

HOW TO APPLY

(Employment Notication No. REC/2018/06)

INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION FOR RECRUITMENT AGAINST NOTIFICATION No. REC/2018/06 OF WBSETCL

Candidates must ensure that they possess requisite qualifications, as shown above in the Details of the Posts and fulfill all the required criteria before applying for the post.

Eligible candidates will be required to apply online only from 19.12.2018 to 11.01.2019 and no other mode of application shall be accepted. Before submitting application online, applicants must ensure that they have with them a valid E-mail ID, an active Mobile Number, all essential Educational Certificates, Caste Certificate, Physically Handicapped Certificate issued by medical board with not less than 40% disability, Sports Certificate (if seeking reservation under respective category), Experience details/Certificate and Proof of Identification.

The detail procedure of submitting online application is as follows:

1. Click on the **"Career"** link of our Website: www.wbsetcl.in and then click on **"Apply online"** under the notification no. : **REC/2018/06**
2. First time users will have to get themselves registered by clicking on **"New Registration"** and providing the requisite information. Applicants must ensure that they enter all details marked as mandatory (*), otherwise they will not be able to proceed further. After providing the desired information, click on **"Save and Edit"** button, upon which the filled up information will be visible and the applicant will be allowed to edit / make any change in the application form. After being fully satisfied with entry details filled in the online application form, the applicant need to click on **"Submit"** button.
3. After submission, Registration No. and Password will be generated and sent to the applicants via SMS and E-mail to the Mobile Number and E-mail Id, provided by them.
4. The applicants will have to login using the Registration No. and Password for uploading of scanned copy of coloured photograph and signature by clicking on the link **'Upload Photo and Signature'**. The size of Photograph and Signature should be up to 50 KB and 20 KB respectively in JPG or JPEG formats only. The system will not accept any size above the mentioned sizes and different format other than JPG and JPEG. Applicant has to make sure that the photograph and the signature are scanned in good quality and not taken by mobile. After successful upload of photograph and signature the applicant need to click on **"Submit"** button, after which the **'Fee Payment'** or **"Print Registration Slip"** link gets activated.
5. The applicants, who are exempted from payment of the Application Fees, will be able to take print out of the Registration Slip by clicking on the **"Print Registration Slip"** button. The other candidates will have to pay the required Application Fees following the procedure as mentioned in the **'APPLICATION FEE & MODE OF PAYMENT'** segment, after which they can proceed to take the print out of the Registration Slip.
6. For any query, the applicants may send their queries to the Email Id or contact at the WBSETCL helpline number on any working day during office hours:
 - Helpline :- **7044619613 / 7044619616 / 7044619101**
 - E-mail id :- helpdesk@wbsetclonline.co.in

APPLICATION FEE & MODE OF PAYMENT

The Unreserved, OBC-A, OBC-B and Ex-Serviceman (UR / OBC-A & OBC-B) candidates are required to pay non-refundable Application Fee of **Rs. 250/- (Rupees Two Hundred and Fifty only)** for all the posts mentioned above. SC, ST (from West Bengal) and PWD candidates are exempted from deposition of Application Fees. The applicants for the post of **Office Executive and Stenographer (renamed as Executive Assistant)** against Notification No REC/2016/01, who appeared in the Written Test, held on 27.03.2016 are also exempted from Payment of Application Fees.

Canara Bank has been authorized to collect the application fee through Payment Gateway Service only. A summarized process flow is given below:

STEP A: Candidates upon registering themselves at the WBSETCL recruitment portal and verifying their eligibility based on own submission, will be able to pay the Application Fees using Debit Card / Credit Card / Net Banking and other modes as made available to them in the Payment Gateway of the said Bank. Clicking on '**Fee Payment**' link in the recruitment portal will display the brief details of the applicant. The applicant will have to click on '**Proceed to Pay**' after verifying the displayed details, which will direct him/her to the Canara Payment Gateway Service page. Using the requisite details, the applicants can make payment.

STEP B: Upon successful payment of Application Fees (as applicable) a system generated **Registration Slip** will be generated, which shall be the sole acknowledgement for application submission by the candidate. Candidates are requested to take a printout of the Registration Slip and retain a copy of the same for future reference, as acknowledgement of submission of application.

Please Note:

- All applicable commission / transaction charges including taxes, levied by the banker, will have to be remitted by the applicant.
- Fee once paid shall not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility and information furnished during submission of application before paying the Application Fees.
- Candidature of any applicant, who registers oneself at the WBSETCL recruitment portal but fails to deposit the Application Fee within the midnight of **11.01.2019**, shall be summarily rejected. Candidates are required to complete the entire process of submission of application and deposition of application fee to the bank within the aforesaid date positively.
- The WBSETCL shall not be responsible for any technical issues arising with payment of application fees.
- Application Fee shall not be collected by any other mode.

BROWSER SETTINGS

Please set the following settings to ensure that the application process is error free.

Mozilla Firefox :

- a. In the address bar, type "about:config" and press Enter.
- b. Click "I'll be careful, I promise" if a warning message appears.
- c. In the search box, search for JavaScript. Enabled
- d. Toggle the "javascript.enabled" preference (right-click and select "Toggle" or double-click the preference) to change the value from "false" to "true".
- e. Click on the "Reload current page" button of the web browser to refresh the page.

Google Chrome :

- a. On the web browser menu click on the "Customize and control Google Chrome" and select "Settings".
- b. In the "Settings" section click on the "Show advanced settings..."
- c. Under the "Privacy" click on the "Content settings..."
- d. When the dialog window opens, look for the "JavaScript" section and select "Allow all sites to run Java Script (recommended)".
- e. Click on the "OK" button to close it.
- f. Close the "Settings" tab.
- g. Click on the "Reload this page" button of the web browser to refresh the page.

Internet Explorer :

- a. On web browser menu click "Tools" icon and select "Internet Options".
- b. In the "Internet Options" window select the "Security" tab.
- c. On the "Security" tab click on the "Custom level..." button.
- d. When the "Security Settings - Internet Zone" dialog window opens, look for the "Scripting" section.
- e. In the "Active Scripting" item select "Enable".
- f. When the "Warning!" window pops out asking "Are you sure you want to change the settings for this zone?" select "Yes".
- g. In the "Internet Options" window click on the "OK" button to close it.
- h. Click on the "Refresh" button of the web browser to refresh the page.

Internet Explorer < 9 (Upper versions) :

- a. On web browser menu click "Tools" icon and select "Internet Options".
- b. In the "Internet Options" window select the "Security" tab.
- c. On the "Security" tab click on the "Custom level..." button.

- d. When the "Security Settings - Internet Zone" dialog window opens, look for the "Scripting" section.
- e. In the "Active Scripting" item select "Enable".
- f. When the "Warning!" window pops out asking "Are you sure you want to change the settings for this zone?" select "Yes".
- g. In the "Internet Options" window click on the "OK" button to close it.
- h. Click on the "Refresh" button of the web browser to refresh the page.

Opera :

- a. Click on "Menu", hover mouse on the "Settings" then hover mouse on the "Quick preferences" and mark the "Enable JavaScript" checkbox.
OR
- b. If "Menu bar" is shown click on the "Tools", hover mouse on the "Quick preferences" and mark.

Apple Safari :

- a. On the web browser menu click on the "Edit" and select "Preferences".
- b. In the "Preferences" window select the "Security" tab.
- c. In the "Security" tab section "Web content" mark the "Enable JavaScript" checkbox.
- d. Click on the "Reload the current page" button of the web browser to refresh the page.

WBSETCL