

HOW TO REGISTER IN PSC-ONLINE

FOR APPLYING TO VARIOUS EXAMS OF PSC.

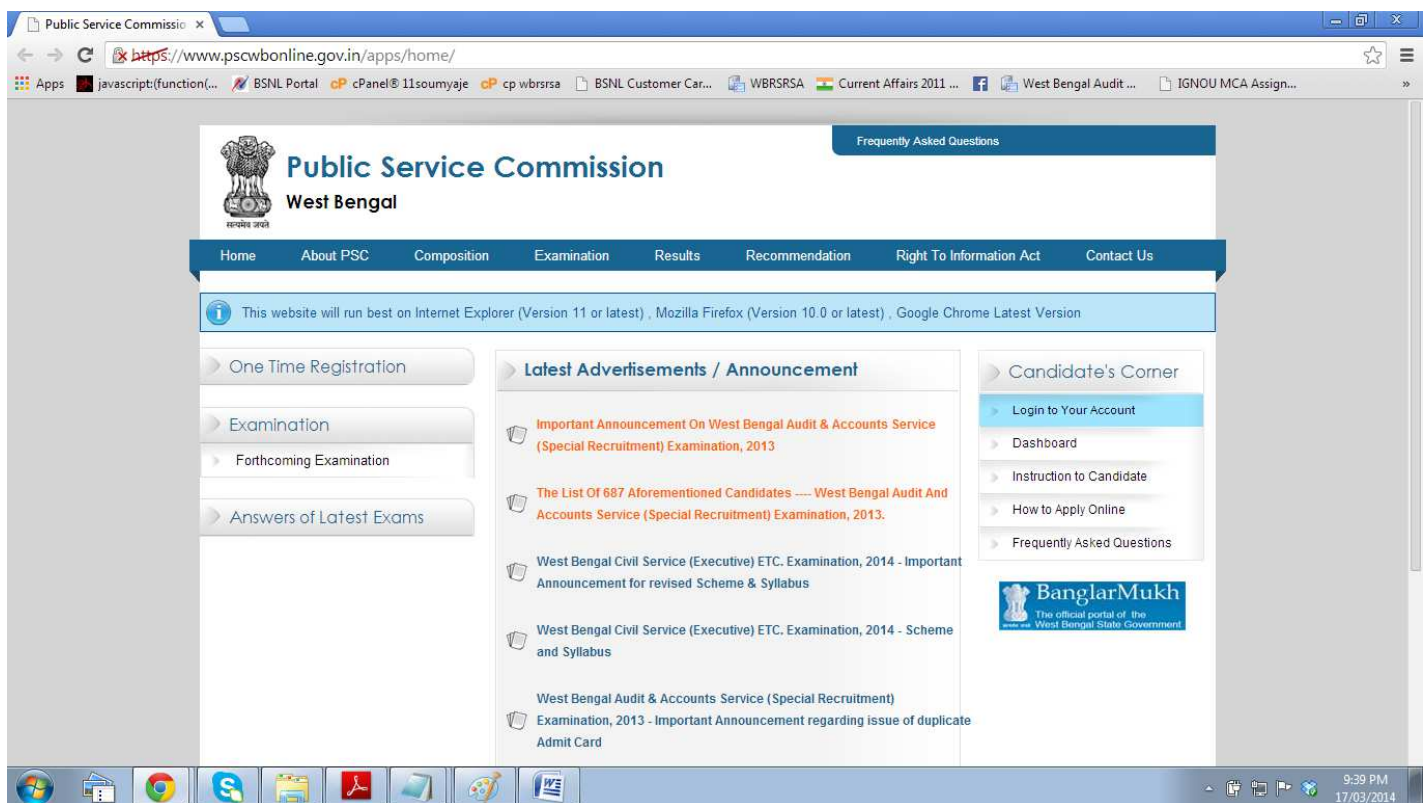
(PART 1- HOW TO REGISTER)

Dear candidates, you know that from 2014 , the applications to exams conducted by PSC , WB will be online. Like Google, Face book etc. you need to register with PSC's site ONE TIME and from next time onwards, you can login to your account and apply to exams, edit information etc. It is very good initiative by PSC & the Govt. It will reduce the total time span of exam.

In this 1st part we are showing how to register with the site. **If it helps anyone we will be happy and ask those candidates to inform us about this site and material to mailus@wbcsmadeeasy.in.**

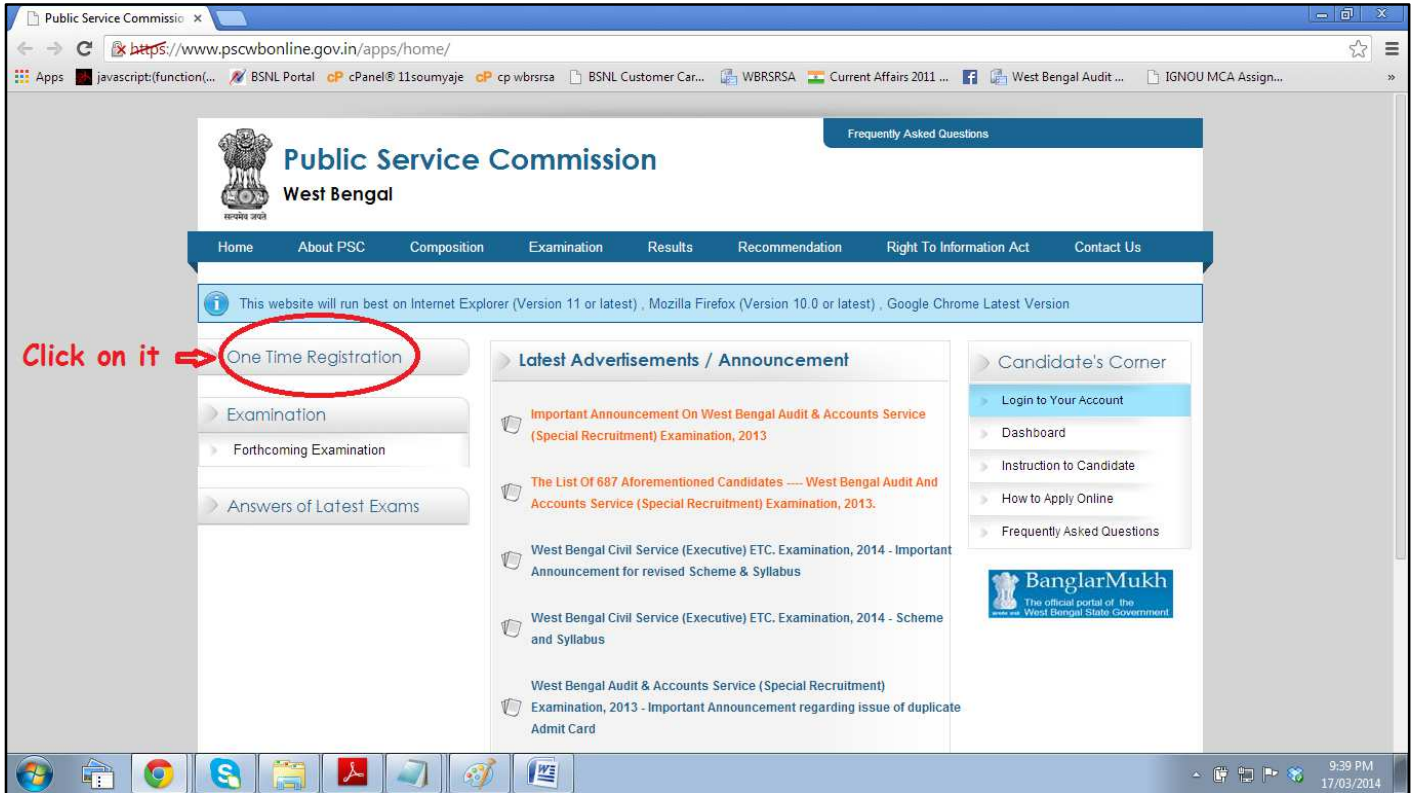
Step 1. Write www.pscwbonline.gov.in in your browser's address space and click on it.

It will take you to the following page.



The screenshot shows the homepage of the Public Service Commission West Bengal. The browser address bar displays <https://www.pscwbonline.gov.in/apps/home/>. The website header includes the PSC logo and the text "Public Service Commission West Bengal". A navigation menu contains links for Home, About PSC, Composition, Examination, Results, Recommendation, Right To Information Act, and Contact Us. A blue banner below the menu states: "This website will run best on Internet Explorer (Version 11 or latest) , Mozilla Firefox (Version 10.0 or latest) , Google Chrome Latest Version". The main content area is divided into three columns. The left column has buttons for "One Time Registration", "Examination", "Forthcoming Examination", and "Answers of Latest Exams". The middle column, titled "Latest Advertisements / Announcement", lists several exam notices, including "Important Announcement On West Bengal Audit & Accounts Service (Special Recruitment) Examination, 2013" and "The List Of 687 Aforementioned Candidates --- West Bengal Audit And Accounts Service (Special Recruitment) Examination, 2013". The right column, titled "Candidate's Corner", includes links for "Login to Your Account", "Dashboard", "Instruction to Candidate", "How to Apply Online", and "Frequently Asked Questions". At the bottom right of the page, there is a logo for "BanglarMukh" with the text "The official portal of the West Bengal State Government". The Windows taskbar at the bottom shows the system clock as 9:39 PM on 17/03/2014.

Step 2. Click on the “One time registration” option (if you have not registered earlier , in that case straight away go to Step)



Step 3. After clicking , you will get a page like this:

The screenshot shows a web browser window displaying the registration page for the Public Service Commission, West Bengal. The page title is "One Time Registration". The form includes the following fields and options:

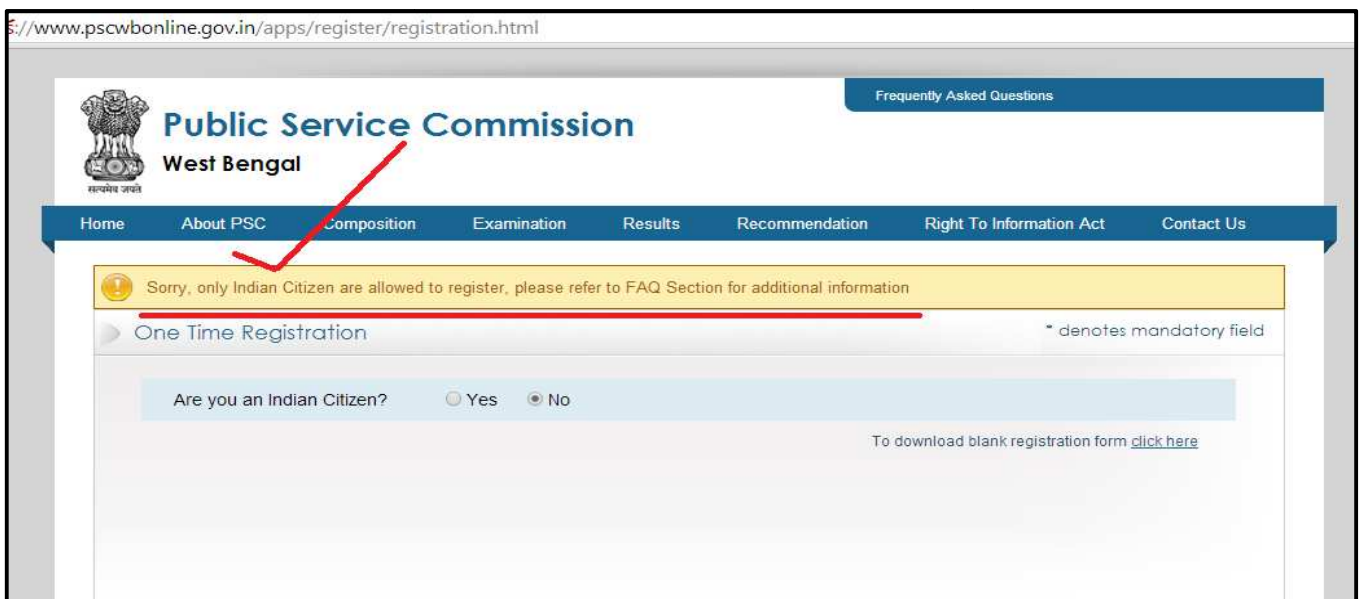
- Are you an Indian Citizen?** with radio buttons for "Yes" (selected) and "No".
- A link: "To download blank registration form [click here](#)".
- Upload your photo here *** with a "Choose File" button, "No file chosen" text, and a "Resize Photo" link. A note says "(Photo size should be within 20 to 50 kb)".
- Personal Details** section with the following fields:
 - Name *** with sub-fields for "First Name", "Middle Name (Optional)", and "Last Name".
 - Candidate's Date of Birth *** with dropdowns for "Day", "Month", and "Year", and a note "(as recorded in Madhyamik or equivalent examination certificate)".
 - Place of Birth *** with dropdowns for "State" ("-- Select Birth State -- ") and "District" ("-- Select Birth District -- "), and a "Place" text field.
 - Father's Name *** with sub-fields for "First Name", "Middle Name (Optional)", and "Last Name".

The browser's address bar shows the URL: <http://www.pscwbonline.gov.in/apps/register/registration.html>. The taskbar at the bottom shows the system time as 9:47 PM on 17/03/2014.

Step 4: Start filling up online application form.



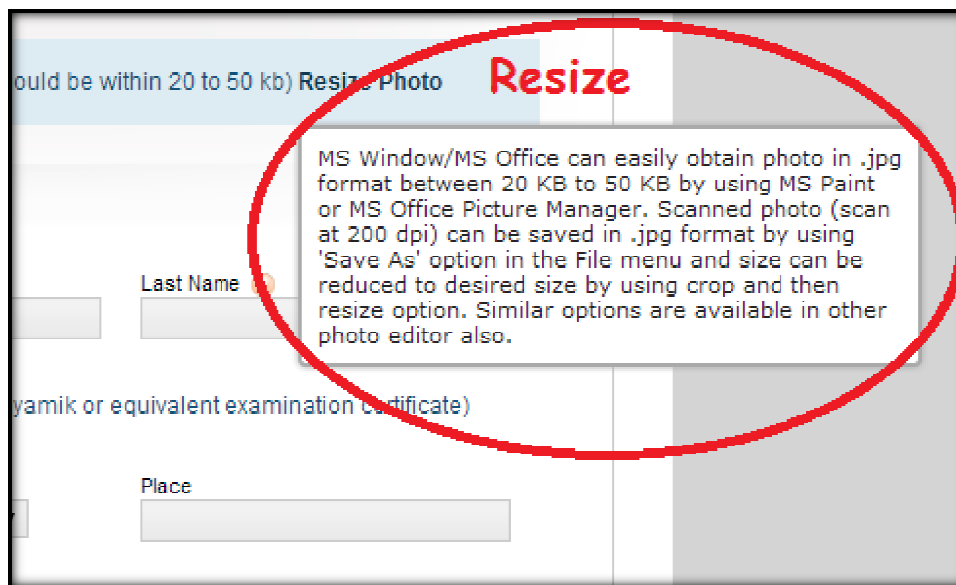
(a) Citizenship is already in clicked position as “Yes”. Do not alter it. (As Indian Citizens can only apply). You will see the following screen:-



(b) You have to choose your photo for upload. When you click on “Choose File” option, you will see that an additional window will open. Choose your saved photo (in XXXX.jpg

format) . You may need to resize photo to 20-50 kb using MS picture manager, Photoshop etc. and use “save as” option to save new file.

(c) Resize: It is clearly written in the website, how to resize. Here it is.



Step 5: Now we will fill up personal details.

1. Name:

(a) Write your first name . in the given example I wrote “**Rama** (1st name) , **Pada** (middle name) and **Das** (Last Name)”. One can write as “**Ramapada** (1st name) ,**blank** (middle name) and **Das** (Last Name)”.

Personal Details

Name *

Candid

Year (as recorded in Madhyamik or equivalent examination certificate)

Place of Birth *

2. Date of Birth (according to certificate of Madhyamik exam or equivalent).

Candidate's Date of Birth * (as recorded in Madhyamik or equivalent examination certificate)

DOB →

Day: 1-19
Month: January-December
Year: 1997-1979

Place of Birth *
Father's Name *
Mother's Name *
Your Gender
Caste Category *

Select Birth District --
Place
Middle Name (Optional)
Last Name
Maiden Surname
Religious No (Optional)

Scroll

Select Day, Month, Year from combo box according to your date of birth.

3. Again select State, district of birth and write place of birth where it is written

Candidate's Date of Birth * (as recorded in Madhyamik or equivalent examination certificate)

Write place of birth (a)

Place of Birth *
Father's Name *
Mother's Name *
Your Gender
Caste Category *

State: West Bengal, Andaman & Nicobar, Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chandigarh, Chhattisgarh, Dadra & Nagar Haveli, Daman & Diu, Delhi, Goa, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Karnataka, Kerala

District: -- Select Birth District --, BANKURA, BURDWAN, BIRBHUM, COOCHBIHAR, DARJEELING, PURBA MEDINIPUR, HOOGHLY, HOWRAH, JALPAIGURI, KOLKATA, MALDA, MURSHIDABAD, NADIA, NORTH 24 PARGANAS, UTTAR DINAJPUR, PURULIA, SOUTH 24 PARGANAS, DAKSHIN DINAJPUR, PASHCHIM MEDINIPUR

Place: **xyz**
Last Name
Maiden Surname

Select State, Dist.

4. Write name of the father, mother as you wrote in case of your name.
 Select Male/Female properly.
 Write Voter ID Card no in proper place.

Father's Name *	First Name xyz	Middle Name (Optional) abc	Last Name pqr
Mother's Name *	First Name stu	Middle Name (Optional) kk	Maiden Surname mno
Your Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	Epic No (Optional)	
Caste Category *	-- Select Caste Category --		

↑
Voter ID Card No.

[Contact Details](#)

This is a sample where you get the id.



5. Select your caste properly to get benefit of Govt.'s reservation policy.

Your Gender Male Female Epic No (Optional)

Caste Category * -- Select Caste Category --
-- Select Caste Category --
General
Backward Classes (Category A)
Backward Classes (Category B)
Scheduled Castes (SC)
Scheduled Tribes (ST)

Contact Details

Permanent Address

Address Line 1 * Address Line 2 (Optional)

State * -- Select Address State -- District * -- Select Address District --

Police Station * Post Office *

Very imp. select your caste properly.

6. Now we will fill up the address details:

This is very easy and similar to what have you done just now. Write name , address, select state, district ,write mobile no, e-mail etc.

Permanent Address

Address Line 1 * **XYZ** Address Line 2 (Optional) **Mno**

State * **select** -- Select Address State -- District * **select** -- Select Address District --

Police Station * **Name of PS** Post Office * **Name of PO**

Pin Code * **Pin- 7XXXXXX**

Mobile No (Optional) **98XXXXXXXXXX** Email (Optional) **xyz@mno.com**

7. Now we will fill up academic qualification of you.

(a) Select your highest academic qualification carefully.

According to PSC , for WBCS Exam it must be minimum- “Graduation”.
Marks does not matter here. B. Tech candidates also write “Graduate”.

Qualification Details

Academic Degree of Qualification * -- Select Academic Degree --

Specialised Field of Qualification *

Additional Qualification (Optional)

Professional Experience (Optional)

10th
12th
Diploma
Bachelors
Masters
Doctorate
Post Doctorate

Select carefully

(b) Select sub category of your educational qualification.

e.g. if you have selected “Graduation” previously, now select “BA/BSC/B
Tech/...” etc.

Qualification Details

Academic Degree of Qualification * Bachelors

Specialised Field of Qualification *

Additional Qualification (Optional)

Professional Experience (Optional)

Select Specialized Degree
Select Specialized Degree

B.A.
B.ARCH.
B.C.A.
B.B.A.
B.COM.
B.ED.
B.D.S.
B.H.M.
B.PHARMA.
B.SC.
B.TECH. / B.E.
L.L.B.
M.B.B.S.
DIPLOMA
BVSC
B.A. (Hons.)

Select proper sub-category of your educational qualification.

Security Question

Please remember security answers provided to you your password later

(c) Additional qualification and experience could be written in the boxes. These are optional means you can write or not.

Additional Qualification (Optional)	Additional qualifications like Fine Arts, NCC etc. could be written.
Professional Experience (Optional)	Professional experience like service in IT sector, Govt service etc could be written.

8. Next is security, which is must.

Additional Qualification (Optional)

Professional Experience (Optional)

> Security Question

Please remember security answers provided below, will be asked if you forget your password later

Last School Attended *

Grandfather's Name *

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. **It is must, else form will be invalid. Click on it .**

Upload your signature * (Signature size should be within 20 to 50 kb). [Resize Signature](#)

In case it is detected subsequently that any information furnished by you is false, your registration will be cancelled and you will be liable to be debarred from registering yourself for next three years. **It is must too. Click on it .**

Lastly, click on it to REGISTER.

- Write your School's name and name of your grandfather.
- Check in the two boxes as shown in the figure.
- Click "Register" at last.

9. Then you will be shown the following page where the username and password will be given. PLEASE NOTE THAT DOWN FOR FURTHER REFERANCE.

The screenshot shows the West Bengal Public Service Commission website. At the top left is the state emblem and the text 'Public Service Commission West Bengal'. A blue navigation bar contains links: Home, About PSC, Composition, Examination, Results, Recommendation, Right To Information Act, and Contact Us. A 'Frequently Asked Questions' link is also visible in the top right. The main content area displays a message: 'Registration request to WBPSC Portal is accepted.' Below this, the 'User ID' is shown as 'XXXXXXXX' and the 'Password' as 'YYYYYY'. A red arrow points to the password field. Below the message, there is a link labeled 'Download Completed Registration' with a red arrow pointing to it. A second red arrow points to the right of this link.

10. Also you can keep a document of your application by clicking the link shown below, in the previous image.

11. Next time onwards, please login to your account by clicking on "Login to your account" in "Candidate's Corner" on Right hand side of home page.

The screenshot shows the homepage of the Public Service Commission West Bengal. The header includes the logo and name of the commission, along with a 'Frequently Asked Questions' link. The navigation menu contains: Home, About PSC, Composition, Examination, Results, Recommendation, Right To Information Act, and Contact Us. Below the navigation, there are links for 'Preliminary Examination Results' and 'Main Examination Results'. A browser compatibility message is displayed. On the left, there are buttons for 'One Time Registration', 'Examination' (with a sub-link for 'Forthcoming Examination'), and 'Answers of Latest Exams'. The central section is titled 'Latest Advertisements / Announcement' and lists several exam notices. On the right, the 'Candidate's Corner' menu is highlighted with a red box, containing options: 'Login to Your Account' (highlighted in blue), 'Dashboard', 'Instruction to Candidate', 'How to Apply Online', and 'Frequently Asked Questions'. At the bottom right, there is a 'BanglarMukh' logo and the text 'The official portal of the West Bengal State Government'.

12. After click login, you will land in a page like this.

The screenshot shows the 'Candidate's Login Panel' on the website. It features a form with 'User ID' and 'Password' input fields, each with a red arrow pointing to it. Below the fields is a blue 'LOGIN' button with a lock icon and a 'Reset Your Password?' link. A link 'Don't have an account yet? Get Started!' is also present. To the right of the login panel, a message states: 'WBPSC candidates are requested to login to their account here. From here they can...'. Below this message is a list of actions:

- ▶ Apply to latest examination, published in WBPSC advertisement.
- ▶ Check latest examination list.
- ▶ Check application status that has already been submitted.
- ▶ Edit their personal information.
- ▶ Get Admission Certificate.

13. From next time the login page will be like this, where you can login with just provided user name and password and change your password.

There will also the upcoming exams will be shown, on which you will have to click to apply. It is covered in part 2.

. So your registration is complete.

The screenshot shows the 'Candidate's Corner' dashboard for the Public Service Commission, West Bengal. The page is titled 'Public Service Commission West Bengal' and includes a navigation menu with options: Dashboard, My Profile, Help Desk, Change Password, and Logout. The user is logged in as 'XXXXX'. The dashboard is divided into two main sections: 'List of Current Examination' and 'List of Choices'. The 'List of Current Examination' section has a table with columns: Examination Name, Status, Bank Payment Info, and Print. The 'List of Choices' section has a table with columns: Choice Type and Lists.

Examination Name	Status	Bank Payment Info	Print
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Choice Type	Lists
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Frequently Asked Questions

1. What should I do if there is lot of delay in accessing the page?

Speed for Registration of On-Line Application on Internet, is based on various factors like Internet Speed, large number of applicants trying to register the application at the same time etc. Therefore if you are not able to get the pages for registration immediately, please retry after a gap of 15 minutes or during off-peak hours at night.

2. How do I know that my application is registered?

Successful Registration is indicated by the Page displayed after clicking the Submit Button indicating the generated "REGISTRATION NO." and "PASSWORD". Please note down the same carefully and preserve it. If you do not preserve it, you will not be able to Re-Print the Application and download the Admission Certificate.

3. I did not receive the email intimation for registration of my application?

"REGISTRATION NO." and "PASSWORD" are also sent by auto-response Confirmation emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, Policy of your E-Mail Service Provider to accept and Divert such emails under Bulk or Spam Mails or bounce back such mails without accepting it due to heavy number of emails generated by our Applications. In case of Govt./official /company Email Ids, delivery is controlled by your Company Policies.

4. How do I re-confirm that my application is saved?

In case of doubt about the successful Registration, candidates are advised to visit the Page for Re-Print of Application, generate the Printout and preserve the soft copy and hard copy (printout) of the Application.

5. I got Blank / Zero Registration No. after submission of application on-line?

In rare cases Candidates may get Zero (0) Registration No. with valid Password. Candidates are advised to Re-Register the Application and check the Printout through Re-Print Application.

6. After filling up the complete form, I got Blank Screen / Internet got disconnected / My PC closed / hanged / shutdown. Is my application saved / registered?

Please refer to Point No.4. If you do not get the application printout through Re-Print option, your application is not saved. Please re-apply.

7. What details should I provide while writing for the problem?

Please do not forget to provide following details while writing to us: (1) REGISTRATION NO. (2) PASSWORD (3) DATE OF BIRTH & (4) FULL NAME as entered in application. In case of application failure or any error message, we would like to have the screenshot of the error in JPG, GIF format or as MS Word file. Additionally, you may provide the PC Details including the Operating System (like Windows XP, Vista, Linux etc.) & Internet Browser & version (like Internet Explorer 6.0, Mozilla 3.0, Firefox 3.5 etc.) used.

How to Register (as given by PSC)

1. Log on to www.pscwbonline.gov.in
2. Click on the link “ONE TIME REGISTRATION” at the left panel of the home page.

3. The fields marked with asterisk (*) are the mandatory fields. For details view, place your mouse over sign to get hint for this field.

4. Scan photo and signature and ensure that both of them adhere to the required specifications given below :

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpg format between 20 KB to 50 KB by using MS Paint or MS Office Picture Manager. Scanned photo and signature (scan at 200 dpi) can be saved in .jpg format by using ‘Save As’ option in the File menu and size can be reduced to desired size by using crop and then resize option. Similar options are available in other photo editor also.

5. After filling up all the fields click on the register button for registration.

6. When you click on the Register button then next page will contain the link, from where you can download the filled up registration form. **THE COMPLETED REGISTRATION FORM CAN BE DOWNLOADED ONCE ONLY. THEREFORE, YOU ARE ADVISED TO DOWNLOAD THE REGISTRATION FORM AT THIS STAGE OTHERWISE YOU WILL NOT BE PERMITTED TO DOWNLOAD THE SAME IN FUTURE.** In this page you will get two other buttons also, one is marked as Confirm and other one is Back.

If you click on the Back button then you will get your registration form again to modify any fields/values.

If you click on the Confirm button then you will get the Registration ID and Password. (in case you have provided your Email ID then your registration details will also be sent to you through Email).

7. After a successful registration candidate has to Log in to the system.

? Click on Log in to Your Account under Candidates Corner Pane (In the Right Side of home page). The candidate’s log in page will open.

8. Input your Registration ID and Password that you have got after registration as we have mentioned before (See point number 5). Then click on Log in.

9. After successful Log in, the candidate will be redirected to candidates’

dashboard page, where he/she will get List of current examination matches his/her profile. Choose the examination matches and click on Apply now.

NOTE : 1. Candidates are responsible to ensure correctness of the personal information and secrecy of PASSWORD and they must preserve the USER ID for further communication with the Commission as well as for applying for future examinations.

Candidates may modify the editable items only of his/her profile subsequently after registration. However, the non-editable items viz. Name, Date of Birth, Father's Name, Mother's Name etc. cannot be changed, once registered.

Disclaimer: This material is made for benefit of students / candidates appearing in various WB PSC exams and solely private and copyright property. PSC has not contributed to it. So, please fill the form carefully. Because, if there is any mistake/misguide, we are not responsible.

Guidance for WBCS Exam 2014/2015 –by WBCS Officers , Call this no. or mail at –mailus@wbcsmadeeasy.in