



West Bengal State Electricity Distribution Company Limited

A Government of West Bengal Enterprise

RECRUITMENT FOR THE POST OF OFFICE EXECUTIVE AND JUNIOR OPERATOR
TECHNICIAN CUM TECHNICAL ASSISTANT - NOTIFICATION NO. MPP/2018/05

Instructions to fill the registration form for Recruitment for the post of Office Executive and Junior Operator Technician cum Technical Assistant Notification No. MPP/2018/05

Step 1	Registration of New Candidates
Step 2	Fill Basic Details
Step 3	Fill Personal & Educational Details
Step 4	Print challan and complete Payment steps as mentioned in Advertisement
Step 5	Login and enter the payment details
Step 6	Upload photograph and signature
Step 7	Print/ Save completed registration form

STEP-1 (Registration of New Candidates)

- In order to register online for the recruitment examination for against various class-III posts under WBSEDCL - 2018, the candidate has to visit the website (<https://www.wbsedcl.in/>) at CAREER [Tab].
- Read carefully the instructions given herein and click "Apply Now".
- The registration page opens up wherein, the candidate has to fill-in the online application form.

STEP-2 (Filling of Basic Details)

Fields Indicated by * mark are mandatory in the form

Candidates has to fill the following basic information:-

- Name of the Candidate
- Residential Domicile
- Post Applied For
- Fathers Name
- Gender
- Category
- Mobile Number

- E-Mail ID
- Date of Birth

---- SAVE THE INFORMATION YOU HAVE ENTERED ----

After completion of the above steps, a confirmation screen with all the data filled by the candidate will be displayed. Once registered, these fields CANNOT be MODIFIED.

Candidates are requested to read the note carefully at the bottom of the page & login as per the given credentials

NOTE: The Company may send information for downloading Admit Card-Provisional for Written Test / Computer Proficiency Test (CPT) / Interview on your registered E-mail ID and the candidates are advised to check the spam folder if not found in their inbox.

STEP-3 (Filling of Personal & Educational Details)

- Candidate has to login with their credentials. [A combination of candidates registration ID and DOB would be required to login for step-wise completion of the application process]
- Candidates has to fill their personal details such as Mother's Name, Permanent address & Address for correspondence in the respective fields.
- Choice for centre of examination city has to be chosen.
- After filling the details, candidates has to click on "Submit Button" & move to the next page where they have to fill their Academic/Educational Details. After filling up the details, candidates are requested to click on "Submit Button".

STEP-4 (Generation of Challan & Completion of Payments)

NOTE : No application fee is applicable for candidates belonging to SC/ST category from West Bengal. Further, PwD candidates are also exempted from paying any application fee. These candidates will be redirected to Step-6 post completion of Step-3.

- The candidates belonging to Unreserved/OBC-A/OBC-B category will see their payment challan generated on the screen post completion of Step-3 and option to print/save it and proceed to any of the specified branch of the United Bank of India. The direct link will be available to take the PRINT on A4 size paper.
Note: Refer to Advertisement on How to make the payment in the bank.
- For other related details, please refer the Advertisement link given on the home page.

STEP-5 (Recording of Payment Details)

- The candidates belonging to Unreserved/OBC-A/OBC-B category need to login again with the credentials provided in Step-1.
- Post payment in the bank, and after logging in the candidates will find themselves on challan screen.
- Click on the "Payment Details" tab and enter the Transaction ID and SOL ID taken from the bank carefully and click on 'Submit' button to proceed to the last step.

STEP-6 (Upload Photograph & Signature)

- Upload clear / legible Photograph and Signature: All the candidates are required to upload their scanned recent colour passport size photograph and signature.

- The maximum file size of the **photograph** is **50 KB [165*125 Pixel]** & **signature** is **20 KB [80*125 Pixel]**. The files may be uploaded either in JPG/JPEG format.
- The Online application system will not allow to upload any files larger than the above mentioned sizes & in any other formats.
- All candidates have to upload his/her photograph and signature only in “JPG/JPEG format”. Once the photograph and signature files are uploaded by the candidate successfully, the system will show on the screen the Photograph and Signature that has been uploaded. If these have been correctly uploaded, applicant shall move to next step.
- The candidate have to tick the checkbox given below for the final declaration, and click on “Submit” to complete the application process.

STEP-7 (Print/Save Complete Registration Form)

- The candidates can verify the details provided by them and take the printout of the application form & save the same for future reference.

How to ensure that the photograph and signature are within specified requirements

1. Should you have a digital photograph or signature, please open the same in MS Paint by right clicking the photograph.
2. Press Ctrl + W ,a window will open which will have an option 'resize by %'. Here enter anything between 10 to 50% and save the file with an extension .jpeg.
3. Check for the size of the file in 'properties'. If the file size is still higher than mentioned size, once again open in paint and resize it to bring it down to less than maximum permitted size.
4. Repeat this process till the file size is less than maximum permitted size for the picture.
5. Save this file with the file Name as mentioned above as photo.jpeg and sign.jpeg respectively.

For technical issues,

Write Email to: examhelpdeskwb2@gmail.com

Helpline Number: +91-9319328772, +91-9319441204