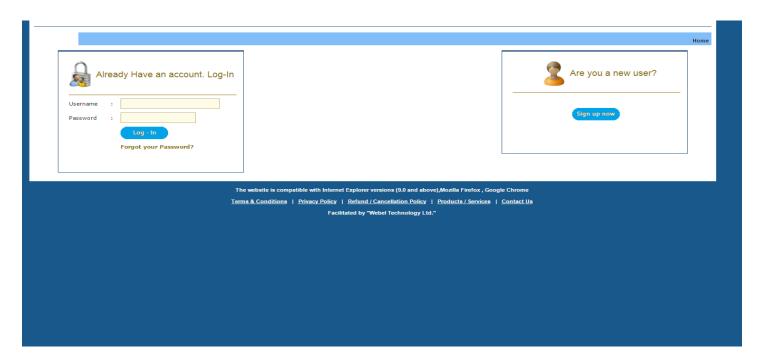
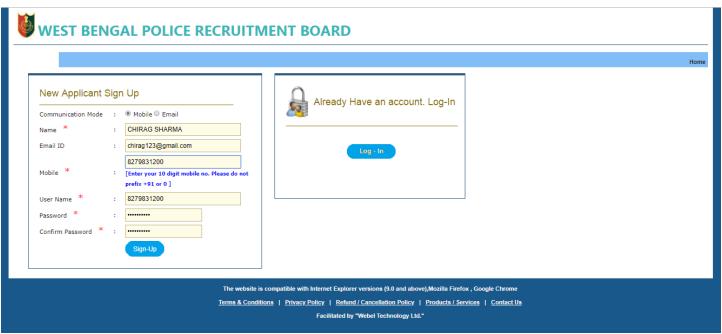
WELCOME ALL APPLICANTS

ALL ARE ADVISED TO CAREFULLY GO THROUGH THE DETAILS BEFORE FILLING UP THE FORM ON-LINE.PLEASE NOTE THE NAME, ADDRESS, MOBILE NO, PICTURE, SIGNATURE USED ARE THESE SAMPLE SCREENS ONLY AND ENTIRELY FOR YOUR OWN UNDERSTANDING.PLEASE DO NOT COPY THE SAME.RESEMBLENCE TO ANY LIVING/DEAD OBJECT/PERSON IS PURELY COINCIDENTAL.USE YOUR OWN DETAILS ONLY FOR FILLING UP THE FORM.

Once you click on the link for filling up the application form on-line, you will be presented with the following screen Those who have already reached this screen and done the user registration can fill-up the username & password option to go into the system or else register as a new user



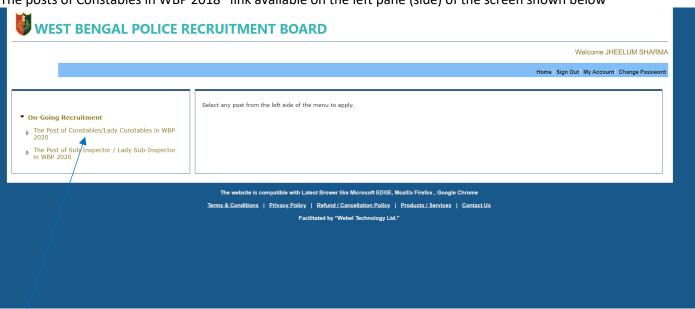


The above screen shot shows how a new user can register himself. The communication mode signifies how the authority (WBPRB) will reach the applicant for official purpose only. All red * marked fields are mandatory ones. Please note that the mobile number is a compulsory field, even if you choose your communication mode as "ËMAIL". The mobile number should not have any country code(+91) or (0) as prefix. Please remember the username and password entered here for registration; as it will be required by you at every stage for getting information under your "MyAccount" space. The most important fact that you must remember is that; that the mobile number should be a valid number and must remain valid throughout the drive as all important communication from WBPRB pertaining to you will be sent to this mobile no. The system memory should be kept free for ensuring delivery of sms. Though your service provider (e.g. BSNL/Vodafone/Airtel/Idea/Reliance/Jio etc.) plays an important role in this respect. WBPRB though is in no way responsible for delivery of SMS to the applicants.

Once your account creation is successful, the following message box will appear on the screen and an auto sms & mail will be sent to your mobile set & mail box. Kindly retain these two information for your own sake.



After you complete the registration process you will be presented with the following screen. Click on the "Application for The posts of Constables in WBP 2018" link available on the left pane (side) of the screen shown below



Clicking on any of the posts on the left panel, you will be landed onto the following screen



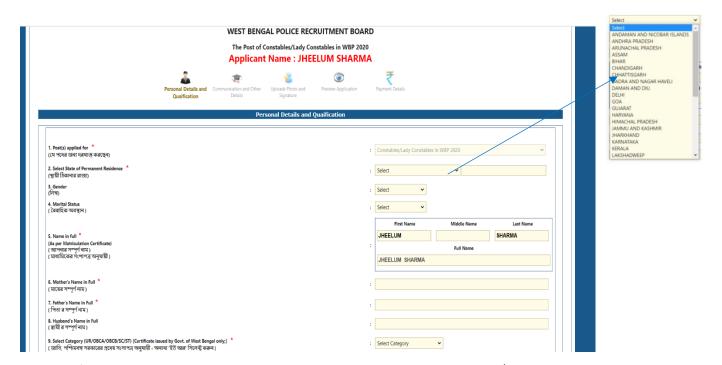
Now you have landed on the page where all necessary informations related to the drive are parked in PDF file. Please read all the details marked under "Information to Applicants", "How To Apply", "FAQ", "List of Tathya Mitra Kendras". Also have a close look into the Dates mentioned in the separate segment (Please note these are sample dates only, hence refer to the actual dates after logging into the actual site)

After going through all the details as advised above, click on the "Apply Online" blue colored button.

You will be then landed on the main segment of filling up the application form on-line. There are four pages available, first one is "Personal Details & Qualification", second one is "Communication & Other Details" followed by "Upload Photo & Signature". These three pages require your inputs but the next page is "Preview Application" where no user input is required but it is one of the most important page, where it displays all things entered by you that can be viewed at a glance including the photograph & signature uploaded by you. You are advised to carefully go through each and every details because it presents you the last chance of rectifying any information entered by you except the "State of Permanent Residence". Once you opt for the next page, it will take you to the payment details page – the last page and no editing of the form filled up is allowed at that stage.

In the next section, we will together browse through each & every nitty-gritty of filling up the form on-line. Please note that; that this is a common document for both the posts and few details are enabled & disabled based on the requirement of the said post & drive. Please take utmost care while actually applying from your own end.

The above screen is the starting point. Sl.No. 1 is an information which is pre-filled and require no inputs from the applicant. The same is selected by the applicant himself / herself before being landed on to this screen. Sl.No. 2 is a very important field and should filled up with utmost care because, it is that field once filled up and proceeded ahead cannot be edited (i.e. changed) at any point of time. Moreover, this selection will determine the possible entry in Sl.No. 10(related to your social category". The list presented in Sl.No. 2 is an exhaustive list and contains all the list of States & Union territories of the India (THE APPLICATION CAN BE FILLED UP ONLY BY INDIAN CITIZENS).



Sl.No.3 is for gender selection, one needs to select among the two options Male / Female.

Sl.No.4 is for marital status selection, one needs to select among the two options Married / Un-married

In Sl.No. 5, please write your name as given in your Matriculation Certificate. Three different boxes are provided, namely First Name, Middle Name, Last Name. If somebody does not have any middle name, he/she may avoid entering

anything in that box. Short forms such as 'KR' for 'KUMAR', 'SK' for 'SHEIKH' etc. must not be entered.

In Sl.No. 6,7 & 8 please write your Mother's & Father's name in full and in sl.no 8 please put your husband's name for married women only.

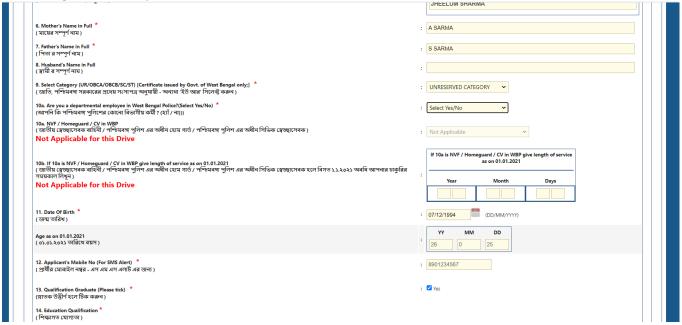
Coming to SI.No.9, it is related to your social category. It will only show "Unreserved Category" for the applicants whose ;State of permanent residence has been chosen as other than "West Bengal". If your permanent State of residence happens to be West Bengal, you will be presented with options like "Unreserved Category / OBC-A / OBC-B/SC/ST"



Please take a close look at the Sl.no 10a & b(both above and below). For the post of Constable / Lady Constable in WBP 2020, one has to concentrate on NVF/Homeguard / CV in WBP; where as for the post SI/LSI in WBP 2020; one has to concentrate on "Are you a departmental employee in WBP(yes/no)". It is also clearly depicted in red ink; which one is applicable where. Moreover the applicant will not get the option to select from the option which is not applicable for that drive but for the sake of better understanding, it is clearly explained in this paragraph.

Those applying under the constable / lady constable in WBP 2020 drive has to choose from NVF/HG/CV (in case he/she belongs from any of these cadre); else one can bypass the same.

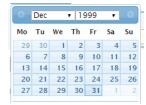
If anyone opts for any of the option NVF/HG/CV; then he/she needs to specify his/her tenure of service under sl.no 10b for availing facilities as specified in the information brochure

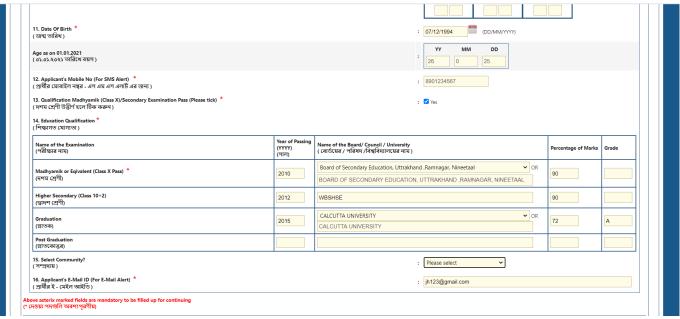


Those applying for the post of Sub-Inspector / Lady Sub-Inspector in WBP 2020, If you are serving in WBP please select the "Yes" option. If you select the "Yes" option for availing any facilities if / as specified in the information brochure.

The date of birth field is Sl.No. 11 which provides a calendar control from where you can select your DoB.

The date range initially shown is that of the calendar control, do not get confused with that. Please first select the year of your birth from the dropdown in the calendar control and then select the month in which you were born. Once that month is selected; please click on the date and you will see that your DOB is automatically inputted. "The Age as on" is an auto calculated field.





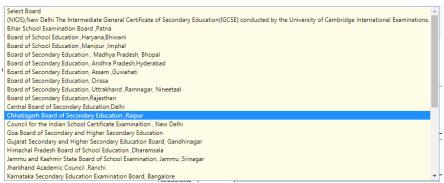
Sl.No. 12 is your mobile no. which automatically flows from the registration data already entered at the time of logging into the system. This is a non-editable field. (The number depicted in the screen is an arbitrary no., hence please do not try to call in that number for any clarification/help)

SI.No. 13 is a confirmation to the minimum qualification required for applying for the post. Click on the box to fulfill one of the main eligibility criteria. For Constable / Lady Constable it will show "Qualification Madhyamik(ClassX)/Secondary Examination Pass" as shown above and for the post of Sub-Inspector / Lady Sub-Inspector in WBP 2020 refer to the below screen

10a. NV? / Homsguard / CV in WBP আত্তিমি হেষ্ট্যাস্থ্যকৰ বাহিনী) পশ্চিমৰঙ্গ পুলিশ এৱ অধীন হোম গাৰ্ড / পশ্চিমৰঙ্গ পুলিশ এৱ অধীন সিভিক্ত স্থেচ্ছাসেৰক) Not Applicable for this Drive	: Not Applicable >
10b. If 10a is NVF / Homeguard / CV in WBP give length of service as on 01.01.2021 ্জাতীয় স্বেচ্ছাসেকক বাহিনী / পশ্চিমবন্দ পুলিশ এর অধীন হোম গার্ড / পশ্চিমবন্দ পুলিশ এর অধীন সিভিক স্বেচ্ছাসেকক হলে বিগত ১.১.২০২১ অবধি আপনার চাকুর্নি সময়কাল লিঘুন) Not Applicable for this Drive	If 10a is NVF / Homeguard / CV in WBP give length of service as on 01.01.2021 GRA Year Month Days
11. Date 01 Birth * ডেম্ম তারিম)	: 07/12/1994 (DD/MM/YYY)
Age as on 01.01.2021 (০.০.১.২০২১ জরিয়ে বয়স)	: YY MM DD 25
12. Applicant's Mobile No (For SMS Alert) * প্রাথীর মোবাইল নম্বর - এস এম এস এলাট এর জন্য)	: 8901234567
13. Qualification Graduate (Please tick) * স্থাতত উরীণ্ হলে চিক করুন)	: 🕶 Yes

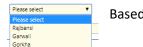
SI.No. 14 is common to both; this section where details related to Educational Qualification needs to be entered. The year of passing & Board name is to be entered first over here. An option is also provided for entering your highest qualification (if atall you possess the same) in the same pattern as that of Madhyamik / Secondary examination details. The approved boards are available in the selection box and also the recognized universities in the Graduation segment. In case you are unable to find your University in the dropdown list; then please put up a request in the call centre / WBPRB(along with proof of its approval from UGC); so that the same can be checked with appropriate authorities and if found under approved universities in UGC list; the same will be added. Kindly note, do not keep the same pending for

the last moment. The board will no way be responsible for last minute technical problems encountered by the applicant at his / her end.



Similar dropdowns are also provided under the "Select University" option for entering graduation details Please note one has to fill up either the percentage of marks / Grade against each row of qualification he/she enters.

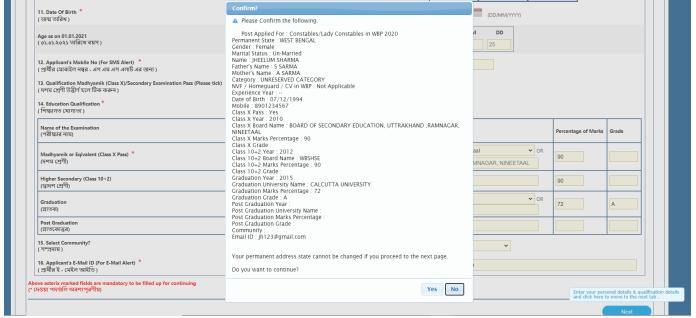
Sl.No. 15 prompts you to enter your community from the available dropdown box. social category you will be allowed the selection.



Based on your

Sl.No. 16 is the e-mail address which you are requested to enter in the format you write your mail address. No need to write the same in "CAPS Lock on mode". Moreover, the same that is entered during registration will automatically get displayed over here.

After entering all details in this first page, when you click on the "Next" button, you will be presented with a confirmation message box as shown above containing a snap shot of all information filled up by you. Please carefully look into the yellow colour highlighted portion. It clearly states that once you click on the "Yes" button, you will not be able to edit the entry in the "State of Permanent Residence". If you click on "No", then you can edit any portion of the input except the mobile no. segment as it flows from the "Registration module".



Now we move on to the second page, ie. "Communication & Other Details"

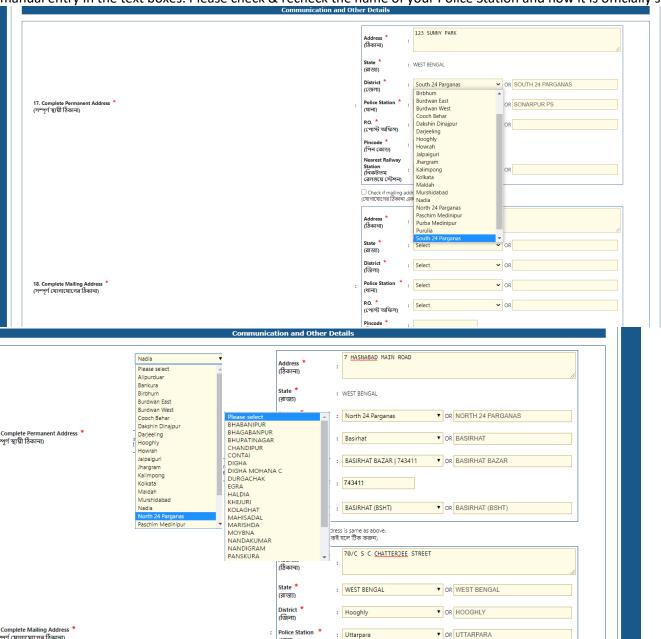
As the header name suggests, it is a page where your residential / mailing address details are to be filled up along with other relevant informations.

Sl.No. 17 refers to Complete Permanent Address. As you could see in the screen shot below ,the State is

already pre-fixed as it flows from that entered by you in the first page.

As the first of the screen shows a list of districts under the State you have choosen. For all States in India, the districts within that state are all made available from this dropdown.

The police station list comes under that loop itself but it is available only for West Bengal. For all other state it is a manual entry in the text boxes. Please check & recheck the name of your Police Station and how it is officially spelt.

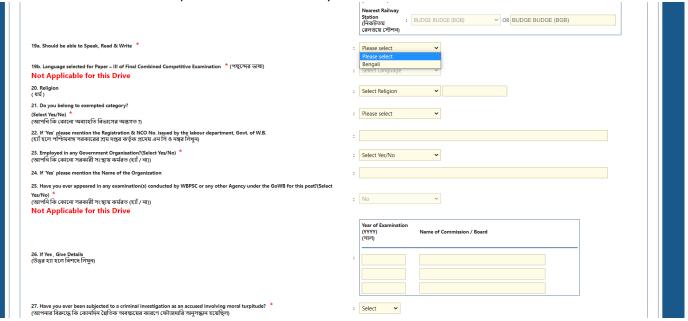


As far as Post Office & nearest railway station selection is concerned, an exhaustive list is provided but in the event you are unable to locate your Post Office & your nearest railway station in the list, you can choose the "OTHERS" option and enter your Post Office & nearest railway station in the adjacent text boxes besides the two input fields.

Please note in this regard that , that once you choose the Post Office from the list , the pincode will automatically get reflected in the Pincode box. But for those applicants who input their post office in the text box, they will have to enter their correct pincode in the text box for "Pincode" as shown in the below depiction

In the event your Complete Permanent Address (Sl.No.17) & Complete Postal Address (Sl.No. 18) are the same, you are advised just to click on the small checkbox appearing between the two entries. Sl.No. 17 details will automatically get copied onto Sl.No.18.

In the event of the two addresses differing, you are advised to follow the same procedure for entering the details as followed for SINo.17 and then proceed to the next entry field.



The next entry field(SI No.19a) is for adhering to the eligibility criteria related to one's speaking, reading & writing capability on BENGALI and for the permanent residents of Darjeeling / Kalimpong District it is NEPALI

Have a close look into the field (sl. No 19b). This field is applicable only for those who are applying for Sub-Inspector / Lady Sub-Inspector in WBP 2020. It seeks input related to the language paper option in Paper III of the final combined competitive exam. Please choose one from the dropdown. It is highly advised to the applicants to be very careful in choosing the paper from the dropdown as once submitted , the option cannot be changed at any point of the drive; hence for your own sake be very careful for choosing the option.

For the applicants of Constable / Lady Constable in WBP 2020, this option is not applicable and the applicants will not have the option to excersize any option.

The next entry field, i.e SINo. 20; points to the religion segment. It is an optional entry field. The available list includes



most of the ones but the list also has an "OTHERS" option which is provided for those who are unable to choose from the available list. After selection of that option, you are advised to input your religion in the adjacent text box.

Sl.No. 21 seeks input related to Exempted category. If the selection from the applicant is "yes" then he/she has to fill up the details in sl.no 22.

Kindly note this input field(sl.no21) for the sub-Inspector / Lady Sub-Inspector in WBP 2020 is for record keeping / additional information purpose only.

Slno. 23, requires input related to the applicant's working status in Government sector. If the applicant is an government employee, he needs to mention the name of his working organization in sl.no. 24.

23. Employed in any Government Organisation?(Select Yez/No) ★ (আপনি কি কোনো সরকারী সংস্থায় কর্মারত (যোঁ /-বা)) 24. If 'Yes' please mention the Name of the Organization	: No •
25. Have you ever appeared in any examination(s) conducted by WBPSC or any other Agency under the GoWB for this post!(Select Yes/No) * (আপনি ডি কোনো সৰকাৰী সংস্থায় কৰ্মৰত (য়াঁ/ না)) Not Applicable for this Drive	: No v
26. If Yes, Give Details (উন্তর হয় হলে বিশদে লিখুন)	Year of Examination (YYYY) (STET) Name of Commission / Board STET STET STET STET STET STET STET STET
27. Have you ever been subjected to a criminal investigation as an accused involving moral turpitude? * (আপনার বিরুদ্ধে কি কোনদিন শ্রৈতিক অবক্ষয়ের কারণে ফৌডাদারি অনুসদ্ধান হয়েছিগ)	: Select Police Station Name-ia Full (থানার সম্পূর্ণ নাম) FIR No. (এফ আই আর নম্বর) (এফ আই আর অার অার ন্রবর) রে তারিখ) FIR Date (DD/MM/YYYY) Sections of Law (এফ আই আর রে তারিখ)

The next selection(SI.No.25) is related to the number of previous attempts for the post of SI/LSI in WBP and that too for departmental employees. In the event of choosing the "Yes" option , please fill up the table in SI.No.26. Please note the same is not applicable for Constable / Lady Constable in WBP 2020 drive as shown in above screen.

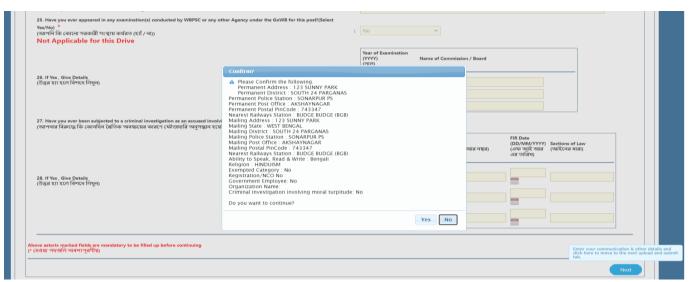
Then you may proceed to the next Sl.No. 27 , pertaining to "criminal investigation as an accused involving moral turpitude"

In case you have any criminal investigation against you, please select "yes" and fill the details in SI.No.28

25. Have you were appeared in any examination(c) conducted by WBPSC or any other Agency under the GoVB for this post(Select Veytris)

Veytris

V



Clicking on the "Next" button will prompt for the Confirmation input as show above. This will depict all entries made by you.

Clicking on the "Yes" option will take to you to the third page for "Upload your Photo & Signature"

	Personal Details and Communication and Other Quaification Details	Uploads Photo and Signature Preview Application	Payment Details
	U	Jpload Photo and Signature	
29. Upload Photo * (আপনার ছবি আপ্যোত করন্দ) Size between 10KB and 50KB (Dimension 138px W X 177px H) (3.5 cm Width X 4.5 cm Height)	Choose File No file chosen	Upload	
30. Upload Full Signature in longhand * (আপনার পূর্ণাঙ্গ স্থাক্ষরের স্থবি আপলোত করন্ন) Size between SKB and 20KB (Dimension 350px W X 63px H) (9.2 cm Width X 1.7cm Height)	: Choose File No file chosen	Upload	
31. Place * স্থোন)	:		
	nation, my candidature / appointment will stand cancel ted by any Service Commission / Recruitment Board of Iving moral turpitude.	lled and my claim to recruitment will stand forfeited. the Government of West Bengal.	nation being found suppressed / false or incorrect, or if my ineligibility is laiso declare that I have submitted no other application form for this nent service)
Above asterix marked fields are mandatory to be filled up for (* দেওয়া পদগুলি অবশ্যপূরণীয়)	continuing		
			Next

The two screen shots above and below are for Constable / Lady Constable in WBP 2020 and Sub-Inspector / Lady Sub-Inspector in WBP 2020 respectively. The specific reason for giving the two screen depictions are for the declaration segment; i.e sl.no 32; otherwise all other provisions are the same.

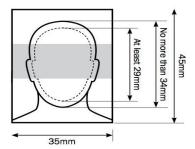
		Upload Photo and Signature		
29. Upload Photo * ত্যোশনার ভূবি আগগোড়া কঞ্চল) Size between 1008 and 50x8 (Dimension 138px W X 177px H) (3.5 cm Width X 4.5 cm Height)	Choose File No file chosen	Upload		
30. Upload Full Signature in longhand * ডোপনার পূর্ণান্স স্থাক্ষরের ছবি আপলোড করন্স) Size between SKB and 20KB (Dimension 350px W X 63px H) (9.2 cm Width X 1.7cm Height)	Choose File No file chosen	Upload		
31. Place * : (স্থান)				
	ion, my candidature / appointment will stand car d by any Service Commission / Recruitment Boar ng moral turpitude. the Office/ Disciplinary Authority if shortlisted f	ancelled and my claim to recruitment will stand forfeit rd of the Government of West Bengal. for Personality Test. (applicable only for candidates in	ormation being found suppressed / false or incorrect, or if my ineligibility is ed. I also declare that I have submitted no other application form for this Government service)	
Above asterix marked fields are mandatory to be filled up for cor (* দেওয়া পদগুলি অবশ্যপুরণীয়)	ntinuing			
				Next

There are two things to be uploaded by you in this application. One is photograph & the other is your signature. The scanned copy must be in .jpg format and within a specified size.

The details of requirement have been clearly spelled out in the "Information to the Applicants" but for sake of your ease, it is again clarified in the ensuing paragraph

APPLICANTS ARE REQUIRED TO UPLOAD SOFT COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE (must be cursive/long hand) AND NOT YOUR INITIALS; IN JPG FORMAT COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE APPLICANT IS STRICTLY ADVISED NOT TO UPLOAD TRUNCATED PHOTOGRAPH OR SIGNATURE. THE UPLOADED IMAGE SIZE FOR PHOTOGRAPH FILE AND SIGNATURE FILE MUST BE BETWEEN 10 KB - 50 KB AND 5 KB - 20 KB RESPECTIVELY. THE IMAGE DIMENSION FOR PHOTOGRAPH AND SIGNATURE SHOULD BE 138 PX W X 177 PX H (4.5 CM or 45 mm HEIGHT X 3.5 CM or 35 mm WIDTH) AND 350 PX W X 63 PX H (1.7 CM HEIGHT X 9.2 CM WIDTH) RESPECTIVELY. PHOTOGRAPH MUST BE ON CONTRAST BACKGROUND (PREFERABLY WHITE) WITH 75-80% OF THE PHOTO OCCUPYING THE APPLICANT'S FACE. CANDIDATES ARE ADVISED NOT TO UPLOAD IMAGES OF OTHER OBJECTS/ANY OTHER INDIVIDUAL IN PLACE OF PHOTOGRAPH AND SIGNATURE.

Guidelines: Please find the schematic depiction of how your photograph should be



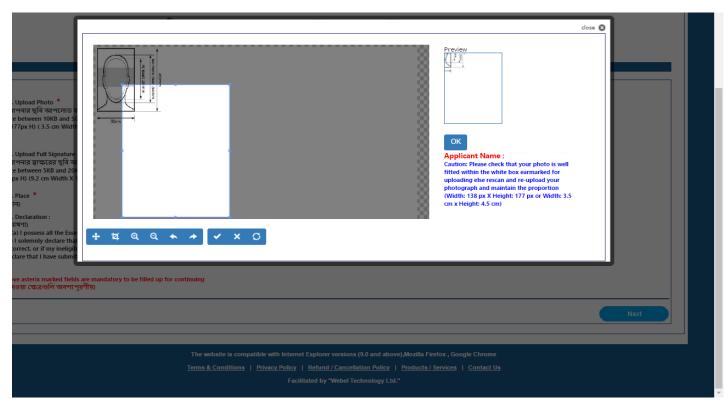
Your photo should satisfy the following primary requirements IN ORDER TO AVOID PROBABLE REJECTION AT ANY STAGE: -

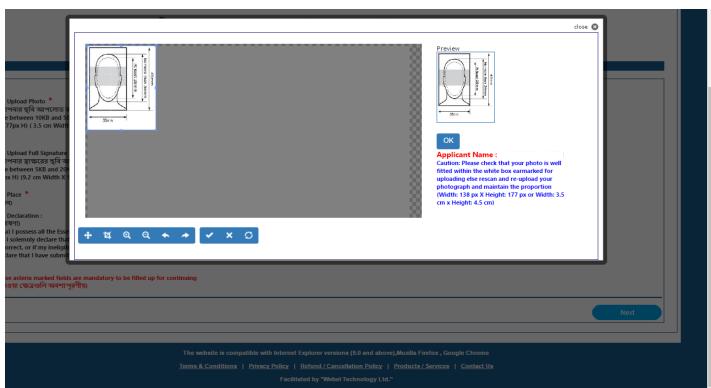
- Recent photo facing forward and looking straight into the camera
- without anything covering the face
- in clear contrast to the background
- without a head covering
- with eyes open, visible and free from reflection or glare from glasses
- with your eyes not covered by sunglasses, tinted glasses, glass frames or lock of hair
- without any 'red eye' and without any shadows in the picture
- with a normal expression

In the event of your upload not being of the specified size, following message box will appear to prompt you.



One more tool is provided to you for ease of uploading your photograph & signature. This is a cropping tool which will allow you to properly fit your upload in the desired box for photo & signature upload. Following screenshots will help you understand in a better way.







Please note you will be able to see the boxes beside photo & signature uploads, how your uploads look like. Take utmost care in uploading your own, current & legible photograph for clear identification of your ownself. The same applies for the signature also. The signature should be FULL SIGNATURE IN LONGHAND. PLEASE NOTE INITIALS OR SHORT SIGNATURE IS NOT THE CORRECT UPLOAD.REJECTION OF APPLICATION AT ANY STAGE MAY HAPPEN IF THE SIGNATURE IS NOT YOURS AND IF IT IS NOT FULL IN LONGHAND

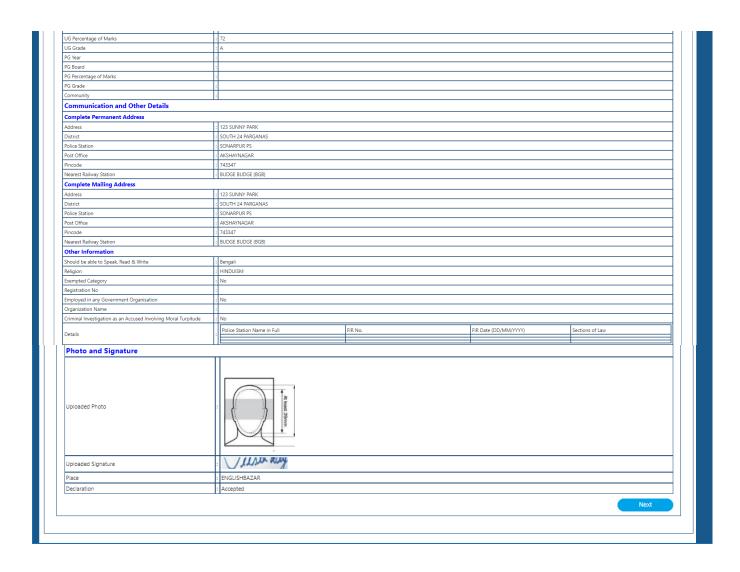
In the event the uploads are not your own legible present self and is of any other person or an irrelevant image, your application is liable to be summarily rejected.

Once your uploads are completed , you are required to input the place of your submission (SINo. 31) & click on the declaration checkbox (SI.No. 32) before proceeding to the next segment. Here also you will be provided with a "Confirmation" message box.

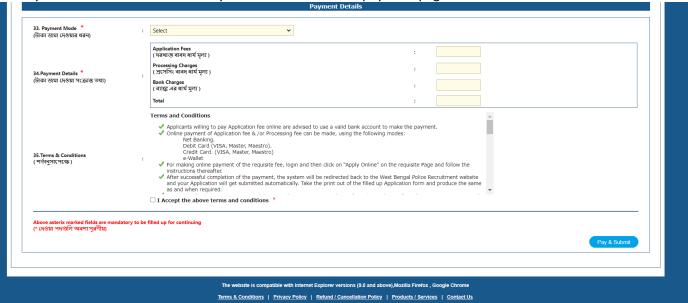
The next page is the "Preview Application" segment. Whatever has been entered & uploaded will be shown to you for your easy referral and for any editing required on your part.

The screen below is just a sample. It depicts the "Preview Application" output. This is the last stage for any updation activity that may be required from your end to be carried out before final submission.

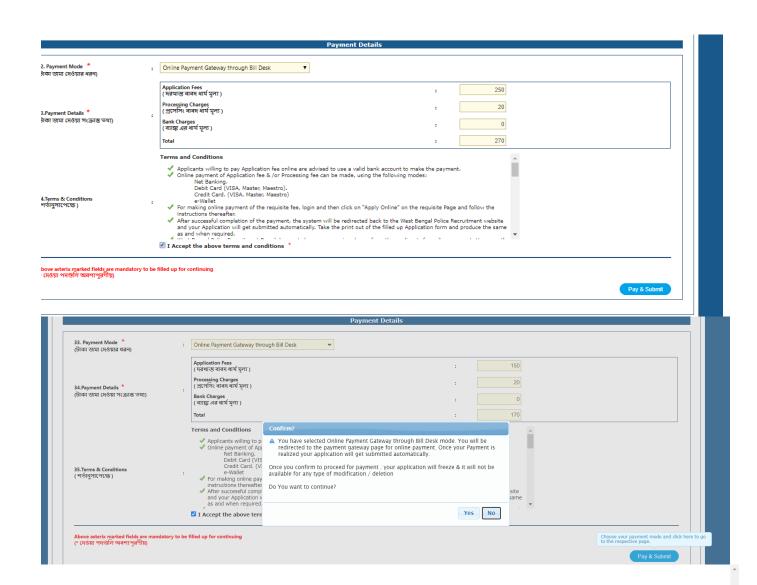
Post Applied For	: Constables/Lady Constables in WBP 2020		
State of Permanent Residence	: WEST BENGAL		
Name	: JHEELUM SHARMA		
Mother's Name	: A SARMA		
Father's Name	: S SARMA		
Husband's Name			
Gender	: Female		
Marital Status	: Un-Married		
Category	: UNRESERVED CATEGORY		
Home Guard in WBP/NVF/Civic Volunteer	: Not Applicable		
Year Of Service	: 0-0-0		
Date of Birth	: 07/12/1994		
Age As On	: 26-0-25		
Mobile	: 8901234567		
Email	: jh123@gmail.com		
Class X Pass	: YES		
Madhyamik/Class X Year	: 2010		
Madhyamik/Class X Board	: BOARD OF SECONDARY EDUCATION, UTTRAKHAND ,RAMNAGAR, NINEETAAL		
Madhyamik/Class X Percentage of Marks	. 90		
Madhyamik/Class X Grade			
Class 10+2 Year	: 2012		
Class 10+2 Board	: WBSHSE		
Class 10+2 Percentage of Marks	: 90		
Class 10+2 Grade			
UG Year	: 2015		
UG Board	: CALCUTTA UNIVERSITY		
UG Percentage of Marks	: 72		
UG Grade	: A		
PG Year			
PG Board			
PG Percentage of Marks			
PG Grade			

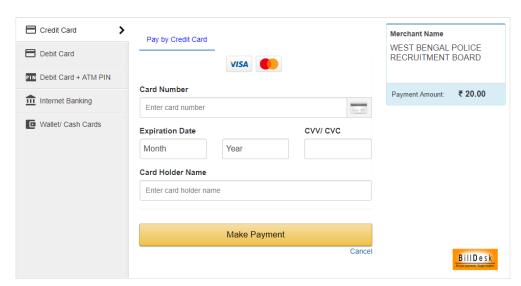


Once you click on the "Next" button you will be taken to the payment page



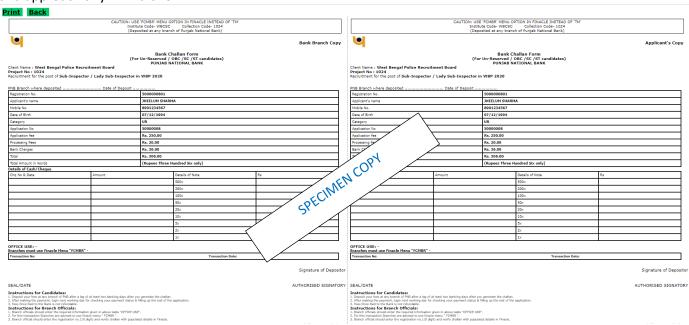
The fees depiction will come at real-time and that what has been mentioned in the information brochure for your social category. You will be presented with two options; either through Billdesk payment gateway or through PNB bank Challan.



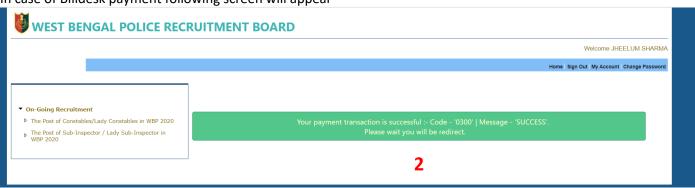




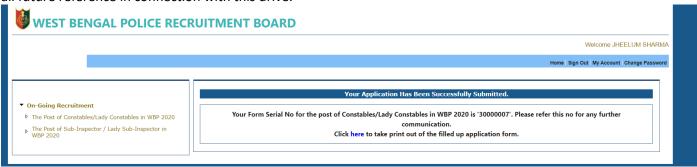
In the event of PNB Challan payment, following challan will appear on your screen; which you need to take a printout and approach any PNB branch



In case of Billdesk payment following screen will appear



Please click on the "Click here" portion of the text which will appear on your screen as shown in below and you will be presented with your "Submitted" copy of your Application Form in PDF format. You are advised to preserve the same for all future reference in connection with this drive.



In case you have not taken the printout of the application immediately after submission, you can again do so by logging into your account and going to the "MyAccount" section and again obtain the printout

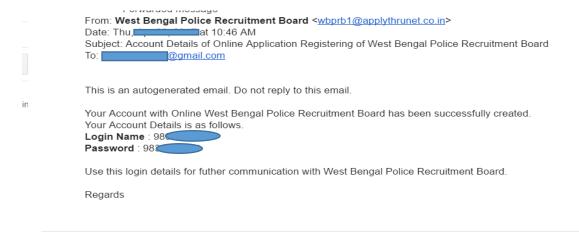
Repeat Note: Please **Do not** forget to preserve a copy of the same either in soft or hard copy format.

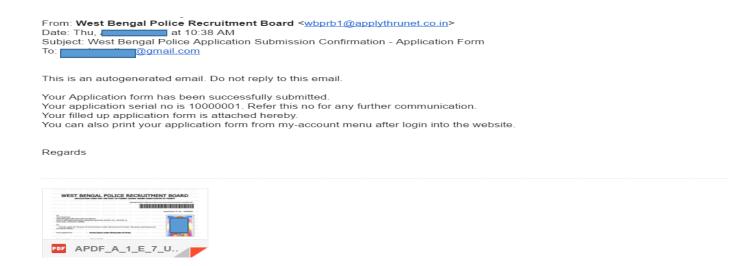
If you are filling the application from any external agency, kindly do not forget to see the "Preview Application" onscreen output and also do not forget to take a hard copy printout of the filled up & submitted application form.

WBPRB will be in no way be responsible for any editing / updates on the submitted application. All future decisions on your candidature will be taken by WBPRB on the basis of your submitted application and nothing else.

You can refer to your submitted application within the specified time from your "My Account" section after you log-in to using your registered username & password.

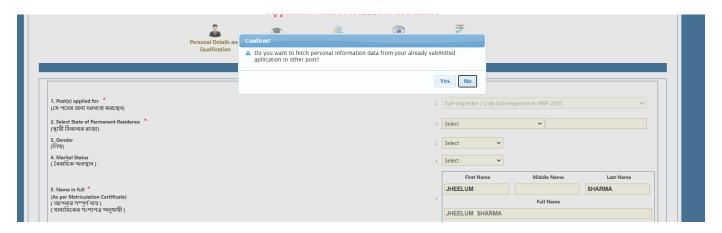
Please refer below to the E-mail (sample) you will receive at the time of registering into the system & after submission of the application. This is only possible if you provide a valid mail address and mailbox having sufficient free space. WBPRB is no way responsible for non-delivery of the e-mail(s).





SMS will also be sent to your registered mobile number filled up at the time of registration.

This basically ends the total process. A new functionality has been added from the current drives is that; that any individual who has the requisite qualification to apply for both the posts can apply as per norms of individual posts as laid down under individual brochures with payment of requisite fees for the said posts but for on-line applicants they can basically have their total data copied from one already applied post to the other one. This will ease out same entry hassles for applicants applying for both the posts. Kindly refer to the screen depiction below for your perusal. If the applicant clicks on the "Yes" button, the copy will take place seamlessly.



Any applicant can view his / her application from his / her "MyAccount". One will also have the option of changing payment submission from Billdesk to PNB Challan or from PNB Challan to Billdesk.

