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The West Bengal College Service Commission

APPLICATION FOR THE POSTS OF PRINCIPAL IN GOVT.-AIDED COLLEGES
Advertisement No. 2/2015

HOW TO APPLY

Candidates should apply **only online** through **www.examinationonline.in/wbcscportal from 01/08/2015 (12 noon)**

1. Before applying, please be ready with (i) **Bank Draft for Rs. 5000/-** in favour of the "**Secretary, The West Bengal College Service Commission**" drawn on any bank at its branch in Kolkata, and (ii) 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 counseling process is notified. You are advised to read "**Advertisement**" and "**How to Apply**" sections 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 the post of Principal.**" 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. Please enter your details in the correct place and while entering data please follow the sequence of the registration form to get better output.

5. Once the form is filled up, please check your details by clicking "Preview".

6. After seeing Preview, click on "Close". You can modify your details now.

7. If you are satisfied with your entries, click on "submit". 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, please be careful while entering your email id during filling in the online application form)**

8. You are now a registered candidate. Please visit our site **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.**

9. After completing the online application candidates should take print out of the application form (Last Step) and send the same, along with the authenticated filled in API format and the Bank Draft, to the Commission's office before **4 PM**, **10th September, 2015.**

10. Self–attested photocopies of relevant academic/other credentials (certificates/documents) are required to be submitted along with application form.

11. Candidates must retain the photocopy of the print out of application form as well as authenticated filled in API format for future reference.

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 assure 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.

*   In case of queries regarding eligibility, qualification etc, send an e-mail to *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 size 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

3

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 & 10KB 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.
- Check whether the correct photo and signature have been uploaded. If 'yes', then click on 'Verify and Submit' button. If 'not', please select your correct photo and signature.

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**" options.