

Instruction for filling up the Fresh Application for the Online registration u/s 19 under RCI Act, 1992:

1. Please read the instructions available on the form carefully before filling up the form.
2. Fields indicated with "\*" mark are mandatory. Appropriate information should be filled by the candidates.
3. The candidate's name should be filled in the online application form as per the name mentioned in his/her Certificate issued by RCI approved Rehabilitation Training Institute / Organization / University / Examination Board.
4. Before Filling up the **Online Application form** following documents must be kept ready:

| Application Form | Scanned copy of size below 200kb in JPG / TIF / GIF – format to upload / attach for online registration   | Attested Photocopy to be send to RCI for verification along with Provisional Registration Certificate with ID   | Original documents to be send to RCI along with Provisional Registration Certificate with ID                        |
|------------------|---|---|---|
| <b>A (Fresh)</b> | -Certificate of Authentication with recent passport size photograph<br>-Rehabilitation Qualification Certificate<br>-Final year Mark sheet of Rehabilitation Qualification<br>- Xth / XIIth Certificate / Marksheet (for age proof) | -Rs.250/- Bank slip (In case of payment through RTGS/NEFT)<br>-Rehabilitation Qualification Certificate<br>- Final year Mark sheet of Rehabilitation Qualification<br>- Xth / XIIth Certificate / Marksheet (for age proof) | -Rs.250/- DD (In case of payment through DD)<br>-Certificate of Authentication with recent passport size photograph |

5. For **Payment of Rs.250 / Rs.50/-** in the form of **DD or RTGS/NEFT** of any Nationalized Bank following details must be followed:

| If you are paying by Demand draft  | If you are paying by RTGS / NEFT  |
|--|---|
| DD should be issued by any Nationalised Bank in favour of " <b>Member Secretary, Rehabilitation Council of India</b> ", Payable at New Delhi. Please write your name, address, provisional registration ID on the back of DD before sending it to RCI. | Account Name:- <b>Rehabilitation Council of India</b><br>Bank Name: <b>Canara Bank</b><br>Branch Name: <b>Jit Singh Marg, New Delhi-110067</b><br>S.B. A/C No.: <span style="background-color: black; color: black;">XXXXXXXXXX</span><br>IFSC Code: <b>CNRB0001484</b><br>Payment details like Date, Issuing bank, UTR code should be available} |

6. For **Certificate of Authentication**, **Download** the format from RCI website. Original Certificate of Authentication with recent passport size photograph should be submitted with seal & stamp from the institution(s) from where the candidate has passed out the RCI approved rehabilitation qualification.
7. **Photocopy of Rehabilitation Certificate and Marksheet** must be **attested from** University or Dean of the College / Govt. Gazetted Officer and Course Coordinator
8. **References of 3 Persons** with name, address and contact number to be filled in the online **form A / FCED** registration form
9. In case the Course code / Institute code / University code is not available in the online application, please select **Any other**.
10. If all information is filled appropriately, after *Submission* of the form the applicant will get the **Provisional Registration Certificate with Provisional Registration ID** which is valid for 90 days. A print copy of this certificate must be sent to RCI with other attested / original documents (as mentioned in table above) **within 10 days**.
11. In case the applicant has selected an option of **Any other** for Course code / Institute code / University code, the Provisional Registration Certificate will not be issued. Such candidates will receive an **Acknowledgement** of submission and the registration in CRR will be considered as per the decision of committee / Norms. A print copy of this certificate must be sent to RCI with other attested / original documents (as mentioned in table above) **within 10 days**.
12. The status of Registration can be checked on website [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in) with **Provisional Registration ID**.
13. **Provisional Registration ID** must be used as reference for any further enquiries related to registration.

14. a. Certificate for Permanent CRR number will be issued **only after verification** of scanned documents with the hardcopy submitted by the applicant. If any information found unsatisfactory / fake / fraud the applicant will be debarred from registration in CRR.
- b. The documents should be **enclosed in this order** before sending it to RCI for obtaining printed certificate alongwith Central Rehabilitation Register no.(CRR no.):
- i. Photo copy of Provisional Registration ID
  - ii. Demand Draft (Original)
  - iii. Attested photocopy of Bank slip (in case of RTGS/NEFT payment)
  - iv. Authentication Certificate with recent passport size photograph (Original)
  - v. Attested Photocopy of final year Rehabilitation Qualification Mark sheet
  - vi. Attested Photocopy of Rehabilitation Qualification Certificate
  - vii. Attested Photocopy of Class 10<sup>th</sup> / 12<sup>th</sup> Marksheet / Certificate (for age proof)
15. The documents should be sent **within 10 days after submission of online application to the address:**

Member Secretary,  
Rehabilitation Council of India  
RCI House,  
B-22, Qutub Institutional Area,  
New Delhi - 110016.