Guidelines for filling up the Online Application Form for various posts

Applicants are required to keep the following things ready before applying

1. A Mobile Number and email Id. to receive Registration no. and password, SMS based Notifications/communications related till the recruitment process is over.
2. Access to facilities of computer with internet connectivity.

3. A recent scanned passport sized colour photograph (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 75KB).

4. Your scanned signature using Blue/Black pen on white sheet (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 50KB).
5. To submit the application fee (If applicable) online, access to an online payment facility/service such as i. Net Banking ii. ATM-cum-Debit card

Steps to be followed for filling the online application: The entire process of filling online application form can be completed in below mentioned 15 steps. The steps are:

1. **Candidates are advised to make payment and submit Application Form much before the closing date and not to wait till the last date to avoid congestion on Web-Server on account of heavy load on internet/website.**
2. Registration through WBHRB Application Portal (http://wbhrb.in/) for online application process.
3. Download Advertisement and check eligibility criteria very care fully
4. If the applicant confirms the eligibility criteria then applicant may proceed for online application process
5. Select desire post from online application section and click on Apply Now button
6. Fill registration along with some basic information like Name, Date of Birth, Caste, etc. with registered mobile number and email.
7. After successful registration, applicant should get a notification of registration no. and password through SMS
8. Applicant can get into the applicant's dash board using valid Registration ID and password through **Applicant Login** button.
9. Click in the "Make Payment" (if applicable) link for payment of fees through GRIPS portal and take a print out of GRIPS challan
10. Click '**Payment Verification'** Button after 30 minutes of successful payment (if required) **Please do not payment again**.
11. After successful payment final Application Form will be opened in the applicant's dashboard. If not, then lodge a complain through WBHRB "**Complain Box for Online Application**" link. **(Complain through other media should not entertain related to online application like phone, email).**
12. Then click on the "Fill Application Form" to fill up the details in the application form with requisite information along with Personal information, Qualification & Experience details.
13. In the next step, the applicant is required to upload scanned recent passport size colour photograph and Signature one by one [as specified in Para 3 & 4 above].
14. Once all the details are filled in, the candidate is required to Review the details entered and Confirm. No edit will be allowed once the application is confirmed.
15. After successful submission of application form, a complete application form will display on the screen. **Take two copies printout of Application form for document verification (it will not available in future).**