

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

Before filling up the Online Recruitment Application Form, candidates are advised to go through the relevant advertisement and other details available on www.dtc.nic.in and www.dtc-rp.com

1. Click on the URL <https://www.dtc-rp.com/> to open the Home Page of the Website



CAREER OPPORTUNITY



S. No	Advertisement Number	Advertisement Title	Name of Vacancy	Status	Category	Opening Date	Closing Date	Advertisement Details	Apply Link
1.	Assistant_Foreman/2021/7874548777	Filling the form of Assistant Foreman in DTC	Assistant Foreman	Open	Contractual	2021-04-10	2021-07-31		Apply
2.	Assistant Fitter (R&M)/2021/456789	Filling the form of Assistant Fitter (R&M) in DTC	Assistant Fitter	Open	Contractual	2021-04-13	2021-04-15		Apply
3.	Electrician_(CED)2021/123456	Filling the form of Electrician(CED) in DTC	Electrician(CED)	Open	Contractual	2021-04-13	2021-04-15		Apply
4.	Assistant_Electrician_(R&M)/2021/7852	Filling the form of Assistant Electrician (R&M) in DTC	Assistant Electrician (R&M)	Open	Contractual	2021-04-13	2021-04-15		Apply
5.	Assistant_Electrician_(CED)/2021/556699	Filling the form of Assistant Electrician (CED) in DTC	Assistant Electrician (CED)	Open	Contractual	2021-04-13	2021-04-14		Apply

2. Keep ready following documents before starting to fill the online Application Form:

- Scan their recent passport size photograph (not more than 03 months old) in jpg format ensuring that the size of photograph does not exceed 200px × 230px (up to 40KB) and the size of signature does not exceed 140px × 60px (up to 40KB).
- Scan the following certificates required in pdf format (150 to 250KB):-
 - Education Documents 10th, 12th, Graduation, etc..
 - Experience Documents
 - Caste/Category Certificate (as applicable).
 - Handicapped Certificate (as applicable).
 - Pan Card (if available)
 - Class-I Electrician License (as applicable).
 - Class-II Electrician License (as applicable).

Before filling up the form candidates are advised to carefully read the Relevant **Advertisement Details** uploaded against the vacancy for eligibility criteria.

3. PROCEDURE AND STEPS TO BE FOLLOWED WHILE SUBMIT ONLINE APPLICATION FORM

The application will be submitted online through the URL <https://dtr-rp.com>

STEP-1: For First time Registration, Candidate have to click on the “**REGISTRATION**” Link, located on the top right hand side. By Click on the “**REGISTRATION**” Link, a Registration Form, will be opened.

The screenshot shows the 'Registration Form' on the Delhi Transport Corporation website. The form includes the following fields:

- Candidate Name: AJAY KUMAR
- Father's Name / Husband's Name: RAM KUMAR
- Date of Birth: 01-04-1986
- Gender: Male (selected from a dropdown menu)
- Mobile Number: 8855229966
- Email Address: abc@gmail.com

Below the form is an orange button labeled 'Generate OTP'. A large blue arrow points to this button. At the bottom right, there is a link that says 'Already registered ? Login'.

- After filling the registration form the user has to click on **Generate OTP** button.
- The OTP will be sent on registered Mobile No. and E-Mail ID as entered.

The screenshot shows the 'OTP Verification' page. It contains two input fields for OTPs:

- Email OTP: Enter Email OTP (with a 'Resend Email OTP' link below it)
- Mobile OTP: Enter Mobile OTP (with a 'Resend Mobile OTP' link below it)

At the bottom is a green button labeled 'Verify OTP'.

- iii. After successful verification of OTP, user will get the option to create the password as shown in below figure.

The screenshot shows the 'Create Password' page of the Delhi Transport Corporation (DTC) website. The header includes the DTC logo, 'Delhi Transport Corporation Government of NCT of Delhi', and the tagline 'DTC's Landmark Distinction World's Largest Eco-Friendly CNG Bus Service'. The navigation bar has links for 'Home', 'FAQs', 'Contact Us', and 'Department Login', along with 'Log In' and 'Registration' buttons. The main content area features a 'Create Password' form with two input fields: 'New Password' and 'Confirm Password', each with a toggle icon for password visibility. A green 'Submit' button is at the bottom of the form.

- iv. After successfully creating password, the candidate will be diverted to “**LOGIN PAGE**” as shown in the figure.

The screenshot shows the 'Login to your account' page of the Delhi Transport Corporation (DTC) website. The header and navigation bar are identical to the previous page. The main content area features a 'Login to your account' form with two input fields: 'Email Address' and 'Password', each with a toggle icon for password visibility. Below the password field is a link for 'Forgot Password?'. A red 'Log In' button is at the bottom of the form. At the very bottom, there is a link for 'Not-Registered? Create an account'.

- v. He / She has to enter registered email id and password to login into his/her Dashboard and fill up the form.
- vi. **For Changing of password the user can do it in 2 ways**
- i. **1st Way**, If candidate has already logged into account, by clicking on the “**AVATAR**” as shown in the below figure

The screenshot shows a user profile dropdown menu. At the top is a circular avatar icon. Below it, the menu contains two options: 'Change Password' with a padlock icon and 'Logout' with a power icon.

can change his / her account password. Following screen will appears and candidate has to enter his old password and respectively the new password and Confirm Password. By clicking **SUBMIT** Button the candidate password will be created.

Old Password

New Password

Confirm Password

Submit

- ii. **2nd Way**, By Clicking on Login button as shown below, the candidate has to click on **Forgot Password** link

Login to your account

Email Address

Password

Forgot Password?

Log In

Not-Registered? [Create an account](#)

The below mentioned Screen will appears, where the candidate has to enter his/her email address and click submit button.

Forgot Password?

Email Address

Submit

A message will be shown "A temporary password has been sent to your Registered Email Id. Use it to login in and reset your password".

After successful registration, the applicant can log into **DASHBOARD** to apply for the position. After login, below mentioned Dashboard will be opened.

Delhi Transport Corporation
Government of NCT of Delhi

MAIN

Dashboard

INFORMATION

Personal Details

Basic Details

Educational Details

Work Experience Details

Upload Documents

Preview Details

Basic Details

Educational

Experience

Documents

Preview

1. Candidate Name

2. Father's / Husband's Name

3. Date of Birth

4. Gender

5. Category

6. Are You Physically Disabled?

7. Nationality

8. Employment Registration Number

9. Mobile Number

10. Email ID

11. Present Address

12. Permanent Address

13. Whether any Criminal case was ever initiated or pending against him in any Court of LAW ?

14. Aadhaar Card Number

15. Pan Card Number

Save Details

Enter Candidate Name

Enter Father's / Husband's Name

Enter Date of Birth (DD/MM/YYYY)

Select Gender

General

Select Disability

Select Nationality

Enter Employment Registration Number

Enter Present Address

Enter Permanent Address

Same as Present Address

Select any Criminal Case

Enter Aadhaar Card Number

Enter Pan Card Number

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Basic Details

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Qualification Details

Qualification Details

Basic

▶ Educational

Experience

Documents

Preview

Basic Qualification*

S.No	Read	Write	
1.	Yes	Yes	Save

Educational Qualification

[+ Add Qualification](#)

S.No	Qualification	Board / University	Year of Passing	Enrollment / Roll Number.	Total Marks	Obtained Marks	Percentage	Uploaded Document

[← Back](#)
[Next →](#)

STEP-4: By clicking on the “**Add Experience**” Button you can add your multiple experience. Please complete the **EXPERIENCE SECTION** and click on the “**SAVE DETAILS**” button. After Clicking Save Details the “**NEXT**” Button will appears to fill the next section.

Experience Details

Basic

Educational

Experience

Documents

Preview

Work Experience

+ Add Experience

S.No	Organization Name	Designation	From Date	To Date	Total Period	Uploaded Document
1.	ABCD	ASSISTANT ELECTRICIAN	01-04-2015	12-04-2021	6Y 0M 11D	

Save Details

STEP-5: By clicking on the “**Choose File**” Button you can add your Photograph, signature and cast certificate (if applicable). Please complete the **DOCUMENTS SECTION** and click on the “**NEXT**” button. After Clicking the “**NEXT**” Button, preview section will appears.

Upload Documents

Basic

Educational

Experience

Documents

Preview

Photograph & Other Documents Upload

1. Upload Photograph

Choose File

No file chosen

2. Upload Signature

Choose File

No file chosen

3. Upload Relevant Cast Certificate

Choose File

No file chosen

Back

Next

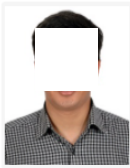
Uploaded Document Details

S.No	Uploaded Document Name	File

Date: 15-04-2021

Profile Details

Father's / Husband's Name	MUHAMMAD	Physically Challenged	
Date of Birth	15-04-1997	Nationality	INDIAN
Gender	MALE	Aadhaar Card Number	123456789012
Category	OBC / De	Pan Card Number	
Court Case			



Contact Details

Mobile Number	9876543210	Email Address	
Present Address		Permanent Address	

Basic Educational Details

Read	Yes	Write	Yes

Educational Details

S.No	Qualification	Board / University	Enrollment / Roll No.	Year of Passing	Total Marks	Obtained Marks	Percentage	Certificate
1.	10th	CBSE	123456789	1997	500	400	80.00	
2.	12th	CBSE	31321654654	1999	500	420	84.00	
3.	Diploma	ABCD	6546546546	2003	1200	1100	91.67	

Work Experience Details

S.No	Organization Name	Designation	From Date	To Date	Total Period	Uploaded Document
1.	ABCD	ASSISTANT ELECTRICIAN	01-04-2015	12-04-2021	6Y 0M 11D	






Declaration

I do hereby declare that the particulars furnished here in above are true complete and correct as per my knowledge. I have never been convicted by any Court of Law. In case any information furnished above is found false, incomplete or incorrect, the contract executed between the Management and the undersigned will stand automatically cancelled. The services rendered by me during the period on execution of the contract will not confer any right to claim for the regularization of the services under the Delhi Transport Corporation.



[Click Here To Apply](#)

STEP-7: After clicking on “**Click Here to Apply**” you will be diverted into the **All Vacancy Details** Section. You will see multiple vacancy, by clicking **Apply** button to respective Advertisement Number a candidate can apply to the respective positions. If a candidate is not able to apply then he has to give certain details which were asked for the respective positions.

All Vacancy Details							
Show <input type="text" value="10"/> entries		Search: <input type="text"/>					
S. No	Advertisement Number	Advertisement Title	Name of Vacancy	Category	Closing Date	Details	Action
1.	Assistant_Foreman/2021/7874548777	Filling the form of Assistant Foreman in DTC	Assistant Foreman	Contractual	2021-07-31		Apply
2.	Assistant Fitter (R&M)/2021/456789	Filling the form of Assistant Fitter (R&M) in DTC	Assistant Fitter	Contractual	2021-04-30		Apply
3.	Electrician_(CED)2021/123456	Filling the form of Electrician(CED) in DTC	Electrician(CED)	Contractual	2021-04-30		Apply
4.	Assistant_Electrician_(R&M)/2021/7852	Filling the form of Assistant Electrician (R&M) in DTC	Assistant Electrician (R&M)	Contractual	2021-04-30		Apply
5.	Asst. Fitter CED/2021/12345	Filling the post of Asst. Fitter CED in DTC	Asst. Fitter	Contractual	2021-05-01		Apply
Showing 1 to 5 of 5 entries						Previous 1 Next	

STEP-8: The candidate can download the application form and can check the status of application on Dashboard at Status of Applied Vacancies Section.