

## **HOW TO APPLY**

### INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

1. Visit Website: <http://www.wbpdcl.co.in/> and follow the link “Career” to access the web portal or visit the web link as given here: <http://wbpdclonline.com/> of the West Bengal Power Development Corporation Limited for online registration of various posts.
2. Applicants are advised to read advertisement very carefully and if they fulfil the criteria of posts as mentioned in advertisement than they may apply.
3. Click on “New Registration” for mentioned posts of West Bengal Power Development Corporation Limited
4. Before filling up the application form the candidates are advised to carefully go through the full advertisement published on the WBPDC Web portal.
5. Before Applying Online, applicants must ensure that they have valid e-mail ID, Mobile Number, all essential Educational certificates, Cast Certificate, physically handicapped certificate issued by medical board with not less than 40% disability, sports certificate (if seeking reservation under respective category), Experience details/Certificate and Proof of Identification. Soft copy of recent coloured photographs, signature, Category Certificate, Handicapped Certificate and other document.
6. The size of Photograph and Signature should be up to 50 KB and 20 KB respectively in JPG or JPEG formats only. The system will not accept any size above the mentioned sizes and different format other than JPG and JPEG. Applicant must ensure that they are entering all details marked as mandatory otherwise they will not be able to proceed further. Mandatory fields are marked as \*.
7. After clicking on “New Registration” Tab you will be routed to Basic Information Page. At Basic Information Page Applicants have to fill their Personal and Educational details etc., such as Name, Category, Gender, Date of Birth (DOB) as per Matriculation certificate (the system calculates age automatically), Correspondence address, Permanent address Father’s/Mother’s/ Husband’s Name, thereafter Applicants should fill up their Mobile No., e-mail address, id proof number, Nationality etc.

8. Applicants will have to fill up educational qualification valid as per advertisement. In absence of appropriate educational details as per advertisement, candidature of applicants will be cancelled.
9. After filling up all details, the Applicants will have to confirm the declaration by clicking on check box to denote "I do, hereby...". Applicants then need to enter security pin at appropriate place and then click on "Save and Edit' button.
10. After click on "Save and Edit' will allow you final editing options for any changes in online application form. After being fully satisfied with entry details filled in the online application form, the applicant need to click on "Confirm and Final Submit" button. Clicking on "Confirm and Final Submit" button is necessary to complete the registration process, **Once clicked on "Confirm and Final Submit" button, applicant is not able to edit further in respect of any entry in the online application form.** After Completion of Registration process a message will be shared to applicants along with Registration No. and Password via SMS and e-mail ID registered with the West Bengal Power Development Corporation Limited.
11. Applicants then need to login to start "Step-2 Upload Photo and Signature" on the web portal. The candidate will upload coloured photograph and signature on the web portal.
12. Applicant has to make sure photo and signature are scanned in good quality and not taken by mobile. After successful upload of photograph and Signature the process of upload document i.e. step-2 is completed.
13. Payment will be done only through ONLINE mode as per instruction provided in the official advertisement. You may pay application fee through debit card, credit card and net banking.
14. After successful payment applicant need to take a print of the registration slip.
15. The registration form that ensures application has been successfully registered. Registration Slip, email confirmation of registration, and proof of payment of application fees should be retain by the applicant for all future correspondence with WBPDC and in connection with Advertisement.
16. For any query you may contact through the below WBPDC helpline and email id on any working day in office hours.
  - a. Helpline :- 8420998905, 8420998907
  - b. E-mail id :- helpdesk@wbpdclonline.com

## Browser Settings

Please set the following settings to ensure that the application process is error free.

### Mozilla Firefox :-

- a. In the address bar, type about: config and press Enter.
- b. Click "I'll be careful, I promise" if a warning message appears.
- c. In the search box, search for JavaScript. Enabled
- d. Toggle the "JavaScript. Enabled" preference (right-click and select "Toggle" or double-click the preference) to change the value from "false" to "true".
- e. Click on the "Reload current page" button of the web browser to refresh the page.

### Google Chrome :-

- a. On the web browser menu click on the "Customize and control Google Chrome" and select "Settings".
- b. In the "Settings" section click on the "Show advanced settings..."
- c. Under the "Privacy" click on the "Content settings..."
- d. When the dialog window opens, look for the "JavaScript" section and select "Allow all sites to run
- e. JavaScript (recommended)".
- f. Click on the "OK" button to close it.
- g. Close the "Settings" tab.
- h. Click on the "Reload this page" button of the web browser to refresh the page.

### Internet Explorer :-

- a. On web browser menu click "Tools" icon and select "Internet Options".
- b. In the "Internet Options" window select the "Security" tab.
- c. On the "Security" tab click on the "Custom level..." button.

- d. When the "Security Settings - Internet Zone" dialog window opens, look for the "Scripting" section.
- e. In the "Active Scripting" item select "Enable".
- f. When the "Warning!" window pops out asking "Are you sure you want to change the settings for this zone?" select "Yes".
- g. In the "Internet Options" window click on the "OK" button to close it.
- h. Click on the "Refresh" button of the web browser to refresh the page.

**Internet Explorer < 9 (Upper versions) :-**

- a. On web browser menu click "Tools" icon and select "Internet Options".
- b. In the "Internet Options" window select the "Security" tab.
- c. On the "Security" tab click on the "Custom level..." button.
- d. When the "Security Settings - Internet Zone" dialog window opens, look for the "Scripting" section.
- e. In the "Active Scripting" item select "Enable".
- f. When the "Warning!" window pops out asking "Are you sure you want to change the settings for this zone?" select "Yes".
- g. In the "Internet Options" window click on the "OK" button to close it.
- h. Click on the "Refresh" button of the web browser to refresh the page.

**Opera :-**

- a. Click on "Menu", hover mouse on the "Settings" then hover mouse on the "Quick preferences" and mark the "Enable JavaScript" checkbox.
- OR
- b. If "Menu bar" is shown click on the "Tools", hover mouse on the "Quick preferences" and mark.

**Apple Safari :-**

- a. On the web browser menu click on the "Edit" and select "Preferences".
- b. In the "Preferences" window select the "Security" tab.
- c. In the "Security" tab section "Web content" mark the "Enable JavaScript" checkbox.
- d. Click on the "Reload the current page" button of the web browser to refresh the page.