INSTRUCTIONS TO CANDIDATES ON HOW TO APPLY ONLINE

Please read the complete notification and the following instructions carefully

- ➢ Click on the link - "Click here to proceed for online application" under the title "**Online application for recruitment under Open Advertisement Cultural Quota"**
- ➢ If you are applying for this Notification for the first time, then click on the "**Click here to Register**" button under the heading "**Are you a new Applicant?**" on the left part of the screen or if you have already registered, you can log in directly.
- ➢ Fill in the required details for registration. All fields are compulsory.
- ➢ Please check your eligibility as per your Date of Birth and other options selected as appropriate message regarding your eligibility will be displayed at the top and bottom of the page on filling up all the details.
- ➢ If your are eligible, you will be redirected to the Registration Preview page where all the data entered in the previous registration page will be displayed as a last check point for the candidate to ensure that all the data entered is perfect. Check each and every data entered carefully. if you find any information entered is incorrect, you can click on the **Edit** button provided to go back to the registration page and make the necessary corrections. Clicking on the Register Button will validate all data. You will not be able to edit these details after once you click on the **"Register**" button.
- ➢ Proceed to click the **"Register**" button only if you are very sure that all information entered is perfect.
- ➢ 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 on successful registration.
- ➢ In case you have entered correct email ID and still do not receive the email in the Inbox, please check your Spam folder.
- ➢ Enter OTP as received on your registered mobile number. Sometime it can take more than the usual time of 20 seconds for receiving the OTP. **Please wait patiently**. Use the "Resend OTP" option only If you don't receive the OTP for more that 5 minutes.
- ➢ Click on - "Verify Mobile No."
- ➢ In case the mobile number is not correct, click on the check box to enter the correct mobile number. This new Mobile number will be updated against your registration in our system and the new OTP will be again sent to this new Mobile Number.
- ➢ **Change the password** and Login with Registration ID and New **changed password**.
- ➢ Enter the details of the highest educational qualification that you selected during registration.
- ➢ Enter the details of Professional Qualification that you had selected during registration.
- ➢ Click on "NEXT" button.

➢ Fill in Address details and correct Bank details in which you would like to receive the refund, in case you are eligible as per the Refund rules notified in this Notification. Pl. note that even though you are eligible for any refund under the refund rules, you will get the refund only if you appear for the written test and have uploaded all the necessary certificates.

Please ensure that the scanned documents for uploading is readable by opening in Acrobat reader <u>before uploading</u> the documents. If the scanned resolution is less and the document is not clear and legible, the candidature in such cases will be REJECTED.

➢ Choose file to upload your scanned photograph and then click on the Upload Photo button.
➢ Choose file to upload your scanned signature and then click on the Upload Signature button.
➢ Scanned photograph and signature should be less than 70 kb and 30 kb respectively in jpg format.
➢ Choose a PDF file less than 100 kb to upload each of the required certificates asked for as per the options selected during registration.

In case the documentary proof regarding Date of Birth / Degree / Diploma Mark sheet / Certificate / Caste certificate is in <u>HINDI/ENGLISH</u>, then select "√"in the check box; in case the same is in any other language, please upload Hindi/English version also and certify in the check box accordingly.

➢ Click "Save & Proceed" or "Previous" to edit.
➢ Once all the required Scanned Documents are uploaded, the user will be directed to the Preview Page where all the Information entered post the Registration page will be displayed for the candidate to re-check. The candidate can click on the Edit button to correct any information which is wrong. Once the candidate clicks on the submit button, candidate will not be allowed to edit or make any corrections in their application data further. Candidate will only be allowed to make payment and complete the Application process.
➢ Make payment online through the options made either through Net banking or Credit Card or Debit following the instructions carefully.
➢ Download the copy of application. Retain a hard copy and soft copy of the same for futire reference as you will have to produce the copy of the same as mentioned in the Notification.
➢ Preserve the printed copy / soft copy of the Application and the Registration ID for future reference.
➢ Candidates will be given further intimation on email or/and SMS only.Select list showing the details of successful candidates will be displayed on RRC website also. Candidates should

In case of any further clarifications required or any issues to be reported, please contact the on the email id/ Helpline numbers displayed in the Contact Up page of this Website.

Chairman
Railway Recruitment Cell
Western Railway