HOW TO APPLY :

Candidates are required to apply ONLINE to any one RRB for one particular post to any one RRB only. Application to more than one RRB for the same post will lead to rejection of all the applications for that post.

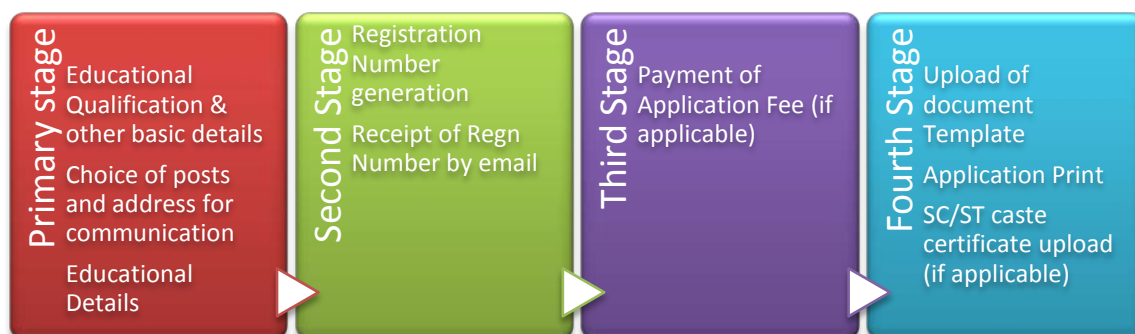**No physical copy of the application is required to be sent to RRBs.**

Pre-requisites for Applying Online:

a. Candidates should have a valid email ID and a Mobile Number which should be kept active till the declaration of results. It will help them in getting call letter advices etc. by e-mail

b. Keep ready one recent passport size colour photograph and stamp pad for affixing left thumb impression.

c. Scanner and printer for printing the Template(pre-defined layout) and scanning the filled in Template.

NOTE: Application is not complete unless the application is submitted, filled in Template is uploaded and fees (where applicable) are paid by candidates.

Step-by-step instruction:

1. Candidates can click on 'NEW REGISTRATION' to apply fresh to any RRB.

2. Select RRB for which the candidate wishes to submit the application and click on the 'APPLY NOW' button.

3. The stages in registration are as follows:

Primary stage	Second Stage	Third Stage	Fourth Stage
Educational Qualification & other basic details Choice of posts and address for communication Educational Details	Registration Number generation Receipt of Regn Number by email	Payment of Application Fee (if applicable)	Upload of document Template Application Print SC/ST caste certificate upload (if applicable)

4. In the **Primary** Registration page, select the qualification the candidates possess from the drop-down list available. Only those Educational Qualifications, which are relevant to the RRB for which the candidate is applying will be displayed in this list. In this stage, the list of posts (in the selected RRB) which a candidate is eligible is displayed. The candidates have to set their preferences for the various posts that they are eligible for, in the RRB they are applying to. They also have to fill in their Educational Qualification details, experience details (if any) and address for communication.

5. Fill in the other details like Name, Father's name, Community, Email Id, Mobile number and other details.

6. The next stage is the **generation of Registration Number.**The Registration Number of the candidate will be sent to the candidate's registered email id. This registration number will be used for all future logins and for completion of the registration process.

7. The candidates can proceed to the **Third Stage**(Payment Stage) of registration next through the '**Candidate Login**' menu from the home page of the registration portal and login with their Registration ID and Date of birth. They can pay the application fee (where applicable) through one of the following modes.

1. Credit/Debit Cards, Netbankingof banks other than SBI (Transaction charges extra)

   Candidates can pay through Credit/Debit cards and netbanking of various banks. Transaction charges are applicable extra.

2. SBI Debit card / Internet banking (No transaction charges)

   Using this mode, candidates who possess SBI Debit Card / Internet banking facility with SBI can pay the application fee. No additional charges are levied. The candidates must again login through the Candidate Login menu and enter the Receipt Number and deposit date.

3. SBI Bank Challan (No transaction charges)

   Candidates can download the Bank Challan prefilled with their specific details and make the payment in any branch of SBI and associated banks. After making the payment, the candidates must again login through the Candidate Login menu and enter the Journal number and deposit date.

4. Post Office Challan (Transaction/Processing charges extra)

   Candidates can download the Postal Challan prefilled with their specific details and make the payment in any Computerised post office across the country. Processing fees are applicable extra.

Except for the Online mode, candidates have to wait for three days after making their payment for the verification to be completed. Only when the payment is verified, the candidate can proceed to the next stage of Registration i.e., uploading of template and SC/ST certificate(where applicable).

8. In the **fourth stage** of registration, candidates have to download the **Template**. This is the single document on which candidates have to affix their photograph, signature, left thumb impression and write the declaration in their own handwriting. It is enough if the candidates scan this single Templateand upload it.

The scanned file should be in 100 dpi, colour, as JPEG format and file size should be between 100Kb and 200Kb.

The registration software will automatically crop the photo, signature, left thumb impression and declaration and display in the preview.

Sample images are also displayed in the preview to help candidates to compare and check the quality of their images. Candidates can submit the template if the preview is clear. Otherwise they can repeat the process using a fresh template.

After the final submission, candidates can print out their application for reference. The application printout need **NOT** be sent to the RRB.

SC/ST candidates who wish to avail free travel authority, have to upload the scanned copy of their caste certificate. The scanned file should be of JPEG format and file size should be between 50 Kb and 100 Kb.

9. **Editing of Applications** : Candidates can edit the application they have submitted by choosing the '**Modify Application**' button on the registration portal. **A fee of Rs.100/- has to be paid (no exceptions) to edit an application already registered.** Candidates must first make the payment before they can edit an application.

The two options available in Edit more are :

a. **Modify Application in the same RRB :** Candidates can make any changes to their application within the RRB to which they have applied.

b. **Modify Application and apply to different RRB :** Candidates who have applied to one RRB can opt to apply to a different RRB altogether. After making payment for Edit, the candidates can choose the RRB to which they want to re-apply. The application they have already made will be cancelled and a new Registration ID for the new RRB will be generated. Candidates can choose the RRB and login again with the new Registration number and complete the registration.