

HOW TO APPLY (STEPS TO FOLLOW IN ORDER)

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

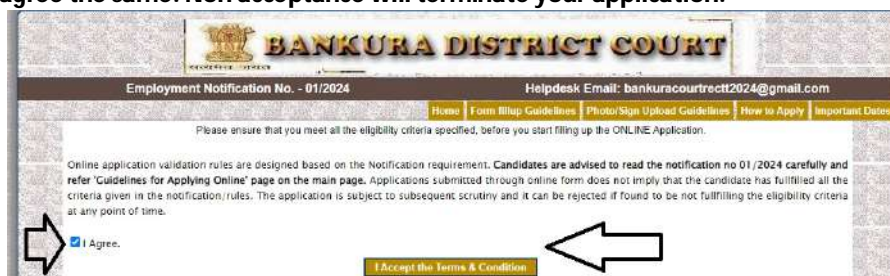
- a) Employment Notification 01/2024
- b) Form Fillup Guidelines

A scanned copy of applicant's colour photograph and scanned copy of signature should remain readily available. Further, scanned documents in support of Caste Certificate/EC Certificate/Ex-Servicemen Certificate/PWD Certificate/Meritorious Sportsman 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.



- 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.

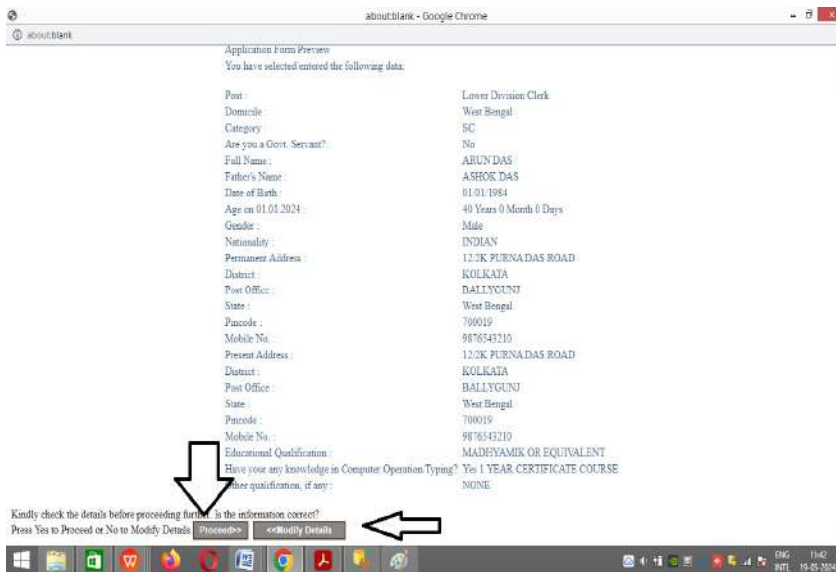
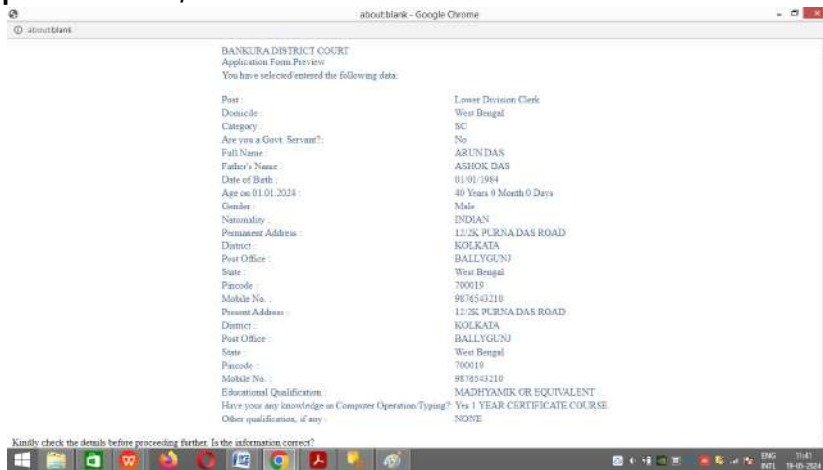
- Now select any sub-category if applicable.
- Now fill up applicant's name, name of father or Mother or Husband as applicable
- Now enter date of birth.
- Age as on 01.01.2024 is calculated by the system itself.
- Then enter sex, religion. Nationality will be INDIAN.
- Then enter Permanent Address. 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.

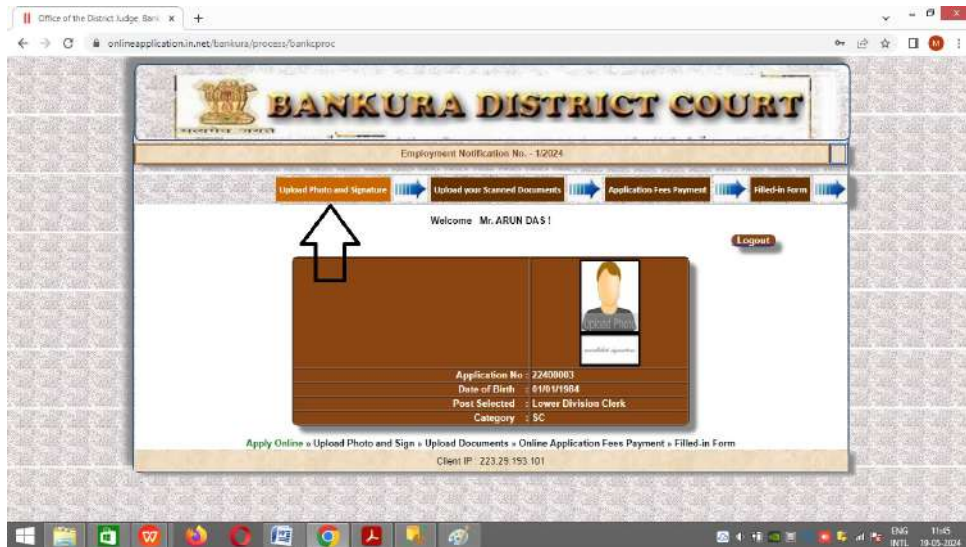
Post Applied For *	Lower Division Clerk
Domicile *	West Bengal
Physically Handicapped *	NO
Full Name *	ARUN DAS
Name of the Father *	ASHOK DAS
Date of Birth *	1 January 1984
Age as on 01.01.2024	40 Years 0 Month 0 Days
Sex *	MALE
Nationality *	INDIAN
Religion *	HINDUISM
Permanent Address for Correspondence *	
Address Line 1	12/2K PURNA DAS ROAD
District	KOLKATA
Post Office	BALLYGUNJ
State	West Bengal
Pincode	700019
Mobile No. (91+)	9876543210
Email Address	arund9874@sify.com
Present Address* : Same as Permanent Address	
Address Line 1	12/2K PURNA DAS ROAD
District	KOLKATA
Post Office	BALLYGUNJ
State	West Bengal
Pincode	700019
Mobile No. (91+)	9876543210

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Email Address	arund9874@sify.com	
Educational Qualification *		
MADHYAMIK OR EQUIVALENT		
Examination Passed	Govt. recognized Institution / Board / University	Percentage of marks / Grade (GPA) (Upto 2 decimal)
Madhyamik / Class X	WBBSE	85
Knowledge in Computer Operation/Typing *	YES	1 YEAR CERTIFICATE COURSE
Are you a Govt. Servant and have obtained "no objection" certificate from your Appointing Authority in writing? *	NO	
Other qualification, if any *	NONE	
Password for candidate* (Should be eight digit number only)	*****	
Re-enter Password*	*****	
Prove you're not a robot *		
Type the text in the box.	<input type="text" value="5bed8"/>	
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.



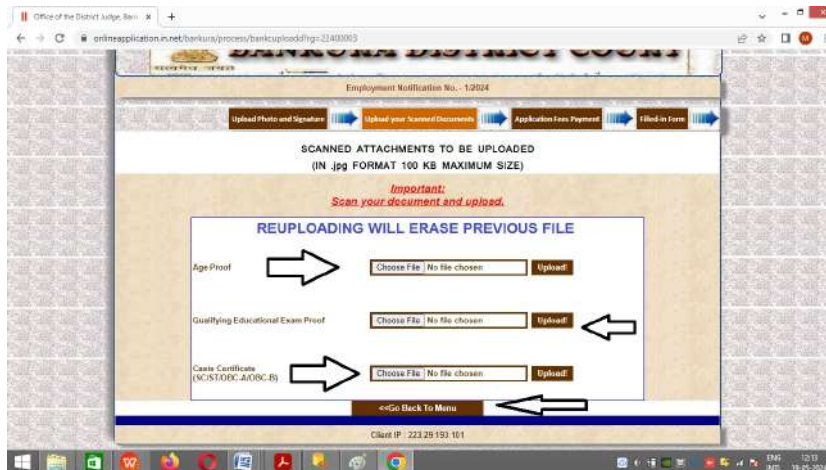
A page will appear which will contain an allocated Application No (8 digit) for your application. Store this number properly as this number is essential for you throughout this recruitment process. In future whenever you have to log in as registered candidate you need to enter this application no and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



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.



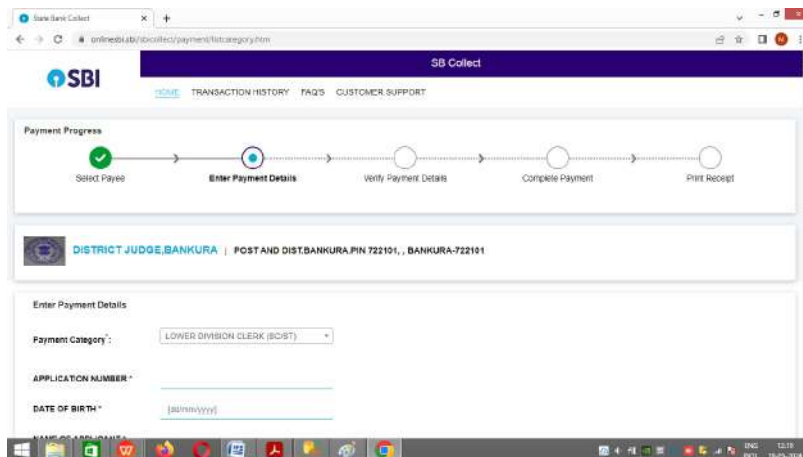
Now click on "Application Fees Payment" link .



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

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

State Bank Collect

online.sbi.sbi/collect/payment/listcategory.htm

Enter Payment Details

Payment Category: LOWER DIVISION CLERK (SC/ST)

APPLICATION NUMBER: 22400003

DATE OF BIRTH: 01/01/1984

NAME OF APPLICANT: ARUN DAS

MOBILE NO: 9876543210

APPLICATION FEES: 200
Fixed:Rs.200

Remarks:

Enter Your Details

Individual Organisation / Corporate

State Bank Collect

online.sbi.sbi/collect/payment/listcategory.htm

Individual Organisation / Corporate

Name: ARUN DAS Date of Birth: 01/01/1984

Mobile No: 9876543210 Email ID: arun674@sify.com

On successful completion of payment, you will receive the transaction reference number on this mobile number.

On successful completion of payment, you will receive the transaction reference number on this email ID.

I have read and agreed to the [Terms & Conditions](#)

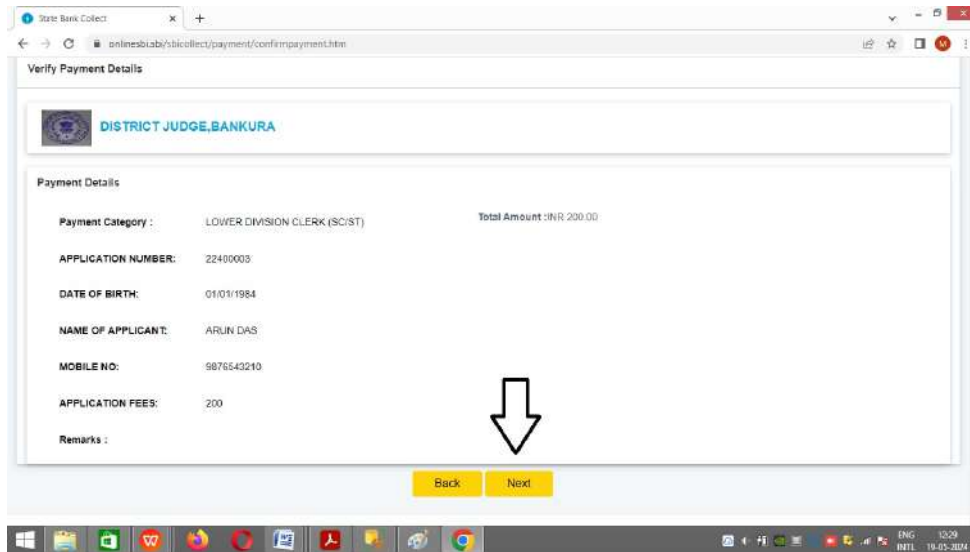
Enter the text as shown in the image: gpbb2

Select one of the Captcha options:

Image Captcha Audio Captcha

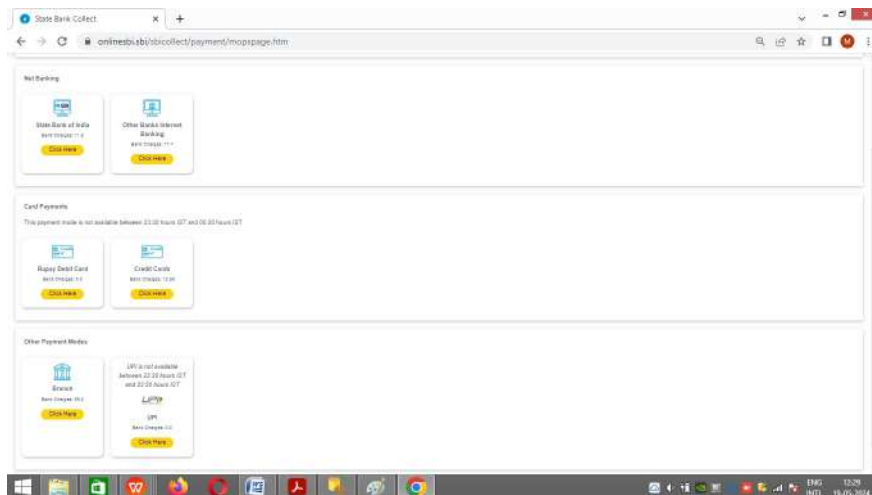
Back Reset Next

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



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.