

# **INSTITUTE OF RAIL TRANSPORT (IRT)**

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**ONLINE REGISTRATION FORM** -- Kindly go through the procedure to fill online application form for IRT Diploma Courses. You are requested to go step by step as given below. For any queries regarding online admission candidate can approach IRT office through e-mail or over phone quoted above.

**Step 1 :** Visit Institute website for filling the form [www.irt.indianrailways.gov.in](http://www.irt.indianrailways.gov.in)

**BEFORE YOU PROCEED FOR REGISTRATION KINDLY SELECT THE COURSE NAME CAREFULLY.**

Candidate can fill the registration form for registering himself/herself and submit the form. Please check his/her details before final submission of the form. After submission of form candidate will get a registration number and User ID with password on his/her registered e-mail id.

**Step 2 : Payment of Registration fee**

After getting the registration number, the candidate has to click the “**Make Payment**” button so that he/she will be redirected to State Bank of India Collect page for the payment of registration fee. The next would be he/she has to click the payment categories and select the registration fee and proceed for payment of registration fee. The Payment of Registration Fee Rs.150/- can be done through Debit Card, Netbanking, Credit Card etc.

After successful transaction candidate can take a printout of the page, for future use, where his/her payment details will be provided alongwith Transaction Id.

**Step 3 : Download of prospectus**

The candidate has to login again with his/her User ID and Password (read case sensitivity carefully) provided by the Admin. He/She has to enter the Prospectus transaction ID for eg. **(8 digit) (DU xxxxxxxx)** within 5 working days, for the

prospectus and wait for approval from the Institute. This process will take 3 working days. After the approval a separate password will be sent to the candidate in the registered e-mail id for downloading the prospectus. **KINDLY INFORM THE IRT OFFICE GIVING YOUR REGISTRATION NUMBER ONCE YOU ENTER THE DU NUMBER IN THE PROSPECTUS TRANSACTION ID COLUMN.**

#### **Step 4 : Payment of Course fee**

After going through the prospectus, the candidate has to login again with his/her user id and password and select the “**Make Payment**” option for the course fee. The candidate will be redirected to State Bank of India Collect page for the payment of Course fee. The Payment of the course fee i.e. Rs.6,500/- can be done through Debit Card, Netbanking, Credit Card etc.

After successful transaction, candidate can take a printout of the page, for his / her record in which the payment details will be provided alongwith Transaction Id.

#### **Step 5 : Download of Course material**

After making successful payment the candidate can log in his/her id and has to fill the Course Transaction Id for eg. **(8 digit) (DU xxxxxxxx)** within 5 working days working days.

After entering the Course Transaction Id (DU xxxxxxxx) the candidate will receive a separate password (read case sensitivity carefully) after four working days on his/her email id for downloading the course material. Please note that the candidates making payment through online will be allowed only for soft copy. **KINDLY INFORM THE IRT OFFICE GIVING YOUR REGISTRATION NUMBER ONCE YOU ENTER THE DU NUMBER IN THE COURSE TRANSACTION ID COLUMN.**

**Those candidates who would require a hard copy of the course material need to pay the prescribed fee for the same.**

**The candidate who has registered through online are requested to keep in touch with IRT office over phone, or by sending e-mail for further information about courses.**