

**Selection of Part Time Guest Teacher at Ekalavya Model Residential School Kankutia,  
Bolpur , Birbhum**

***User Manual for Online Job Application System***

This manual is intended for those Applicant who wish to Apply for the Job using the Online Job Application Management System for selection of Guest Teacher at Ekalavya Model Residential School Kankutia, Bolpur , Birbhum

This Manual illustrates Step-by-Step procedure for Entry of Data in the Online Application System available at the website <http://bcw.onlinebirbhum.in>

**Important Instructions**

- 1) Use the **Latest version of Google Chrome/ Mozilla Firefox Browser on Desktop/ Laptop** for performing the data entry works. **No attempt must be made to perform data entry from Mobile or Tablet Devices. The Candidate will solely be responsible for Data Entry done at his/her end.**
- 2) **Scan Copy of all educational qualifications , age proof , residential proof, experience certificate etc in pdf format should be kept ready before starting the process of Data Entry.**

**Photograph of Candidate:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured, background
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- Avoid "red-eye" photograph
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Dimensions 200 x 230 pixels (preferred). Format allowed for upload is **.jpg or jpeg**
- Ensure that the size of the scanned image is not more than 100 KB. If the size of the file is more than 100 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**Signature of Candidate:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet, at the time of the examination, does not match the signature on the Application form, the applicant will be disqualified.
- Dimensions 150 x 55 pixels (preferred). Format allowed for upload is **.jpg or jpeg**
- Ensure that the size of the scanned image is not more than 100 KB.

**Scan Copy of Certificates Required at the time of Data Entry: (Age Proof / Address Proof / Final and Complete Mark Sheet of Examination Passed/PH certificate /Caste certificate as applicable , Experience Certificate and other certificates as applicable)**

- Ensure that the content of the scanned image is distinctly visible.
- **Ensure that the size of the scanned image is less than 500 KB in pdf Format only**

Age proof Document : Madhyamik or Equivalent Certificate.

Address Proof Document: AADHAR or VOTER CARD or DRIVING LICENSE.

PH Certificate: (as applicable not mandatory) .

Caste Certificate: (as applicable not mandatory) .

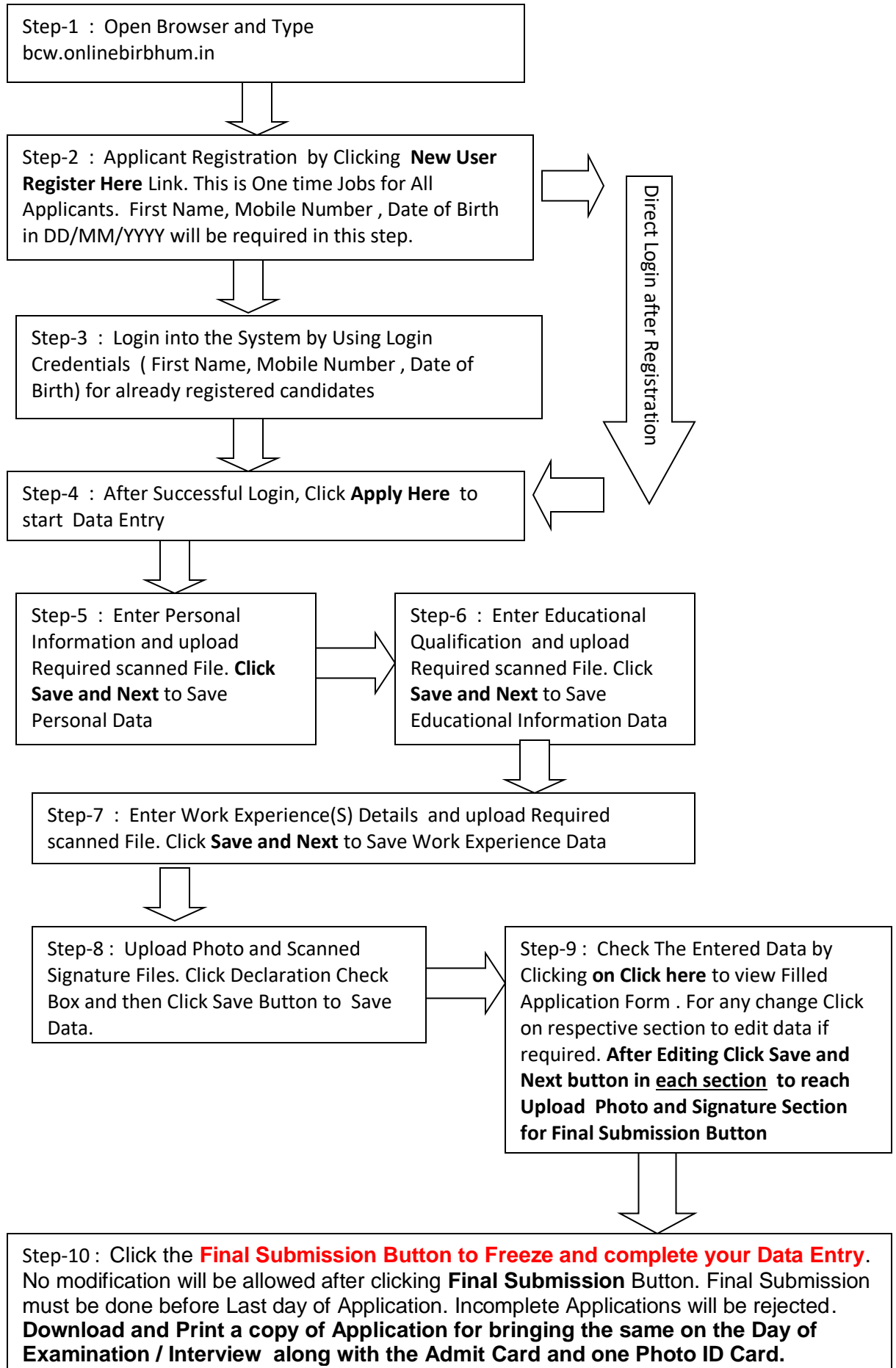
Other testimonials as applicable

**In case of any problem during data entry, the Applicants can communicate with the authority at e-mail address [pobcwbir@gmail.com](mailto:pobcwbir@gmail.com)**

**Please be ready with scanned copy of above certificate as applicable before starting data entry.**

**A printer** must be attached to the computer for taking printout of the document generated after completion of the application and generation of Application Id.

## Work Flow for Candidate Data Entry using Online Application



## Filling Up the Application Format:

**Step-1 :** Open the Chrome browser and type the address **http://bcw.onlinebirbhum.in** at the address bar. Following screen would be displayed in the browser as in Fig-1

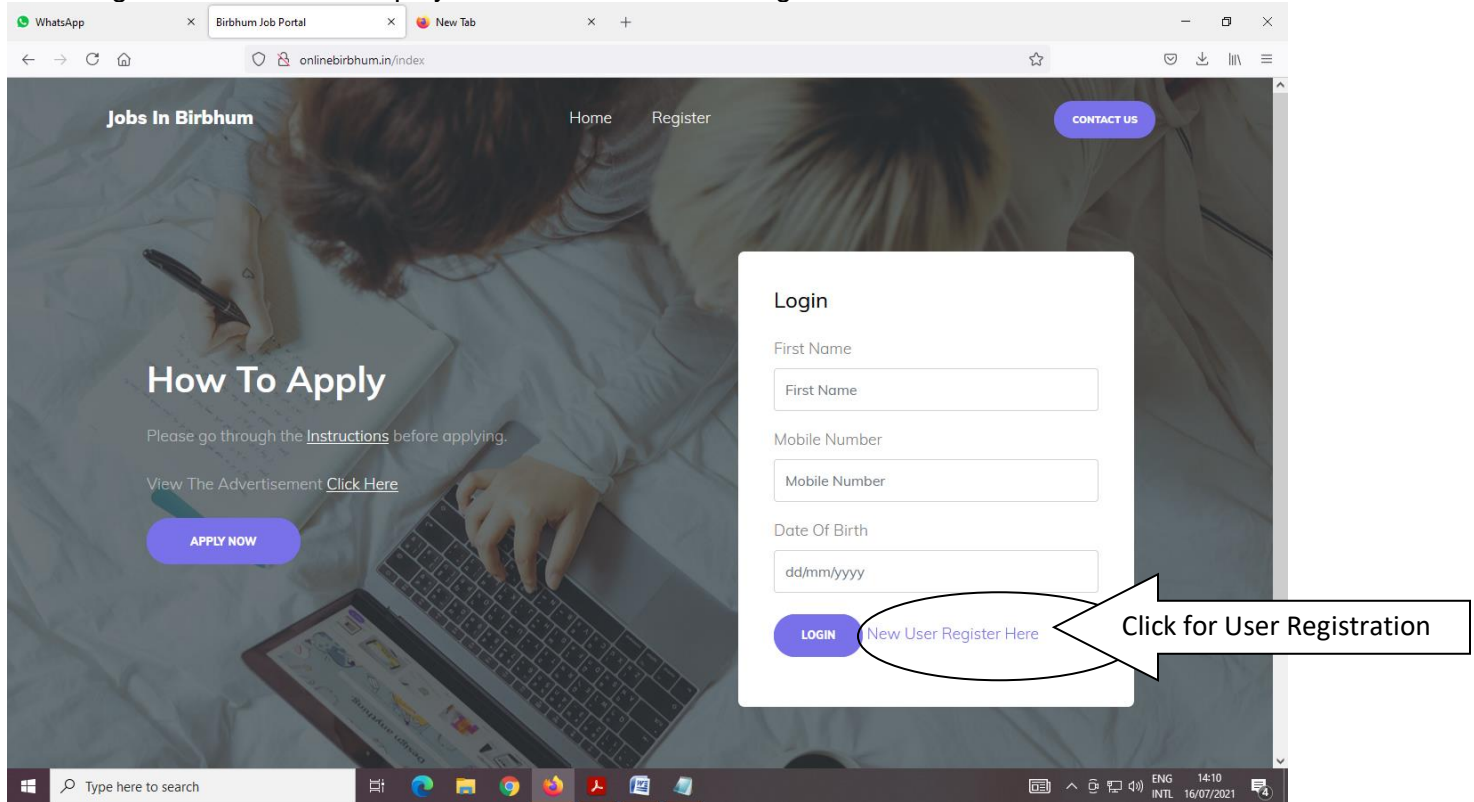


Fig-1

## **Step-2 :** User Registration ( This is only one time job) -

New Applicant **must register themselves first** to start Data Entry by clicking “New User Register Here” link as depicted in Fig-1. **First name , Mobile Number and Date of Birth in DD/MM/YYYY format is needed for User Registration.** Enter Your Details and click REGISTER button

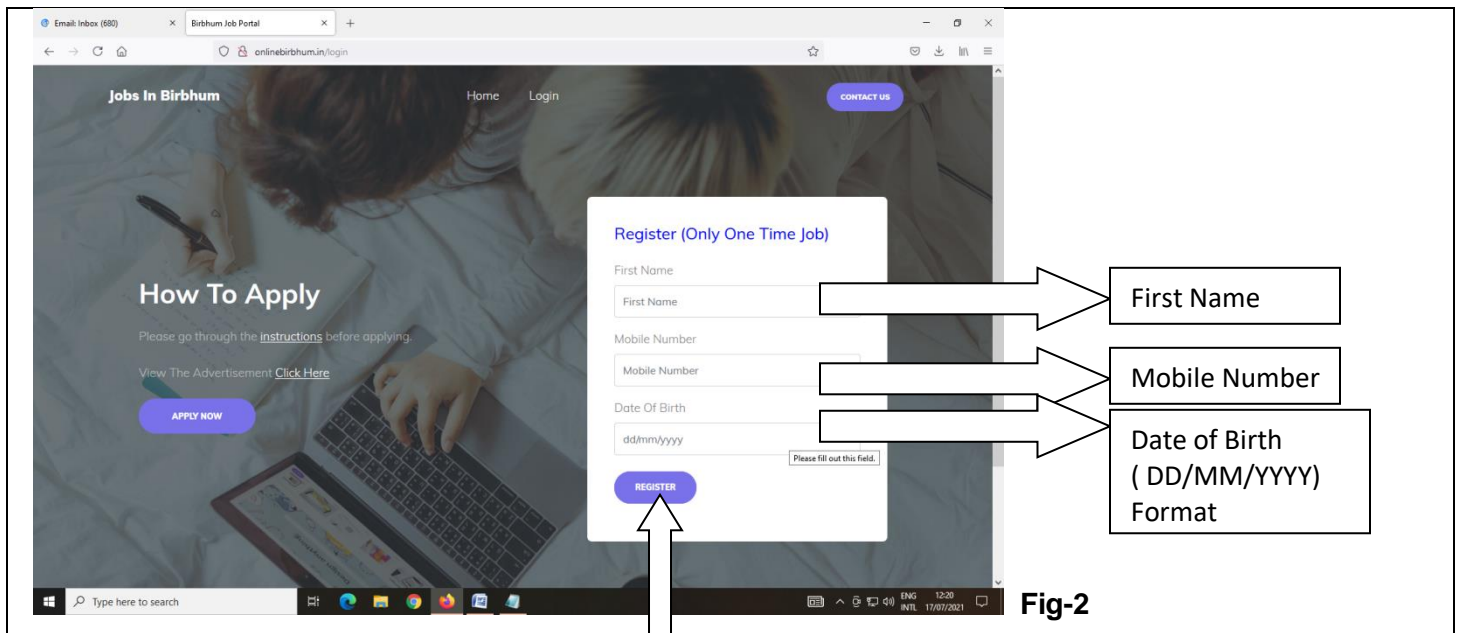
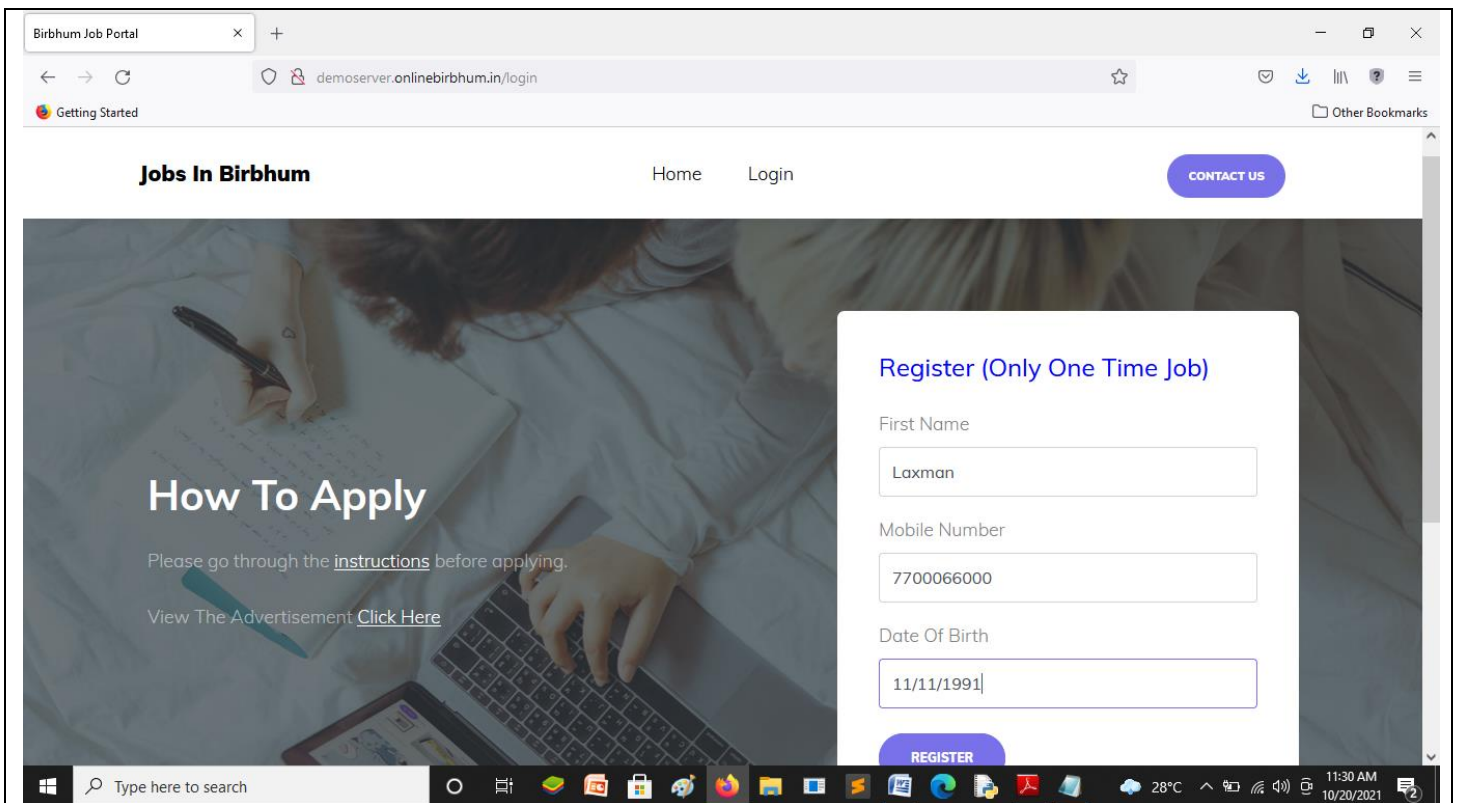
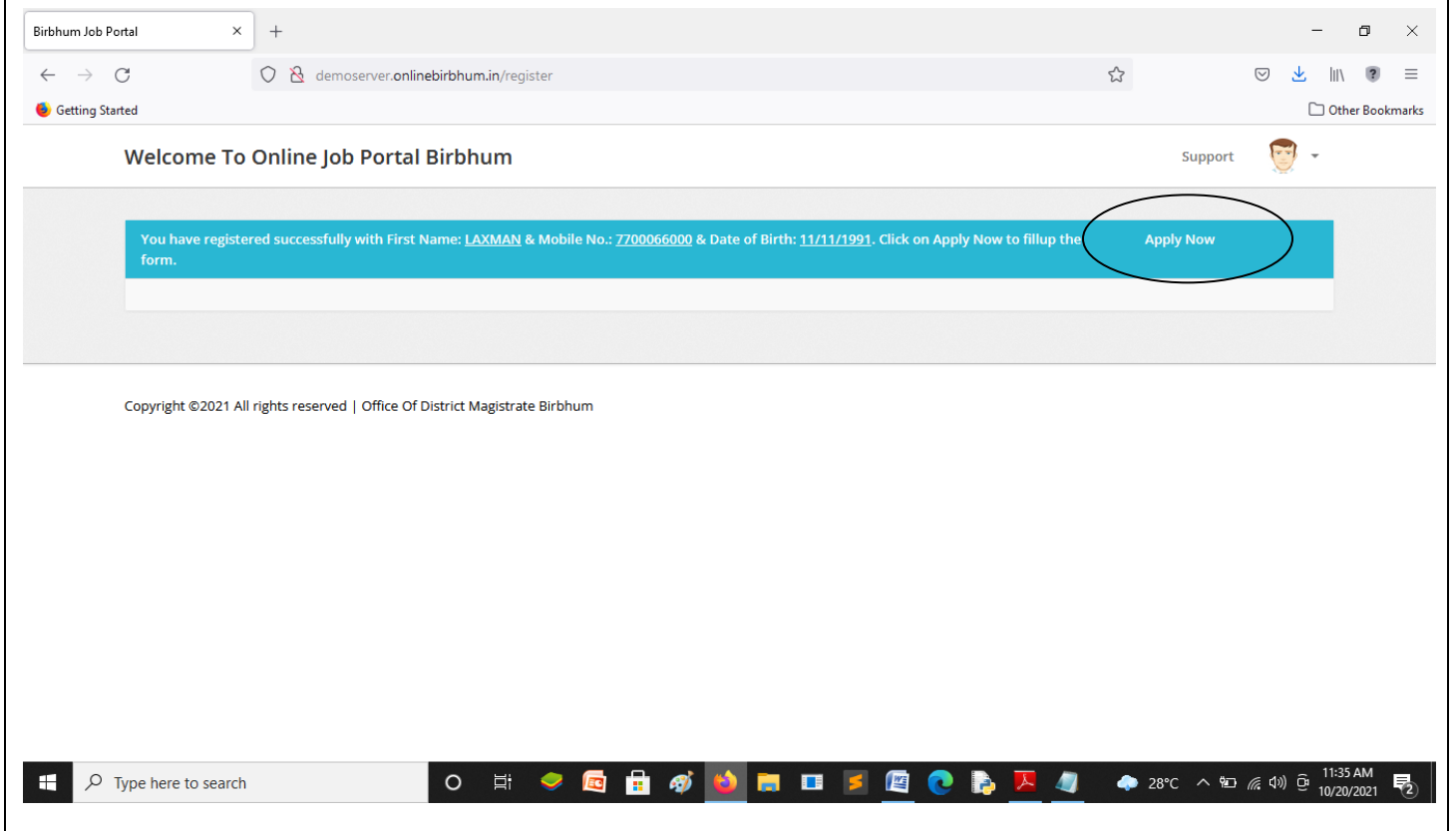


Fig-2

**For Example** Laxman Prasad Sharma with mobile number 7700066000 and date of birth 11/11/1991 will type Laxman as First Name , 7700066000 as mobile number and 11/11/1991 as date of birth for registration



**After successful registration, the Applicant will be directed to User landing page with First Name, Mobile Number and date of birth as shown below**



Click on Apply Now to proceed further. The following screen will be shown for further data entry

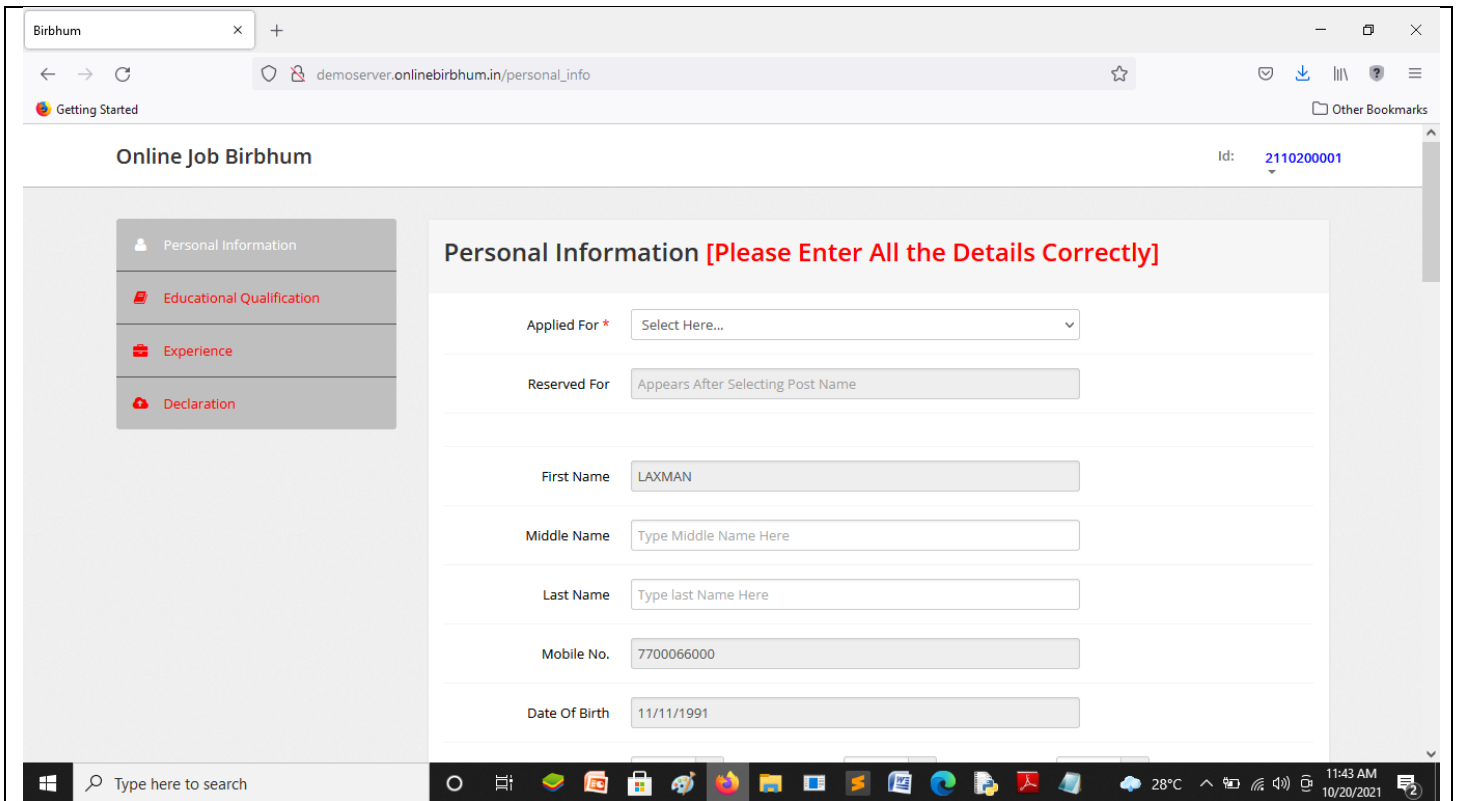
## Step-4

### Data Entry:

On Clicking **Apply Now** link as shown in Fig-3, the following screen will be shown for entry of Candidate Data. There are **Four Sections** in this Data Entry Application namely

i) Personal Information ii) Educational Qualification iii) Experience and (iv) Declaration

**Only After completion one section completely, candidate can visit the next section for filling –up data. The Red Colour against a section denotes that the section has not yet been filled and Saved.**



The screenshot shows a web browser window with the URL `demoserver.onlinebirbhum.in/personal_info`. The page title is "Online Job Birbhum" and the user ID is "2110200001". On the left, there is a sidebar menu with four sections: "Personal Information", "Educational Qualification", "Experience", and "Declaration". The "Personal Information" section is highlighted in red. The main content area is titled "Personal Information [Please Enter All the Details Correctly]" and contains the following fields:

- Applied For: A dropdown menu with "Select Here..." as the placeholder.
- Reserved For: A text input field with "Appears After Selecting Post Name" as the placeholder.
- First Name: A text input field containing "LAXMAN".
- Middle Name: A text input field with "Type Middle Name Here" as the placeholder.
- Last Name: A text input field with "Type last Name Here" as the placeholder.
- Mobile No.: A text input field containing "7700066000".
- Date Of Birth: A text input field containing "11/11/1991".

Fig-4

**Step-5 Personal Information :** In this section Personal data of candidate is captured. **Please note that in this section First Name , Date of Birth and Mobile Number of Candidate are displayed as supplied during User Registration , cannot be changed at any stage of the application after User Registration**

Applicants are to enter all relevant personal data ( like Middle name, Last Name Father's Name, Gender, Caste Category, PH Status and Addresses ) on this page carefully

**Scanned Copy of Documents to be uploaded in this section**

**A) Age Proof ( mandatory )**

**B) PH Certificate if Candidate is Physically Challenged : Select Yes/No Appropriately**

**C) Caste certificate if Candidate belongs to SC/ST/OBC/EC category**

**D) Address Proof (Scan copy of AADHAR or VOTER CARD or DRIVING LICENSE ) ( mandatory )**

Applicant must enter their Age as on **01/01/2021** in terms of Year (Y) , Month(M) and Day (D) in fields provided.

Applicants must provide their full address including PIN Code in the fields provided.

If Permanent Address is same as Present Address , then appropriate option has to be selected from **Permanent address** field. This will automatically populates the present address details to permanent address. Otherwise applicant must enter the permanent address as shown in fig below. Click Save and Next Button to save data.

As data entry of Personnel Section is complete , it will turn **Green** in colour ( Fig 5)  
Also note that the **Candidate's Id will be shown in Right Corner of Screen** ( Fig 5)

**Step-6 Educational Qualification :** After filling up the required fields , candidate will click the **Save & Next Button to SAVE** personal information and proceed to the next section (Educational Qualification ) .

Fig-5

In case any Mandatory field is missed out, it will be highlighted in Red Colour

The Applicants are required to enter their educational qualification in this Section. **Scan Copy of Pass Certificate of each Passing Examination needs to be uploaded against each Examination passed.** Candidates must mention Board/University from which an examination is passed, then briefly the subjects

taken, year of passing(YYYY format) , Full Marks, Marks obtained , **Division/Class/CGPA Secured ( As Example : 1<sup>st</sup> Division / 1<sup>st</sup> Class / CGPA-8.0 / Grade-B etc) . After Class 10<sup>th</sup> (MP or Equi.) , Class-12<sup>th</sup> (HS or Equi) , Graduation ( As applicable ) , Post Graduation ( As applicable ) and B.Ed ( **Mandatory** ). Please refer to job advertisement carefully**

**Educational Qualification**

**10th/Equivalent Details**

Board/University\*  Maximum 250 Characters

Subject\*  Maximum 250 Characters

Passing Year\*

Full Marks\*

Marks Obtain\*

Div/Grade/CGPA\*

Upload Document\*  class10.pdf  
Max. File Size-500KB | Supported Format-.pdf

**12th/Equivalent**

Board/University\*  Maximum 250 Characters

Any others qualification must be mentioned in **Other** portion of the Qualification available at the end of the section.

**Others (If Any)**

Board/University  Maximum 250 Characters

Subject  Maximum 250 Characters

Passing Year

Full Marks

Marks Obtain

Div/Grade/CGPA

Upload Document  No file selected.  
Max. File Size-500KB | Supported Format-.pdf

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After filling up the required fields , candidate will click the **Save & Next Button to SAVE** educational qualification and proceed to the next section (**Work Experience**).

### Step-7 Work Experience Entry

The screenshot displays the 'Online Job Birbhum' portal interface. On the left, a navigation menu includes 'Personal Information', 'Educational Qualification', 'Experience', and 'Declaration'. The main content area is titled 'Work Experience Details' and contains a form for 'Experience 1'. The form fields are as follows:

- Name of Employer\***: Govt of West Bengal (Maximum 250 Characters)
- Office/Workplace Name & Address\***: Deptt of Agriculture (Maximum 250 Characters)
- From Date\***: 01 / 01 / 2017
- To Date\***: 05 / 01 / 2018
- Duration\***: 1 Y, 0 M, 4 D
- Nature of Work\***: GIS RELATED WORK AT OFFICE (Maximum 100 Characters)
- Upload Document\***: Browse... exp1.pdf (Max. File Size-500KB | Supported Format-.pdf)

Below the first form, the heading 'Experience 2' is visible. The browser's address bar shows 'onlinebirbhum.in/ex' and the user ID is '2107160002'. The Windows taskbar at the bottom shows the search bar and system tray with the date '16/07/2021' and time '16:56'.

Scan copy of Relevant Work Experience Document / Certificate(if any) must be uploaded along with experience details. Maximum 5 Nos of Work experience details can be uploaded. The candidate will click the **Save & Next Button to SAVE** Work Experience tab and proceed to the next section (**Declaration and Photo/Sign Upload Section**)



## Step-8

Uploaded Photo & Signature

Photo [2107160002.jpg](#)

Signature [2107160002.jpg](#)

Change Photo & Signature

Photo  No file selected.  
Max. File Size-100Kb | Supported Format-.jpg,.jpeg

Signature  No file selected.  
Max. File Size-100Kb | Supported Format-.jpg,.jpeg

Declaration  I do here by declare that the information and documents submitted here with are true and correct to the best of my knowledge and belief. It is also declare that if any document is found to be false at any stage of this selection process or even after engagement in the post, my candidature/engagement will be cancelled/forfeited.

[Click here to view Filled Application Form](#)

Note: After Pressing Final Submission Button You Can Not Modify Any Data Entered.

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Applicant needs to upload his Photograph and Signature in this page ( **Please refer page no -1 for more Info regarding Photograph and Signature** ). Also he needs to agree to the terms and condition by clicking the Check Box in the Declaration Section and Click the **Save** Button

After entering all data, the candidate are requested to check **the details of applicant data entered** by clicking the **Click here to view Filled Application Form** link as shown above. The details of the applicant will be displayed in the browser ( Fig-12)

Application Form  
For Guest Teacher at ERMS Bolpur Under  
Project Officer-Cum District Welfare Officer  
BCW & TD Birbhum  
STATUS: INCOMPLETE (FINAL SUBMISSION NOT YET DONE)

Application Id : 2110200001      Post Applied For : Guest teacher of Geography

**Personal Details:**

Applicant Name :	LAXMAN PRASAD SHARMA
D.O.B & Age (As on 01/09/2021) :	11/11/1991 & 29 Year 11 Month 19 Days
Mobile Number & Email :	7700066000 & lks11111991@testmail.com
Gender & Category :	Male & General
Father/Husband Name :	GYAN PRAKASH SHATMA

**Address Of Candidate:**

Present Address	Permanent Address
City/Vill.- TEST MAIL ADDRESS, P.O.-TEST POST OFFICE, P.S.-TEST POLICE STATION, Block-TEST MUNICIPALITY NAME, Dist.- TEST DISTRICT, State- WEST BENGASL: PIN- 123456	City/Vill.- TEST MAIL ADDRESS, P.O.-TEST POST OFFICE, P.S.-TEST POLICE STATION, Block-TEST MUNICIPALITY NAME, Dist.- TEST DISTRICT, State- WEST BENGASL: PIN- 123456

**Educational Qualification:**

Exam Passed	Board/University	Subjects	Year	Full Marks	Marks Obtained	Div/Grade/CGPA

If any data needs to be corrected / edited , then please click the back arrow of browser from above page or re-login to go back to data entry screen and the respective section may be clicked for data editing. After Editing data the **Save & Next Button** must be pressed against each section till the **Last Section i.e Declaration Section** is reached.

**STATUS: INCOMPLETE (FINAL SUBMISSION NOT YET DONE)** as shown in Fig 12. It means data not yet finalized.

After ensuring, that all data entered are correct , the Applicant must Click the Final Submission Button on declaration Page to finalize data. **If the Final Button is not Clicked, then the data will remain editable and not be submitted to the authority for Scrutiny and further processing**

The screenshot displays the 'Declaration' section of the Birbhum Job Portal. The page is titled 'onlinebirbhum.in/declaration'. On the left, there is a navigation menu with 'Experience' and 'Declaration' options. The main content area is divided into two sections: 'Uploaded Photo & Signature' and 'Change Photo & Signature'. The 'Uploaded Photo & Signature' section shows a photo and signature both named '2107160002.jpg'. The 'Change Photo & Signature' section has 'Browse...' buttons for both photo and signature, with a note 'No file selected.' and 'Max. File Size-100Kb | Supported Format-.jpg,.jpeg'. Below this is a 'Declaration' checkbox, which is currently unchecked. The text of the declaration reads: 'I do here by declare that the information and documents submitted here with are true and correct to the best of my knowledge and belief. It is also declare that if any document is found to be false at any stage of this selection process or even after engagement in the post, my candidature/engagement will be cancelled/forfeited.' At the bottom of the form, there is a 'Save' button, a link 'Click here to view Filled Application Form', and a 'Final Submission' button, which is highlighted with a red box. A red note below the 'Final Submission' button states: 'Note: After Pressing Final Submission Button You Can Not Modify Any Data Entered.' The footer of the page reads 'Copyright ©2021 All rights reserved | Office Of District Magistrate Birbhum'. The Windows taskbar at the bottom shows the system tray with the date '16/07/2021' and time '17:30'.

After **Final Submit** Button is pressed , no modification of data can be done by the applicant and the data submitted will be treated as final. **The Applicant must download and print a copy of Application for bringing the same on the Day of Examination along with the Admit Card.**

**In case Error 404 Page is displayed at any stage, the same may be brought to the notice of authority through e-mail**

After Finalization, the following report will be displayed –


Fig 13

**Application Form**  
For Guest Teacher at ERMS Bolpur Under  
Project Officer-Cum District Welfare Officer  
BCW & TD Birbhum

<b>Application Id :</b> 2110200001	<b>Post Applied For :</b> Guest teacher of Geography
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**Personal Details:**

<b>Applicant Name :</b>	LAXMAN PRASAD SHARMA
<b>D.O.B &amp; Age (As on 01/09/2021) :</b>	11/11/1991 & 29 Year 11 Month 19 Days
<b>Mobile Number &amp; Email :</b>	7700066000 & lks11111991@testmail.com
<b>Gender &amp; Category :</b>	Male & General
<b>Father/Husband Name :</b>	GYAN PRAKASH SHATMA



**Address Of Candidate:**

Present Address	Permanent Address
City/VIII.- TEST MAIL ADDRESS, P.O.-TEST POST OFFICE, P.S.-TEST POLICE STATION, Block-TEST MUNICIPALITY NAME, Dist- TEST DISTRICT, State- WEST BENGAL; PIN- 123456	City/VIII.- TEST MAIL ADDRESS, P.O.-TEST POST OFFICE, P.S.-TEST POLICE STATION, Block-TEST MUNICIPALITY NAME, Dist- TEST DISTRICT, State- WEST BENGAL; PIN- 123456

**Educational Qualification:**

Exam Passed	Board/University	Subjects	Year	Full Marks	Marks Obtained	Div/Grade/CGPA

This mean Job Application has been finalized and submitted.

**The Applicant must be printed by clicking the PRINT Button at bottom leftside of above report.**

Name Of Employer	Workplace/Office Name & Address	From Date	To Date	Duration	Nature of Work
				Year Month Days	
NIL	NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL	NIL

**Declaration:** I do hereby declare that the information and documents submitted here are true and correct to the best of my knowledge and belief. It is also declared that if any document is found to be false at any stage of this selection process or even after engagement in the post, my candidature/engagement will be cancelled/forfeited.

**Declaration:** I do hereby declare that I have given consent to use my Aadhaar number for official purpose at this selection process, if I upload my Aadhaar card as Address/Identity proof.

*Joan Smith*  
(Signature)  
LAXMAN PRASAD SHARMA

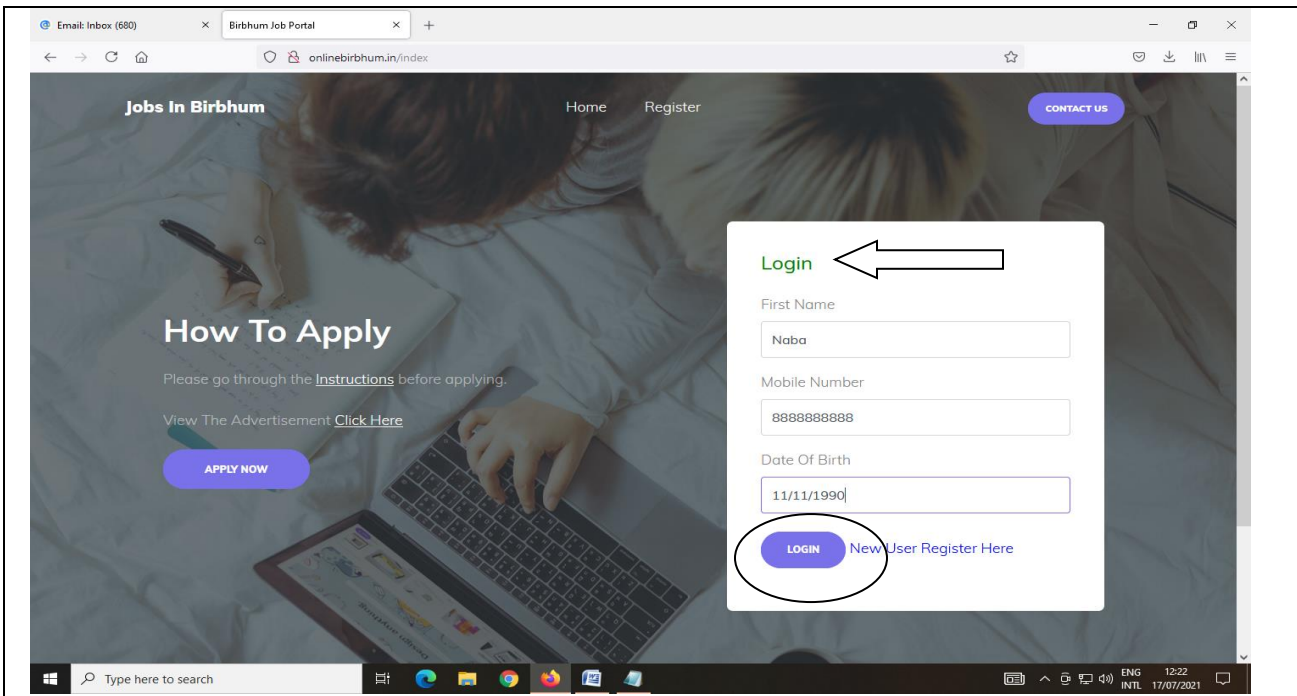
**Print** Logout  
Printed on:20/10/2021

**A printed copy of the Application Form must be brought on the Day of Examination along with the Admit Card.**

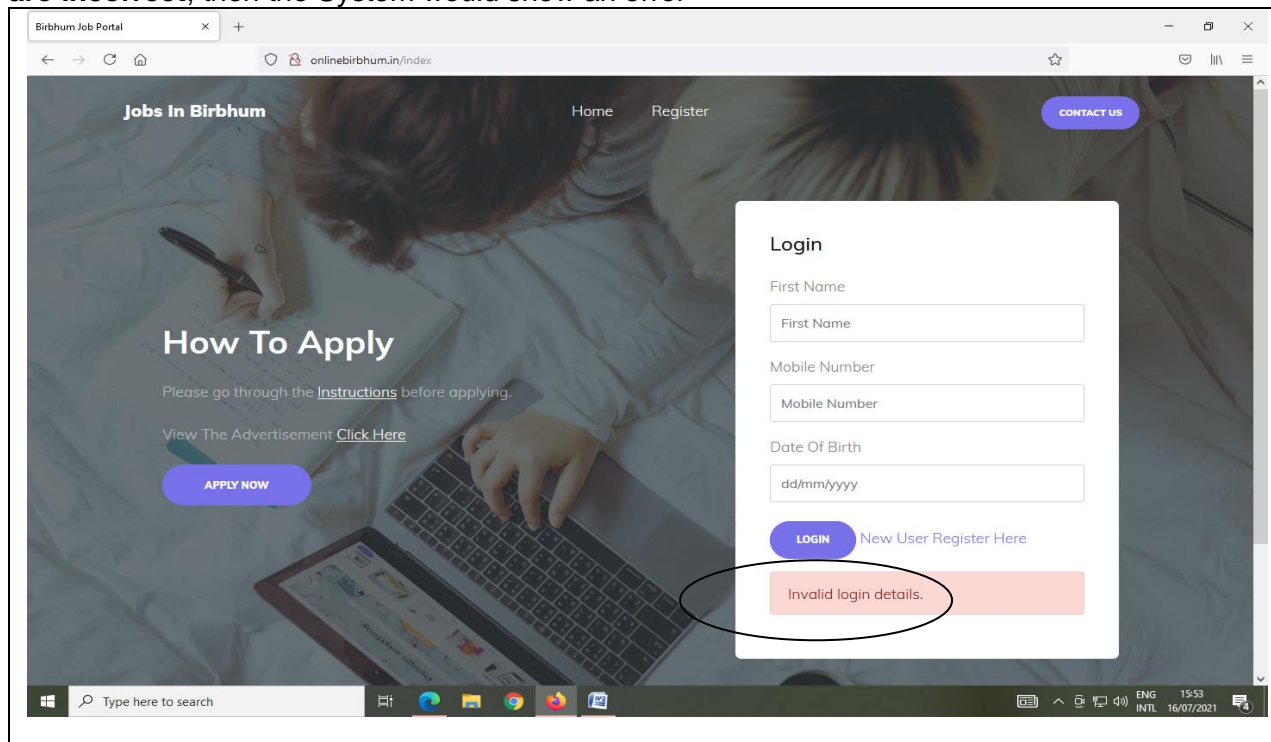
For Login in at any time Open the Chrome browser and type the address **http://bcw.onlinebirbhum.in** at the address bar. Following screen would be displayed in the browser as in Fig-1

### User Login ( Indicated by Green Colour on top )

Applicants must put **First Name, Mobile Number and Date of Birth ( DD/MM/YYYY Format)** used during **User Registration** and clicking the **LOGIN** button to login into the System



If Login Credential (First Name, Mobile Number and Date of Birth ( DD/MM/YYYY Format)) are incorrect, then the System would show an error –



Candidates are requested to Note down the three credentials used during Registration for smooth Login (First Name, Mobile Number and Date of Birth ( DD/MM/YYYY Format))