

Instructions for Online Submission of Application

The online submission of applications may be made at Commission's website www.wbssc.gov.in by following the link "[Apply](#)>[Apply online](#)>[Apply online](#)". Candidate should read the following instructions carefully before making any entry or selecting option. Candidate should provide all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign.

1. First, the candidate will have to fill up his/ her basic information.

▪ **Select Centre:**

Candidate **must select the Centre of examination opted by him/ her.** [Candidate may not be allotted to the Centre he/she opted for. Allocation of Centre will depend on factors like number of candidates, sitting capacity of the Centres, other administrative grounds, etc.] . There may be a few examination venues within a centre, details of which will be informed with address in the Admit Card.

- Candidate should write his/her full name.
- He/she should write his/her Father's name and Mother's name in full.
- He/she should select his/her date of birth from the dropdown and accordingly his/ her age will be displayed as on **01-01-2014**.
- He/she should select his/her Gender from the dropdown.
- He/she should select his/her Nationality from the dropdown.
- He/she should select his/her Category from the dropdown.
- **For physically handicapped: Any candidates with disabilities of minimum 40% and above** should select "Yes" from the dropdown.
- If the Candidate belongs to the Ex-Serviceman Category, he/ she should select "yes" from the dropdown.
- If the Candidate belongs to the Exempted Category, he/ she should select "yes" from the dropdown.
- If the candidate seeks age relaxation, he/she should select "yes" from the dropdown. If "yes", click on "**View Details**" link to see the code for age relaxation and a pop up window will open from where candidate can click on the "Category Code" to select the Code as well category name.
- **Sports quota:**
If the candidate is eligible under Meritorious Sports Persons Quota, click on "**View Details**" link to see the code for Sports Persons Quota and a pop

up window will open from where candidate can click on the “Quota Code” to select the Sports Quota and it will be shown in the respective Sports Quota textbox.

- In case of Departmental candidates, he/she should select “yes” from the dropdown.
(Persons at least two years in Govt. service will only be considered as Departmental Candidates).
- If the candidate belongs to Minority Community, he/she should select “yes” from the dropdown.
- Candidates must fill up their complete address for communication.
- He/she must fill up his/her District name.
- He/she must select his/her State/UT.
- He/She must fill up his/her 6 digit PIN Code.
- Give correct Mobile Number for future communications, if required.
- Candidates may fill his/her e-mail address (if available).

On submission of above noted details, candidate shall be prompted to check the details and make any correction in the application, if required.

After filling up this page the candidate has to Click on “**Continue**” button.

2. The next page opens for entering Service Details (**Only for Ex-Serviceman**) and Educational Qualifications.

- The Ex-Serviceman Candidates must fill the length of service rendered by them in defence service (in years).
- Candidate has to fill the details of Educational Qualification as it is mandatory field. **Madhyamik/Equivalent field is to be filled up mandatorily.** Candidate may select his/her higher qualifications or may type his/ her any other additional qualifications in the last two text boxes (one dropdown and two text boxes which are optional).

After filling up this page the candidate has to click on “**Continue**” button.

3. The next page opens for uploading scanned photograph and signature of the Candidate.

- The candidate should upload his/ her scanned recent passport size photograph and signature in **JPG** format and size must not exceed **12 kb** each.
 - Image Dimension for Photograph should be **100(width) x120(height)**.
 - Image Dimension for Signature should be **140(width) x60(height)**.
 - Then he/she should click on **“Upload Image”** button.
 - If the uploading has been correctly done, the candidate has to press **“Confirm uploading”**.
4. Thereafter, the page for payment gateway will come up from where he/she can choose the payment option.
- The candidates should fill up details of A/C etc. for online payment of examination fees.
 - For candidates belonging to the SC/ST category or Candidates under the section of physically handicapped (of minimum 40% and above), a processing fee of **Rs. 20/-** only has to be paid.
 - For others (General, BC-A and BC-B), a sum of **Rs. 220/-** has to be paid (Processing fee of Rs. 20/- and Examination fees of Rs. 200/-).
5. Candidates will have to pay fees as stated online through the **Net banking/ Credit Card/ Debit Card**.
6. After filling up the payment details candidates have to press **“Continue”** button.
7. Then a page with **Registration No.** shall be generated. **Note down Registration number or take a print out of the page.**
8. Then a page with the filled up application form will come up for checking when he/she clicks on the **“Continue”** button. He/she may take a print out of the page with filled up application form for any future reference with the Commission.
9. Request for change / correction in any particulars in the Application Form shall not be entertained under any circumstances. **The West Bengal Staff Selection Commission will not be responsible for any consequences arising out of non acceptance of any correction/addition/deletion in any particular field in application form whatever the reasons may be.**

N.B. Candidates need not submit any documents along with application. Only successful candidates shall have to produce all relevant supporting documents for verification before their nomination for appointment, if selected after completion of the entire selection process.