

User Manual

IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION

How to Apply [Click Here](#)

Keep the following items in your hand before applying :

- » Mobile No (Mandatory)
- » Email Id (Mandatory)
- » Scanned Photo (Maximum Size of Image must be 15 KB & File extension must be .jpg and .jpeg format.)
- » Scanned Signature (Maximum Size of Signature must be 15 KB & File extension must be .jpg and .jpeg format.)
- » Age Proof Document (Size : less than 500 KB, Format : Only .pdf format.)
- » Identity Proof Document (Size : less than 500 KB, Format : Only .pdf format.)
- » Education Qualification Document (Size : less than 500 KB, Format : Only .pdf format.)
- » Experience Document(if Any) (Size : less than 500 KB, Format : Only .pdf format.)
- » Caste Certificate if caste is SC,ST,OBC-A,OBC-B (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 :



[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.

The image shows a 'Registration Form' window with the following fields and values:

- Mobile Number * : [Redacted]
- Password * : [Redacted]
- Confirm Password * : [Redacted]
- Candidate's Name * : ARNAB BOSE BOSE
- Guardian's Name * : Father AMRITA BOSE
- Name of the post * : Executive Assistant
- Category * : GEN
- Ex-Serviceman * : NO
- PWD * : NO Percentage (%) * : NA
- Date of Birth * : 12/03/2000
- Exempted Category * : NO
- Identity Proof * : Aadhar Card No * : [Redacted]
- Sex * : Male
- Email Address * : [Redacted]

At the bottom, there is a blue 'Submit' button and a link that says 'Already Registered? Login here'.

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

The image shows a 'Please Verify Your Details And Confirm.' page with the following details:

- Candidate's Name : ARNAB BOSE
- Father's Name : AMRITA BOSE
- Mobile Number : [Redacted]
- Name of the post : [Redacted]
- 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 : [Redacted]

At the bottom, there is an orange 'Confirm' button.

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

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.

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 Complete
 Qualification Details Complete
 Experience Details Update
 Upload Documents Complete
 Confirmation Incomplete

Personal Details
Qualification Details
Experience Details
Upload Documents
Confirmation



Sir / Madam,
 I do hereby apply for the post of **Assistant Engineer**
 and my particulars are given below :-

Candidate Name: [Redacted] Nationality: Indian
 Surname: [Redacted] Ahaar Card: 67967842254
 Sex: Male Date of Birth: 01/02/2003
 Caste: SC
 Certificate No: [Redacted] Issuing Authority: [Redacted]
 Mobile No: 9112711228 Email Address: [Redacted]



Exempted Category: NO
 Meritorious: NO
 Sportsperson: NO
 PWD: NO
 Ex-Serviceman: NO

Present Address
 Village/Town: Nigari District: Bidhulim
 Block/Municipality: DUBAULUR P.O.: sadulpur
 State: West Bengal Pin: 721128

Permanent Address
 Village/Town: Nigari District: Bidhulim
 Block/Municipality: DUBAULUR P.O.: sadulpur
 State: West Bengal Pin: 721128

Education Qualification

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

Experience Details

Designation	Organization	No of Years
Manager	Asst	2

Yours Faithfully,



Thanking You

Full Signature of candidate

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](#)



Next click on Confirmation category

Please Check all the details & check declaration and then click Confirmation and SubmitButton

STATUS

Personal Details: Complete Qualification Details: Complete Experience Details: Complete Upload Documents: Complete Confirmation: Complete

Confirmation





██████████
██████████
██████████

Sr / Madam,
I do hereby apply for the post of ██████████ and my particulars are given below :-

Registration No: ██████████
 FATHER'S Name: ANMOL KANAR
 Sex: Male
 Date: 05/██/██
 Certificate No: 142334523
 Mobile No: ██████████
 Exempted Category: NO
 Meritorious: NO
 Sponsorship: NO
 PWD: NO
 Ex-Serviceman: NO

Nationality: Indian
 Religion: Hindu
 Aashir Card: 67957652354
 Date of Birth: ██████████
 Issuing Authority: ██████████
 Email Address: ██████████



Present Address

Village/Road: HIGARI
 District: BIRJUM
 Block/Municipality: DUBRAJPUR
 State: West Bengal
 P.S: KADAPUR
 P.O: HIGARI
 Pin: 721126

Permanent Address

Village/Road: HIGARI
 District: BIRJUM
 Block/Municipality: DUBRAJPUR
 State: West Bengal
 P.S: KADAPUR
 P.O: HIGARI
 Pin: 721126


Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	% of Marks	Upload Doc
Diploma/Degree in Civil Engineering	Pass	abc board	2022	600	554	92.33	Yes

Experience Details

Designation	Organization	No of Years
Manager	Abcd	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 furthermore.

Yours Faithfully,

 Full Signature of candidate

Thanking You

[Download](#)

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