

**EAST CENTRAL RAILWAY**  
**(RAILWAY RECRUITMENT CELL)**  
**Polson Complex, Dighaghat, Patna**

**Engagement of Act Apprentices for Apprenticeship Training under Apprentices Act'1961**  
**over East Central Railway**

**Guidelines for Candidates for filling up ONLINE application**

- Click on "Online application for engagement of Act Apprentices for Apprenticeship Training in East Central Railway (2017-18)". Please go through the instructions carefully.
- Click on "Click here to register".
- Fill in the details for registration, as per format on display.
- Check each and every details entered carefully. You will not be able to edit these details after registration.
- Click on "Register".
- 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.
- In case you have entered correct email ID and still do not receive the email, please check your Spam, Junk folder. The email may have come in this folder also like Spam/Junk email.
- Enter OTP as received on your registered Mobile number.
- Click on "Verify Mobile number".
- 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.
- Change the Password.
- Login with Registration ID and New Password.
- Select Division/Unit for applying.
- Click on "NEXT" button.
- Fill in the Educational qualification details. Marks obtained in all subjects should be filled up along with Maximum Total Marks.
- Fill in the Technical Qualification details.
- Click on "NEXT" button to proceed further or "PREVIOUS" to edit.
- Fill in Address details.
- Choose file to upload your scanned photograph.
- Choose file to upload your scanned signature.
- Scanned Photograph and signature should be less than 50 KB and 20 KB respectively.
- Click on "NEXT" button to proceed further or "PREVIOUS" to edit.
- Upload the scanned SSC (Std. Xth /Equivalent) Marks Sheet.
- Upload the scanned Certificate for Proof of Date of Birth (Std. Xth /Equivalent Certificate or Marks Sheet indicating Date of Birth).
- Upload the scanned Consolidated Marks Sheet for all semesters of the trade in which applied or Provisional National Trade Certificate indicating Marks\*.
- Upload the 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 "Caste Certificate" duly indicating their being in Non-Creamy Layer , failing which they shall be treated as UR candidate.
- Upload the scanned "Disability Certificate" wherever applicable.
- Upload the 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 (if not exempted).
- Download the copy of filled up application. Print a copy of the same and keep it with yourself for future reference
- Candidates will be given further intimation through e-mail or/and SMS only.
- Select List will be displayed on RRC Website.

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