

## Steps of filling the DRCC Application form

- Visit the following link: <http://online.bih.nic.in/DRCC/> and click on ‘Click Here to Apply Online’
- Will redirect to the **User Login Page**

### **STEP 1: REGISTRATION**

**New Registration:** First step will be registration by the candidate.

- Click on [New Registration](#) or ‘[Click Here to Register](#)’ to go to the registration form page
- **Registration: Basic Information page**
  - √ Fill in ‘Post Applied for’ by **selecting one** of the following posts:
    1. Manager
    2. Assistant Manager, Project and Accounts
    3. Assistant Manager Schemes

**Note: Only one Application should be filled for one post by an applicant. The candidates who wish to apply for more than one position should submit a separate completely filled application for each post along with relevant documents and scanned certificates.**

- √ Fill in First name, Middle name (if applicable) and Last name
- √ Fill in Father’s First name, Middle name (if applicable) and Last name

**Note: Please mention name as the same as the Matriculation Certificate (*Do not use title/salutation e.g. Mr./Ms./Sri/Smt. etc. before name*)**

- √ Select Date of Birth by clicking on the Calendar icon  
Select the Month and Year, then the exact date on the Calendar
- √ Select whether ‘Yes’ or ‘No’ for the Domicile of Bihar

**Note: If Domicile of Bihar and availing reservation, provide Residential certificate/proof in the Upload section in the form.**

- √ If physically handicapped, tick the checkbox  
If not, leave the checkbox blank

**Note: If Physically Handicapped, provide a relevant document by a competent authority for the Upload section in the form.**

- √ Select Gender by choosing ‘Male’ or ‘Female’ or ‘Other’
- √ Select Category by choosing ‘GEN’ (General) or ‘MBC’ (Most Backward Class) or ‘BC’ (Backward Class) or ‘SC’ (Schedule Caste) or ‘ST’ (Schedule Tribe)

**Note: If availing the benefit of reservation, provide the caste/OBC certificate issued by a competent authority as applicable in the Upload section in the form.**

- √ Fill in the most recent and operational email id accurately
- √ Fill in the mobile number. Ensure this number is operational and accessible
- √ Create a password and confirm password to ensure accuracy
- √ Enter Captcha code in the blank of '**Enter Code Shown**'. The code is case sensitive

For example:

A captcha code consisting of the letters D, P, V, and E in a green, slightly blurred font.

Correct: DPVE

Incorrect: dpve

- √ Recheck all details filled and Click on **Register** to finalize
- √ Please check the bottom part of the page where reason for not accepting the registration will be mentioned highlighted in red and make the necessary changes
- √ If **registration is successful**, page will show
  1. 'You are registered successfully' with the User ID and Password
  2. Candidate will receive a confirmation text message:

'Registration Successful. Name: ABC; User ID: GKO337SB; Password: XYZ. Please login and apply for the post 'Manager', District Registration and Counselling Center (DRCC), Government of Bihar'

- √ If registration **unsuccessful**:
  1. Recheck that all details have been filled correctly.
  2. Incase all details are correct and you are still not able to login, click on the Click Here option in point number 8 on User Login page 'Incase of any technical problem in filling Application form. Please send request [[Click Here](#)]. Please specify your contact mobile/Phone No.'
  3. If already registered a query, track the query by clicking on [[Click here](#)] in point number 9 'Know Your Query Status'

## **STEP 2: LOGIN**

- After successful registration, click on 'Continue' page which will lead the candidate back to the User Login page.
  - √ Fill in User ID, Password and Captcha code as noted down/in text message
  - √ Click on 'Login' after details have been filled
  - √ Incase of **unsuccessful** login:  
Click on the Click Here option in point number 8

‘Incase of any technical problem in filling Application form. Please send request [[Click Here](#)]. Please specify your contact mobile/Phone No.’

√ Enter Captcha code in the blank of ‘**Enter Code Shown**’

**Note: The code is case sensitive**

For example:



Correct: **DPVE**

Incorrect: **dpve**

√ Click ‘Login’

### **STEP 3: APPLICATION FORM**

- After successful login, candidate on Application form page
- Application Checklist will have a green tick next to the Registration: Basic Information
- √ To fill Application form, click on ‘Personal Details’
- √ Post Applied for; Applicant name; Father’s name; Date of Birth; Gender; Category; Email and Mobile No. will be automatically filled based on the Registration page.

**Note: Upload Matriculation certificate, Residential certificate and Caste certificate (if applicable) in Upload section**

√ Fill in Mother’s name

**Note: The mother’s name should be spelt correctly**

- √ Fill in Phone number with STD code with no ‘-’ or space in between the numbers. For example: 01126196538
- √ Fill in the Correspondence address and accurate pin code
- √ If Correspondence and Permanent Address are the same, tick the ‘**Same as Above**’ checkbox
- √ If Correspondence and Permanent Address is different, then leave the ‘Same as Above’ checkbox blank. Fill Permanent Address separately.
- √ If Domicile of Bihar, select Home District and Home Block from the dropdowns
- √ If **not Domicile of Bihar**, select the option ‘OTHER’ in dropdown
- √ Recheck all details filled and **tick the checkbox of the declaration statement to finalize:** ‘I hereby verify that the information submitted by me is true the best of my knowledge and belief. If any of the above information shared by me is ascertained to false/incorrect my candidature may be rejected.’

- √ Click '**Save**' to finalize this section. Will get a confirmation pop up saying '**Personal Details Saved Successfully.**'
- √ If not saved, the reason will be mentioned at the bottom of the page. Please follow the instructions and click save again.
- √ To return to the Home page with Application and Document Upload Checklist click '**Go to Home**'

#### **STEP 4: QUALIFICATION**

- After completing the Application form successfully, click on 'Educational Qualification'
  - √ Fill in Matriculation category:
    1. Enter Board/University. For example, "CBSE" or "Bihar School Examination Board"
    2. Select Passing Year from the dropdown. For example, "1990"
    3. Fill in percentage of marks obtained. For example, "95". Do not insert the % sign.
  - √ Fill in Intermediate category:
    1. Enter Board/University. For example, "ICSE"
    2. Select Passing Year from the dropdown. For example, "1990"
    3. Fill in percentage of marks obtained. For example, "91". Do not insert the % sign.
  - √ Fill in Graduation category:
    1. Fill in Board/University from which the degree has been received. For example, "University of Delhi" or "Patna University".
    2. Fill in Stream/Specialization selecting from the following options:  
BA; B.Com; BE (CS/IT); B Sc; B Tech (CS/IT). If the option doesn't fit into any of the above-mentioned options, select '**Other**'.
    3. Fill in Degree. For example, "BA Honours" or "BA Program" or "B.Tech"
    4. Fill in Course name. For example, "Business Administration" or "Electronics and Instrumentation" or "Economics"
    5. Fill in Passing Year from dropdown. For example, "1990"
    6. Fill in percentage of marks obtained. For example, "91". Do not insert the % sign. In case marks are in the form of CGPA/OGPA or any other marking criteria, calculate and enter it in a percentage format of 100.
  - √ Fill in Post Graduation category:
    1. Fill in Board/University from which the degree has been received. For example, "University of Mumbai" or "Indian Institute of Ahmedabad"
    2. Fill in Stream/Specialization selecting from the following options: MBA/PGDM (mandatory for all the posts). In case of any other Post Graduation degree, details to be filled in Additional Qualification category
    3. Fill in Degree. For example – "MBA" or "PGDM"

4. Fill in Course name. For example, “Personnel Management” or “Finance and Marketing”
5. Fill in Passing Year from dropdown. For example, “1990”
7. Fill in percentage of marks obtained. For example, “91”. Do not insert the % sign. In case marks are in the form of CGPA/OGPA or any other marking criteria, calculate and enter it in a percentage format of 100.

**Note: The options of MBA and PGDM are only for marking purposes. Incase of any other Post Graduation degree, details to be filled in Additional Qualification category**

- √ Fill in Computer Skill section (if applicable) for additional points (marking criteria can be found in the detailed advertisement)
  1. Fill in Board/University
  2. Fill in Stream/Specialization
  3. Fill in Degree. For example, “Advanced Diploma in Computer Application”
  4. Fill in Course. For example, “Software Development”
  5. Fill in Passing Year from dropdown
  6. Fill in percentage of marks obtained
  
- √ Fill in Additional Qualification (if any)
  1. Fill in Board/University. For example, “University of Patna”
  2. Fill in Stream/Specialization
  3. Fill in Degree. For example, “Bachelors Honours” or “CA”
  4. Fill in Course. For example, “History”
  5. Fill in Passing Year from dropdown
  6. Fill in percentage of marks obtained
  
- √ Additional points to be awarded MBA/PGDM from the Top 50 management institutions based on National Institutional Ranking Framework, Ministry of Human Resource Development, GOI (marking criteria can be found in the detailed advertisement). The list is available in the link attacked and the dropdown. Please chose the option in case applicable.
  
- √ Additional points to be awarded for MBA specialization as specified by the advertisement. Please chose the option if applicable.

**Note: All marking is provisional. It will be finalized only post counseling and document verification.**

- √ Recheck details and click on ‘Save’
- √ Confirmation highlighted in green that ‘**Educational Qualification saved successfully**’
- √ To return to the Home page with Application and Document Upload Checklist click ‘**Go to Home**’

**Note: Marks to be represented in percentage across all categories (Graduation, Post Graduate, Computer Skill, Additional qualification). For example, if 7.40 CGPA would be filled in as 70.4%**

### STEP 5: EXPERIENCE

- √ Fill in Organization name and Designation
- √ Select dates of 'From' and 'To' from the Calendar icon used before.  
Select month, year and exact date
- √ Select 'Area of Expertise' from dropdown (The post mandates managerial experience)
- √ Select 'Organization Type' from the following options:  
Private, Semi Government and Government
- √ To add another organization name and experience details, click on **[+] More Experience option**
- √ Recheck details and click on **'Save'**
- √ Confirmation highlighted in green that **'Experience Details saved successfully'**
- √ Total experience points (marking) highlighted in yellow
- √ Download 'Project Details Format' and Upload the completed 'Project Details Format' in Upload section

**Note: All marking is provisional. It will be finalized only post counseling.**

- √ To return to the Home page with Application and Document Upload Checklist click **'Go to Home'**

### STEP 6: UPLOADS

- √ Click on 'Document' for the Document Upload Checklist
- √ Select choose file for each certificate category from desktop/laptop/system
- √ If uploaded successfully, confirmation pop up is shown and note saying certificate uploaded. For example, **\*Matric Certificate Uploaded.**
  1. Click on 'View Uploaded file' to recheck upload
  2. In case of error, click on 'Remove' and re upload correct file
- √ In case document **not uploaded**; error will show highlighted in red with reason. For example, **'This file type is not allowed.'**

Upload your documents (whichever applicable) as per Application Form

File Size of each document must be less 400kb [Scan Black and White and keep size Minimum]

Upload Matriculation Certificate (*.pdf file only)	<input type="button" value="Choose File"/> No file chosen	<a href="#">View Uploaded file</a> <a href="#">Remove</a>
Upload Post Graduation (PG) Mark sheet (*.pdf file only)	<input type="button" value="Choose File"/> No file chosen	
Upload Additional Certificate for Computer Skill (if any) (*.pdf file only)	<input type="button" value="Choose File"/> No file chosen	
Upload Experience Certificate For multiple files convert into one pdf file (*.pdf file only)	<input type="button" value="Choose File"/> No file chosen	
Upload Project Details Format (*.pdf file only)	<input type="button" value="Choose File"/> No file chosen	
Upload Scan Copy of Residential Certificate (*.pdf file only)	<input type="button" value="Choose File"/> No file chosen	
Upload Scan Copy of Caste Certificate (*.pdf file only)	<input type="button" value="Choose File"/> No file chosen	
Upload Scan Copy of PH Certificate (*.pdf file only)	<input type="button" value="Choose File"/> No file chosen	
		<input type="button" value="Save"/> <input type="button" value="Go to Home"/>

**Note: Please ensure the file is uploaded in the correct format as specified in red i.e. .pdf**

- √ Click on 'Photo' or 'Signature' option to upload Photo and Signature of the candidate
- √ Click on 'Choose file'
- √ Click on Update to upload the final photograph and signature
- √ Once updated, click on '**Go to Home**'
- √ Recheck the Document Upload Checklist on the Home page to check if all documents have been uploaded

**Note: Please follow the preferred dimensions and image size for the photograph (less than 50 kb) and signature (less than 20 kb) uploads**

#### **STEP 7: FINALIZE APPLICATION FORM**

- √ Click on '**Click here to Preview**' option to view the draft copy of the Application form. Print one copy of final form and recheck all the entries once again
- √ **Tick the declaration statement checkbox:** 'I hereby verify that the information submitted by me is true the best of my knowledge and belief. If any of the above information shared by me is ascertained to false/incorrect my candidature may be rejected.'
- √ In case on rechecking error is found, click on '**Got to Home**' option to edit the error by clicking that particular section. For example: '**Edit Personal Details**'
- √ In case all details filled are accurate, click on '**Final Submit**'. A pop up will appear asking 'Are you sure you want to submit finally'. Please click on yes for final submission.
- √ Confirmation text message post submission will be received 'Your application is finalized, District Registration and Counseling Center (DRCC), Government of Bihar'

**Note: After final submission the form will get locked. You can login and view the submitted form but not make any changes to it.**