



RAILWAY RECRUITMENT CELL,  
NORTH CENTRAL RAILWAY

**General Departmental Competitive Examination (GDCE)**  
**Notification No. GDCE 01/2019**

Date Opening (ONLINE)	Date & Time of Closing (ONLINE)
21.10.2019	20.11.2019 23:59 hrs.

**Steps to be followed while registering the ONLINE Application.**

Once data is saved and application is submitted, no data can be changed.

(9).

- Click on the "GDCE ONLINE/ E-Application" Link.
- Click on the "New Registration"
- Fill up the basic details i.e Name, Community, DOB, Employee ID, Mobile No., Email ID
- Candidate will get Registration Number and a message of the same will also be sent on registered mobile no and email id. **Candidate should save the registration number for any future reference or to login again.**
- Candidate Dashboard will appear for filling up Personal details.
- Fill up the Personal details. Save & continue.
- Fill up the Employment details. Save & continue.
- Fill up the Education Qualification details. Save & continue.
- Upload the required documents. Save & continue.
- Fill up the preference for different categories. Save & continue.
- Save & Continue for Preview & submission of application. Once application is submitted, no data can be changed.
- Take printout of Annexure-1 and upload the same after signature of the Controlling officer/ Personnel Officer/ Supervisor where required in the form.
- A printout of the application should be taken for future reference

**Note :** 1. Do not send hard copy of the application to RRC, ALD by post.  
2. Step-by step procedure has been provided at the above para 9. However, candidates may contact at the Helpline Contact provided on the website in case of any difficulty or technical problem. However, it may be noted that RRC will not be held responsible if, a candidate is unable to fill application form because of lack of understanding of the procedure or technical problem of website.

**Helpline Contact:-** In case any Candidate has any difficulty in registering their applications ONLINE, they are free to contact the help line number from 09:00 to 18:00 hrs on all working days (Monday to Saturday).

- (10). **ONLY ONE APPLICATION** Eligible employee has to submit only one application against this Notification and employees submitting more than one application shall be disqualified from the selection process. Even if, such a candidate gets selected inadvertently, he/she will be disqualified and they will not be offered any appointment under this Notification for GDCE.
- (11). **Documents to be Uploaded:** The employee should upload following document in JPG format ( Photograph having size 15 to 40 KB, Signature & left hand thumb impression having size 10 to 20 KB & Employee Certificate (Annexure-1) having size 30 to 50 KB)

- Photograph:-** A colour photograph not older than three months, with clear front view of the candidate, **without cap and sunglasses**, should be uploaded. Candidate may note that RRC may, at any stage, reject the applications for uploading old/unclear photo or for any significant variations between uploaded photograph and the actual physical appearance of the candidate. **The photo affixed on the employee service certificate, uploaded in the online application and produced at the various stages of the exam must be the same.** Candidates are advised to keep extra copies of the same photograph for Aptitude/skill/speed/ Document verification etc. Application without photograph is liable to be rejected.

- b) **Signature:-**Running signature should be uploaded. Unsigned applications, signed in capital letters/ spaced out letters will be rejected.
- c) **Left Hand Thumb Impression:-** Clear thumb impression should be uploaded. Applications without clear thumb impressions is liable to be rejected
- d) **SC/ST/OBC Non- Creamy Layer:** The candidate who want to avail the benefit of reservation of SC/ST, must produce his/her Caste Certificate issued by appropriate authority as per sample Annexure-2 at the time of Document Verification. Similarly the candidates who want to avail the benefit of reservation of OBC, must produce OBC Certificate (in Central Government format by appropriate authority as per sample Annexure-3) with Non- Creamy Layer Certificate for the financial year in which they applied online as well as the financial year in which the appear for the Document verification.

**Employee Certificate (Annexure-1):-** Format in given Annexure-1 should be uploaded with the online application. Annexure-1 should be filled by the applicant with his signature and thumb impression (which must be the same as uploaded in the application) and verified by the applicants immediate supervisor duly signed with seal and mobile No. **Employee service certificate will be the only eligible ID at all stage of the GDCE.**