

## INSTRUCTIONS

*(For the examinations for the recruitment of **Clerk cum DEO** at WBSWC)*

1. Application for the post of Clerk cum DEO can be made through ONLINE mode ONLY. Application in other mode except online mode will not be accepted in any case.
2. Before applying for such post, applicants are required to go through Notification, Instructions, Syllabus of the examination and Model Question Paper carefully.
3. For applying the said posts, log on to <http://warehousingwb.com/recruitment/>.
4. Select “online application for the post of Clerk cum DEO”.
5. Fill in the online application properly.
6. Erroneous and/or incomplete application will straightaway be rejected.
7. An applicant can apply once only. Multiple applications received from an applicant will be treated as rejected.
8. Required supporting documents should only be submitted as and when asked to do so.
9. The applicants whose applications are accepted by WBSWC may download their “Admit Card” from the official website of WBSWC. Date of downloading of admit cards will be notified in due course of time.
10. Applicants are required to refer to the official website of WBSWC for further updates.
11. Candidates will be allowed to enter in the examination hall only after production of original Admit Card. No photocopy/ scanned copy of Admit Card will be entertained in this regard. The candidates should bring their valid photo identity card (Eg.- EPIC/AADHAAR/Passport etc.) for the purpose of identity verification.
12. Selection process may include Preliminary test (MCQ type), Main examination (descriptive type), Computer proficiency test (practical) and Personality test, subject to number of applications accepted.
13. The medium of the preliminary, mains and computer proficiency examinations mentioned above would be English only.
14. For MCQ type test, if conducted, candidates are required to bring Black Ball Point Pen with them.
15. No T.A./D.A. will be given to the candidates who will appear at the said examination.
16. Any electronic communication gadget (details in admit card) in the premises of the examination is banned.
17. Adopting of any unfair means in the examination hall shall result in cancellation of candidature and penal action will also be taken for such unfair practices.

**West Bengal State Warehousing Corporation**  
( A Government Undertaking )  
KHADYA BHAWAN, B-Block (4<sup>th</sup> Floor)  
11-A, Mirza Ghalib Street, Kolkata – 700 087.  
Phone : (033)2252 0334 / 0335 Fax : (033)2252 0555  
Website: www.warehousingwb.com ## E-mail : swc@wb.gov.in

---

**Memo No: 2278/Estab/R(I)-24/SWC/18-19**

**Date: 15.11.2018**

**NOTICE**

Additional instruction cum guideline for filling up of online application for the posts of  
Godown In-Charges/Superintendents & Clerks-Cum-DEO

This has come to our notice that few applicants, who are in the process of filling up online application for the post of Godown In-Charge/Superintendent & Clerk cum DEO are facing some technical problem during submission of their application online.

In view of the above all such applicants are hereby requested that in case of failure of submission of application they may -

- i) Try to resubmit from another computer.
- ii) Try to resubmit with different browser.
- iii) Try to resubmit with different mail id & mobile number.
- iv) Try to use a high speed internet facility.

On successful re-submission please retain print out of the Application Form containing the uploaded photo & signature and auto generated Application ID.

Sd/-  
**Assistant Secretary**