



INSTRUCTIONS TO CANDIDATES FOR ONLINE APPLICATION

Please go through the instructions carefully

- Click on the link - "Click here to proceed for online application" under the title "**Online application for recruitment under Open Advertisement Sports 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.
- Fill in the required details for registration. All fields are compulsory.
- Clicking on the Register Button will validate all data and check your eligibility as per your Date of Birth and other Options selected and appropriate message will be displayed at the top and bottom of the page.
- If you 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. You will not be able to edit these details after once you click on the "**Register**" button. If you are very sure that all information entered is perfect, only then proceed to click the "**Register**" button.
- 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. If you don't receive the OTP for more than 5 minutes, only then use the "Resend OTP" option.
- 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.
- 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 Sports Educational Qualification that you selected during registration.

- Click on "NEXT" button.
- Fill in Address details. Bank details will be asked for refund purpose only if you fit in the refund rules.
- 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.
- OBC candidates should upload their latest valid Non Creamy Layer Certificate issued on or after 01/04/2017, failing which they shall not be considered for age relaxation.

*** In case the uploaded Date of Birth proof / Degree / Diploma /Mark sheet / Certificate / Caste certificate is in Hindi/English, then select "✓" in the check box; else upload Hindi/English version also and certify in the check box accordingly.**

Please see that the scanned documents for uploading is readable by opening in Acrobat reader before uploading the documents. If the scanned resolution is very less and the document is unreadable, the candidate will be Rejected.

- 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 correct their application data further. Candidate will only be allowed to make payment and complete the Application process.
- Make payment following the instructions carefully.
- Download the copy of application. Retain a hard copy or soft copy of the same for reference.
- Keep the application print / soft copy and the Registration ID for future reference.
- Candidates will be given further intimation on email or/and SMS only.
- Select list will be displayed on RRC website also.

In case of any further clarifications requires or any issues to be reported, please contact the Call Center or the appropriate email mentioned in the Contact Us page.

**Chairman
Railway Recruitment Cell
Western Railway**