WESTERN RAILWAY

RAILWAY RECRUITMENT CELL,
P. D'mello Road, Alibhai Premji
Marg, Grant Road, Mumbai - 400 007

Engagement of Apprentices under the Apprentices Act 1961

Notification No RRC/WR/01/2023 dated 21/06/2023

Instructions for Candidates Applying for Act Apprentice 2023-24

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Please Note: The Application process is only for Candidates who have completed Matriculation or 10th Class in 10+2 examination system and ITI with certificate affiliated to NCVT/SCVT!!

- Click on - "Online application for engagement (Training) of Trade Apprentices – 2023-24"
- Read the Notification PDF carefully to understand your eligibility and other details.
- Also read the below mentioned instructions carefully and complete your application step by step.

- Click on the - "**Click here to apply online!!**" link in the first block titled "Notification No. RRC/WR/01/2023 Dated 21/06/2023 for Engagement of Apprentices"

- You will see a Login Box. If you are a new applicant and have come here for the first time, click on the text "**Click here to Register**" in front of the Label "Are you a new Applicant?"

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Registration Form

Please select the State you belong to	Please select the state ⬍

Candidate Full Name	ENTER FULL NAME AS MENTIONED IN THE SSC SCHOOL LEAVING CERTIFICATE
Father's / Husband's Name	ENTER FATHER NAME

Gender	Please select Gender ⬍	Community	Please select Community ⬍
Email ID	Enter email-ID	Mobile Number	Enter mobile number
Date Of Birth	Enter date of birth 📅	Age (as in 26/07/2023)	
Are you Physically Handicapped ?	⦿ No ○ Yes	Handicapped Type	Please select ⬍

Are you an Ex-Serviceman (ESM) OR Ward of Ex-Serviceman or Ward of Serving Defence Personnel ? ⦿ No ○ Yes

Please select ⬍

Select ITI qualification and Trade you wish to apply

Please Note : If you have passed ITI in any trade other than mentioned in the below drop down list, you are not eligible to apply as per Notification.

ITI Pass Trade	Select ITI Pass Trade ⬍
Application for Designated Trade	Select Application for Designated Trade ⬍

NEXT

- Fill in all the details asked for carefully in the Registration screen.
- Click on the "Next" button to move ahead.
- If you are not Eligible to apply as per the age criteria, you will not be allowed to move further.
- If you are eligible, you will be shown a Preview Screen which will display all the registration details entered.
- If all the details entered are correct then click on the declaration check box and click on the Register button else click on the edit button to make corrections in the registration details.
- If you click on Register button, 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 for verification of email and mobile number. You will also see a registration successful message and a "Click here to Login" button.
- 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 marked as Spam. Mark the email as NOT SPAM.
- Click on the "Click here to Login" button and Enter the Registration ID and Password sent on your email. If the details match, you will be redirected to the Mobile No. verification screen.

Online Application for Engagement (Training) of Act Apprentice in Westen Railway (2023-24)

Verify Mobile Number

Enter OTP as received on your Registered Mobile No. 9867713801   561745   **VERIFY MOBILE NO.**

If you do not receive any SMS within 3 minutes only then click on Re-Send OTP button   **RE-SEND OTP**

If your Mobile Number is not correct, Select the following Check Box and enter new Mobile Number on a appeared text box   ☑ Checked

Enter your Correct Mobile Number   Enter Mobile Number ...

UPDATE MOBILE NUMBER

- Enter OTP as received on your registered mobile number to validate your Mobile Number and click on - "Verify Mobile Number"
- In case OTP is not received, click on "Re-Send OTP" button.
- In case the mobile number is not correct, click on the check box provided at the bottom of the OTP entry screen and enter the correct mobile number to be updated. Once the correct mobile number is updated, you will receive OTP on this new mobile number.
- Once email and mobile number are validated, you will be redirected to the Change Password screen. Enter the password received on email in the old password text box and your personal simple password which you can remember, in the new password text box and save. You will be redirected to the Login page once again.
- Login with Registration ID and the new password your just changed/created and move ahead.
- In this next screen, select the Division/Unit for which you would like to apply from the dropdown. Only those divisions who have vacancy in your selected trade will be displayed in the dropdown.

Online Application for Engagement (Training) of Act Apprentice in Westen Railway (2023-24)   **CHANGE PASSWORD**   **LOGOUT**

Registration Details

Registration ID :	WRT231990704001	Candidate Name :	DENZIL M PINTO
Date of Birth :	07/04/1999	Father/Husband Name :	MATHIAS
Community :	SC	Gender :	MALE
Aadhar Card :	1234/5678/8989	Physically Handicap :	NO
Trade Applied for :	WIREMAN		
ESM or Ward of Serving Defence Personnel?:		NO	

Application Form

Division/Workshop applying for   Please Select Division ⬍

Please Select Division
MUMBAI DIVISION - BCT
VADODARA DIVISION - BRC

SAVE

- Click on "SAVE" button to save your choice and move ahead.

Educational Qualification (Matriculation) Details

Please fill in the details of Matriculation (Standard Tenth) or Equivalent Qualification

Please Note : Candidates shall enter their marks with respect to all the subjects shown in your Standard Tenth Examination Marksheet. Please include Alternate subject/Optional subject/Additional subject etc also. Do not follow criteria such as best of 4 or best of 5 etc.

Board / Exam Authority — Please select — Board/Exam Authority Name — ENTER BOARD/EXAM AUTHORITY NAME ...

Name of Educational Institute — ENTER NAME OF THE SCHOOL... — Year of Passing — Select Year of Passing ...

SSC OR Equivalent Marksheet No. — SSC OR EQUIVALENT MARKSHEET NUMBER ...

Address Details

Correspondence Address — ENTER CORRESPONDENCE ADDRESS ...

City / District — ENTER CITY / DISTRICT ... — State / Union Teritory — MAHARASHTRA

Pin Code — Enter Pin Code ...

Technical Qualification Details

ITI pass Trade : WIREMAN — Application for Designated Trade : WIREMAN

ITI Year of Passing — Select ITI Year of Passing ... — National Trade Certificate (NTC) No. — ENTER NTC NUMBER...

Name of Institute — NAME OF INSTITUTE NAME ... — Certificate Issuing Authority — ENTER CERTIFICATE ISSUING AUTHORITY...

Maximum Marks (Out of) in ITI — 0 — Total Marks Obtained in ITI — 0 — Percentage (B)

|◄ PREVIOUS   **SAVE AND PROCEED ►|**

- Fill in the educational qualification details
- 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 Note:** Candidates shall enter their marks with respect to all the subjects shown in your Standard Tenth Examination Marksheet. Please include alternate subjects/optional subject/additional subject, etc. also. Do not follow criteria such as best of 5, etc.
- Fill-in address details
- Fill in the Technical Qualification details
- Click on the **Save and Proceed button** to move ahead to the next screen.

Documents To Be Uploaded

SELECT — Upload Photo

SELECT — Upload Signature

Scanned copy of SSC (Std. X) / Equivalent marksheet

Please select the original scanned SSC (Std. X) / Equivalent Marksheet to be uploaded : CHOOSE FILE — Please Select File — UPLOAD

I certify that the uploaded certificate is in Hindi/English   ● Yes ○ No

Scanned copy of proof of Date of Birth Certificate (Std X Certificate or marksheet or School Leaving Certificate)

Please select the original scanned Certificate for proof of Date of Birth Certificate (Std X Certificate or marksheet or School Leaving Certificate) to be uploaded : CHOOSE FILE — Please Select File — UPLOAD

I certify that the uploaded certificate is in Hindi/English   ● Yes ○ No

- Click on Select button below each of the Photo and Signature box to select photo and scanned image file. Then click on the Upload photo button to upload the selected Photo and Signature image files.
- Scanned photograph should be between 50-70 kb in size and signature between 20 kb and 30 kb in size.
- Then upload the scanned pdf file of the original 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 01/04/2022, failing which they shall not be considered for age relaxation. Read point 3.6 of the notification for more details.
- Upload the original scanned Disability Certificate, if applicable.
- Upload the original scanned Discharge certificate or Serving certificate, as the case may be, in case of candidates applied against Ex- Servicemen quota.
- Click "SAVE & PROCEED" or "PREVIOUS" to edit.
- At this point, you will be shown all the data entered in the previous screens in one Preview Screen. Please check all the data that you have entered before moving ahead. If there is a correction, you can click on the **Edit** Button else you can move ahead.
- UR and OBC Candidates will be directed to make a payment of Rs. 100/- as application fees. You will be directed to the SBI payment gateway to make the payment of application fees.
- Make payment following the instructions carefully.
- After the payment is successful, you will be re-directed back to www.rrc-wr.com website with a payment successful message and a button to download your application.
- Exempted candidates shall not see the payment page but will directly see the application successfully submitted screen with a download button.
- Download the copy of application. Retain a hard copy or soft copy of the same for reference
- Keep the application and registration number for future reference.
- Candidates will be given further intimation on email or/and SMS only
- Select list will be displayed on RRC website also.

Please Note :

- Do not sent the Registration Email back to us on the email provided. The email is exclusively provided for candidates facing any issues during the filling of the application form online.
- It is mandatory to read the entire notification before you register for this Apprentice program.
- This is not a application process for a permanent job in Western Railway but an Apprentice program for a duration of One or Two years as per trade qualified in.
- This apprentice program is only for those who have a complete SSC/10th Std in a 10+2 examination system and with ITI certified by NCVT/SCVT.