## **User Manual**

IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION

How to Apply Click Here
Keep the following items in your hand before applying :
» Mobile No (Mandatory)
» Email Id (Mandatory)
» Scanned Photo ( Maximum Size of Image must be 15 KB & File extension must be .jpg and .jpeg format.)
» Scanned Signature (Maximum Size of Signature must be 15 KB & File extension must be .jpg and .jpeg format.)
» Age Proof Document (Birth Certificate/Admit card or Certificate of Madhyamik Pariksha) (Size : less than 500 KB, Format : Only .pdf format.)
» Address Proof Document (AAdhaar card/EPIC/Passport/Electricity Bill) (Size : less than 500 KB, Format : Only .pdf format.)
» Educational Qualification Document (Size : less than 500 KB, Format : Only .pdf format. )
For any type of Queries regarding Online submission of application : - h
Online Application :: Click Here

Click here for online application in the bottom of the page.

Login
Mobile No :
<b>C</b> Enter Mobile No.
Password :
Enter Password
84-23 U
Enter Captcha
Login
Forgot password? New Applicant ? Register here

If you are new applicants click here for registration in the bottom of the page.

	Registration
Mobile Number *	
Password *	
Confirm Password *	
Candidate's Name *	MIDDLE NAME
Guardian's Name*	Father V NC GHOSH
Name of the post *	Data Entry Operator
Date of Birth *	
Address Proof *	Aadhar Card 🗸 No *
Sex *	Male
Email Address *	
	Submit Already Registered? Login here

A 'Registration Form' will be open. Then enter all the details and Click Submit Button.

A Please Verify Your Details And Con	firm.		×
Candidate's Name :			
Father's Name :	NC GHOSH		
Mobile Number :			
Name of the post :	DATA ENTRY OPERATOR		
Date of Birth :			
Identity Proof :	Aadhar Card	No :	
Sex :	Male		
Email Address :			
	Confirm		

After verification all details then click on the confirm button.

~	Login	
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	Password :	
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	Login	
	Forgot password?	
	New Applicant ? Register here	

password

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Personal Details	Qualification Details	Upload Documents	Confirmation				
*Means all fields are requ	ired						
Name of the post	Nam	e of the Candidate		Date of Birth	Guardia	ns Name	
					Father	NC GHOSH	
Sex	Mobile Nu	ımber	Email Address			Aadhar Card	
Male							
* Nationality				* Religion:			
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* Village/Road		* Police Station		* Village/Road		* Police Station	
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* State		* District		* State		* District	
West Bengal	~	Birbhum	~	West Bengal	~	Birbhum	~
* Block/Municipality		* Post Office		* Block/Municipality		* Post Office	
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Enter all the field in Personal Details then Click Save Button.

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Personal Details	Qualification Details	Upload Documents	Confirmation
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Personal Details Qualification Details	Upload Documents Confirmation	1	
*Means all fields are required			
Photo and Signature			
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* Upload Full Signature : Note: Maximum Size of Signature must be 15 KB must be .jpg and .jpeg format.	& File extension Choose File No file	e chosen	pload
Document Upload			
Note: Size must be less than 500 KB and File extension	son should be .pdf format. Don't use special char	cters(Ex. dot,comma etc) in file name.	
* Age Proof: (Birth Certificate/Admit card or Certificate of Madhya	mik Pariksha) Choose File No file	e chosen	Ipload
* Aadhar Card:	Choose File No file	e chosen	lpload

Then Click for upload documents.

Choose file for photo, signature, Age proof & Address proof as mentioned the size inleft side.



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Ref: Notice Memo No.: 5139.	/Estt./DL&LRO(B). Dete: 11/11	/2024					
Sir / Madam,	- P				1 1		
do hereby apply for the po	st of Data Entry Operator on Contr	actual Basis and my par	ticulars				
are given below >							
Candidate Name :	Nationality :	Indian				_	
Registration No : 1000015	Religion :	Hindu					
Sex: Male	Date of Birth						
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