

Guidelines to fill up the Application Form Online

What all do you need to complete the Online application process for Gram Panchayat under Purulia 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 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 Gram Panchayat under Purulia district Recruitment Application Portal (www.purulia.nic.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. 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 Gram Panchayat under Purulia district Recruitment Application Portal (www.purulia.nic.in) for Online Application Process?

Step 1: Please click on "**Apply for Gram Panchayat under Purulia district Recruitment Application**" button given on the home page of the Official Website of Purulia District (www.purulia.nic.in).

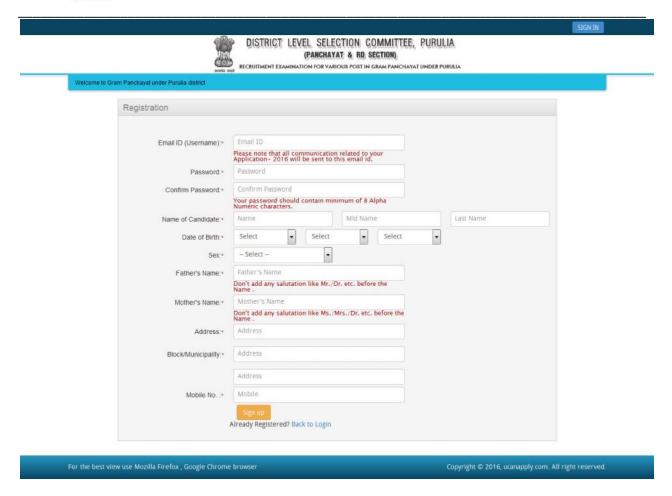
Step 2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link **"Make Registration"**. Please click on this link.



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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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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Please check all your filled	details carefully before confirming	
For the best view use Mozilla Firefox , Google Ch	rome browser	Copyright © 2016, ucanapply.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 recruitment.gp.prl@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 recruitment.gp.prl@gmail.com always comes in your Inbox. Always check your "Spam Folder" or "Junk Folder' for e-mails from the Official Website of Purulia District (www.purulia.nic.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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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.

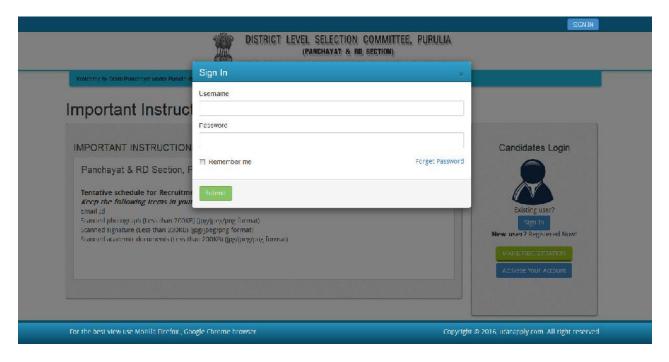


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How to select Post for which I want to apply?

Step 1: After activation and validation of your Registration on the Gram Panchayat under Purulia district Recruitment Application Portal (www.purulia.nic.in), you can login into the programme.



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



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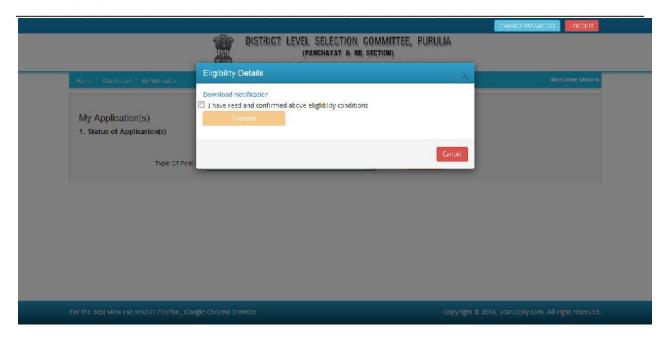
Then you will be able to see following page with the title "Status of Applications".



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 course **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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	Incompleted	Academic Detail	3				
	Incompleted	Document Detail	4				
	Incompleted	Preview And Confirm	5				
	Incompleted Incompleted Incompleted	Upload Photo And Signature Academic Detail Document Detail	2 3 4				

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.

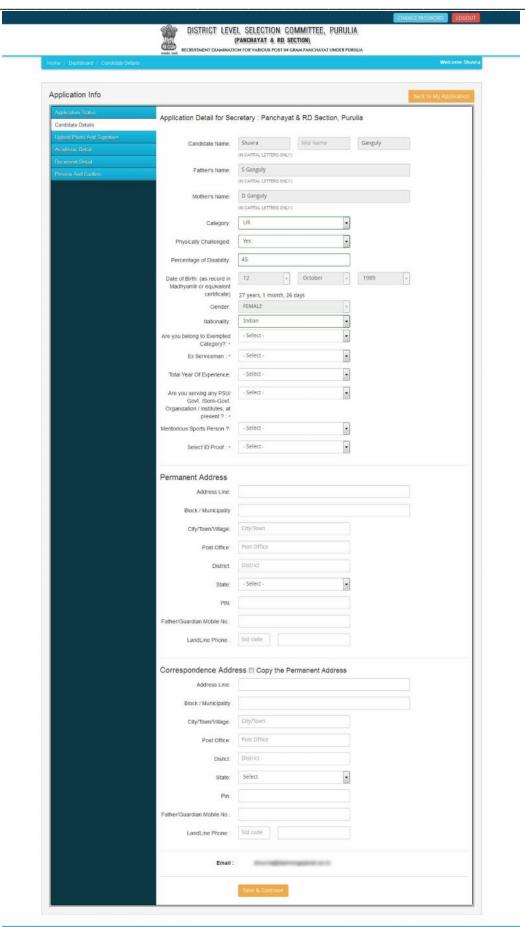
Note: Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.



DISTRICT LEVEL SELECTION COMMITTEE, PURULIA

(PANCHAYAT & RD SECTION)

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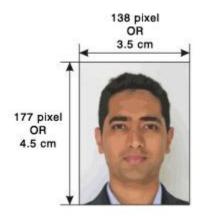
Step 3: After you have filled up all the required fields of the 'Candidate Details', Click on the 'Save & Continue' button given at the bottom of the page (as shown above).

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.



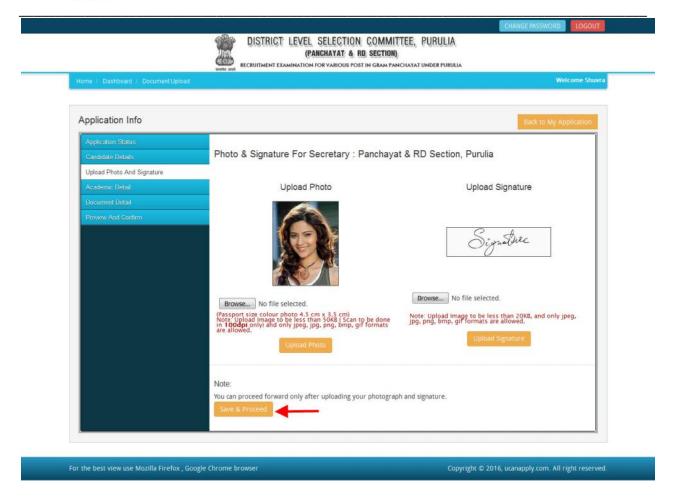
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Application Info		Back to My Application
Application Status		
Candidate Details	Photo & Signature For Secretary : Panchayat & RD) Section, Purulia
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Preview And Confirm	Upload Photo	Upload Signature
_	Browse No file selected.	Owse No file selected. Upload Image to be less than 20KB, and only jpeg, ong, bmp, gif formats are allowed. Upload Signature
For the best view use Mozilla Firefox , Goog	e Chrome browser	Copyright © 2016, ucanapply.com. All right reserved

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:



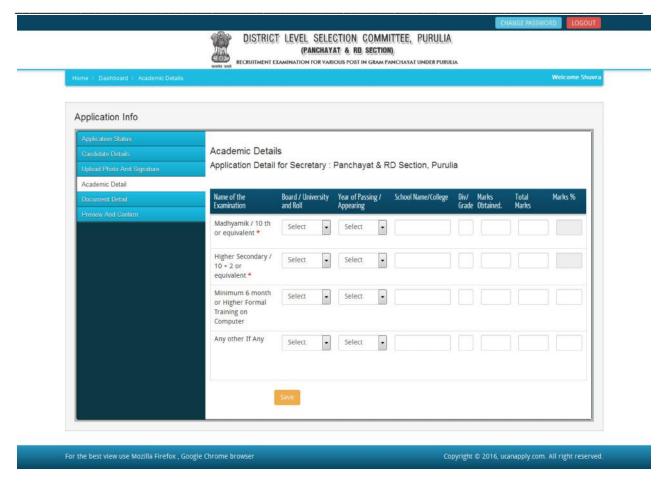
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Step 6: After filling up application click the 'Save & Proceed' Buttom given at the bottom you have filled up all the required fields of the 'Academic Details', here you add your passed examination details and Click on the 'Save' button.



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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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Application Info				Ba	ck to My Application
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Document Detail Preview And Confirm	Note: Upload File to b	e less than 200KB	(Scan to be done in 100dpi only)		
	Name of the Document	Uploaded link	Upload	Reference No.	
	Madhyamik or 10th Admit (Age Proof)	Click here to view the document 123 Original	Browse No file selected.	123	Upload
	Aadhar Card	Click here to view the document 222 Original	Browse No file selected.	222	Upload
	Madhyamik / 10 th or equivalent	Click here to view the document 124 Original	Browse No file selected.	124	Upload
	Higher Secondary / 10 + 2 or equivalent	Click here to view the document 125 Original	Browse No file selected.	125	Upload
	Minimum 6 month or Higher Formal Training on Computer	Click here to view the document 126 Original	Browse No file selected.	126	Upload
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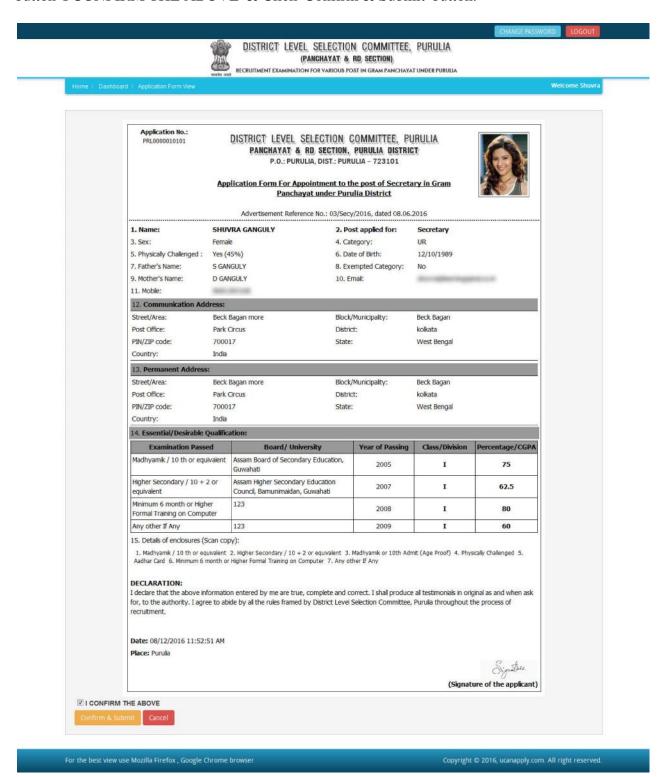
Upto this stage, you have completed all stages of the Application Form.

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.



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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.



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