

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. RESEMBLANCE TO ANY LIVING/DEAD OBJECT/PERSON IS PURELY COINCIDENTAL. USE YOUR OWN DETAILS ONLY FOR FILLING UP THE FORM.

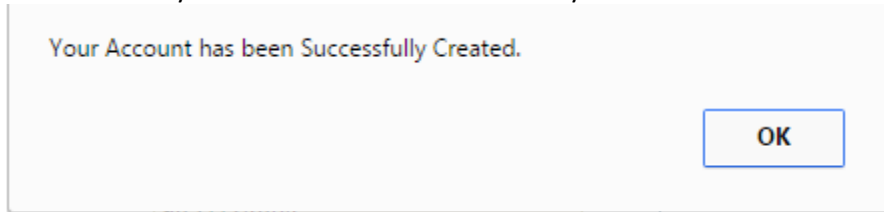
Once you click on the link for filling up the application form on-line, you will be presented with the following screen. Those who have already reached this screen and done the user registration can fill-up the username & password option to go into the system or else register as a new user

This screenshot shows a web interface with a blue header and footer. The main content area is white and contains two side-by-side boxes. The left box, titled 'Already Have an account. Log-in', has fields for 'Username' and 'Password', a 'Log - in' button, and a 'Forgot your Password?' link. The right box, titled 'Are you a new user?', has a 'Sign up now' button. Below these boxes, a blue footer contains text about browser compatibility and links for 'Terms & Conditions', 'Privacy Policy', 'Refund / Cancellation Policy', 'Products / Service', and 'Contact Us'. It also mentions 'Facilitated by "Muhimbi Technology (P) Ltd."'.

This screenshot shows a web interface with a blue header and footer. The main content area is white and contains a 'New Applicant Sign Up' form on the left and a 'Log-in' box on the right. The sign-up form has fields for 'Communication Mode' (radio buttons for Mobile and Email), 'Name', 'Email ID', 'Mobile', 'User Name', 'Password', and 'Confirm Password'. A 'Sign-Up' button is at the bottom. The 'Log-in' box has a 'Log - in' button. A success message box at the top center reads: 'wbphidci.appllythrnet.co.in says Your Account has been Successfully Created.' with an 'OK' button. The footer contains the 'West Bengal Police House' logo and address, and a 'Home' link.

The above screen shot shows how a new user can register himself. The communication mode signifies how the authority (WBPHIDCL) 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 "EMAIL". 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 WBPHIDCL 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. WBPHIDCL 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 any of the on-going recruitment link available on the left pane (side) of the screen shown below



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". 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.

The above screen is the starting point. Sl.No. 1 is an information which is pre-filled and require no inputs from the applicant. Sl.No. 3 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. 11(related to your social category”. The list presented in Sl.No. 3 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).

Please refer to the screen below for the rest of the details

Sl.No.4 is a non-editable field and will by default display “Male”.

The next input is related to your Marital Status.

In Sl.No. 6 , 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 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. 7 & 8 please write your Mother’s & Father’s name in full.

Coming to Sl.No.11 , it is related to your social category. Please note in the above screen , it shows only “Unreserved Category” . The reason for the same is that , that the State of permanent residence has been chosen as “Uttarakhand” , which is 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”

11. Select Category (SR/OBCA/OBCB/SC/ST)
 (Certificate issued by Govt. of West Bengal only; Choose SR if otherwisel)
 (সরটি - মিলিয়েছে সরকারের প্রদত্ত স্বাক্ষরিত সনদ)
 1. Select Category

12. Persons with Disability (PwD)
 (প্রতিবন্ধী)
 2. Select PwD

13. Date of Birth
 (জন্ম তারিখ)
 3. [DD/MM/YYYY]

Age as on 01.01.2018
 (০১.০১.২০১৮ তারিখের বয়স)
 4. [YY] [MM] [DD]

14. Applicant's Mobile No (For SMS Alert)
 (প্রার্থীর মোবাইল নম্বর - এর এর এর এর এর এর)
 5. 9432486173

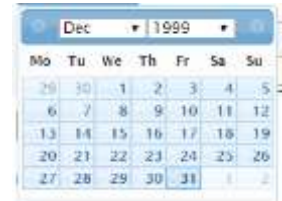
15. Education Qualification
 (শিক্ষণের যোগ্যতা)
 6.

Qualification	Stage of the Examination (পরীক্ষার স্তর)	Year of Passing (বর্ষ)	Registration No.	Marks(%)	Division / Grade	Name of the Board / Council / University (পরিচালক/পরিষদ/পন্থ/বিদ্যালয়/পন্থ/পন্থ)
Matriculation or Equivalent ¹	(Class X Exam) (মাত্রা (১০))					Select Board or
Higher Secondary ²	(Class XII + Z) (প্রাথমিক (১২))					
Options / Degree ³	Select					
Higher Qualification						

16. Applicant's E-Mail ID (For E-Mail Alert)
 (প্রার্থীর ই - মেইল আইডি)
 7.

The date of birth field is Sl.No. 13 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. 14 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)

Sl.No. 15 is the section where details related to Educational Qualification needs to be entered. The year of passing, registration no, marks, division/grade & name of Board/council/ University is to be entered first over here.

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”.

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.

The screenshot displays the 'Communication and Other Details' section of the Aadhaar Card Application Form. It is divided into two main parts: '15. Complete Permanent Address' and '16. Complete Mailing Address'. Each part contains fields for Address, State, District, Police Station, P.O., and Pincode. A dropdown menu is open for the 'Address' field of the permanent address, showing a list of locations including Nadia, North 24 Parganas, Paschim Medinipur, and others. The 'Mailing Address' field is also visible.

15. Complete Permanent Address *		16. Complete Mailing Address *	
Field	Value	Field	Value
Address *	Nadia	Address *	
State *	WEST BENGAL	State *	Select
District *	Please select	District *	Select
Police Station *	Select	Police Station *	Select
P.O. *	Select	P.O. *	Select
Pincode *		Pincode *	

Note: Check if mailing address is same as above.

As far as Post Office 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.

15. Complete Mailing Address (সম্পূর্ণ ঠিকানা লিখুন)

Address (ঠিকানা) :

State (রাষ্ট্র) : WEST BENGAL * OK WEST BENGAL

District (জিলা) : North 24 Parganas * OK NORTH 24 PARGANAS

Police Station (পুলিস্টেশন) : Ashokenagar * OK ASHOKENAGAR

P.O. (পোস্ট অফিস) : ADRAASHIMPUR / 743346 * OK ADRAASHIMPUR

Pincode (পিন কোড) : 743346

16. Experience (কর্ম অভিজ্ঞতা) : Days Years

17a. Experience Details (কর্ম অভিজ্ঞতার বিবরণ)

Name of the Organisation :

Post Held :

Field of Working :

Working Experience Duration : From Date : (DD/MM/YYYY) To Date : (DD/MM/YYYY)

Name Of Organisation	Post Held	Field of Working	From Date	To Date	Total Days	Total Years	Remove

Items which marked Red are mandatory to be filled up before continuing
(- চিহ্নিত বর্ণালী পূরণ করা হবে)

Sl.No. 19 & 19a allows you to enter your work experience details. Click on the “Add to list” button to complete your entry as well as add new row

15. Complete Mailing Address (সম্পূর্ণ ঠিকানা লিখুন)

State (রাষ্ট্র) : WEST BENGAL * OK WEST BENGAL

District (জিলা) : North 24 Parganas * OK NORTH 24 PARGANAS

Police Station (পুলিস্টেশন) : Ashokenagar * OK ASHOKENAGAR

P.O. (পোস্ট অফিস) : ADRAASHIMPUR / 743346 * OK ADRAASHIMPUR

Pincode (পিন কোড) : 743346

16. Experience (কর্ম অভিজ্ঞতা) : Five years working experience in the relevant field in any department * 2500 Days 5 Years

17a. Experience Details (কর্ম অভিজ্ঞতার বিবরণ)

Name of the Organisation :

Post Held :

Field of Working :

From Date : (DD/MM/YYYY) To Date : (DD/MM/YYYY)

Name Of Organisation	Post Held	Field of Working	From Date	To Date	Total Days	Total Years	Remove
RABCON TECHNOLOGIES	AO(Electrical)	Electrical	01/01/2009	11/01/2013	1471 days	4 Years	<input type="button" value="Remove"/>
BROTHERS HITECH	AO(Electrical)	Electrical	14/01/2013	08/01/2016	1087 days	3 Years	<input type="button" value="Remove"/>

Items which marked Red are mandatory to be filled up before continuing
(- চিহ্নিত বর্ণালী পূরণ করা হবে)

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”

Recent Date's and Qualification Communication and Other Details Uploads Photo and Signature Previous Application Applicant Details

Upload Photo and Signature

Upload Photo *
 Format: JPEG (Maximum Size: 50KB)
 Size: Between 1000 and 2000 (Dimension: 138px W X 177px H) (3.5 cm Width X 4.5 cm Height)

Choose File No file chosen **UPLOAD PHOTO** **Upload** ✓ **Edit Image**

Upload Full Signature to be signed *
 Format: JPEG (Maximum Size: 50KB)
 Size: Between 1000 and 2000 (Dimension: 350px W X 63px H) (9.2 cm Width X 1.7 cm Height)

Choose File Sign_500008.jpg **UPLOAD SIGN** **Upload** ✓ **Edit Image**

Place *
 PG

Declaration *
 I/We
 (a) I possess all the Essential Qualifications for the Post.
 (b) I solemnly declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found suppressed / false or incorrect, or if my eligibility is found before, during or after the tests and medical examination, my candidature / appointment will stand cancelled and my claim to recruitment will stand forfeited. I also declare that I have submitted no other application form for this position.
 (c) I have never been declared from any examination conducted by any Service Commission / Recruitment Board of the Government of West Bengal.
 (d) I have not been subjected to a criminal investigation involving moral turpitude.
 (e) I shall submit the No Objection Certificate from the Head of the Office / Disciplinary Authority if shortlisted for Personality Test.

We advise marked fields are mandatory to be filled up for continuing else you will be rejected.

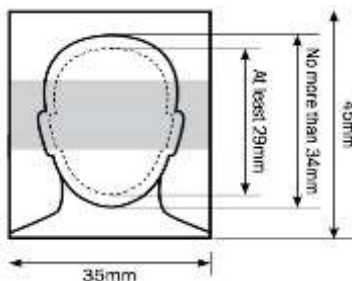
Next

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 IN JPG FORMAT COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF 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 IN PLACE OF PHOTOGRAPH AND SIGNATURE.

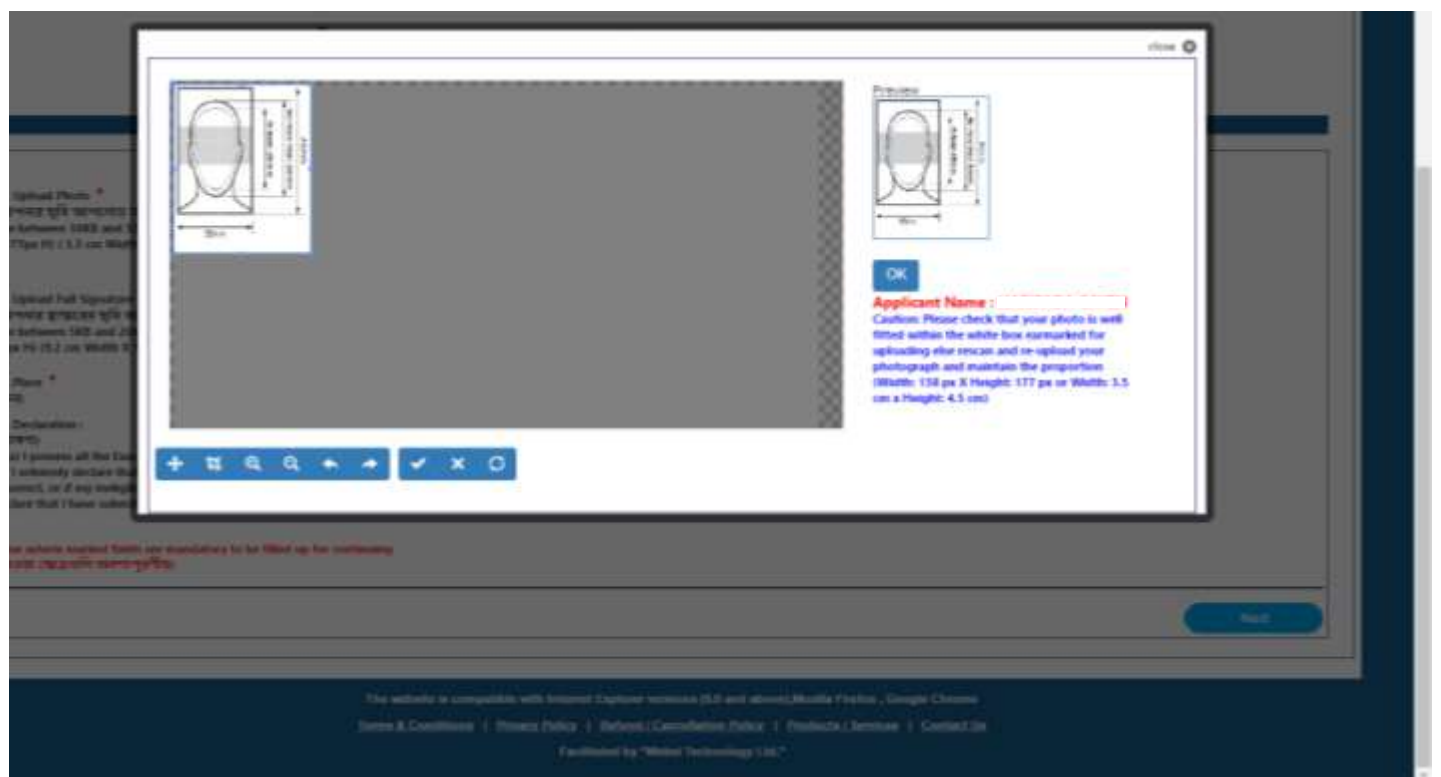
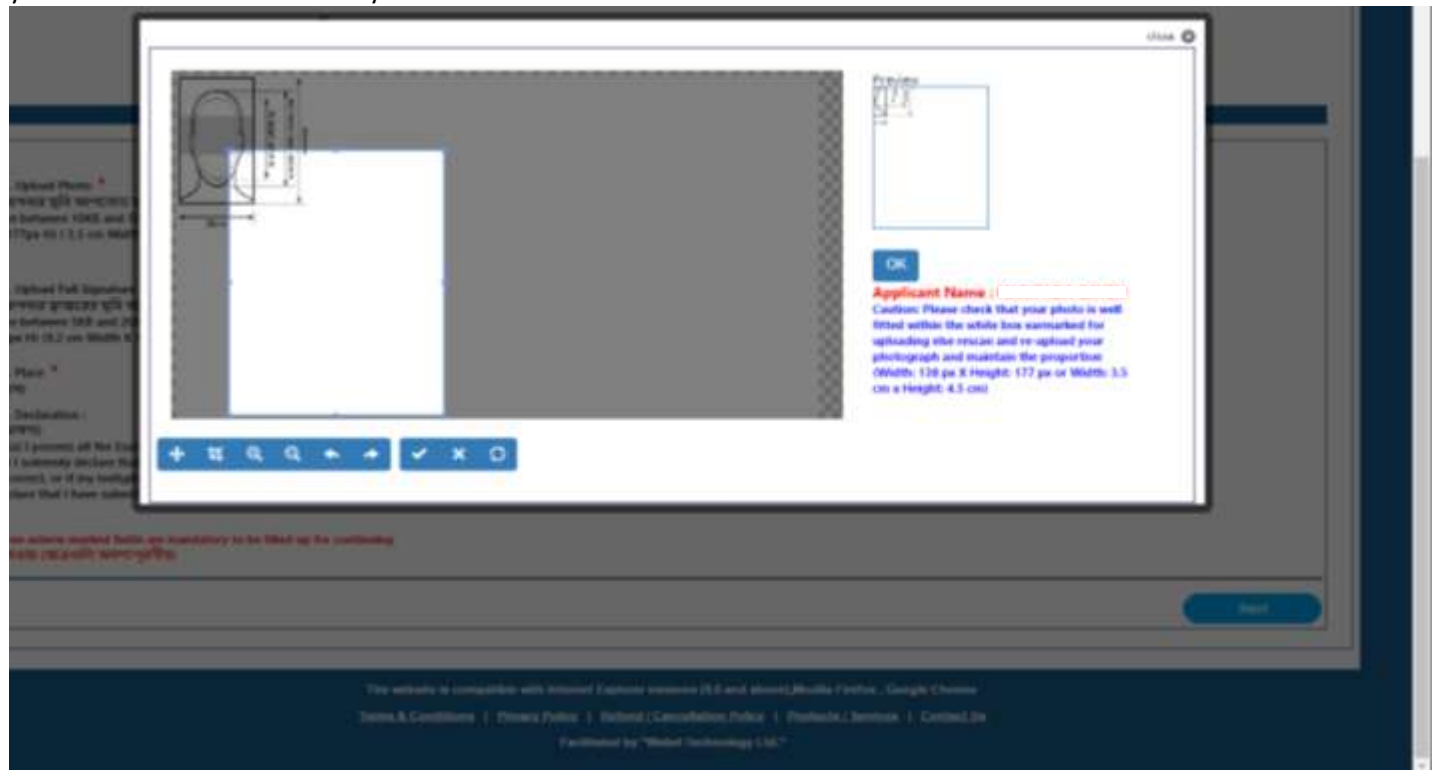
Guidelines : Please find the schematic depiction of how your photograph should be



Your photo should satisfy the following primary requirements:-

- 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

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.



Upload Photo and Signature

Upload Photo *

আপনার ফটো নির্দিষ্ট আকারের হওয়া উচিত।
 It should be between 1000 and 1000 (Dimension: 100px W X 100px H) (3.5 cm Width X 4.5 cm Height)

Choose File No file chosen

UPLOADPHOTO

UPLOADEDPHOTO

Upload ✓

Edit Image



Upload Full Signature *

আপনার স্বাক্ষর নির্দিষ্ট আকারের হওয়া উচিত।
 It should be between 500 and 2000 (Dimension: 150px W X 100px H) (5.2 cm Width X 4.7 cm Height)

Choose File No file chosen

UPLOADSIGNATURE

UPLOADEDSIGNATURE



Place *

CHANDAN

Declaration

☒ I hereby declare that I am the owner of the above mentioned property and I am not aware of any other person who is claiming the ownership of the same.

Confirm?

Please Confirm the following
 Place : CHANDAN
 Declaration: Accepted
 Do you want to continue?

Yes No

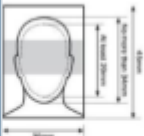

Please note you will be able to see the boxes beside photo & signature uploads, how your uploads look like. Take utmost care in uploading your own, current & legible photograph for clear identification of your ownself. The same applies for the signature also.

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 & click on the declaration checkbox 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.

No. Railway Station									
Complete Mailing Address									
Address	11/8 ROUDRADSHA								
District	CHANDAN								
Police Station	CHANDAN								
Post Office	CHANDAN								
Pincode	700008								
No. Railway Station									
Other information									
Should be able to Speak, Read & Write	Bengali								
Religion	CHRISTIANITY								
Exempted Category	No								
Registration No.									
Employed in any Government Organisation	No								
Organization Name	Department of disaster management								
Criminal investigation as an Accused involving Moral Turpitude	No								
Details	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Police Station Name in Full</td> <td>Pin No.</td> <td>Pin Date (DD/MM/YYYY)</td> <td>Sections of Law</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Police Station Name in Full	Pin No.	Pin Date (DD/MM/YYYY)	Sections of Law				
Police Station Name in Full	Pin No.	Pin Date (DD/MM/YYYY)	Sections of Law						
Photo and Signature									
Uploaded Photo									
Uploaded Signature									
Place	CHANDAN								
Declaration	Accepted								
<input type="button" value="Next"/>									

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

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 : 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” on-screen output and also do not forget to take a hard copy printout of the filled up & submitted application form. WBPHIDCL 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 WBPHIDCL 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. WBPHIDCL 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.