Public Service Commission, West Bengal

Important Announcement

'Edit Window' in connection with recruitment to the post of **Joint Director of Textiles (Powerloom, Hosiery & Readymade Garments Division)** in the Directorate of Textiles (Powerloom, Hosiery & Readymade Garments Division) under the Department of Micro, Small and Medium Enterprises & Textiles, Govt. of West Bengal

Advt. No. 02/2023

The 'Edit Window' in connection with the above mentioned recruitment shall be opened from **23.05.2023** to **30.05.2023 (upto 3 p.m.)**. Applicants intending to edit their profile (except candidate's name) and/or Application Forms are advised to go through the following instruction carefully before proceeding to edit their Profile and/or Application Forms.

Under no circumstances, application for correction of name will be entertained.

IMPORTANT INSTRUCTIONS REGARDING EDITING OF APPLICATION FORM FOR THIS RECRUITMENT

1) The Edit Window may be accessed by the applicants by logging into their individual accounts at https://wbpsc.gov.in with valid user id and password.

2) The applicants are advised to verify the details provided in the online application form very carefully. They are advised to identify the discrepancies, if any and rectify the same in the 'Edit Window'. The applicants are particularly advised to obtain a printout of the edited form for future reference.

3) The applicants would be allowed to edit all the fields in the Application Form except Applicant's Name as stated above.

4) The Edit option can be availed during the aforesaid period as and when required. No request for any change would be entertained after clicking of 'Submit the Application' button within the above mentioned period. **It may, however, be noted that once 'Submit the application' button is clicked, the system will not allow editing of any field further. 'Submit the Application' button can be clicked only once after all the required fields are filled in properly, duly checked. Applicants are cautioned to be careful in editing the fields before clicking the 'Submit the Application' button.**

5) In case of change of category (e.g. from S.C/S.T to GEN/OBC and/or from PwBD to Non PwBD GEN/OBC) of the applicant in the 'Edit Window' and thereby making the applicant liable for payment of fee, the applicant will be allowed to make the payment through the Payment Window from **05.06.2023** to **08.06.2023**. If such payment of fee is not made within the aforesaid period, the edited application will not be considered for the recruitment.

N.B.: The changes made in the 'Edit Window' for this recruitment will not be reflected in the Profile Section of One Time Registration. For making such changes the applicant should follow the Commission's website for necessary updates in this regard.

**For guidelines regarding 'Edit Window' visit the 'Annexure-I' attached to this Notice.

Place: Kolkata   By order of the Commission
Date: 22.05.2023

PUBLIC SERVICE COMMISSION, WEST BENGAL

1) Visit https://wbpsc.gov.in and log into your account with valid user id and password. Go to My Applications and click on the '**Edit**' button against the advertisement:

2) The pop-up window appears. Read the message carefully and click '**OK**' button in the pop-up window:

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3) Update/rectify the required entries/information.

4) Click '**Save and Continue**':

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5) Click '**OK**' if you want to save the information provided.

6) If you want to change the educational qualification details, click '**Edit**' in '**CANDIDATE QUALIFICATION DETAILS**':

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7) Input correct data and click '**Update**':

8) Input 'OTHER DETAILS' correctly in the registration window:

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MENTION DETAILS OF YOUR PHOTO ID (THIS ID PROOF IS TO BE PRODUCED AT THE TIME OF EXAMINATION)

| TYPE OF PHOTO ID * | Passport | PHOTO ID NO. * | 12345678 | ISSUING AUTHORITY * | it dept |

STATE YOUR CHOICE OF LANGUAGE IN COMPULSORY PAPER-I OF MAIN EXAMINATION

LANGUAGE *   HINDI

WHETHER YOU ARE A PERSON FROM ANY HILL SUB-DIVISION OF DARJEELING DISTRICT (VIZ. DARJEELING SADAR, MIRIK AND KURSEONG)/KALIMPONG DISTRICT (VIZ. KALIMPONG SADAR).

WHETHER YOU BELONG TO THE DISTRICT MENTIONED? *   NO

CHOICE OF EXAMINATION CENTER

CENTER CHOICE *
BARASAT

Disclaimer :- Allocation of Venue will be as per the discretion of PSC,WB.

MENTION IF YOU HAVE OBTAINED/SHALL OBTAIN "APPENDIX-I" ON OR BEFORE THE CLOSING DATE FOR "EDIT WINDOW" IN CASE, YOU ARE A PERSON WITH BENCHMARK DISABILITY HAVING LIMITATION IN WRITING INCLUDING THAT OF SPEED[CONSULT "PROVISIONS REGARDING P.W.D. CANDIDATES" IN THE ADVT.]? *   Yes   No

WHETHER YOU BELONG TO CREAMY/NON-CREAMY LAYER? *   Creamy layer   Non-creamy layer

9) Once done, click '**Save and Continue**':

LANGUAGE *   HINDI

WHETHER YOU ARE A PERSON FROM ANY HILL SUB-DIVISION OF DARJEELING DISTRICT (VIZ. DARJEELING SADAR, MIRIK AND KURSEONG)/KALIMPONG DISTRICT (VIZ. KALIMPONG SADAR).

WHETHER YOU BELONG TO THE DISTRICT MENTIONED? *   NO

CHOICE OF EXAMINATION CENTER

CENTER CHOICE *
BARASAT

Disclaimer :- Allocation of Venue will be as per the discretion of PSC,WB.

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WHETHER YOU BELONG TO CREAMY/NON-CREAMY LAYER? *   Creamy layer   Non-creamy layer

ANY OTHER INFORMATION

ANY OTHER INFORMATION: This Is Test

Save and Continue

PUBLIC SERVICE COMMISSION, WEST BENGAL

10) Click '**OK**' on the pop-up window:

11) Check if the details provided by you are correct:

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12) Select the checkboxes, if applicable, and click '**Submit the Application**'. Once this button is clicked, no further changes will be allowed.

Mention if you have obtained/shall obtain "APPENDIX-I" on or before the closing date for "Edit Window" in case, you are a person with Benchmark Disability having limitation in writing including that of speed[Consult "Provisions regarding P.W.D. candidates" in the Advt.]? : **Yes**

Whether you belong to Creamy/Non-creamy layer ? : **Creamy layer**

Any Other Information : **This Is Test**

Center Preference

Whether you are a person from any hill sub-division of darjeeling district (viz. Darjeeling sadar, mirik and kurseong)/kalimpong district (viz. Kalimpong sadar) : : **NO**

Center Name : **BARASAT**

You have applied for group **A , B , C , D** and chose <u>HINDI (02)</u> as an optional paper

Mention details of your Photo ID :

Type of Photo ID : **Passport**   Photo ID No : **12345678**   Issuing Authority : **it dept**

I solemnly declare that (a) all statements made in this application are true, complete and correct (b) Original documents will be produced on demand and (c) I agree to take this examination on the condition that the Commission may cancel my candidature if at any stage I am found ineligible for admission to the examination. I have obtained all my certificates (Qualification, Experience and/or Caste) within the date of submission of my application.

☐ I have informed the Head of my Office or Department in writing that I am applying for this examination (Please click the box if you are in service of Govt. or Local or Statutory Body).

☐ I agree that all the information provided here, are correct according to my knowledge.

[← Back to My Application]   [Submit the Application →]

13) Once done, click '**OK**'

Whether you belong to Creamy/Non-creamy layer ? : **Creamy layer**

Are you sure you want to Submit the Application, Once you submit cannot change the details?

[OK] [Cancel]

Any Other Information : **This Is Test**

Center Preference

Whether you are a person from any hill sub-division of darjeeling district (viz. Darjeeling sadar, mirik and kurseong)/kalimpong district (viz. Kalimpong sadar) : : **NO**

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☑ I agree that all the information provided here, are correct according to my knowledge.

[← Back to My Application]   [Submit the Application →]

SIGNATURE UPLOADED   CARD IMAGE CAP
BY THE CANDIDATE

PUBLIC SERVICE COMMISSION, WEST BENGAL

14) Finally take a print out or save a copy of the edited application by clicking on the '**Print the form'** button.
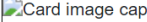
Center Name : **BARASAT**

Mention if you have obtained/shall obtain "APPENDIX-I" on or before the closing date for "Edit Window" in case, you are a person with Benchmark Disability having limitation in writing including that of speed[Consult "Provisions regarding PwBD candidates" in the Advt.]? :   **Yes**

Whether you belong to Creamy/Non-creamy layer ? :   **Creamy layer**

Any Other Information : This Is Test

You have applied for group **A , B , C , D**   and chose <u>HINDI (02)</u> as an optional paper

I solemnly declare that (a) all statements made in this application are true, complete and correct (b) Original documents will be produced on demand and (c) I agree to take this examination on the condition that the Commission may cancel my candidature if at any stage I am found ineligible for admission to the examination. I have obtained all my certificates within the date of submission of my application.

☑   **I have informed the Head of my Office or Department in writing that I am applying for this examination (Please click the box if you are in service of Govt. or Local or Statutory Body).**

☑   I agree that all the information provided here, are correct according to my knowledge.

🖶 Print the form   ← Back to DashBoard

Form submitted on :- 28 April, 2023   Signature uploaded by the candidate : [Card image cap]
Edited and finally submitted on :- 28 April, 2023