

INSTRUCTIONS TO CANDIDATES FOR FILLING UP THE APPLICATION FORM FOR SITE ENGINEER

The RVNL online application process involves completion of a 5-step application process, the details of which are given below. Candidates desirous of applying on line during the prescribed time are required to carefully & thoroughly read the instructions(including taking out a printout as a ready reference) given below before submitting their online application. The instructions given below attempt to clarify all the doubts of a potential candidate applying in RVNL, based on the queries received in the Helpline number of HR department of RVNL.

Candidates are also advised to desist from immediately trying to contact the Helpline Number without reading the instructions for given below. While some columns in the application form are to be compulsorily filled up marked by a red asterisk *, some columns like documents uploading etc are optional which are also marked as “(Optional)”. While a candidate may chose not to fill in the Optional columns, he/she is required to compulsorily fill in the mandatory columns for successful submission of his application.

Instructions for filling up the application form

Step-1 require a candidate to fill up the personal details of the applicant which have to be compulsorily filled up and upon hitting save button or next button at the end of Step-I, registration number and the password is sent by SMS to the mobile number mentioned in Step-1 of the application form. The facility has given to fill in the subsequent steps at any time before the last date for completing the other steps. Ideally, completion of all the Steps in a single attempt is advisable.

Candidates are also advised to give their permanent address in Address for communication and a permanent mobile number and email id as this would be the source for future communication including issue of engagement letter on their final selection. Candidates are requested to avoid giving their hostel address and temporary address where communication at a later stage cannot be established by the Company.

Step-2 contains the details of the educational / professional qualifications a candidate has acquired. A candidate would be required to fill in the details of the marks scored in their 10th, 12th, diploma(where applicable) and their degree examination.

Candidates who have not done diploma in engineering would need to click the column “Not applicable” in Step 2 to enable them to go Step 3.

Details of Graduation are required to be entered either in Table A or Table B or Table C. On selection of either among the three, the other two Tables becomes inoperable. Table A is for candidates who wish to enter their overall percentage secured in their Degree examination combining all semesters.

Table B is for those whose final scores in their Graduation are in CGPA or DGPA and the percentage equivalent has to be entered by the candidate as per the conversion factor of the college / university . The onus of entering the correct percentage confirming to the CGPA ./ DGPA score would rest with the candidate.

Table C pertains to those candidates whose CGPA/DGPA would be automatically converted into percentage as per RVNL norms which would be as $CGPA/DGPA \text{ score} \times 0.75 \times 10$

As regards GATE score, candidates are required to select the GATE exam year 2014 or 2015, fill in the details of their GATE registration no., subject, marks scored out of 100 and their GATE Score in the column 'marks out of 1000'

Step – 3 contains the details of location preference and the details of the work experience a candidate wishes to enter. Under location preferences, a candidate has to compulsorily fill in at least a minimum of 2 preferences distinct from each other. For e.g., if the preferences available are Kolkata, Kanpur & Jodhpur only then the 1st preference being Jodhpur, the 2nd preference can be either Kolkata or Kanpur and not Jodhpur. Candidates are required to carefully fill in this column so that they can successfully go to Step 4

In **Step-4**, candidates are required to upload their passport size photograph, their signature and copy of their latest GATE score card. It may be seen that this is an optional step and where candidates find difficulty in uploading their GATE score card(scanned copy in JPEG or pdf) or in the event of its non-availability, this step being an optional step may be skipped and candidates may proceed to Step 5 for completing their registration and submission. However, photographs & signature need to be uploaded in Step 4 of the application.

In **Step-5**, candidates are required to fill details of their conviction under law(if any) etc and under references details of any two responsible persons with whom the candidate is acquainted with(other than close relatives & parents) may be given. Candidates should note that the details of the persons referred need not necessarily be belonging to Railways or the Company but such persons referred to should be in a position to give a good opinion about the candidate in the event of them being contacted to know about the conduct/character of the candidate

Before hitting the SUBMIT button in **Step-5**, candidates are requested to check in all details filled by them for their accuracy and correctness and necessary rectification as the case may be. Once the SUBMIT is hit, no further changes to the application would be applicable and the candidates would be solely responsible for wrong information keyed in which would also liable to their candidature being rejected at any stage of the recruitment process.

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