

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

Registration Form

Mobile Number *

Password *

Confirm Password *

Candidate's Name *

Guardian's Name *

Name of the post *

Category *

Ex-Serviceman *

PWD * Percentage (%) *

Date of Birth *

Exempted Category *

Identity Proof *

Sex *

Email Address *

[Already Registered? Login here](#)

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

Please Verify Your Details And Confirm.

Candidate's Name : ARNAB BOSE

Father's Name : AMRITA BOSE

Mobile Number :

Name of the post :

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 :

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

Status

Personal Details: Incomplete | Qualification Details: Incomplete | Experience Details: Optional | Upload Documents: Incomplete | Confirmation: Incomplete

Personal Details

*Means all fields are required

Name of the post: [blank] | Name of the Candidate: [blank] | Date of Birth: 12/03/2000 | Guardians Name: FATHER: AMRITA BOSE

Category: GEN | Sex: Male | Mobile Number: [blank] | Email Address: [blank] | Aadhar Card: [blank]

Ex-Serviceman: NO | Exempted Category: NO | PWD with (%): NO

*Nationality: Indian | *Religion: Hindu

Permanent Address

*Village/Road: ran | *Police Station: adhe | *State: Andaman and Nicobar Islands | *District: Northham | *Block/Municipality: dubraj | *Post Office: rajgarh | *Pincode: 731126

Present Address ☒ Copy the Permanent Address

*Village/Road: ran | *Police Station: adhe | *State: Andaman and Nicobar Islands | *District: Northham | *Block/Municipality: dubraj | *Post Office: rajgarh | *Pincode: 731126

Save

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.

Status

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

Qualification Details

*Means all fields are required

EDUCATION QUALIFICATION

*Qualification	*Examination Passed	*Board/University/Council	Year of Passing	*Total Marks	Marks Obtained	*Percentage	*Document	Action	
Diploma/Degree in Civil I	B.tech	abc board	2023	600	554	92.33	Choose File	[Add] [Edit]	
SL#	Level of Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	Percentage	Document	Action

Then click on Qualification Details

In the 1st 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.

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

Personal Details	Qualification Details	Experience Details	Upload Documents	Confirmation
*Means all fields are required				
EXPERIENCE DETAILS				
*Designation :	*Organisation :	*No of Years :	Action :	
Manager	Abcd	3	Save Cancel	
SL#	Designation	Organisation	No of Years	Action

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.

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

Personal Details	Qualification Details	Experience Details	Upload Documents	Confirmation
*Means all fields are required				
Photo and Signature				
*Upload Photo : Note: Maximum height * width : 1024px * 2048px Minimum height * width : 1024px * 1024px Maximum Size of image must be 30 KB & File extension must be jpg and jpeg format.				
Choose File No file chosen		Upload		
*Upload Full Signature : Note: Maximum height * width : 2175px * 1024px Minimum height * width : 2175px * 1024px Maximum Size of Signature must be 30 KB & File extension must be jpg and jpeg format.				
Choose File No file chosen		Upload		
Document Upload				
Note: Size must be less than 500 KB and File extension must be pdf and docx (not use special character like documents etc) in the name				
* Age Proof :	Choose File No file chosen		Upload	Cancel
* Aadhar Card :	Choose File No file chosen		Upload	Cancel
* Category Certificate :	Choose File No file chosen		Upload	Cancel

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 ● Complete	Qualification Details ● Complete																						
Experience Details ● Update	Upload Documents ● Complete																						
● Incomplete	● Complete																						
Personal Details Qualification Details Experience Details Upload Documents Confirmation																							
Reserve Officer - Probationary Engineer Sir / Madam, I do hereby apply for the post of Probationary Engineer and my particulars are given below :- Candidate Name : [REDACTED] RATHE's Name : [REDACTED] Sex : Male Caste : [REDACTED] Certificate No. : [REDACTED] Mobile No. : 9115771221 Grouped Category : NO Mentorship : NO Spent experience : NO PWD : NO Ex-Serviceman : NO Nationality : Indian Aadhar Card : 879979452254 Date of Birth : 01/02/2008 Issuing Authority : [REDACTED] Email Address : [REDACTED] Present Address Village/Town : Nagerj District : Birbhoom Block/Municipality : DUBRAJPUR State : West Bengal Permanent Address Village/Town : Nagerj District : Birbhoom Block/Municipality : DUBRAJPUR State : West Bengal <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <caption>Educational Qualification</caption> <thead> <tr> <th>Qualification</th> <th>Examination Passed</th> <th>Board/University/Council</th> <th>Year of Passing</th> <th>Total Marks</th> <th>Marks Obtained</th> <th>% of Marks</th> <th>Upload Doc.</th> </tr> </thead> <tbody> <tr> <td>Diploma Degree in Civil Engineering</td> <td>Bach</td> <td>also board</td> <td>2028</td> <td>800</td> <td>854</td> <td>92.00</td> <td>Yes</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <caption>Experience Details</caption> <thead> <tr> <th>Designation</th> <th>Organization</th> <th>No. of Years</th> </tr> </thead> <tbody> <tr> <td>Manager</td> <td>Apni</td> <td>8</td> </tr> </tbody> </table> Yours Faithfully, Thanking You, 9547 [Stamp] Declaration: 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		Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	% of Marks	Upload Doc.	Diploma Degree in Civil Engineering	Bach	also board	2028	800	854	92.00	Yes	Designation	Organization	No. of Years	Manager	Apni	8
Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	% of Marks	Upload Doc.																
Diploma Degree in Civil Engineering	Bach	also board	2028	800	854	92.00	Yes																
Designation	Organization	No. of Years																					
Manager	Apni	8																					

Next click on Confirmation category

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

Personal Details	Qualification Details	Experience Details	Upload Documents	Confirmation

Confirmation

[Redacted]

Sir / Madam,

I do hereby apply for the post of [Redacted] and my particulars are given below :-

Candidate Name : [Redacted]

Registration No. : [Redacted]

FATHER'S Name : ANMITA KUMAR

Sex : Male

Case : SC

Certificate No. : - 4334523

Mobile No. : [Redacted]

Exempted Category : NO

Meritorious : NO

Sportsperson : NO

PWD : NO

Ex-Serviceman : NO

Nationality : Indian

Religion : Hindu

Aadhar Card : 67957953354

Date of Birth : [Redacted]

Issuing Authority : [Redacted]

Email Address : [Redacted]

Present Address

Village/Road : [Redacted]

District : Birbhum

Block/Township : DUBRAJPUR

State : West Bengal

P.S. : adadpur

PO : [Redacted]

Pin : 721126

Permanent Address

Village/Road : [Redacted]

District : Birbhum

Block/Township : DUBRAJPUR

State : West Bengal

P.S. : adadpur

PO : [Redacted]

Pin : 721126

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

Experience Details

Designation	Organization	No. of Years
Manager	[Redacted]	3

Age Proof Document ☒ Money 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 furthermark.

Yours Faithfully,

Thanking You,

Full Signature of candidate

[Download](#)

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