

HOW TO APPLY (STEPS TO FOLLOW IN ORDER)

Before applying online, the applicants are requested to ensure thorough reading of the following :

- a) Employment Notification 01/2019
- b) Guidelines for Applying Online

A scanned copy of applicant's colour photograph and scanned copy of signature should remain readily available. Further, scanned documents in support of Caste Certificate/EC Certificate/Ex-Servicemen Certificate/PWD Certificate/Meritorious Sportsperson Certificate, Proof of Age, Madhyamik & Class-VIII pass Certificate, as applicable for individual applicants must be kept ready. The type of image and file size details are mentioned in the above instructions.

- 1) After ensuring above; please click on the "New Applicants Click here to apply" section



- 2) Select the I agree button and click on the "I accept the terms and conditions button" if you agree the same. Non acceptance will terminate your application.

Please ensure that you meet all the eligibility criteria specified, before you start filling up the ONLINE Application.

Online application validation rules are designed based on the Notification requirement. Candidates are advised to read the notification no 01/2019 carefully and refer 'Guidelines for Applying Online' page on the main page. Applications submitted through online form does not imply that the candidate has fulfilled all the criteria given in the notification/rules. The application is subject to subsequent scrutiny and it can be rejected if found to be not fulfilling the eligibility criteria at any point of time.

 ☒ I Agree.

 **I Accept the Terms & Condition**

- 3) After clicking on the above "I accept the terms and conditions button", a new page appears containing the application form.

- Select the post.
- Then select the domicile i.e. whether your domicile is West Bengal or other states
- Now select your category. Domiciles of other states are considered UR only and no reservation benefit is available.

- Now select any sub-category if applicable.
- Now fill up applicant's name, name of father or Mother or Husband as applicable
- Now enter date of birth.
- Age as on 01.01.2019 is calculated by the system itself.
- Then enter sex, nationality, religion.
- Then enter Permanent Address. If present address is same as Permanent Address, click on "Same as above" option.
- Now enter phone number and /or Mobile No. entering a valid mobile number is compulsory.
- Now enter educational qualification as applicable with details
- Knowledge of Computer Operation/Typing, Ordinary Type writing are compulsory for certain posts, kindly check the essential requirements for the various posts.
- Those who are current Government servants; they need to ensure that they have obtained "No Objection" certificate from their concerned appointment authority. This document is required at later stage. Kindly ensure availability of the same.
- If you have any other qualification, please mention the same.
- **Now enter a 8 digit numeric password which is essential for log-in as a registered candidate.**
- **Please keep this password at a safe place.**
- Now enter the captcha data as asked for and select the "I, hereby declare" section and click on the "I accept the Terms & Condition" button.

The screenshot shows a web browser window with two tabs labeled "BANKURA DISTRICT COURT". The address bar shows the URL "myapplonline.in.net/bankura/inputs/bankuraafm.aspx". The page title is "Staff Recruitment 2019". Below the title is a section titled "APPLICATION FORM" with a note: "marked fields are mandatory." The form contains the following fields and values:

- Post Applied For: English Stenographer
- Domicile: West Bengal
- Category: UR (EC)
- Physically Handicapped: NO
- Are you a Govt. Servant?: NO
- Full Name: ARUN CHATTERJEE
- Name of the: Father (dropdown) TARUN CHATTERJEE
- Date of Birth: 4 September 1980
- Age as on 01.01.2019 (cut off date): 38 Years 3 Month 28 Days
- Sex: MALE
- Nationality: INDIAN
- Permanent Address for Correspondence: (empty field)
- Present Address: Same as Permanent Address (checked checkbox)

BANKURA DISTRICT COURT x BANKURA DISTRICT COURT x +

Not secure | myapplonline.in.net/bankura/inputs/bankuraafrm.aspx

Permanent Address for Correspondence *

Address Line 1: 38/1 RADHANATH CHOUDHURY ROAD

District: KOLKATA

Post Office: PATULI

State: West Bengal

Pincode: 799999

Mobile No. (91+): 9876543210

Present Address* : Same as Permanent Address

Address Line 1: 38/1 RADHANATH CHOUDHURY ROAD

District: KOLKATA

Post Office: PATULI

State: West Bengal

Pincode: 799999

Mobile No. (91+): 9876543210

Email Address *: abcd@abcd.com

Educational Qualification *: GRADUATION

Examination Passed	Govt. recognized Institution / Board / University	Percentage of marks / Grade (GPA)
Madhyamik / Class X	WBBSE	89.95
Intermediate / HS / Class XII	WBCHSE	82.25
Graduation	CU	65

BANKURA DISTRICT COURT x BANKURA DISTRICT COURT x +

Not secure | myapplonline.in.net/bankura/inputs/bankuraafrm.aspx

Email Address *: abcd@abcd.com

Educational Qualification *: GRADUATION

Examination Passed	Govt. recognized Institution / Board / University	Percentage of marks / Grade (GPA)
Madhyamik / Class X	WBBSE	89.95
Intermediate / HS / Class XII	WBCHSE	82.25
Graduation	CU	65

Do you have any knowledge in Computer Operation/Typing? *: YES

Do you know ordinary Type-writing? *: YES

Do you know Shorthand (English)? *: YES

CERT COURSE

CERTIFICATE IN TYPE WRITING

CERTIFICATE IN SHORTHAND

Other qualification, if any: Please mention details

Password for candidate* (Should be eight characters):

Re-enter Password*:

Prove you're not a robot *

a3885

Intermediate / HS / Class XII	WBCHSE	82.25
Graduation	CU	65

Do you have any knowledge in Computer Operation/Typing? * YES

Do you know ordinary Type-writing? * YES

Do you know Shorthand (English)? * YES

Other qualification, if any

Password for candidate* (Should be eight characters)

Re-enter Password*

Prove you're not a robot *

Type the text as shown above.

[Declaration](#)

☒ I, hereby declare that, (a) all statements made in this application are true, complete and correct to the best of knowledge and belief. In the event of any information being found false, my candidature is liable to be cancelled. (b) { only for candidates, service under Government} I have obtained "no objection" certificate from my Appointing Authority in writing.

A new Pop-Up window will appear which will contain all data as what you have entered for verification on your part. If you want to modify any entered data, click on Modify Details Button. If all data as what you have entered is correct, click on the proceed Button. Once you have clicked on proceed button, no further modification of data will be allowed.

Age on 01.01.2019 :	38 Years 3 Month 28 Days
Gender :	Male
Nationality :	INDIAN
Permanent Address :	38/1 RADHANATH CHOUDHURY ROAD
District :	KOLKATA
Post Office :	PATULI
State :	West Bengal
Pincode :	799999
Mobile No. :	9876543210
Present Address :	38/1 RADHANATH CHOUDHURY ROAD
District :	KOLKATA
Post Office :	PATULI
State :	West Bengal
Pincode :	799999
Mobile No. :	9876543210
Educational Qualification :	GRADUATE
Have your any knowledge in Computer Operation/Typing?:	Yes CERT COURSE
Do you know ordinary Type-writing?:	Yes CERTIFICATE IN TYPE WRITING
Do you know Shorthand (English)?:	Yes CERTIFICATE IN SHORTHAND
Other qualification, if any :	Please mention details

Kindly check the details before proceeding further. Is the information correct?
Press Yes to Proceed or No to Modify Details.

A page will appear which will contain an allocated Application No (8 digit) for your application. Store this number properly as this number is essential for you throughout this recruitment process. In future whenever you have to log in as registered candidate you need to enter this application no and password(which you had entered earlier)

Upload Photo and Signature → Upload your Scanned Documents → Application Fees Payment → Filled-in Form

SCANNED ATTACHMENTS TO BE UPLOADED
(IN .jpg FORMAT 100 KB MAXIMUM SIZE)

Important:
Scan your document and upload.

REUPLOADING WILL ERASE PREVIOUS FILE

Age Proof → No file chosen

Qualifying Educational Exam Proof → No file chosen

Exempted Category → No file chosen

Now click on "Application Fees Payment" link and you will be redirected to SBI website for payment.

Upload Photo and Signature → Upload your Scanned Documents → Application Fees Payment → Filled-in Form

Welcome Mr. ARUN CHATTERJEE

- Please upload your scanned photograph, signature and documents (if any), pay application fees online.
- Please save this page for reference of Application No.
- Please login after 72 hours for filled in form if already paid.
- Do not click on pay application fees online if already paid and check mail for receipt of payment.

Application No : 10000004

Date of Birth : 4/9/1980

STATE BANK COLLECT
A MULTI-MODAL PAYMENT PORTAL

DISCLAIMER CLAUSE

[Terms Used](#)

- > Corporate Customer: Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- > User: The beneficiary making a payment to F/C/I for the services/goods availed.
- > Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- > Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- > The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- > In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

☒ I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment.)

Select Post and Category as applicable to you

onlinesbi.com/sbicollect/payment/listcategory.htm

SBI State Bank Collect

State Bank Collect ▾ State Bank Mops

State Bank Collect / State Bank Collect

State Bank Collect

15-Nov-2019 [08:44 PM IST]

Provide details of payment

Select Payment Category *

-- Select Category --

- ENGLISH STENOGRAPHER (SC/ST)
- ENGLISH STENOGRAPHER (UR/OBC-A/OBC-B)
- GROUP-D (SC/ST)
- GROUP-D (UR/OBC-A/OBC-B)
- LOWER DIVISION CLERK (SC/ST)
- LOWER DIVISION CLERK (UR/OBC-A/OBC-B)
- PROCESS SERVER (SC/ST)
- PROCESS SERVER (UR/OBC-A/OBC-B)

-- Select Category --

Mandatory fields are marked with an asterisk (*)

The payment structure document if available will contain detailed instructions about the online payment process.

Fill up the data of yours. The data should be exactly same to what you have filled earlier and obtained Application No.

Note: Candidates with sub categories like EC/ExSM/PWD/ Meritorious Sports person etc need to pay as per their applied respective main category viz UR/SC/ST/OBC-A/OBC-B as applicable



DISTRICT JUDGE, BANKURA
POST AND DIST. BANKURA, PIN 722101, , BANKURA-722101

Provide details of payment

Select Payment Category *	ENGLISH STENOGRAPHER ▾
APPLICATION NUMBER *	10000004
NAME OF APPLICANT *	ARUN CHATTERJEE
DATE OF BIRTH *	4/9/1980
MOBILE NUMBER *	9876543210
POST APPLIED FOR *	ENGLISH STENOGRAPHER ▾
CATEGORY *	UR/OBC-A/OBC-B ▾
APPLICATION FEES *	300 Fixed:Rs.300
Remarks	

Remarks

Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Name *	ARUN CHATTERJEE
Date Of Birth / Incorporation *	4/9/1980
Mobile Number *	9876543210
Email Id	abcd@gmail.com
Enter the text as shown in the image *	C4AD3 <div>C4AD3</div>

Submit Reset Back

- Mandatory fields are marked with an asterisk (*)
- The payment structure document if available will contain detailed instructions about the online payment process.
- Date specified(if any) should be in the format of 'ddmmyyyy'. Eg., 02082008
- For Amount fields, only numbers are allowed and for free text fields (mandatory), following special characters are allowed: . / @ - _ &

After entering all the data, click on the "Submit" button.

If all the data entered by you appears to be correct, click on the "Confirm" button, else click on the "Cancel" button.




Verify details and confirm this transaction

Category	ENGLISH STENOGRAPHER (UR/OBC-A/OBC-B)
APPLICATION NUMBER	10000004
NAME OF APPLICANT	ARUN CHATTERJEE
DATE OF BIRTH	4/9/1980
MOBILE NUMBER	9876543210
POST APPLIED FOR	ENGLISH STENOGRAPHER
CATEGORY	UR/OBC-A/OBC-B
APPLICATION FEES	300
Total Amount	INR 300.00
Remarks	

▪ Please ensure that you are making the payment to the correct payee.


Confirm
Cancel

After clicking on the “Confirm” button, a screen will appear containing various payment options. Select your mode of payment and pay accordingly. After payment, bank will issue a transaction receipt . Kindly preserve this receipt for future requirement/reference.



State Bank of India
Bank Charges: Rs 11.8

Click Here




Other Banks Internet Banking
Bank Charges: Rs 17.7

Click Here


Card Payments

This payment mode is not available between 23:30 hours IST and 00:30 hours IST




State Bank ATM-cum-Debit Card
Bank Charges: Rs 0.0

Click Here




Other Banks Debit Cards
Bank Charges: Rs 0.0

Click Here




Credit Cards
Bank Charges: Rs 12.98

Click Here



Prepaid Card
Bank Charges: --


Not Enabled




Foreign Card
Bank Charges: --

Not Enabled


Other Payments Modes



SBI Branch
Bank Charges: Rs 59.0



NEFT/RTGS
Bank Charges: --



UPI is not available between 22:30 hours IST and 23:30 hours IST

After we receive payment confirmation from bank, log in(in Registered Applicant’s Log-in Section) with your application no and password (please login after 72 hrs of making payment) and click on “Download your filled in application form” and download your *Filled In Application Form*. Take a printout of the *Filled In Application Form* and preserve it as a reference.

NB: All data used above are fictional and for sample purpose only.