

DETAILED PROCESS FOR FILLING-UP/SUBMISSION OF ONLINE APPLICATION:

1. Candidates are required to apply online through website www.railtelindia.com or <https://railtel.cbtexam.in/> only. No other means/mode of application will be accepted. **(Before applying for registration candidates are advised to have their scanned Photo, scanned Signature and scanned Left Thumb Impression for uploading. The file size should be not more than 100kb in .jpg format only)**
2. Candidate can apply for maximum of one post in each Group. If candidate wants to apply in **BOTH** the groups they will have to fill up application twice and pay the fees **TWICE**. Group I & II examination will be held separately.
3. Candidate are required to have a valid personal e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new E-mail ID before applying online.
4. Candidates are required to go to the website of RAILTEL i.e. www.railtelindia.com and click on the link "Careers" or <https://railtel.cbtexam.in/>.
5. Candidates are required to follow below process for registration. The Name entered in the online application form should match exactly with the Matriculation Certificate to be produced at the time of selection process.
6. Registration to be completed in 6 steps:
 - **Step 1: Select Post Applied & Enter Basic Details.**
 - **Step 2: Enter Minimum Educational / Professional Qualifications.**
 - **Step 3: Upload Scanned Photo, Scanned Signature and Scanned Left Thumb Impression.**
 - **Step 4: Application Preview or Modify.**
 - **Step 5: Payment Online Mode** (via credit card, debit card, net banking, UPI etc.)
 - **Step 6: After paying the application fees, save the copy of filled application form for further recruitment related activities.**
7. Candidates will have to upload scanned copy of passport color photo, signature and left thumb impression. Size of these scanned copies should be within 100 kb and in .jpg files only.
8. Only online payment of registration & application processing fees (non-refundable) is applicable. **There will not be any other mode of payment of registration & application processing fee. Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheque, postal stamps etc., will not be accepted, towards registration & application processing fee.**

Note: Bank charges will be borne by the candidates.
9. RAILTEL will not be responsible for any network problems in submission of online application.
10. Candidates are advised to fill the post judiciously as per the advertisement released by RAILTEL.
11. Candidatea are requested to enter the details in the online application format carefully. Before final submission of application, there will be a preview available to the candidates in case of modification required. **After submission of the application, no modification will be permitted and fees once paid will not be refunded.**

NOTE: Candidates are advised to apply through above mentioned website only. Candidates will be solely responsible for submitting their application through any other website. Candidates are requested to check RailTel's website regularly for any update.

RAILTEL will not responsible for any delay on candidate's part.