

**INSTRUCTION FOR THE CANDIDATES WHO APPLY FOR GDCE QUOTA
ONLINE APPLICATION 2023.**

Before applying ONLINE, candidates are advised to keep scanned copies of following documents in JPEG format (300 KB each) ready with them:

- i) Scanned Passport size photograph.
- ii) Scanned Signature.
- iii) Scanned Copies in proof of date of birth, education and Caste.

Step 1: Candidate Click on the New Registration.



Step 2: Enter Your Employee code/Pf No. & Dob.

Employee Code/Pf No. (11 digit) is printed in your pay slip
Date of Birth (dd/MM/yyyy) ie 01/01/1990:
Select Qualification:
Present Pay Matrix Level (Without MACP) :

Step 3: Select the post.

Set Post Preference :

1	2	3	4	5	6	7	8	9	10
19- Junior Engini	20- Junior Engini								
11	12	13	14	15					

[Junior Engineer Posts](#) Click here
 19- Junior Engineer/C & W
 20- Junior Engineer/Diesel/Mech.

Step 4: Filled the personal information.

Personal Information

Candidate Name :
Aadhar Number :
HRMS ID of the Employee :
I-Pas No. of the Employee :
Father Name :
Mother Name :
Date of Birth : dd/MM/yyyy Mobile Number :
Email Id : Gender :
Religion : Community :
Railway Emp : Yes No Working Unit :
Present Grade pay :
Physically Handicapped : Yes No
Education : Examination Language :
Proposed Exam City :

Step 5: Please go to your Email ID/SMS then click on the login.

UserID And Password Sent on Your Register Mobile Number And EMail Address..!!

[Login](#)

Step 6: Enter Registration/User id & Password

**INSTRUCTION FOR THE CANDIDATES WHO APPLY FOR GDCE QUOTA
ONLINE APPLICATION 2023.**

Login

Registration/User Id :

Password :

Step 7: Employee Details & Address Details..

Employee Details

Nearest Railway Station :

Railway Emp : Yes No Date of Appointment :

Working Station Description :

Working Designation Description :

Controlling Officer :

Address Details

Address :

Pincode : Country :

State :

Landline Number : STD - District :

Step 8: Enter Education Details.

Education Details

Pass Year	University/Board	Cert. No.	Percentage	
SSC (10th) <input type="text" value="YYYY"/>	<input type="text" value="SCHOOL/COLLEGE"/>	<input type="text" value="Tenth Cert N"/>	<input type="text" value="Tenth Percent %"/>	
Pass Year	Discipline	Institution/College	Cert. No.	Percentage
Diploma in Mechanical : <input type="text" value="YYYY"/>	<input type="text" value="DISCIPLINE"/>	<input type="text" value="SCHOOL/COLLEGE"/>	<input type="text" value="Cert. Number"/>	<input type="text" value="Percentage %"/>

Other Details

Caste Cert. Number : Cert. Issue By : Cert. Issue Date :

Mark of Identification(Visible & Permanent) :

Step 9: Upload the following documents then Submit.

Upload Photo/Sign/Age proof/Cates/Education Cert in JPGE format (Size should not be more than 300kb).

Photo <input type="button" value="Choose File"/> No file chosen <input type="text"/>	Sign <input type="button" value="Choose File"/> No file chosen <input type="text"/>	Age proof : <input type="button" value="Choose File"/> No file chosen <input type="text"/>	PwBD Cert : <input type="button" value="Choose File"/> No file chosen <input type="text"/>
Caste Cert <input type="button" value="Choose File"/> No file chosen <input type="text"/>	Diploma in Mechanical Cert. : <input type="button" value="Choose File"/> No file chosen <input type="text"/>	Pay Slip June 2023 <input type="button" value="Choose File"/> No file chosen <input type="text"/>	

I declare that I am a regular employee of SECR and not working as trainee/substitute.
I declare that above information is correct and I may be taken up under D&AR if found false/incorrect.

Step 10: An application in pdf is generated. Please take a printout.

PLEASE DONT SEND THIS COPY TO RRC OFFICE OR ANY OTHER OFFICE. KEEP WITH YOU FOR FUTURE REFERENCE.

Step 11 If any correction in your application so please click on the Modify button.

[Click Here to Modify](#)