



**The West Bengal College Service Commission**  
**18<sup>TH</sup> UGC ACCREDITED STATE ELIGIBILITY TEST- 2014**

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**ADVERTISEMENT NUMBER – 18/SET/14**

**HOW TO APPLY**

(Candidates should apply **only online** through [www.examinationonline.in/wbcscportal](http://www.examinationonline.in/wbcscportal))

**From 12 noon, 18.09.2014**

1. Before applying, please be ready with scanned images of your photograph and signature ( see the instruction on photo/signature upload)
2. A valid e-mail ID and Mobile Number are mandatory for registration and email ID should be kept active at least till the examination process is over. You are advised to read **“Advertisement”** and **“How To Apply”** carefully and then fill the online application form with utmost care as **no correspondence regarding changes/modifications will be entertained later.**
3. You are first required to visit the above-mentioned website and Click **“Apply for SET.”** This will redirect you to a page where following information are available:
  - a. Advertisement
  - b. How To Apply
  - c. Important dates

After going through above information, please click on **“Click here to apply Online”**

4. The main page shows each step to be followed. Perform the steps one by one to complete your online registration process. It’s a sequential process where the next step will only get activated after successful completion of the previous step. Therefore, please complete each step carefully and validate your candidature.
5. Please enter your details in the correct place and while entering data please follow the sequence of the registration form to get better output.
6. Once the form is filled up, please save your details by clicking **“Save Data”** and have a look at the ‘Preview’. If the details entered by you are correct, click on **“Submit”**.
7. Otherwise click on **“Edit”** to modify your details and perform the action as mentioned in point 8.
8. Once you click on **“Submit”** (this submission explicitly indicates that no further changes/modification will be allowed), the system will save the data and register you. You will get a Registration No and a Password for you. Please note it for future reference. The system will also send an email indicating your password. **(So, be careful while entering your email id during filling up online application form)**
9. You are now a registered candidate. Please visit our site [www.examinationonline.in/wbcscportal](http://www.examinationonline.in/wbcscportal) again and login with your registration number and password to upload your photograph and signature as per the instructions given below. **The online application will be considered as incomplete without the photograph and signature upload.**

10. **Mode of Fee Payment:** You are now in Step-III. Clicking on 'Pay Fees (Step-III)', you will be directed to a page where two copies of the payment Challan will be displayed. Take a print-out of the Challans. However, **you will have to wait for at least two working days (after uploading your photo and signature successfully) before the Bank accepts your payment.** Payment will be accepted in any branch of **United Bank of India** in India only after a lag of at least two working days.
11. Collect the candidate's copy of the fee payment Challan from the Branch. Please check that the Challan is properly signed and the necessary details like Branch Name, Transaction Number and deposit date have been noted in the challan by the Branch authorities.
12. The payment status of a candidate will be updated within three working days of making the payment. Please visit your page (using your Registration number and Password again) to see the payment status. The online **application process becomes complete only after the payment status shows that the requisite fees have been paid.** If, even after five days of making the payment, your page shows a "Not Paid" status, get in touch with us at the following mail id **wbcscfeedback@gmail.com**
13. After completing the online application, candidates should take a print out of the application form (Step IV in the main page) and **RETAIN** the printout, but **NEED NOT send any hard copy to the Commission.**
14. The certificates/documents in original will be verified only in the case the candidate qualifies in the examination.

#### **Note 1**

- Candidates are advised in their own interest to apply on-line well before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of link-related problems. The WBCSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reason or for any other reason beyond the control of the WBCSC.
- **In case a candidate does not have a valid personal e-mail ID, they should create a new one before applying on-line.**
- Since certain fields are firm, fixed and cannot be edited, candidates are requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. A **preview** option has been provided which should be carefully utilized before one finally '**submits**' the application.
- For any clarification regarding eligibility, qualification etc, please send an e-mail to [wbcscfeedback@gmail.com](mailto:wbcscfeedback@gmail.com).

#### **Instruction on Photo/Signature Upload**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

##### **(i) Photograph Image:**

- ◆ Photograph must be a recent passport style colour picture.

- ◆ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- ◆ Dimensions 200 x 230 pixels (preferred)
- ◆ Size of file should be less than 20kb.

**(ii) Signature Imaging :**

- ◆ The applicant has to sign on white paper with Black Ink/Ballpoint pen.
  
- ◆ Dimensions 140 x 60 pixels (preferred)
- ◆ Size of file should be less than 10kb

**Scanning the photograph & signature:**

(1) The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

**Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 20KB (photograph) & 10KB (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editors also.**

**If the file size and format are not as prescribed, an error message will be displayed.** While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

**Procedure for Uploading the Photograph and Signature :**

- ◆ There will be two separate browse buttons for uploading Photograph and Signature.
- ◆ Click on the respective buttons "Upload Photograph / Signature".
- ◆ Browse and Select the location where the Scanned Photograph / Signature

file has been saved.

- ◆ Select the file by clicking on it.
- ◆ Click the 'Upload Files' button.
- ◆ After the photo and signature are successfully uploaded, click on the 'Back' Button. You will go back to the Home page, where the 'Pay Fees (Step III)' button is now enabled.

( As already mentioned above, you will then go to the page displaying two copies of the Challan which you should print and go to a branch of **United Bank of India** to make the payment.

**Note 2:**

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- (2) Wrong information furnished in the online application may lead to rejection of your candidature. So, please make good use of the “**PREVIEW**” and “**EDIT**” options.