HOW TO APPLY

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR RECRUITMENT UNDER NOTIFICATION REC/2018/05 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 **27.06.2018 to 17.07.2018** and no other mode of application shall be accepted. Before applying 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/2018/05**

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. 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, which will direct him / her to the Payment page, if applicable.

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 Fee following the procedure as mentioned in the **'APPLICATION FEE & MODE OF PAYMENT'** segment. After successful payment applicant need to enter the **SBCollect Reference Number** and Date of Payment in the **Fee Payment** page with utmost accuracy and click on **"Submit"** button, 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 ₹ 400/- (Rupees Four Hundred only) for the post under **Post Code 1** and ₹ 250/- (Rupees Two Hundred and Fifty only) for the posts under **Post Code 2 to 4**. SC and ST candidates are exempted from deposition of Application Fees. PWD candidates who intend to apply for the posts under **Post Code 2 to 4** are also exempted from deposition of Application Fees. All applicable commission levied by the banker is to be remitted by the applicant.

State Bank of India (SBI) has been authorized to collect the application fee through SB Collect facility only. Candidates may make payments through **ONLINE or OFFLINE modes** while filling the application form. A summarized process flow is given below:

STEP 1: Candidates, upon clicking on **"Click here for Payment of Application Fee",** shall be directed to SB Collect facility, using which eligible candidates can make payment of application fees through (a) Debit Card(s) / Credit Card (s) / Internet Banking of all domestic banks & financial institution or (b) Bank Challan on clicking on SBI Branch option.

STEP 2: The applicant will be required to enter / select a few information and proceed for payment. He / she will have to choose the mode of payment. In the **Online mode of payment**, upon successful submission of the application fee, e-receipt will be generated containing a unique **SBCollect Reference No.**, which is to be recorded by the applicant for future reference. The payment of application fees through Online mode can be made till **17.07.2018 (11:45 P.M.).** Please note that payment by using Debit/Credit Cards will not be available between 11:30 P.M. IST and 00:30 A.M. everyday.

On the other hand, upon clicking on **"SBI Branch"** option i.e. **Offline mode of payment**, a two part challan will be generated and candidates will have to take a print out of the challan and visit any branch of SBI for deposition of cash. The system generated Challan is to be used for depositing money at any SBI branch, after which the unique **SBCollect Reference No.** will be generated. Candidates can make payment of application fee through OFFLINE mode before the close of the banking hours on **17.07.2018** only.

STEP 3: The applicant will have to return to the WBSETCL Careers website and re-login to input the Payment Details before the closing date of registration and take the print out of the Registration Slip.

Candidature of any applicant so registering oneself at the WBSETCL **Careers** portal but subsequently failing to deposit application fee within midnight of **17.07.2018** 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 time and date positively. Application Fee shall not be collected by any other mode. Fee once paid shall not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before paying the Application Fee.

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.