



Online Application for Recruitment against Scouts & Guides Quota - 2016-17

Employment Notice No.: RRC/CR/04/2016 dated 31/12/2016

INSTRUCTIONS TO CANDIDATES FOR ONLINE APPLICATION

- Under the subject head - "Online application for recruitment against Scouts & Guides quota for the year 2016-17" click on "Click here to View/Download notification" and go through the notification carefully
- INSTRUCTIONS: Please go through the instructions for filling online application carefully
- Click on - "Click here to proceed for online application for level 2"

OR

- Click on - "Click here to proceed for online application for level 1"
(Candidates can apply for both levels with separate application and fee, subject to fulfilling the eligibility criteria)
- 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 subsequently, 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
- Fill in the educational qualification details
- Fill in the Scout/Guide qualification details after selecting the appropriate check box
- Fill in the details of minimum two events at National/All India Railway's level and two events at State level (Any additional qualification/events should be brought at the time of skill assessment test)
- 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 for level 2 **OR** class X / ITI / equivalent for level 1, as the case may be **
- Choose a PDF file less than 100 kb to upload your 1st and 2nd certificate of event at National/All India Railway's level**
- Choose a PDF file less than 100 kb to upload your 1st and 2nd certificate of event at State level**
- 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**
- ****In case the uploaded mark sheet / certificate is in Hindi/English, then select "✓" in the check box; else upload translated version in Hindi/English also and certify in the check box accordingly.**
- 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
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- 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