Guidelines to fill up the Online Application process for
Zilla Parishad Recruitment, Purulia 2018-19

Applicants are required to keep the following things ready before applying:

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).

Important Notes for all applicants:

1. A printout of the submitted complete Application form is to be retained with the candidate, which is to be submitted at the time of Recruitment process.

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:

The entire process of filling online application form can be completed in below mentioned 9 steps.

The steps are:

1. Register yourself for the online application process at the on the Zilla Parishad Under Purulia Recruitment Application Portal (www.purulia.nic.in/www.puruliazillaparishad.in)
2. Activate your online Application with the Email ID and Your Activation Code, send it to your submitted Email ID / Mobile No in registration process.
3. Selection of the Post and check eligibility.
4. If the applicant confirms the eligibility criteria and continues the Application process, the next web page appears. The applicant is required to click on "Candidate Details". The application form will appear on the screen. The applicant is required to fill up the details in the application form.
5. In the next step, the applicant is required to upload scanned image file of his/her Photo and Signature one by one [as specified in Para 4 & 5 above].
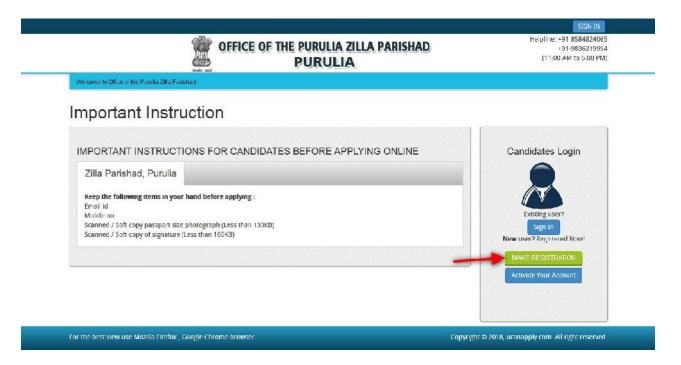
6. In the next step, the applicant is required to fill the Academic details.
7. In the next step, the applicant is required to upload Document Details.
8. Once all the details are filled in, the candidate is required to Review the details entered and Confirm. No edit will be allowed once the application is confirmed.
9. After confirmed, take a Printout of your submitted application.

How to complete Registration on the Zilla Parishad Under Purulia Recruitment Online Application Portal (www.purulia.nic.in/www.puruliazillaparishad.in):
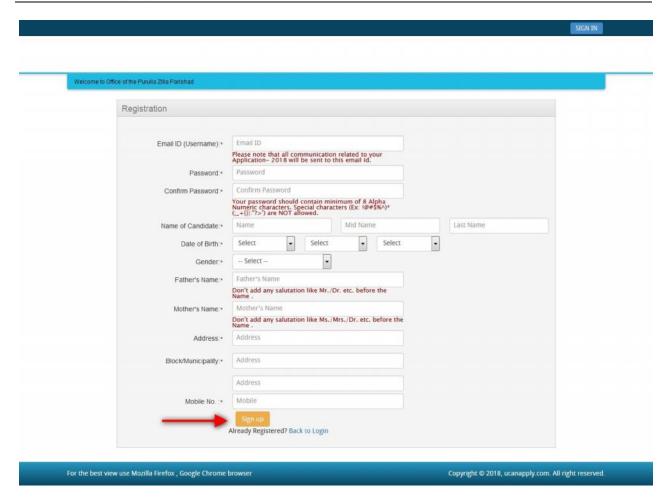
Step 1: Please click on **"Apply for Zilla Parishad Under Purulia Recruitment Application"** button given of the Official Website of Purulia (www.purulia.nic.in/www.puruliazillaparishad.in).

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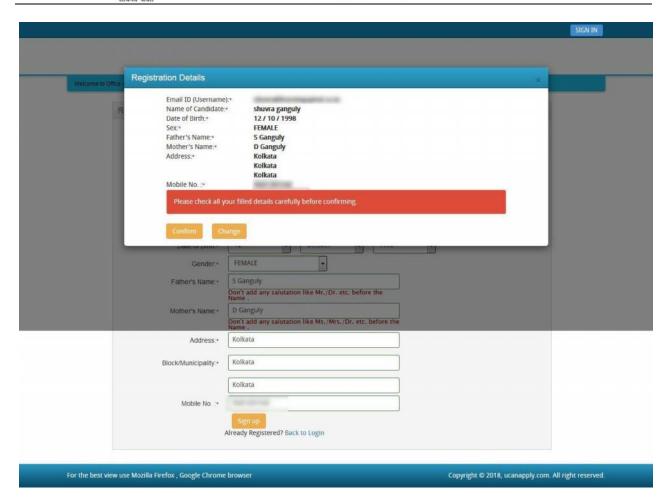
NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

Step 4: Activation and validation of Registration
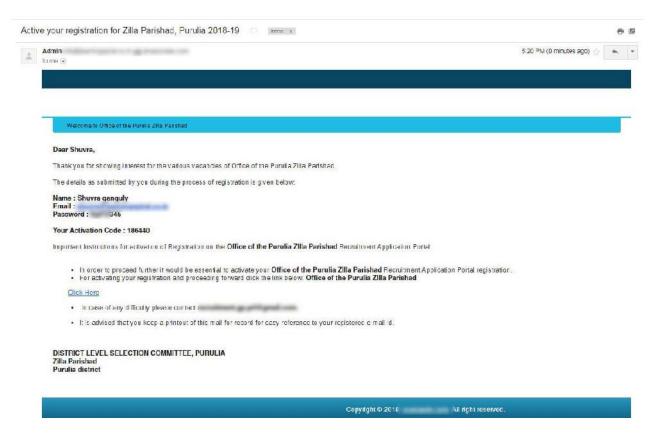
1. On successful submission of registration details, you would be shown a confirmation message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process.

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 *admn.zpprla@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 *admn.zpprla@gmail.com* always comes in your Inbox. Always check your **"Spam Folder" or "Junk Folder'** for e-mails from the official website of Purulia (www.purulia.nic.in/www.puruliazillaparishad.in).

Active your registration for Zilla Parishad, Purulia 2018-19

Welcome to Office of the Purulia Zilla Parishad

Dear Shuvra,

Thank you for showing interest for the various vacancies of Office of the Purulia Zilla Parishad

The details as submitted by you during the process of registration is given below:

Name : Shuvra ganguly
Email :
Password : 346

Your Activation Code : 186440

Important Instructions for activation of Registration on the **Office of the Purulia Zilla Parishad** Recruitment Application Portal

- In order to proceed further it would be essential to activate your **Office of the Purulia Zilla Parishad** Recruitment Application Portal registration.
- For activating your registration and proceeding forward click the link below: **Office of the Purulia Zilla Parishad**

Click Here

- In case of any difficulty please contact
- It is advised that you keep a printout of this mail for record for easy reference to your registered e-mail id.

DISTRICT LEVEL SELECTION COMMITTEE, PURULIA
Zilla Parishad
Purulia district

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.

SIGN IN

Welcome to Office of the Purulia Zilla Parishad

Registration Success

Your registration for Office of the Purulia Zilla Parishad Recruitment Portal is accepted ! Confirmation e-mail containing an activation link or mobile sms for activation code with log In details has been sent on the registered e-mail ID. Open your e-mail account and click on the activation link or check SMS for completing the registration process and filling up of online recruitment application.

PRLZP Recruitment Portal के लिए आपका पंजीकरण स्वीकार किया गया है। गुप्तिकरण प्रदेश के साथ एक सक्रियण लिंक या विवरण में सक्रियण कोड के लिए मोबाइल एसएमएस युक्त ई मेल पंजीकृत ई मेल आईडी पर भेजा गया है। आपने ई मेल खाता खोलें और सक्रियण लिंक पर क्लिक करें या पंजीकरण प्रक्रिया को पूरा करने और ऑनलाइन भर्ती आवेदन को भरने के लिए एसएमएसचरा की जाँच करें।

[Do check your SPAM Mail/ JUNK Mail folder just in case the email gets categorised as SPAM by your email service provider !]
Please follow the instructions in the email for proceeding further
with your Office of the Purulia Zilla Parishad Recruitment Application Portal 2018 online recruitment process.
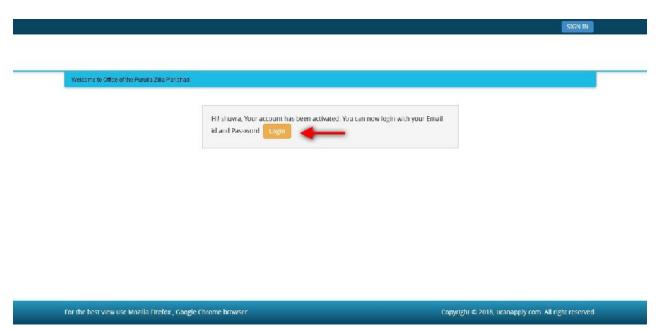
Enter Activation Code | Back to Home page

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.
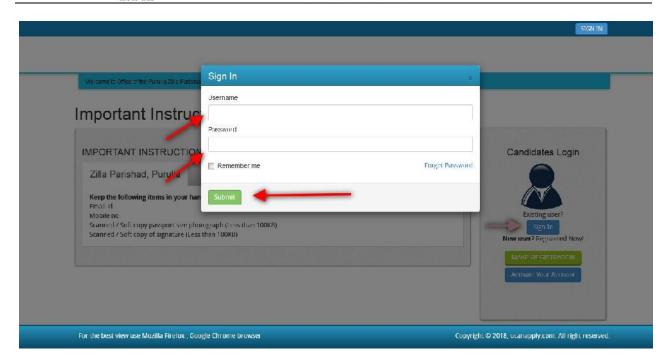

4. On successful validation, you will be allowed login and directed to My Application Section. Select the post of your choice and start filling up the application form online.
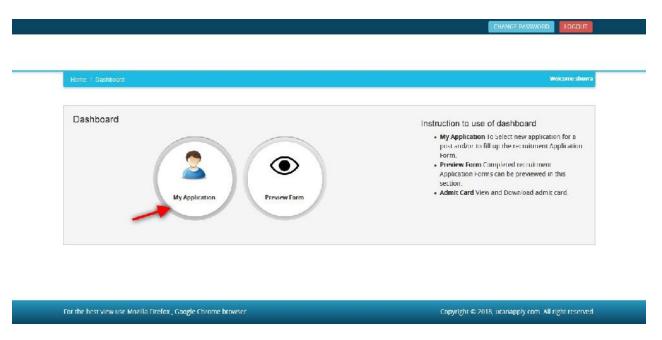

APPLICATION PROCESS:

Step 1: After activation and validation of your Registration on the Zilla Parishad Under Purulia Recruitment Application Portal (www.purulia.nic.in/www.puruliazillaparishad.in), you can login into the programme.
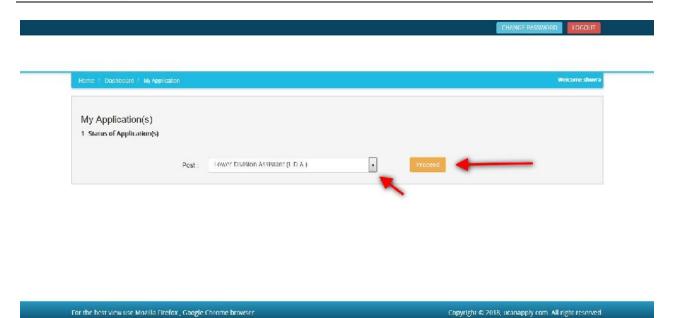
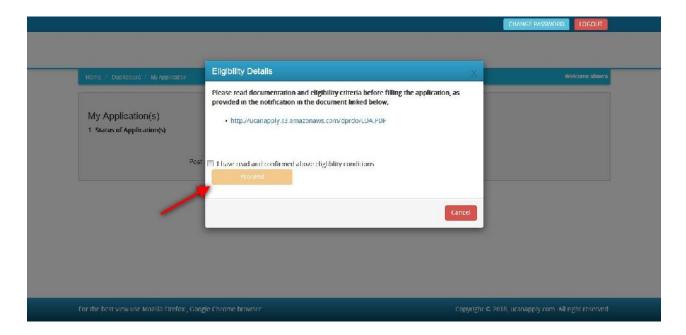After login you will be able to see **Dashboard** and click **"My Application"**

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".**
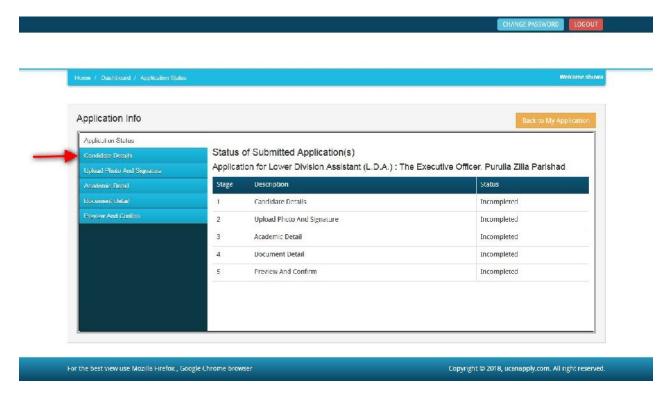

After proceeding pop-up box will be shown here, **Download Notification** for check the eligibility and in case you are **eligible** for the post **click the checkbox** given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up the application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

How to fill up the Application Info after I have selected the Post I wish to apply:

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
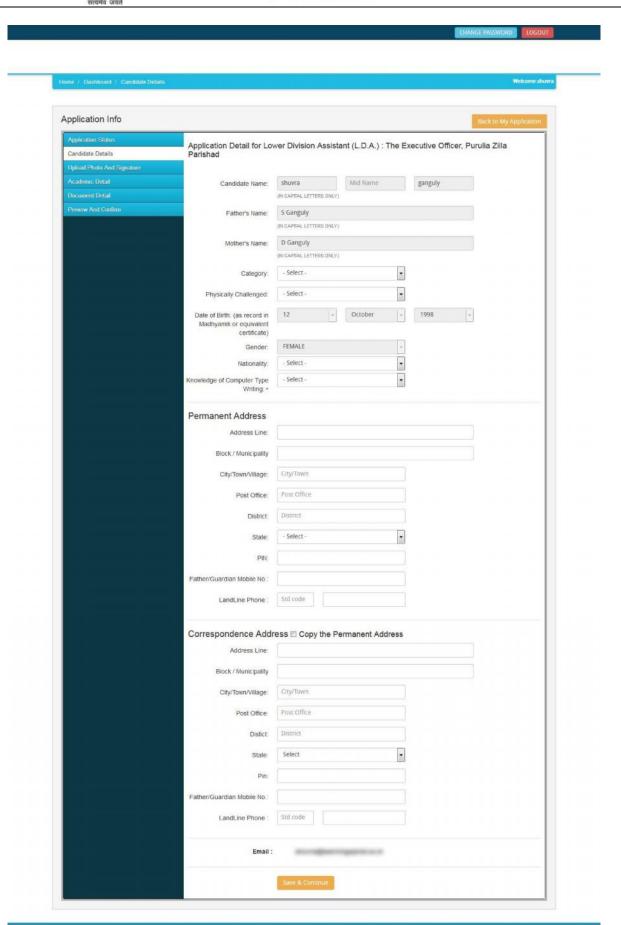
Status section shows which sections of the form is complete and which is incomplete. You can click the left panel button to go to the section of the form which is incomplete.

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.
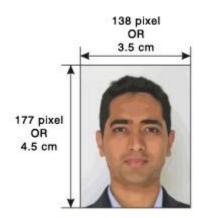
OFFICE OF THE PURULIA ZILLA PARISHAD
PURULIA

Application Info

Back to My Application

- Application Status
- Candidate Details
- Upload Photo And Signature
- Academic Detail
- Document Detail
- Preview And Confirm

Application Detail for Lower Division Assistant (L.D.A.) : The Executive Officer, Purulia Zilla Parishad

Candidate Name:	shuvra	Mid Name	ganguly
	(IN CAPITAL LETTERS ONLY)		
Father's Name:	S Ganguly		
	(IN CAPITAL LETTERS ONLY)		
Mother's Name:	D Ganguly		
	(IN CAPITAL LETTERS ONLY)		
Category:	- Select -		
Physically Challenged:	- Select -		
Date of Birth: (as record in Madhyamik or equivalent certificate)	12	October	1998
Gender:	FEMALE		
Nationality:	- Select -		
Knowledge of Computer Type Writing: *	- Select -		

Permanent Address

Address Line:	
Block / Municipality	
City/Town/Village:	City/Town
Post Office:	Post Office
District:	District
State:	- Select -
PIN:	
Father/Guardian Mobile No.:	
LandLine Phone :	Std code

Correspondence Address ☐ Copy the Permanent Address

Address Line:	
Block / Municipality	
City/Town/Village:	City/Town
Post Office:	Post Office
Distict:	District
State:	Select
Pin:	
Father/Guardian Mobile No.:	
LandLine Phone :	Std code

Email :

Save & Continue

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.)
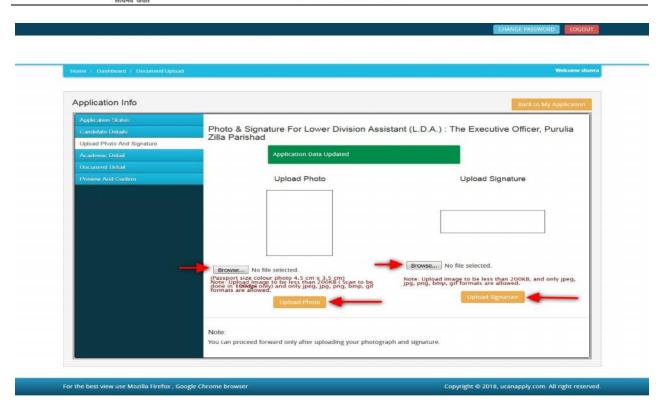

If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.
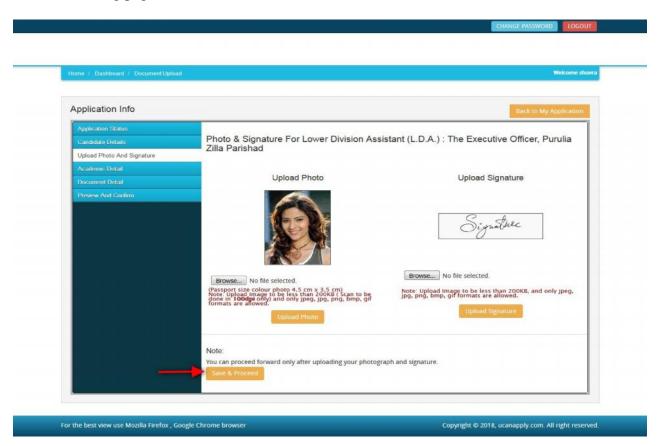To Resize your scaned photo please follow the following steps:

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
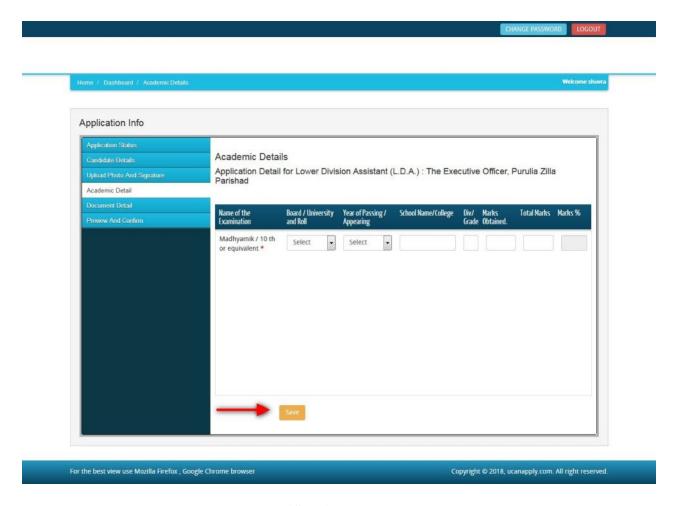5. The save the file.

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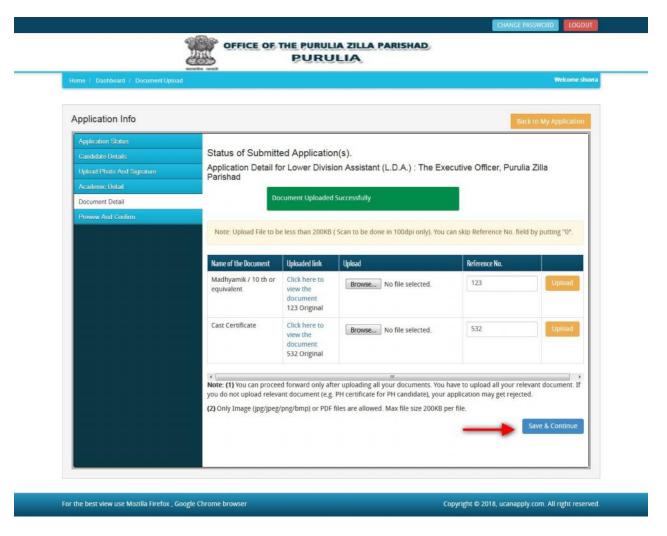
Step 6: After filling up application click the 'Save & Proceed' Buttom given at the bottom you have filled up all the required fields of the **'Academic Details'**, here you add your passed examination details and Click on the 'Save' button.

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.
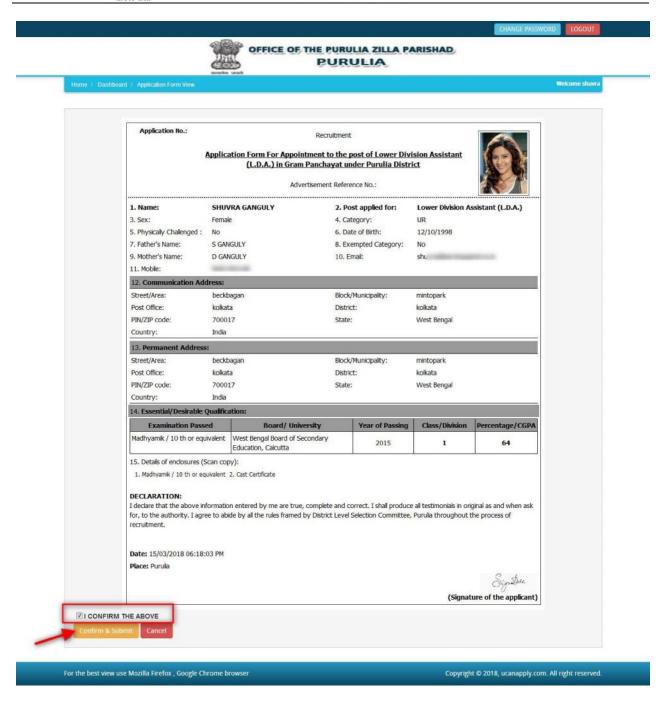
OFFICE OF THE PURULIA ZILLA PARISHAD
PURULIA

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.

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

OFFICE OF THE PURULIA ZILLA PARISHAD
PURULIA

Application No.:

OFFICE OF THE PURULIA ZILLA PARISHAD
PURULIA

Application Form For Appointment to the post of Lower Division Assistant (L.D.A.) in Zilla Parishad under Purulia District

Advertisement Reference No.: 1205/P2P , Dated: 14.03.18

1. Name:	**SHUVRA GANGULY**	2. Post applied for:	**Lower Division Assistant (L.D.A.)**
3. Sex:	Female	4. Category:	UR
5. Physically Challenged :	No	6. Date of Birth:	12/10/1998
7. Father's Name:	S GANGULY	8. Exempted Category:	No
9. Mother's Name:	D GANGULY	10. Email:	shuv
11. Mobile:			

12. Communication Address:

Street/Area:	beckbagan	Block/Municipality:	mintopark
Post Office:	kolkata	District:	kolkata
PIN/ZIP code:	700017	State:	West Bengal
Country:	India		

13. Permanent Address:

Street/Area:	beckbagan	Block/Municipality:	mintopark
Post Office:	kolkata	District:	kolkata
PIN/ZIP code:	700017	State:	West Bengal
Country:	India		

14. Essential/Desirable Qualification:

Examination Passed	Board/ University	Year of Passing	Class/Division	Percentage/CGPA
Madhyamik / 10 th or equivalent	West Bengal Board of Secondary Education, Calcutta	2015	1	64

15. Details of enclosures (Scan copy):

  1. Madhyamik / 10 th or equivalent   2. Cast Certificate

DECLARATION:

I declare that the above information entered by me are true, complete and correct. I shall produce all testimonials in original as and when ask for, to the authority. I agree to abide by all the rules framed by District Level Selection Committee, Purulia throughout the process of recruitment.

Date: 16/03/2018 11:15:55 AM

Place: Purulia

(Signature of the applicant)

This is final Printout copy