CENTRAL RAILWAY

RAILWAY RECRUITMENT CELL,
Chief Project Manager (Conv)'s Office
Building, Wadibunder,
P. D'Mello Road,
Mumbai - 400 010.

Online Application for selection for the post of Jr. Translator (Hindi) Level-6
Against General Departmental Competitive Quota

Notification No. RRC/CR/GDCE/JT(H)/01/2019 dated 07/10/2019

INSTRUCTIONS TO CANDIDATES FOR ONLINE APPLICATION

- ➢ Click on - "Online application for Jr.Translator (Hindi) under GDCE quota"
- ➢ INSTRUCTIONS: Please go through the instructions carefully
- ➢ Click on - "Click here to apply online"
- ➢ Click on - "Click here to register"
- ➢ Fill in the details for registration as per the required fields in the Registration page
- ➢ Check each and every details entered carefully. You will not be able to edit these details after once you click on the "Submit" button
- ➢ 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 on successful registration
- ➢ 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
- ➢ Click on - "Verify Mobile No."
- ➢ 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. This new Mobile number will be updated against your registration and the new OTP will be again sent to this new Mobile Number
- ➢ Change the password
- ➢ Login with Registration ID and New password
- ➢ Fill in the service particulars as asked on the screen. Particulars entered should exactly match with your latest pay slip (if working on deputation, fill in details of lien cadre and designation)
- ➢ While filling in the Level of Pay, please fill in your **substantive Level of Pay and NOT AS PER MACP**
- ➢ Fill the details of the Master's Degree Qualification and Diploma/Certificate Course as mentioned in your Service Record and its details
- ➢ Click on "SAVE AND PROCEED" button
- ➢ Choose file to upload your scanned photograph
- ➢ Choose file to upload your scanned signature
- ➢ Choose a PDF file less than 100 kb to upload Master's degree*
- ➢ Choose a PDF file less than 100 kb to upload Diploma / Certificate*
- ➢ Choose a PDF file less than 100 kb to upload Certificate for Proof of Date of Birth*
- ➢ Choose a PDF file less than 100 kb to upload Caste certificate, wherever applicable*
- ➢ SC / ST / OBC candidates should upload their valid caste certificate in the prescribed Central Government format
- ➢ OBC candidates should upload their latest valid Non Creamy Layer certificate issued on or after 01/04/2019, failing which they shall not be considered for age relaxation
- ➢ Click on "SAVE AND PROCEED" button
- ➢ Select all the check boxes of "Undertaking"
- ➢ Click "Submit" or "Previous" to edit
- ➢ 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 the uploaded Master's Degree / Diploma or Certificate / Date of Birth proof / 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.

Chairman
Railway Recruitment Cell
Central Railway