

INSTRUCTION FOR THE CANDIDATES WHO APPLY FOR (GDCE) ONLINE APPLICATION.

Before applying ONLINE, candidates are advised to keep scanned copies of following documents in JPEG format (200 KB each) ready with them:

- i) **Passport size photograph**
- ii) **Template with signature, thumb impression, photo and self declaration.**
- iii) **Self attested copies in proof of date of birth, education and caste.**

Step 1: Candidate Click on the New Registration.



Step 2: Please Enter Your Employee No. & Date of Birth.

Employee Code (11 digit):

Date of Birth (dd/MM/yyyy):

Step 3: Click on the Group.

[Group A](#)
[Group B](#)
[Group C](#)
[Group D](#)

Candidate can Submit single Application for a Group.

Step 4: Click on the Apply Post.

[Group A](#)
[Group B](#)
[Group C](#)
 04- ALP
 05- Technician (Elect) Power/TRS/ TRD
[Group D](#)

Candidate can Submit single Application for a Group.

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Step 5: Filled the personal information then submit.

Personal Information	
Candidate Name :	<input type="text" value="ENTER FIRST NAME"/> <input type="text" value="ENTER MIDDLE NAM"/> <input type="text" value="ENTER LAST NAME"/>
Father Name :	<input type="text" value="ENTER FATHER NAME"/>
Mother Name :	<input type="text" value="ENTER MOTHER NAME"/>
Date of Birth :	<input type="text" value="dd/MMM/yyyy"/> <input type="text" value="dd/MM/yyyy"/> Mobile Number : <input type="text" value="Enter Mobile No."/>
Email Id :	<input type="text" value="Enter Email Id"/> Gender : <input type="text" value="MALE"/>
Religion :	<input type="text" value="HINDU"/> Community : <input type="text" value="GENERAL"/>
Railway Emp :	<input checked="" type="radio"/> Yes <input type="radio"/> No Working Unit : <input type="text" value="HEADQUARTER/WCR/JBP"/>
Grade Pay :	<input type="text" value="1800"/>
Education :	<input type="text" value="HSC (12 th)"/> Minimum Qualification:- HSC (12 th)
HSC Percentage :	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/>	

Step 6: Please go to your Email ID/SMS then click on the login.

UserID And Password Sent on Your Register Mobile Number And EMail Address..!!

[Login](#)

Step 7: Enter Registration/User id & Password

Login

Registration/User Id :

Password :

Step 8: Enter Other Details.

Other Details	
Nearest Railway Station :	<input type="text" value="ENTER NEAREST RAILWAY STATION"/> Travel Pass : <input type="radio"/> Yes <input checked="" type="radio"/> No
Railway Emp :	<input checked="" type="radio"/> Yes <input type="radio"/> No Date of Appointment : <input type="text"/> <small>dd/MM/yyyy</small>
Station Description :	<input type="text"/>
Designation Description :	<input type="text"/>
Address :	<input type="text"/> <input type="text"/>
Pincode :	<input type="text"/>
State :	<input type="text" value="India"/>
Landline Number :	<input type="text"/> - <input type="text"/> District : <input type="text"/>

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Step 9: Enter Education Details.

Education Details						
Education :	Degree	Discipline	Other Discipline	Pass Year	School/College	Upload
DIPLOMA IN MECHANICAL	Ssc			<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
	Hsc			<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
Bachelor Degree	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
Post Graduate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
Diploma/ITI	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
Other Qualification :	<input type="text"/>					
Cert. Name :	<input type="text" value="Caste Certificate"/>			Cert. Number :	<input type="text"/>	
Cert. Issue By :	<input type="text"/>			Cert. Issue Date :	<input type="text"/>	
Mark of Identification :	<input type="text"/>					

Step 10: Upload the following documents then Save.

Photo/Sign Upload				
Photo :	<input type="button" value="Choose File"/>	No file chosen		
Template :	<input type="button" value="Choose File"/>	No file chosen		
Cast Certificate(SC/ST Candidate Only) :	<input type="button" value="Choose File"/>	No file chosen		
Diploma/ITI Cert. :	<input type="button" value="Choose File"/>	No file chosen		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="button" value="Save"/> <input type="button" value="Clear"/>

Step 11: An application in pdf is generated. Please take a printout of this page, duly filled original template page and self attested copies of certificates to your depot/office for onward submission to RRC.

Stape 12: If any correction & update please re-login with your user Id & Password.

[Click Here to Login](#)