

RAILWAY RECRUITMENT CELL,
NORTHERN RAILWAY
Notice No. RRC/NR 02/2018/Apprentice Act
Website : www.rrcnr.org

Engagement of 1092 Apprentices (shortfall for the year 2017-18) under the Apprentices Act 1961 over Northern Railway.

ONLINE applications are invited from ELIGIBLE and desirous candidates for engagement of Act Apprentices under the Apprentices Act 1961 for imparting training at various Divisions/Units/Workshops over Northern Railway. Imparting Training in Railway will not confer any right to the candidates for their absorption in Railway after successful completion of training. It shall not be obligatory on the part of the employer to offer any employment to the Apprentice on completion of period of his/her apprenticeship training in his / her establishment. It shall not be obligatory on the part of the apprentice to accept an employment under the employer.

Candidates are advised in their own interest to submit ONLINE application much before the closing date, to avoid possible inability/failure to log on to the website of RRC on account of heavy load on the internet or website jam during last days. RRC does not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

IMPORTANT DATES	
Date and Time of opening of Online Application.	At 1200 Hrs on 31.12.2018
Date & Time of Closing of Online Application	At 1200 Hrs on 31.01.2019
Expected Date of Display of Merit	Between 15.02.2019 to 15.03.2019

1.0 Details of Trade:- Candidate are advised to go through the available training slots given below vis-à-vis your ITI Trade thoroughly/carefully and select the Cluster and the Units accordingly. It should not happen that candidate select a Cluster or Unit where there is no training slot requirement for your ITI Trade. In such a situation their application may eventually become meaningless, as he would not be allowed to make any changes after the final submission. Moreover, he is also not allowed to make subsequently or multiple applications as in such an eventuality all the applications shall be summarily rejected.

UNIT WISE/TRADE WISE BREAK-UP OF TRAINING SLOTS												
CLUSTER LUCKNOW (LKO)												
		Trades	UR	SC	ST	OBC	PH			EX-SM	Total slots	ITI pass trade & NCVT/SCVT required as eligibility condition
							HH	OH	VH			
LKO Div	1	Mechanic/Dsl	17	22	01	28	01	02	0	03	68	Mechanic DSL
	2	Electrician	01	03	0	01	0	01	0	0	05	Electrician
	3	Fitter	02	19	01	05	0	03	02	05	27	Fitter
	4	Carpenter	02	01	0	02	0	0	0	0	05	Carpenter
		TOTAL	22	45	02	36	01	06	02	08	105	
BRIDGE WORKSHOP, CB-LKO	1	Fitter	01	0	0	01	0	0	0	01	02	Fitter
	2	Mechanic Motor Vehicle	0	01	0	0	0	0	0	0	01	Mechanic Motor Vehicle
	3	Forger & Heat Treater	03	0	0	0	0	0	0	0	03	Forger & Heat Treater
	4	Welder Gas & Electric	01	01	0	01	0	0	0	0	03	Welder Gas & Electric
	5	Painter General	0	0	0	01	0	0	0	0	01	Painter General

	6	Turner	01	0	0	0	0	0	0	0	01	Turner
	7	Material Handling equipment mech cum operator	04	01	0	01	0	0	0	0	06	Material Handling equipment mech cum operator
		TOTAL	10	03	0	04	0	0	0	01	17	
C&W SHOP AMV- LKO	1	Carpenter	04	16	01	18	01	02	01	04	39	Carpenter
	2	Fitter	01	10	01	09	0	01	02	04	21	Fitter
	3	Painter General	07	08	0	12	0	02	0	0	27	Painter General
	4	Mechanic Machine tool maintenance	09	02	0	03	0	0	0	0	14	Mechanic Machine tool maintenance
	5	Welder	07	12	0	15	0	0	0	02	34	Welder
		TOTAL	28	48	02	57	01	05	03	10	135	
LOCOMOTIVE WORKSHOP - CB/LKO	1	Fitter	05	16	0	18	0	04	02	04	39	Fitter
	2	Machinist	0	02	0	0	0	0	0	01	02	Machinist
	3	Welder (Gas & Electric.)	06	03	0	03	0	0	0	0	12	Welder (Gas & Elect.)
	4	Electrician	03	05	0	06	0	01	0	01	14	Electrician
		TOTAL	14	26	0	27	0	05	02	06	67	
LOCOMOTIVE WORKSHOP (Elect.)-CB LKO	1	Electrician	01	06	0	04	0	01	01	01	11	Electrician
	2	Refrigeration & Air Conditioner	06	15	01	22	01	0	01	03	44	Refrigeration & Air Conditioner
	3	Wireman	06	04	0	06	0	01	0	0	16	Wireman
		TOTAL	13	25	01	32	01	02	02	04	71	
CLUSTER DELHI (DLI)												
		Trades	UR	SC	ST	OBC	PH			EX-SM	Total slots	ITI pass trade & NCVT/SCVT required as eligibility condition
							HH	OH	VH			
BRIDGE WORKSHOP, TKJ, NDLS	1	Fitter	0	01	0	01	0	01	0	01	02	Fitter
	2	Welder	03	01	01	04	0	0	0	0	09	Welder
	3	Painter General	02	01	0	02	0	0	0	0	05	Painter General
	4	Carpenter	0	0	0	02	0	0	0	0	02	Carpenter
	5	Computer Operator & Programming Asstt.	04	01	0	01	0	0	0	0	06	Computer Operator & Programming Asstt.
		TOTAL	09	04	01	10	0	01	0	01	24	
TMC Depot/TKD	1	Mechanic Machine Tool Maintenance	04	0	0	01	0	0	0	0	05	Mechanic Machine Tool Maintenance
	2	Fitter	01	0	0	0	0	0	0	0	01	Fitter
	3	Computer Operator & Programming Asstt.	01	0	0	0	0	0	0	0	01	Computer Operator & Programming Asstt.
		TOTAL	06	0	0	01	0	0	0	0	07	
PRINTING PRESS - SSB	1	Offset Machine Minder	03	03	02	05	0	01	0	01	13	Litho Offset Machine Minder
	2	Book Binder	20	06	03	10	0	01	0	01	39	ITI in relevant trade
		TOTAL	23	09	05	15	0	02	0	02	52	
C&W/NZM - DLI	1	Fitter	01	08	03	12	0	02	0	02	24	Fitter

DIV	2	Carpenter	01	01	0	01	0	0	0	0	03	Carpenter
	3	Painter General	02	0	0	0	0	0	0	0	02	Painter General
	4	Welder (Gas & Elect.)	03	0	0	0	0	0	0	0	03	Welder (Gas & Elect.)
		TOTAL	07	09	03	13	0	02	0	02	32	
C&W/DEE - DLI DIV	1	Fitter	01	01	02	01	0	01	0	01	05	Fitter
	2	Carpenter	0	0	0	01	0	0	0	0	01	Carpenter
		TOTAL	01	01	02	02	0	01	0	01	06	
C&W/NDLS	1	Fitter	0	15	06	17	01	02	01	04	38	Fitter
	2	Carpenter	05	01	0	02	0	0	0	0	08	Carpenter
	3	Painter General	02	0	0	0	0	0	0	0	02	Painter General
	4	Welder (Gas & Elect.)	02	0	0	01	0	0	0	0	03	Welder (Gas & Elect.)
		TOTAL	09	16	06	20	01	02	01	04	51	
C&WShop/DLI	1	Fitter	01	09	04	16	01	01	0	02	30	Fitter
	2	Carpenter	02	01	0	02	0	0	0	0	05	Carpenter
	3	Painter General	02	0	0	0	0	0	0	0	02	Painter General
	4	Welder (Gas & Elect.)	03	0	0	01	0	0	0	0	04	Welder (Gas & Elect.)
		TOTAL	08	10	04	19	01	01	0	02	41	
ELECTRIC LOCO SHED/GZB (DLI DIV)	1	Fitter	03	15	07	24	01	01	01	01	49	Fitter
	2	Mechanic Machine Tool Maintenance	02	0	0	01	0	0	0	0	03	Mechanic Machine Tool Maintenance
	3	Painter General	02	0	0	0	0	0	0	0	02	Painter General
	4	Welder (Gas & Electric)	03	0	0	0	0	0	0	0	03	Welder (Gas & Elect.)
		TOTAL	10	15	07	25	01	01	01	01	57	
EMU CAR SHED/GZB (DLI DIV)	1	Electrician	15	15	07	26	01	02	0	03	63	Electrician
	2	Machinist	02	0	0	0	0	0	0	0	02	Machinist
	3	Painter General	04	0	0	01	0	0	0	0	05	Painter General
	4	Welder (Gas & Elect.)	03	0	0	0	0	0	0	0	03	Welder (Gas & Elect.)
		TOTAL	24	15	07	27	01	02	0	03	73	
DSL SHED/TKD (DLI DIV)	1	Mechanic/Dsl	20	11	05	16	0	01	0	02	52	Mechanic/Dsl
	2	Electrician	01	06	02	10	0	01	0	01	19	Electrician
		TOTAL	21	17	07	26	0	02	0	03	71	
DSL SHED/SSB DLI DIV)	1	Mechanic/Dsl	01	06	03	11	0	01	0	01	21	Mechanic/Dsl
	2	Electrician	01	01	01	03	0	0	0	0	06	Electrician
		TOTAL	02	07	04	14	0	01	0	01	27	

CLUSTER FIROZPUR (FZR)

		Trades	UR	SC	ST	OBC	PH			Ex-SM	Total slots	ITI pass trade & NCVT/SCVT required as eligibility condition
							HH	OH	VH			
BRIDGE WORKSHOP - JRC	1	Fitter	02	01	0	0	0	01	0	01	03	Fitter
	2	Machinist	0	01	0	01	0	0	0	0	02	Machinist
	3	Forger & Heat Treater	02	0	0	0	0	0	0	0	02	Forger & Heat Treater
	4	Painter General	02	0	0	0	0	0	0	0	02	Painter General
	5	Mechanic Motor Vehicle	02	01	0	01	0	0	0	0	04	Mechanic Motor Vehicle

	6	Welder (Gas & Elect.)/Welder Structural	0	0	0	0	0	0	0	0	0	Welder Gas & Elect./Welder Structural
	7	Mason (Building Construction)	02	0	0	0	0	0	0	0	02	Mason (Building Construction)
	8	Mechanic Machine Tool Maintenance	0	0	0	01	0	0	0	0	01	Mechanic Machine Tool Maintenance
		TOTAL	10	03	0	03	0	01	0	01	16	
DMU CARE BASE, JUC(FZR DIV)	1	Electrician	0	0	0	01	0	0	0	0	01	Electrician
	2	Mechanic/Dsl	01	05	0	07	0	01	0	01	13	Mechanic/Dsl
	3	Turner	01	0	0	0	0	0	0	0	01	Turner
		TOTAL	02	05	0	08	0	01	0	01	15	
C&W WORKSHOP, FZR DIV	1	Fitter	02	12	0	09	0	01	01	02	23	Fitter
	2	Carpenter	01	01	0	0	0	0	0	0	02	Carpenter
		TOTAL	03	13	0	09	0	01	01	02	25	
DSL SHED-LDH (FZR DIV)	1	Electrician	0	0	0	03	01	0	0	01	03	Electrician
	2	Mechanical/Dsl	02	21	0	18	02	01	01	0	41	Mechanical/Dsl
	3	Turner	0	01	0	01	0	0	0	0	02	Turner
	4	Mechanic Motor Vehicle	0	01	0	01	0	0	0	0	02	Mechanic Motor Vehicle
		TOTAL	02	23	0	23	03	01	01	01	48	
WORKSHOP (MECH.) - ASR	1	Painter General	04	01	0	01	0	0	0	0	06	Painter General
	2	Electrician	0	0	0	01	0	01	0	01	01	Electrician
	3	Welder (Gas & Elect.)	0	05	0	05	0	01	0	01	10	Welder (Gas & Elect.)
	4	Fitter	01	04	0	04	0	01	0	01	09	Fitter
	5	Machinist	0	06	0	09	0	01	0	01	15	Mechanist
	6	Mechanic Machine Tool Maintenance	02	04	0	05	0	01	0	01	11	Mechanic Machine Tool Maintenance
		TOTAL	07	20	0	25	0	05	0	05	52	
CLUSTER AMBALA (UMB)												
		Trades	UR	SC	ST	OBC	PH			EX-SM	Total slots	ITI pass trade & NCVT/SCVT required as eligibility condition
							HH	OH	VH			
JUDW WORKSHOP	1	Fitter	02	06	0	10	0	02	0	02	18	Fitter
	2	Welder	0	06	0	14	0	02	0	02	20	Welder
	3	Carpenter	04	10	0	09	01	01	0	02	23	Carpenter
	4	Painter General	02	07	0	04	0	0	0	02	13	Painter General
	5	Machinist	0	03	0	05	0	01	0	01	08	Machinist
	6	Wireman	0	03	0	04	0	0	0	01	07	Wireman
	7	Electrician	01	01	0	03	01	0	0	01	05	Electrician
	8	Refrigeration & Air Conditioner	0	03	0	03	0	01	0	0	06	Refrigeration & Air Conditioner
		TOTAL	09	39	0	52	02	07	0	11	100	
GRAND TOTAL			240	353	51	448	12	49	13	70	1092	

Note:- (I) The number of training slots shown in this Notification are provisional and the same are liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection and is inclusive of PWD & Ex-SM slots.

(II) When the prescribed number of persons belonging either to the Scheduled Castes OR to the Schedule Tribes are not available, the training places so reserved for them may be

filled by persons belonging to the Schedule Tribes OR as the case may be, to the Schedule Caste, and if the prescribed training places can not be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Schedule Caste OR the Schedule Tribe. Similarly the seats remaining unfilled by OBC candidates be filled by UNRESERVED category.

- (III) An Ex-servicemen candidate selected under the reservation provided for them is to be placed in the appropriate category viz. UR/SC/ST/OBC to which he belongs. Ex-servicemen, their children and children of Armed Force personnel will be engaged for Apprenticeship as per details mentioned below:
- a) Children of deceased/disabled Ex-servicemen including those killed/disabled during peace time.
 - b) Children of Ex-servicemen
 - c) Children of Serving Jawans
 - d) Children of Serving Officer
 - e) Ex-Servicemen
- (IV) Person with Disability (PWD) who wants to avail the benefit of reservation must produce a disability certificate issued by a competent authority i.e. Medical Board duly constituted by the Central or State Government including one specialist in the particular field for assessing disability. PWD candidates will be considered for training if his/her disability is suitable for the trade notified and applied according to the Act Apprentice Rules as applicable in Railway [click here](#). Accordingly it is advised to the candidates that it must be ensured about the suitability of their candidature with reference to their disability and identification of the trade to the said disability under the rules.

2.0 ESSENTIAL QUALIFICATION:- (as on date of issue of notification)

The candidate must have passed 10th class examination or its equivalent (under 10+2 examination system) with minimum 50% marks, in aggregate, from recognized Board and must have passed ITI in relevant trade issued by NCVT/SCVT recognized by Government of India.

NOTE:- The candidate should have already pass the prescribed qualification on the date of issue of notification.

3.0 Age Limit: (as on 31/01/2019.)

- 3.1 The candidates should have completed 15 years of age and should not have completed 24 years of age as on 31-01-2019.
- 3.2 Upper age limit is relaxable by 05 years in case of SC/ST candidates, 3 years in case of OBC candidates.
- 3.3 For Persons with Disability, upper age limit is relaxed by 10 years.
- 3.4 Upper age limit is relaxable by up to additional 10 years for ex-servicemen to the extent of service rendered in Defence Forces plus 03 years provided they have put in a minimum of 6 months service at a stretch, except Ex-servicemen who have already joined the Govt. service on Civil side after availing the servicemen status for the purpose of their engagement. However, regardless of community, Ex-servicemen will be considered against the Ex-servicemen quota, if available. If UR vacancies are not available then only Ex. serviceman belonging to those particular communities where vacancies are available will be considered against the ex-servicemen quota.
- 3.5 The candidates who want to avail the benefit of reservation of SC/ST, must produce his/her Caste certificate on Central Government format issued by appropriate authority at the time of Document Verification. Similarly, the candidates who want to avail the benefit of reservation of OBC, must produce Caste certificate and Non-Creamy Layer Certificate issued on or after 01/4/2018 on Central Government format by appropriate authority.
- 3.6 The candidates who want to avail the benefit of reservation of Ex-servicemen and Armed Forces Personnel, must produce Discharge certificate and in case of children of Ex-servicemen and children of Armed Forces Personnel, they must produce discharge certificate or Armed Forces serving certificate respectively (as the case may be) of his/her parents at the time of document verification.

3.7 The candidates who want to avail the benefit of reservation of PH/PWD must produce PH/PWD certificate issued by competent authority under the rules.

4.0 APPLICATION FEE (NON REFUNDABLE) Rs. 100/- :

4.1 Application fee is to be paid through **ONLINE MODE** and RRC will not accept Application fee in Cash/ Cheque/ Money order/IPO/ Demand Draft/ Central Recruitment Fee Stamps etc. Candidate to note that RRC/NR is not responsible for incomplete or pending online application fee transaction for whatever reason. In such case candidate need to proceed with fresh/new transaction of payment of application fee. Transaction charges for online payment, if any, will be born by the candidates. On successful completion of the transaction, e-receipt with the date entered by the candidate will be generated, which should be printed and retained by the candidate.

4.2 No fee is required to be paid by SC/ST/PH/Women candidates.

5.0 MODE OF SELECTION : The procedure for engagement of candidate will be as under:-

5.1 Screening & Scrutiny of the application.

5.2 Selection of Act Apprentices is to be made on the basis of merit prepared taking the average of the percentage marks obtained by the candidate in both Matriculation (with min. 50% aggregate marks) & ITI examination giving equal weight age to both. In case of two candidates having the same marks, the candidate having older age shall be preferred. In case of the Date of Birth are also same, then the candidate who passed matriculation exam earlier shall be considered first.

For the purpose of calculation of percentage of marks of SSC of candidates from Boards where grading system is applicable, RRC will take midpoint of range of grades obtained by the candidates. After obtaining midpoints of all the attempted subjects according to grades awarded, average will be calculated treating each subject is out of 100 marks, as there is no standard method or multiplying factor for calculation of average of matriculation for such Boards.

Further on few board certificates where marks obtained and total out of marks are not calculated in that case marks obtained in all the subjects as mentioned on the certificates will be taken in to the consideration for deciding the merit.

5.3 A final merit list will be prepared cluster, trade wise and community wise, equal to the number of slots in the descending order of percentage of marks obtained by the candidate in 10th Class & ITI, as stated above in para 5.2.

6.0 Physical Fitness :

A person shall be ELIGIBLE for being trained under the Apprentices Act 1961 and Apprenticeship Rules 1992 as amended from time to time, if he/she satisfies the minimum standards of physical fitness as prescribed in the aforesaid Act and Rules and the standards prescribed for imparting training to the relevant trades which will be certified by a Railway Doctor.

7.0 Period of Training & Stipend– As per Rules applicable.

8.0 AGREEMENT OF TRAINING

Before commencement of the Apprenticeship training in the designated trade, the selected candidate has to enter into a Contract of Apprenticeship Training as applicable. In case the selected candidate is minor then, his/her guardian has to enter into a Contract of Apprenticeship with the employer.

9.0 GENERAL INSTRUCTIONS

- (i) Notified slots are subject to change i.e. increase or decrease as per the administration requirement.
- (ii) Merely Registering/filling up online application on RRC website does not entitle the candidate being eligible for selection process.
- (iii) Railway Administration reserves the rights to engage eligible candidates.
- (iv) The decision of Railway Administration on all matters relating to eligibility, place, date,

- mode of selection, acceptance or rejection etc. shall be final and binding on the candidates.
- (v) The candidature of the applicants shall be liable to be rejected at any stage of selection/engagement process in case of concealment of any fact, which is in contravention to the above laid down conditions. The decision of the Railway Administration shall be final and binding on the candidates.
 - (vi) No TA/DA/Accommodation will be given for appearing in the process. Applicant has to make their own arrangements. The Railway Administration reserves the right to fix any date, as deemed suitable, change place or postpone (at its own convenience), or even cancel the process due to unforeseen circumstances against which no claim will be accepted. No request for change of date & venue will be entertained at any stage.
 - (vii) Candidates should bring all documents uploaded with ONLINE Application Form in Original along with one set of **self attested** photo copies i.e. (Matriculation or Equivalent Certificate & Marks Sheet, ITI Trade Certificate issued by NCVT/SCVT with Mark Sheet, Caste Certificate, Disability Certificate, Ex-SM Discharge or Dependent Certificate etc.) on the day of Document Verification at the given Place and Time on E-Admit Card to be downloaded from RRC website, without which candidature will be cancelled. Certificates in languages other than English or Hindi Should be accompanied by a self attested translation in English/Hindi.
 - (viii) If it is noticed by the Railway Administration that applicant has furnished wrong information/fake certificates, the Railway Administration reserve the right to discharge the candidate/selected candidate at any stage without notice even after his selection to undergo training.
 - (ix) Candidate's admission at all stages of the process will be purely provisional subject to satisfying the prescribed eligibility condition.
 - (x) No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Such candidates will be debarred for life from appearing in all RRB/RRC examinations or any appointment in Railways. In addition, legal action may be taken against the candidate.
 - (xi) Any material suppression of facts or submitting of forged certificates/caste certificate by a candidate for securing eligibility and/or obtaining privileges, including fee exemption for appearing in the selection trial shall lead to rejection of his/her candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by all RRB/RRC over the country and legal action may be initiated, if warranted.
 - (xii) Candidates who have been debarred for life from all RRB/RRC examinations or candidates who have been debarred for a specified period which is not yet completed need not apply in response to this employment notice. Their candidature will be rejected during any stage of recruitment as and when detected.
 - (xiii) Any subsequent changes in the terms and conditions of the Notice as per extant rules will stand good. RRC reserves the right to consider/incorporate any subsequent changes/ modification/additions/cancellation in the terms & conditions to recruitment under this Notice as and when applicable.
 - (xiv) RRC reserves the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularity/ deficiency is noticed in the application.
 - (xv) For any Legal Dispute, the Jurisdiction will be at New Delhi only.
 - (xvi) In the event of any dispute about interpretation or any mistake, the English version will be treated as final.
 - (xvii) Canvassing in any form, misbehavior or misconduct will lead to summary rejection and cancellation of candidature and no correspondence will be entertained in this matter.
 - (xviii) **Candidates to note that all relevant certificates of education i.e .10th Pass & ITI trade certificate issued by NCVT/SCVT with mark sheets, SC/ST/OBC/PWD/Ex-SM etc. are to be uploaded with online application form.** Original Certificates are not to be sent to RRC/NR and same are required at the time of Document Verification failing which applicant shall not be allowed to participate in the selection process.
 - (xix) No request to change the division/unit will be entertained of the candidates at any stage.
 - (xx) The Railway Administration do not undertake any responsibility for sending reply to the candidates not selected or not called for. No correspondence in respect of the application submitted shall be entertained or replied by this office to any individual or organization.
 - (xxi) No Hostel accommodation will be provided and selected candidates will have to make their own arrangement during their training as per Apprentice Act 1961 and they will be released on completion of the training.

10.0 Invalid Application:- Any of the following deficiencies/discrepancies found in the application form and documents submitted by the applicant will render the application invalid / rejected:-

- (i) Incomplete Application.
- (ii) Applications without photograph, LHT impression, unsigned application/ Signature in capital or different signature at different places during the selection process.
- (iii) Applications without fee or less fee.
- (iv) Applications without proof of date of birth, 10th pass mark sheet, ITI trade certificate issued from NCVT/SCVT & mark sheets etc.
- (v) Over age or under age.
- (vi) Self-attested photocopies of requisite certificates not uploaded.
- (vii) Not having requisite educational qualification & ITI qualification at the time of applying.
- (viii) Application which are filed in a language other than English or Hindi.
- (ix) Any other irregularities which are considered invalid by RRC.

11.0 MISCELLANEOUS :

- (i) Railway Administration will not be responsible for any inadvertent error in the advertisement (RRC website would be primary and main source of contact with the candidates for various information during the selection.)
- (ii) The decision of the Railway Administration in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
- (iii) This Notice is also available in RRC Website. English version shall be applicable in case of any ambiguity/ dispute in two versions.
- (iv) In case any applicant has difficulty in registering their applications ONLINE, they are free to contact the help line numbers as available on RRC website **on all working days at 0930 Hrs to 1800 Hrs.**

12.0 HOW TO APPLY : Steps to be followed for filling the ONLINE Application

Click on the “Engagement of Act Apprentice” Link ONLINE Application.



Information to Candidate (Notification)



Candidate Registration – Fill the detail i.e **Name, Community, Category, Mobile No., Email ID & Date of Birth** and submit. On successful registration candidate will get Password for login subsequently on given Email ID & by SMS on registered Mobile Number.



Login-“**Candidate Dashboard containing update profile, Upload document, payment of Online Fee and final submission will appear**”.



Update Detail, Edit if required, Pay Online Application Fee and then finally save detail.



Candidate Dashboard appears again containing Application Form, Upload Photo/Signature/Thumb Impression and Application Details/ Print.



Now click on upload Photo link in the “Candidates Dashboard” and Photograph, Signature & Thumb Impression having size 10 to 50 KB in jpg format & Save Images and upload certificates like :- Educational, Caste, PWD & Ex-SM Certificates etc. On completion candidate can take print of application & Fee payment slip for candidate purpose record only.

Enclosures to be uploaded with the Online Application:-

Applicant must upload following documents/certificates with the online application failing which application will be rejected.

- a. Proof of date of birth (10th or Matric certificate).
- b. Proof of Essential educational i.e. 10th pass Mark sheet & ITI trade certificate issued by NCVT/SCVT with mark sheet as the case may be prescribed for the trade.
- c. In case of candidates belonging to SC/ST/OBC/PWD/Ex-SM etc Certificate in prescribed format as per **Annexure available on RRC website** i.e. www.rrcnr.org

**Chairman
RRC/Northern Railway**