



## CENTRE FOR RAILWAY INFORMATION SYSTEMS

(An Organisation Under Ministry of Railways)

### Recruitment of Junior Software Engineers (JSE) and Junior Network Engineers (JNE)

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. CRIS SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE REGISTRATION FORM AND E-RECEIPT WITH YOU FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE REGISTRATION FORM OR ANY DOCUMENTS TO THE OFFICE OF CRIS.

#### Important Dates

Opening Date for On-Line Registration of Application	09.01.2017 10:00 a.m.
Last date for Completion of Step-I and Step-II of On-Line Registration	08.02.2017 6:00 p.m
Last date for depositing application fee at State Bank of India (SBI)	14.02.2017 11:30 p.m.

### **INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATIONS**

#### General Instructions:

1.	Read the Instructions carefully and select "I Agree" and Press 'Start' button to proceed further.
2.	For detailed Notification of Recruitment of Junior Software Engineers (JSE) and Junior Network Engineers (JNE)), <a href="#">click here to Download</a> the Detailed Notification. Please read it carefully before filling the on-line application.
3.	The number of vacancies is tentative and may increase or decrease at sole discretion of CRIS.
4.	Only Indian Nationals fulfilling eligibility criteria can apply for the above post..
5.	Category [Unreserved/SC/ST/OBC] once filled by candidate in the online application form will not be changed and no benefit of other category will be admissible later on. Vacancies reserved for OBC category are available as per the Govt. of India Guidelines. Regarding the upper age limit and relaxation in age as per the Govt. of India Guidelines, please refer to the detailed notifications.
6.	Before starting to fill up the on-line application, the candidate should keep at hand the following details/documents:-  a. His\Her educational qualifications as per eligibility criteria (from 10th/ Matriculation onwards) with percentage of marks obtained (please calculate percentage from CGPA / OGPA in advance as per university conversion formula. b. His\Her personal details. c. Relevant certificates like Caste, Service certificate etc., respectively for SC/ST/PWD seeking fee relaxation. d. His\Her scanned photograph (not older than 03 weeks) of file size upto 100 KB and scanned signature file size up to 100 KB , in jpg/ jpeg format. e. His\Her scanned relevant certificates/documents (as applicable) of file size upto 1 MB, in PDF format.

#### How to Apply:

I.	Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
II.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I. <b>Once the form is submitted, it can't be edited.</b>
III.	The step by step process for submitting the application form for the <b>Recruitment of Junior Software Engineers (JSE) and Junior Network Engineers (JNE)</b> , is given below:

	<p><b>Step-I: Registration of Personal Details, and Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail Id.</b></p> <p><b>Step-II: Login to complete the Personal Details, Qualification Details, Declaration.</b></p> <p><b>Step-III: The payment of Application Fee after 24 hours through Online mode via Debit card, Credit card or Internet banking through State Bank collect of State Bank India.</b></p>
IV.	Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
<b>STEP-I</b>	
a.	Candidates agreeing to the terms & conditions may apply by clicking 'I Agree' Checkbox given below and pressing the 'Start' button.
b.	The candidate should fill up all the desired information i.e. <b>Personal Details, Contact Details</b> etc. correctly.
c.	On completion of Step 1, a message will be received in the candidates's registered Email ID conveying his registration login ID and password.
<b>STEP-II</b>	
d	After registration, candidate has to login and complete application form like Personal Details, Qualification Details and Declaration etc.
e	<p>Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. They should note that only jpeg format is acceptable:</p> <p><b>i. Photograph Image:</b></p> <ul style="list-style-type: none"> <li>• Photograph must be a recent passport size colour picture on light background ( not older than 3 weeks in JPG or JPEG format only, size limit 80 KB).</li> <li>• Look straight at the camera with a relaxed face.</li> </ul> <p><b>ii. Signature image:</b></p> <ul style="list-style-type: none"> <li>• The applicant has to sign on white paper with Black ink pen.</li> <li>• The signature must be signed only by the applicant and not by any other person.</li> <li>• Please scan the signature area only and not the entire page.</li> <li>• Size of file should be between 10kb – 30kb.</li> </ul> <p><b>iii. Certificate image:</b></p> <ul style="list-style-type: none"> <li>• •Please scan the relevant Certificates.</li> <li>• •Each Certificate in JPG/JPEG/PDF format only and Size of file should be 1 MB.</li> </ul>
<b>STEP-III:On-line Fee Depositing process in State Bank India (SBI) through SB Collect System</b>	
I	Candidate needs to re-login and click the “Make Online Payment” tab <b>after 24 hours(minimum) of submission of the application. DO not click Refresh or Back Button while making payment.</b>
II	Steps to be followed in SB Collect portal for Online Payment: 1. System will redirect you on CRIS JSE JNE application fees collection page of State Bank Collect Portal. 2. Enter Application Sequence Number and Date of birth,then click on submit Button. 3. Kindly check & confirm the details shown on the screen i.e. Application Seq No., DOB, Name, Mobile No, e-mail ID, post & category, etc., then click on Submit/confirm Button. 4. Select the Online Payment Option. 5. Kindly make the online payment via credit or debit card or Net banking and retain the transaction number for future reference.
III	Candidates are advised to keep with them the copy of the e-receipt as a token of remittance of fee for future reference.
IV	Candidates are advised not to attempt for registration more than once. In case of multiple registrations, their candidature is liable for cancellation/rejection without any notice/intimation.
V	After depositing the application fee via online mode of SB Collect, candidates can check the status of their payment by logging into the form with their credentials. If they don't see the updated status, they can mail to <b>Helpdesk mail id: crishelpdesk.2017@gmail.com</b> with scanned copy of e-receipt about the same.
VI	<b>Technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: crishelpdesk.2017@gmail.com and Helpline No :18002669063</b>

**PLEASE REFER THE NOTIFICATION AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.**

*I Agree that I have read and understood clearly all the above instructions and eligibility conditions including advertisement for the post I am applying and agree to abide by all conditions during the process of recruitment.*

[Click Here to Apply](#)