RECRUITMENT EXAMINATION FOR VARIOUS POSTS IN ZILLA PARISHAD UNDER MALDA

#### Guidelines to fill up the Application Form Online

What all do you need to complete the Online application process for Zilla Parishad Under Malda District Recruitment Application?

#### As an applicant you would need the following:

- 1. An **E-mail ID** for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
- 2. A **Mobile Number** to receive **SMS** based notifications/communications related to the online application, Admit card, Entrance Test Result, Admission Counselling etc till the admission process is over and subsequently, if admitted.
- 3. Access to facilities of computer with internet connectivity, B/W printer and scanner.
- 4. A recent passport sized colour **photograph** (for scanning and uploading in "jpg/jpeg/png" format only. File size of scanned photograph should not be more than 200KB).
- 5. Your **signature** using **Blue/Black** pen on white sheet (for scanning and uploading in "jpg/jpeg/png" format only. File size of scanned photograph should not be more than 200KB).
- 6. Your academic documents (for scanning and uploading in "jpg/jpeg/png" format only. File size of scanned photograph should not be more than 200KB).

#### All applicants should note, that:

- 1. Take a printout of submitted application for future correspondence.
- 2. Original certificates issued by competent authority supporting your filled in details will be asked from you ONLY at the time of Recruitment. If data provided in the online application is not supported by appropriate documents then your application/ claim for Recruitment shall be cancelled, without giving any reason thereof.

#### Steps to be followed for filling the online application:

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at first para no.4 & 5 above], which will be needed at different stages of process. The entire process of filling online application form can be completed in five stages. The five stages are:

- 1. Registration on the Zilla Parishad Under Malda District Recruitment Application Portal (malda.gov.in) for online application process.
- 2. Select the post of your choice [check eligibility etc].
- 3. If you choose to proceed for the selected post [do it after confirming your eligibility etc], application form will appear on the screen. Fill up the details in the application form which will have following sections:
  - 1. Candidate Details,
  - 2. Upload scanned image file of your Photograph and Signature [as specified in first para no.4 & 5 above],

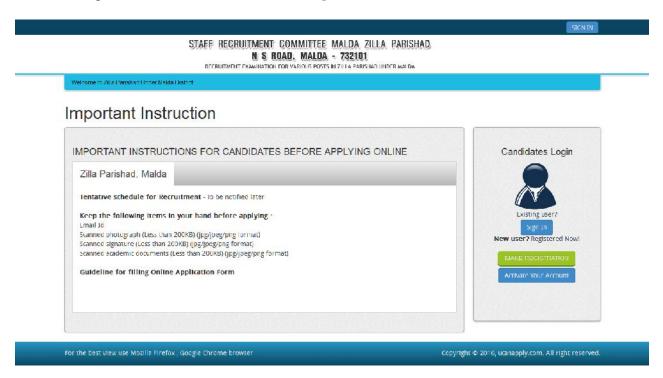
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- 3. Academic Details,
- 4. Scan Document Details,
- 4. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission.
- 5. For subsequent applications (after the first post) process of filling up 'Candidate Details', 'Upload Photo and Signature', Academic Details', 'Document Details', and 'Preview And Confirm' will not be required. These details will be repeated automatically/ copied for all subsequent applications.

How to complete Registration on the Zilla Parishad Under Malda District Recruitment Application Portal (malda.gov.in) for Online Application Process?

**Step 1:** Please click on "**Apply for Zilla Parishad Under Malda District Recruitment Application**" button given on the home page of the Official Website of Malda District (malda.gov.in).

**Step 2:** On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link **"Make Registration"**. Please click on this link.



**Step 3:** When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and are to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign up"** button at the bottom for completing the registration process.

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Welcome to Zilla Parishad Under Malda District							
Registration							
Email ID (Username):*	Email ID						
	Please note th Application-	nat all com 2016 will	nmunication be sent to t	related to yo	our		
Password •	Password						
Confirm Password •	Confirm Pas	sword					
	Your passwor Numeric char (;_+{} :"?>") ar	d should of acters. Sp e NOT allo	contain min ecial charac owed.	imum of 8 Al ters (Ex: 1@#!	pha 5%^)*		
Name of Candidate •	Name			Mid Name		Last Name	
Date of Birth:	Select	-	Select	-	Select		
Sex*	– Select –		-				
Father's Name:	Father's Nar	ne					
	Don't add any Name .	salutatio	n like Mr./D	r. etc. before	the		
Mother's Name =	Mother's Na						
	Don't add any Name .	salutatio	n like Ms./N	Ars./Dr. etc.	before the		
Address.*	Address						
Block/Municipality:*	Address						
	Address						
Mobile No. :*	Mobile						
	Sign up						
	Already Registe	ered? Bac	k to Login				

NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

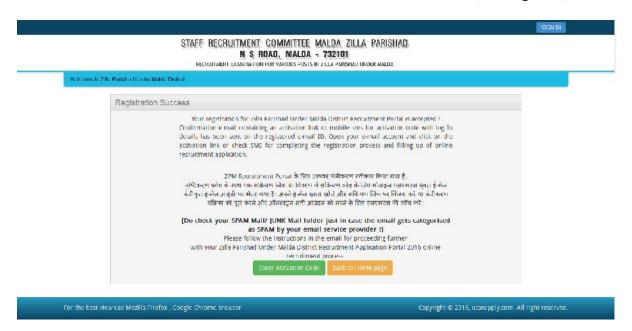
#### **Step 4:** Activation and validation of Registration

1. On successful submission of registration details, you would be shown a confirmation message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process.

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	STAFF RECRUITMENT COMMITTEE MALDA ZILLA PARIS N. S. ROAD, MALDA - 732101	
Welcome to Zill a Parishad Under Maida Dis	RECRUITMENT EXAMINATION FOR VARIOUS POSTS IN ZILLA PARISHAD UNDER MAI DA Mich	
Registration		
For the best view use Mozilla Firefox , C	Sangle Chrome browser	Copyright © 2015, accumpply com. All right reserved

Note: This confirmation and activation link e-mail might land up in your "Spam Folder" or "Junk Folder'. So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find the e-mail from priexam.malda@gmail.com in your "Spam Folder" or "Junk Folder", please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from priexam.malda@gmail.com always comes in your Inbox. Always check your "Spam Folder" or "Junk Folder' for e-mails from the Official Website of Malda District (malda.gov.in).

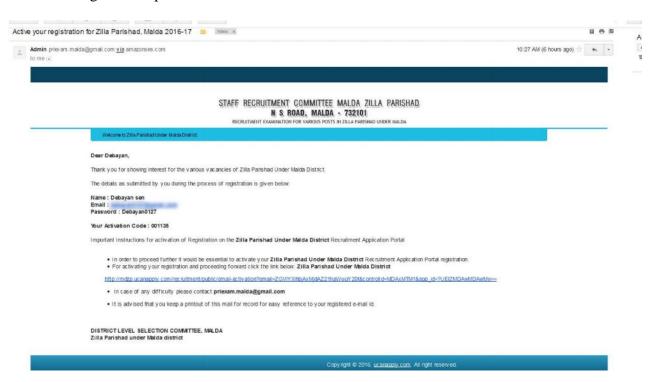


2. Click on this activation link received in the e-mail. You account will not be activated until you have clicked on this activation link or click "Enter Activation Code" and enter your Register e-mail ID and enter Activation code/ OTP [OTP already send to your register mobile no.] so, do not forget this important step.

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Activation
Username*
Enter Username (Lmsil ID/Mobile No)
Linter Activation Code / O   P*
Enter Activation Code
Your activation code has been sent on your registered email id given at time of registration. SMS on your mobile may take some time to deliver based on your cellular service provider

3. On clicking the activation link/ activation button, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.



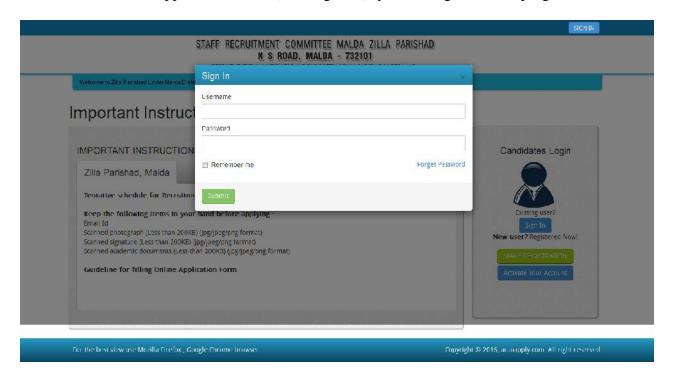
4. On successful validation, you will be allowed login and directed to My Application Section. Select the post of your choice and start filling up the application form online.

RECRUITMENT EXAMINATION FOR VARIOUS POSTS IN ZILLA PARISHAD UNDER MALDA

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	N. S. ROAD, MALDA - 732101 RECRUITMENT EXAMINATION FOR VARIOUS POSTS IN 2111 & PASISHAD LINGER MALDA	
Welcome to Zill a Parishad Under Maida D	strict	
	Hi! Debayar, Your account has been activated. You can now login with your Email id and Password.	
For the best view use Mozilla Firefox ,	Google Chrime browser	Copyright © 2015, accomply cont. All right reserved

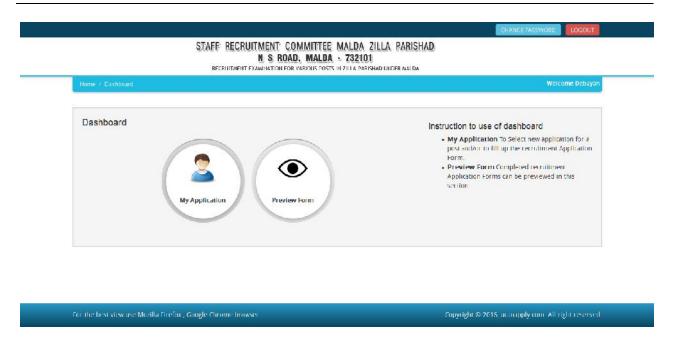
#### How to select Post for which I want to apply?

**Step 1:** After activation and validation of your Registration on the Zilla Parishad Under Malda District Recruitment Application Portal (malda.gov.in), you can login into the programme.



After login you will be able to see **Dashboard** and click "My Application"

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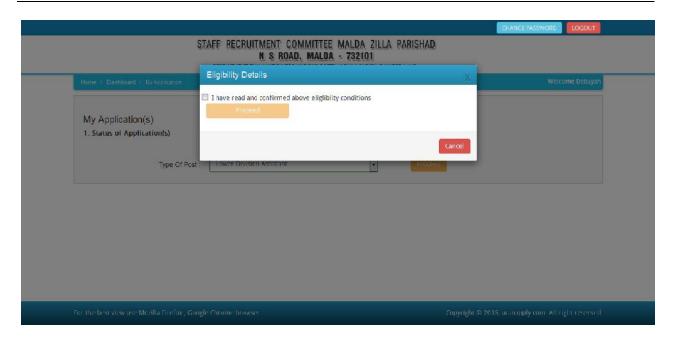


Then you will be able to see following page with the title "Status of Applications".



**Step 2:** Please select **Type of Post** from the drop down boxes given at the Bottom and click **"Proceed".** 

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After proceeding pop-up box will be shown here, **Download Notification** for check the eligibility and in case you are **eligible** for the post **click the checkbox** given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up the application form by clicking **"Proceed"** button.

#### How to fill up the Application Info after I have selected the Post I wish to apply for?

**Step 1:** After adding the post of your choice, following screen will appear showing status of submitted applications. On the left panel, various other buttons such as 'Candidate Details', 'Upload Photo and Signature' etc are given. These are various sections of the form. Application Status section shows which sections of the form is complete and which is incomplete. You can click the left panel button to go to the section of the form which are incomplete.

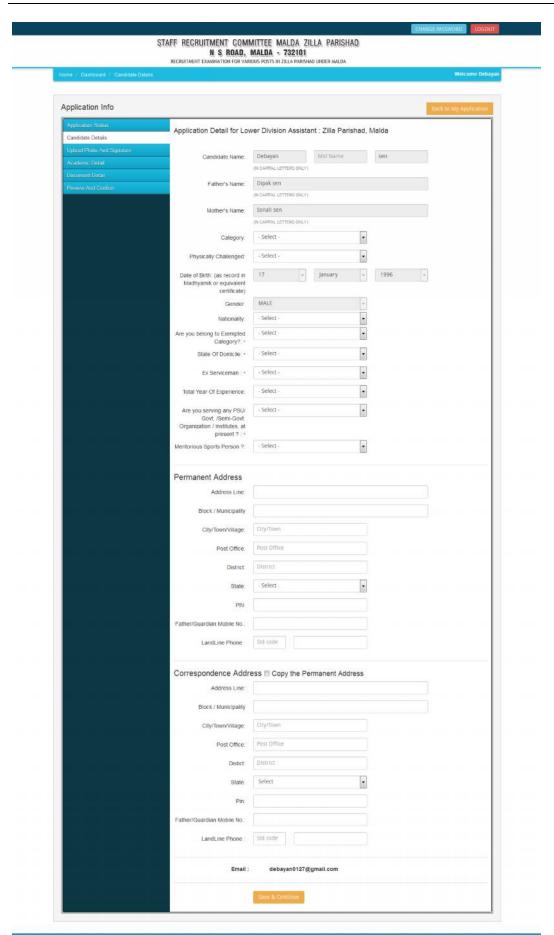
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Application Info			Lack to My Application
Application Status		Paradoxical Parad Total South and House	
Carcidate Details		of Submitted Application(s)	***************************************
Uplead Photo And Signature		ion for Lower Division Assistant : Zilla Parishad	
Academic Detail	Stage	Description	Status
Document Detail	1	Candidate Details	Incompleted
Preview Acid Confirm	2	Upload Photo And Signature	Incompleted
	J J	Academic Detail	Incompleted
	4	Document Detail	Incompleted
	5	Preview And Confirm	Incompleted

**Step 2:** After you have added the post of your choice and come to the above screen, all the four sections of the Application Form would be shown as incomplete. Click on the **'Candidate Details'** button on the left panel. On clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly.

Note: Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.

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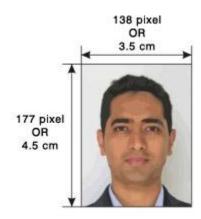
**Step 3:** After you have filled up all the required fields of the 'Candidate Details', Click on the 'Save & Continue' button given at the bottom of the page (as shown above).

**Step 4:** After filling up application click the 'Save & Continue' Buttom given at the bottom.

#### How to Upload image file (in jpeg format; size limit 200kb) of my scanned photograph and signature?

**Step 1:** To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 200 KB.)



If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.

To Resize your scaned photo please follow the following steps:

- 1. Right click on the scaned photo file Open with Microsoft Office Picture Manager
- 2. Then look at the top menus, Click Picture Resize
- 3. Now look at the right pannel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
- 4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
- 5. The save the file.

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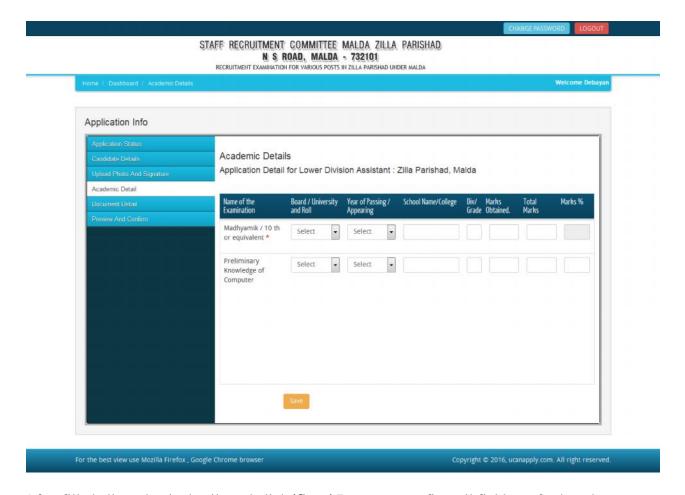
Application Info  Application Status  Consididate Octains  Upload Photo And Signature  Academic Detail  Document Detail  Upload Photo  Upload Signature  Preview And Confirm  Browse  No file selected.		STAFF RECRUITMENT COMMITTEE MALDA ZILLA  N S ROAD, MALDA - 732101  RECRUITMENT EXAMINATION FOR VARIOUS POSTS IN ZILLA PARISHAD UNDER	
Application Status  Canadiate Details  Upload Photo And Signature  Academic Detail  Document Detail  Upload Photo  Upload Signature  Preview And Confirm  Preview And Confirm  Province And Signature  Browse  No file selected.	Home / Dashboard / Document Uploa	d .	Welcome Debaya
Candidate Details  Upload Photo And Signature  Academic Detail  Document Detail  Upload Photo And Confirm  Upload Photo Upload Signature  Upload Photo  Upload Signature  Browse No file selected.	Application Info		Back to My Application
Upload Photo And Signature  Academic Detail  Document Detail  Preview And Confirm  Upload Photo Upload Signature  Browse No file selected.		Photo & Signature For Lower Division Assists	ant : Zilla Pariehad Malda
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Reasport size colour photo 4.5 cm x 3.5 cm) Note: Upload Image to be less than 200KB, and only jpeg, done in Upload Signature  Note: Upload Image to be less than 200KB, and only jpeg, jpg, png, bmp, gif formats are allowed.  Upload Photo  Note: You can proceed forward only after uploading your photograph and signature.		(Passport size colour photo 4.5 cm x 3.5 cm) Note: Upload Image to be less than 200K6 (5 can to be done in 100dp; drijy) and only jpeg, jpg, png, bmp, gif formats are allowed.  Upload Photo  Note:	Note: Upload Image to be less than 200KB, and only jpeg, jpg, png, bmp, gif formats are allowed.  Upload Signature

**Step 5:** Choose the image file (jpeg format; photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 200 kb) of your scanned passport size photograph and signature and click the button 'Upload Photo' and 'Upload Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:



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**Step 6:** After filling up application click the 'Save & Proceed' Buttom given at the bottom you have filled up all the required fields of the '**Academic Details'**, here you add your passed examination details and Click on the 'Save' button.



After filled all academic details and click 'Save' Button re-confirm all fields no further changes will be entertained.

**Step 7:** After filling up application click the 'Save' and 'Ok' Button given at the bottom you have filled up all the required fields of the '**Document Details'**, here you add your all required document details and Click on the 'Save & Continue' button.

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ome / Dashboard / Document Uploa	d				Welcome Deba	
Application Info				Ba	ck to My Application	
Application Status			~~			
	Status of Submitt					
	Application Detail for	or Lower Divisi	on Assistant : Zilla Parishad, Ma	alda		
Academic Detail						
Document Detail	Note: Upload File to be less than 200KB ( Scan to be done in 100dpi only). You can skip Reference No. field by putting					
Preview And Confirm	"0".					
	Name of the Document	Uploaded link	Upload	Reference No.		
	Madhyamik or 10th Admit (Age Proof)		Browse No file selected.		Upload	
	Madhyamik / 10 th or equivalent		Browse No file selected.		Upload	
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			after uploading all your documents. You e.g. PH certificate for PH candidate), you			
	(2) Only Image (jpg/jpeg	g/png/bmp) or PDI	files are allowed. Max file size 200KB	per file.	277	

Upto this stage, you have completed all stages of the Application Form.

Now, click the 'Save & Continue' button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do so before clicking 'I confirm the above' checkbox and clicking the 'Confirm & Submit' button because once you confirm and submit an application form, it cannot be edited further.

For the other subject system will go for Applicant Form View page. Here you can check all information which you have entered in your application process. If everything is ok then click the button 'I CONFIRM THE ABOVE' & Click 'Confirm & Submit' button.

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After that system will show you the Print button for take a printout for future correspondence.