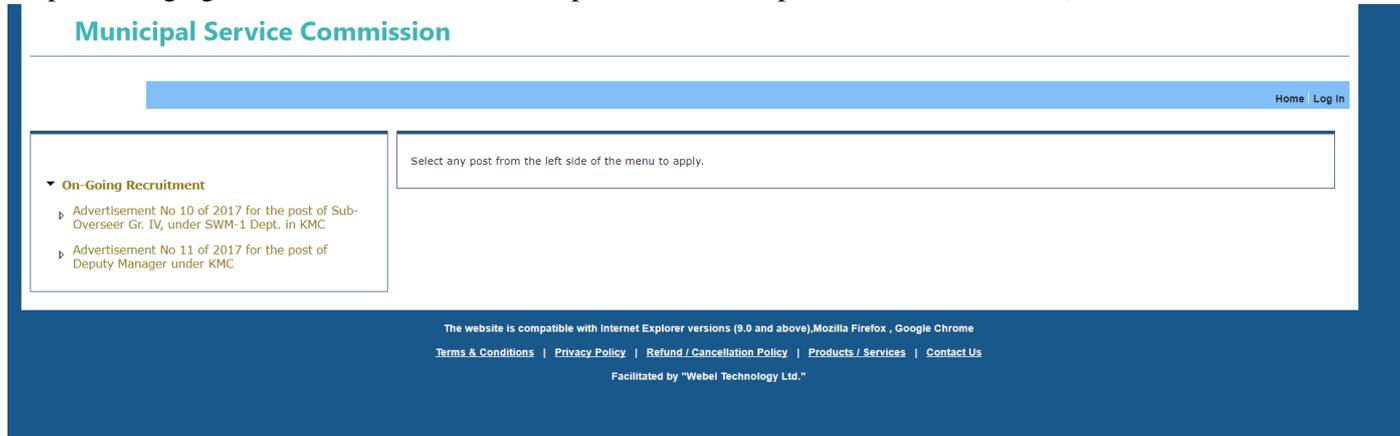


Welcome All Applicants to the How to Apply segment. Kindly go through the details before filling up the application, this will help you to great extent to fillup the application in proper fashion

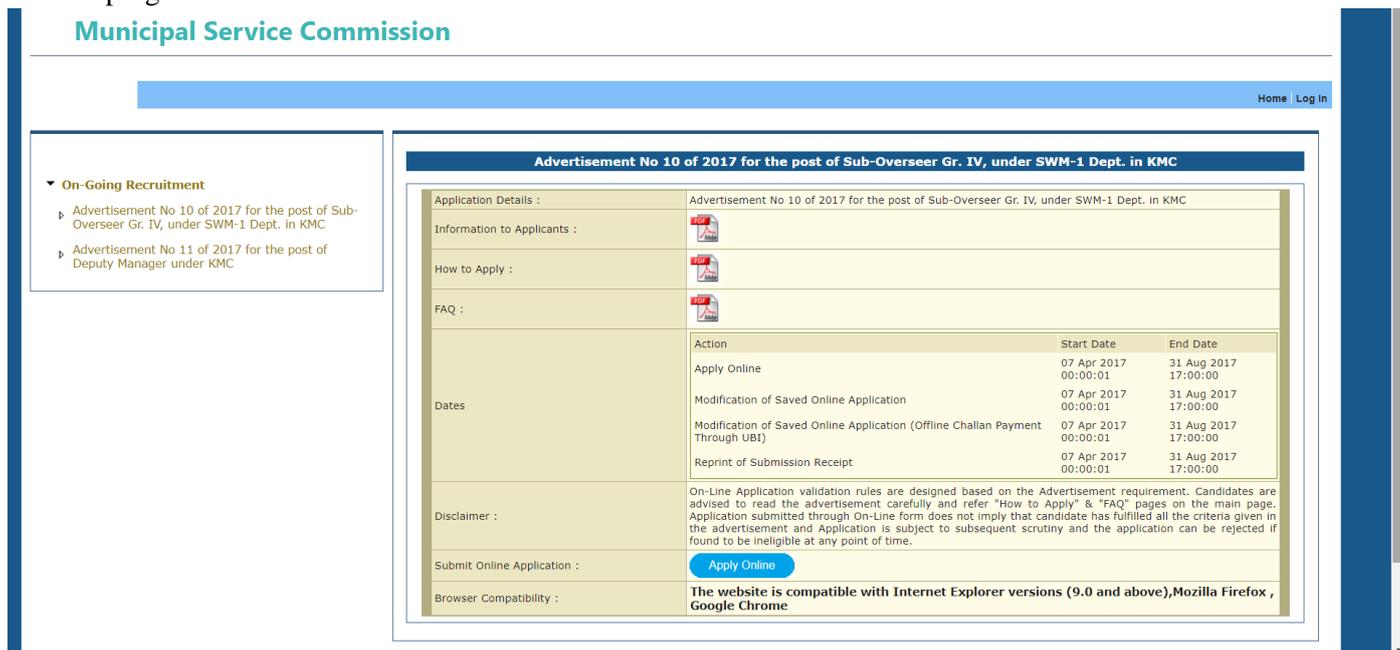
The current drives will be listed on the left hand panel of your screen (an example , the drive name & number will keep on changing from time to time based on inputs from Municipal Service Commission)



For any problems related to filling up of the forms, please refer to the below contact details for clarification



The below screen shot describes a typical scenario. One should first read the “Information to Applicants” before filling up the application form, to understand the notification published by MSCWB with regards to the particular drive in progress.



The “Dates” segment is just a depiction. It will keep on changing depending on current drives in progress. Click on the “Apply Online” button to proceed to actual procedure of applying.

Municipal Service Commission

Home

 Already have an account. Log-In

Username :

Password :

[Forgot your Password?](#)

 Are you a new user?

The website is compatible with Internet Explorer versions (9.0 and above), Mozilla Firefox, Google Chrome

[Terms & Conditions](#) | [Privacy Policy](#) | [Refund / Cancellation Policy](#) | [Products / Services](#) | [Contact Us](#)

Facilitated by "Webel Technology Ltd."

The first interface that you will interact with will be the above screen. If you happen to be existing user you can input your username & password to proceed. In the event you are a new user please click on the right hand panel button showing "Sign up now"

Municipal Service Commission

Home

New Applicant Sign Up

Communication Mode : Mobile Email

Name * :

Email ID :

Mobile * :
[Enter your 10 digit mobile no. Please do not prefix +91 or 0]

User Name * :

Password * :

Confirm Password * :

 Already Have an account. Log-In

The website is compatible with Internet Explorer versions (9.0 and above), Mozilla Firefox, Google Chrome

[Terms & Conditions](#) | [Privacy Policy](#) | [Refund / Cancellation Policy](#) | [Products / Services](#) | [Contact Us](#)

Facilitated by "Webel Technology Ltd."

After successful registration, you will be getting an e-mail in your registered mail address regarding your login credentials as well a SMS in your registered mobile number. Please maintain the same e-mail address and mobile number till the end of the drive for receiving drive related alerts from time to time (though delivery of the same is not guaranteed due to many factors beyond the control of MSCWB). A sample mail communication is given below.

Account Details of Online Application Registering with Municipal Service Commission

Inbox x



Municipal Service Commission <mscwb@applythrunet.co.in>

8:10 PM (41 minutes ago)



to me

This is an autogenerated email. Do not reply to this email.

Your Account with Online Municipal Service Commission has been successfully created.
Your Account Details is as follows.

Login Name : 943

Password : 943;

Use this login details for further communication with Municipal Service Commission.

Regards

□

DISCLAIMER : NAME , FNAME , MNAME, ADDRESS , QUALIFICATION , PHOTO & SIGNATURE AND ALL OTHER RELATED INFORMATIONS DEPICTED IN THIS DOCUMENT ARE ABSOLUTLEY FICTITIOUS AND SOLELY USED FOR BETTER UNDERSTANDING OF THE APPLICANT. ANY RESEMBLANCE WITH ANY PERSON DEAD OR ALIVE IS PURELY COINCIDENTAL.

After this step we actually land up in the actual process of filling up the application form. There are five steps which come serially one after the other. You cannot jump any step. All * marked fields are mandatory in nature.

The first page is related to inputs regarding Personal Details & Qualification.

Municipal Service Commission

Advertisement No 10 of 2017 for the post of Sub-Overseer Gr. IV, under SWM-1 Dept. in KMC

Applicant Name : ARITRA BHASIN GUIN



Personal Details and Qualification

1. Post(s) applied for *
(যে পদের জন্য দরখাস্ত করছেন) : Sub-Overseer Gr. IV, under SWM-1 Dept. in KMC

2. Advertisement No * : 10 OF 2017

3. Select State of Permanent Residence *
(স্থায়ী ঠিকানার রাজ্য) : WEST BENGAL WEST BENGAL

4. Gender (Choose Male/Female) *
(লিঙ্গ) : Male

5. Marital Status
(বৈবাহিক অবস্থান) : Married

6. Name in full *
(As per Matriculation Certificate)
(আপনার সম্পূর্ণ নাম)
(মাধ্যমিকের সংশ্লিষ্ট অনুযায়ী) :

First Name	Middle Name	Last Name
ARITRA	BHASIN	GUIN
Full Name		
ARITRA BHASIN GUIN		

7. Mother's Name in Full *
(মায়ের সম্পূর্ণ নাম) : SUDIPA GUIN

8. Father's Name in Full *
(পিতার সম্পূর্ণ নাম) : MAQBUL GUIN

Your input starts sl.no.3.As it is open to Indian nationals only , hence all the states of India are available in the list. One should be extremely careful in choosing this entry. The social category selection dropdown will be populated accordingly. All outside state applicants are treated under “Unreserved Category” only.

11. Select Category (UR/OBCA/OBCB/SC/ST) [Certificate issued by Govt. of West Bengal only; Choose UR if otherwise] *
(জাতি; পশ্চিমবঙ্গ সরকারের প্রদেয় পংসাপত্র অনুযায়ী - অন্যথা 'ইউ আর' সিলেক্ট করুন) :

12. Persons with Disability (PWD) *
(প্রতিবন্ধী) :

13. Ex-Serviceman
(এস - সার্ভিস মেন) :

13a. If 13 is Ex-Serviceman give length of service as on 01.01.2017
(এস - সার্ভিস মেন বিসত ১.১.২০১৭ অবধি আপনার চাকুরির সময়কাল লিখুন) :

14. Date Of Birth *
(জন্ম তারিখ) : (DD/MM/YYY)

Age as on 01.01.2017
(০১.০১.২০১৭ তারিখে বয়স) : YY MM

15. Applicant's Mobile No (For SMS Alert) *
(প্রার্থীর মোবাইল নম্বর - এস এম এস এলার্ট এর জন্য) : 9432466373

16. Education Qualification *
(শিক্ষাগত যোগ্যতা) :

In sl.no. 6 where you are required to input your name , if you happen to have no middle name , kindly leave the middle box blank , the application tool will do the needful.

In sl.no. , one has to input “Husband’s name” but it is for Female applicants only. The below screen shot depicts the error message , if the field is filled up by male applicants.

9. Husband's Name in Full (স্বামীর সম্পূর্ণ নাম) : SABU GUIN
Husband Name is Valid only for Married Female Applicants.

10. Nationality (Un-Check The Box If Not an Indian) * (ভারতের নাগরিক হলে চিহ্ন করুন) : Indian

11. Select Category (UR/OBCA/OBCB/SC/ST) [Certificate issued by Govt. of West Bengal only; Choose UR if otherwise] * (জাতি, পশ্চিমবঙ্গ সরকারের প্রদেয় সংশ্লিষ্ট অনুমতি - অন্যথা 'ইউ আর' সিলেক্ট করুন) : OBC-B

12. Persons with Disability (PWD) * (প্রতিবন্ধী) : Not Applicable

13. Ex-Serviceman (এক্স - সার্ভিস মেন) : YES

13a. If 13 is Ex-Serviceman give length of service as on 01.01.2017 (এক্স - সার্ভিস মেন বিগত ১.১.২০১৭ অবধি আপনার চাকুরির সময়কাল লিখুন)

If 13 is Ex-Serviceman give length of service as on 01.01.2017		
Year	Month	Days
1 0	1 1	2 2

14. Date Of Birth * (জন্ম তারিখ) : 06/12/1990 (DD/MM/YYYY)

Age as on 01.01.2017 (০১.০১.২০১৭ তারিখে বয়স)

YY	MM	DD
26	0	26

15. Applicant's Mobile No (For SMS Alert) * (প্রার্থীর মোবাইল নম্বর - এস এম এস এলাস্ট এর জন্য) : 94

16. Education Qualification * (শিক্ষাগত যোগ্যতা)

Name of the Examination (পরীক্ষার নাম)	Year of Passing (YYYY) (সাল)	Name of the Board / Council / University (বিদ্যালয়ের/পরিষদ/সংসদ/বিশ্ববিদ্যালয়ের নাম)
Select		

Sl.No. 11 , will have only “Unreserved Category” option for applicants whose permanent residence is outside West Bengal.

Sl.No. 12 shows the options available for applicants related to PWD segment. The dropdown option will vary from drive to drive depending upon the recruiting authority’s discretion. It is a just a understanding depiction. For those who are not PWD are advised to select “Not Applicable” option from the dropdown.

12. Persons with Disability (PWD) * (প্রতিবন্ধী) : Select PWD

13. Ex-Serviceman (এক্স - সার্ভিস মেন) : Select PWD

13a. If 13 is Ex-Serviceman give length of service as on 01.01.2017 (এক্স - সার্ভিস মেন বিগত ১.১.২০১৭ অবধি আপনার চাকুরির সময়কাল লিখুন)

Select PWD

- Blindness & Low Vision. 40% of Impairment and above as per Govt. rule
- Hearing Impairment 40% of Impairment and above as per Govt. rule
- Locomotor Disability or Cerebral Palsy 40% of Impairment and above as per Govt. rule.
- Not Applicable

Next comes Sl.no. 13 related to ex-serviceman (not related to para-military forces like BSF/CRPF/CISF/SSB/NVF/NCC). In case for your applied drive/post shows this option as an input enabled field and you happen to be an ex-serviceman (Army / Navy / Airforce) , please select “Yes” and enter you service years under sl.no.13(a) option. Based on prevalent norms , relaxation will be given.

Please select “No” if you are not an ex-serviceman.

Sl.no. 14 will pop-up a calendar control in front of you and just choose your data of birth from the same. The age as on 01.01.<drive year>(e.g. 01.01.2017) will be calculated by the system and shown. In the event you do not happen to fit into the desired age bracket (after considering your availed relaxations, if any).

Age as on 01.01.2017 (০১.০১.২০১৭ তারিখে বয়স)

YY	MM	DD
26	0	26

15. Applicant's Mobile No (For SMS Alert) * (প্রার্থীর মোবাইল নম্বর - এস এম এস এলাস্ট এর জন্য) : 94

16. Education Qualification * (শিক্ষাগত যোগ্যতা)

Name of the Examination (পরীক্ষার নাম)	Year of Passing (YYYY) (সাল)	Name of the Board / Council / University (বিদ্যালয়ের/পরিষদ/সংসদ/বিশ্ববিদ্যালয়ের নাম)
Madhyamik Examination Pass from the Board of Secondary Edu MADHYAMIK EXAMINATION PASS FROM THE BOARD OF SECO	2010	WEST BENGAL BOARD OF SECONDARY EDUCATION
Highest Qualification(if any) Select Highest Qualification		

17. Sports Quota, if applicable (ক্রীড়া শ্রেণীভেদে জনসংরক্ষিত) : Select Tournament | Select Games/Sports

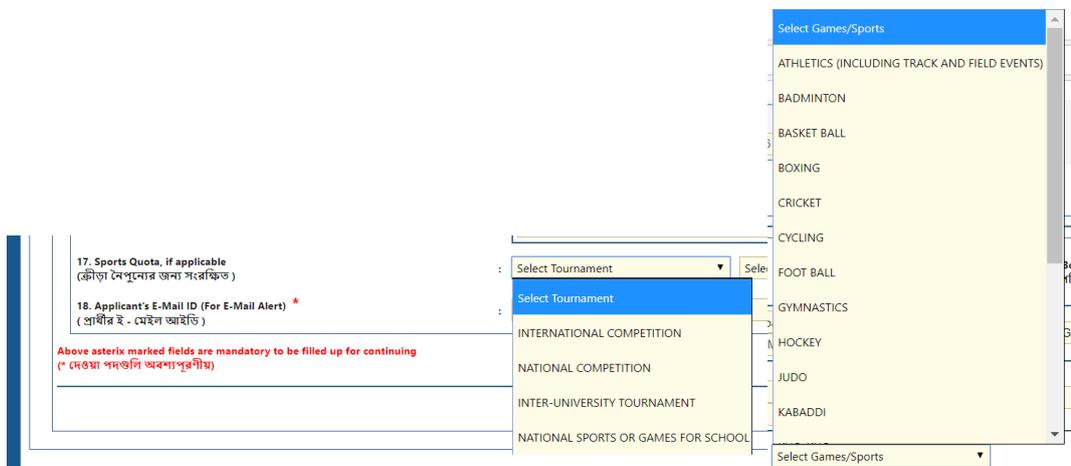
18. Applicant's E-Mail ID (For E-Mail Alert) * (প্রার্থীর ই - মেইল আইডি) : aritra124@gmail.com

Above asterisk marked fields are mandatory to be filled up for continuing (এই নক্ষত্র চিহ্নিত ক্ষেত্রগুলি অবশ্যপূরণীয়)

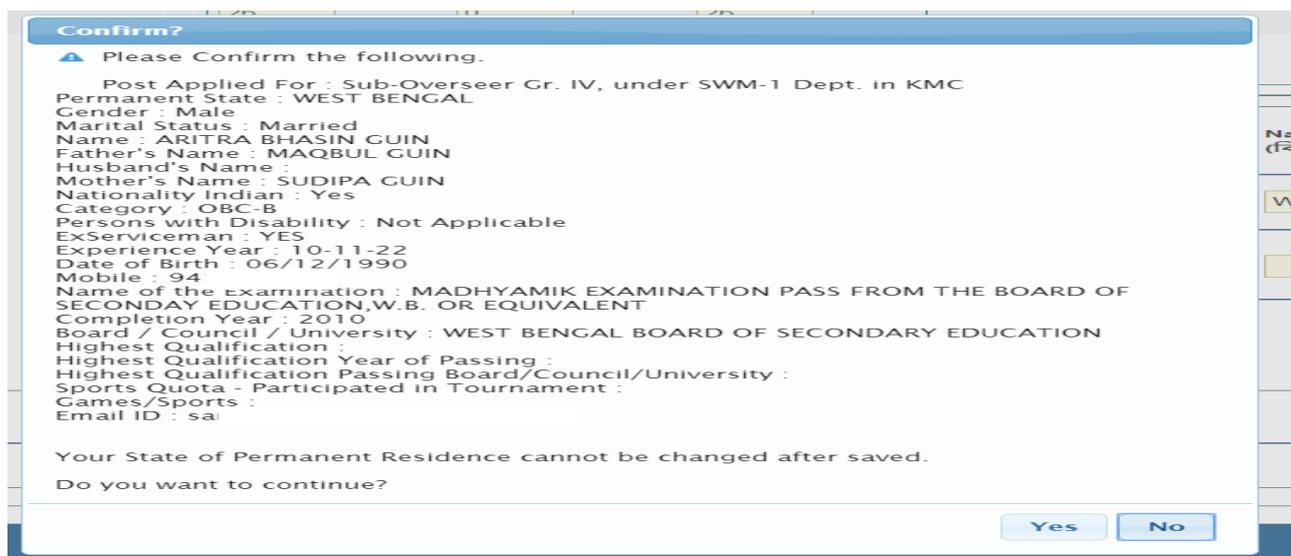
Next

Please note that the mobile number field is non editable and it flows from your registration window. The Sl.no. 16 will first show the minimum essential qualification fixed for the drive you are applying, it could be Madhyamik (class X) or 10+2 or Graduation etc. The next rows are for entering your higher qualification, if you desire so.

Sl.No. 17 is a non mandatory field. In whichever drive, vacancy will be there for MSPs, these options can be filled up. The dropdown list are shown below for your reference.



Once all the fields are filled up, please click on the “Next” button on extremely bottom right corner of the page. You will be presented with the following confirmation box. Please be very careful regarding this. If you do not agree with any of the entries, please select “No” and correct the same.



The next segment is related to your “Communication and Other Details”. Please note that the permanent address State flows from the first step and it cannot be modified. The districts within the State are available in the drop down list. Based on district selection the Police Station is available only for those whose permanent address state is West Bengal. Other State applicants are advised to write their corresponding Police Station in the adjacent text box beside the dropdown list box. The same applies for Post Office also. In case applicants from West Bengal also fails to find his/her PO from the drop down, please select the “Other” option and input your PO in the adjacent text box. The pincode will automatically come after selection of PO from the drop down. For those who are inputting their PO in the text box, pincode will have to be written in the box provided.

In the event of both Permanent Address & Mailing address happens to be the same, just click on the check box in between the the entry option of both permanent & mailing address. The permanent address will automatically get copied to the mailing address segment as shown in the below screen shot.

Communication and Other Details

19. Complete Permanent Address * (সম্পূর্ণ স্থায়ী ঠিকানা)

Address * (ঠিকানা) : 234 A J C BOSE ROAD

State * (রাজ্য) : WEST BENGAL

District * (জেলা) : Kolkata OR KOLKATA

Police Station * (থানা) : Amherst Street OR AMHERST STREET

P.O. * (পোস্ট অফিস) : A.J.C BOSE ROAD | 700020 OR A.J.C BOSE ROAD

Pincode * (পিন কোড) : 700020

Check if mailing address is same as above. (যোগাযোগের ঠিকানা একই হলে টিক করুন)

20. Complete Mailing Address * (সম্পূর্ণ যোগাযোগের ঠিকানা)

Address * (ঠিকানা) : 234 A J C BOSE ROAD

State * (রাজ্য) : WEST BENGAL OR WEST BENGAL

District * (জেলা) : Kolkata OR KOLKATA

Police Station * (থানা) : Amherst Street OR AMHERST STREET

P.O. * (পোস্ট অফিস) : A.J.C BOSE ROAD | 700020 OR A.J.C BOSE ROAD

Pincode * (পিন কোড) : 700020

21. Desired Qualification :

In the event “Desired Qualificatio” input is enabled for the drive / post you are applying for , kindly select the same from the dropdown and then proceed. Desirable Qualification is non mandatory. Here in this page also after clicking on the bottom right “Next” button , you will be prompted with the below “confirmation pop-up”



The last entry segment is the “Upload Photo and Signature”. Please upload your own current photograph and full signature (in longhand) as per the size mentioned in the input segment.

Advertisement No 10 of 2017 for the post of Sub-Overseer Gr. IV, under SWM-1 Dept. in KMC
Applicant Name : ARITRA BHASIN GUIN

Upload Photo and Signature

22. Upload Photo * (আপনার ছবি আপলোড করুন)
 Size between 10KB and 50KB (Dimension 138px W X 177px H) (3.5 cm Width X 4.5 cm Height)

Photo_501590.jpg

23. Upload Full Signature in longhand * (আপনার পূর্ণাঙ্গ স্বাক্ষরের ছবি আপলোড করুন)
 Size between 5KB and 20KB (Dimension 350px W X 63px H) (9.2 cm Width X 1.7cm Height)

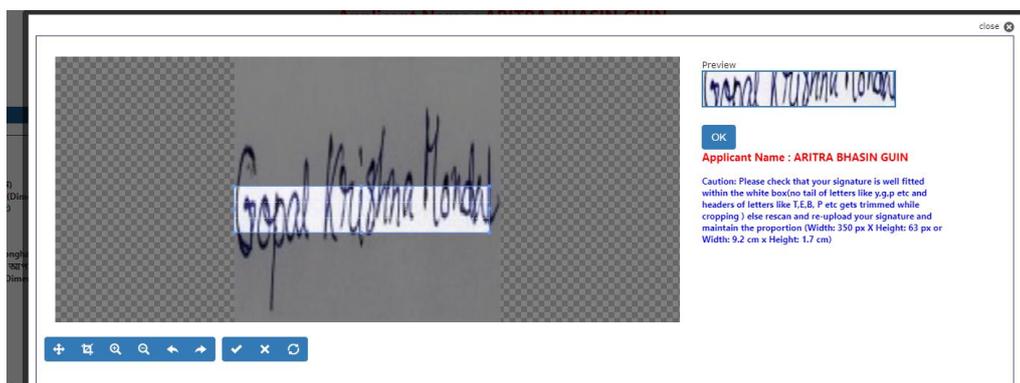
Sign_500028.jpg

24. Place * (স্থান) : KOLKATA

25. Declaration : (ঘোষণা)
 I solemnly declare that
 (a) All statements made in this application are true , complete and correct
 (b) Original documents will be produced on demand
 (c) I agree to take the examination on the condition that the WBMSO may cancel my candidature if at any time I am found ineligible for admission to the examination
 (d) I have submitted no other application for this examination and
 (e) I have informed my head of office, NOC will be produced in due course.

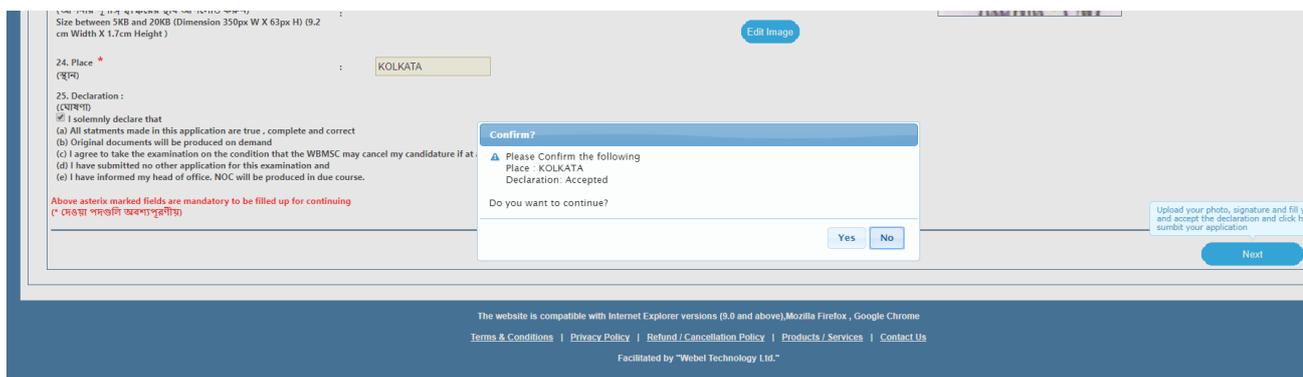
Above asterix marked fields are mandatory to be filled up for continuing * কেবলমাত্র পদতালিকা অবশ্যসম্পূর্ণীয়

After you choose your photograph and signature , you will automatically be re-directed to the cropping tool option , where you can do the necessary position so as to provide the correct view of your photograph & signature.



Please note that the signature depicted above is not the correct signature uploaded. It has to reduced to miniature form to suit the requirement.

The place entry signifies from where you are filling up the application. It has got no relation with your permanent or mailing address. It can be anywhere in the world.



Please do not forget to click on the “Declaration” check box before clicking on the “Next” button.

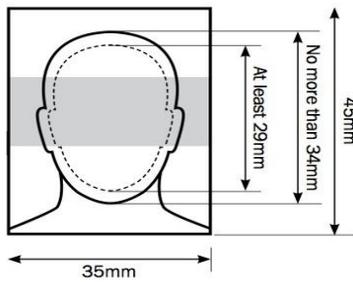
The two things to be uploaded by you in this application are your own current photograph & the other is your full signature. The scanned copy must be in .jpg format and within a specified size.

The pre-requisites for uploads are clarified in the ensuing paragraph

APPLICANTS ARE REQUIRED TO UPLOAD SOFT COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE IN JPG FORMAT COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF PHOTOGRAPH FILE AND SIGNATURE FILE MUST BE BETWEEN 10 KB - 50 KB AND 5 KB - 20 KB RESPECTIVELY. THE IMAGE DIMENSION FOR PHOTOGRAPH AND SIGNATURE SHOULD BE 138 PX W X 177 PX H (4.5 CM or 45 mm HEIGHT X 3.5 CM or 35 mm WIDTH) AND 350 PX W X 63 PX H (1.7 CM HEIGHT X 9.2 CM WIDTH) RESPECTIVELY. PHOTOGRAPH MUST BE ON CONTRAST BACKGROUND (PREFERABLY WHITE) WITH 75-80% OF THE PHOTO OCCUPYING THE

APPLICANT'S FACE. CANDIDATES ARE ADVISED NOT TO UPLOAD IMAGES OF OTHER OBJECTS IN PLACE OF PHOTOGRAPH AND SIGNATURE.

Guidelines : Please find the schematic depiction of how your photograph should be



Your photo should satisfy the following primary requirements:-

- Recent photo facing forward and looking straight at the camera
- without anything covering the face
- in clear contrast to the background
- without a head covering (unless it's worn for religious reasons)
- with eyes open, visible and free from reflection or glare from glasses
- with your eyes not covered by sunglasses, tinted glasses, glass frames or lock of hair without any 'red eye' and without any shadows in the picture

Once this step is over you are thrown to the "Preview Application" segment. Kindly verify all information inputted from your end. This is the last stage before the payment option. After this stage no editing of the data inputted by you will be allowed.

Municipal Service Commission

Advertisement No 10 of 2017 for the post of Sub-Overseer Gr. IV, under SWM-1 Dept. in KMC

Applicant Name : ARITRA BHASIN GUIN


Personal Details and Qualification


Communication and Other Details


Uploads Photo and Signature


Preview Application


Payment Details

Preview Application

Personal and Qualification Details	
Post Applied For	: Sub-Overseer Gr. IV, under SWM-1 Dept. in KMC
Advertisement No	: 10 of 2017
State of Permanent Residence	: WEST BENGAL
Name	: ARITRA BHASIN GUIN
Mother's Name	: SUDIPA GUIN
Father's Name	: MAQBUL GUIN
Husband's Name	:
Gender	: Male
Marital Status	: Married
Nationality	: Yes
Category	: OBC-B
Physically Handicapped	: Not Applicable
Ex-Serviceman	: YES
Year Of Service	: 10-11-22
Date of Birth	: 06/12/1990
Age As On	: 26-0-26
Mobile	: 94
Email	: sa
Qualification Name	: MADHYMIK EXAMINATION PASS FROM THE BOARD OF SECONDARY EDUCATION,W.B. OR EQUIVALENT
Qualification Year	: 2010
Qualification Board	: WEST BENGAL BOARD OF SECONDARY EDUCATION
Highest Qualification	:
Highest Qualification Year	:
Highest Qualification Board/Council/University	:
Sports Quota - Participated in Tournament	:
Games/Sports	:

Highest Qualification	
Highest Qualification Year	
Highest Qualification Board/Council/University	
Sports Quota - Participated in Tournament	
Games/Sports	
Communication and Other Details	
Complete Permanent Address	
Address	234 A / J C BOSE ROAD
District	KOLKATA
Police Station	AMHERST STREET
Post Office	A.J.C BOSE ROAD
Pincode	700020
Complete Mailing Address	
Address	234 A / J C BOSE ROAD
District	KOLKATA
Police Station	AMHERST STREET
Post Office	A.J.C BOSE ROAD
Pincode	700020
Photo and Signature	
Uploaded Photo	
Uploaded Signature	
Place	KOLKATA
Declaration	Accepted

[Next](#)

The final step is the "Payment Details" page. The options for making the payment can be opted by the applicant from the dropdown option under Payment Mode. The pre-fixed fees will automatically appear in the required fields. Please do not forget to click the "I accept" button.

Personal Details and Qualification
Communication and Other Details
Uploads Photo and Signature
Preview Application
Payment Details

Payment Details

26. Payment Mode * (টাকা জমা দেওয়ার ধরন) : Online Payment Gateway through Bill Desk

Application Fees (দেখানোর বাবদ খার্ব মূল্য)	150
Processing Charges (প্রসেসিং বাবদ খার্ব মূল্য)	50
Bank Charges (ব্যাঙ্ক এর খার্ব মূল্য)	0
Total	200

Terms and Conditions

- ✓ Applicants willing to pay Application fee online are advised to use a valid bank account to make the payment.
- ✓ Online payment of Application fee & /or Processing fee can be made, using the following modes: Net Banking, Debit Card (VISA, Master, Maestro), Credit Card. (VISA, Master, Maestro).
- ✓ For making online payment of the requisite fee, login and then click on "Apply Now" on the requisite Page and follow the instructions thereafter.
- ✓ After successful completion of the payment, the system will be redirected back to the Municipal Service Commission Application Page Qualification and Communication Address Tab where the applicant has to fill up rest details, generate receipt of the payment made and produce the

I Accept the above terms and conditions *

Above asterisk marked fields are mandatory to be filled up for continuing (* দেওয়া পদগুলি অবশ্যপূর্ণীয়)

[Pay & Submit](#)

26. Payment Mode * (টাকা জমা দেওয়ার ধরন) : Online Payment Gateway through Bill Desk

Select

Online Payment Gateway through Bill Desk

Offline Payment through UBI Challan

Application Fees (দেখানোর বাবদ খার্ব মূল্য)	150
Processing Charges (প্রসেসিং বাবদ খার্ব মূল্য)	50
Bank Charges (ব্যাঙ্ক এর খার্ব মূল্য)	0
Total	200

Terms and Conditions

- ✓ Applicants willing to pay Application fee online are advised to use a valid bank account to make the payment.
- ✓ Online payment of Application fee & /or Processing fee can be made, using the following modes: Net Banking, Debit Card (VISA, Master, Maestro), Credit Card. (VISA, Master, Maestro).
- ✓ For making online payment of the requisite fee, login and then click on "Apply Now" on the requisite Page and follow the instructions thereafter.
- ✓ After successful completion of the payment, the system will be redirected back to the Municipal Service Commission Application Page Qualification and Communication Address Tab where the applicant has to fill up rest details, generate receipt of the payment made and produce the

I Accept the above terms and conditions *

Above asterisk marked fields are mandatory to be filled up for continuing (* দেওয়া পদগুলি অবশ্যপূর্ণীয়)

On-Going Recruitment

- Advertisement No 10 of 2017 for the post of Sub-Overseer Gr. IV, under SWM-1 Dept. in KMC
- Advertisement No 11 of 2017 for the post of Deputy Manager under KMC

Your Application Has Been Successfully Submitted.

Your Form Serial No is '10000003'. Please refer this no for any further communication.
Click [here](#) to take print out of the filled up application form.

Please click on the "Click here" button to get your filled up application form in .pdf format. For those who are opting for Bank challans, after the payment status is updated by the bank, you can take a printout of the same from the "My Account" segment as it will get auto-submitted after bank status update.

Post Applied for

Advertisement No 10 of 2017 for the post of Sub-Overseer Gr. IV, under SWM-1 Dept. in KMC - Your Online Application Form Submitted on 06 Aug 2017. Your Application Serial No is '10000003'

Select any post from the left side of the menu to check the status.

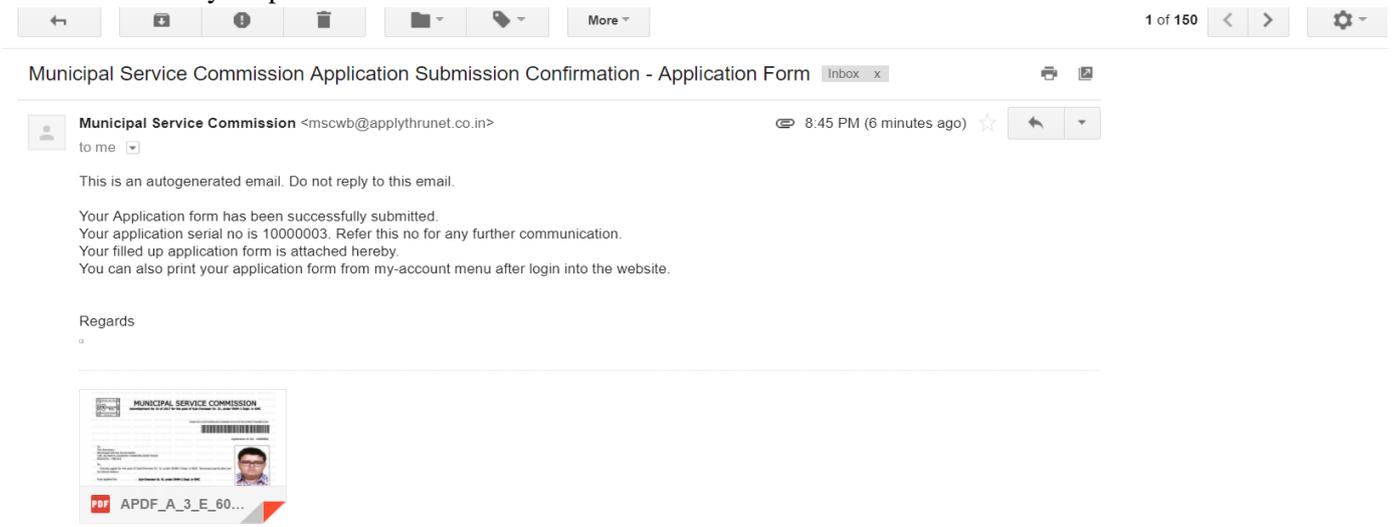
Post Applied for

Advertisement No 10 of 2017 for the post of Sub-Overseer Gr. IV, under SWM-1 Dept. in KMC - Your Online Application Form Submitted on 06 Aug 2017. Your Application Serial No is '10000003'

Advertisement No 10 of 2017 for the post of Sub-Overseer Gr. IV, under SWM-1 Dept. in KMC

Status	Date
Click here to take print out of the filled up application form.	
Your Online Application Form Submitted on 06 Aug 2017. Your Application Serial No is '10000003'	06/08/2017

An automated mail / SMS will also be shot to your registered mail address / mobile number. A sample e-mail is shown below for your perusal.



No need to post the application form but do preserve the same for future reference.