

Online Recruitment System Candidate's Interface Manual

Steps to apply for post through the Online Recruitment system

Welcome to the online recruitment system prepared by **TechnoDG.com**. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for post through the online recruitment system.

We start with the welcome screen of the online recruitment system which provides the applicant/candidates with the following options:

ONLINE RECRUITMENT SYSTEM

The screenshot shows the homepage of the West Bengal Housing Board's Online Recruitment System. The header includes the board's logo and name, the text 'A Statutory Organisation established under Act.XXXII of 1972', and the system title 'Online Recruitment System' with a helpline number '+91-033-2265-1965'. The main content area is divided into two columns. The left column has a navigation menu with 'Important Informations', 'Posts', 'Eligibility Criteria', and 'Recruitment Process'. Below this is a yellow banner for 'APPLICATION FOR CONTRACTUAL REC' and a table titled 'DATES OF DIFFERENT PROCEDURES OF RECRUITMENT PROCESS'. The right column contains a registration form with a 'Select Post' dropdown, a 'Date of Birth' input field, and buttons for 'Candidate Log In' and 'Get Verification Email'. A footer contains copyright information, terms, and privacy policy links.

Online Schedule of Recruitment Process	
Application Starts for ASSISTANT (GENERAL)	10/03/2024 (Sunday 12.01 AM)
Application Starts for ASSISTANT (ACCOUNTS)	10/03/2024 (Sunday 12.01 AM)
Application Starts for ASSISTANT (ARCHITECTURAL)	10/03/2024 (Sunday 12.01 AM)
Application Starts for SURVEYOR	10/03/2024 (Sunday 12.01 AM)
Application Starts for ACCOUNTS PERSONNEL	10/03/2024 (Sunday 12.01 AM)
Application Starts for staff TECHNICAL ASSISTANT (CIVIL)	10/03/2024 (Sunday 12.01 AM)

How to apply?

1) To apply please start by selecting the Post.

This screenshot shows the 'Select Post' dropdown menu from the registration form. The menu is open, displaying a list of job positions: ASSISTANT (GENERAL), ASSISTANT (ACCOUNTS), ASSISTANT (ARCHITECTURAL), SURVEYOR, ACCOUNTS PERSONNEL, TECHNICAL ASSISTANT (CIVIL), and TECHNICAL ASSISTANT (ELECTRICAL). The 'Select Post' text is visible at the top of the dropdown.

The admission opened to the Session can be selected from the welcome screen's "Select Session Post" drop down.

2) Select the Date of Birth.

This screenshot shows the 'Date of Birth' input field. The text '03-December-2002' is entered. A calendar widget is open below the input field, showing the month of December 2002. The date '3' is highlighted in blue. To the right of the calendar, there is a green button with a white arrow pointing right, and a 'Log In' button is visible below it.

3) Now Click on the apply button to proceed.

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Registration Step 1 of 3

1) To begin the online registration process please provide the Applicant's Personal Details

Applicant Details

<input type="text" value="Full Name of Applicant"/> *	<input type="text" value="Father's Name"/> *	<input type="text" value="10 Digit Mobile Number"/> *
<input type="text" value="Alt. Phone No."/>	<input type="text" value="Email Address"/> *	Your Registration confirmation email will be sent to mentioned Email
<input type="text" value="12 Digit Aadhaar No."/> *		

Address For Communication

<input type="text" value="House No./Street"/> *	<input type="text" value="P.O."/> *	<input type="text" value="Ward No."/> ☰
<input type="text" value="Village/Town"/> *	<input type="text" value="Block"/> ☰	<input type="text" value="District"/> *
<input type="text" value="P.S."/> *	<input type="text" value="State"/> *	<input type="text" value="PIN"/> *

Please type in the following details properly

1. Your Full Name
2. Father's Name
3. 10 Digit Mobile No
4. Alternate phone no. for contact
5. Email address (if any): Email confirmation shall be sent to this email.
6. Aadhaar No.
7. Address for communication
8. Permanent Address

Please Note all the fields marked with * are compulsory

ONLINE RECRUITMENT SYSTEM

2) Please provide your academic details of the previously passed examinations

Qualification Details

Required Qualification

Graduate in any stream from recognised university with minimum 55% marks in aggregate. Computer proficiency in MS-Word, MS-Excel, MS-Powerpoint presentation with 2 years experience in similar nature of administrative and employee matters job and any other job(s) as will be assigned from time to time.

Secondary (10 Standard)

Board	*	Year Of Passing	▼	*	Total Marks	*
Obtained Marks	*	Percentage %		%	*	

Higher Secondary (10+2 Standard)

Council	*	Year Of Passing	▼	*	Total Marks	*
Obtained Marks	*	Percentage %		%	*	

Graduation

University	*	Stream		*		
Year Of Passing	▼	*	Total Marks	*	Obtained Marks	*
					Percentage %	%

Computer Proficiency

1. Class 10th

- Provide the Name of Board/University
- Select the Year of Passing of Madhyamik (Class Xth) exam.
- Provide the Total Marks of your Madhyamik (Class Xth) exam.
- Provide the Marks Obtained by you in Madhyamik (Class Xth) exam.
- Percentage will be calculated.

2. Higher Secondary/HS (Class 10+2)

- Provide the Name of Board/University
- Select the Year of Passing of Higher Secondary/HS (Class XIIth) exam.
- Provide the Total Marks of your Higher Secondary/HS (Class XIIth) exam.
- Provide the Marks Obtained by you in Higher Secondary/HS (Class XIIth) exam.
- Percentage will be calculated.

3. Graduation

- Provide the Name of Board/University
- Provide the stream.
- Select the Year of Passing of Graduation Exam.
- Provide the Total Marks of your Graduation Exam.
- Provide the Marks Obtained by you in Graduation Exam.
- Percentage will be system generated.

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3) Please Provide the Job Experience details (if any)

Job Experience				
Institution	Designation	Nature of Job	Date of Joining (DC)	Date of Leaving (DI)
Institution	Designation	Nature of Job	Date of Joining (DC)	Date of Leaving (DI)
Institution	Designation	Nature of Job	Date of Joining (DC)	Date of Leaving (DI)
Institution	Designation	Nature of Job	Date of Joining (DC)	Date of Leaving (DI)

OTHER DETAILS

- Provide the name of your organisation where you work or previously worked.
- Provide your rank or designation.
- Provide your nature of job or responsibilities.
- Provide your date of joining.
- Provide your date of leaving.

4) Applicant Other Details

OTHER DETAILS				
Click to Select Date of Birth	Select Gender	Marital Status	Marital Status	
Religion	Indian	Co-Curricular Activities		
Any Other Relevant Information				
<input type="checkbox"/> DECLARATION				
<small>I hereby declare that I have carefully read and fully understood all the terms and conditions mentioned in the Advertisement and the Guidelines and I consider the decision of the Selection Committee to be final. I also declare that all the information provided above is correct to the best of my knowledge, and if it is revealed that any of the information provided above is incorrect then my candidature would be cancelled immediately, at any point of time during the selection procedure or even after appointment. I further declare that the West Bengal Housing Board reserves the right to accept or reject an application and/or withdraw all or any of the posts advertised without showing any reason at any given moment and the mere fulfilment of eligibility does not guarantee my candidature.</small>				
<small>I accept that I shall appear for the examination/screening and/or the interview for the posts in person, and produce all original testimonials whenever required. Failure to appear for the examination/screening/interview in person or failure to produce original testimonials and the hard copy of the admit card whenever required would automatically lead to the rejection of my candidature. Any attempt at canvassing or adoption of unfair means during examination/screening/interview (which include, but are not limited to, carrying any electronic device such as a mobile, Smart Watch even in switched off mode, carrying and/or copying from cheat sheets, impersonating a candidate, forging and/or tampering with admit card, and talking during examination/screening) on my part would make me liable to punitive action, and the authority reserves the legal right to take action against me in such cases.</small>				
<small>NB : 1. You agree/opt-in to received Email/SMS notifications from this system.</small>				

[SUBMIT](#) [Reset](#)

Please provide some other details like

- Date of Birth: The same shall be used as the password in the Candidate's Log in screen
- Select your Gender
- Select your Marital status
- Select your Religion
- Select your Nationality
- Provide your Co-Curricular Activities details.
- Any Other Relevant Information (if available), then provide details

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h) Complete the other sections of the application appropriately.

4) Undertaking & Certification

Please tick the above checkboxes to certify and undertake your application's details and accord.

5) Submit the form to complete Registration Step 1

On clicking the "Submit" button the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to Step 2.

IMPORTANT NOTE: All further correspondences including admit card will be sent to this email id.

Registration Step 2 of 3

The second step of registration provides the applicant with the important information regarding the registration and also provides the options to upload the necessary scanned copies of the academic certificates and mark sheets of the applicant.

1) Registration Confirmation Details

Dear applicant please save your Registration No. for further process.

Registration No :	*****
Candidate Name :	***** *****
Date Of Birth :	**_*****_****

Click to copy
Your Registration Login Credentials

A) Registration No.: This is a unique number which shall be generated once the Step 1 of registration is successfully completed. The same shall be required at the time of Candidate's Log in.

B) Candidate's Name

C) Candidate's Date of Birth: The same shall be used at the time of Candidate's Log in to link and verify the registration for successful log in.

2) Enter the Email and Mobile Verification Code:

ONLINE RECRUITMENT SYSTEM

Registered Email:

Update Email

Email Verification Code:

Verify Email

Click on UPDATE EMAIL to get a new verification code

Registered Mobile:

Update Mobile

Mobile Verification Code:

Verify Mobile

3) Upload Photo [Maximum Image Size 200KB/Each Image]

<p>Passport Size Colour Photo</p> <p>Choose File No file chosen *</p> <p>Passport Size Colour Photo (File Size 200 KB Max.)</p>	<p>Applicant Signature</p> <p>Choose File No file chosen *</p> <p>Applicant Signature (File Size 200 KB Max.)</p>	<p>Applicant's Age Proof</p> <p>Choose File No file chosen *</p> <p>Applicant's Age Proof (File Size 200 KB Max.)</p>
<p>Applicant's Aadhar Card</p> <p>Choose File No file chosen *</p> <p>Applicant's Aadhar Card (File Size 200 KB Max.)</p>	<p>Class 10 Marksheet</p> <p>Choose File No file chosen *</p> <p>Class 10 Marksheet (File Size 200 KB Max.)</p>	<p>Class 10+2 Marksheet</p> <p>Choose File No file chosen *</p> <p>Class 10+2 Marksheet (File Size 200 KB Max.)</p>
<p>Graduation Final Marksheet</p> <p>Choose File No file chosen *</p> <p>Graduation Final Marksheet (File Size 200 KB Max.)</p>		

Submit Documents

1. You have to upload Applicant Photo, Applicant Signature, Applicant Age proof, Applicant All Marks Sheets & Certificates as mandatory
2. Only .jpg, .jpeg, .gif and .png type image is allowed
3. To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the "Choose File" button to explore your PC.
4. Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.
5. Upload Documents: Please follow the similar process as explained above to select the scanned copies of the required documents as mentioned for uploading.
6. Uploading: Once all the necessary images are selected please click on the Submit button to upload them all.
7. On successful upload the registration step 2 will be completed and the success message with all the provided details shall be displayed. The option to print the application form shall be displayed now.

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Registration Step 3 of 3

1. Finalization & Submission

[Finalize & Submit Now](#)

[Edit your form](#)

For final submission of your application form you must click on **"Finalize and Submit"** after checking the application form.


IMPORTANT NOTES :

- Email verification is mandatory. Please verify your email address if not already verified.
- An email has been sent to you to verify your email.
- A link to download your Admit Card will be sent to the verified email address only.
- Email Verification is mandatory before final submission of application form.
- Admit card will not be generated if the email address is not verified.
- Login and follow this page for admit card.
- Two printed copies of admit card to be presented while



WEST BENGAL HOUSING BOARD
A STATUTORY ORGANISATION ESTABLISHED UNDER ACT XXXII OF 1972

(ONLINE RECRUITMENT PORTAL)

Online Application For The Post of : ASSISTANT (GENERAL)		WBHB24ASSTGEN35
Advertisement No. :		Advertisement Date: 8/03/24
THIS FORM IS NOT SUBMITTED For final submission of your application form you must click on "Finalize and Submit" after checking the application form.		
Application Date :	8/03/24	 
Applied To :	ASSISTANT (GENERAL)	
Candidate Name :	DIP ROY	
Father's Name :	FF NAME	
Email :	dipankar@techmodg.co.in	
Mobile :	9547388080	
Alternate Phone :	9547388080	
Aadhaar No. :	121212121200	
Address for Communication :		Permanent Address :
<ul style="list-style-type: none">House No./Street : BAGDOGRAP.O. : BAGDOGRAWard No. : 12		<ul style="list-style-type: none">House No./Street : BAGDOGRAP.O. : BAGDOGRAWard No. : 12

click on **"Edit Your Form"** further to rectify the necessary details.

If the applicant is satisfied that all the details provided are proper and appropriate, they may click on **"Finalize & Submit Now"** to confirm the submission of the application.

Once the applicant's form is "Finalized and Submitted" the application will be no longer be editable.

You may take a print out of the form for your reference. Also, you may prefer to Log out and log in again as a Candidate to review and finalize the details.

Do not forget to verify the email address using the verification code provided. In case the code has expired then a new code may be generated from the portal's home page using the following button.



The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant.

Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.