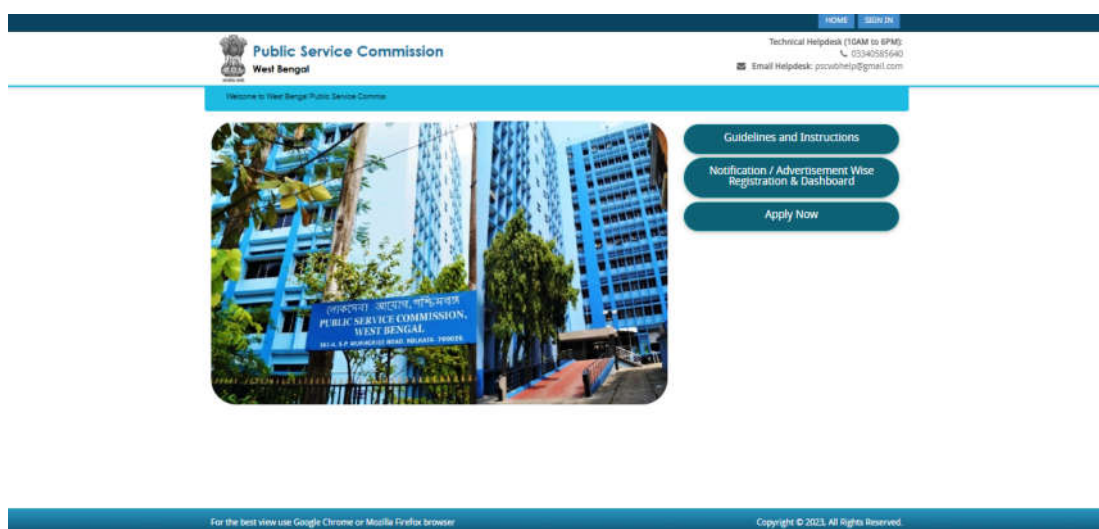




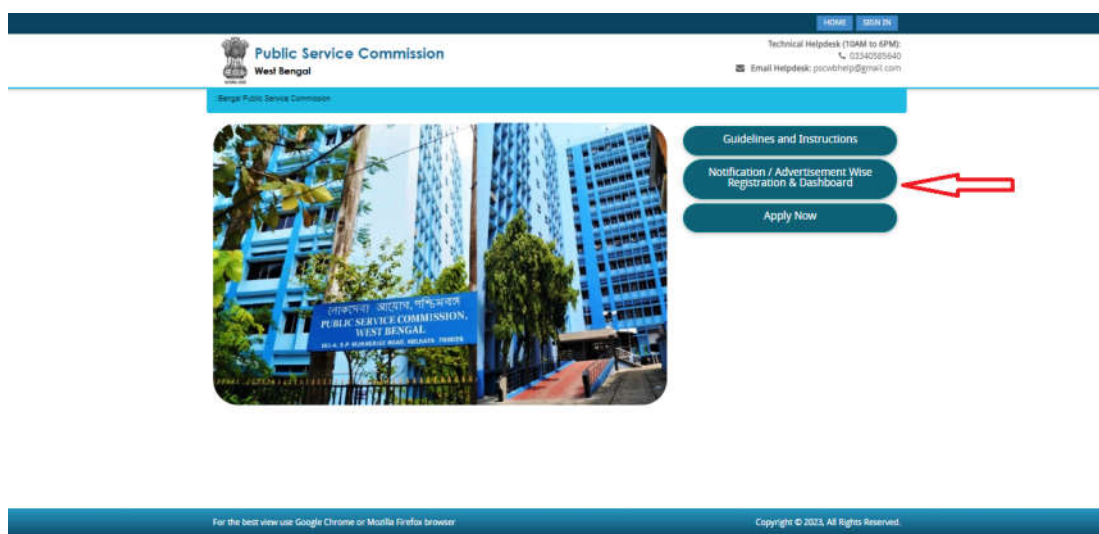
Public Service Commission
West Bengal

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.





Public Service Commission
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”**.

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"**.



Public Service Commission
West Bengal

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

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".

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" .

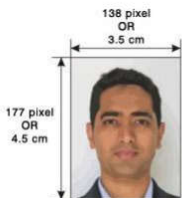


Public Service Commission
West Bengal

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

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 → **Open with** → **Microsoft Office Picture Manager**
2. Then look at the top menus, Click **Picture** → **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"**.

The screenshot shows the online application form for the Public Service Commission, West Bengal. The form is titled "THIS REGISTRATION IS ONLY FOR ADVT NO.84/2023". It contains several sections:

- PERSONAL DETAILS:** Fields for Email ID, Name of the Applicant, Father's Name, Mother's Name, Mobile No., Date of Birth, Gender, Applicant's Birth Place, and Religion.
- CATEGORY DETAILS:** A dropdown menu for Category.
- ADDRESS FOR COMMUNICATION:** Fields for Address Line 1, Address Line 2, District, State, and Pincode.
- PERMANENT ADDRESS:** Fields for Address Line 1, Address Line 2, District, State, and Pincode.
- DECLARATION:** A section with five numbered points and a checkbox labeled "I accept above declaration". Below the checkbox is a "Save & Proceed" button.

 At the bottom of the form, there is a footer that reads "For the best view use Google Chrome or Mozilla Firefox browser" and "Copyright © 2021. All Rights Reserved."



Public Service Commission
West Bengal

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

Step 8: After final submission preview page.

The screenshot displays the final submission preview page for an online application form. The page is titled 'Public Service Commission West Bengal' and includes a QR code in the top right corner. The form is divided into several sections:

- Registration No.:** WBPSC_22
- APPLICATION ID:** 100220000011
- Name:** [Redacted]
- Mobile No.:** [Redacted]
- State of the Applicant:** WEST BENGAL
- Applicant's Name:** [Redacted]
- Applicant's Address:** [Redacted]
- Applicant's Birth Date:** [Redacted]
- Applicant's Birth Place:** [Redacted]
- Applicant's Nationality:** Indian
- Applicant's Religion:** [Redacted]
- Applicant's Sex:** [Redacted]
- Applicant's Date of Birth:** [Redacted]

The form also includes sections for 'CATEGORY DETAILS', 'ADDRESS FOR COMMUNICATION', and 'PERMANENT ADDRESS'. At the bottom, there is a 'DECLARATION' section with a 'Go' button and a 'Login/Continue to job dashboard' button.

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.



Public Service Commission
West Bengal

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

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

The screenshot shows the homepage of the Public Service Commission, West Bengal. At the top, there are links for 'HOME' and 'SIGN IN'. Below the header, there is a navigation menu with three buttons: 'Guidelines and Instructions', 'Notification / Advertisement Wise Registration & Dashboard', and 'Apply Now'. A red arrow points to the 'Apply Now' button. The footer contains the text 'For the best view use Google Chrome or Mozilla Firefox browser' and 'Copyright © 2023, All Rights Reserved.'

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

The screenshot shows the 'Notifications/Advertisements Details' section of the website. At the top, there are links for 'HOME' and 'SIGN IN', with a red arrow pointing to 'SIGN IN'. Below the header, there is a table with the following data:

Notification No.	Post Name	Application Date		Payment Last Date	Notification	Date of Examination	Activity
		Start	End				
31/2022	WBPSCL_12	04/07/2023	31/08/2023	10/08/2023	View	NOT DECLARE	Apply Now
1/2023	FOOD	16/08/2023	20/09/2023	16/08/2023	View	NOT DECLARE	Apply Now

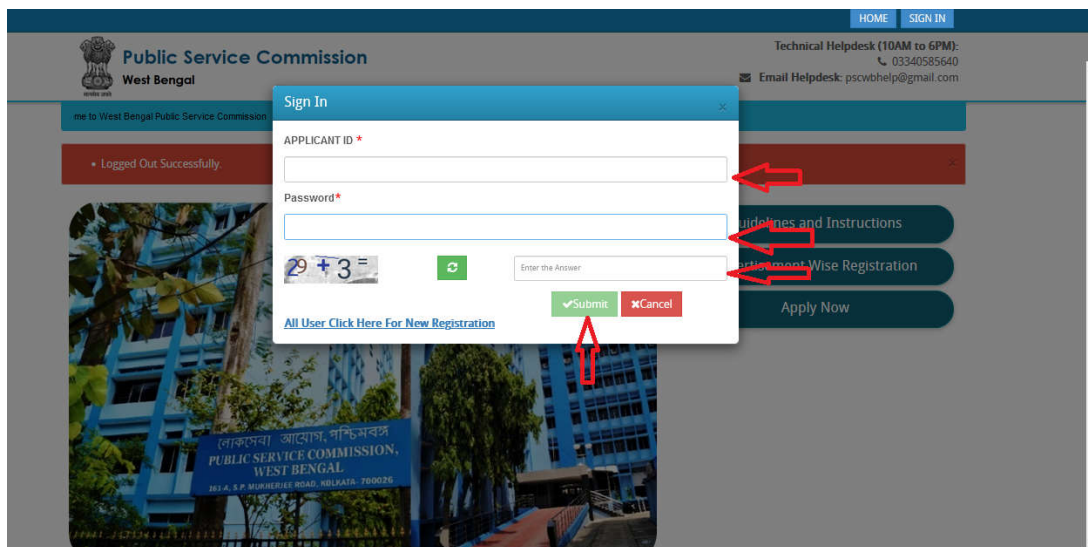
The 'Apply Now' button in the second row of the table is highlighted with a red arrow. The footer contains the text 'For the best view use Google Chrome or Mozilla Firefox browser' and 'Copyright © 2023, All Rights Reserved.'



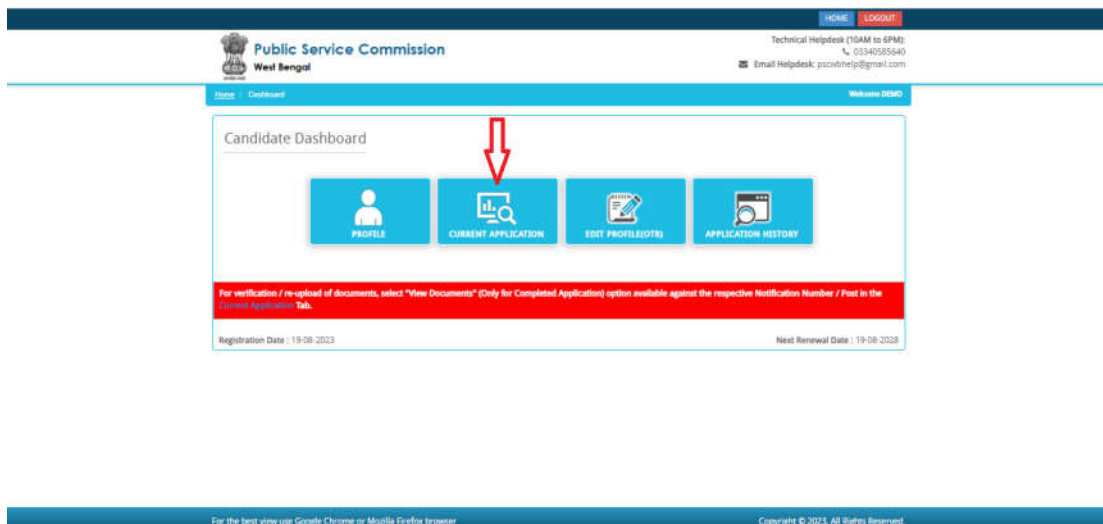
Public Service Commission
West Bengal

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.





Public Service Commission
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.

The screenshot shows the 'Application Status' page. At the top, there is a navigation bar with 'HOME' and 'LOGOUT' buttons. Below it, the 'Public Service Commission West Bengal' logo and contact information are displayed. The main content area has a note: 'Note: Application shall be treated as Successful only upon generation of Application ID. Any further communication pertaining to application status shall be entertained only if the Application ID is mentioned.' Below the note, there is a 'Select Post:' label and a dropdown menu. The dropdown menu is open, showing 'Select' and 'WBPS_C22'. A red arrow points to the dropdown menu. At the bottom of the page, there is a footer with the text 'For the best view use Google Chrome or Mozilla Firefox browser' and 'Copyright © 2023. All Rights Reserved.'

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

The screenshot shows the 'Application Info' page. At the top, there is a navigation bar with 'HOME' and 'LOGOUT' buttons. Below it, the 'Public Service Commission West Bengal' logo and contact information are displayed. The main content area has a 'Back to My Application' button. Below it, there is a table with the following data:

Stage	Recruitment	Status
1	Recruitment Details	Incomplete
2	Applicant Details	Incomplete
3	Communication Details	Incomplete
4	Educational Details	Incomplete
5	Experience Details	Incomplete
6	Examination Particulars	Incomplete
7	Review And Confirm	Incomplete

A red arrow points to the 'Recruitment Details' row. Below the table, there is a 'Continue' button with a red arrow pointing to it. At the bottom of the page, there is a footer with the text 'For the best view use Google Chrome or Mozilla Firefox browser' and 'Copyright © 2023. All Rights Reserved.'



Public Service Commission
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.

Public Service Commission
West Bengal

Technical Helpdesk (10AM to 6PM): 03340585640
Email Helpdesk: pscwbhel@gmail.com

Home / Dashboard / Recruitment Detail

RECRUITMENT DETAILS

Application Status

Recruitment Details

Applicant Details

Communication Details

Educational Details

Experience Details

Examination Particulars

Preview And Confirm

NAME OF THE POST
WBPSC_22

Name of the Post: WBPSC_22

Notification No. & Date: 31/2022 Dated: 10-07-2023

Last Date for Submission of Application: 31-08-2023

Date of Examination:

Read Notification [Click Here](#)

Read Instructions to Applicants [Click Here](#)

I have read all the instructions given in the notification issued for this recruitment and instructions to applicants. I am qualified for this post / recruitment and I want to apply for this post. I will carefully furnish the details in the online application. I am aware that it is my responsibility to furnish the details without any inadvertent error or typographical mistakes.

Cancel 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

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): NO

Were you debarred previously by the Commission from appearing at any examination/selection?: No

Have you at any time been employed: Yes

I certify that all the above details are correct and I am aware that I can edit the details till the last date and also during the correction window period of three days as mentioned in the notification.

Edit in OTR Save & Proceed



Public Service Commission
West Bengal

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

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.

Public Service Commission
West Bengal

HOME LOGOUT

Technical Helpdesk (10AM to 6PM): 03340585640
Email Helpdesk: pscwbhelp@gmail.com

Home / Dashboard / Communication Details

Welcome DEMO

COMMUNICATION DETAILS

Back to My Application

Application Status
Recruitment Details
Applicant Details
Communication Details
Educational Details
Experience Details
Exam Center Preference
Preview And Confirm

NAME OF THE POST
WBPSC_22

Address for Communication Permanent Address

Address Line 1 : demo Address Line 1 : demo
Address Line 2 : demo Address Line 2 : demo
Town/City : demo Town/City : demo
State : West Bengal State : West Bengal
District : North 24 Parganas District : North 24 Parganas
Pincode : 700001 Pincode : 700001

Email ID : ks@gmail.com
Register Mobile No : 9875656246

I certify that all the above details are correct and I am aware that I can edit the details till the last date and also during the correction window period of three days as mentioned in the notification.

Edit in OTR Save & Continue

For the best view use Google Chrome or Mozilla Firefox browser Copyright © 2023. All Rights Reserved.

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.

Public Service Commission
West Bengal

HOME LOGOUT

Technical Helpdesk (10AM to 6PM): 03340585640
Email Helpdesk: pscwbhelp@gmail.com

Home / Dashboard / Academic Details

Welcome DEMO

Application Info

Back to My Application

Application Status
Recruitment Details
Applicant Details
Communication Details
Educational Details
Experience Details
Exam Center Preference
Preview And Confirm

Academic Details for : WBPSC_22

Name of the Examination	Board / University	Year of Passing	Subjects	Div/Grade/Class	Marks Obtained	Total Marks	Marks %
10th *	WBBSE	2013	B	1ST	500	700	71.43
12th	Select	Select	Subject1, Subject2, Subject3	Division/Grade			

Note:
1. Candidates are instructed to read the eligibility clauses carefully from prospectus before applying to any course. West Bengal Public Service Commission will not be responsible for errors made by candidates in such cases, and application fees paid in such cases will not be refunded.

Save & Proceed



Public Service Commission
West Bengal

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

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

Public Service Commission West Bengal

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Email Helpdesk: pscwbhelp@gmail.com

Home / Dashboard / Preferential Qualification

Experience Details

[N.B. Please Enter Latest Experience First.]

#	Name of the Post	Temporary/Permanent/on Contract basis	Office where employed	Date of joining	Date of leaving, if any	Cause of Leaving
1	A	A	A	01-08-;	NA	NA
2						
3						
4						

I certify that all the above details are correct and I am aware that I can edit the details till the last date and also during the correction window period of three days as mentioned in the notification.

Save & Continue

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).

Public Service Commission West Bengal

Technical Helpdesk (10AM to 6PM): 03340585640
Email Helpdesk: pscwbhelp@gmail.com

Home / Dashboard / Examination Centre

Examination Center

Name of the Post: WBPS_C_22

Select District/Sub-divisions: Three Hill Sub-divisions of Darjeeling, viz., Darjeeling S

Preferred Examination Center: Krishnanagar

I certify that all the above details are correct and I am aware that I can edit the details till the last date and also during the correction window period of three days as mentioned in the notification.

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.

STEP 22: After click on "Save & Continue" button then "click I agree to proceed"



Public Service Commission
West Bengal

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

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.

The screenshot shows the 'Declaration' section of the online application form. It contains three checkboxes, each with a red arrow pointing to it. The first checkbox is for informing the Head of the Office or Department. The second checkbox is for verifying the fields. The third checkbox is for agreeing to the information provided. Below the checkboxes are two buttons: 'Final Submission' and 'Back To Edit', with a red arrow pointing to the 'Final Submission' button.

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

The screenshot shows the 'Declaration' section of the online application form. The first checkbox is now checked. At the bottom of the form, there is a 'Proceed To Payment' button with a red arrow pointing to it.



Public Service Commission
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**”

Home / Dashboard / Make Payment Welcome KIRISHENDU

Applicant Name : ██████████
Email-ID : ██████████@gmail.com
Mobile No. : ██████████

Post 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

In case your previous transaction is not updated then click this button to process such previous payments. [Refresh Previous Payment](#)

Credit Card Debit Card NEFT (Net Banking on SBI) NEFT (Net Banking on Others) OffLine Challian

Rate for	Fees
Application Fees	Rs.110.00
Razorpay Debit Card charges Fixed : 5.78 (Including 18% GST)	Rs.5.78
Total	Rs.115.78

[Proceed To Pay](#)

STEP 26: Click on “**pay Now & Submit Application**” for online payment.

Online Payment

To proceed with the payment please click on the 'Pay Now & Submit Application !' button below or in case you want to cancel the payment process then click on the 'Cancel' button.Please note that NO changes in the details furnished by you in the Application form would be possible once you make the payment of Fee.

Summary of Candidate :

Name: ██████████
Email Id: ██████████@gmail.com
Mobile Number: ██████████

Summary of the amount and TDR charges :

As per Banking / Payment Gateway rules, you would 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 !](#)



Public Service Commission
West Bengal

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

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

Secured by Razorpay.

For RTGS/NEFT/Funds Transfer		Date: 8/23/2023 5:14:08 PM
Beneficiary Name	UCANAPPLY	
Account No.	2223330042734662	
IFSC Code	IA7N03AA1MS	
Bank	IBL Bank	
Amount	₹ 150.00	
Customer Mobile No.	[REDACTED]	
Razorpay Order ID	order_MTLu34H7raVQ56	
Disclaimer:		
1.) This challan can be used only for electronic funds transfer to provided account number through intra bank Funds Transfer or RTGS / NEFT / MPS.		
2.) It is remitter's responsibility to remit the funds to correct account no. with correct amount as provided above. In case of any mismatch in account no or amount, the transaction will be rejected and funds will be refunded back to remitter account by next working day.		
3.) This challan is valid for only one transaction hence Remitter has to generate new challan for every payment.		
		Signature of Depositor
(FOR BANK USE ONLY)		
Amount (₹a.)		
Debit A/C No.		
UTR No.		
		Authorised Signatory
		Branch Stamp

Online Support Services PSC
Online Admission Portal.