

HOW TO APPLY (STEPS TO FOLLOW IN ORDER)

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

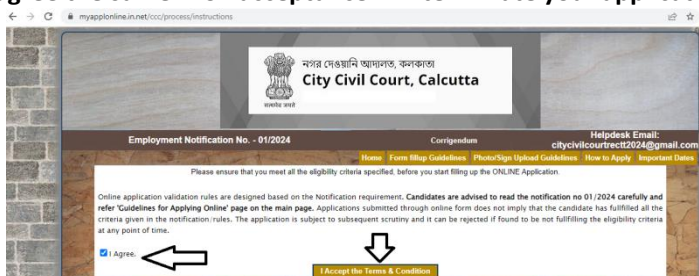
- a) Employment Notification 01/2024
- b) Form Fillup Guidelines

A scanned copy of applicant's colour photograph and scanned copy of signature should remain readily available. Further, valid scanned documents in support of Caste Certificate/EC Certificate/Ex- Servicemen Certificate/PWD Certificate/EWS Certificate/ Meritorious Sportsperson Certificate, Proof of Age, Essential Qualification 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.



- 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 01.01.2024 is calculated by the system itself.
- Then enter sex, religion. Nationality will be INDIAN.
- 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.

*** marked fields are mandatory.

Post Applied For *	Group D (Peon)	Category *	SC
Domicile *	West Bengal	Full Name *	AKASH DAS
Persons with Disability *	NO	Name of the Father *	ARUN DAS
Date of Birth *	15 January 1995	Date of Birth *	15 January 1995
Age as on 01.01.2024	28 Years 11 Month 17 Days	Sex *	MALE
Nationality *	INDIAN	Religion *	HINDUISM
Address Line 1	123 DURGA CHARAN DOCTOR ROAD	Address Line 1	123 DURGA CHARAN DOCTOR ROAD
District	KOLKATA	District :	KOLKATA
Post Office	ENTALLY	Post Office	ENTALLY
State	West Bengal	State :	West Bengal
Pincode	700015	Pincode :	700015
Mobile No. (91+) *	1234567890	Mobile No. (91+)	1234567890
Email Address	adas1023@gmail.com	Present Address* : Same as Permanent Address	<input checked="" type="checkbox"/>

Pincode	700015	Pincode :	700015
Mobile No. (91+) *	1234567890	Mobile No. (91+)	1234567890
Email Address	adas1023@gmail.com	Mobile No. (91+)	1234567890
Educational Qualification *	CLASS VIII PASS	Mobile No. (91+)	1234567890
Examination Passed	Govt. recognized Institution / Board / University	Percentage of marks / Grade (GPA) (Upto 2 decimal)	
Class VIII	ABCD HIGH SCHOOL	87	
Are you a Govt. Servant and have obtained "no objection" certificate from your Appointing Authority in writing? *	NO	Other qualification, if any*	NO
Other qualification, if any*	NO	Password for candidate* (Should be eight digit number only)	*****
Re-enter Password*	*****	Re-enter Password*	*****
Prove you're not a robot *	b162b	Prove you're not a robot *	b162b
Type the text in the box.	b162b	Type the text in the box.	b162b
Declaration	<input checked="" type="checkbox"/> 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.		
	<input type="button" value="I Accept the Terms & Condition"/> <input type="button" value="Clear"/>		

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.

City Civil Court, Calcutta
Application Form Preview
You have selected/entered the following data:

Post :	Group D (Peon)
Domicile :	West Bengal
Category :	SC
Are you a Govt. Servant?	No
Full Name :	AKASH DAS
Father's Name :	ARUN DAS
Date of Birth :	15/01/1995
Age on 01.01.2024 :	28 Years 11 Month 17 Days
Gender :	Male
Nationality :	INDIAN
Permanent Address :	123 DURGA CHARAN DOCTOR ROAD
District :	KOLKATA
Post Office :	ENTALLY
State :	West Bengal
Pincode :	700015
Mobile No. :	1111111111
Present Address :	123 DURGA CHARAN DOCTOR ROAD
District :	KOLKATA

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

Date of Birth :	15/01/1995
Age on 01.01.2024 :	28 Years 11 Month 17 Days
Gender :	Male
Nationality :	INDIAN
Permanent Address :	123 DURGA CHARAN DOCTOR ROAD
District :	KOLKATA
Post Office :	ENTALLY
State :	West Bengal
Pincode :	700015
Mobile No. :	1111111111
Present Address :	123 DURGA CHARAN DOCTOR ROAD
District :	KOLKATA
Post Office :	ENTALLY
State :	West Bengal
Pincode :	700015
Mobile No. :	1111111111
Educational Qualification :	CLASS VIII PASS
Other qualification, if any :	NONE



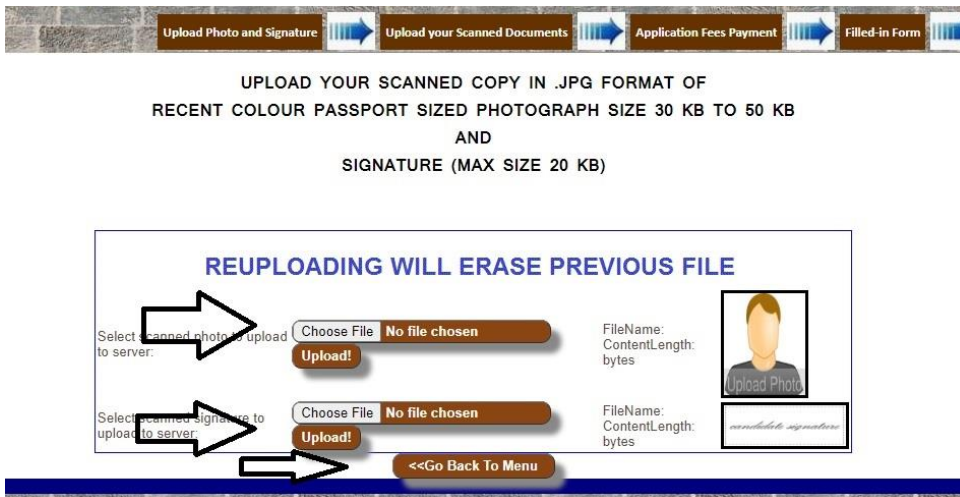
Kindly check the details before proceeding further. Is the information correct?

Press Yes to Proceed or No to Modify Details

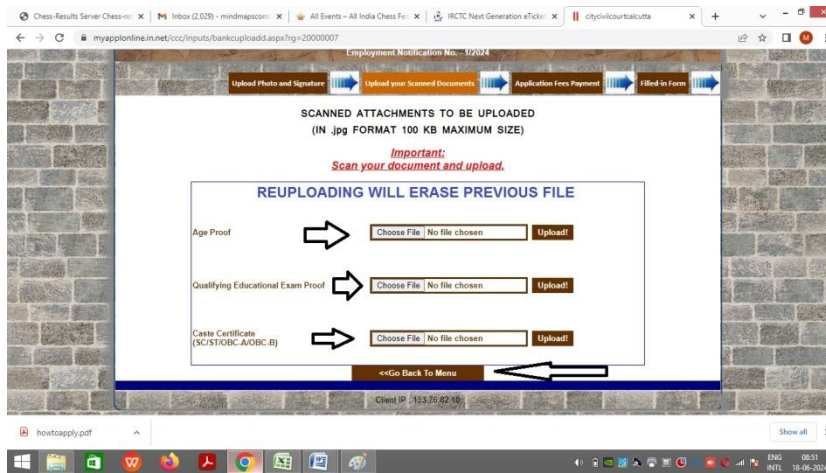
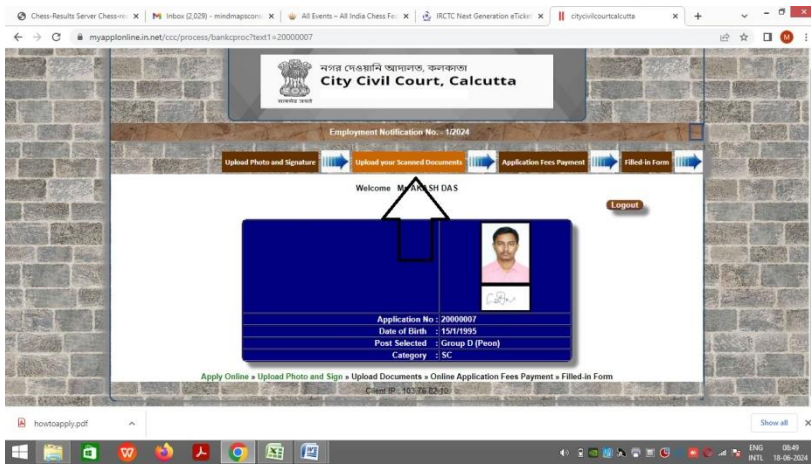
application no and password(which you had entered earlier)



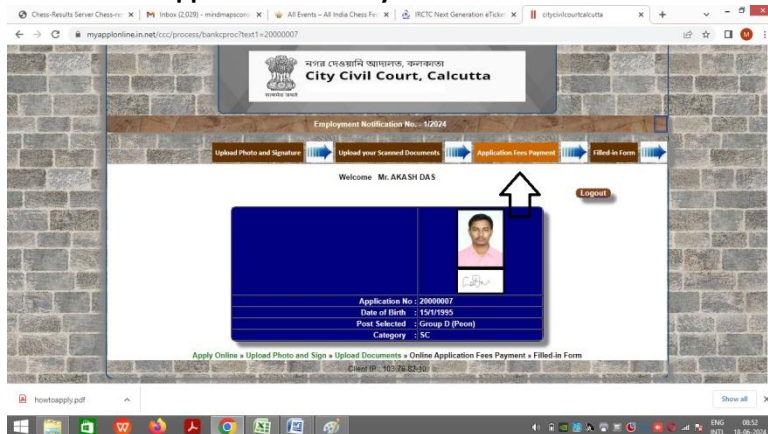
Now click on "Upload Photo and Signature" link as per shown arrow and upload your photograph and signature.



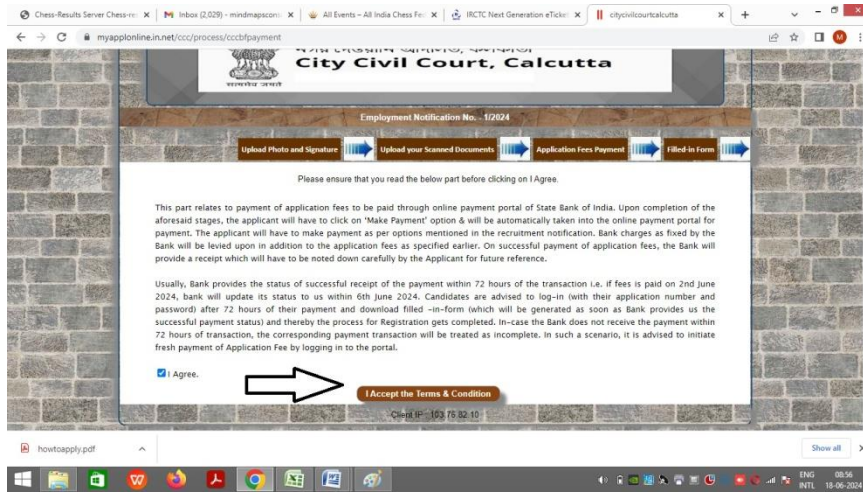
Now click on Go Back button and then on "Upload your scanned documents" button and upload your scanned documents as applicable.



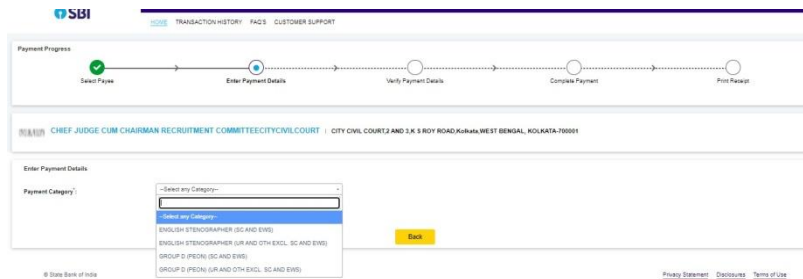
Now click on "Application Fees Payment" link .



Read the instructions carefully and accept it by clicking on the button.





Then you will be redirected to SBI website for payment . Select Post and Category as applicable to you



Fill up the data of yours. The data should be exactly same to what you have filled earlier and obtained Application No. Any deviation in entering data will treat you as INELIGIBLE APPLICANT

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


 State Bank of India
Bank Charges: 11.8
[Click Here](#)

 Other Banks Internet Banking
Bank Charges: 17.7
[Click Here](#)

Card Payments

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

 Rupay Debit Card
Bank Charges: 0.0
[Click Here](#)


 Credit Cards
Bank Charges: 12.98
[Click Here](#)


Other Payment Modes

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UPI

If all the data entered by you appears to be correct, click on the “Next” button, else click on the “Back” button.

After clicking on the “Next” 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.

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.