



## Engagement of Apprentices under the Apprentices Act 1961 in Western Railway

RRC/WR/01/2022 Apprentice Dated 26/05/2022

## INSTRUCTIONS FOR THE CANDIDATES

- Click on "[CLICK HERE TO APPLY ONLINE](#)" link in the Apprentice Notification No. RRC/WR/01/2022 block.

Image 1

- A screen with option to Login and a few other links will appear.

Image 2

- Every new applicant has to click on the "[CLICK HERE TO REGISTER](#)" link to register himself/herself. This will take the user to the Registration Screen as seen below.

Image 3

- Fill in all the details required in the Registration screen carefully.
- Click on the **Next** button to get a Preview Screen showing all the details entered as shown below.

**Registration Details**

State You Belong :	KARNATAKA	Aadhaar Card:	9898/9898/9898
Candidate Full Name :	ABHISHEK BACHAN	Father/Husband Name :	AMITAB BACHAN
Gender :	Male	Community :	UR
Email ID :	abhishek@bachan.com	Mobile Number :	9898989898
Physically Handicapped :	No	Handicapped Type :	
Date Of Birth :	29/06/1998	Age :	23 years, 11 months 29 days

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**Are You an Ex-Serviceman (ESM) OR Ward of Ex-Serviceman or Ward of Serving Defence Personnel ?**

Ex-Serviceman : No

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**Select ITI qualification and Trade you wish to apply**

ITI Pass Trade : MECHANIC (DIESEL)

Application for Designated Trade : MECHANIC (DIESEL)

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I hereby declare that all the particulars stated in my registration are true to the best of my knowledge and belief. I have read and understood the engagement procedures. I shall abide by the terms and conditions therein. If any of the information provided by me is found to be false / incorrect at any stage, my candidature is liable to be cancelled.

[EDIT](#) [REGISTER](#)

**Image 4**

- **Check each and every detail entered carefully. You will not be able to edit these details after once your hit the “REGISTER” button.**
- On clicking the “REGISTER” button the below screen will be displayed.

**Online Application for Engagement (Training) of Act Apprentice in Western Railway (2022-23)**

**Registration Successful !!!**

Thank You for Registering. Your Registration ID and Password is sent to your registered Email and OTP is sent to your registered Mobile Number. Please go to the Login page, enter your Registration ID, Password and OTP to verify your Email and Mobile Number.

[CLICK HERE TO LOGIN](#)

- Registration ID 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.
- In case you have entered correct Email ID and still do not receive the email, please check your Spam/Junk folder.
- In case you have entered a wrong Email ID and wish to correct the same, click on the “CLICK HERE TO RESEND REGISTRATION EMAIL” link in the Login Page as seen in image 1. Enter the required details and the correct email to receive your registration details once again.
- Enter OTP as received on your registered mobile number.
- Click on – “Verify Mobile No.” button to validate your Mobile Number entered.
- In case OTP is not received, click on “Resend OTP” button.
- In case the mobile number is not correct, click on the check box to enter the correct mobile number to receive the OTP and well as to update the database with your correct Mobile Number.
- Once the Email and Mobile number is validated, the change password screen will appear and each candidate has to compulsorily change the password. Please enter a new password which is easy to remember and submit the changed password.
- Now login with the Registration ID and new password.
- Once the Login is successful, you will be prompted to select Unit for which you would like to apply.
- Click on “SAVE AND PROCEED” button.
- 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 enter marks of all subjects and not only for best of 4 or best of 5, etc.
- Fill-in address details.
- Fill in the Technical Qualification details.
- Click “SAVE & PROCEED” button or “PREVIOUS” to edit details in the previous screen.
- Select your scanned Photograph and Signature and click on the upload button below the Photo and Signature to upload the same.
- Scanned photograph should be between 20-70 kb and signature between 20 kb and 30 kb respectively.
- Upload the original scanned SSC (Std. X)/Equivalent mark sheet. \*
- Upload the original scanned Certificate for proof of date of birth (Standard 10<sup>th</sup> 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 WESTERN Government format. \*

- OBC candidates should upload their latest valid Non-Creamy Layer certificate issued on or after 01/04/2021, 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. \*
- Click "SAVE & PROCEED" or "PREVIOUS" to edit.
- Make payment following the instructions carefully.
- Exempted candidates shall be allowed to skip the payment.
- Download the copy of application. Retain a hard copy or soft copy of the same for reference. **You application will only be considered as submitted only when you are able to download the application pdf.**
- Keep the application and registration number handy for future reference.
- Candidates will be given further intimation about the application status and future details on email or/and SMS only. Do not send emails to enquire about the same. In case you don't receive any Email/SMS from our side, that could mean that you have not been selected. However, you may keep checking the website for updates related to selection.

\*\* In case the uploaded mark sheet / certificate is in Hindi/English, then select "√" in the check box; else upload Hindi/English version also and certify in the check box accordingly.

DY. CPO (GAZ)  
Railway Recruitment Cell  
Western Railway