

West Bengal Panchayat Recruitment Management System

Process To Follow

Best Way To Fill Up Your Job Application





Register

Register to the portal with your valid mobile number Name, Date of birth and Gender



Log In

Login to the system with your newly created credentials



Edit Profile

Go to Dashboard and Edit your Profile



Apply For Jobs

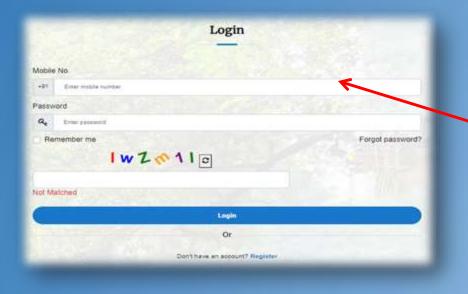
Clock on the available vacancies published and click on apply now.

REGISTRATION

Mobile No*	
+61 Enter mobile number	
Email Id"	
Enter Email Id	
First Name*	
Enter First Name	
Middle Name	
Enter Middle Name	
Last Name*	
Enter last name	
Date Of Birth*	
ddimmiyyyy	
Gender*	
select	~
Password*	
Password	
Confirm Password*	
Confirm password	
Not Matched Reset Form Send Olp	

- 1. Enter valid Mobile No
- 2. Enter valid Email ID
- 3. Enter Name
- 4. Enter Date of Birth
- 5. Select Gender
- 6. Create your own password
- 7. Enter Captcha
- 8. Click on the Send OTP
- 9. Put the OTP Received

Once Validated Your OTP Registration will be completed



Forgot Password	
Mobile No. *	
+91 Error militie number	K
New Password -	
Qe Erner sam passent	i
Password must be at least 6 characters long. Confirm Password *	
Re Cotton pasanas	i
Date of Birth *	
#2mm/yyyy	
Change Password	
Or	
Remaritlered Jasswoll? Login	



- 1. Enter Registered Mobile No
- 2. Enter Password
- 3. Enter Captcha
- 4 Click on the Login Button

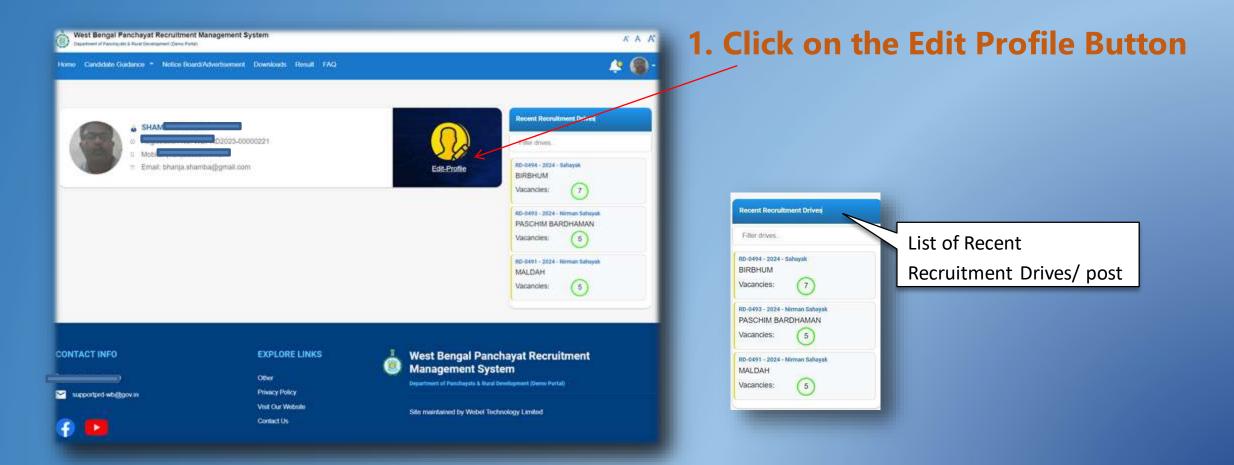
Once validated you will be taken to the personal Dashboard

Forgot Password

If you forgot your password

- 1. Enter Registered Mobile No
- 2. Enter New Password and confirm new password
- 3. Enter Date of Birth
- 4. Click on the change Password Button
- 5. System will send an OTP to your registered mobile

Once validated your password will be updated with the new one



1. You need to fill up 3 different sections

- A. Profile
- B. Additional Information
- C. Uploads

2. Upload your photo and signature

Photo- The applicant should provide a recent colour photograph in passport size. The size of the Photo should be a minimum 30 and a maximum 80 KB in (.jpeg, .jpg or .png) format and dimension will be (160 X 213).

Signature - The applicant needs to provide signature in full with black ink. The size of the Signature should be minimum 5 and maximum 50 KB in (.jpeg, .jpg or .png) format.

3. Click on the Edit button and fill up the general section

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Seemal Information	1 Defails	Midde Name OOB Martial Status Nationalty	Ocs 2, 1971 Married Indan	

First Name, Middle Name, Last Name, Date of Birth(D.O.B), Gender will be as per the registration details. Blood group, Computer Literate, Aadhar No are compulsory fields

Communication details



Social Wormation				
Social Informat	tion Details	A COLORED		
Religion	Note	Booluli Gamigory	General	

The mobile no and email id Field data candidate filled during registration. The registered mobile no & E-mail id can't be changed

4. Click on the Edit button and fill up the Social Information

Social Calegory*	
EWS	
	SHAE

Identify card

Identity Carif				
Identity Card Deta	alis -	1118		
ID Card Type	PAN	Card Number	AHAP82300K	

UPDATE IDENTITY CARD

5. Click on the Edit button and fill up identity card details

(*) f or compulsory fields

Family Information				i.
Family Information De	etails	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		18 C
Father/Guardian Name	A N BHANJA	Mother Name	5 BHANJA	
Spouse Name	S BHANJA			

6. Click on the Edit button and fill up the family information (Father/Guardian Name is compulsory)

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	1000 A
	SAME
	Mother Name SKS

7. Click on the Edit button and fill up the Permanent Address

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lage Ratway Station	01 Daroda Avenue West Bengal Bagha Jatin (Bgg)	Country Diamics Police Station Postal Code	ledia Ruskata Potuli 700084	
sponition/Municip	Kolkata Municipal Corporation	Post Office	Gara Sus Territrus	

Address, State, District, Police Station, Post Office, Postal Code, Block/ Corporation/ Municipality are compulsory

State City / Vita Nearest R (Sock/Cor

UPDATE PERMANENT ADORESS			2
Address"		County	
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Ponce Station*		Post-Office"	
Select		Select.	
City - Willige		Nearont Rollway Station	
		Setect	
Postel Cade'		Block/Corporation/Municipienty*	
790003		Remonstrate Managerity	
			SAVE

(*)f or compulsory fields

While editing, you may also check this box to copy permanent address to communication address, if both the addresses are same

Address, State, District, Police Station, Post Office, Postal Code, Block/ Corporation/ Municipality are compulsory

and an other costs	COLLEGE PROVIDENCE STOLD IN AND DE			
Class VIII Exam Deb	uls (if Class 10 details are entered- th	is is not required)		
mattadion	Midnapore Collegiate School	Coorde/Stangard	Cierce V/8	
Stiean	Not Applicable	VesrO/Passing	2003	
Percentage Obtained	47	Orade		

Institution, Year of Passing, Percentage of Marks are compulsory

8. Click on the Edit button and fill up the Communication Address.

PDATE COMMUNICATION ADDRESS			×
Same As Permanent Address/			
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ty / Village		NewHeat Rackeray Station	
		Select	-
ostal Code"		Block Corporation/Municipality*	
700003		Banschore Municipally	
			SAVE

9. Click on the Edit button and fill up the Class VIII Pass Information, If you have higher qualification, this section is not required

UPDATE CLASS VIII EXAM DE	TAILS (IF CLAS	SS 10 DETAILS ARE ENTERED- THIS	S IS NOT RE	QUIRED)	×
institution*		Course Standard"		Steem	
K V Cossipale	-	Class VIII	~	Not Applicable	*
Year Of Passing"		Percentage Obtained *		Grade	
2020		60			
					SAVE

Dans 19 Einer Desats				
Class 10 Exam Deta	6	All a		
Board Smiam	West Bangar Board of Becandary Education Incl.Application	Course Standard NarOPassing	Class X 2010	
Penantuge Oktained	78	Charles		

Board Name, Year of passing, Percentage obtained are compulsory

10. Click on the Edit button and fill up Class 10 Exam Details

ineral -	Cause Steriout?		Street	
Gentral Board of Secondary Education Daity	Claire X	~	NotApptodie	
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2010	44			
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liptorea Eager Detaile		
Disloma Exam Details	- Alter and a second	
Instituton Stream Percentage Obtained	Course/Dawlant Yes/OPtassing COPA	

(Only candidates having certificates from a recognized institution will be eligible)

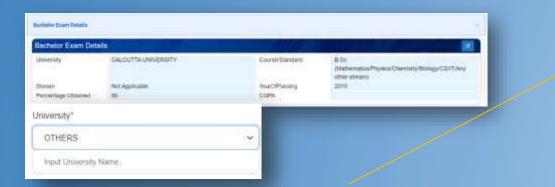
11. Click on the Edit button and fill up Diploma Exam Details

4000	 Diplate in Computer Application 	 Nol Applicable	2
Year Of Passing"	Percentage Obtained *	 CGPA	
2017	20;		

(*) for compulsory fields

Class 10+2 Exam De	italis	1000	and the strength	
Board	West theraper Council for Higher Secondary Estabation (WECHSE)	Course-Standard	Classi XI	
Stissen	Not Applicable	TearOffissing	2012	
Percentage Obtained	67	Grade		
Board"				
Other State Boa	de la			
Other State Doa	rds 👘 🔨			
The second Process of the second				
Input Board Name	8			

If candidate has studied from "Other State Boards", the candidate has to input his/her board name in the Field which will appear upon selecting "Other State Boards".



12. Click on the Edit button and fill up Class 12 Exam Details

Board"		Course:Standard*		Stream	
Select Board	С. С	Class XII	÷	Not Applicable	
Input Sisterit Name					
fear Of Passing*		Percentege Obtained (Best of 4)*		Grade	
		Percentage is required.			
					SAV

13. Click on the Edit button and fill up Bachelor Exam Details

Anivorskity"	Course/Standard*	Stream	
OTHERS	 B E/B.Tech in Electronics & Telecommunication 	 Not Applicable 	~
Input University Name			
lear Of Passing*	Percentage Obtained *	COPA	
2033	80		

If a candidate has studied at a university other than the list of universities mentioned, the candidate has to select "OTHERS" and input his/her university name in the field which will appear upon selecting "OTHERS" Option "Input University name".

(*) for compulsory fields

arsky	CALCUTTA UNIVERSITY		Course/Standard	M.Sc. (Mathematics/Physics/Chemistry/Biology/CS/TLAny
rsam ettentege Obtained	Not Applicable Sil		YesrOfPassing CGM	other stream) 2017
versity*				
OTHERS		×		
Input University Nam	£)			

14. Click on the Edit button and fill up Post Graduation Details

UPDATE PG EXAM DETAILS		×
University"	Course-Standard*	Stream
Select University ~	MBA v	Not Applicable 🗸 🗸
Year Of Passing*	Percentage Obtailed *	CGPA
	Percentege is required.	
Institutions r	ecognized by State Govt. or Central Govt. of State Council	or AICTE or UGC
		SME

[If a candidate has studied at a university other than the list of universities mentioned, the candidate has to select "OTHERS" and input his/her university name in the field which will appear upon selecting "OTHERS" Option "Input University name.]

(*) for compulsory fields

ADDITIONAL INFORMATION



If Ex-Servicemen is Yes then the candidate has to fill the details Service Year, Service Month, Service Days, and Zilla Sainik Registration No.

UPDATE EX-SERVICEMEN X Ex-ServiceMen Service Veins No * Service Montres Service Dailys

16. Click on the Edit button and fill up details, if you are a person with disability



If persons with disability of 40% and above is Yes then the candidate has to fill the details disability type



15. Click on the Edit button and fill up Ex-Servicemen details, if you are a ex-serviceman

ADDITIONAL INFORMATION

IOP

50

Sports Type

UPDATE MERITORIOUS SPORTS PERSON

17. Click on the Edit button and fill up details, if you are a meritorious sports person and save

If meritorious sports person is Yes then the candidate has to fill the details Area and Sports Type

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Perspect.	786	Pate.	1944	0
English	. 399	2444	1000	0
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(Traper)	1.86		140	•
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EACC Level Other Pr	ost Graduate Diploma Certificates	Details		ANDERED
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If candidate wants to edit the details The

candidate has to fill up this section

18. Click on the Edit button and Update languages you can speak, read and write

Ares

UPDATE LANGUAGES KNOWN			
Language		Speak	
Beigati		1.70%	.9
Vene		Rest	
No	×.	No	
			544

19. Click on the Add Record button and fill up details of your PGDCA course Certificate or other DOECC certificate and save

Organization Name	
COEACC	
Percentage*	
	COEACC

UPLOADS

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DOCUMENT	IMAGE				A	CTIO	d S
dentity Proof - PAN	Vew/Download					Ø	
Class 10 Admit Card' Age Mentioned Class VIII pass cettificate (*)	Vew/Download					0	Edit
Class 10 Marksheet (*)	Vew/Download					Ø	
Class 10 +2 Marksheet (*)	View/Download						
Statuation Marksheet (*)	View/Download						
PG Marksheet (*)	Vew/Download					Ø	
		itema per page: 10	1 = 6 of 6.	12	2	3	51

20. Upload all relevant documents – Once Done your profile will be considered

* If a candidate changes any status in his/her profile the candidate has to re-upload the relevant document. The candidate changes the Social Information, Identity Card, , any education qualification Class 10, class 10+2 , Diploma, Bachelor, PG detail

- 1. The candidate has to select the dashboard to go the dashboard page
- 2. For any Query and Complaint



3. Logout from portal

RD-0491 - 2024 - Nirman Sahayak	Initiated	0		E.	1
B DLSC: MALDAH	(The second second	Application			Delete
 Application SLNo: 		Athicaton	Exams	Status	Applicat
 Application Status: In Progress 					
Initiated Date:					

Details of Application Can be viewed in the dashboard

- 1. Application Details
- 2. Exams
- 3. Status
- 4. Delete Application

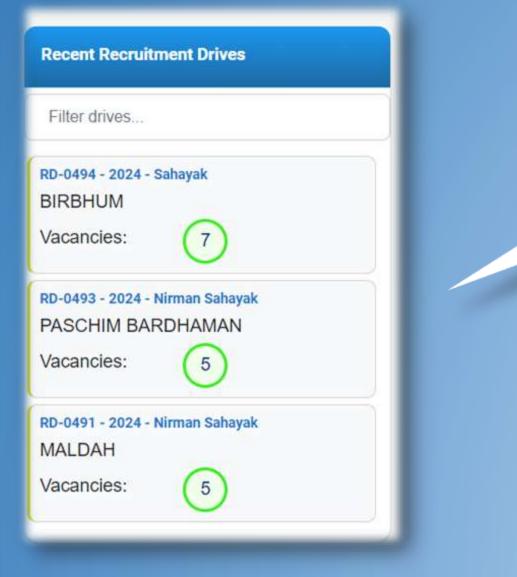


Application - Click here to edit the initiated applications

Exams- Details of date for MCQ/ Interview can be checked

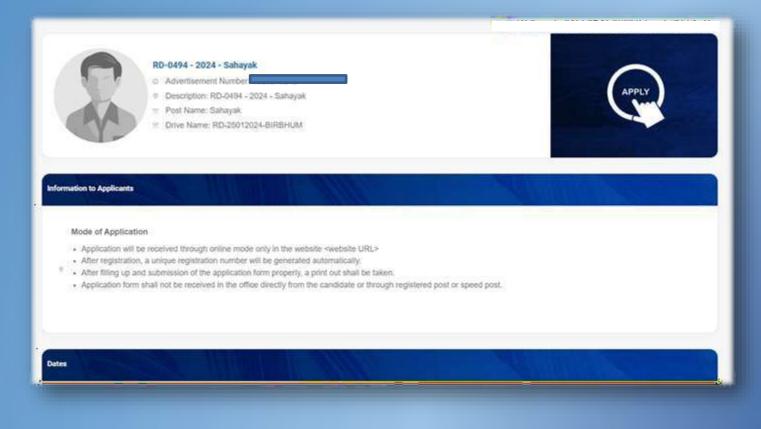
Status- Present milestone status of the recruitment for the particular post can be viewed

Delete Application- If the candidate wants to delete any initiated application the candidate can click on this button. The button will be disabled after submission of the application





- Details regarding the drive will appear on the screen.
- Check the details and if you want to apply click on the Apply Icon





Nirman Sahayak

- O Advertisement Number:
- O DLSC Name: MALDAH
- Ø Description: RD-0491 2024 Nirman Sahayak
- Post Name: Nirman Sahayak
- Drive Name: PRI Recruitment 24.01.2024

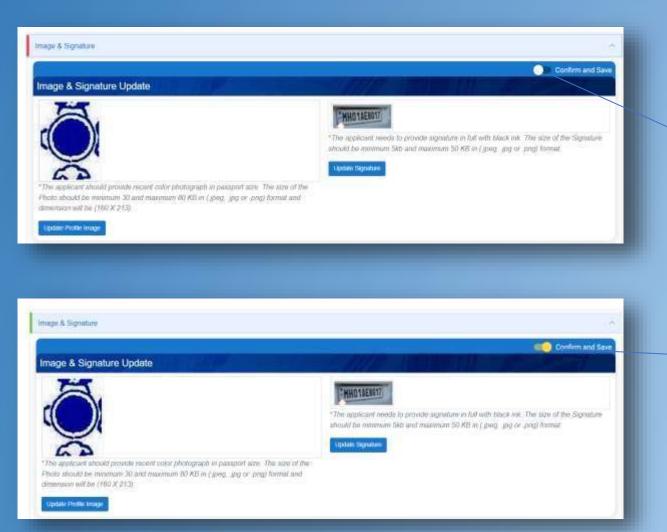


Information to Applicants

Sections Available

- 1. Information to Applicant
- 2. Important Dates
- 3. Disclaimers
- 4. Browser Compatibilities
- 5. Salary Structure
- 6. Instruction to candidates

Application Additional Information Uploads Declaration	
RD-0491 - 2024 - Nirman Sahayak Post: Nirman Sahayak Application SL. No:	
Application Status: Initiated Date: Application Preview & Submit	- 1. Image of the applicant
	2. Application Details
Image & Signature	 3. Sections to be filled
General Information	
Communication	4. Application Preview &
Social Information	Submit
Red colour means the section is incomplete	
Green colour means the section is complete	



Click on the toggle button to confirm and Save

The color will change from Red to green After confirm and Save.

After Confirm and Save the Section edit option will be disabled

inage & Signature	**
General Information	¥.
Communication	
Social information	
identity Gard	
Family internation	
PermanentAddress	
Communication Address	
Class 10 Exam Details	
Class 10+2 Exem Details	-
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Mentonous Sports Person	~
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Languages Known	

			Confirm and S
of Documents		يم الزارات إكر	
DOCUMENT	MAGE		ACTION
Identity Proof - PAN (*)	Mane-Dimensional		Ø
Classe 10 Admit Cardi Age Mentioned Classe VIII pass cardificate (*)	VeseDreeniced		Ø
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Optoria Marksheet (*)	WawDewriteat		

All Sections are when confirmed and save the colour will be changed to green

Declaration ②	
Continue and Save	
Declaration I solemnly declare to the best of my knowledge and belief that the information given in the form is correct and complete. If it is found at any stage of selection process that the information given by me is false, I will be liable for rejection of the application form at any stage. I have also reverified all documents uploaded and found ok. Place :	1. C ente
DECLARATION DETAILS X	2. E
Location*:	the
0	the
I solemnly declare to the best of my knowledge and belief that the information given in the form is correct and complete. If it is found at any stage of selection process that the information given by me is faise, I will be liable for rejection of the application form at any stage. I have also reverified all documents uploaded and found ok.	
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eclaration @	
activation Q	
Confirm and Save	3.
Declaration I solemnly declare to the best of my knowledge and belief that the information given in the form is correct and complete. If it is found at any stage of selection process that the information given by me is false, I will be liable for rejection of the application form at any stage. I have also reverified all documents uploaded and found ok.	the
Place :	

1. Click on the edit button to enter the Declaration

2. Enter Location and click on the checkbox "I Agree"

3. Once update location & check box then click on confirm & save



Click on Application Preview and Submit

APPLICATION PREVIEW RD-0491 Post DLSC Name Application S Application S Installed Data	SL Nos Nos Status			×	
General Information Details First Name Lest Name Gander Blood Group Computer Uterate Communication Information	- No	Middle Name DOB Maritel Status Nationality Aadhaar No			Click on Submit Application
Noble Social Information Details		Email			
Reigion Identity Information Details	Hinduesm	Social Category	EWS		
ID Card Type	PAN	Card Number		Submit Application	



Contact Us

		Contact us		
Joint Add HC7,Set	tion: ministrative Building,7th floor,Block- ctor-III,Pin-700106	Your Name Subject Message	Your Email	
		014	¥QQ∑ Send Message	1.



Frequently Asked Questions

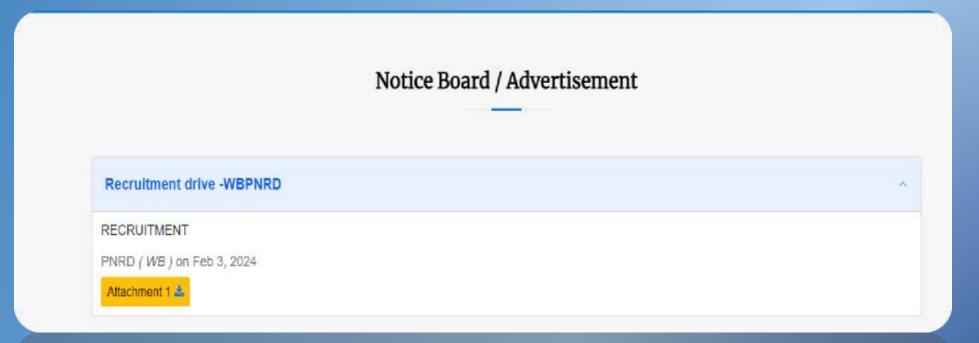
How do I apply for a job at wbprms?

if you have not yet created your profile in our portal, please go to Register now and Register yourself. Then Login to this portal with your credentials. On Login You will land in Dashboard Page. First Go To Edit Profile. Try to Fill up all relevant block in Profile Page. Also Upload All relevant Documents (Scanned Copy) and Get Ready for Vacancy Notification. Once Vacancies notified select respective posts you want to apply for from the right hand block, click on Apply button. Read Carefully the How to Apply Document carefully before Applying to any post

Admin (Admin) on Feb 2, 2024

	I am already registered as a user - How can I apply for a Job?	~	
	How can I know about the job details	~	
	What Kind of Exams I need to Give	~	
	How can I know about the results?	×	
	Do you have any guidelines for my application?	Ŷ	
12.3		T I	

Notice Board/ Advertisement



List of Post

List of Post	
Recutive Assistant at Gram Panchayat	·
ecutive Assistant at Gram Panchayat, Employment Type: Regular min <i>(Admin)</i> on Feb 2, 2024 tachment 1 📤	
am Panchayat Karmee	~
rman Sahayak at Gram Panchayat	~
ahayak at Gram Panchayat	×
cretary at Gram Panchayat	×
ccounts Clerk at Panchayat Samity	~

AC CONTRACTOR BUILDING SOUTH

Video Gallery

For different video manual

