CENTRAL RAILWAY

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

Online Application for Open Advertisement Cultural Quota Recruitment 2016-17

Employment Notice No.: RRC/CR/03/2016 dated 17/12/2016

INSTRUCTIONS TO CANDIDATES FOR ONLINE APPLICATION

➢ Click on - "Online application for recruitment under Open Advertisement Cultural Quota".
➢ INSTRUCTIONS: Please go through the instructions carefully.
➢ Click on - "Click here to proceed for online application".
➢ 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 "Register" button.
➢ Registration ID and Password along with a One Time Password (OTP) will be sent to your registered Mobile number on Successful Registration.
➢ E-mail with the above details will also be sent to your registered E-mail ID within 12 - 24 hours.
➢ In case you have not received the e-mail, please check your Spam folder.
➢ Go back to the Login Page using the "Click here to proceed for online application" link on the Home Page.
➢ Enter the Registration ID and Password received on your registered mobile number.
➢ 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. 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.
➢ Select your highest educational qualification and fill in the details.
➢ Select your essential qualification in Hindustani Classical Vocal Music and fill the in details.
➢ Click on "NEXT" button.
➢ 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 in jpg format
➢ Choose a PDF file less than 100 kb to upload your HSC (Standard XII) / Intermediate / Equivalent mark sheet. **
➢ Choose a PDF file less than 100 kb to upload your Highest Educational Qualification as mentioned in the application (Graduation / Post Graduation) final year mark sheet.**
➢ Choose a PDF file less than 100 kb to upload your Diploma / Degree/ Post Graduation Certificate in Cultural discipline .**
➢ 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 01/04/2016, failing which they shall not be considered for age relaxation.
   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.
➢ Click "Save & Proceed" or "Previous" to edit.
➢ 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.

Chairman
Railway Recruitment Cell
Central Railway