

## **INSTRUCTIONS FOR THE CANDIDATES**

- Click on - "Online application for engagement (Training) of Trade Apprentices".
- INSTRUCTIONS: Please go through the instructions carefully.
- Click on - "Click here to register".
- Fill in the details for registration, as per format on display.
- **Check each and every details entered carefully. You will not be able to edit these details after registration.**
- Click on - "Register".
- 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.
- Click on the link provided in your Email account to validate the Email ID and Password.
- In case you have entered correct email ID and still do not receive the email, please check your Spam, Junk folder. The email may have come in this folder also like Spam/Junk email.
- Enter OTP as received on your registered mobile number.
- Click on - "Verify Mobile No."
- In case OTP is not received, click on "Re-sent OTP".
- In case the mobile number is not correct, click on the check box to enter the correct mobile number.
- Change the password.
- Login with registration ID and new password.
- Select Cluster applying for.
- Select unit in order of preference, slowly and one by one.
- Click on "NEXT" button.
- Fill in the educational qualification details.
- In case of CBSE, fill-in the CGPA score. For other Board/Education Authority, fill-in the total marks obtained and maximum marks.
- Click on "NEXT" button to proceed further or "PREVIOUS" to edit.
- 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.
- Click "Save & Proceed" or "Previous" to edit.
- Make payment following the instructions carefully.
- Exempted candidates shall be allowed to skip the payment.
- Download the copy of application. Retain a hard copy or soft copy of the same for reference.
- Keep the application and registration number for future reference.
- Candidates will be given further intimation on email or/and SMS only.
- Select list will be displayed on RRC website also.