



## Government of West Bengal

# West Bengal Health Recruitment Board

Benfish Tower (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Floor), GN- 31, Sector- V, Salt Lake City, Kolkata- 700091  
Tel.(off): +91 33 23570085 Fax: +91 33 2357 0080 E-mail: [wbhealthrecruitmentboard@gmail.com](mailto:wbhealthrecruitmentboard@gmail.com),  
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**Memo No.: 740/WBHRB/1R-01/2025**

**Date: 22.09.2025**

### **GUIDELINES TO CANDIDATES FOR AVAILING EDIT OPTION**

After the closing date for receipt of online applications, option of EDIT WINDOW will be available for all the candidates who intends to modify/rectify any information/ delete any submitted documents/ upload any additional documents, after final submission of their online application.

The "Edit Window" will be available from 23.09.2025 (10:00 AM) to 25.09.2025 (05:00 PM), as per Notice no 672/WBHRB/1R-01/2025 Dated 29.08.2025 available in the notice section of the official website of West Bengal Health Recruitment Board. Terms and conditions, to be followed are as per the Notice no referred to and the related original advertisements and relevant Notices thereof.

**The candidates may go through the following guideline before availing such Edit Window Option**

1. Only those candidates will be allowed to make corrections in the application form, who have successfully submitted their completed online application form along with payment of requisite fees within the specified period of application registration.
2. A candidate will be allowed to correct and re-submit the modified/ corrected application **ONLY ONCE repeat ONLY ONCE** during the "**Edit Window**" i.e. no further correction/modification/updation will be allowed after making updation in the application and finally submitting thereof. Hence, before submission of the corrected/edited application, candidates must check that they have filled correct details in each field of the form.
3. Data submitted by the candidates in original application for the fields viz. "**Name**", "**Mobile No**", "**Email**" & "**D.O.B.**" **CAN NOT be edited**.
4. Candidates will have access to the "**Edit Previous Data**" button after logging into their respective portals once this option is available from 23.09.2025 (10:00 AM)
5. During the "**Edit Window**", candidates who don't want to modify/rectify any information/ delete any submitted documents/ upload any additional documents, are simply not required to do anything in this Edit Window. **The edit window is exclusively for those, who want to make modifications/rectification any information, already submitted in their online application and/or delete any submitted documents/ upload any additional documents.**
6. Candidates availing the edit window will be provided with the "**Edit Previous Data**" option upon login. By clicking this "**Edit Pervious Data**" option, they will be able to make step by step edits/corrections/modifications starting from Step-1 upto Step 4. By clicking "Edit Previous Data", Step 1 will be opened for correction/modification.
7. **For candidates making edits in this Step:**
  - **Candidates are required to make necessary correction/ modification and delete any submitted documents/ upload any additional documents in the relevant field(s), if necessary.**



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- Candidates are required to click the **“Save”** button after making any edits to ensure that their updated information/documents are properly saved.
- After saving, candidates must click the **“Proceed”** button to continue to the next step, i.e., Step 2.

### For the candidates with no edits in this Step:

- Candidates who do not have any correction/modifications in the fields shown under Step 1, should **not** select the **“Save”** button, instead, they should **DIRECTLY** click the **“Proceed”** button to move on to the next step, i.e., Step 2.
8. Candidate should follow the similar process as mentioned in point no 7 above as per their requirement and again, by selecting the **“Proceed”** button they will move on to the next step, i.e., Step 3.
  9. Candidate should follow the similar process again as mentioned in point no 7 above as per their requirement and again, by selecting the **“Proceed”** button they will move on to the next step, i.e., Step 4.
  10. Candidate should again follow the similar process as mentioned in point no 7 above as per their requirement.
  11. After Step-4 there will be a **“FINAL SUBMISSION”** button. All candidates utilizing the edit window during the stipulated period are required to mandatorily select the **“FINAL SUBMISSION”** button, which will be available after clicking **“Submit”** button in Step-4.
  12. After Step-4, if any candidate fails to select **“FINAL SUBMISSION”** button, no **correction/modification of data and/or deletion of any submitted documents/uploading of any additional documents, will be saved.**
  13. The applications modified by the candidates will be considered as their final or valid applications.
  14. After the expiry of **“Edit Window”**, no change/modification/correction will be allowed under any circumstances. No requests in this regard will be entertained.
  15. The following Field may be modified/rectified and/or documents may be deleted /uploaded in each stage:

Sr. No.	Step	Editable Field	Non-Editable Field
1	1	Discipline	Advt. No., Full name, Mobile no & Email
2	2	All fields are editable	-
3	3	All fields are editable	-
4	4	Qualification, Experience	Date of Birth

Sd/-  
Secretary & Controller of Examinations  
West Bengal Health Recruitment Board