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<u>HOW TO APPLY</u>

Candidates should apply **only online** through **www.wbcsonline.in**
(Hard Copy of application will not be received)

1. Before applying, please be ready with scanned images of your photograph and signature **(see the instruction on photo/signature upload)**.

2. A valid e-mail ID and Mobile Number are mandatory for registration and email ID should be kept active for further communication at least till the counselling process is over. You are advised to read "**Advertisement**" and "**How To Apply**" carefully and then fill the online application form with utmost care as **no correspondence regarding changes/modifications will be entertained later.**
You are first required to visit the above-mentioned website where following information are available:

    i.   Advertisement
    ii.   How To Apply
    iii.   Important dates

After going through above information, please click on "**Apply Now**" tab

3. The "**Guide to Online Registration**" shows each step to be followed. Perform the steps one by one to complete your online registration process. It's a sequential process where the next step will only get activated after successful completion of the previous step. Therefore, please complete each step carefully and validate your candidature.

4. Please enter your details in the correct place and while entering data please follow the sequence (**Exam Details** > **Personal Details** > **Academic Details** > **Experience Details** > **Upload Documents**) of the registration form to get better output. Once each of the tabs in the form is filled up, and Upload Photograph & Signature, then, please save your details by clicking **"Submit"** (To upload your photograph and signature, please follow the instructions and procedure given below). After submitting you will be able to preview the details of what you've entered so far. Please verify the correctness/quality of images and tick out declaration and go to the main page and click on **'Preview'**. If the details entered by you are correct, click on "**Apply**".

5. Otherwise close the **'Tab'** and Click on **"Save"** to modify your details and perform the action as mentioned in point 4.

6. Once you click on "**Submit**" (this submission explicitly indicates that no further changes/modification will be allowed), the system will ask you to preview your application form and apply for final submission. You will get a Registration Number and a Password for you. Please note the same for future references. The system will also send an email indicating your password. **(So, be careful while entering your email id during filling up online application form)**

7. You are now a registered candidate. The system will immediately show you three options – "PAY NOW" and "PAY LATER & EXIT". In case you wish to pay later, please visit the website **www.wbcsonline.in** again and login with your registration Number and password to follow the instruction step wise.
Step 1: Pay Now
Step 2: Check Payment Status.
Step 3: Download Complete Application for Future Reference.

Mode of Fee Payment:

Clicking on **'Pay Now'**, you will be directed to a page where three options would be available which are **Credit Card, Debit Card and Internet Banking**.

Online Mode: There would be three options in online payment mode which are Credit Card, Debit Card and Internet Banking. Applicant will be redirected to third party payment gateway with the requisite amount to pay. After completion of payment it will be again redirected to **www.wbcsconline.in** with a transaction id and transaction status. If transaction status is successful, applicant may login into the website again to check the updated payment status. If amount is debited from the bank account/card and transaction is not successful, applicant needs to wait two banking days to verify payment status again in the website.

8. The online **application process becomes complete only after the payment status shows that the requisite fees have been paid.** If, even after five days of making the payment, your page shows a "**Pending**" status, get in touch with us at the following mail id *query@wbcsconline.in.*

9. After completing the online application, candidates should take a print out of the application form. The printout, along with self-attested photocopies of all relevant documents pertaining to the eligibility, qualification, experience, research & publication etc. **are to be produced on the date of the interview** at the Commission's office **(under no circumstances such documents will be received after the date of the interview)**.

10 The certificates/documents will be verified during the interview. **All original certificates/ documents** etc. in support of claim(s) made by the candidates, as per Notification, should be produced during the interview and even at other times, as and when required by the Commission, failing which the candidature may be rejected.

Note 1:
- Candidates are advised at their own interest to apply on-line well in before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of link-related problems. The WBCSC does not bear any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reason or for any other reason beyond the control of the WBCSC.

- **In case a candidate does not have a valid personal e-mail ID, they should create a new one before applying on-line.**

- Since certain fields are firm, fixed and cannot be edited, candidates are requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. A '**preview**' option has been provided which should be carefully utilized before one finally '**submits**' the application.

11. For any clarification/queries regarding technology-related issues, eligibility, qualification etc. send e-mail to **query@wbcsconline.in**. Kindly note, that it may take 2/3 days to answer the query.

Instruction on Photo/Signature Upload

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

    I.   **Photograph Image:**
- Photograph must be a recent passport style colour picture.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be within 30kb.
- Size of file should be more than 5kb.

    II.   **Signature Image:**
- The applicant has to sign on white paper with Black Ink/Ballpoint pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be within 30kb.
- Size of file should be more than 5kb.

Scanning the photograph & signature:

A. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

B. Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 30KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 20KB(photograph) & 10KB(signature) by using crop and then resize option (Please see point (I) & (II) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editors also.

C. If the file size and format are not as prescribed, an error message will be displayed. While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature:

There will be two separate browse buttons for uploading Photograph and Signature.
Click on the respective buttons "Upload Photograph / Signature".
Browse and Select the location where the Scanned Photograph / Signature file has been saved.
Select the file by clicking on it.
- Click the 'Upload Files' button.
- Check whether the correct photo and signature have been uploaded. If 'yes', then click on 'Close' button. If 'not', please select your correct photo and signature.
- After the photo and signature are successfully uploaded, go back to the Main page.

> **PLEASE GO THROUGH THE ADVERTISEMENT, THE FAQ AND THIS SECTION THOROUGHLY BEFORE APPLYING ONLINE. MAKE SURE YOU FULFILL THE REQUIRED ELIGIBILITY CONDITIONS. PLEASE FOLLOW THE ELIGIBILITY CHECKLIST GIVEN AT THE END OF THE 'INFORMATION & INSTRUCTIONS'** SECTION OF THE ADVERTISEMENT.

- PLEASE TAKE CARE TO ENTER YOUR DETAILS OF M.Phil,, Ph.D., NET and SET ONLY IN BLOCK 2.
- YOU NEED NOT USE BLOCK 3 OF QULIAFICATION UNLESS YOU HAVE ANY THING RELEVANT TO ENTER. Also see instructions in this regard.
- YOU NEED NOT USE THE "EXPERIENCE" AND" RESEARCH & PUBLICATIONS" OPTIONS IF YOU DO NOT HAVE ANYTHING RELEVANT TO ENTER.

12. SOME CANDIDATES MAY FACE PROBLEMS CONVERTING THEIR CGPA SCORES. PLEASE MAIL US to query@wbcsconline.in

- FOR ASSISTANCE IN THIS REGARD. KINDLY NOTE THAT IT MAY TAKE 2/3 DAYS TO ANSWER THE QUERY.