

INSTRUCTIONS FOR PRINTING & FILLING UP THE APPLICATION (OFF LINE)

West Bengal Staff Selection Commission uses standard application form for all its examinations. Therefore, all applicants are advised to read all instructions given in the **Detailed Notice of Examination** by following the link **Notice>Advertisement>Detailed Notice** in the Commission's website **www.wbssc.gov.in**. They should also read the following guidelines carefully before printing and filling up the offline application form, in their own interest.

A. Instructions for printing of the Offline Application Forms :-

- The offline application form must be downloaded from the Commission's website **www.wbssc.gov.in** only or purchased from the **Tathya Mitra Kendras**, who are authorized by the Commission to sell these forms by directly downloading from the Commission's website and printing thereafter on payment of Rs. 6/- per form.
- The offline application form must be printed **on both side of a 75 GSM A4 size white paper on a single page**. Any form which is not printed on the proper size and type and manner as specified above shall be rejected straightway by the Commission. **Hence, application form printed in more than one sheet of paper will be rejected summarily.**
- During each download of application form, a Unique Number and Bar Code will appear in the form. No form without the Unique Number and Bar Code shall be accepted by the Commission.
- **Applicants shall not use any photocopied / typed / hand written/ scanned copy of the said form. All such applications will be rejected summarily.**

B. Instructions for filling up of the Offline Application Forms :-

- **Only blue ball point pen** is to be used to fill up the Application form.
- Candidates must fill up the form in **English Capital Letters for required fields**.
- **Candidates must go through the instructions given below before filling up each item numbered in the application form:-**
 01. Name of the Post and post code is pre - printed. Hence, Candidates should not write anything against this item.
 02. Name of the Centre: Candidates must indicate the centre of examination opted by them along with relevant centre code, in the Application Form in respect of the Examination. [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.

Centre Codes: Candidates should write the 2 digit code number pertaining to the Centre opted for. Centre Codes are mentioned on the second page of the application form.

- Candidates may also view the centre code in the Commission's Website by following the link **Guideline > Codes to fill the Application Form > Codes for Examination Centres.**

03. Candidate should write his/ her full name.
04. He/ she should write his/ her Father's name.
05. He/ she should write his/ her Mother's name.
06. He/ she should write his/ her Date of Birth in the specified manner (DD/ MM/ YYYY).
07. Candidate should write code against his/ her Nationality.
08. Candidate should indicate code against his/ her Gender.
09. Category of the Candidate must be indicated in the specified box by using appropriate code given in the form.
10. Any Candidate with **Disabilities of minimum 40% and above** should indicate **Code no. 1** (for Yes) in the box provided.
11. Any Candidate with **Disabilities of minimum 40% and above** should further indicate the respective code in the box provided.
12. Any Candidate with **Disabilities of minimum 40% and above, who requires assistance of a Scribe, must indicate Code no. 1 in the given box.**
13. If the candidate belongs to Exempted Category, he/ she shall indicate the respective code in the box provided.
14. If the candidate is an Ex-serviceman, he/ she shall indicate the respective code in the box provided.
15. The Ex-Servicemen candidates must mention the length of service rendered by them in defence service (in years) in the box provided.

16. Departmental Candidates (Persons at least two years in Govt. Service will only be considered as Departmental Candidate) shall indicate the respective code in the box provided.
17. If the candidate seeks age relaxation, he/ she should indicate the 2 digit code number pertaining to Age relaxation. Codes are mentioned on the second page of the application form.
 - Candidates may also view the codes in the Commission's Website by following the link: **Guidelines> Codes to fill the Application Form > Codes for Age Relaxation.**
18. If the candidate is eligible under Meritorious Sports Persons Quota, he/ she should indicate the 2 digit code number. Codes for Meritorious Sports Persons are mentioned on the second page of the application form.
 - Candidates may also view the respective codes in the Commission's Website by following the link: **Guidelines> Codes to fill the Application Form > Codes for Sports Quota.**
19. If the candidate belongs to Minority Community, he/ she shall indicate the same.
20. Candidates must write details of their Qualifications in the given area of the form. Details in respect of Madhyamik or equivalent examination must be filled up mandatorily. If any candidate does not fill up details of the same, his/ her candidature shall be rejected straightway.
21. Candidates must write his/ her Mobile No. in the box provided.
22. Candidates may write his/ her e -mail id in the space provided.
23. Candidate must write his/ her Full Name and Complete Communication Address including PIN Code in English Capital Letters in the space provided.
24. Candidate must paste his/ her recent passport photograph (preferably colour photograph) of 4cm x 5cm size at the given box. He/ she shall neither staple the photograph nor get the photo attested. Application shall be rejected summarily without photograph.
25. He/ she shall sign in full in the given box (only in running hand). Application shall be rejected summarily without full signature of the Candidate.
26. Candidate must write the amount of application and / or processing fees paid through e-payment (original receipt of e-payment must be pasted accordingly on the second page of the application form in the space provided).

27. **Application Fees:**

The candidates shall make payment as Examination fees and / or Processing fees as admissible (refer Detailed Advertisement for details) through **e-payment** in favour of the “West Bengal Staff Selection Commission” at Post Offices having e-payment facilities (see List of Post Offices with e-payment facility in the website). The concerned Post Office will give an **e-payment receipt which must be pasted on the second page of the Application Form (Space provided) and to be signed by the candidate on it. No application will be accepted without the original e-payment receipt affixed and signed.**

The application form completely filled up and accompanied by e-payment receipt affixed on it at proper space and signed will have to be sent by post to the Secretary, WBSSC, Mayukh Bhaban, Salt Lake, Kolkata - 700091 so that the same may reach this office within the last date and time of receiving of applications.

Application may also be submitted by hand at the Commission’s application receiving section at ground floor of Mayukh Bhaban, Salt Lake, Kolkata - 700091 in all working days (except Saturday, Sunday and other Govt. holidays) during **11 am to 4 pm from 11/02/2014 to 14/03/2014 (upto 4 pm).**

28. In case of Departmental Candidates, they must write Name of the department they are attached to.

- **Persons at least two years in Govt. Service will only be considered as Departmental Candidates.**

29. Declaration: Candidates must sign in full in running hand only in the box provided for the purpose. They will have to write the place and date of filling up of the application form. **Unsigned application forms will be rejected summarily.**

N.B. Candidates need not submit any documents along with application form. Only successful candidates shall have to produce all relevant supporting documents for verification before their nomination for appointment.

=====