CENTRAL RAILWAY

RAILWAY RECRUITMENT CELL

Engagement of Apprentices under the Apprentices Act 1961 over Central Railway

Notification No. RRC/CR/AA/2023   Dated 14/12/2022

INSTRUCTIONS FOR THE CANDIDATES

Imp : Please read the Notification for the education, age and other criteria's to be eligible to apply for the Apprentice Program. If you think you are eligible the read the instructions on "How to Apply" carefully before going for registration / completion of the application.

- Click on the - "Click here to Apply" link provided above the Notification Link.

- If you have come here for the first time, click on the "**Click here to Register**" link under the "**Forgot Password**" link.

- Fill in the details required for registration. This screen will also check your eligibility for this program.

- **Check each and every detail carefully, especially the Email and Mobile Number.**

- Click on - "Next" button. You will be taken to a Preview Screen wherein all details entered will once again be displayed. This provision is for the candidate to double verify the data entered by the candidate. If at any point you feel that data in any of the field is incorrect, you can edit the same by clicking on the "EDIT" button else if you feel all details are correct then Click on the "REGISTER" button. You will not be able to edit these details once you hit the "REGISTER" button.

- Once registered, Registration number and password will be sent to your registered e-mail address and a One Time Password (OTP) will be sent to your registered Mobile number.

- **Do not send the Registration email back to help desk email.**

- In case you have entered correct email ID and still do not receive the email, please check your Spam folder. The email may have been delivered to the Spam folder of your mailbox.

- If you enter wrong email, you won't receive the registration email. Click on the Link "**CLICK HERE TO RESEND REGISTRATION EMAIL**" besides the caption "Not received Registration Email?" to re-send the registration email.

- Once you receive the "Registration Successful" message/screen, go back to the Login Page and enter the Reg. ID and Password received in the Registration Email. Also enter the OTP received on the registered Mobile Number and click "Verify Mobile No.". This will complete your email and mobile verification.

- In case OTP is not received, click on "Re-Send OTP".

- In case the mobile number is not correct, click on the check box to enter the correct mobile number.

- If OTP is validated successfully then the "Change Password" screen will appear. Enter the Old password and the new password two times. Chose an easy password which you can remember.

- Login with Registration ID and new changed password.

- Select the Unit you would like to apply for.

- Click on "SAVE AND PROCEED" button.

- Fill in the educational qualification details.

CENTRAL RAILWAY

RAILWAY RECRUITMENT CELL

Engagement of Apprentices under the Apprentices Act 1961 over Central Railway

Notification No. RRC/CR/AA/2023   Dated 14/12/2022

- In case of CBSE, fill-in either the CGPA score or marks obtained, as the case may be. For other Board/Education Authority, fill-in the total marks obtained and maximum marks. Please enter marks of all subjects and not only for best of 4 or best of 5.

- Fill-in your address details.

- Fill in your Technical Qualification details.

- Click "SAVE & PROCEED" to move ahead or "PREVIOUS" to edit.

- Choose file to upload your scanned photograph and click on the Upload Button under it.

- Choose file to upload your scanned signature and click on the Upload Button under it.

- Scanned photograph should be as per the file size mentioned in the Notification.

- Upload the original scanned SSC (Std. X)/Equivalent mark sheet.

- Upload the original scanned Certificate for proof of date of birth (Standard 10th or its equivalent certificate or mark sheet indicating date of birth or school leaving certificate indicating date of birth).

- Upload the original scanned Consolidated mark sheet for all semesters of the trade in which applied or Provisional National Trade Certificate indicating marks.

- Upload the original scanned National Trade Certificate issued by NCVT or Provisional National Trade Certificate issued by NCVT/SCVT.

- SC / ST / OBC candidates should upload their valid caste certificate in the prescribed Central Government format.

- OBC candidates should upload their latest valid Non-Creamy Layer certificate issued on or after 01/04/2020, failing which they shall not be considered for age relaxation.

- Upload the original scanned Disability Certificate, wherever applicable.

- Upload the original scanned Discharge certificate or Serving certificate, as the case may be, in case of candidates applied against Ex-Servicemen quota.

- In case the uploaded mark sheet / certificate is not in Hindi/English, then select "√"in the check box and upload Hindi/English version also.

- Click "SAVE & PROCEED" or "PREVIOUS" to edit.

- Make payment is applicable by following the instructions carefully.

- Payment screen will be skipped for candidates of exempted category.

- Download the copy of application. Retain a hard copy or soft copy of the same for reference.

- Keep the downloaded application safe for future reference.

HELP DESK : act.apprentice@rrccr.com

****