

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR RECRUITMENT OF
3rd Batch of Modern Coach Factory Act Apprentice.

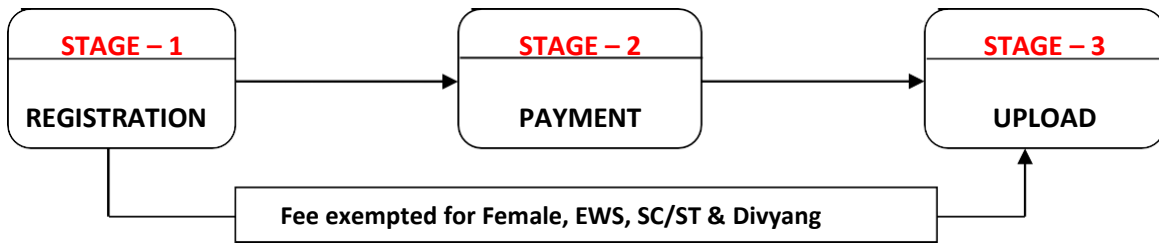
Before filling up the Online Recruitment Application, candidates are advised to go through the relevant Advertisement / Notification available on www.mcf.indianrailways.gov.in and www.mcfrecruitment.in.

A. GENERAL INSTRUCTIONS

1. Applicants are advised to read the instructions and guidelines for filling up the form carefully before submitting application form.
2. Only online applications submitted before the scheduled date shall be accepted. Application sent by any other mode shall not be accepted.
3. Incomplete details in application or application submitted without photograph, signature or any other supporting document shall be rejected.
4. Applicants are required to provide all the mandatory information [**Marked with * (asterisk) sign**] in the application form.
5. The applicants shall be responsible to ensure that all the details are successfully submitted online before the closing date and print the Complete Application Form. Half-filled applications shall be treated as incomplete and shall be deemed to be rejected.
6. If a candidate submits more than one application form for the same post, his/her candidature shall liable to be cancelled and no communication shall be sent in this regard.
7. Before applying, the Candidates must ensure that they have the following documents ready with them:
 - a. Online payment facility.
 - b. Scanned copies of the following in the given size and in “.jpg”, “.jpeg” or “.png” file format only:
 - i. Candidate’s Photo (Size 15KB to 50KB) (It should be a passport size photograph and not a selfie).
 - ii. Candidate’s Signature (Size 5KB to 30KB). Signature must in Black or Blue ink on white paper and it must be clearly visible.
 - iii. High School (Class 10th) Certificate (Size 100 KB to 200KB).
 - iv. Other documents supporting claim for Category, ITI etc. (Size 100 KB to 200KB).
8. To apply online visit <https://www.mcfrecruitment.in>

B. PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION

This online application form has following three stages:



STAGE - 1

1. Click on “**REGISTER**” and the registration form appears.
2. Select the post (ITI) and trade for which you are applying.
3. Continue filling all the personal information such as Candidate Name, Father’s Name, etc. on the Form.
4. Select your category from the drop down.
5. If you are a general candidate and come under **EWS (Economically Weaker Section)** select the EWS option.
6. If you are a **Differently Abled (Divyang)** person, please select the category i.e. **OH, HH, VH** in the **Divyang Status**.
7. After entering your **Date of Birth** click on the **Check Age Eligibility** button to check whether you are eligible or not for MCF ACT Apprentice. Unless you are eligible, you will not be able to proceed.
8. If you are eligible, proceed with filling up of contact details. The candidates must provide only their contact details and not of any other person so that the mobile number and email can be used for further communication.
9. Enter your **Educational Details**. If you passed out High School in a **Grade System** enter the CGPA scored. If it was not a grade system, then enter the **Total Marks** and **Obtained Marks**.
10. Enter the **Captcha Code** as displayed in the box given.
11. Select the Check Box declaring “**I HAVE READ AND ACCEPT TERMS & CONDITIONS**”.
12. Click on **SUBMIT** to complete the registration. If you want to change any information click on **RESET** and complete the form again.
13. Print / Download the Registration Form for further reference.
14. After successful registration, **applicant will get a SMS and an Email** comprising Control no. and Password Details **on the mobile number and Email Address given in the Registration Form**; this will be required by the candidate for Login again and completing the Online Application Form.

STAGE-2

1. After Registration, visit the home page of the portal.
2. Click on **“Sign In”** and fill up the **Control Number** and your **Registered Mobile number** (as mentioned in E-mail / SMS / Registration Slip) and click on **“Login”** to proceed.
3. The Page for payment appear (except in case the candidate is Female, belongs to EWS, SC/ST category, or a Divyang Candidate where the Fee has been exempted).
4. Click on **“PAY NOW”** and you will be redirected to the **SBI Collect** Page for online payment.
5. After making payment the candidate can complete their form by logging in **only after 24 hours.**

STAGE-3

1. The Candidates who have made payment 24 hours before and the candidates exempted from fee need to click on **“Sign In”** on home page to complete their form.
2. Fill up the **Control Number** and candidate’s **Registered Mobile number** (as mentioned in E-mail / SMS / Registration Slip) and click on **“Login”** to proceed.
3. Enter your correspondence address and permanent address.
4. In **Upload Documents** Candidates must upload only the relevant documents in the following sequence in .jpeg, .jpg or .png file format with size as specified below:
 - i. Candidate’s Photo (Size 15KB to 50KB) (It should be a passport size photograph and not a selfie).
 - ii. Signature image (Size 5KB to 30KB)(Signature must in Black or Blue ink on white paper and it must be clearly visible.)
 - iii. Certificate of High school (10th Certificate). (Size 100 KB to 200KB)
 - iv. Certificate of EWS category which makes him/her eligible for applying for the post.(If required) (Size 100KB to 200KB)
 - v. Certificate of Ex-Service Men, which makes him/her eligible for applying for the post. (If required) (Size 100 KB to 200KB).
 - vi. Certificate of Cast, which makes him/her eligible for applying for the post. (If required). (Size 100 KB to 200KB).
 - vii. Certificate of ITI, which makes him/her eligible for applying for the post. (If required). (Size 100 KB to 200KB).

5. After uploading all the documents, enter the **Captcha Code**.
6. Before final submission of online Application Form, read the declaration given on the website carefully and select the check box, failing which Applicant will not be able to submit the application form.
7. Applicant must check the information details carefully before final submission of application form.
8. For final submission click on **“SUBMIT”** and the form is saved.
9. No corrections can be made once the form is submitted.
10. Upon successful submission of the Application Form, applicant will receive an SMS and an E-Mail on his/her RMN (Registered Mobile No.) and E-Mail that will ensure application reference no. which can be used for future reference.
11. Candidates are advised to take a print of this page by clicking on the “print” option available for their future reference.
