

FLOWCHART FOR FILLING UP APPLICATION FORM

STEP-1: NEW REGISTRATION

Enter the below details

1. Candidate First Name
2. Candidate Middle Name
3. Candidate Last Name
4. Have you ever changed Name? Y/N (If Yes provide New Name / Changed Name)
5. Mobile No
6. Confirm Mobile No
7. Email ID
8. Confirm Email ID
9. Date of Birth (DD-MM-YYYY)
10. Gender
11. Generate OTP for Mobile No Verification
12. Enter Captcha
13. Enter OTP received on Mobile No
14. Validate OTP
15. Agree terms on the above information
16. Press validate.
17. Check the details like Name, email, Phone, etc
18. Click on submit

Once the candidate clicks on submit the below message will appear

“The information once submitted cannot be modified. Click on 'OK' if you have verified the information to be correct and to submit else click 'Close' to review again and then to Submit.”

Note: This will complete the candidate's Registration, and the candidate will receive Registration No and password on his/her registered mobile no and mail.

Then click on Go to Application page.

STEP-2: APPLICATION FILLING

On the Application Page the candidate have to fill the following details:

1. Personal details
2. Applying type details
 - Domicile
 - Land looser
 - KRCL Staff
 - Employment Exchange
3. Post details

Examinations applying for

- i) Senior Section Engineer Civil /Senior Section Engineer Electrical
- ii) Station Master/Commercial Supervisor/Goods Train Manager
- iii) Technician-III Electrical/Technician-III/Mechanical/ESTM
- iv) Assistant Loco Pilot
- v) Track Maintainer/Pointsman

Candidate can select a minimum of 1 or maximum 5 as per their choice.

Post Preference (Preference 1 to Preference 9 depending upon Examinations applied for)

Candidate should select post preference in the order He/She want to choose the post in preferential order. The post given higher preference will be considered in case of selected for two posts.

4. Correspondence Address
5. Permanent address

Click **Save & Next button- Additional details** page will open

Additional details

Each tab will have sub tabs to fill

1. ESM Details
2. PwBD Detail
3. Govt Employee Details
4. Other Details
5. Identification Details (Personal Identification)
6. Identity proof details (PAN, Driving license, Voter ID, Passport)

Tick mark ✓ declaration box, then click Save & Next button- Qualification details page will open

Qualification details

Qualification (10th, 12th, ITI, Diploma, Graduation, Post Graduation and Apprenticeship in the trades)

Click **Save & Next button- City preference, Document & Payment** page will open

City preference, Document & Payment

1. Test City Details

Candidate can select 3 preferential cities from the available city list.

In case the selected cities are not available, in rare cases will be allotted the nearest city.

2. Document Upload

Candidate has to upload the below documents

- Passport size photograph
- Signature (clearly visible)
- Cast certificate (only for SC/ST candidates)

After uploading above documents, click on view button

3. Payment Details

Here, Candidate's Name and Applicable Registration fee will display.

Tick mark ✓ declaration box, fill captcha and submit application

Candidate will proceed to the payment page and pay the fees according to the number of examinations selected. There will be multiple methods of payment from which the candidate can select any one payment mode. After Payment completion a confirmation will be received.

The candidate can take a printout or save the application from the print button.