

FAQ

1	What should I do if there is lot of delay in accessing the page?
	Speed for Registration of On-Line Application on Internet is based on <u>various</u> factors like Internet Speed, large number of applicants efforts to register the application at the same time, your service provider's downtime etc. Therefore, if you are not able to get the pages for application immediately, please retry after some time or check your internet connection speed.
2	How do I know that my application is registered?
	Successful submission of the Application Form is indicated by the Page displayed after clicking the "Submit" button and will be redirected to the completion page where you will get your Application data <u>printout</u> . The file can also be saved on your computer hard drive or any other storage media deemed fit by you. Your Application Number will also be available in that printout. You are advised to preserve the same for all future references pertaining to this recruitment drive.
3	I did not receive the email intimation for registration of my application. What do I do?
	Application No. will be sent by <u>auto-response</u> emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, policy of your E-Mail service provider to accept and divert such emails under Bulk or Spam Mails or bounce back such mails without accepting it due to heavy number of emails generated by our Applications. In case of Govt./Official email IDs, delivery is controlled by the concerned administrator. Therefore, please <u>do not expect</u> replies from us, <u>if</u> you do not receive such confirmation/auto-response emails.
4	How do I re-confirm that my application is saved?
	In case of doubt about the successful submission, applicants are advised to login to the website and check the "My Account" page for the status of application. <u>If</u> valid mobile number is provided, then <u>SMS</u> will be sent to your mobile number as <u>confirmation</u> .
5	After filling up the complete form, I got a Blank Screen / Internet got disconnected / My PC closed / hanged / shutdown. Is my application saved / registered?
	Select the post you have applied and if you are logged in and if the application is not submitted fully then you will again get the chance of submitting the application again with the data filled in <u>up to</u> where your application is saved.
6	I did not receive the acknowledgement / reply to my email communication. What do I do?
	"Reply to" email ID for the Application is created for the convenience of the applicants for genuine communications. Please <u>do not use</u> this address to send back the emails for "Acknowledgment". Our Email Server is configured to <u>delete</u> such emails automatically.
7.	What details should I <u>retain</u> while writing to WBPRB by email?
	While writing back emails for genuine problems to e-mail & address wbprbonline@applythru.net , please write your " <u>Application Sl. No.</u> ", " <u>Name</u> ", "Post applied for" in the email for future reference. In case of any problem faced at the time of filling up the application you may also call up helpdesk nos. 7044108689 / 7044109346 during office hours (10:00 AM to 05:30 PM) from Monday to Friday (except statutory holidays). You are required to give your contact details at the time of speaking with HelpDesk executives.
8.	What details should I <u>provide</u> while writing for the problem?
	Please do not forget to provide following details while writing to us: (1) APPLICATION SL NO.

	(2) DATE OF BIRTH ,(3) FULL NAME & (4) IFMS id as entered in application. In case of application failure or any error message, we would like to have the screenshot of the error in JPG, GIF format or as MS Word file. Additionally, you may provide the PC Details including the Operating System (like Windows 10/11, Vista, Linux etc.) & Internet Browser & version (like Internet Explorer 9.0 or above, Mozilla 3.0, Firefox 3.5 etc.) used. In case of any problem faced at the time of filling up the application, you may also call up helpdesk nos. 7044108689 / 7044109346
9.	What is the purpose of e-mail & mobile number of the applicant while filling up the application?
	These are required for sending <u>auto-response</u> e-mail and <u>SMS</u> after submission of the application and time to time intimation from WBPRB for information related to recruitment for the post you are filling up the information. <u>It is not for any other communication.</u> Please note that the mobile and e-mail number should not be changed during the whole recruitment process, otherwise information will not reach you. WBPRB will not be responsible for non-receipt of communication in such a case too.
10	I want to change the data entered. How to do it?
	Please note that you must take utmost care in filling up the first page, especially Sl.No.2. This particular field cannot be changed <u>after clicking</u> on the “ <u>Next</u> ” button of the first page. You will also be prompted with a “Confirm” message box. In case you still want to edit the Sl. No. 2, please click on “No” option to edit the same. All other information except your DOB, DOA, mobile no. & the selected option in Sl. No. 2 of the application form can be edited before submission. Please note after photo , signature & Verification certificate upload, you will be provided with a preview screen of all information filled/keyed-in by you. Kindly go through each and every entry for its correctness/authenticity. In the event of any modification desired, you can traverse back and edit the same, except those mentioned above; of the application form. <u>After final submission no information can be edited. The facility of edit of certain fields can only be availed during the “edit window” period.</u>
11	My name is getting fixed in the application form post my login ?
	Please note these informations are as the eHRMS data and you are allowed to enter the system with those details only ; hence you will not be allowed to change certain data like your name , DOB & DOA.
12	I am not able to find <u>the name of my</u> post office in the list provided, what should I do?
	There is an option for selecting “ Others ” from the list box. Please select the same and write your post office name correctly in the space provided beside the selection box.

13	I am trying to upload my photo & signature but, I am not able to do so. What to do?
	The reason can be various - i) The face covers the entire photo space; ii) slow connectivity at your end iii) photo or signature is not of specified size iv) The images are virus affected. Once you are allowed to upload, please check what you have uploaded in the space provided beside the upload options. In the event of getting the message "Automation error"; please change the browser (preferably you can opt for Mozilla Firefox) to solve the issue or can restart your PC/Laptop /Workstation.
14	How do I make my picture / signature fit the requirement?
	After uploading, you are provided with a cropping tool to readjust the uploaded photo & signature. Please note that you should take utmost care so that no portion of signature gets is omitted. Same is applicable with your photograph also. Your face should be absolutely clear. Please refer to the departmental notice with enclosed annexure - I for further details and referrals If the problem persists take fresh image of your photograph/signature and then try uploading it. Do take care that the images are not virus infected. I case of OLE error displayed in the browser ; you should try with a different browser for uploading. It has got nothing to do with the application but the device you are using and sometimes browser related.
15	Can I sign in block letters?
	Please refer to the notice & Annexure - I (binded together) published in the departmental website for full details.
16	What options are there in post option?
	For female applicants, there is only one option Lady ASI UB but for male applicants there are basically three options; namely ASI UB, ASI AB, Both ASI UB & AB. In the event of applicant choosing the Both option; then one needs to specify his preference from the "Preference" drop box

23	Am I not allowed to change my State & District in the "Communication, Qualification & other details" page?
	Please note that these two information flows from the first page. Details once entered by you at Sl.No.2 of the application form is non editable here.
24	My mailing address and permanent address are same, do I need to write both of them?
	Please refer to a small check box below Sl. No. 17 of the on-line form "Check if mailing address is same as above." You are advised to click on the box to copy the whole address to sl.no. 18.
25	My pincode is 700078, but when I select my post office, the pincode shows as 700075. What to do?
	Please change the pincode and enter your correct code.
26	Can I change my mobile number/e-mail Id?
	Once entered while filling up the application, it cannot be changed and it should remain with you till the end of this recruitment, otherwise information cannot be received by you from time to time. In case the number/e-mail is changed, WBPRB will not change the number/e-mail Id in its database and will not be responsible for delivery of SMS/e-mail from time to time as desired by WBPRB. A valid mobile number/e-mail Id allows the applicant to get vital information issued from the WBPRB with respect to this recruitment.
27	Can I edit my data?
	Yes you can, but only before you select the payment details page. Also <u>note that sl. no. 2 in first page cannot be changed after you cross the first page.</u> It will ask for a confirmation and once confirmed the data can never be edited.
28	I have forgotten my password, what should I do?
	Please do not panic, put your username and click on the "forgot password" option, you will be allowed to give a fresh password and you will get again an SMS on your registered mobile number.
29	Do I need to send any hard copy of my application to WBPRB, if I am applying on-line?
	No. Your application once submitted has already reached WBPRB electronically. Hard copy submission is only required for off-line applicants.
30	Why do I need to click on the "I accept" button in the payment page?
	It is a mandatory requirement in case payment through your credit/debit card or utilizing net banking facility is used. This requirement is in line with the law of the land.
31	If a request over mail, regarding change of any of my credentials at any of the four pages will that be changed?
	No, <u>under no circumstances</u> will the same be entertained. This sort of communication will be just kept on record and will adversely affect your candidature for this drive. Final decision regarding those requests will be at the sole discretion of WBPRB. Merely sending a mail does not allow any applicant the right of modifying/updating her records.
32	I do not find my railway station in the dropdown list provided
	It is an exhaustive list for all stations of West Bengal. If you do not find the desired name, please select "Other" option to give your input in the text box adjacent to the dropdown and then proceed accordingly

33	I am not allowed to proceed after I have given the details about my previous attempts for the post of SI/LSI
	If you have attempted thrice previously for the said post, then you are not permitted to sit for the fourth attempt. Only those who have either not attempted earlier or those who attempts are less than equal to two attempts; are only allowed to apply.