

General Instruction:-For filling up the Application for the Online registration u/s 19 of 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 applicant's name should be filled in the online application form **A / FCSEDE** as per the name mentioned in his/her Certificate issued by RCI approved Rehabilitation Training Institute / Organization / University / Examination Board.
- 4 In the online application form **C / D / Renewal of registration**, CRR no. and date of registration has to be filled as mentioned on the Registration Certificate. Form will open with all the previous details of the applicant.
- 5 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 |
|--------------------------------|---|--|--|
| A (Fresh) | <ul style="list-style-type: none"> - Certificate of Authentication with recent passport size photograph - Rehabilitation Qualification Certificate - Final year Mark sheet of Rehabilitation Qualification - Xth / XIIth Certificate / Marksheet (for age proof) | <ul style="list-style-type: none"> - Rehabilitation Qualification Certificate - Final year Mark sheet of Rehabilitation Qualification - Xth / XIIth Certificate / Marksheet (for age proof) | <ul style="list-style-type: none"> - Original slip of UTR/ TRN issued by the Bank of Rs.1000/- paid through NEFT only (the bank details are provided below) - Certificate of Authentication with recent passport size photograph |
| C (Addition) | <ul style="list-style-type: none"> - Certificate of Authentication with recent passport size photograph for each Rehabilitation Qualification to be added - Certificate of each Rehabilitation Qualification to be added - Final year Marksheet of each Rehabilitation Qualification to be added | <ul style="list-style-type: none"> - Certificate of each Rehabilitation Qualification to be added - Final Marksheet of each Rehabilitation Qualification to be added | <ul style="list-style-type: none"> - Original slip of UTR/ TRN issued by the Bank of Rs.1000/- paid through NEFT only (the bank details are provided below) - Certificate of Authentication with recent passport size photograph for each Rehabilitation Qualification to be added - Original Registration Certificate (of earlier qualification) |
| D (Good Standing) | <ul style="list-style-type: none"> - Testimonials of Character and conduct from two persons of standing - References from 2 prominent persons who personally know you | <ul style="list-style-type: none"> - Rehabilitation Qualification Certificate - Registration Certificate | <ul style="list-style-type: none"> - Original slip of UTR/ TRN issued by the Bank of Rs.1500/- paid through NEFT only (the bank details are provided below) - Testimonials of Character and conduct from two persons of Standing - References from two prominent persons who personally know you |
| Renewal of Registration | <ul style="list-style-type: none"> - Recent passport size Photograph | <ul style="list-style-type: none"> - Registration Certificate - RCI Approved CRE / Seminar / Workshop Certificates / etc. | <ul style="list-style-type: none"> - Original slip of UTR/ TRN issued by the Bank of Rs.500/- paid through NEFT only (the bank details are provided below). |

| | | | |
|---------------|--|--|---|
| | | | - Recent passport size Photograph |
| FCSEDE | - Certificate of Authentication with recent passport size photograph - Rehabilitation Qualification Certificate - Rehabilitation Qualification Marksheet. - Xth / XIIth Certificate / Marksheet (for age proof) | - Rehabilitation Qualification Certificate - Rehabilitation Qualification Marksheet. - Xth / XIIth Certificate / Marksheet (for age proof) | - Original slip of UTR/ TRN issued by the Bank of Rs.1000/- paid through NEFT only (the bank details are provided below). - Certificate of Authentication with recent passport size photograph |

6. For **Payment** of Rs.1000 / Rs.500 / Rs.1500 through NEFT of any Nationalized Bank following details must be followed:

| Details of bank accounts of the Council for depositing the Registration/ Renewal Fee | |
|---|--|
| Account Holder's Name | REHABILITATION COUNCIL OF INDIA |
| Name of Bank | Canara Bank |
| Address of Bank | Jit Singh Marg, New Delhi-110067 |
| Account Number | 1484101026701 |
| Type of Account | Saving |
| IFSC Code | CNRB0001484 |

7. 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 applicant has passed the RCI approved rehabilitation qualification.
8. **Photocopy of Rehabilitation Certificate and Marksheet** must be **self attested** .
9. **References of 3 Persons** with name, address and contact number to be filled in the online **form A / FCSEDE** registration form
10. The **2 separate testimonial of character and conduct** as stated in the application **form D** should be from person of standing i.e. **Gazetted officer / Member of Parliament / Member of Legislative Assembly / Magistrate 1st class, and the Principals and Professors of Colleges** in any discipline or from other person of similar status.
11. **References from 2 prominent persons** with name, address and contact number to be filled in the online **form D** registration form. These **should not be** the same persons who have issued **testimonials of character and conduct**.
12. See RCI website, for details of **100 CRE points** and **RCI approved CRE / Seminar / Workshop etc.** for renewal of registration certificate.
13. In case the Course code / Institute code / University code is not available in the online application, please select **Any other**.
14. 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 1 year (**Only for Form A / C / Renewal / FCSEDE**). A print copy of this certificate must be sent to RCI with other attested / original documents (as mentioned in table above) **within 10 days**.
15. In case of **Good standing**, applicant will get a filled **Application form for Good standing**. A print copy of this certificate must be sent to RCI with other attested / original documents (as mentioned in table above) **within 10 days**.
16. 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**.

17. The status of Registration can be checked on website www.rehabcouncil.nic.in with **Provisional Registration ID / CRR no.**
18. **Provisional Registration ID / CRR no.** must be used as reference for any further enquiries related to registration.
19. **a.** Certificate for Permanent CRR number / Renewal of registration / FCSEDE / Good standing 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.** Original UTR/TRN Slip issued by Bank.
 - iii.** Self attested photocopy of Bank slip (in case of RTGS/NEFT payment)
 - iv.** Authentication Certificate with recent passport size photograph (Original)
 - v.** Self attested Photocopy of final year Rehabilitation Qualification Mark sheet
 - vi.** Self attested Photocopy of Rehabilitation Qualification Certificate
 - vii.** Self attested Photocopy of Class 10 / 12th / 12th Marksheet / Certificate (for age proof)
 - viii.** Printed Application form for Good Standing with Signature (Original)(only incase of Good Standing)
 - ix.** 2 Testimonials of character and conduct from persons of standing (Original)(only incase of Good Standing)
 - x.** 2 references from prominent persons (Original)(only incase of Good Standing)
 - xi.** Self attested photocopy of CRE / Seminar / Workshop / etc. certificates (only incase of Renewal of registration)
 - xii.** Original Registration Certificate (of earlier qualification) (only incase of Addition of Qualification)
20. **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.**

Note:-Proper Photograph should be send. Specifications of photograph are given below:-

- The photograph should be in colour and of the size of 2 inch x 2 inch (51 mm x 51 mm). photo print should be clear and with a continuous-tone quality.
- It should have full face, front view, eyes open.
- Photo should present full head from top of hair to bottom of chin.
- Center head within frame.
- The background should be a plain white background.
- There should not be any distracting shadows on the face or on the background.
- Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown.