



# **S. N. TAGORE CIVIL SERVICES DISTRICT STUDY CENTRE**

<https://sntdcssc.wb.gov.in>

Online Meeting with Districts on 7<sup>th</sup> June 2022

# ABOUT THE PORTAL

Monday, June 06 2022, 11:11:29 PM

"ARISE, AWAKE AND STOP NOT TILL THE GOAL IS REACHED"

ADMIN LOGIN



S. N. TAGORE CIVIL SERVICES DISTRICT STUDY CENTRE

Government of West Bengal

HOME

ABOUT US

CONTACT US

STUDENT CORNER

Put your examination preparations in **TOP** gear

**AVAIL GUIDED STUDY  
FOR UPSC**

TO LEAD TOMORROW

APPLY NOW >

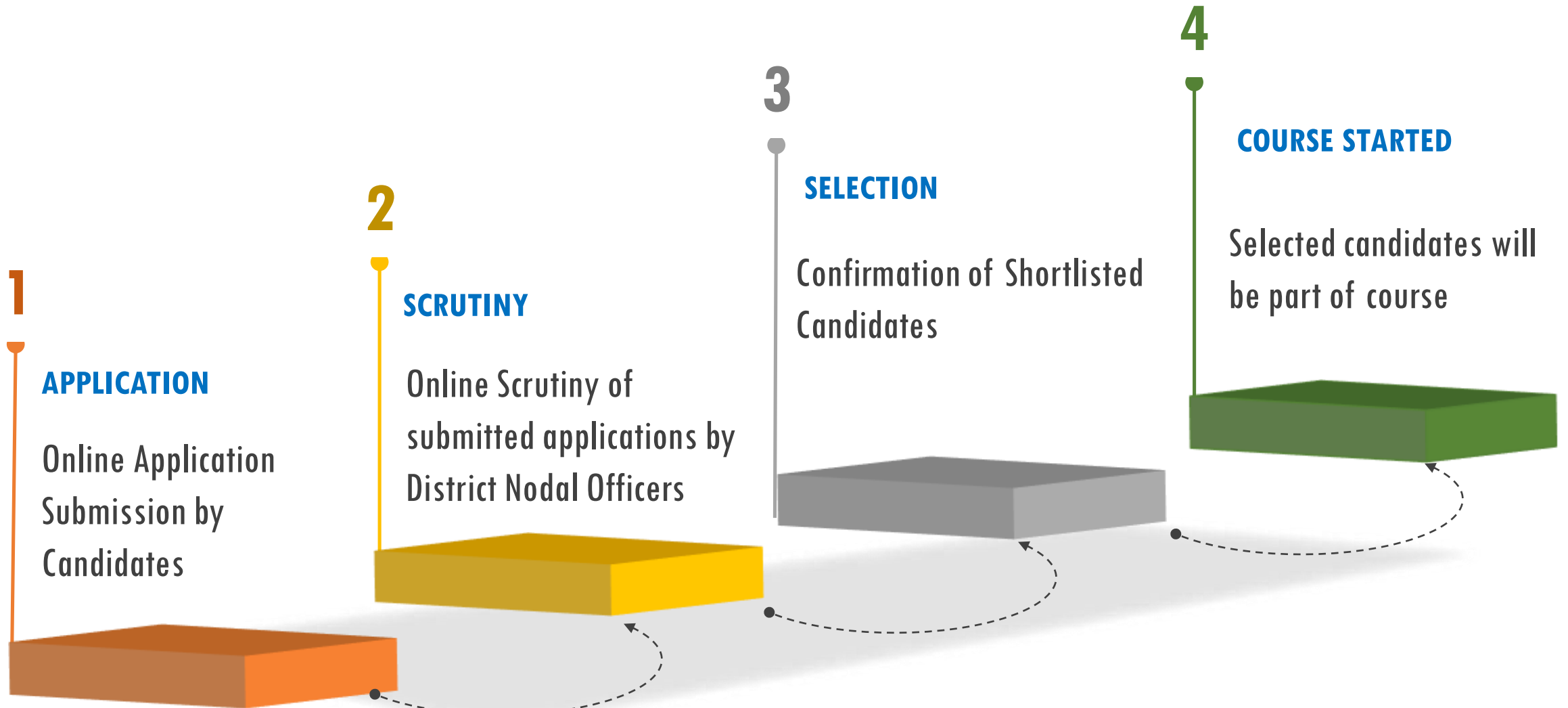


A Portal is being developed by NIC to facilitate Students to Apply Online and the District Nodal Officers to Act on it.

## ABOUT THE PORTAL

- There are 3 types of Stakeholders in this portal —
  - Students,
  - District Nodal Officers and
  - State level Administrators
- Students seeking coaching in District Centres will apply on the portal.
- District Nodal Officers/team will scrutinise the applications submitted by the Students and process them as per guidelines/instructions given.
- State level Administrators have the responsibility to manage the contents of the portal and manage the District level Users as well.
- Besides, MIS users will be there at both State & District levels.

# Portal – Process Flow



## PORTAL – TECHNICAL ASPECTS

- The portal is developed with Responsive Design (device-independent). Layout of portal pages will be changed automatically as per screen size, resolution & orientation of viewing devices (PCs, Laptops, Tablet & Mobiles etc.) rendering great look in all devices.
- The portal is integrated with SMS Gateway & Email Server. It facilitates sending of system generated SMS/emails to Stakeholders as Alerts/Notifications.
- The portal is being hosted in West Bengal State Data Centre with needful ICT infrastructure for facilitating its smooth execution.

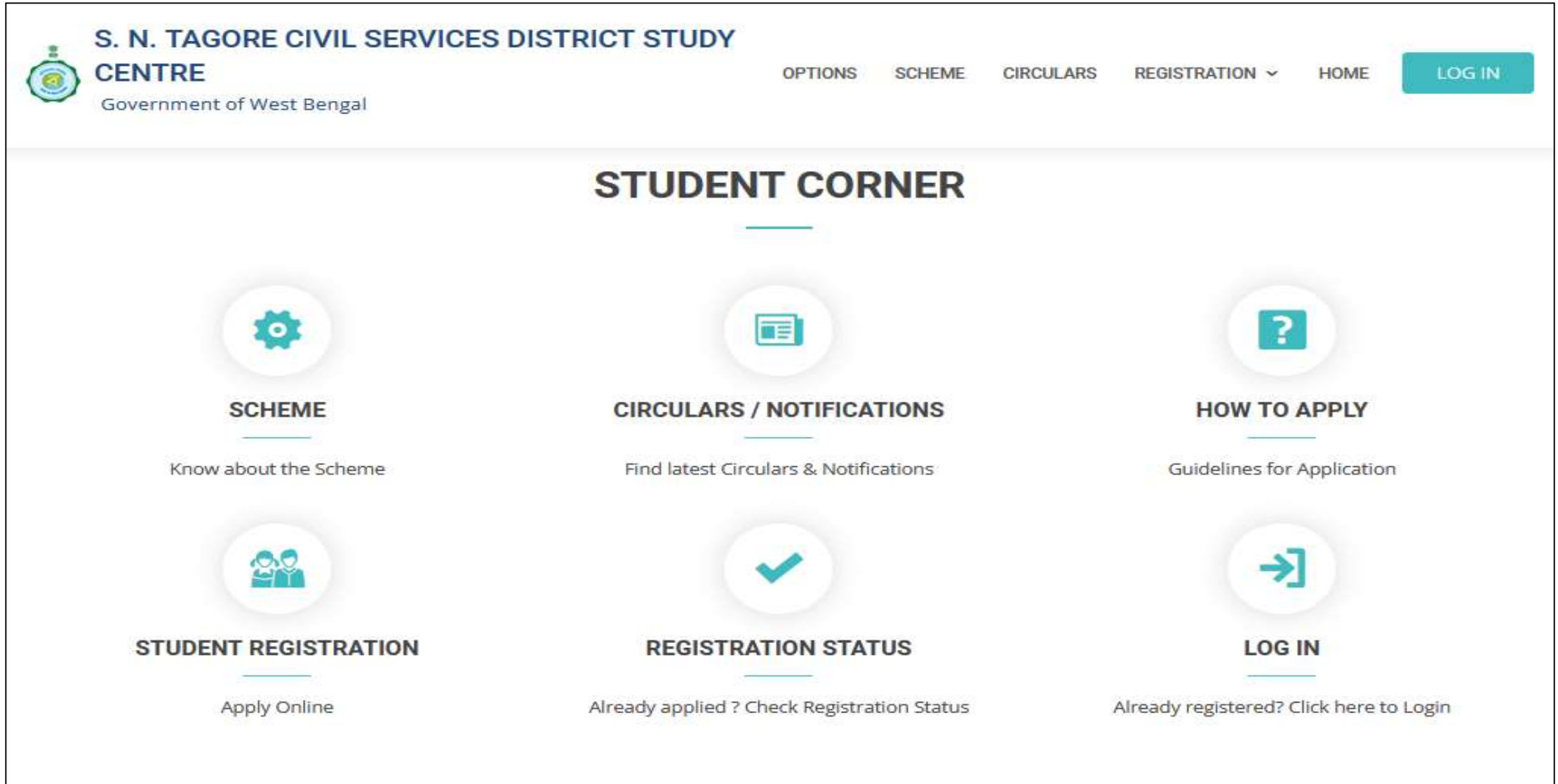
## PORTAL – District Admin Login Procedure

 ADMIN LOGIN

- Mobile numbers of all District Nodal Officers will be registered by State Admin.
- For Log In to the Portal (<https://sntcdsc.wb.gov.in>), user needs to have:-
  - Registered Mobile Number and
  - 6 digit Secret Pin
- During first time Login, system generated Secret Pin will be automatically sent as SMS to registered mobile numbers.
- In case, user enters wrong Secret Pin, *Forgot your Secret PIN ?* link will be visible.
- On clicking this link, system generated Secret PIN will be sent through SMS again to the Users' registered mobile number.

# PORTAL – Student Application Procedure

- Students need to click on **STUDENT CORNER** button in home page. Following screen will appear.



The screenshot displays the 'STUDENT CORNER' page of the S. N. Tagore Civil Services District Study Centre. The header includes the organization's name, logo, and navigation links: OPTIONS, SCHEME, CIRCULARS, REGISTRATION (with a dropdown arrow), HOME, and a LOG IN button. The main content area features six interactive tiles arranged in a 2x3 grid:

- SCHEME**: Know about the Scheme (Icon: Gear)
- CIRCULARS / NOTIFICATIONS**: Find latest Circulars & Notifications (Icon: Document)
- HOW TO APPLY**: Guidelines for Application (Icon: Question mark)
- STUDENT REGISTRATION**: Apply Online (Icon: Two people)
- REGISTRATION STATUS**: Already applied? Check Registration Status (Icon: Checkmark)
- LOG IN**: Already registered? Click here to Login (Icon: Arrow pointing right)



## IMPORTANT INSTRUCTIONS

Keep the following items at hand before applying online:

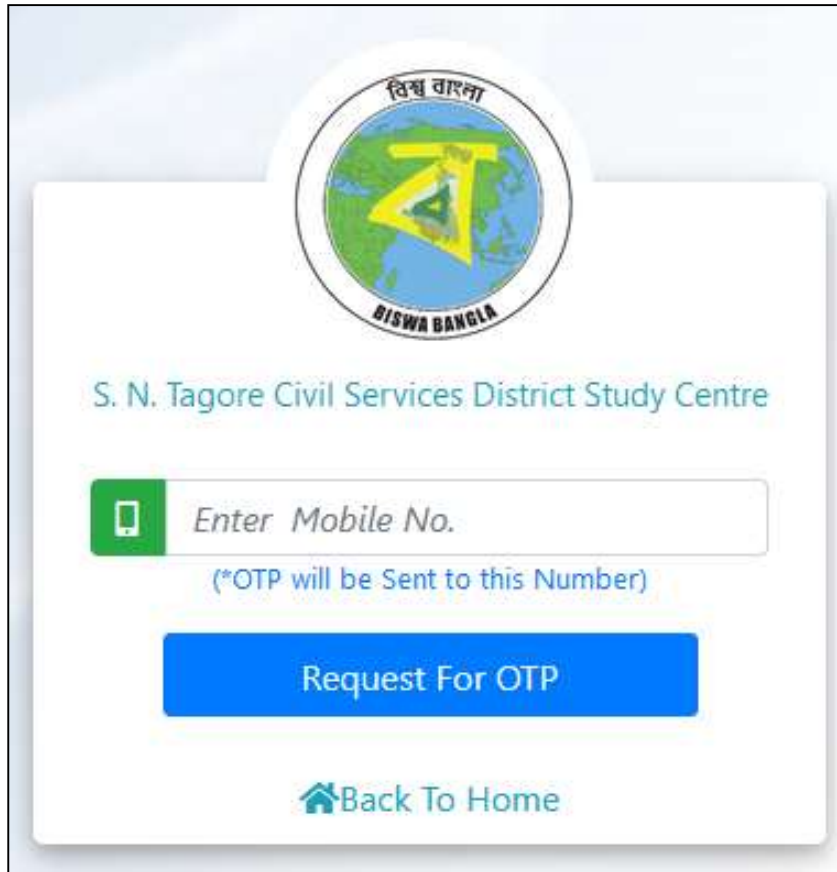
- ✓ **Your Mobile** *One Time Password (OTP) will be sent to this number*
- ✓ **Recent Photograph** (passport) *Approx Dimension - 130 X 150 pixel , Size - max 50 KB , File Format - .jpg, .png*
- ✓ **Proof of Birth** *(Birth Certificate / Admit Card of Madhyamik) File Format - .pdf*
- ✓ **Caste Certificate** *File Format - .pdf*
- ✓ **Income Certificate** *issued by competent Authority File Format - .pdf*
- ✓ **Educational Qualification Certificate(s)** *(Class X, XII, Graduation, Post Graduation) File Format - .pdf*

[Apply Now](#)



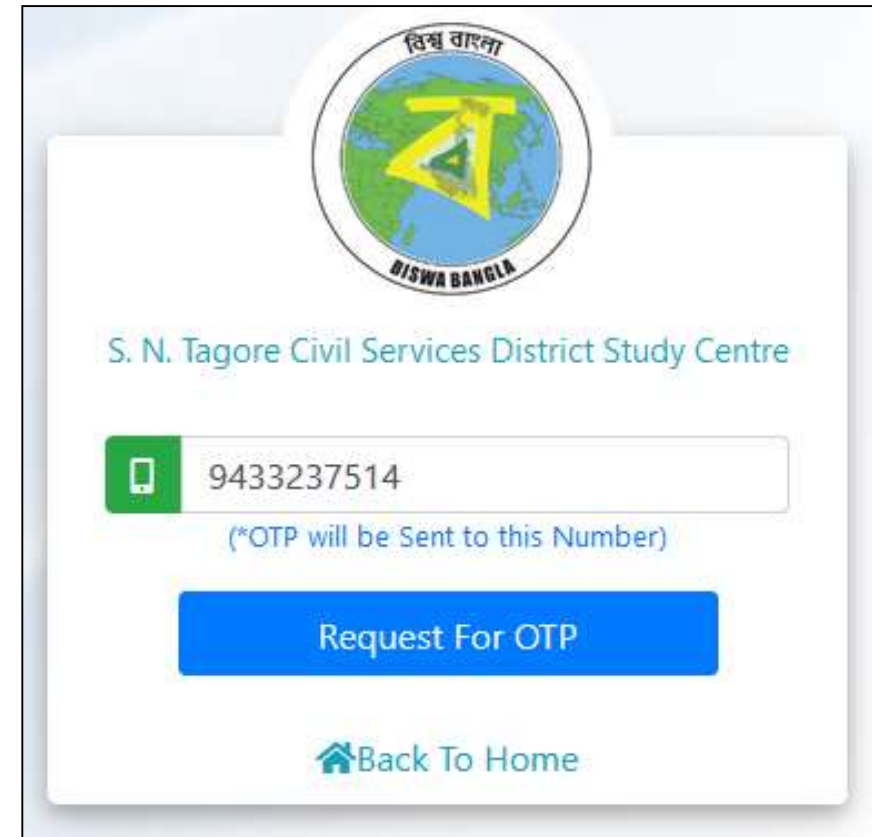
# PORTAL – Student Application Procedure

- Click on STUDENT REGISTRATION. Screen-1 will appear.
- Then Student will have to enter his/her Mobile Number.



Screen-1 is a registration form for the S. N. Tagore Civil Services District Study Centre. At the top, there is a circular logo with the text 'विश्व बांग्ला' (Biswa Bangla) and 'BISWA BANGLA' around a globe with a yellow 'BT' symbol. Below the logo, the text 'S. N. Tagore Civil Services District Study Centre' is displayed. A text input field with a green mobile phone icon on the left contains the placeholder text 'Enter Mobile No.' and a note below it: '\*OTP will be Sent to this Number'. A blue button labeled 'Request For OTP' is positioned below the input field. At the bottom, there is a link with a house icon and the text 'Back To Home'.

Screen-1

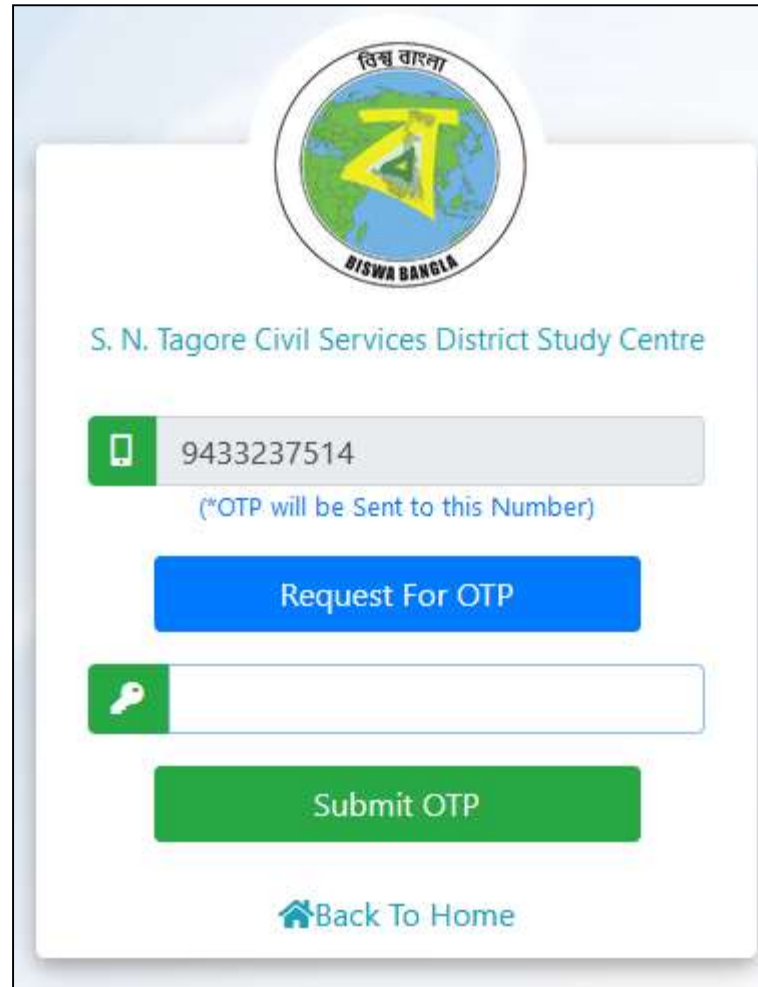


Screen-2 shows the same registration form as Screen-1, but with the mobile number '9433237514' entered in the input field. The blue 'Request For OTP' button is now visible below the input field. The 'Back To Home' link remains at the bottom.

Screen-2

## PORTAL – Student Application Procedure

- On Clicking the Button <Request for OTP>, system generated OTP will be sent to that Mobile number as SMS from VM-WBGOVT.



The screenshot displays a web interface for requesting an OTP. At the top center is a circular logo with the text 'विद्यया वाचना' (Vidya Vachana) at the top and 'BISWA BANGLA' at the bottom, with a stylized 'B' in the center. Below the logo, the text 'S. N. Tagore Civil Services District Study Centre' is displayed. A mobile number input field contains '9433237514' and is accompanied by a small green icon of a mobile phone. Below the number, a note states '(\*OTP will be Sent to this Number)'. A prominent blue button labeled 'Request For OTP' is positioned below the input field. Underneath this is another input field with a green key icon on the left, intended for the OTP. A green button labeled 'Submit OTP' is located below the second input field. At the bottom center, there is a blue link with a house icon and the text 'Back To Home'.

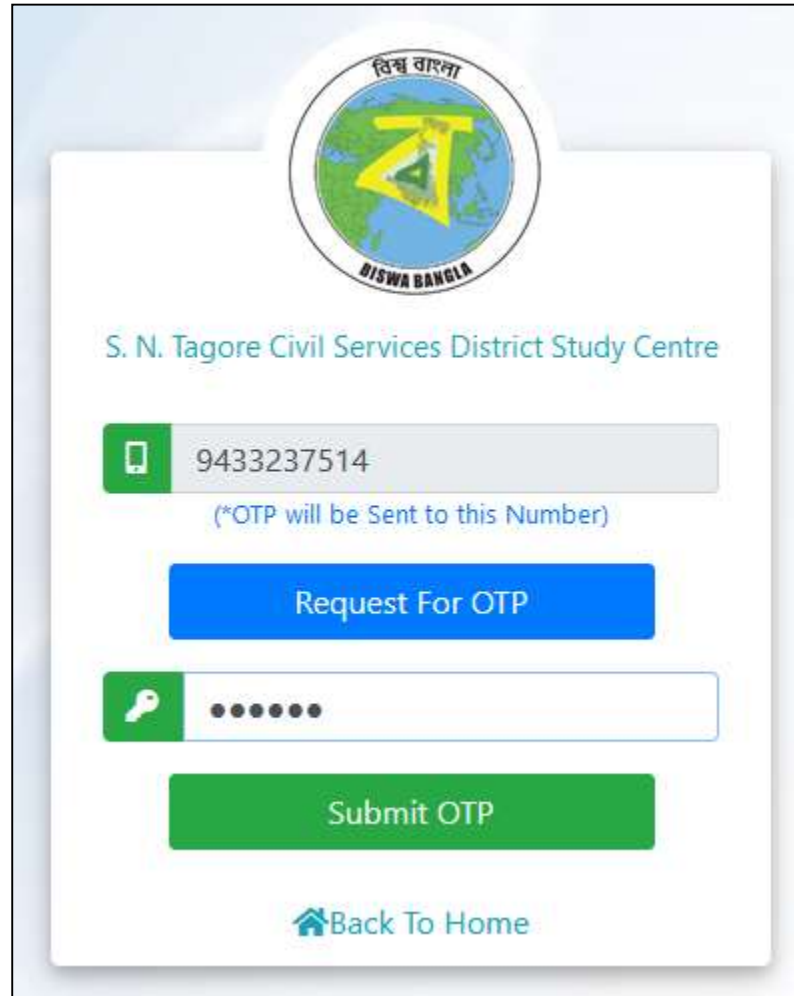
## PORTAL – Student Application Procedure

- On Clicking the Button <Request for OTP>, system generated OTP will be sent to that Mobile number as SMS from VM-WBGOVT.

From: Civil Services  
District Study  
Centre Portal,  
GoWB:: Your PIN  
is 275227 for login  
into the CSDSC  
portal. Government  
of West Bengal. 23:54

# PORTAL – Student Application Procedure

- Enter the OTP and Click on the Button <Submit OTP>.




The screenshot displays a web portal interface for the S. N. Tagore Civil Services District Study Centre. At the top center is the logo of the organization, featuring a globe with a yellow 'S' and 'N' and the text 'विश्व वापसा' and 'BISWA BANGLA'. Below the logo, the text 'S. N. Tagore Civil Services District Study Centre' is displayed. The main form area contains a mobile number input field with the value '9433237514' and a note '\*OTP will be Sent to this Number'. A blue button labeled 'Request For OTP' is positioned below the number field. Below this is a password input field with a key icon and six dots. A green button labeled 'Submit OTP' is located below the password field. At the bottom center, there is a blue link with a house icon labeled 'Back To Home'.

# PORTAL – Student Application Procedure

- Following screen will appear if correct OTP is entered.

Mobile No :9433237514 Tuesday, June 07 2022,12:14:45 AM

 **S. N. TAGORE CIVIL SERVICES DISTRICT  
STUDY CENTRE**  
Government of West Bengal **eCSDSC**

**Fill up the Form for admission**

**Basic Information** | **Education Qualification** | **Upload Documents** | **Study Center Selection** | **Submit Application**

Application Id: NEW | Application Year: 2022 | Application Date: 07/06/2022

*\* Marked Fields Are Mandatory*

**Name of the Applicant \***

First Name (Max 20 Characters) | Middle Name (Max 20 Characters) | Last Name (Max 20 Characters)

**Date of Birth of the Applicant \*** | **Gender of the Applicant \*** | **Category of the Applicant \***

dd/MM/yyyy |  Female  Male  Other | --Select--

**Select to Enter Father/Mother/Guardian's Name \***

Father  Mother  Gurdian

First Name (Max 20 Characters) | Middle Name (Max 20 Characters) | Last Name (Max 20 Characters)

# PORTAL – Student Application Procedure

## Address of the Applicant

District \*

Select \*

Block  Municipality

Block \*

Address \*

Pin Code \*

Aadhaar No \*

Mobile Number \*

Email Id

Mother Tongue \*

Language Proficiency \*


Annual Family Income \*

Save & Proceed

Refresh

Website contents managed by **Government of West Bengal**.

Site Designed, developed and hosted by [National Informatics Centre](#)

 Activate  
Go to PC se

# PORTAL – Student Application Procedure

**Basic Information** | **Education Qualification** | **Upload Documents** | **Study Center Selection** | **Submit Application**

Application Id: NEW | Application Year: 2022 | Application Date: 07/06/2022

*\* Marked Fields Are Mandatory*

Name of the Applicant \*  
Test | Middle Name (Max 20 Characters) | Last Name (Max 20 Characters)

Date of Birth of the Applicant \*  
01/01/2000 | Gender of the Applicant \*  
 Female  Male  Other | Category of the Applicant \*  
EWS

Select to Enter Father/Mother/Guardian's Name \*  
Test | Father  Mother  Gurdian  Middle Name (Max 20 Characters) | Last Name (Max 20 Characters)


*Address of the Applicant*  
District \*  
DAKSHIN DINAJPUR | Select \*  
 Block  Municipality | Block \*  
GANGARAMPUR

Address \*  
Test | Pin Code \*  
734345

Aadhaar No \*  
223445555666 | Mobile Number \*  
9433237514 | Email Id  
test@test.com

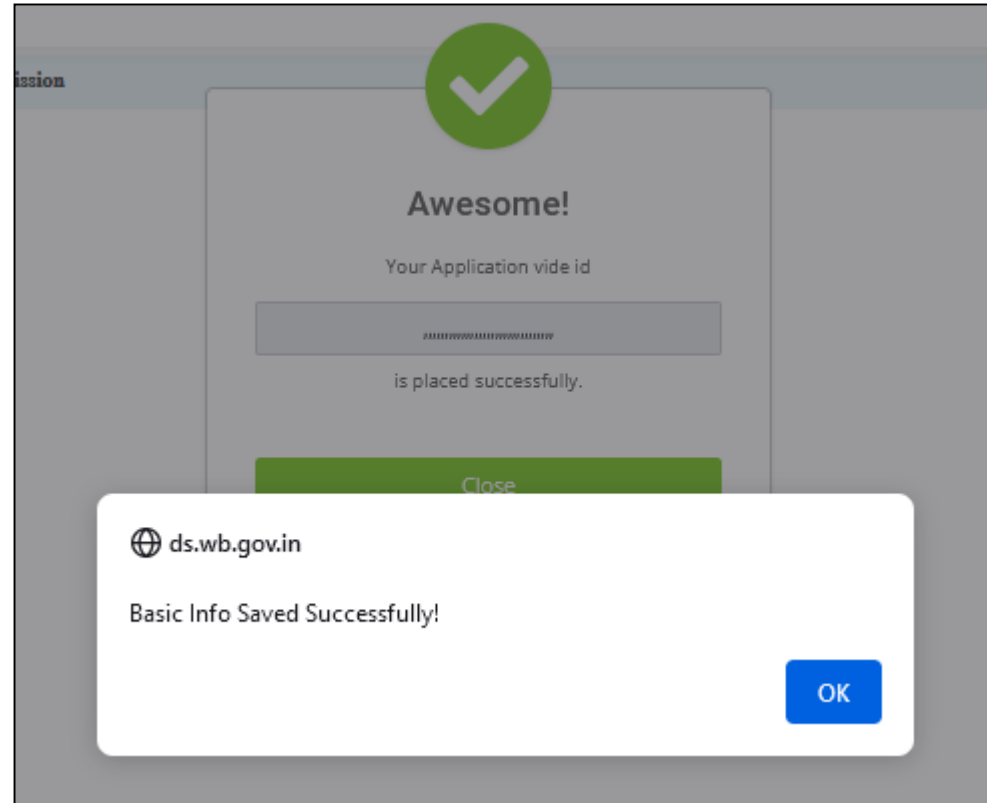
Mother Tongue \*  
Hindi | Language Proficiency \*  
English | Annual Family Income \*  
10000

Save & Proceed | Refresh

 A G

## PORTAL –Student Application Procedure

- Click on the Button <Save & Proceed>. Following Screen will appear to confirm that the basic particulars of the applicant is saved.





# PORTAL – Student Application Procedure


- Following Screen will appear. Student needs to now enter his/her Educational Qualifications.

[Basic Information](#) [Education Qualification](#) [Upload Documents](#) [Study Center Selection](#) [Submit Application](#)


Examination Passed	Medium	Subjects	Name of School/College /Institution	Board/University	Year of Passing	Percentage of Marks/CGPA
10th or Equivalent	--Select- v	(max 150 charcters)	(max 100 charcters)	(max 100 charcters)	Year	0.00
12th or Equivalent	--Select- v	(max 150 charcters)	(max 100 charcters)	(max 100 charcters)	Year	0.00
Graduation	--Select- v	(max 150 charcters)	(max 100 charcters)	(max 100 charcters)	Year	0.00
Post Graduation	--Select- v	(max 150 charcters)	(max 100 charcters)	(max 100 charcters)	Year	0.00

*(If awaiting results of graduation examinations, mention marks of previous year)*

**Please give details of competitive exams you have apeared for (previous 3 years) and level to which cleared , with results**

Exams Conducted by	Name of Exam	Medium of Language	Year of Exam	Result (Stage to which cleared)	Click To
--Select-- v	(max 100 charcters)	--Select-- v	--Select-- v	--Select-- v	

[Save & Proceed](#) [Back](#)

 Activate V  
Go to PC set

# PORTAL – Student Application Procedure


- On entering Educational Qualifications, click on <Save & Proceed> Button.

[Basic Information](#) [Education Qualification](#) [Upload Documents](#) [Study Center Selection](#) [Submit Application](#)


Examination Passed	Medium	Subjects	Name of School/College /Institution	Board/University	Year of Passing	Percentage of Marks/CGPA
10th or Equivalent	Bengali ▾	test1	test2	test3	2016	95.5
12th or Equivalent	English ▾	test4	test5	test6	2018	94.7
Graduation	--Select- ▾	(max 150 charcters)	(max 100 charcters)	(max 100 charcters)	Year	0.00
Post Graduation	--Select- ▾	(max 150 charcters)	(max 100 charcters)	(max 100 charcters)	Year	0.00

*(If awaiting results of graduation examinations, mention marks of previous year)*

**Please give details of competetive exams you have apeared for (previous 3 years) and level to which cleared , with results**

Exams Conducted by	Name of Exam	Medium of Language	Year of Exam	Result (Stage to which cleared)	Click To
--Select-- ▾	(max 100 charcters)	--Select-- ▾	--Select-- ▾	--Select-- ▾	

[Save & Proceed](#) [Back](#)

 Activate W  
Go to PC setti

# PORTAL – Student Application Procedure

The screenshot displays the eCSDSC portal interface. At the top, the mobile number is 9433237514 and the date is Tuesday, June 07, 2022, 12:26:58 AM. The header includes the logo of the Government of West Bengal, the text "S. N. TAGORE CIVIL SERVICES DISTRICT STUDY CENTRE", and the "eCSDSC" logo. A large green checkmark icon is centered above the main message. The message reads "Awesome! Your Application vide id [redacted] is placed successfully." A white modal dialog box is overlaid on the screen, displaying the URL "ds.wb.gov.in" and the text "Educational Qualification Saved Successfully!" with an "OK" button.

Mobile No :9433237514

Tuesday, June 07, 2022, 12:26:58 AM

S. N. TAGORE CIVIL SERVICES DISTRICT  
STUDY CENTRE  
Government of West Bengal

eCSDSC

Awesome!

Your Application vide id [redacted]  
[redacted]  
is placed successfully.

ds.wb.gov.in

Educational Qualification Saved Successfully!


OK

# PORTAL – Student Application Procedure

- Following Screen will appear. Student will need to now upload Documents in support of his/her (a) educational qualifications (b) Age Proof (c) Family Annual Income Certificate (d) Passport Photograph.

Basic Information Education Qualification Upload Documents Study Center Selection Submit Application

Document Description	File Format	Select File	Click To
Recent Photograph (passport)	.png, .jpg	<input type="button" value="Browse..."/> No file selected.	
Proof of Age	.pdf	<input type="button" value="Browse..."/> No file selected.	
Income Certificate issued by competent authority	.pdf	<input type="button" value="Browse..."/> No file selected.	
EWS Certificate	.pdf	<input type="button" value="Browse..."/> No file selected.	
10th or Equivalent Certificate	.pdf	<input type="button" value="Browse..."/> No file selected.	
12th or Equivalent Certificate	.pdf	<input type="button" value="Browse..."/> No file selected.	

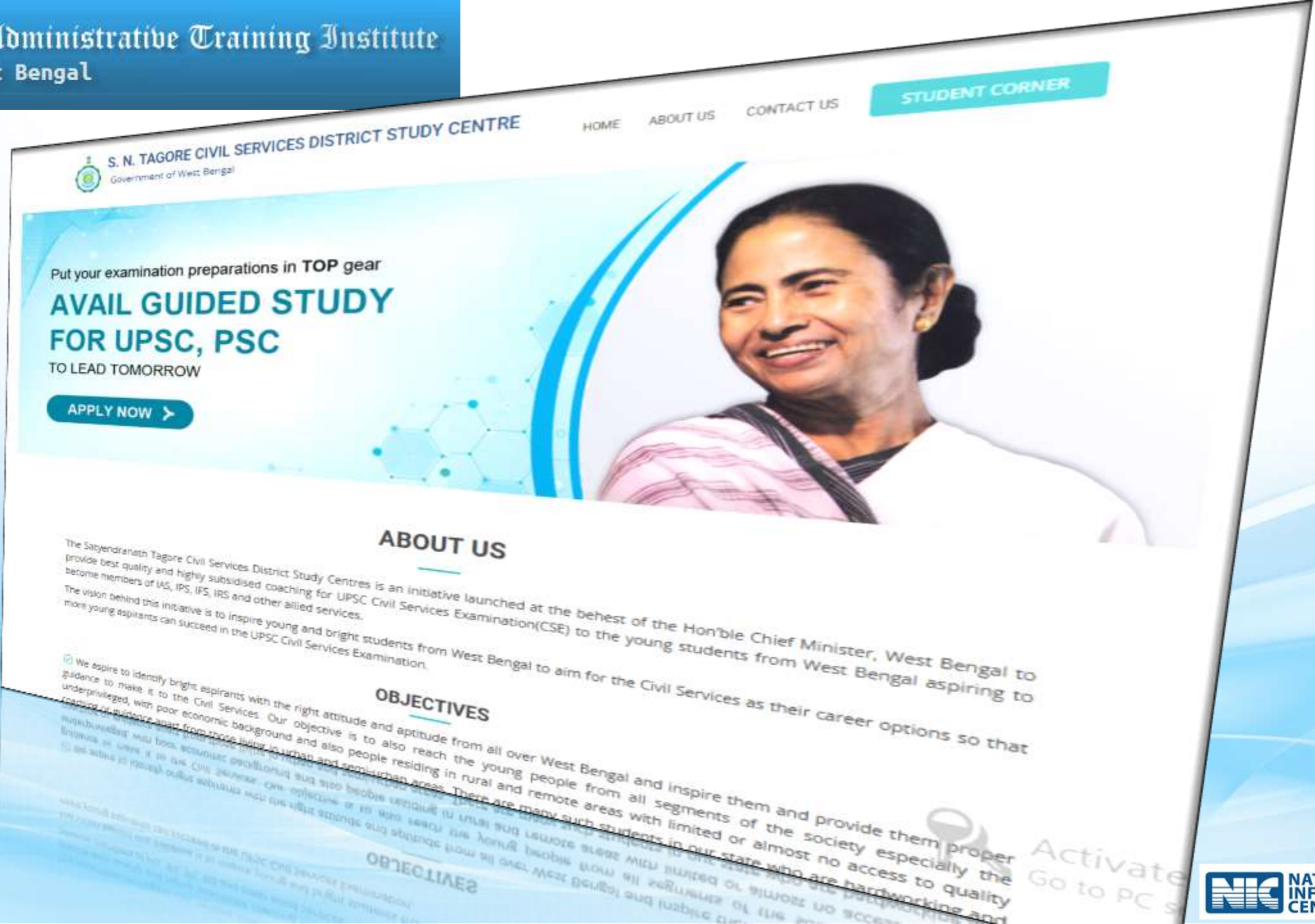
 Activate Windows  
Go to PC settings to

## **PORTAL – Student Application Procedure**

- Next, the Student needs to select the District Centre in which he/she wishes to take coaching.
- The Student will have the option to Review, Edit and finally Submit the Application.

## PORTAL – NOTE

- Only One Application can be submitted against One Mobile Number for a particular enrollment process.
- Whenever any Student logs in after entering his/her Mobile Number and the OTP, the system will check if the Mobile Number exists for the ongoing enrolment process:-
  - ✓ If the Mobile Number does NOT exist, he/she will be able to enter required data and submit application.
  - ✓ If the Mobile Number Exists and Application is in DRAFT stage (i.e. Not submitted), the Student can Review, Edit and Submit it.
  - ✓ If the Mobile Number Exists and Application is in Submitted stage, the Student can see his/her Application Status (e.g. Under Consideration / Accepted / Rejected).



S. N. TAGORE CIVIL SERVICES DISTRICT STUDY CENTRE  
Government of West Bengal

HOME ABOUT US CONTACT US STUDENT CORNER

Put your examination preparations in **TOP** gear  
**AVAIL GUIDED STUDY FOR UPSC, PSC**  
TO LEAD TOMORROW

[APPLY NOW >](#)

### ABOUT US


The Satyendranath Tagore Civil Services District Study Centres is an initiative launched at the behest of the Hon'ble Chief Minister, West Bengal to provide best quality and highly subsidised coaching for UPSC Civil Services Examination(CSE) to the young students from West Bengal aspiring to become members of IAS, IPS, IFS, IRS and other allied services.

The vision behind this initiative is to inspire young and bright students from West Bengal to aim for the Civil Services as their career options so that more young aspirants can succeed in the UPSC Civil Services Examination.

### OBJECTIVES

We aspire to identify bright aspirants with the right attitude and aptitude from all over West Bengal and inspire them and provide them proper guidance to make it to the Civil Services. Our objective is to also reach the young people from all segments of the society especially the underprivileged, with poor economic background and also people residing in rural and remote areas with limited or almost no access to quality coaching or guidance apart from those living in urban and semi-urban areas. There are many such students in our state who are hardworking and

Activate  
Go to PC s

 **NIC** NATION  
INFORMATION  
CENTRE

Thank You !