

HOW TO REGISTER IN PSC-ONLINE

FOR APPLYING TO VARIOUS EXAMS OF PSC.

(PART 2- HOW TO MAKE PAYMENT)

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. In continuation to our last guide (part 1), if you login again with your username and password, you will be taken to this page. Here on the right hand upper side, you will find your username. Now click on the blue coloured line "Apply Now".

https://www.pscwbonline.gov.in/apps/candidate/candidate-dashboard.html

Public Service Commission
West Bengal

Your username will be shown here. **Logged In User: [username]**

Candidate's Corner

Home Dashboard My Profile Help Desk Change Password Logout

List of Current Examination

Examination Name	Status	Bank Payment Info	Print
W.B.C.S. (EXECUTIVE) ETC. EXAMINATION, 2014	Apply Now		

List of Choices

Choice Type	Lists
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Step 2. Now it will take you to the page shown below. It is basically a form , to be partly filled up by the candidate and partly automatically filled up during the “one time registration” procedure. You can edit those fields too.

The screenshot shows the 'Candidate's Corner' page of the Public Service Commission, West Bengal. The page header includes the commission's logo and name, the user's login status, and a navigation menu with options like Home, Dashboard, My Profile, Help Desk, Change Password, and Logout. The main content area displays information for the 'W.B.C.S. (EXECUTIVE) ETC. EXAMINATION, 2014', including a link to download a blank application form, the advertisement code (05/2014), examination code (001), and submission deadlines for fees (28/04/2014) and applications (30/04/2014). A 'CAUTION' section advises candidates to consult the 'Important Information' and 'Scheme and Syllabus' available on the commission's website.

Public Service Commission
West Bengal

Logged In User: [XXXXXXXXXX](#)

Candidate's Corner

Home Dashboard My Profile Help Desk Change Password Logout

W.B.C.S. (EXECUTIVE) ETC. EXAMINATION, 2014

To download blank application form [click here](#)

Advertisement : 05/2014 , Examination Code : 001

Last date for submission of fees: 28/04/2014

Closing date for submission of application: 30/04/2014

CAUTION

A candidate must consult the " [Important Information](#) " , " [Scheme and Syllabus](#) " available with advertisement in the Commission's Website and fill in the application form correctly against all the items furnishing required particulars:

Step 3. You can edit your photo and signature here. Also select properly your language/mother tongue etc. (d), (e), (f) part.

Photo of the candidate shown here

Signature shown here

You can edit photo and signature by clicking here, if there is any mistake, done while 1st time registration.

(c)

(a) Edit Photo

(b) Edit Signature

> Personal Details

User ID

Name

First Name

Middle Name (Optional)

Last Name

Candidate's Date of Birth

(as recorded in Madhyamik or equivalent examination certificate)

This portion will be automatically shown (as you filled up at the time of registration)

Do you have the ability to read, write and speak in Bengali * ---Select---

Whether you are a Nepali Speaking person * ---Select---

Whether you are a person from three hill Subdivisions ---Select---

(d)

(e)

(f)

Step 4. In this part the most important is the portion where you have to choose between online / offline payment. One more thing, you have to write something in “remarks” text box. Otherwise it won't be submitted. e.g. one wrote “ok” in place of “remarks”.

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


Do you have the ability to read, write and speak in Bengali *

Whether you are a Nepali Speaking person *

Whether you are a person from three hill Subdivisions namely(Darjeeling,Kalingpong and Kurseong) *

State your mother tongue *

This portion will again be shown automatically as filled up at the time of registration.



Place of Birth

State	<input type="text" value="WEST BENGAL"/>	District	<input type="text" value="DURGAL"/>	Place	<input type="text" value="RAJSHY"/>
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Father's Name

First Name	<input type="text" value="SANTANU"/>	Middle Name (Optional)	<input type="text"/>	Last Name	<input type="text" value="SARKAR"/>
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Gender

<input type="text" value="Male"/>	Epic No (Optional)	<input type="text"/>
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Caste Category

Are you a person with disability ? Yes No

Payment Mode **←(a) Select between "online"/"offline" mode**

Remarks * **←(b)- You have to write "remarks" here , otherwise the form will not be submitted.**

> Contact Details

Step 5. Select your communication address. If it is same as the permanent address, then click “yes”. It will automatically get all data from permanent address field.

Remarks *

▶ Contact Details

Permanent Address

Address Line 1 Address Line 2

State District

Police Station Post Office

Pin Code

Present Address (Address for Communication)

Same as Permanent Address? Yes No

Address Line 1 * Address Line 2

State * District *

Police Station * Post Office *

Pin Code *

Mobile No (Optional) Email (Optional)

If you want to select your permanent address as address for communication ,(i.e. both the addresses are same) then click here.

Step 6. This part is very important. Fill the details of your educational qualification in the field (a) to (d). If you have more than one bachelor's or masters degree then click on buttons like 9e) to add new qualification.

Whether a Citizen of India





Whether a natural Citizen or Citizen by registration?

Qualification Details

You have to fill up this part.

Educational Qualification

Provide Your Academic Qualification Details

Level of Exam	Name of Examination	Year of Passing	Board / University	Subjects Taken	Class/Div/Grade	Add More
10 th	(a)	Select Year	(b)	(c)	(d)	
10+2		Select Year				
Diploma		Select Year				
Bachelors	--Select streams--	Select Year			(e) →	
Masters		Select Year				
Doctorate		Select Year				
Post Doctorate		Select Year				

Professional Qualification

Step 7. Fill up properly this portion of professional qualification as after getting service allotment at the Police Verification time, it will be verified properly. So be careful. If you want to enter more experience, click on “+” button to add.

Selection of Groups are very important too.

Professional Qualification



Specialised Field of Qualification (optional)

Additional Qualification (Optional)

Professional Experience (Optional)

If you have been an employee, write here. ↓

If you have at any time been employed, give details ⓪

Dept / Organization	Govt. / Local / Statutory body or Private Concern	Date of joining (dd/MM/yyyy)	Date of leaving (dd/MM/yyyy)	Cause of leaving	Name of Post held	Permanent or temporary or on contract basis	 
(a)	(b)	(c)	(d)	(e)	(f)	(g)	

Examination Details

Choice of Centre for Preliminary Examination * (a) ← **Very Very important part, fill it carefully.**

Select Language in Compulsory Paper-I * (b)

Indicate Group/Groups you like to compete for * A B C D (c)

Indicate Your Optional Subject(Candidate competing for Group A and/or Group B) * ⓪

Comp Subject Name	
C01 - PAPER I - BENGALI/HINDI/URDU/NEPALI/SANTALI	
C02 - PAPER II - ENGLISH	

Prel Subject Name

Next part is choosing exam centre. It will be like this. Choose the centre correctly from the available list. (Blind candidates need to put “Kolkata south” only , here).

Professional Experience (Optional)

If you have at any time been employed, give details.

Dept. / Organization	Govt. / Local / Statutory body or Private Concern	Date of joining (dd/MM/yyyy)	Cause of leaving	Name of Post held	Permanent or temporary or on contract basis

Examination Details

Choice of Centre for Preliminary Examination *

Select Language in Compulsory Paper-I *



Indicate Group/Groups you like to compete for * A B C D

Then choose the language of Compulsory paper I correctly.

Additional Qualification (Optional)

Professional Experience (Optional)

If you have at any time been employed, give details ⓘ

Dept. / Organization	Govt. / Local / Statutory body or Private Concern	Date of joining (dd/MM/yyyy)	Date of leaving (dd/MM/yyyy)	Cause of leaving	Name of Post held	Permanent or temporary or on contract basis	 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Examination Details

Choice of Centre for Preliminary Examination *

Select Language in Compulsory Paper-I *

Indicate Group/Groups you like to compete for *

Indicate Your Optional Subject(Candidate can select one or more Optional Subject Group B) ⓘ

Comp Subject Name	Prel Subject Name
C01 - PAPER I - BENGALI/HINDI/URDU/NEPALI/SANTALI	
C02 - PAPER II - ENGLISH	
C03 - PAPER III - GENERAL STUDIES - I	
	P02 - GENERAL STUDIES

Choose language of compulsory paper correctly.

Step 8. Choose the optional paper very carefully (for Gr. A, B).

Optional Subject Name

DECLARATION

I solemnly declare that (a) I am a citizen of India and correct (b) Original documents will be produced on demand and (c) I agree to the conditions of the examination and may cancel my candidature if at any stage I am found ineligible for admission to the examination.

I have obtained all my certificates (Qualification and/or Caste) within the Date of Submission of my Application.

Choose optional subject carefully. Your group and pass/fail will depend upon it.

Step 9. You need to click on first box if you are in service and informed your boss about your appearance in exam. Second one is must to agree with the statement that all information you have provided is right.

w.pscwbonline.gov.in/apps/application/wbcsModified.html?id=4

C02 - PAPER II - ENGLISH	Prel Subject Name P02 - GENERAL STUDIES
C03 - PAPER III - GENERAL STUDIES - I	
C04 - PAPER IV - GENERAL STUDIES - II	
C05 - PAPER V - THE CONSTITUTION OF INDIA AND INDIAN ECONOMY	
C06 - PAPER VI - ARITHMETIC AND TEST OF REASONING	

DECLARATION THIS PART IS VERY IMPORTANT

I solemnly declare that (a) All statements made in this application are true, complete and correct (b) Original documents will be produced on demand and (c) I agree to take the examination on the condition that the Commission may cancel my candidature if at any stage I am found ineligible for admission to the examination.

I have obtained all my certificates (Qualification and/or Caste) within the Date of Submission of my Application.

Click here if you are service holder and informed your head of dept. about appearing in this exam.

I have informed the head of my Office or Deptt. in writing that I am applying for this examination (** Please click the box if you are in service of Govt., or Local or Statutory Body).

You must click here (to agree) to submit.

I agree that all the information provided here, are correct according to my knowledge.

Step 10. Now after submitting the form, it will show status as success.

Application Submitted Successfully ← Now application form is submitted successfully.

W.B.C.S. (EXECUTIVE) ETC. EXAMINATION, 2014

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Step 11. Then it will automatically take you to this following page. Click as shown.

Home Dashboard My Profile Help Desk Change Password Logout

Application Submission Confirmation

You have successfully submitted your application with West Bengal Public Service Commission portal.

If you are a General or Backward Class Candidate, you will see the "Payment Through GRIPS Portal" button below. Please click the "Payment Through GRIPS Portal" button and proceed for payment. You have to pay fees through GRIPS portal either by Online Payment Mode or Counter Payment Mode.
(This is not applicable for the SC/ST/Physically Handicapped candidates.) ← This part is imp. for SC/ST/PH candidates. (No payment is required)

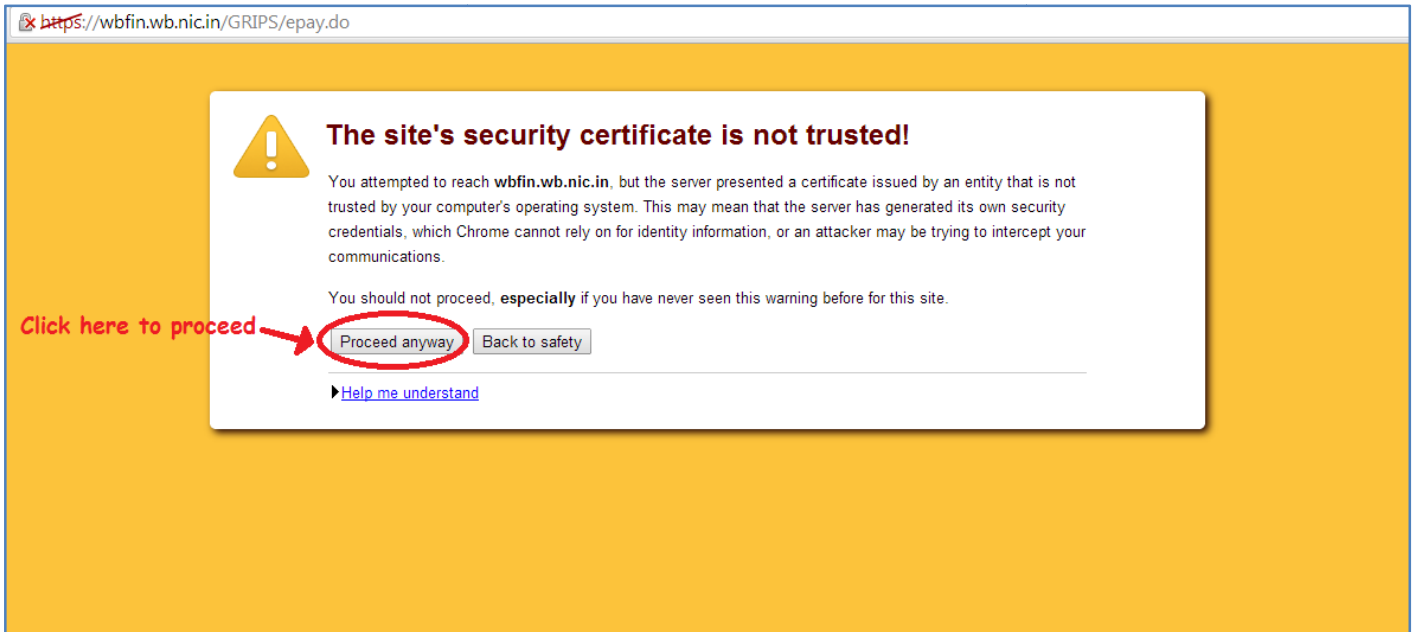
** If the candidate belongs to Backward Class/SC/ST from states other than West Bengal, and the Caste Certificate Issuing Authority is from states other than West Bengal, then the candidate will be treated as a General candidate.

← Now click here to pay through GRIPS (Government Receipt Portal System)

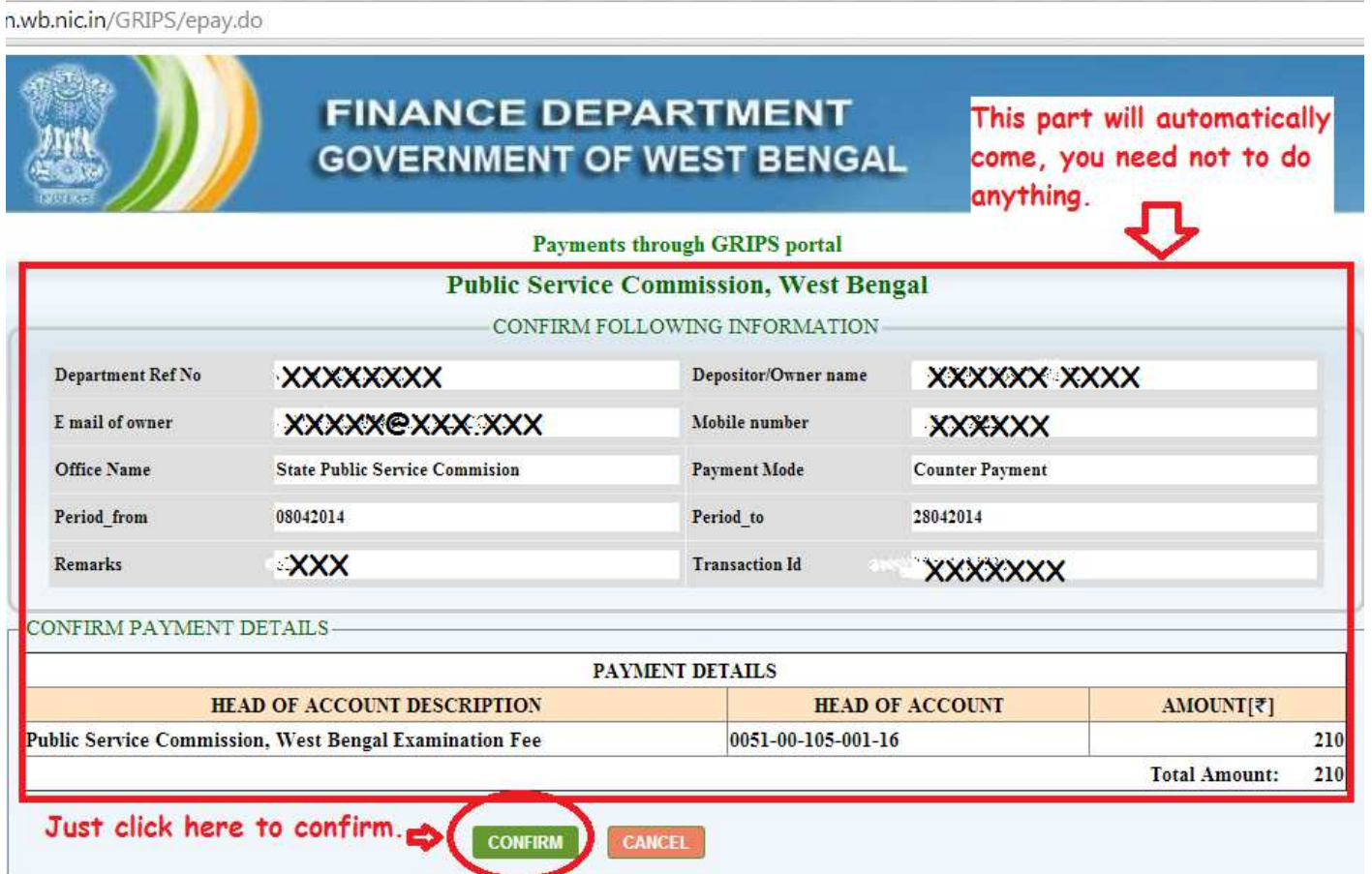
Payment Through GRIPS Portal

Please check your filled up Application details by clicking the "Download Completed Application" link.


Step 11. Then you may be taken to a page like this. It is due to some technical error and one need not to worry about it. Click on “proceed anyway”.



Step 12. A page like this will come. Just confirm it.



Step 13. Now you will be prompted to choose your preferred bank.



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GOVERNMENT OF WEST BENGAL**

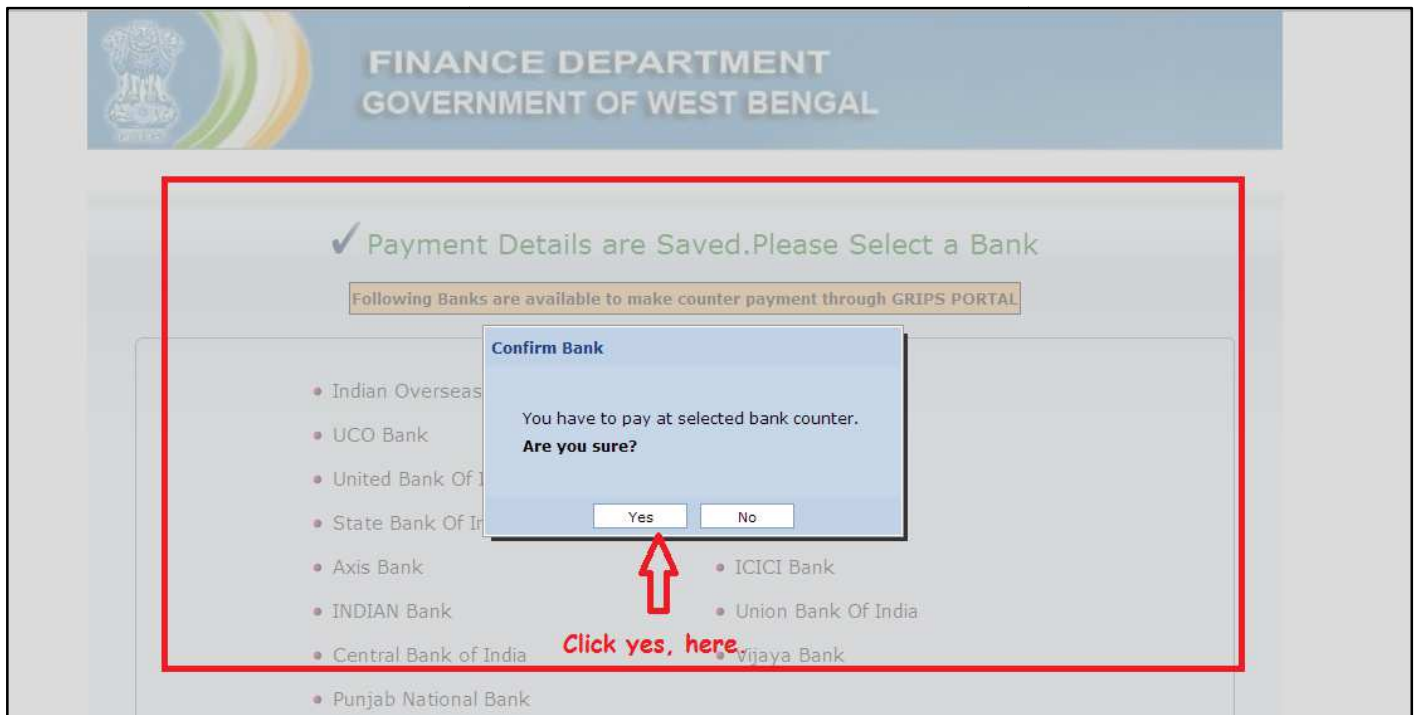
✓ Payment Details are Saved. Please Select a Bank

Following Banks are available to make counter payment through GRIPS PORTAL

Click on your preferred bank (SBI or UBI, as per PSC)

- Indian Overseas Bank
- UCO Bank
- United Bank Of India
- **State Bank Of India**
- Axis Bank
- INDIAN Bank
- Central Bank of India
- Punjab National Bank
- Allahabad Bank
- HDFC Bank
- IDBI
- Bank Of Baroda
- ICICI Bank
- Union Bank Of India
- Vijaya Bank

Step 14. It will ask for confirmation once again. Click on it.



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GOVERNMENT OF WEST BENGAL**

✓ Payment Details are Saved. Please Select a Bank

Following Banks are available to make counter payment through GRIPS PORTAL


Confirm Bank

You have to pay at selected bank counter.
Are you sure?

Click yes, here.

- Indian Overseas
- UCO Bank
- United Bank Of I
- State Bank Of In
- Axis Bank
- INDIAN Bank
- Central Bank of India
- Punjab National Bank
- ICICI Bank
- Union Bank Of India
- Vijaya Bank

Step 15. For offline mode, you should click on the link at the bottom to go to counterpart.




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Note this no. for future reference.

Payments through GRIPS portal
Public Service Commission, West Bengal

This part will automatically come, you need not to do anything. 

Please carry this receipt to bank for counter payment

Govt. Reference No(GRN) : :XXXXXXXX (Please NOTE this GRN for future reference)

Department Ref No	XXXXXXXX	Depositor/Owner name	XXXXXXXXXXXX
E mail of owner	XXXXXXXXXXXX	Mobile number	XXXXXX
Office Name	State Public Service Commission	Payment Mode	Counter Payment
Period_from	08042014	Period_to	28042014
Remarks	ok	Transaction Id	XXXXX

CONFIRM PAYMENT DETAILS

PAYMENT DETAILS		
HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
Public Service Commission, West Bengal Examination Fee	0051-00-105-001-16	210
Total Amount:		210

[GO TO State Bank of India \(For Counter Payment\)](#)

CANCEL

Do Not Refresh The Page
Do not Click on The Back Button

Click here to go for printing of counter part / online payment.

Step 16. A window of bank will come like this...

भारतीय स्टेट बैंक
State Bank of India
The Banker to Every Indian

our site visit: 08-Apr-2014 [20:19 IST]

West Bengal Various Taxes / Non Tax Receipts

Payment details

Payment Mode	2
Your Reference No	XXXXXXXXXX
No Of Challan	1
Depositors Id	XXXXXXXX
Depositors Name	XXXXXXXXXX
Total Amount	210
GRN Generation Date	XXXXXXXXXX
Head of Account One	00510010500116
Head of Account Two	-
Amount One	210
Amount Two	-

Head of Account Six	-
Amount Six	-
Head of Account Seven	-
Amount Seven	-
Head of Account Eight	-
Amount Eight	-
Head of Account Nine	-
Amount Nine	-
Head of Account Ten	-
Amount Ten	-
Amount in words	Two Hundred and Ten Rupees only

Write the alphabets/numbers of this box to box (a) as it is [small/cap].

Enter the text as shown in the image *

Then click on "confirm".

[Click here](#) to abort this transaction and return to the West Bengal Various Taxes / Non Tax Receipts site

You need to write the text in the blank box and click on confirm.

Step 17. You will see a challan like this , which will have to be printed and taken to bank for payment, after 24 hours.

Govt. of West Bengal Public Service Commission, West Bengal eChallan Form				
GRN:	19-201415-0000 xxxxxx	Payment Mode :	Counter Payment	
GRN Date:	xxxxxxxxxxxx	Bank :	State Bank of India	
DEPOSITOR'S DETAILS				
		Id No. :	xxxxxxxxxx	
			[Id. Number]	
Name :	xxxxxxxxxxxx			
Contact No. :		Mobile No. :	+91 xxxxxxxx	
E-mail :	xxxxxxxxxxxxxxxxxxxx			
Address :				
User Type :				
Applicant Name :	xxxxxxxxxxxx			
Site Address :				
From Date :	08/04/2014	To Date :	28/04/2014	
Purpose of Payment / Remarks :	ok			
PAYMENT DETAILS				
Sl. No.	Identification No.	Head of A/C Description	Head of A/C	Amount[₹]
1	xxxxxxx	Public Service Commission, West Bengal Examination Fee	0051-00-105-001-16	210
Total Amount				210
In Words :	Rupees	Two Hundred Ten only		
Note: Produce this challan to any branch State Bank of India Please ensure, encashment of your payment by banking hours of 15/04/2014				
Page 1 of 1				

Step 18. You will be taken to online banking page like this if you have selected online mode earlier.

भारतीय स्टेट बैंक
State Bank of India
The Banker to Every Indian

About OnlineSBI | Registration Forms

Home Products & Services How Do I

Login Welcome to Personal Banking

To access your accounts...
Login to OnlineSBI

(CARE: Username and password are case sensitive.)

Username * **Give username & password.**

Password *

Enable Virtual Keyboard

[New User? Click here](#) [Forgot Login Password](#)

For better security use the Online Virtual Keyboard to login. [More ...](#)

NEVER respond to any popup,email, SMS or phone call, no matter how appealing or official looking, seeking your personal information such as username, password(s), mobile number, ATM Card details, etc. Such communications are sent or created by fraudsters to trick you into parting with your credentials.

[Complaints](#) | [Trouble logging in](#) | [Password Management](#) | [Security Tips](#) | [FAQ](#) | [About Phishing](#) | [Report Phishing](#) | [Lock User Access](#)

This site is certified by VeriSign as a secure and trusted site. All information sent or received in this site is encrypted using 256-bit encryption

Step 19. Lastly after doing all these , click on the

FINANCE DEPARTMENT
GOVERNMENT OF WEST BENGAL

Print the Challan and produce it to any branch of the selected bank for payment.

At last, click here to complete the process.

Click "print", to print the counter part of challan , which can be paid to any branch of that bank you selected after 24 hours of clicking this button.

For online payment, you will be taken to bank's webste where you can put your username password of internet banking to pay the amount and a receipt will be generated.

Step 20. Don't forget to keep a downloaded copy of your application and mother's name, school name, grand father's name etc in details with you for future reference (in case of password is forgotten).

Call PSC , WB For Assistance

For further details and assistance the candidates may contact the Commission's control room telephonically from 11-00 a.m. to 04-00 p.m.

on any working day, the numbers being

(033) 2463-2262 [For technical assistance]

(033) 2465-0779 [For other general information]

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