

User Manual

IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION

How to Apply [Click Here](#)

Keep the following items in your hand before applying :

- » Mobile No (Mandatory)
- » Email Id (Mandatory)
- » Scanned Photo (Maximum Size of Image must be 15 KB & File extension must be .jpg and .jpeg format.)
- » Scanned Signature (Maximum Size of Signature must be 15 KB & File extension must be .jpg and .jpeg format.)
- » Age Proof Document (Size : less than 500 KB, Format : Only .pdf format.)
- » Identity Proof Document (Size : less than 500 KB, Format : Only .pdf format.)
- » Education Qualification Document (Size : less than 500 KB, Format : Only .pdf format.)
- » Experience Document(if Any) (Size : less than 500 KB, Format : Only .pdf format.)
- » Caste Certificate if caste is SC,ST,OBC-A,OBC-B (Size : less than 500 KB, Format : Only .pdf format.)

Online Application :: [Click Here](#)

Click here for online application in the bottom of the page and a new window open.

Login

Mobile No :

Password :



[Login](#)

[Forgot password?](#)
New Applicant ? Register [here](#)

If you are new applicants click here for registration in the bottom of the page and a new window open

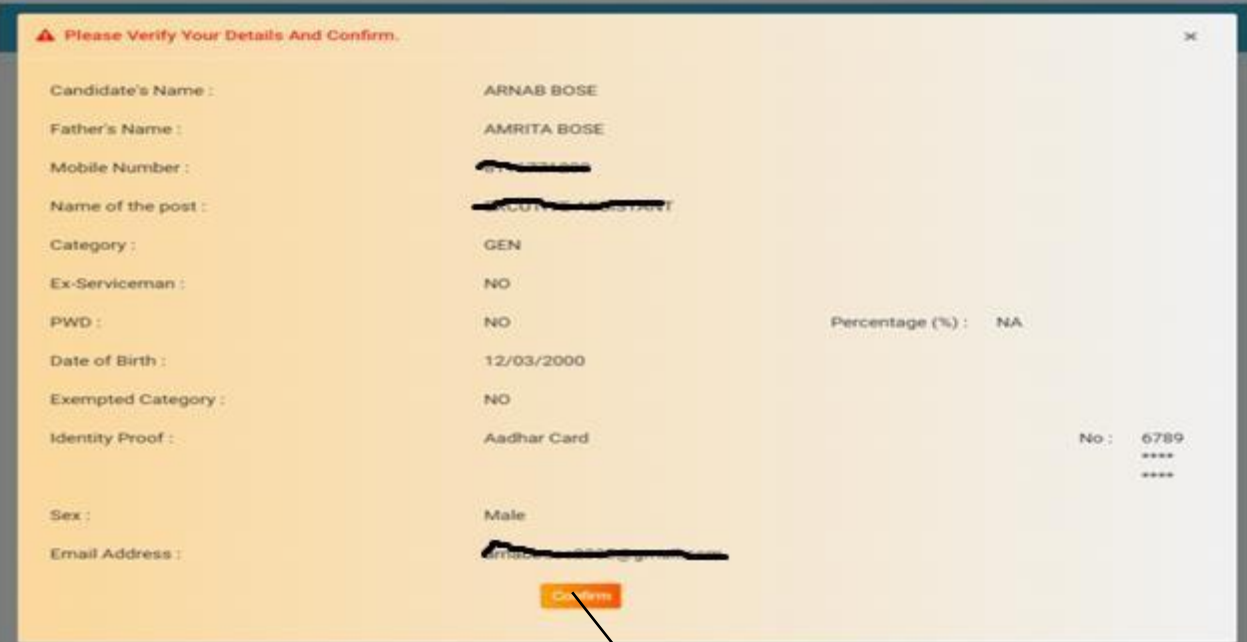


The image shows a 'Registration Form' window with the following fields and values:

Field	Value
Mobile Number *	[Redacted]
Password *	[Redacted]
Confirm Password *	[Redacted]
Candidate's Name *	ARNAB BOSE
Guardian's Name *	AMRITA BOSE
Name of the post *	Executive Assistant
Category *	GEN
Ex-Serviceman *	NO
PWD *	NO
Percentage (%) *	NA
Date of Birth *	12/03/2000
Exempted Category *	NO
Identity Proof *	Aadhar Card
Sex *	Male
Email Address *	[Redacted]

At the bottom, there is a blue 'Submit' button and a link that says 'Already Registered? Login here'.

A 'Registration Form' window open. Please enter all the * marks fields and then Click Submit Button.



The image shows a 'Please Verify Your Details And Confirm.' page with the following details:

Field	Value
Candidate's Name :	ARNAB BOSE
Father's Name :	AMRITA BOSE
Mobile Number :	[Redacted]
Name of the post :	Executive Assistant
Category :	GEN
Ex-Serviceman :	NO
PWD :	NO
Percentage (%) :	NA
Date of Birth :	12/03/2000
Exempted Category :	NO
Identity Proof :	Aadhar Card
No :	6789
Sex :	Male
Email Address :	[Redacted]

At the bottom, there is an orange 'Confirm' button.

After that a page opens for verify and confirm. After verification all details click on the confirm button.

Status

Personal Details Incomplete Qualification Details Incomplete Experience Details Optional Upload Documents Incomplete Confirmation Incomplete

Personal Details Qualification Details Experience Details Upload Documents Confirmation

*Means all fields are required

Name of the post Name of the Candidate Date of Birth Guardians Name

Category Sex Mobile Number Email Address Aadhar Card

Ex-Serviceman Exempted Category PWD with (%)

Nationality Religion

Permanent Address **Present Address** ☒ Copy the Permanent Address

Village/Road Police Station Village/Road Police Station

State District State District

Block/Municipality Post Office Block/Municipality Post Office

Pincode Pincode

Save

After verification confirmation a “Status” window opens which has 5 Sub-category viz. 1. Personal Details. 2. Qualification Details 3. Experience Details 4. Upload Documents and 5. Confirmation

Please enter all the field in Personal Details then Click Save Button. Personal details category show complete.

Status

Personal Details Complete Qualification Details Incomplete Experience Details Optional Upload Documents Incomplete Confirmation Incomplete

Qualification Details Personal Details Experience Details Upload Documents Confirmation

*Means all fields are required

EDUCATION QUALIFICATION

*Qualification	*Examination Passed	*Board/University/Council	Year of Passing	*Total Marks	Marks Obtained	*Percentage	*Document	Action	
Diploma/Degree in Civil I	B.tech	abc board	2023	600	554	92.33	Choose File		
SL#	Level of Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	Percentage	Document	Action

Then click on Qualification Details

In the 1st field i.e. qualification drop down menu choose one, then fill the other fields, choose the correct documents and save. After saving the one row you can fill up next row and click save button. Qualification details category show complete.

Status

Personal Details	Qualification Details	Experience Details	Upload Documents	Confirmation
Complete	Complete	Optional	Incomplete	Incomplete

Experience Details

*Means all fields are required

*Designation : Manager

*Organisation : Abcd

*No of Years : 3

Action : [Save] [Cancel]

SL#	Designation	Organisation	No of Years	Action

Then click on experience details which is optional.

If you have experience certificates then fill all Experience details, choose file and then click the save button. Experience details category show complete.

Status

Personal Details	Qualification Details	Experience Details	Upload Documents	Confirmation
Complete	Complete	Complete	Incomplete	Incomplete

Upload Documents

*Means all fields are required

Photo and Signature

*Upload Photo : [Choose File] [No file chosen] [Upload]

*Upload Full Signature : [Choose File] [No file chosen] [Upload]

Document Upload

*Age Proof : [Choose File] [No file chosen] [Upload]

*Aadhar Card : [Choose File] [No file chosen] [Upload]

*Category Certificate : [Choose File] [No file chosen] [Upload]

Then Click for upload documents category. Choose file for photo and signature as mentioned the size in left side. Then upload the photo and signature .Click on choose files as required documents and upload

Personal Details				Qualification Details		Experience Details		Upload Documents		Status	
☒ Complete				☒ Complete		☒ Complete		☒ Complete		☒ Complete	

Personal Details				Qualification Details		Experience Details		Upload Documents		Confirmation	
											
Responsible Officer, Kolkata City Municipal Corporation Sir / Madam, I do hereby apply for the post of Assistant Engineer and my particulars are given below :-											
Candidate Name: [Redacted] NAT/ETA Name: [Redacted] Sex: Male Centre: [Redacted] Certificate No.: [Redacted] Mobile No.: 9116771228 General Category: NO Mentorship: NO Sportsperson: NO PWD: NO Ex-Serviceman: NO				Nationality: Indian Aadhar Card: 679979452254 Date of Birth: 01/02/2008 Issuing Authority: [Redacted] Signature: [Redacted]							
Present Address Village/Taluk: Hagarj District: Birbhum Block/Municipality: DUBSAPUR State: West Bengal						Permanent Address Village/Taluk: Hagarj District: Birbhum Block/Municipality: DUBSAPUR State: West Bengal					
Education Qualification											
Qualification		Examination Passed		Board/University/Council		Year of Passing		Total Marks		Marks Obtained	
Diploma/Degree in Civil Engineering		Bachel		wbu board		2028		800		554	
										90.50	
Experience Details											
Designation						Organisation			No. of Years		
Manager						Airtel			3		
Yours Faithfully,  Full Signature of candidate											
Thanking You, 											
I do hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and believe. If any discrepancy found at any point of process of Recruitment in respect of given particulars, the application form shall deemed to be rejected without showing any cause furthermore.											
Confirm and Submit											

Next click on Confirmation category

Please Check all the details, enter Capcha, check declaration and then click Confirmation and Submit Button

Personal Details	Qualification Details	Experience Details	Upload Documents	Confirmation

Confirmation





_____ & _____

 Sir / Madam,
 I do hereby apply for the post of _____
 and my particulars are given below :-

Candidate Name : _____	Nationality : Indian
Registration No. : _____	Religion : Hindu
FATHER'S Name : ANMITA KUMAR	Aadhar Card : 679979682354
Sex : Male	Date of Birth : _____
Caste : SC	Issuing Authority : _____
Certificate No. : _____	Email Address : _____
Mobile No. : _____	

Exempted Category : NO
Meritorious : NO
Sportsperson : NO
PWD : NO
Ex-Serviceman : NO

Present Address			
Village/Road :	hagarj	P.S. :	asolepur
District :	Bishnupur		
Block/Township :	DUBRAJPUR	P.O. :	hagarj
State :	West Bengal	Pin :	721126

Permanent Address			
Village/Road :	hagarj	P.S. :	asolepur
District :	Bishnupur		
Block/Township :	DUBRAJPUR	P.O. :	hagarj
State :	West Bengal	Pin :	721126

Qualification	Examination Passed	Board/University/Council	Year of Passing	Total Marks	Marks Obtained	% of Marks	Upload Doc.
Diploma Degree in Civil Engineering	Success	wb board	2023	600	554	92.33	Yes

Experience Details

Designation	Organization	No. of Years
Manager	_____	3

Age Proof Document ☒ Money Proof Document ☒ Category Certificate ☒

I do hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and believe. If any discrepancy found at any point of process of Recruitment in respect of given particulars, the application form shall deemed to be rejected without showing any cause furthermark.

Yours Faithfully,


Thanking You,

Full Signature of candidate

[Download](#)

A new window open. Click Download button for download your Application Form. You can print the Application Form for further reference