NCR RRC PRAYAGRAJ APPRENTICE ONLINE FORM 2021

Applicants are advised to go through the instructions and detailed advertisement available on the RRC - Prayagraj Website and read before filling up the their application forms.

GUIDELINES TO FILL UP THE APPLICATION FORM -

PART – 1 (Registration)

1. Candidates will have to choose the **ITI Trade Name** .
2. Enter The **Registration No of www.apprenticeshipindia.org** .
3. **Applicant's name:** Applicant must fill his /her Full Name as per name in his/her matriculation certificate. Prefix in the name like Mr/Miss/Mrs/Sri/Shri/Dr etc must be omitted while entering in First , Middle & last name fields.
4. **Date of birth:** Date of birth must be entered in DD/MM/YYYY format as per date of birth in his / her matriculation certificate.
5. **Mobile Number :** Mobile number is mandatory. Enter a valid mobile number through which communication can be sent from RRC Prayagraj.
6. **E-mail ID :** Applicant can enter valid email ID for future reference so that information related to recruitment can be sent through the Email-ID. If candidate haven't mail-Id. Create ID Before Filling the application.

You will have to enter all the above points at the time of registration, after registration, you will fill your details by logging on to the portal and upload the file related to the application, which will also have photo-signature and documents.

PART – 2 (Fill The Personal Details)

1. **Father's Name :** Applicant must fill his/her father's name as per name in his / her matriculation certificate. Prefix in the name like Mr/Sri/Shri/Dr etc must be omitted while entering in the name field.
2. **Mother's Name :** Applicant must fill his/her mother's name as per name in his / her matriculation certificate etc. Prefix in the name like Mrs/Smt/Dr. etc must be omitted while entering in the name field.
3. **Aadhaar Number :** Aadhaar Number is optional. Applicant must enter his /her 12 digit Aadhaar number, if he / she posses Aadhaar Number. If applicant not having his/her aadhar card can enter the 28 digits aadhar enrollment id printed on the aadhar enrollment slip.
4. **Nationality:** Applicant must fill his /her nationality accordingly.

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5. **Gender** : Applicant must select as applicable (Male or Female).
6. **Category** : Applicant must fill category in which he /she belongs to i.e. Gen/UR , OBC, SC, ST. Applicants belonging to OBC/SC/ST category must produce relevant document /certificate in prescribed format mentioned in advertisement at the time of documentation.
7. **Religion** : Applicant must fill his/her religion i.e. Hindu, Muslims, Christians, Sikhs, Buddhists, Zoroastrians(Parsees) & Jains or others.
8. **Identification Marks** : Identification mark of an applicant is mandatory. Applicant must enter his/her identification mark accordingly.
9. Whether **Ex-Serviceman:** Applicant must opt one of the options – "Yes "or "No".
10. **Permanent Address**: Applicant must fill his / her permanent address details in the available fields accordingly.
11. **Correspondence Address**: Applicant must opt one of the options "Yes" or "No". If correspondence address is completely the same as the permanent address, he / she can choose the option "Yes". Otherwise, details of the correspondence address must be entered accordingly and proceed.

PART – 3 (Fill The Qualification Details)

1. Educational/Technical Qualification details: Applicant must fill /enter his /her qualification details from matriculation level onwards accordingly.

Educational Qualification

Qualification	School/Board Name	Roll. No	Passing Year	Max. Mark	Obt. Mark	%

Technical Qualification

ITI From NCVT/SCVT	Board/Educational Authority / Institute	Trade	Passing Year	Max. Mark	Obt. Mark	%

PART – 4 (Upload Documents)

1. **Upload Photo** : Upload your passport size photograph in **JPG** format which must be less than **20 kb** and greater than **70 kb** of resolution 100 pixel widths by 120 pixels height.

2. **Upload Signature** : Upload your signature in **JPG** format which must be less than **30 kb** and greater than **4 kb** of resolution 120 pixel widths by 60 pixels height.

3. **Upload Required Certificates**: Upload your certificates (list below) in JPG/PDF format which must be less than **200 kb** and greater than **50 kb** of resolution 100 DPI.

8th Document, 10th Document, ITI Certificate/NTC, Cast Certificate (if EWS/OBC/SC/ST), Certificate, Ex-Service Man Quota (Discharge/Service Certificate)

Note 1 :- Once photograph and scanned signature uploaded press "Upload" button. Once uploaded successfully, then a page with Post Applied & Registration No. shall be generated. Note down registration number or take out the print out of the Acknowledgement. Applicant can make payment by online Mode.

Note 2 :- Proper tracking features have already been generated in software to find out the location of Applicants who filling the application form online. If any Applicants fill wrong information in their application form or pastes, fake photograph of any other person/celebrity or object or puts blank photo etc, suitable action will be taken against them as per provision under cyber crime IT Act 2000.

PART – 5 (Payment)

1. **Mode of payment** : Applicant will pay requisite fee Rs. 100/- along with service charge as applicable through through net Banking/Credit, Debit Cards and UPI of any bank. Net amount to be paid including all applicable charges will be shown on screen and which has to be paid. No amount will be refunded in any case. Applicants are advised to be careful while making payment and avoid making multiple payment against single registration, as payment made are nonrefundable. If they are making such payment, it will be their own risk/loss.

2. **Proof of candidature:** Applicant must get a print of application form after final submission. If payment is not applicable then print can be taken out immediately. Applicant belonging to Gen/OBC can take print out only after payment of applicable fee. In case, payment is not made successfully due to banking error or other network problem, then the Applicant can pay the amount again. The applicant will note down their registration number, which will also be sent to their registered Mobile number or E-mail ID. For payment they will again log in system and go straight for payment mode, and then proceed for payment.

3. Applicants are advised that they should submit their application forms after filling each and every column of application **form correctly** and to their entire satisfaction.

4. After submission of form any request for **change/correction** in any particulars in the application form shall not be entertained under any circumstances. RRC will not be responsible for any consequences arising out of non acceptance of any correction/addition/deletion in any particular field in application form whatsoever the reasons may be.

5. Application form with **blurred photograph** will summarily be rejected.

6. Application **form incomplete** in any respect will summarily be rejected. No complaint in this regard will be entertained.