

10. HOW TO APPLY:

i) Candidates should ensure that their Name/Spelling, Father's Name/Spelling, Community details, Educational Qualification and Date of Birth match with the entries recorded in Matriculation or Equivalent Certificate.

In case there is significant deviation/difference in the Name/Spelling/Dates etc. in the documents of the candidate then his/her candidature will be summarily rejected from the day the discrepancy is noticed. No claim would be entertained in this regard. Hence, candidates are advised to thoroughly check their documents on applying.

ii) Eligible candidates are required to go to the link provided for filling ON-LINE application through website of RRC/ER (www.rrcer.org) and fill up the personal details/BIO-DATA carefully.

iii) Candidates are advised to indicate their personal **mobile no. and personal valid e-mail ID** in the ON-LINE application and keep the elements active during the entire recruitment process for communicating with the candidates.

11. DOCUMENTS TO BE UPLOADED:

I. PHOTOGRAPH:

(a) It should be a colour passport-size photograph with white/light coloured background (which should not be older than three months from the date of application)

(b) The colour photograph must have been taken on or after publication of web notice in specified format. Photographs taken using mobile and self-composed portraits may result in rejection of application.

(c) It should be of size 35mm X 45mm or 320 x 240 pixels. It should be in JPG/JPEG format scanned with 100 DPI Resolution. The size of the photograph should be between 20KB-50KB.

(d) The photograph must match with the appearance of the candidate on the days of Trial and document verification and medical test.

(e) The photo should have clear front view of the candidate without cap and sunglasses.

(f) The face should occupy at least 50% of the area of the photograph with a full-face view looking at the camera directly. The main features of the face must not be covered by hair of the head any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.

(g) In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.

(h) Photos of the candidates on all documents should be identical in all stages of recruitment process. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use, as and when required during the recruitment process.

II. SIGNATURE AND LTI:

(a) The applicant must sign and put LTI on white paper with Black Ink within a box of size 50 mm x 20 mm. The images should be in JPG/JPEG format scanned with 100 dpi resolution. Size of file should be between 10KB-40 KB.

(b) The signature and LTI must be of the applicant only and not of any other person otherwise it would be treated a impersonation/fraud. Candidate should then upload scanned photograph, Left Thumb Impression, and signature in following manner.

(c) Signatures of the candidates on all documents should be identical in all stages of recruitment process. Signatures in different style at the time of Trial, Document Verification, Medical Examination etc. may be reason in cancellation of candidature.

(d) Signature should be either in Hindi or English and must not be in **Capital** or **Disjointed** letter.

III. OTHER DOCUMENTS (In pdf format only) :

a) Self attested copy of a valid photo identity card issued by a government body/authority like Aadhar card/PAN card/Driving License/Voter ID Card etc. should be uploaded along with the application form. The candidate should carry this identity card in all stages of recruitment process along with the e-call letter so that the personal details viz. name/spelling, date of birth etc. mentioned in the online application are confirmed.

(b) Self-attested certificate in proof of Educational Qualification issued by Board/Council/University as per Para 4 above should be uploaded along with the application form.

(c) Candidates who will produce sports achievement certificates from Association of Indian Universities, they must upload the following documents: - (i) University Certificate or Mark Sheet or Admission Receipt Book or College Photo Identity Card or College Fee Book or certificate issued by authority of University/College that the said candidate is representing the said University/College in their respective discipline of sports in that particular event.

- (d) Self-attested certificate in proof of age (Matriculation/10th certificate) as per Para 3 above.
- (e) Self-attested certificate in proof of all recognized sports achievements as per Para 6 and 7 above.
- (f) Candidates claiming to be SC or ST community - Self attested community certificate issued by the Competent Authority are required to be uploaded along with the online application as per the **Annexure-I**.
- (g) The OBC-NCL candidates - Self attested community certificate issued by the Competent Authority are required to be uploaded with the online application as per **Annexure-II**. They should also submit self-declaration as per **Annexure-IIA** indicating that the candidate does not belong to the Creamy Layer. EBC Candidates: Candidates claiming to belong to EBC are required to upload self-attested Income Certificate from the Competent Authority in the prescribed format (As per **Annexure - III** of this Notification).
- (h) Minority Candidates: Candidates claiming to belong to Minority Community are required to upload a declaration for waiver of Application fees. (As per **Annexure - IIIA** of this Notification).
- (i) EWS candidates - Self attested EWS certificate issued by Competent Authority are required to be uploaded with the online application (As per **Annexure – IV** of this notification).
- (j) Ex-Servicemen-Discharge certificate & Pension related documents (copy of PPO).
- (k) Certificates in languages other than English or Hindi should be accompanied by an attested translation in English /Hindi.
- (l) Candidates should submit an affidavit before Hon’ble 1st class Magistrate/Executive Magistrate as per Annexure-V provide with this notification without fail. Failing to submit Annexure V and uploading the same with the online application will lead to cancellation of candidature**

12. STEPS TO SUBMIT ONLINE APPLICATION:

- i) Visit the official website of RRC-ER: www.rrcer.org . Click on “Online/E-Application for Sports Quota /2024-25” link. Click on the “New Registration” link.
- ii) Fill in the personal information viz. Name, Father’s name, Date of Birth, Community, e-mail ID and Mobile number. On submission of required details an e-mail/SMS will be received in the registered e-mail ID/Mobile number. Open inbox of your registered e-mail/SMS and note the registration number and password.
- iii) Login - using the Registration number & password sent in the e-mail/SMS.

a)	Follow the instructions and complete the registration process step-by-step
b)	<u>Bank Account Details for Refund</u> Candidates who attend selection trials are eligible for refund of application fee as per details in Para 9. Candidates are required to indicate whether they want to receive the refund in the bank account which was used to make the payment OR alternatively, provide the details of Beneficiary Account in which they wish to receive the refund amount viz. Beneficiary Name, Account Number. Name of Bank and IFSC Code in the Online Application. Those candidates who have given the confirmation to receive their refund in the account from which they have made the application fee payment, need not fill these details and hence, this will not be visible for them. Only those candidates who do not wish to receive the refund in the account through which they paid application fee.
c)	Provide the details of a valid photo identity card and upload the same.
d)	Upload the scanned copy of photograph, signature and LTI, self-attested certificates in proof of date of birth, essential education/technical qualifications and caste certificate i.e., SC/ST/OBC/EBC/EWS, income certificate, self-declarations pertaining to the OBC candidates and minority community candidates and sports achievements.
e)	Make requisite payment using credit card/debit card or internet banking
f)	During submission of ONLINE application, a Unique Registration Number will be generated and issued to each candidate. Candidates are advised to preserve/note their registration number for further stages of recruitment process/correspondence.
g)	No change whatsoever will be entertained after final submission of on-line application and hard copy should be the same as submitted online. Submit the properly filled up application form, take 2 copies of print out of properly filled up application form.
h)	Candidates should have their own mobile number, valid & active personal email-id and should keep them active for the entire duration of recruitment as RRC/ER shall send all recruitment-related Communication only through SMS and email. RRC/ER will not entertain any request for change of mobile number and email address at any stage

i)	RRC/ER will not entertain any request for change of mobile and email address at any stage.
j)	To avoid last minute rush, candidates are advised in their own interest to register and submit ONLINE application much before the closing date since there may be a possibility of inability/failure to log on to the website of RRC/ER concerned on account of heavy load on the internet or website during last days of online registration.
k)	RRC/ER does not accept any responsibility for the candidates not being able to register and or /submit their application within the last day on account of aforesaid reasons or any other reason.
l)	In case of any difficulty in filling up of online application, please call on the Help Line Number and E-mail ID mentioned on the website of RRC/ER
m)	Candidates should note that applications received directly at RRC will not be entertained.

13. INVALID APPLICATIONS:

The applications having any of the following deficiencies, discrepancies or irregularities will be summarily rejected:

i)	Applications sent manually and not registered ONLINE
ii)	Registration of more than one application by the same candidate
iii)	Applications received after closing date as per schedule
iv)	Application without paying or paying less application fee than prescribed by this Notification.
v)	Applications which are incomplete, faulty or illegible in any manner.
vi)	Application without Date, Unsigned and Signed in Block or Capital or Disjoined letters may be the cause of rejection of the application
vii)	Application without proper scanned photograph, signature and LTI, other enclosures
viii)	Application without uploading a photo identity cards and proper certificates with respect of date of birth, educational qualification certificates in support of recognized sport achievement, caste/community certificates etc. as mentioned in this notification. Certificates not obtained from the appropriate authority are liable to be rejected
ix)	Candidate not possessing the prescribed educational qualifications and minimum sporting achievements at the time of submitting application.
x)	Over age or under age or date of birth not filled or wrongly filled.
xi)	Photograph not uploaded, black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo etc.
xii)	Any other irregularities which are considered invalid by RRC/ER.
xiii)	The application is liable to be rejected if any of the compulsory enclosure is not attached as indicated in the proforma of the application or the application is found defective in any respect
xiv)	No column should be left blank, which may also be the cause of rejection of the application.
xv)	Discipline should be mentioned in the application. Not mentioning the same may be the criteria of rejection of application.

Note: - The list only illustrative and not exhaustive. The applications will be rejected on any their irregularity /deficiency noticed by the RRC at any stage.

14. IMPERSONATION / SUPPRESSION OF FACTSWARNING

14.1. Any candidate found using unfair means of any kind in the examination, sending someone else in his/her place to appear in the examination/trial attempt to impersonate will be debarred from appearing in all the examinations of all the RRBS/RRCs for lifetime. He/she will also be debarred from getting any appointment in the Railways and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.

14.2. Furnishing of any false information to the RRB/RRC or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing at any selection or examination for appointment on the Railways or to any other Government service and if appointed the service of such candidate is liable to be terminated.

14.3. Candidates found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges, including free travel for appearing in the CBT/PET/DV shall lead to rejection of their candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by all RRBs/RRCs all over the country for a period of 2 years/for life as deemed fit and legal action will be initiated, if warranted. Candidate shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.