



# USER GUIDE

## WBBPE ONLINE APPLICATION SUBMISSION SYSTEM FOR TET EXAM -2017 (PRIMARY)

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# Read This First

Welcome to the [WBBPE Online](#) application submission system for TET-2017. This guide tells you how to use the system.

## What is the Purpose of This Guide?

The purpose of this guide is to help the user in performing operations with the system, e.g.

- Registering yourself
- Application Form fill-up
- Online payment and Download application form in pdf

■

## Use WBBPE Online system

This section describes how you use WBBPE Online application submission system for TET Exam – 2017 (PRIMARY).

Website URL : <http://www.wbbpeonline.in>

### Home page

**WBBPE ONLINE APPLICATION SUBMISSION SYSTEM FOR TET EXAM - 2017 (PRIMARY)**

**NOTICE**

- Notification for WB TET 2017 - English
- Form Filling Instruction
- Frequently Asked Question

**IMPORTANT DATES**

- Submission of Online Application Form
- Last Date of Fees Payment
- Online Mode :
- Last Date of Printing Application Form:

New to registration

**Register Yourself**

Registered user

**Login Here**

Need Assistance

**Help Desk**

Best viewed in all modern browsers (latest versions): Chrome 40+, Firefox 40+, IE 9+ with minimum resolution of 1024x768  
Please do not access this portal from any mobile devices.

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### How to Register Yourself

To Register Yourself follow these steps:

**Register**

Name:\*

Email:\*

Mobile:\*

Gender:\* MALE ▾

Caste Certificate issued by the Govt. of West Bengal:  Yes  No

Category (Caste):\* SCHEDULED CASTE ▾

Physically Challenged (Disability 40% or above):\* YES ▾

Type of Disability:\* LOCOMOTOR ▾

**Send OTP** **Back**

\*- indicates mandatory fields

- Step 1.** Click on “Register Yourself” button from the home page. The above screen will appear
- Step 2.** Enter Name, Email, Mobile and select Gender, Category(Caste)
- Step 3.** Select Physically Challenged(Disability 40% or above). If it is “Yes” , Type of disability drop down will appear
- Step 4.** Then press “Send OTP” Button

Verify OTP

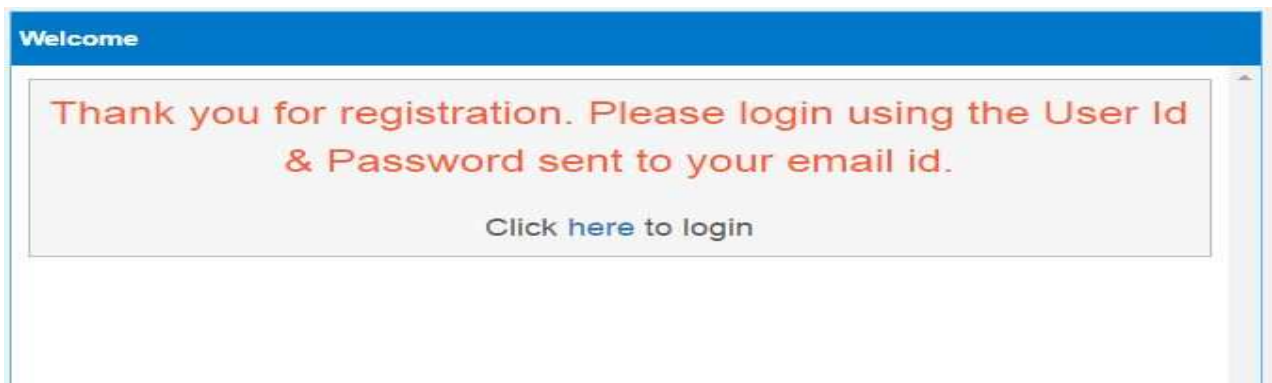
The screenshot shows a registration form titled "Register". The fields are as follows:

- Email:** dbbrtmandal@gmail.com
- Mobile:** [Redacted]
- Gender:** MALE
- Caste Certificate issued by the Govt. of West Bengal:**  Yes  No
- Category (Caste):** OTHER BACKWARD CASTE (CATEGORY A)
- Physically Challenged (Disability 40% or above):** YES
- Type of Disability:** LOCOMOTOR
- OTP:** 973743

At the bottom of the form, there are two buttons: "Verify OTP" (blue) and "Back" (red).

- Step 5.** It will send you One Time Password in your provided mobile no.
- Step 6.** If you do not receive OTP in your mobile within 45 secs “Verify OTP” Button will change as “Re-Send OTP”. You can resend your OTP maximum 3times after it will lock for some time

Thank you page for registration



- Step 7.** Once your registration is completed , you will get the above screen

**Step 8.** You will receive an e-mail with system generated UserId and Password

## How to login to the system

### Login

Please enter your login credentials (User ID & Password ) and click on the login tab to [enter into your account and complete the online application process](#) for the West Bengal Teacher Eligibility Test 2017

**Note:**

- 1. Your User Id is system generated and can not be changed.
- 2. For security reason you are required to change the system generated password into a choice of yours after initial /1st time login and after each reset request made into the system.

Star **\*\*** marked fields are compulsory.

User Id: <b>*</b>	<input type="text"/>
Password: <b>*</b>	<input type="password"/>

[Forgot Password](#)

**Step 1.** Click on **Login Here** button from the Home page. The above screen will appear

**Step 2.** Enter UserId and Password

**Step 3.** Press “Login” Button

**Step 4.** If you click on “Back” button it will redirect to Home page

Change Password | Application Form Fill-up | Preview & Print of Application Form | Logout

12% Complete (success)

**Registration Details**

- Personal Details
- Communication Details
- Academic Details
- Examination Appearance
- Photo & Signature upload

Name of Candidate:	DEBABRATA MANDAL		
Email Address:	dbbrtmandal@gmail.com		
Mobile Number:	9830988857		
Gender:	MALE ▼		
Caste Certificate issued by the Govt. of West Bengal :	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Category (Caste):	OTHER BACKWARD CASTE (CATEGORY A) ▼		
Physically Challenged (Disability 40% or above):	YES ▼	Type of Disability:	LOCOMOTOR ▼

## How to use Application Form-up

### 1<sup>st</sup> Section – Registration Details

Change Password   Application Form Fill-up   Preview & Print of Application Form   Logout

12% Complete (success)

Registration Details

Personal Details

Communication Details

Academic Details

Examination Appearance

Photo & Signature upload

Name of Candidate: DEBABRATA MANDAL

Email Address: dbbrtmandal@gmail.com

Mobile Number: 9830988857

Gender: MALE

Caste Certificate issued by the Govt. of West Bengal :  Yes  No

Category (Caste): OTHER BACKWARD CASTE (CATEGORY A)

Physically Challenged (Disability 40% or above): YES   Type of Disability: LOCOMOTOR

Next

It is showing registration information which is entered at the time of registration. Click on “Next” Button it will be redirected to following screen

### 2<sup>nd</sup> Section – Personal Details

Registration Details

Personal Details

Communication Details

Academic Details

Examination Appearance

Photo & Signature upload

Name of Candidate:\* DEBABRATA MANDAL

Father's/Husband's Name:\* N MANDAL

Mother's Name:\* M MANDAL

Date of Birth:\* 25-10-1982

Para Teacher(PBSSM approved Primary Para Teacher):  NO  YES   Period of Service: [ ]

Ex-Serviceman:  NO  YES   Period of Service: [ ]

Exempted Category(Land Looser, Ex-Census, etc. certified by the Govt. of West Bengal):  NO  YES

DH (Death-In-Harness):  NO  YES

Identity Details: PAN CARD   Identity Number: ANQPM5479D

Previous   Next

Candidate has to fill-up his/her personal detail and press “Next” button to proceed to next section i.e. “Communication Details”

Previous – button will move to its previous section

### 3<sup>rd</sup> Section – Communications Details

Change Password	Application Form Fill-up	Preview & Print of Application Form	Logout
24% Complete (success)			
Registration Details			
Personal Details			
<b>Communication Details</b>			
Academic Details			
Examination Appearance			
Photo & Signature upload			

Address Line 1:*	<input type="text" value="KOLKATA 1"/>		
Address Line 2:	<input type="text" value="KOLKATA 2"/>		
Address Line 3:	<input type="text" value="KOLKATA 3"/>		
Town / City / Village:*	<input type="text" value="KOLKATA"/>		
District:*	<input type="text" value="ALIPURDUAR"/>		
State/Union Territory:*	<input type="text" value="WEST BENGAL"/>		
PIN Code:*	<input type="text" value="700046"/>	Country:*	<input type="text" value="INDIA"/>

[Find your PIN code](#)

Candidate has to fill-up his/her Communication information as per mentioned in the above screen and press "Next" button to proceed to next section i.e. "Academic Details"

Previous – button will move to its previous section

#### 4<sup>th</sup> Section Academic Details

Change Password	Application Form Fill-up	Preview & Print of Application Form	Logout
36% Complete (success)			
Registration Details			
Personal Details			
Communication Details			
<b>Academic Details</b>			
Examination Appearance			
Photo & Signature upload			

### Educational Qualification

Exam. Passed	10th / Equivalent		
Name of Board / Council	<input type="text" value="WBBSE"/>		
Year of Passing *	<input type="text" value="2004"/>	Full Marks *	<input type="text" value="500"/>
Obtained Marks *	<input type="text" value="400"/>		

---

Exam. Passed	10+2 / Equivalent		
Name of Board / Council	<input type="text" value="WBCHSE"/>		
Year of Passing *	<input type="text" value="2006"/>	Full Marks *	<input type="text" value="800"/>
Obtained Marks *	<input type="text" value="700"/>	% of Marks	<input type="text" value="87.5"/>

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Exam. Passed	Under Graduate(UG)		
Name of University	<input type="text" value="CALCUTTA UNIVERSITY"/>		
Under Graduate Degree Course Name	<input type="text" value="APPLIED ELETRONIC"/>		
Year of Passing	<input type="text" value="2010"/>		



Teacher Training Course			
Passed the Teacher Training Course	2 YEAR DIPLOMA IN ELEMENTARY EDUCATION		
Recognizing Authority	NCTE		
Passed the teacher training Course from the Institute *	TEACHER TRAINING INSTITUTE		
Passed the teacher Training Course from the State	ASSAM		
Name of the Affiliating Body/ Examining Body	SCERT		
Year of Passing *	2008		
Full Marks	800	Obtained Marks	600

Previous
Next

Candidate has to fill-up his/her academic information as per mentioned in the above screen and press "Next" button to proceed to next section i.e. "Examination Appearance"

Previous - button will move to its previous section

### 5<sup>th</sup> Section Examination Appearance

Change Password	Application Form Fill-up	Preview & Print of Application Form	Logout
50% Complete (success)			
Registration Details	<div style="border: 1px solid #ccc; padding: 10px;"> <p>First Language:* <span style="border: 1px solid #ccc; padding: 2px 10px;">BENGALI</span></p> <p>Second Language:* <span style="border: 1px solid #ccc; padding: 2px 10px;">ENGLISH</span></p> </div>		
Personal Details			
Communication Details			
Academic Details			
Examination Appearance			
<span style="background-color: #c00000; color: white; padding: 2px 10px; border-radius: 3px;">Previous</span> <span style="background-color: #0070c0; color: white; padding: 2px 10px; border-radius: 3px; margin-left: 10px;">Next</span>			

### 6<sup>th</sup> Section Photo signature upload

Change Password	Application Form Fill-up	Preview & Print of Application Form	Logout
62% Complete (success)			
Registration Details	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Photograph:* <span style="float: right;">Choose File user13.jpg</span>  <small>(File size: minimum 20KB maximum 50 KB, Supported file type: JPG/JPEG, Maximum Image Dimension: 300px X 400px)</small></p> <p>Signature:* <span style="float: right;">Choose File user14.jpg</span>  <small>(File size: minimum 10KB maximum 20 KB Supported file type: JPG/JPEG Maximum Image Dimension: 300px X 150px)</small></p> </div>		
Personal Details			
Communication Details			
Academic Details			
Examination Appearance			
Photo & Signature upload	<span style="background-color: #c00000; color: white; padding: 2px 10px; border-radius: 3px;">Previous</span> <span style="background-color: #0070c0; color: white; padding: 2px 10px; border-radius: 3px; margin-left: 10px;">Save &amp; Preview</span>		



In this section candidate has to upload his/her photograph and signature as per specified file

format and size.

Previous – button will move to its previous section

Save & Preview – button will be redirected to “Preview & Print of Application Form” page.

 <b>West Bengal Board of Primary Education</b>			
Acharya Prafulla Chandra Bhavan, DK - 7/1, Sector-II, Salt Lake City, Kolkata - 700091			
ONLINE APPLICATION FOR TEACHER ELIGIBILITY TEST (TET), 2017			
USER ID / APPLICATION NO : 1655363			
<b>Personal Details :</b>			
Name of Candidate :	DEBABRATA MANDAL		
Father's/Husband's Name :	N MANDAL		
Mother's Name :	M MANDAL		
Date of Birth :	25-10-1982	Gender :	MALE
Caste Certificate issued by the Govt. of West Bengal :	YES	Category (Caste) :	OTHER BACKWARD CASTE (CATEGORY A)
Physically Challenged (Disability 40% or above):	YES	Type of Disability :	LOCOMOTOR
Para Teacher(PBSSM approved Primary Para Teacher) :	NO	Period of Service :	0
Ex-Serviceman :	NO	Period of Service :	0
Exempted Category(Land Looser, Ex-Census, etc. certified by the Govt. of West Bengal):	NO	DH (Death-In-Harness):	NO
Identity Details :	PAN CARD	Identity Number :	ANQPM6656D
<b>Communication Details :</b>			
Address Line 1 :	KOLKATA 1		
Address Line 2 :	KOLKATA 2		
Address Line 3 :	KOLKATA 3		
Town / City / Village :	KOLKATA		
District :	ALIPURDUAR		
State/Union Territory :	WEST BENGAL		
PIN Code :	700046	Country :	INDIA
Mobile Number :	9830988857		
Email Address :	dbbrtmandal@gmail.com		

Academic Details :					
Educational Qualification					
Exam. Passed	Name of Board / Council / University	Year of Passing	Full Marks	Obtained Marks	% of Marks
10th / Equivalent	WBBSE	2004	500	400	
12th / Equivalent	WBCHSE	2006	800	700	87.5
APPLIED ELECTRONIC	CALCUTTA UNIVERSITY	2010			
Teacher Training Course					
Passed the Teacher Training Course :		2 YEAR DIPLOMA IN ELEMENTARY EDUCATION			
Recognizing Authority :		NCTE			
Passed the Teacher Training Course from the Institute :		TEACHER TRAINING INSTITUTE			
Passed the teacher Training Course from the State :		ASSAM			
Name of the Affiliating Body/ Examining Body :		SCERT			
Year of Passing :		2010			
Full Marks :		800	Obtained Marks :	600	
Examination Appearance Details :					
First Language :			BENGALI		
Second Language :			ENGLISH		
Images uploaded by the Candidate :					
Photograph			Signature		
					
Payment Details					
Payment Mode	Payment Type	Amount in Rs	Payment Date	Transaction Reference No	
CREDIT CARD	Online	100.00	26-06-2017 21:32	e0bc58fd4fce3018815f	

[Back & edit details](#)

[Download application form](#)

**Back & edit details** – candidate can edit his/her details before downloading the application form in pdf format

**Download Application** – button will download the application form in .pdf format. Once candidate clicks on this button continue for payment button will appear

[Continue for payment](#)

**Continue for payment** – button will be redirected to the Online payment screen

**Exam fee information**

Applicant's Name:	ARUNESH MAITY
Category (Caste):	GENERAL
Date of Birth:	07-06-1984
Gender:	MALE
First Language:	BENGALI
Applicable Exam Fees(Rs.):	100

**Declaration**

hereby declare that I have previewed the Application Form by clicking on the Preview Application Button and confirm that all the data reflecting in the preview are correct. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false/incorrect my candidature is liable to be cancelled even after qualifying the Teacher's Eligibility Test or during process of recruitment/or after recruitment.

[Pay Now](#) [Back](#)

Click on check box on the declaration section and press "Pay Now" button

Back-button will redirect to initial page of Application Form

Payment page

**Amount: Rs. 100.00** Transaction ID: c1f45f298e05e5720f08

Choose a payment method PAYU is now PayUbiz

Credit Card

Debit Card

Debit Card (ATM PIN)

Net Banking

UPI

PayU money

Amex ezeClick

EMI

Card Type 
 VISA 
  MasterCard 
  AMERICAN EXPRESS 
  Discover Club International

Card Number

Name on Card

CVV Number  What is CVV number?

Expiry Date

Note: In the next step you will be redirected to your bank's website to verify yourself.

[Pay Now](#) or [Click here to go back](#)

Fill-up with necessary information as mentioned in the above screen and press "Pay Now" button. If everything is OK you will get the following screen

100% Complete (success)

Your payment has been received successfully. Click on the 'Print Application Form' button below to obtain the application for printing.

Payment receipt	
Candidate Name	ARUNESH MAITY
Amount(Rs.)	100
Transaction No	c1f45f298e05e5720f08
Date and time	13-06-2017 23:25
Status	Payment successful

[Print Application Form](#)

This is a successful payment received page.

**Print Application Form** - It will download application form with payment information

## How to use [Forgot Password](#)

To use [Forgot Password](#) follows these steps:

**Forgot Password**

User Id:\*

Name:\*

Mobile:\*

Gender:\* MALE ▼

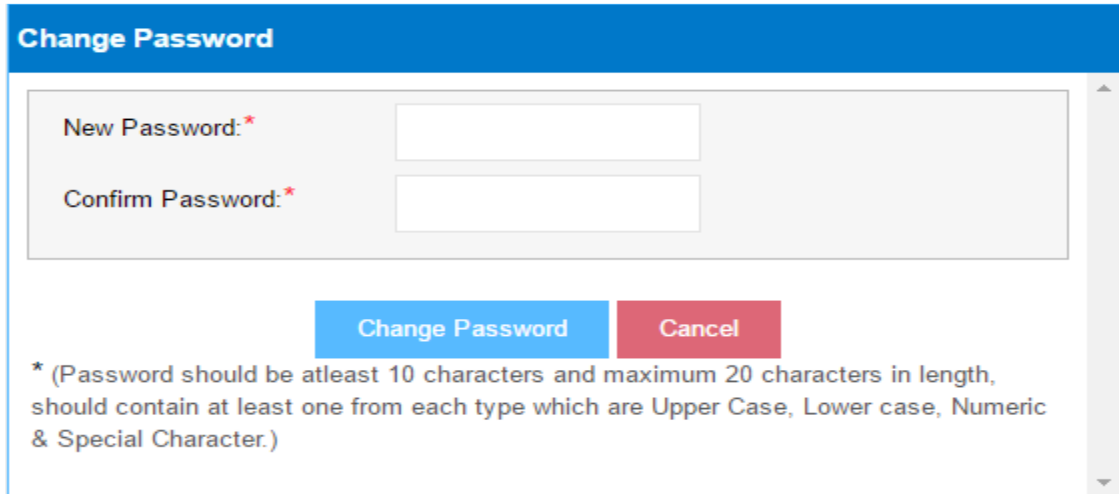
Category (Caste):\* GENERAL ▼

Submit
Cancel

**Step 1.** Enter UserId, Name, Mobile, Gender and Category which are entered at time of registration

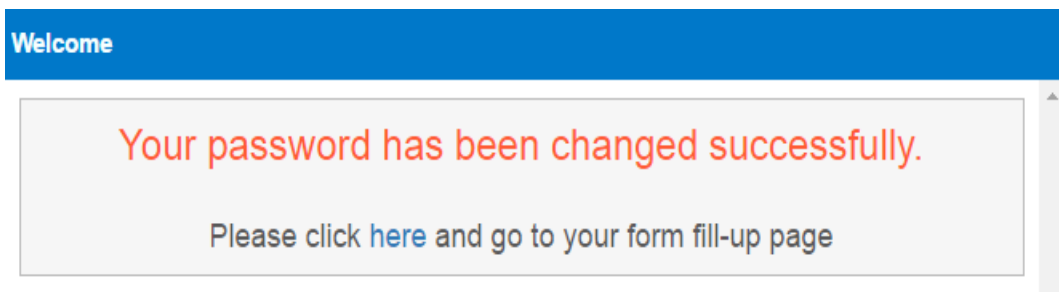
**Step 2.** Press "Submit" Button. If everything is OK , login information will be sent to candidate's emailid

## How to use Change Password



The screenshot shows a 'Change Password' dialog box. It has a blue header with the text 'Change Password'. Below the header, there are two input fields: 'New Password:\*' and 'Confirm Password:\*'. Below the input fields, there are two buttons: 'Change Password' (blue) and 'Cancel' (red). At the bottom, there is a note: '\* (Password should be atleast 10 characters and maximum 20 characters in length, should contain at least one from each type which are Upper Case, Lower case, Numeric & Special Character.)'

- Step 1.** Enter New Password and Confirm Password
- Step 2.** Press “Change Password” Button.
- Step 3.** If it is OK , will redirect to the following screen



The screenshot shows a 'Welcome' screen with a blue header. Below the header, there is a message box with the text: 'Your password has been changed successfully.' Below the message box, there is a link: 'Please click [here](#) and go to your form fill-up page'

## How to use Help Desk

**WBBPE ONLINE APPLICATION SUBMISSION SYSTEM FOR TET EXAM - 2017 (PRIMARY)**

**NOTICE**

- Notification for WB TET 2017 - English
- Form Filling Instruction
- Frequently Asked Question

**IMPORTANT DATES**

- Submission of Online Application Form
- Last Date of Fees Payment
- Online Mode :
- Last Date of Printing Application Form:

New to registration

[Register Yourself](#)

Registered user

[Login Here](#)

Need Assistance

[Help Desk](#)

Best viewed in all modern browsers (latest versions): Chrome 40+, Firefox 40+, IE 9+ with minimum resolution of 1024x768  
Please do not access this portal from any mobile devices.  
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**Step 1.** Click on “Help Desk” button from the Home page

**Step 2.** Following screen will appear

**Help Desk**

Candidate Name:\*

User id:

Email:\*

Mobile:\*

Issue details:\*

[Send](#) [Back](#)