

How to apply

Before applying online, Candidates must ensure that they have scanned copy of photo and signature (".jpg" or ".png") with them. The size of the photo should be within 20KB to 50KB & full signature should be within 10 KB to 20KB. System will not accept any size below & / or above mentioned sizes.



After clicking on the link provided in the website of www.mscwb.org, applicants will have to choose his/her post for applying and will be accordingly routed to the "Apply Now" option. Please carefully go through the "How To Apply" and "FAQ" document before clicking on "Apply Now" button for your own interest. Once the applicant clicks on the "Apply Now" button the candidates will be redirected to the login page (if not already logged in) or will be redirected to the main page of the application form (if already logged in) where the candidates have to fill up the whole form. If the candidate is applying for the first time he/she needs to register him/her with the system by signing up on the "SIGN UP" option of login page or if he/she is already registered then he/she can login with his/her user-name and password.



Home

 Already Have an account. Log-In

Username :

Password :

[Forgot your Password?](#)

 Are you a new user?

The website is compatible with Internet Explorer versions (8.0 and above), Mozilla Firefox, Google Chrome
[Terms & Conditions](#) | [Privacy Policy](#) | [Refund/Cancellation Policy](#) | [Products/Services](#) | [Contact Us](#)
Facilitated by "Webel Technology Ltd."



Home

New Applicant Sign Up

Communication Mode : Mobile Email

Name * :

Email ID :

Mobile * :

User Name * :

Password * :

Confirm Password * :

 Already Have an account. Log-In

The website is compatible with Internet Explorer versions (8.0 and above), Mozilla Firefox, Google Chrome
[Terms & Conditions](#) | [Privacy Policy](#) | [Refund/Cancellation Policy](#) | [Products/Services](#) | [Contact Us](#)
Facilitated by "Webel Technology Ltd."

After Sign-up , applicant(s) will be required to fill up the mandatory fields in the **“Personnel Information”** page. After filling up the same, once they click on the **“Next”** Button, applicants will be taken to next screen related to **“Payment Details”**. **All fields marked in red asterisks are mandatory and without filling up the those fields , the applicant cannot proceed. Please note , all information filled up in the first page “Personal Details” cannot be edited once an applicant clicks on the “Next” button for “Payment Details” page.**

Recruitment By Municipal Service Commission
Advertisement No 1 of 2015 for the post of Assistant Engineer(Civil)






Personal Details

Information once entered in this personal details page cannot be changed after saved.
(এই পৃষ্ঠায় একবার যা ভুক্তি করা হবে তা দ্বিতীয় বার পরিবর্তন করা যাবে না)

1. Post(s) applied for *

2. Advertisement No *

3. Name in full *

(All Alphabets in Block Letters; Leave Space after First Name, Middle Name, Last Name)

4. Father's/Husband's Name *

5. Mother's Name

6. Nationality (In-Check The Box If Not an Indian) * Indian Other

7. Gender *

8. Select Category (Certificate must be from West Bengal) *

9a. Person with Disability (PWD) *

9b. Are you a KMC Employee? *

9. Date Of Birth *

Age on 31.01.2015

10. Mobile No.(for SMS Alert) *

11. E-Mail Address (for E-Mail Alert)

Fields marked as (*) are mandatory Save

Recruitment By Municipal Service Commission
Advertisement No 6 of 2014 for the post of CASHIER






Payment and Other Details

12. Payment Mode *

(কোন মোডে প্রদানের জন্য)

13. Payment Details *

(কোন মোডে প্রদানের ক্ষেত্রে বিবরণ)

Processing Charges (সম্পন্ন করার খরচ)

Bank Charges (ব্যাংক খরচ)

Total

Terms and Conditions

- Applicants willing to pay Application fee online are advised to use a valid bank account to make the payment.
- Online payment of Application fee &/or Processing fee can be made, using the following modes: Net Banking, Debit Card (VISA, MasterCard, Maestro), Credit Card (VISA, MasterCard, Maestro).
- For making online payment of the requisite fee, login and then click on "Apply Now" on the requisite Page and follow the instructions thereafter.
- After successful completion of the payment, the system will be redirected back to the Municipal Service Commission Application Page Qualification and Communication Address Tab where the applicant has to fill all the details, generate receipt of the payment made and produce the same as and when required.

I accept the above terms and conditions *

Fields marked as (*) are mandatory
(*) চিহ্নিত অর্থসম্পর্কিত ক্ষেত্রগুলি বাধ্যতামূলক।

Pay

In the "Payment Details" screen, the applicant will have to select mode of payment , i.e either "Offline Challan Payment" or "Online Payment".

In case of "Offline Challan Payment", the applicant will be provided with print option of the challan to be deposited at any branch of UBI after **2(two) working days** of challan generation. **Make sure that the pop-up blocker is kept in turned off manner.** After making payment , **SMS alert within 2(two) working days will be sent to the mobile number filled in by the applicant, for logging back in to the system and filling up the rest of the form or the candidate can checkup with his/her user-id and password and log-in into the system and check the my-account page.** Either selecting the post from the "Home" page or on clicking the edit link from the "My Account" page the candidate will be taken to the "Qualification & Other

details” page, only after successful payment update into the system after **2(two) working days of making payment**, to fill up the rest details.

In case of **“Online Payment”**, after clicking on the **“I Accept”** checkbox , the applicant will be taken to the Payment Aggregator’s page for making the payment through credit card /debit card /net-banking facility, as will be available on view. Once payment is successful under valid transaction ID, the applicant will be re-directed to the **“Qualification & Other details”** page.

Please note the fee structure is as specified by Municipal Service Commission which is notified in the advertisement as well as in the eligibility criteria .pdf document viewed at the time of applying. The applicant is advised to deposit fees accordingly.

After the payment is made , the next page is the most extensive page , which requires the applicant to fill up the **“Qualification & Other Details”** page.

Recruitment By Municipal Service Commission
Advertisement No 1 of 2018 for the post of Assistant Engineer(Civil)

Qualification and Other Details

16. Current Address

Address *

PO *

Police Station *

State * Pincode *

Check if permanent address is same as above.

17. Permanent Address

Address *

PO *

Police Station *

State * Pincode *

18. Education Qualification

Name of the Examination	Year of Passing (YYYY)	Division / Grade / Class	% Marks / Score	Board / Council / University	Roll No.
<input type="text" value="B. Engg in Civil Engineering"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

19. General Qualification

Good knowledge of Bengali spoken and written. Yes No

Ability to undertake extensive tour or official duty. Yes No

One year's practical training or studying or research or practical Engineering experience in Municipal Engineering work.

20. Training/Working Experience Details

From Date: To Date: Department/Division/Post/Qualification/Other Name:

21. Special Qualification

One year's post graduate practical training or study or research or practical Engineer.

Passing the examination of IT level in computer application approved by AICTE.

22. Employment History

Organization Name	Designation	Nature of Duty	From Year (YYYY)	To Year (YYYY)
<input type="text"/>				
<input type="text"/>				

In case Sl.no.15 , i.e. communication address is same as sl.no.16 ,i.e permanent address , then there is no need to fillup the details once again. Please tick on the box just above the entry of Sl.No.16 and all details of sl.no.15 will be copied on to Sl.No.16

Sl.No.18 is only applicable for “School Inspector” post and not for other posts.

After filling up the “Qualification & Other details” page click on the “Next” button to upload your photograph & full signature as per given size restriction. Please tick the checkbox against “Declaration” and click on “Submit Application”

The image shows a screenshot of a web application for recruitment by the Municipal Service Commission. The header features the commission's logo and name. Below the header, the page title is "Recruitment By Municipal Service Commission" and the subtitle is "Advertisement No. 1 of 2011 for the post of Assistant Engineer (Civil)". There are navigation icons for Home, Login, Logout, and My Account. The main content area is titled "Upload Photo - Signature and Bank Challan" and contains several sections: 1. "Upload Photo" with a file upload button and a preview box. 2. "Upload Signature" with a file upload button and a preview box. 3. "Bank Challan" with a file upload button and a preview box. 4. "Declaration" section with a checkbox and a "Yes" button. 5. "Submit Application" button at the bottom right. The footer contains a copyright notice and navigation links.

If proper upload is registered , then the photo & signature uploaded will be displayed to the applicant in the space beside the photograph and signature. Please upload your own & legible photograph and signature for your own benefit or else cancellation of the application may result depending upon the final decision taken by the Municipal Service Commission.

After clicking on the “**Submit Application**” button, applicants are advised to take printout of the total application and preserve the same for any future reference or submission as and when instructed by MSCWB. **There is no need to post the same to MSCWB** .Do make sure that a printer is connected to the system. One can also save the .pdf file for future reference & / or printing.

If any applicant wants to go back to the home page he/she will have to click on the “Home” link . **Applicants can check his/her application status by login into the system and check the “My Account” page. In the my account page on clicking the post he/she has applied the applicant can edit the application if not yet submitted(except the Personal Details Page , i.e the first page) within the edit start date and edit end date, reprint the bank challan and also reprint the submitted application form within specified date. But the challan payment end date is as per fixed deadline given by the commission in the advertisement.**

Applicants choosing “UBI Challan Payment” option is requested to complete the formalities with due time in hand to avoid last minute hassles.