

OFFICE OF THE PURBA MEDINIPUR ZILLA PARISHAD

P.O. TAMLUK, DIST. PURBA MEDINIPUR – 721636

RECRUITMENT EXAMINATION FOR VARIOUS POSTS IN ZILLA PARISHAD UNDER PURBA MEDINIPUR

Guidelines to fill up the Application Form Online

What all do you need to complete the Online application process for Zilla Parishad Under Purba Medinipur District Recruitment Application?

As an applicant you would need the following:

1. An **E-mail ID** for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
2. A **Mobile Number** to receive **SMS** based notifications/communications related to the online application, Admit card, Entrance Test Result, Admission Counselling etc till the admission process is over and subsequently, if admitted.
3. Access to facilities of computer with internet connectivity, B/W printer and scanner.
4. A recent passport sized colour **photograph** (for scanning and uploading in "jpg/jpeg/png" format only. File size of scanned photograph should not be more than 200KB).

All applicants should note, that:

1. Take a printout of submitted application for future correspondence.
2. Original certificates issued by competent authority supporting your filled in details will be asked from you **ONLY** at the time of Recruitment. If data provided in the online application is not supported by appropriate documents then your application/ claim for Recruitment shall be cancelled, without giving any reason thereof.

Steps to be followed for filling the online application:

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph [as specified at first para no.4 above], which will be needed at different stages of process. The entire process of filling online application form can be completed in five stages. The five stages are:

1. Registration on the Zilla Parishad Under Purba Medinipur District Recruitment Application Portal (www.purbamedinipur.gov.in) for online application process.
2. Select the post of your choice [check eligibility etc].
3. If you choose to proceed for the selected post [do it after confirming your eligibility etc], application form will appear on the screen. Fill up the details in the application form which will have following sections:
 1. Candidate Details,
 2. Upload scanned image file of your Photograph [as specified in first para no.4 above],
 3. Academic Details,
4. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission.

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5. For subsequent applications (after the first post) process of filling up 'Candidate Details', 'Upload Photo', 'Academic Details', and 'Preview And Confirm' will not be required. These details will be repeated automatically/ copied for all subsequent applications.

How to complete Registration on the Zilla Parishad Under Purba Medinipur District Recruitment Application Portal (www.purbamedinipur.gov.in) for Online Application Process?

Step 1: Please click on "**Zilla Parishad Under Purba Medinipur District Recruitment Application Portal**" button given on the home page of the Official Website of Purba medinipur Zilla Parishad District (www.purbamedinipur.gov.in).

Step 2: On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link "**Make Registration**". Please click on this link.

The screenshot shows the official website of the Zilla Parishad Under Purba Medinipur District. The header includes the office name, address (P.O. TAMLUK, DIST. PURBA MEDINIPUR – 721636), and a recruitment examination notice. A navigation bar at the top right contains a 'SIGN IN' button and a 'Helpline Email : recruitmentemzp2015@gmail.com'. The main content area is divided into two sections: 'Important Instruction' and 'Candidates Login'. The 'Important Instruction' section provides details about the recruitment process, including a tentative schedule and required documents. The 'Candidates Login' section offers options for existing users (Sign In) and new users (Registered Now), with a prominent 'MAKE REGISTRATOR' button highlighted by a red arrow. The footer contains a note about browser compatibility and a copyright notice for 2016.

Step 3: When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and are to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the "**Sign up**" button at the bottom for completing the registration process.

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SIGN IN

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RECRUITMENT EXAMINATION FOR VARIOUS POSTS IN ZILLA PARISHAD UNDER PURBA MEDINIPUR

Welcome to Zilla Parishad Under Purba Medinipur District

Registration

Email ID (Username)*

Password*

Confirm Password*

Name of Candidate* Mid Name Last Name

Date of Birth*

Sex*

Father's Name*
Don't add any salutation like Mr./Dr. etc. before the Name .

Mother's Name*
Don't add any salutation like Ms./Mrs./Dr. etc. before the Name .

Address*

Block/Municipality*

Mobile No. *

Already Registered? [Back to Login](#)

For the best view use Mozilla Firefox , Google Chrome browser

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NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

Step 4: Activation and validation of Registration

1. On successful submission of registration details, you would be shown a confirmation message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process.

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RECRUITMENT EXAMINATION FOR VARIOUS POSTS IN ZILLA PARISHAD UNDER PURBA MEDINIPUR

Welcome to Zilla Parishad Under Purba Medinipur District

Registration	
Email ID (Username):-	
Name of Candidate:-	Debayan sen
Date of Birth:-	1 / / 02 / 1990
Sex:-	MALE
Father's Name:-	Dipak sen
Mother's Name:-	Sonali sen
Address:-	serampore Serampore
Mobile No.:-	
Please check all your filled details carefully before confirming.	
Confirm	Change

For the best view use Mozilla Firefox, Google Chrome browser

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Note: This confirmation and activation link e-mail might land up in your "Spam Folder" or "Junk Folder". So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder". If you find the e-mail from recruitmentemp2016@gmail.com in your "**Spam Folder**" or "**Junk Folder**", please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from recruitmentemp2016@gmail.com always comes in your Inbox. Always check your "**Spam Folder**" or "**Junk Folder**" for e-mails from the Official Website of Purba Medinipur Zilla Parishad District (www.purbamedinipur.gov.in).

SIGN IN

OFFICE OF THE PURBA MEDINIPUR ZILLA PARISHAD

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RECRUITMENT EXAMINATION FOR VARIOUS POSTS IN ZILLA PARISHAD UNDER PURBA MEDINIPUR

Welcome to Zilla Parishad Under Purba Medinipur District

Registration Success
Your registration for Zilla Parishad Under Purba Medinipur District Recruitment Portal is accepted!
Confirmation e-mail containing an activation link or mobile sms for activation code with log in details has been sent on the registered e-mail ID. Open your e-mail account and click on the activation link or check SMS for completing the registration process and filling up of online recruitment application.
PMZP Recruitment Portal के लिए आपका नवीकरण स्वीकार किया गया है। नवीकरण प्रक्रिया के साथ एक सक्रियण लिंक या विवरण में सक्रियण कोड के लिए भेजा गया एलएसएमएस संदेश है। नवीकरण ई-मेल आईडी पर भेजा गया है। आपको ई-मेल खोलना चाहिए और सक्रियण लिंक पर क्लिक करके या नवीकरण प्रक्रिया को पूरा करने और ऑनलाइन आवेदन भरने के लिए एलएसएमएस को जांचना है।
[Do check your SPAM Mail/ JUNK Mail folder just in case the email gets categorised as SPAM by your email service provider.] Please follow the instructions in the email for proceeding further with your Zilla Parishad Under Purba Medinipur District Recruitment Application Portal 2016 online recruitment process.
Enter Activation Code Back to Home page

For the best view use Mozilla Firefox, Google Chrome browser

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2. Click on this activation link received in the e-mail. You account will not be activated until you have clicked on this activation link or click "**Enter Activation Code**" and enter your Register e-mail ID and enter Activation code/ OTP [OTP already send to your register mobile no.] so, do not forget this important step.

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Welcome to Zilla Parishad Under Purba Medinipur District

Activation

Username*

Enter Activation Code / OTH*

Your activation code has been sent on your registered email id given at time of registration. SMS on your mobile may take some time to deliver based on your cellular service provider.

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3. On clicking the activation link/ activation button, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.

Active your registration for Zilla Parishad, PURBA MEDINIPUR 2016-17

Admin recruitmentmzp2016@gmail.com via amazonsec.com to me

3:30 PM (2 hours ago)

Dear Debayan,

I thank you for showing interest for the various vacancies of Zilla Parishad Under Purba Medinipur District.

The details submitted by you during the process of registration is given below

Name : Debayan sen
Email : [redacted]
Password : debayan177

Your Activation Code : 938170

Important Instructions for activation of Registration on the Zilla Parishad Under Purba Medinipur District Recruitment Application Portal

- In order to proceed further it would be essential to activate your Zilla Parishad Under Purba Medinipur District Recruitment Application Portal registration
- For activating your registration and proceeding forward click the link below, Zilla Parishad Under Purba Medinipur District

<http://mzillia.ucanapply.com/recruitment/public/email-activation?email=YmlkeXV01nDrd-UhVz7A221EaWu-Y238&control.d=C7M4MTcv8app.ic=1f12M7Aw/DAwMg==>

- In case of any difficulty please contact recruitmentmzp2016@gmail.com
- It is advised that you keep a printout of this mail for record for easy reference to your registered e-mail id.

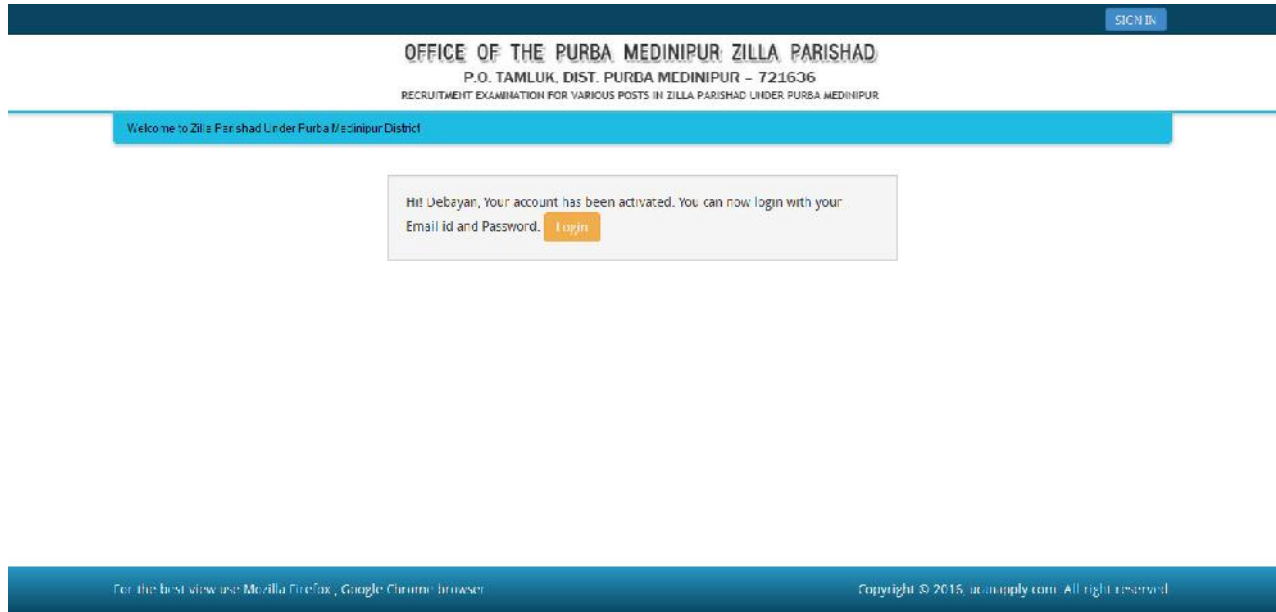
DISTRICT LEVEL SELECTION COMMITTEE, Purba Medinipur
Posts of Zilla Parishad Purba Medinipur District

4. On successful validation, you will be allowed login and directed to My Application Section. Select the post of your choice and start filling up the application form online.

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How to select Post for which I want to apply?

Step 1: After activation and validation of your Registration on the Zilla Parishad Under Purba Medinipur District Recruitment Application Portal (www.purbamedinipur.gov.in), you can login into the programme.



After login you will be able to see **Dashboard** and click “**My Application**”

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CHANGE PASSWORD LOGOUT

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Home / Dashboard Welcome Debayan

Dashboard

Instruction to use of dashboard

- **My Application** To Select new application for a post and/or to fill up the recruitment Application Form.
- **Preview Form** Completed recruitment Application forms can be previewed in this section.

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Then you will be able to see following page with the title "**Status of Applications**".

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Helpline Email :
recruitmentempz2016@gmail.com

Home / Dashboard / My Application Welcome Shuvra

My Application(s)

1 Status of Application(s)

Type Of Post : Laboratory Assistant Proceed

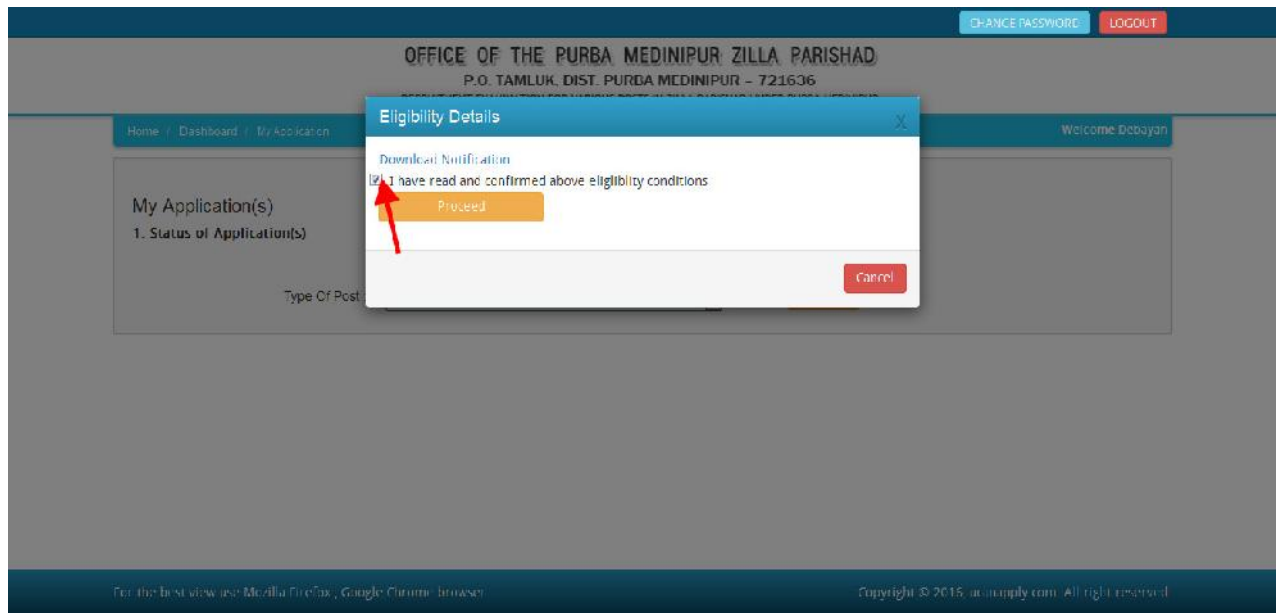
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Step 2: Please select **Type of Post** from the drop down boxes given at the Bottom and click "**Proceed**".

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After proceeding pop-up box will be shown here, **Download Notification** for check the eligibility and in case you are **eligible** for the post **click the checkbox** given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up the application form by clicking "**Proceed**" button.

How to fill up the Application Info after I have selected the Post I wish to apply for?

Step 1: After adding the post of your choice, following screen will appear showing status of submitted applications. On the left panel, various other buttons such as 'Candidate Details', 'Upload Photo' etc are given. These are various sections of the form. Application Status section shows which sections of the form is complete and which is incomplete. You can click the left panel button to go to the section of the form which are incomplete.

Step 2: After you have added the post of your choice and come to the above screen, all the four sections of the Application Form would be shown as incomplete. Click on the '**Candidate Details**' button on the left panel. On clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly.

Note: Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.

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Helpline Email :
recruitmentzp2016@gmail.com

[Home](#) / [Dashboard](#) / [Candidate Details](#)

Welcome Shouba

Application Info

[Back to My Application](#)

Application Status

Candidate Details

Upload Photo

Academic Detail

Pincode And Confirm

Application Detail for Stenographer : Zilla Parishad , Purba Medinipur

Candidate Name:
(IN CAPITAL LETTERS ONLY)

Father's Name: S Ganguly
(IN CAPITAL LETTERS ONLY)

Mother's Name: D Ganguly
(IN CAPITAL LETTERS ONLY)

Category: - Select -

Physically Challenged: - Select -

Date of Birth: (as record in Madhyamik or equivalent certificate)
 / /

Gender: FEMALE

Nationality: - Select -

Are you belong to Exempted Category? : - Select -

Typing Speed In English (WPM): Typing Speed In English (WPM)

Typing Speed in Bengali (WPM): Typing Speed In Bengali (WPM)

Dictation Speed in English (WPM): Dictation Speed in English (WPM)

Dictation Speed in Bengali (WPM): Dictation Speed in Bengali (WPM)

State Of Domicile : - Select -

Ex Serviceman : - Select -

Experience in Social work or Rural Development: - Select -

Are you serving any PSU/ Govt. Semi-Govt. Organization / Institutes, at present ? : - Select -

Mentorous Sports Person ? : - Select -

Permanent Address

Address Line:

Block / Municipality:

City/Town/Village: City/Town

Post Office: Post Office

District: District

State: - Select -

Pin:

Father/Guardian Mobile No.:

LandLine Phone: Std code

Correspondence Address Copy the Permanent Address

Address Line:

Block / Municipality:

City/Town/Village: City/Town

Post Office: Post Office

District: District

State: Select

Pin:

Father/Guardian Mobile No.:

LandLine Phone: Std code

Email :

[Save & Continue](#)

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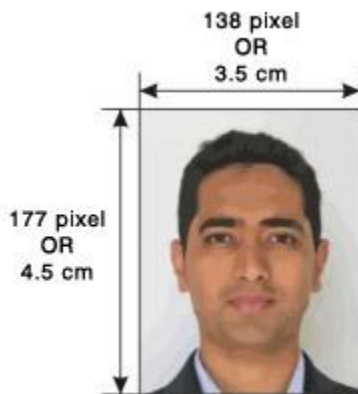
Step 3: After you have filled up all the required fields of the 'Candidate Details', Click on the 'Save & Continue' button given at the bottom of the page (as shown above).

Step 4: After filling up application click the 'Save & Continue' Button given at the bottom.

How to Upload image file (in jpeg format; size limit 200kb) of my scanned photograph?

Step 1: To upload the image file of you scanned passport size colour photograph, click the button 'Upload Photograph' button available on the left panel. On clicking, you will see the following screen:

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 200 KB.)



If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.

To Resize your scanned photo please follow the following steps:

1. Right click on the scanned photo file Open with Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture Resize
3. Now look at the right pannel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. The save the file.

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Helpline Email :
recruitmentmzp2016@gmail.com

Home / Dashboard / Document UploadWelcome Shuvra

Application InfoBack to My Application

- Application Status
- Candidate Details
- Upload Photo
- Academic Detail
- Preview And Confirm

Photo For Stenographer : Zilla Parishad , Purba Medinipur

Application Data Updated

Upload Photo

Browse...

 No file selected.

(Passport size colour photo 4.5 cm x 3.5 cm)
Note: Upload Image to be less than 200KB (Scan to be done in 100dpi only) and only jpeg, jpg, png, bmp, gif formats are allowed.

Upload Photo

Note:
You can proceed forward only after uploading your photograph.

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Step 5: Choose the image file (jpeg format; photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 200 kb) of your scanned passport size photograph and click the button 'Upload Photo' button given below the Box. After you have successfully uploaded the photograph, you will see the following page:

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Home / Dashboard / Document UploadWelcome Debayan

[Candidate Details](#)
[Upload Photo](#)
[Academic Detail](#)
[Experience Detail](#)
[Preview And Confirm](#)

Photo For Laboratory Assistant : Zilla Parishad , Purba Medinipur

Upload Photo



No file selected.

(Passport size colour photo 4.5 cm x 3.5 cm)
Note: Upload image to be less than 1000px. Scan to be done in 100dpi only and only .jpeg, .jpg, .png, .bmp, .gif formats are allowed.

Note:
You can proceed forward only after uploading your photograph.

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Step 6: After filling up application click the 'Save & Proceed' Button given at the bottom you have filled up all the required fields of the '**Academic Details**', here you add your passed examination details and Click on the 'Save' button.

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Helpline Email -
recruitmentemp2016@gmail.com

Home / Dashboard / Academic DetailsWelcome Shuvra

Application Info

- Application Status
- Candidate Details
- Upload Photo
- Academic Detail
- Preview And Confirm

Academic Details

Application Detail for Stenographer : Zilla Parishad , Purba Medinipur

Name of the Examination	Board / University and Roll	Year of Passing / Appearing	School Name/College	Div/ Grade	Marks Obtained.	Total Marks	Marks %
Madhyamik / 10 th or equivalent *	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Higher Secondary / 10 + 2 or equivalent *	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bachelor Degree *	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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After filled all academic details and click '**Save**' Button re-confirm all fields no further changes will be entertained.

Upto this stage, you have completed all stages of the Application Form.

Now, click the 'Save' button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do so before clicking 'I confirm the above' checkbox and clicking the 'Confirm & Submit' button because once you confirm and submit an application form, it cannot be edited further.

For the other subject system will go for Applicant Form View page. Here you can check all information which you have entered in your application process. If everything is ok then click the button 'I CONFIRM THE ABOVE' & Click 'Confirm & Submit' button.

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Home / Dashboard / Application Form View

Welcome Debayan

Application No.:
PM20000066104

OFFICE OF THE PURBA MEDINIPUR ZILLA PARISHAD

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Application Form For Appointment to the post of Laboratory Assistant under
Zilla Parishad, Purba Medinipur District

Advertisement Reference No.: 145/Estt./XII/PMZP/16 dated 07.12.2016

1. Name: DEBAYAN SEN
2. Post applied for: Stenographer
3. Sex: Male
4. Category: UR
5. Physically Challenged: No
6. Date of Birth: 02/01/1992
7. Father's Name: DIPAK SEN
8. Exempted Category: No
9. Mother's Name: SONALI SEN
10. Email: [REDACTED]
11. Mobile: [REDACTED]

12. Communication Address:

Street/Area: SERAMPORE
Block/Municipality: SERAMPORE
Post Office: SERAMPORE
District: SERAMPORE
PIN/ZIP code: 712201
State: JHARKHAND
Country: INDIA

13. Permanent Address:

Street/Area: SERAMPORE
Block/Municipality: SERAMPORE
Post Office: SERAMPORE
District: SERAMPORE
PIN/ZIP code: 712201
State: JHARKHAND
Country: INDIA

14. Essential/Desirable Qualification:

Examination Passed	Board/ University	Year of Passing	Class/Division	Percentage/CGPA
Madhyamik / 10 th or equivalent	West Bengal Board of Secondary Education, Calcutta	2008	1st	69.38
Higher Secondary / 10 + 2 or equivalent	West Bengal Board of Madrasa Education	2011	1st	74
Degree in Science with Physics	West Bengal University of Technology, West Bengal	2015	1st	67

15. Details of enclosures (Scan copy):

DECLARATION:

I declare that the above information entered by me are true, complete and correct. I shall produce all testimonials in original as and when asked for, to the authority. I agree to abide by all the rules framed by District Level Selection Committee, Zilla Parishad, Purba Medinipur throughout the process of recruitment.

Date: 08/12/2016 04:23:05 PM

Place: Zilla Parishad, Purba Medinipur

I CONFIRM THE ABOVE

Confirm & Submit

Cancel

After that system will show you the Print button to take a printout for future correspondence.