CENTRALRAILWAY

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

RRC/CR Notification No.: RRC/CR/GDCE-02/2019 dated 18/12/2019
Selection for the post of Jr.Clerk and Sr.Clerk under GDCD quota
Instructions to candidates for online application

➢ Click on - "Online application for selection under GDCEQuota"
➢ 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 inputs required asked for in the Registration page
➢ Check each and every details entered carefully. You will not be able to edit these details after once you hit 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 not received the email, please check your Spam folder
➢ Go Back to the Login Page
➢ Enter the Registration ID and Password received on your registered 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. 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)
➢ 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 Graduation / 12th (10+2 stage) or its equivalent examination, as the case may be, 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
➢ Scanned photograph should be between 15 to 40 KB and signature between 10 to 20 KB
➢ Choose a PDF file less than 100 kb to upload your appropriate academic qualification, as the case may be.*
➢ Choose a PDF file less than 100 kb to upload document 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 to proceed further or 'PREVIOUS" to edit
➢ Download the copy of application. Retain a hard copy or soft copy of the same for reference
➢ Keep the application and 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 mark sheet / certificate / document is in Hindi/English, then select "√" in the check box; else upload translated copy in Hindi/English duly certified by the authentic translator and certify in the check box accordingly.

Chairman/RRC
Central Railway