## WELCOME ALL APPLICANTS

ALL ARE ADVISED TO CAREFULLY GO THROUGH THE DETAILS BEFORE FILLING UP THE FORM ON-LINE.PLEASE NOTE THE NAME, ADDRESS, MOBILE NO, PICTURE, SIGNATURE USED ARE THESE SAMPLE SCREENS ONLY AND ENTIRELY FOR YOUR OWN UNDERSTANDING.PLEASE DO NOT COPY THE SAME.RESEMBLENCE TO ANY LIVING/DEAD OBJECT/PERSON IS PURELY COINCIDENTAL.USE YOUR OWN DETAILS ONLY FOR FILLING UP THE FORM.

Once you click on the link for filling up the application form on-line, you will be presented with the following screen Those who have already reached this screen and done the user registration can fill-up the username & password option to go into the system or else register as a new user

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The above screen shot shows how a new user can register himself. The communication mode signifies how the authority (WBUHS) will reach the applicant for official purpose only. All red \* marked fields are mandatory ones. Please note that the mobile number is a compulsory field, even if you choose your communication mode as "ËMAIL". The mobile number should not have any country code(+91) or (0) as prefix. Please remember the username and password entered here for registration ;as it will be required by you at every stage for getting information under your "MyAccount" space. The most important fact that you must remember is that; that the mobile number should be a valid number and must remain valid throughout the drive as all important communication from WBUHS pertaining to you will be sent to this mobile no. The system memory should be kept free for ensuring delivery of sms. Though your service provider (e.g. BSNL/Vodafone/Airtel/Idea/Reliance/Jio etc.) plays an important role in this respect. WBUHS though is in no way responsible for delivery of SMS to the applicants.

Once your account creation is successful, the following message box will appear on the screen and an auto sms & mail will be sent to your mobile set & mail box. Kindly retain these two information for your own sake.

Your Account has been Successfully Created.		
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After you complete the registration process you will be presented with the following screen. Click on the "Registration to fulltime/part-time research leading to PhD Degree of the WBUHS, for 2018-19 sessions" link available on the left pane (side) of the screen shown below

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Now you have landed on the page where all necessary informations related to the drive are parked in PDF file. Please read all the details marked under "Information to Applicants", "How To Apply", "FAQ", "List of Tathya Mitra Kendras". Also have a close look into the Dates mentioned in the separate segment (Please note these are sample dates only, hence refer to the actual dates after logging into the actual site)

After going through all the details as advised above , click on the "Apply Online" blue colored button.

You will be then landed on the main segment of filling up the application form on-line. There are four pages available, first one is "Personal Details & Qualification", second one is "Communication & Other Details" followed by "Upload Photo & Signature". These three pages require your inputs but the next page is "Preview Application" where no user input is required but it is one of the most important page, where it displays all things entered by you that can be viewed at a glance including the photograph & signature uploaded by you. You are advised to carefully go through each and every details because it presents you the last chance of rectifying any information entered by you except the "State of Permanent Residence". Once you opt for the next page, it will take you to the payment details page – the last page and no editing of the form filled up is allowed at that stage.

In the next section, we will together browse through each & every nitty-gritties of filling up the form on-line.

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The above screen is the starting point. Sl.No. 1 & 2 are informations which are pre-filled and require no inputs from the applicant. Sl.No. 3 is a very important field as it basically determines the Faculty of your Doctorate Program which is followed by Sl.No. 3a which depicts the courses under that faculty, hence should be filled up with utmost care Sl.No. 4 is all about your previous registration with WBUHS in terms of the PhD program. If you were registered earlier, then kindly fillup the details in Sl.No.4a.

The list presented in Sl.No. 5 is an exhaustive list and contains all the list of States & Union territories of the India (THE APPLICATION CAN BE FILLED UP ONLY BY INDIAN CITIZENS). Please take utmost care in filling it up because, it is that field which once filled up and proceeded ahead cannot be edited (i.e. changed) at any point of time.

Sl.No.6 is a pertains to gender of a person and the dropdown consists of values "Male & Female". The next input is related to your Marital Status. Options available are "Yes / No".

In Sl.No. 8, please write your name as given in your Matriculation Certificate. Three different boxes are provided, namely First Name, Middle Name, Last Name. If somebody does not have any middle name, he may avoid entering anything in that box. Short forms such as 'KR' for 'KUMAR', 'SK' for 'SHEIKH' etc. must not be entered.

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In Sl.No. 9,10 & 11 please write your Mother's , Father's & Spouse's name in full.

Coming to Sl.No.13, it is related to your social category. You will be presented with options like "Unreserved Category / OBC(Non Creamy Layer)/SC/ST"

The next field is related to capturing details related to disabilities. Those who do not fall under the said segment are advised to select the "Not Applicable" option from the dropdown menu.

Next field is your date of birth field which provides a calendar control from where you can select your DoB.

The date range initially shown is that of the calendar control, do not get confused with that. Please first select the year of your birth from the dropdown in the calendar control and then select the month in which you were born. Once that month is selected; please click on the date and you will see that your DOB is automatically inputted. "The Age as on" is an auto calculated field.

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Your mobile no. which automatically flows from the registration data already entered at the time of logging into the system. This is a non-editable field. (The number depicted in the screen is an arbitrary no., hence please do not try to call in that number for any clarification/help)

You are then required to input your educational qualification which basically relates to the main applying criteria. Please select the examination name which fits your educational degree followed by linked fields like year of passing, grade, % of marks, University from where the degree was obtained & registration number. The university list is an exhaustive UGC recognized university list.



You are then prompted with the field which takes the input related your e-mail address which you are requested to enter in the format you write your mail address. It will copy the said address already inputted by you during the registration process which if you desire ; you can change it. No need to write the same in "CAPS Lock on mode".

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After entering all details in this first page, when you click on the "Next" button, you will be presented with a confirmation message box as shown above containing a snap shot of all information filled up by you. Please carefully look into the yellow colour highlighted portion. It clearly states that once you click on the "Yes" button, you will not be able to edit the entry in the "State of Permanent Residence". If you click on "No", then you can edit any portion of the input except the mobile no. segment as it flows from the "Registration module".

Now we move on to the second page , ie. "Communication & Other Details"

As the header name suggests, it is a page where your residential / mailing address details are to be filled up along with other relevant informations.

The next entry point refers to Complete Permanent Address. As you could see in the screen shot below ,the State is already pre-fixed as it flows from that entered by you in the first page.

As the first of the screen shows a list of districts under the State you have choosen. For all States in India, the districts within that state are all made available from this dropdown.

The police station list comes under that loop itself but it is available only for West Bengal. For all other state it is a manual entry in the text boxes. Please check & recheck the name of your Police Station and how it is officially spelt.

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As far as Post Office selection is concerned, an exhaustive list is provided but in the event you are unable to locate your Post Office & your nearest railway station in the list, you can choose the "OTHERS" option and enter your Post Office & nearest railway station in the adjacent text boxes besides the two input fields.

Please note in this regard that , that once you choose the Post Office from the list , the pincode will automatically get reflected in the Pincode box. But for those applicants who input their post office in the text box, they will have to enter their correct pincode in the text box for "Pincode" as shown in the below depiction

In the event your Complete Permanent Address & Complete Postal Address are the same , you are advised just to click on the small checkbox appearing between the two entries. Complete Permanent Address details will automatically get copied onto the Mailing Address.

In the event of the two addresses differing, you are advised to follow the same procedure for entering the details as followed for first entry in this segment and then proceed to the next entry field.

The last field in this segment is "Entrance / National Eligibility Test Conducted by". Please be careful in selecting your option ; it is specifically for those who are seeking exemption in RAT 2019. Please Note in case you are unable to produce any documentary evidence against the same ; your candidature may get summarily rejected. In case you are not seeking exemption / have not qualified in the list available; please select "Not Applicable" and proceed to the next segment.

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Clicking on the "Next" button will prompt for the Confirmation input as show above. This will depict all entries made by you.

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Clicking on the "Yes" option will take to you to the third page for "Upload your Photo & Signature"

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There are two things to be uploaded by you in this application. One is photograph & the other is your signature. The scanned copy must be in .jpg format and within a specified size.

The details of requirement have been clearly spelled out in the "Information to the Applicants" but for sake of your ease, it is again clarified in the ensuing paragraph

APPLICANTS ARE REQUIRED TO UPLOAD SOFT COPY OF THEIR RECENT PASSPORT SIZE PHOTOGRAPH AND FULL SIGNATURE IN JPG FORMAT COVERING THE ENTIRE SPACE PROVIDED FOR THE SAME. THE SIZE OF PHOTOGRAPH FILE AND SIGNATURE FILE MUST BE BETWEEN 10 KB - 50 KB AND 5 KB - 20 KB RESPECTIVELY. THE IMAGE DIMENSION FOR PHOTOGRAPH AND SIGNATURE SHOULD BE 138 PX W X 177 PX H (4.5 CM or 45 mm HEIGHT X 3.5 CM or 35 mm WIDTH) AND 350 PX W X 63 PX H (1.7 CM HEIGHT X 9.2 CM WIDTH) RESPECTIVELY. PHOTOGRAPH MUST BE ON CONTRAST BACKGROUND (PREFERABLY WHITE) WITH 75-80% OF THE PHOTO OCCUPYING THE APPLICANT'S FACE. CANDIDATES ARE ADVISED NOT TO UPLOAD IMAGES OF OTHER OBJECTS IN PLACE OF PHOTOGRAPH AND SIGNATURE.

Guidelines : Please find the schematic depiction of how your photograph should be



Your photo should satisfy the following primary requirements:-

- Recent photo facing forward and looking straight into the camera
- without anything covering the face
- in clear contrast to the background
- without a head covering
- with eyes open, visible and free from reflection or glare from glasses
- with your eyes not covered by sunglasses, tinted glasses, glass frames or lock of hair
- without any 'red eye' and without any shadows in the picture

## with a normal expression

In the event of your upload not being of the specified size, following message box will appear to prompt you.



One more tool is provided to you for ease of uploading your photograph & signature. This is a cropping tool which will allow you to properly fit your upload in the desired box for photo & signature upload. Following screenshots will help you understand in a better way.





Please note you will be able to see the boxes beside photo & signature uploads, how your uploads look like. Take utmost care in uploading your own, current & legible photograph for clear identification of your ownself. The same applies for the signature also.

In the event the uploads are not your own legible present self and is of any other person or an irrelevant image, your application is liable to be summarily rejected.

Once your uploads are completed , you are required to input the place of your submission & click on the declaration checkbox before proceeding to the next segment. Here also you will be provided with a "Confirmation" message box.

The next page is the "Preview Application" segment. Whatever has been entered & uploaded will be shown to you for your easy referral and for any editing required on your part.

## The screen below is just a sample. It depicts the "Preview Application" output. This is the last stage for any updation activity that may be required from your end to be carried out before final submission.

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The fee structure will be as per laid down norms in the "information brochure"

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Please click on the "Click here" portion of the text which will appear on your screen as shown in below and you will be presented with your "Submitted" copy of your Application Form in PDF format. You are advised to preserve the same for all future reference in connection with this drive.



In case you have not taken the printout of the application immediately after submission, you can again do so by logging into your account and going to the "MyAccount" section and again obtain the printout

Repeat Note : Do not forget to preserve a copy of the same either in soft or hard copy format.

If you are filling the application from any external agency, kindly do not forget to see the "Preview Application" onscreen output and also do not forget to take a hard copy printout of the filled up & submitted application form. WBUHS will be in no way be responsible for any editing / updates on the submitted application. All future decisions on your candidature will be taken by WBUHS on the basis of your submitted application and nothing else.

You can refer to your submitted application within the specified time from your "My Account" section after you log-in to using your registered username & password.

You will also receive E-mail at the time of registering into the system & after submission of the application. This is only possible if you provide a valid mail address and mailbox having sufficient free space. WBUHS is no way responsible for non-delivery of the e-mail(s).

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