

ONLINE REGISTRATION OF CANDIDATES FOR EXAMINATION OF CKCO
INSTRUCTION & GUIDELINES FOR FILLING UP FORM

MODE OF APPLICATION

- ❖ Applicants are required to **APPLY ONLINE** through this website. No other means/ mode of application will be accepted.
- ❖ **Please note that all data submitted and documents uploaded by the applicant is subject to verification. Application of any person and/or candidature thereof is liable to be cancelled subject to detection of any incorrect and/or forged data and/or document submitted/ uploaded or any malafide and unfair means resorted to by the applicant at any stage. In such case the applicant is also liable to be prosecuted as per law.**

GENERAL ESSENTIALS

- ❖ The Candidate shall be citizen of India as defined in Part-II of the Constitution of India.
- ❖ Applicant should have passed Madhyamik examination or its equivalent i.e. ICSE/CBSE/Madrasah/Other State Boards which are conducted by any recognised University/Board/Council in India.
- ❖ Have atleast Six months formal training In Computer Basics from any Institute recognized by the State Government or the Central Government or State Council of Technical Education or All India Council of Technical Education (AICTE).
- ❖ Applicant should be more than 18(Eighteen) years as on 1st January, 2019.
- ❖ Applicant should be not more than 40(Forty) years as on 1st January, 2019 for General category.
- ❖ Applicant should be not more than 43(Forty three) years as on 1st January, 2019 for PwD/OBC category.
- ❖ Applicant should be not more than 45(Forty five) years as on 1st January, 2019 for SC/ST category.
- ❖ Candidates should be enrolled as Job-Seeker in the portal of West Bengal Employment Bank, Labour Department. In case, enrolment number is not available kindly visit the portal of [Employment Bank](#) prior to applying for the post of CKCO.

REGISTRATION (STEP-1)

- ❖ Applicant is first required to register himself or herself by clicking on **NEW USER REGISTRATION**.
- ❖ One Mobile number shall be used for One Registration.

- ❖ Applicant is required to have a Valid Aadhar / Voter ID / Passport/ Driving Licence as well as Mobile Number and e-Mail Id for registering into the system .
- ❖ Fill up carefully all the information as asked for. Fields marked as * **ARE MANDATORY** and must be entered.

DOCUMENTS UPLOAD (STEP-2)

- ❖ Applicants are required to upload the images of **RECENT PHOTOGRAPH** [W150 X H150], and **SIGNATURE** [W150 X H64] of the size as prescribed.
- ❖ All other Documents except photograph and signature are required to be uploaded in .pdf format only.
- ❖ **Applicant must be a resident of the District** for which he or she is applying and is required to upload proof of Address of Residence.
(viz :- Aadhar/ Voter ID/ Passport 1st page/ Driving licence) Please click the link at bottom right hand corner to findout district-wise vacancy against each category.
- ❖ **Shortlisting of applications for the computer test and interview** shall be done based on the marks obtained in Madhayamik or equivalent examination.
- ❖ Applicant is required to **upload valid Caste Certificate**, if applicable, issued by the competent authority.
- ❖ Applicant having **Physical Disability is required to upload valid Certificate**, issued by the competent authority.

AFTER COMPLETION (STEP-3)

- ❖ Applicant can download the copy of application and print it for records.
- ❖ All communications shall be sent to the applicant's e-mail and mobile number which has been registered into the system.
- ❖ The automated computer test will be based on type speed, knowledge of standard features of MS-Word, MS. Excel, Power Point , Data Entry etc.
- ❖ 40 (forty) marks will be given for the computer test and 10 (ten) marks will be given for the interview. Ranking will be done based on the sum of marks obtained in computer test and interview for final selection and appointment.
- ❖ Admit Card of the Shortlisted Candidates shall be sent to valid e-mail id . He/She is required to print and produce a copy of the same at the examination venue.
- ❖ Applicants may contact the Helpline Number :- [18001030009](tel:18001030009) for any further assistance.