



## **INSTRUCTIONS & GUIDELINES ON WZPDCL ONLINE RECRUITMENT PROCEDURE 2015**

Necessary direction regarding the WZPDCL RECRUITMENT 2015 is presented at WZPDCL website [www.wzpdcl.org.bd](http://www.wzpdcl.org.bd). The procedure of application, downloading of application forms and admit Card is described below:

### **GUIDELINES TO SUBMIT OF ONLINE APPLICATION FORM**

1. Use Updated web browser (Recommended browser is updated Mozilla Firefox, Google Chrome, Opera, Updated Safari, and Internet Explorer minimum version 11.0) to go to WZPDCL website or directly to [jobs.wzpdcl.org.bd](http://jobs.wzpdcl.org.bd) to get to the WZPDCL application web page.
2. Click <Apply now> link for application.
3. Initial application form has three (3) basic steps. Select your post from dropdown list and fillup the entire mandatory fields of each steps and click next; at final steps you will get preview button. After successful form submission you will get application serial number and password. After login using the application SN and password you can enter your Educational, Experience, Training and Other Information.
4. (a) Application form contains both of optional and mandatory info field (marked by \*) as per WZPDCL requirements to fill up where missing/escaping any mandatory field the software will prevent you to submit the application. At the end of the application page applicants are to upload photo 300x300 pixel where file size not more than 100KB & signature 300x80 pixel file size not more than 60 KB.  
  
(b). After correctly filling up the rest of the information required in the application form and uploading the jpg color photo & signature. Photo and signature must be in .jpg format and proper size.  
  
(c). After successful uploading, applicants are to type CAPCHA/validation code for security purpose and admit the undertaking clicking the option and applicant will see a <Preview> button followed by <Submit> button.  
  
(d). If the submission is successful, the applicant can see the 'Confirmation Page' where the necessary instruction will be provided along with the 6 digit 'Application SN.' and a 'Password'. **Applicant must remember his Application SN. and the 'Password' for further use.** Applicants will get a confirmation mail in his/her mail. The applicants can print the preview of applicants copy. Applicant should print and collect the printable PDF version of the 'Receipt of Application' which will be available through clicking the 'Download of Application' button.
5. The instruction of 'How to Payment' is as follows:

The application fee of Tk. 1200 (One thousand and two hundred), 1000 (One thousand) and 800 (Eight hundred) should be paid through DBBL Mobile Banking using Mobile for the post of Assistant Engineer, Sub-Assistant Engineer and Junior Accounts Assistants (JAA) respectively.

***After payment through DBBL mobile banking the candidate have to enter the Transaction ID by login to the dashboard (from the left menu).***



Dial \*322# from your mobile phone (if DBBL mobile banking active)/ DBBL agent phone and follow the steps below

1. Payment  
2. Send Money  
3. Top Up  
4. Bank A/C  
5. My Acc  
6. Migrate Product  
0. Log Out

Select your option

1

Cancel Send

2. Bill Pay  
2. B2B

1

Cancel Send

3. Enter Biller ID

1001

Cancel Send

4. Enter Bill Number

Your Application SN

Cancel Send

5. Enter Amount

700

Cancel Send

6. Enter PIN (A/C PIN)

\*\*\*\*

Cancel Send

7. Bill pay to WZPDCL is success. TxnId: 12471190; TxnAmount: TK 700; Net Bal: 5065.

1. Main menu  
0. Log Out

0

Cancel Send

## 6. Collection of Money Receipt

If the applicant paid the application fee successfully, can download and print the PDF version of the Money Receipt from the assigned website ([jobs.wzpdcl.org.bd](http://jobs.wzpdcl.org.bd)). The applicant has to click the "Applicant's Log in" button and by providing the **Password** and **Application SN**. S/he can get the Money receipt by clicking the "Download money receipt" button.

## 7. Others information Entry to Download Application Form

After getting money receipt, applicants should entry others information (i. e educational qualification, experience, training, computer literacy and payment TxnId) and download and print the PDF version of the **Application Form**.

## 8. Submitting Necessary Documents Applicant's

The printed version (hard copy) of the application along with the following documents should be send to **DGM (HR & Admin), WZPDCL, Biddyt Bhaban, 35, Boyra Main Road, Khulna-9000** by physically or Postal/Courier within **5 November, 2015 before 5:00 pm**.

- Printed copy of the '**Application Form**' and '**Money Receipt**' along with **2 PP size color photograph**.
- If the applicant is a Freedom Fighter/ Small Ethnic Groups (Tribal), s/he needs to submit the certificate of citizenship of Bangladesh and as a proof of the said Groups (tribe).

## 9. Collection of Admit Card

After publishing the list of the qualified applicants for the admission test, the applicant has to download the Admit card from the assigned website ([jobs.wzpdcl.org.bd](http://jobs.wzpdcl.org.bd)) by clicking 'Download Admit Card' button and print it on A4 size 80 gm Offset paper. **An applicant without Admit Card will not be allowed to sit for the examination.**

For further information, visit the **WZPDCL** website.