



**Engagement of Apprentices under the Apprentices Act 1961 over Central Railway**  
**Notification No RRC/CR/AA1/2017 dated 31/10/2017**

**INSTRUCTIONS FOR THE CANDIDATES**

- Click on - "Online application for engagement (Training) of Trade Apprentices – 2017-18"
- INSTRUCTIONS: 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 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
- Change the password
- Login with registration ID and new password
- Select Cluster applying for
- Select unit in order of preference, slowly and one by one
- Click on "NEXT" button
- Fill in the educational qualification details
- In case of CBSE, fill-in either the CGPA score or marks obtained, as the case may be. For other Board/Education Authority, fill-in the total marks obtained and maximum marks. Please enter marks of all subjects and not only for best of 4 or best of 5 etc
- 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 70 kb and 30 kb respectively
- Click on "NEXT" button to proceed further or "PREVIOUS" to edit
- Upload the original scanned SSC (Std. X)/Equivalent mark sheet \*
- Upload the original scanned Certificate for proof of date of birth (Standard 10th or its equivalent certificate or mark sheet indicating date of birth or school leaving certificate indicating date of birth) \*
- Upload the original scanned Consolidated mark sheet for all semesters of the trade in which applied or Provisional National Trade Certificate indicating marks \*
- Upload the original 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 Non Creamy Layer certificate issued on or after 01/04/2017, failing which they shall not be considered for age relaxation \*
- Upload the original scanned Disability Certificate, wherever applicable \*
- Upload the original 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
- Exempted candidates shall be allowed to skip the payment
- Download the copy of application. Retain a hard copy or soft copy of the same for reference
- Keep the application and registration number 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 mark sheet / certificate is in Hindi/English, then select "✓" in the check box; else upload Hindi/English version also and certify in the check box accordingly