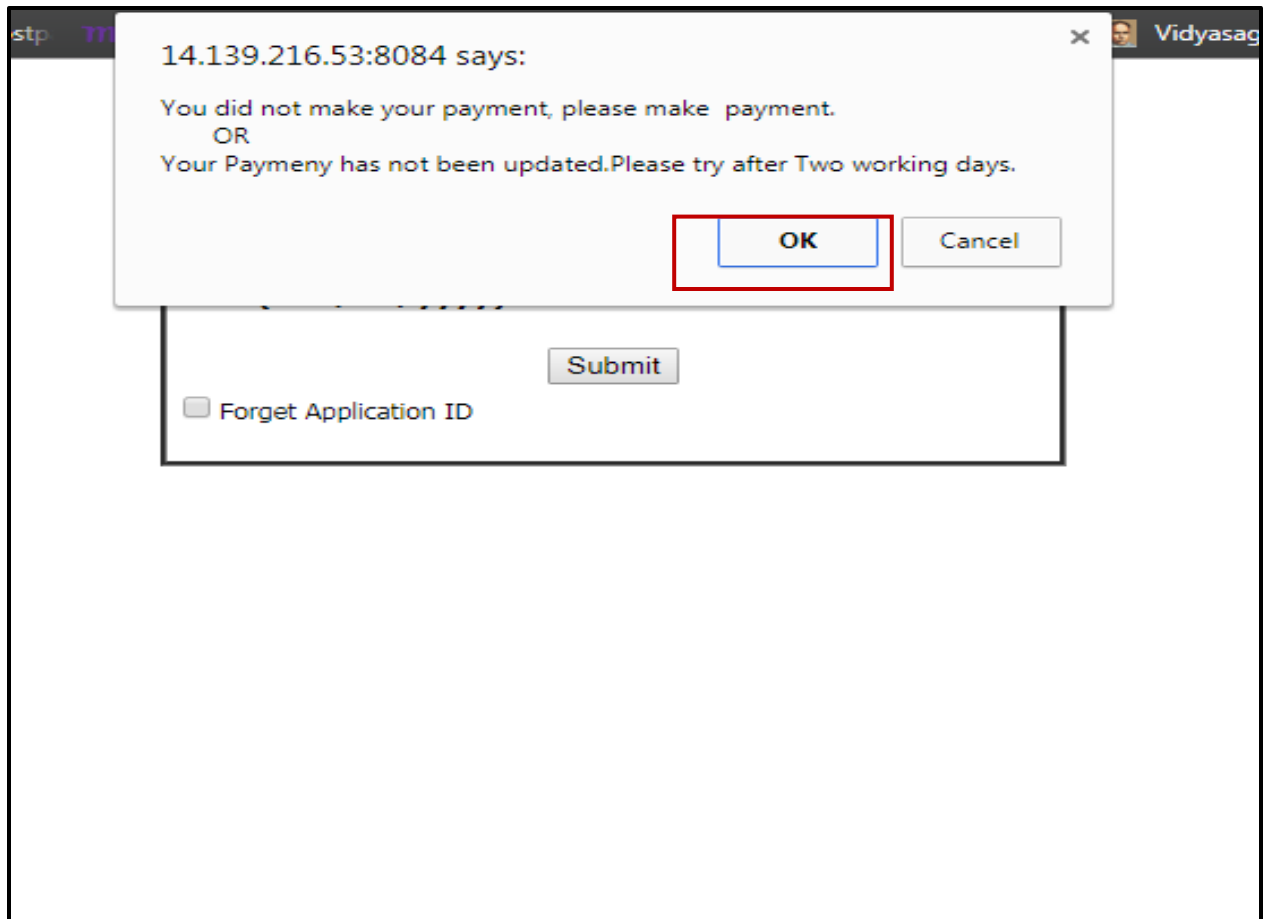


3.2 Detailed Steps

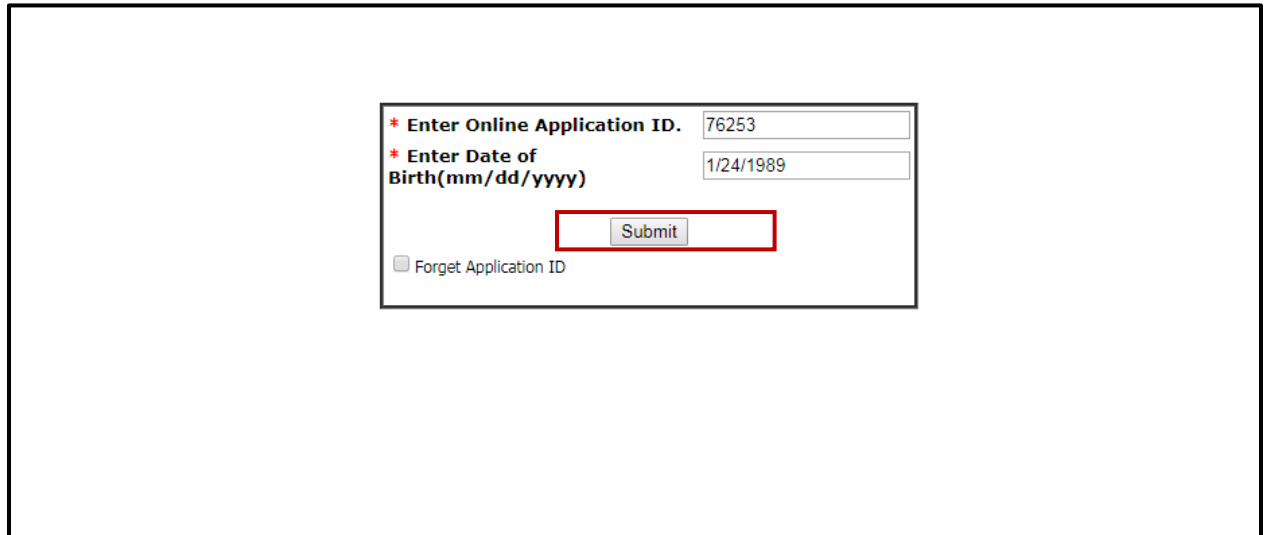
- The candidate will click ok.
- The Candidate will be redirected to the Application Id and Date of Birth submission page. The candidate will click on Submit again.
- A popup is supposed to appear but it is blocked.
- The User selects “Show
'http://hr.wbhealth.gov.in:8888/ApplicantLogin/PaymentMode.aspx'” from options.
- The User is then navigated to payment options. The candidate will select method of Payment.
- If the candidate chooses online payment he/she will be navigated to Bill Desk Payment portal.
- On successful payment the candidate will be redirected to the 'Application Online' website.
- A popup will be displayed showing that the payment is done.
- If the candidate chooses offline payment he/she will view the challan.
- The candidate will take a printout of the challan and go nearest UBI to complete payment.

3.3 Screen Details

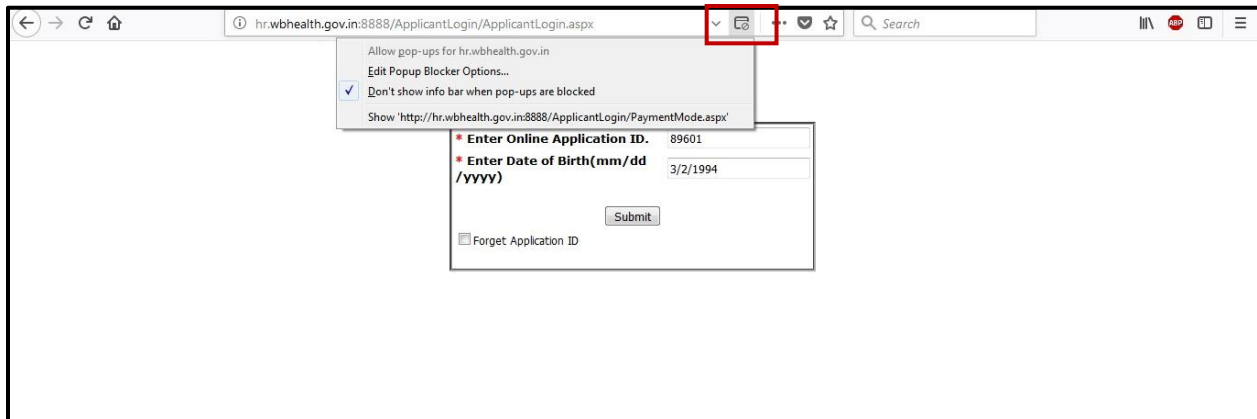
The candidate will click ok.



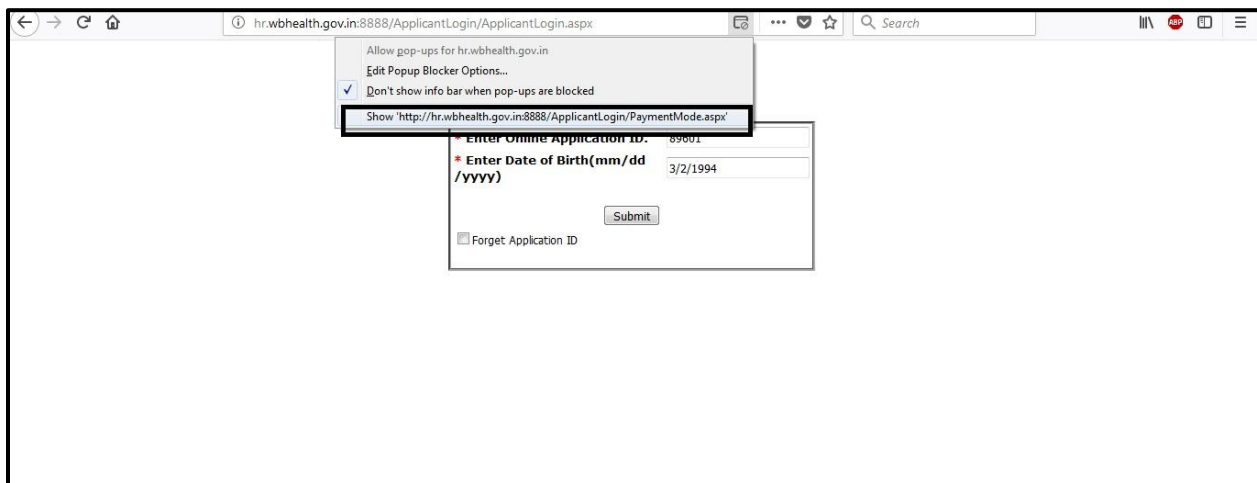
The Candidate will be redirected to the Application Id and Date of Birth submission page as the popup is blocked. The candidate will click on Submit again.



A popup is supposed to appear but it is blocked here.



The User selects “Show ‘http://hr.wbhealth.gov.in:8888/ApplicantLogin/PaymentMode.aspx’” from options to allow the pop up.



The User is then navigated to payment options.



If the candidate chooses online payment he/she will be navigated to Bill Desk Payment portal.

Payment Mode

OnLine

Off Line

[<- Back](#)

Credit Card

Debit Card

Debit Card + ATM PIN

Internet Banking

Pay by Credit Card

VISA

Card Number

Enter card number

Expiration Date

Month

Year

CVV/ CVC

Card Holder Name

Enter card holder name

Make Payment

Cancel

Merchant Name

WEST BENGAL STATE
HEALTH & FAMILY
WELFARE SAMITI
RECRUITMENT DRIVE

Payment Amount: ₹ 100.00

BillDesk

All your payments. Single location.

On successful payment the candidate will be redirected to the 'Application Online' website. A popup will be displayed showing that the payment is done.

Postp 77 Vidyasagar Univ

14.139.216.53:8084 says:
Your Payment is Done.

OK Cancel

*** Enter Date of Birth(mm/dd/yyyy)** 1/24/1989

Submit




☐ Forget Application ID

If the candidate chooses offline payment he/she will view the challan. The candidate will take a printout of the challan and go nearest UBI to complete payment.

[<- Back](#)

Payment Mode OnLine ☐ **Off Line ☐**

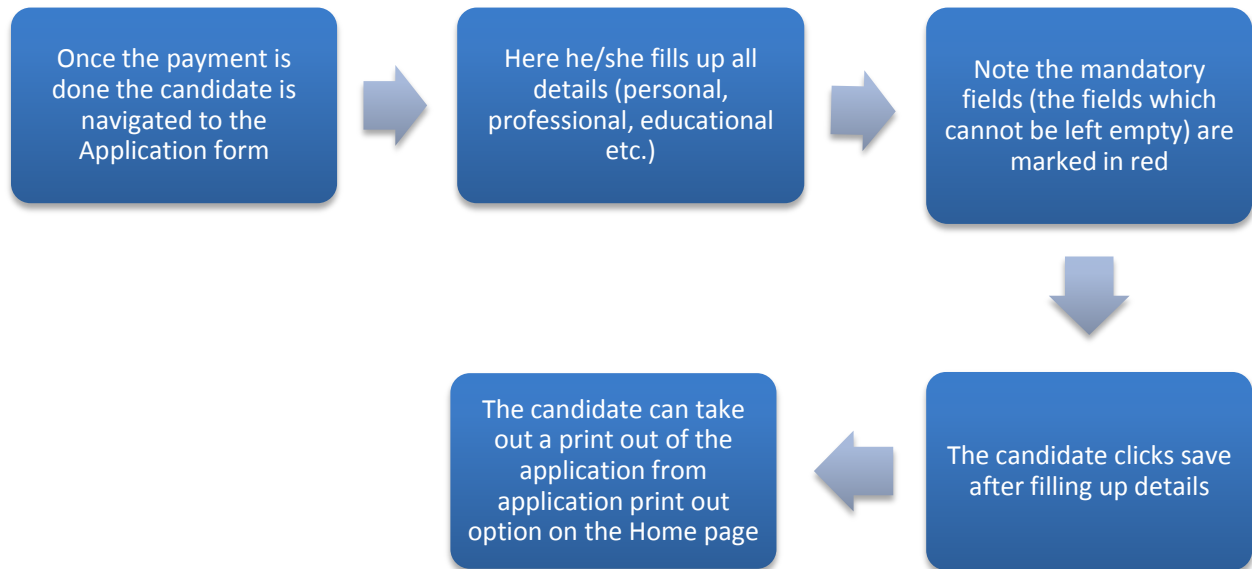
[Print Challan](#)

Candidate Copy		WBSH&FW SamitiCopy		Bank Copy																																					
 <p>United Bank of India</p> <p>Post Name- TestQA</p> <p>A/C No. 1432010095044</p> <p>Candidate Name Ms. SUKANYA SAHA</p> <p>Registration No 76254</p> <p>Category General</p> <p>Date of Birth 14-06-1988</p> <p>Mobile No. 9804357228</p> <p>Email ID aliavi8990@gmail.com</p> <table border="1"> <thead> <tr> <th colspan="2">Amount Details</th> </tr> <tr> <th>Head</th> <th>Rupees</th> </tr> </thead> <tbody> <tr> <td>Fees</td> <td>100</td> </tr> <tr> <td>Service charge+Tax</td> <td>29</td> </tr> <tr> <td>Total</td> <td>129</td> </tr> <tr> <td colspan="2">One Hundred And Twenty Nine rupees only</td> </tr> </tbody> </table> <p>.....</p> <p>Signature of the depositor</p> <p>(To be filled by the bank)</p> <p>Menu PAYFEE</p> <p>Module Name WBHFWS_044</p> <p>Branch Name</p>		Amount Details		Head	Rupees	Fees	100	Service charge+Tax	29	Total	129	One Hundred And Twenty Nine rupees only		 <p>United Bank of India</p> <p>Post Name- TestQA</p> <p>A/C No. 1432010095044</p> <p>Candidate Name Ms. SUKANYA SAHA</p> <p>Registration No. 76254</p> <p>Category General</p> <p>Date of Birth 14-06-1988</p> <p>Mobile No. 9804357228</p> <p>Email ID aliavi8990@gmail.com</p> <table border="1"> <thead> <tr> <th colspan="2">Amount Details</th> </tr> <tr> <th>Head</th> <th>Rupees</th> </tr> </thead> <tbody> <tr> <td>Fees</td> <td>100</td> </tr> <tr> <td>Service charge +Tax</td> <td>29</td> </tr> <tr> <td>Total</td> <td>129</td> </tr> <tr> <td colspan="2">One Hundred And Twenty Nine rupees only</td> </tr> </tbody> </table> <p>.....</p> <p>Signature of the depositor</p> <p>(To be filled by the bank)</p> <p>Menu PAYFEE</p> <p>Module Name WBHFWS_044</p> <p>Branch Name</p>		Amount Details		Head	Rupees	Fees	100	Service charge +Tax	29	Total	129	One Hundred And Twenty Nine rupees only		 <p>United Bank of India</p> <p>Post Name- TestQA</p> <p>A/C No. 1432010095044</p> <p>Candidate Name Ms. SUKANYA SAHA</p> <p>Registration No. 76254</p> <p>Category General</p> <p>Date of Birth 14-06-1988</p> <p>Mobile No. 9804357228</p> <p>Email ID aliavi8990@gmail.com</p> <table border="1"> <thead> <tr> <th colspan="2">Amount Details</th> </tr> <tr> <th>Head</th> <th>Rupees</th> </tr> </thead> <tbody> <tr> <td>Fees</td> <td>100</td> </tr> <tr> <td>Service charge+Tax</td> <td>29</td> </tr> <tr> <td>Total</td> <td>129</td> </tr> <tr> <td colspan="2">One Hundred And Twenty Nine rupees only</td> </tr> </tbody> </table> <p>.....</p> <p>Signature of the depositor</p> <p>(To be filled by the bank)</p> <p>Menu PAYFEE</p> <p>Module Name WBHFWS_044</p> <p>Branch Name</p>		Amount Details		Head	Rupees	Fees	100	Service charge+Tax	29	Total	129	One Hundred And Twenty Nine rupees only	
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Total	129																																								
One Hundred And Twenty Nine rupees only																																									

4. Filling up the Application form

The candidate after payment will fill up rest of the application form. Once the payment is done the candidate is navigated to the Application form. Here he/she fills up all details (personal, professional, educational etc.). Note the mandatory fields (the fields which cannot be left empty) are marked in red. The candidate clicks save after filling up details and can also take out a print out of the application from application print out option on the Home page.

4.1 Process Flow



4.2 Detailed Steps

- Once the payment is done the candidate is navigated to the Application form.
- Here he/she fills up all details (personal, professional, educational etc.).
- Note the mandatory fields (the fields which cannot be left empty) are marked in red.
- The candidate clicks save after filling up details.
- The candidate can take out a print out of the application from application print out option on the Home page.

4.3 Screen Details

Once the payment is done the candidate is navigated to the Application form. Here he/she fills up all details (personal, professional, educational etc.). Note the mandatory fields (the fields which cannot be left empty) are marked in red. The candidate clicks save after filling up details.

Health and Family Welfare Department, Govt. of West Bengal
Online Application

N.B.- All * fields are Mandatory. Please fillup Application Form Carefully.

*** Name of The Post/Category :** TestQA

Name: Title Mr.

Enter Middle Name :

*** Gender:** Male

*** Select Caste Category :**
☐ SC ☐ ST ☐ OBC-A ☐ OBC-B
☒ General

*** Mobile No.** 9830346739

*** E-Mail ID.** avirupbkk@gmail.com

*** Gurdian (Father/Husband/Mother):**
 Father: AMAL
 BHATTACHARYA

*** Present Address:**
 House No. AB 216
 Village/Town. SaltLake
 Post Office: SaltLake CC Block Post Office
 Police Station: SaltLake
 State: West Bengal

*** Permanent Address:**
 House No. AB 216
 Village/Town. SaltLake
 Post Office: SaltLake CC Block Post Office
 Police Station: SaltLake
 State: West Bengal

*** Whether Citizen of India** Yes

Registration No 76253

*** Educational Qualification :**

Exam Passed	Board/University	Full Marks (Numeric Field)	Marks Obtained (Numeric Field)	Percentage(%) of Marks (Numeric Field)	Year Of Passing	Specialist in / Major Subject
MP		0	0	0	0	
HS	Indian School Certificate	500	450	90	2007	English
B.SC		0	0	0	0	
MBBS		0	0	0	0	

*** Post Code :** TQA007

*** Enter First Name :** AVIRUP

*** Enter Last Name:** BHATTACHARYA

*** Date Of Birth(MM/DD/YYYY):** 24/01/1989

*** Are You Physically Handicapped? :** No

Telephone/ Mobile2.

Title Mr.

Father/Husband/Mother Middle Name :

*** Religion :** Hinduism

*** Block/Municipality/Munc.Corp.:** AB Block

*** PIN:** 700064

*** District:** North 24 Parganas

Same ☒

*** Block/Municipality/Munc.Corp.:** AB Block

*** PIN:** 700064

*** District:** North 24 Parganas

*** Citizen By** By Birth

*** Registration Date** 7/14/2017

*** Name of the Council** Bidhannagar

Working Experience :

SNo	Designation	Employer	Type of Organization	Date of Joining	Date of Leaving	Period of Experience	
1	Content Developer	Famocom Technologie	Pvt.	3/15/2014		39	Delete
Add New Exp.							

*** Upload Your Photo :(Should be 20kb-30kb)**

Choose File ImageHandler.jpg

*** Upload Your Signature :(Should be 20kb-30kb)**

Choose File icon-download-resize.jpg

Declaration


☒ I hereby declare that the information furnished above true are true to the best of my knowledge and belief. I also understand that if any information furnished above is found to be materially incorrect or incomplete my candidature is liable to be cancelled without any further intimation to me.

Save Details

The candidate can take out a print out of the application from application print out option on the Home page.



Department of Health and Family Welfare
 Salt Lake, GN-29, Kolkata-91
 Govt. of West Bengal
Online Application



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	State Consultant - Quality Monitoring-17	QUALITY ASSURANCE	Online Application is Open from Wednesday 12 July 2017 until 11 PM Thursday 27 July 2017	Continue For Registration	Continue After Registration


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14.139.216.53:8084/ApplicationPrint/ApplicationPrintView.aspx?app_mail_id=76253
[Registration Print](#)

Registration Form

Application ID : 76253
Post/Category Name : TestQA
Applicant Name : Mr. AVIRUP BHATTACHARYA
Date Of Birth(dd/mm/yyyy): 24/01/1989
Sex: Male
Father's/Husbands' Name: Mr. AMAL BHATTACHARYA
Caste: General
Certificate Issuing Authority: No
Present Address:

House No: AB 216
Village/Town: SaltLake
Post Office: SaltLake CC Block Post Office
Police Station: SaltLake
State: West Bengal
Mail ID: avirupbhk@gmail.com
Citizen: Yes
Registration No 76253
Name Of The Council Bidhannagar
Payment Mode ONLINE



[Download](#)

Street:
Block/Municipality/Munc.Corp.: AB Block
PIN Code: 700064

District: North 24 Parganas
Mobile No: 9830346739

Registration Date 14/07/2017

Educational Qualification							
Exam Passed	Board/University	Year of Passing	Full Marks	Marks Obtained	Percentage of Marks	Specialist in	Year of Passing
MP		0	0	0.00	0.00		0
HS	Indian School Certificate	2007	500	450.00	90.00	English	2007
B.SC		0	0	0.00	0.00		0

Application No:

House No: AB 216
Village/Town: SaltLake
Post Office: SaltLake CC Block Post Office
Police Station: SaltLake
State: West Bengal
Mail ID: avirupbkk@gmail.com
Citizen: Yes
Registration No: 76253
Name Of The Council: Bidhannagar
Payment Mode: ONLINE

Street:
Block/Municipality/Munc.Corp.: AB Block
PIN Code: 700064
District: North 24 Parganas
Mobile No: 9830346739
Registration Date: 14/07/2017

Educational Qualification

Exam Passed	Board/University	Year of Passing	Full Marks	Marks Obtained	Percentage of Marks	Specialist in	Year of Passing
MP		0	0	0.00	0.00		0
HS	Indian School Certificate	2007	500	450.00	90.00	English	2007
B.SC		0	0	0.00	0.00		0
MBBS		0	0	0.00	0.00		0

Working Experience

Designation	Employer	Organization	Date of Joining	Date of Leaving	Experience(In Months)
Content Developer	Famocom Technologies Pvt. Ltd.	Pvt.	15/03/2014		39

DECLARATION

I declare that the information furnished above are based on material records are true to the best of my knowledge and belief.I also understand that if any information furnished is found to be materially incorrect or incomplete, I will be liable for the consequent action.

 Singnature of the Applicant