



भारतीय पुनर्वास परिषद्

सामाजिक न्याय और अधिकारिता मंत्रालय का एक सांविधिक निकाय
दिव्यांगजन सशक्तिकरण विभाग
भारत सरकार

REHABILITATION COUNCIL OF INDIA
A Statutory Body of Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
Government of India



24 January, 2025

PUBLIC NOTICE

Awareness Campaign/Registration Mela/On spot Registration

3rd – 10th February, 2025

This is for information to all concerned that lots of representations are received by the Council stating that the students are facing issues and challenges while filling the registrations for Pre-registration in Central Rehabilitation Register (CRR). Therefore, the need has been felt to conduct an awareness campaign/ Registration Mela/ on spot Registration amongst the stakeholders (institutions and students) to orient them with the process of registration and clear their doubts and students who visit RCI during these days with the original documents, their on- spot registration may be facilitated.

In the light of the above, the Council is conducting an Awareness Campaign/ Registration Mela/ on-spot Registration in hybrid mode from 3rd February to 10th February, 2025 and the institutions listed in the RCI website are invited in 6 slots (180 institutes per day) to address their issues & common mistakes. The students may also visit to RCI with their original documents for on-spot registration from 10am – 5pm at RCI during these days. The virtual meet link will also be functional from 2pm – 4pm on the above mentioned dates for clearing their doubts.

Copy of FAQ's (Annexure 1) and frequent mistakes with their solutions (Annexure 2) is enclosed for ready reference of stakeholders.

(विकास त्रिवेदी /Vikas Trivedi)

सदस्य सचिव/ Member Secretary

(ANNEXURE 1)

Frequently Asked Questions (FAQs) for registration portal

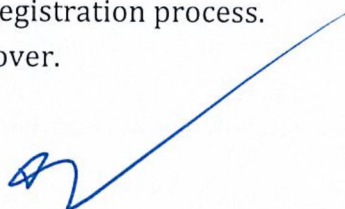
The process of registration in Central Rehabilitation Register (CRR) has been upgraded on new portal for better delivery of services. You can check your application status, CRE points, and also download your certificate as and when required with no extra charges. For the new portal, all concerned (for both who are applying for the first time and those already having CRR number) will have to create their Login ID and Password. Please read the guidelines carefully before proceeding.

FAQs:

1- How can I get PRE- Registration done?

Answer:

- Enter your Professional Registration Number or Enrollment Number if applicable.
- Leave blank if not applicable.
- Select your title (e.g., Mr., Ms., etc.) from the dropdown.
- Enter your full name as per official records.
- Select whether you are entering your father's or husband's name and then fill in the name.
- Provide a registered email address for communication purposes.
- Enter registered mobile number.
- Ensure the number is correct to receive updates.
- If the correspondence address is the same as the permanent address, check the box "Same as Permanent Address".
- Otherwise, manually enter the correspondence address details.
- Enter your date of birth in the format dd-mm-yyyy.
- Select Yes or No if you are a person with disabilities.
- Select your gender from the dropdown.
- Select your category (General, SC, ST, OBC, etc.).
- Select your highest educational qualification from the dropdown.
- Passing Year: Select the year of completion or expected completion.
- Category: Choose the relevant course category.
- Institute/Study Center: Enter the name of the institute or study center.
- Admission Year: Select the year of admission.
- Recent Color Passport Size Photograph:
- 10th Certificate:
- Authentication Letter:
- Check the box to declare that the information provided is true and accurate.
- Misrepresentation may lead to the cancellation of the pre-registration.
- Submit: Click this button to complete the registration process.
- Reset: Use this to clear the form and start over.



2- Which documents are required for registration?

Answer: For registration as Fresh or Additional qualification, following scanned copies of original documents in JPG or Pdf format with less than 200KB are required to be uploaded

- Recent Passport size colour photograph (only JPG)
- Certificate of Authentication with recent passport size colour photograph
- Original Final year Mark sheet of Rehabilitation Qualification
- Original Rehabilitation Qualification Passing Certificate
- 10th or 12th Certificate / Mark sheet (for age proof & name) No need to send the hardcopies of the documents to RCI.

3- Which documents are required for Good Standing Certificate?

Answer: For Good Standing Certificate following is required

- The **2 separate testimonial of character and conduct** from person of standing i.e. Gazetted officer / Member of Parliament / Member of Legislative Assembly / 1st class Magistrate, and the Principals and Professors of Colleges in any discipline or from any other person of similar status.
- **References from 2 prominent persons** with name, address and contact number to be filled in the online registration form. These **should not be** the same persons who have issued **testimonial of character and conduct**.
- Printout of online Good Standing application signed by the applicant to be sent in original to RCI

Scanned copies of original documents in JPG or Pdf format with less than 200KB to be uploaded and hard copies of original to be sent to RCI.

4- What is the use of Provisional Online Application ID?

Answer: Provisional Online Application ID is received after online application for registration and must be used as reference for any further enquiries related to registration.

5- Can we upload self-attested document in online application?

Answer: Only original documents are to be scanned and attached. No self attested copies required.

6- How can I track the application status?

Answer: Login with your credentials on registration portal to access your dashboard. Select the option to Track your Application.

7- My application status shows compliance. What do I do? How do I upload documents?

Answer- Please click on "Documents Required" button on your dashboard and attach the scanned copy of original documents as asked.

8- How can I download my e-registration certificate?

Answer: Login with your credentials on registration portal to access your dashboard. Select the option to download e-certificate.

9- I have made payment through payment gateway, but it is not showing in my application status. What do I do?

Answer: The payment status is updated within three working days. Thereafter, you may send the request to [rci\[dash\]depwd\[at\]gov\[dot\]in](mailto:rci[dash]depwd[at]gov[dot]in) mentioning your provisional application ID/CRR No., email ID and transaction details.

10- While applying online, my passing year has been wrongly entered. How can I correct my passing year?

Answer: You may send the request from your registered email ID to [rci\[dash\]depwd\[at\]gov\[dot\]in](mailto:rci[dash]depwd[at]gov[dot]in) , [regrci\[dash\]depwd\[at\]gov\[dot\]in](mailto:regrci[dash]depwd[at]gov[dot]in) mentioning your provisional application ID/CRR No. and attach Marksheet and Passing Certificate.

11- While applying online, my qualification / institute name has been wrongly entered. How can I correct my qualification / institute name?

Answer: You may send the request from your registered email ID to [rci\[dash\]depwd\[at\]gov\[dot\]in](mailto:rci[dash]depwd[at]gov[dot]in) , [regrci\[dash\]depwd\[at\]gov\[dot\]in](mailto:regrci[dash]depwd[at]gov[dot]in) mentioning your provisional application ID/CRR No. and attach Authentication certificate, Marksheet and Passing Certificate.

12- My institute name is not shown in the options available in the application form. What should I do?

Answer: You may send the request from your registered email ID to [rci\[dash\]depwd\[at\]gov\[dot\]in](mailto:rci[dash]depwd[at]gov[dot]in) , [regrci\[dash\]depwd\[at\]gov\[dot\]in](mailto:regrci[dash]depwd[at]gov[dot]in) mentioning your Aadhar card No./CRR No. and attach screenshot with option, Authentication certificate, Marksheet and Passing Certificate.

13- I have not received any OTP on my email. What should I do?

Answer: You have to send your request from your registered e-mail Id along with scanned copy of Aadhar Card and Mobile no. to [rci\[dash\]depwd\[at\]gov\[dot\]in](mailto:rci[dash]depwd[at]gov[dot]in) .

14- My qualification / institution is not approved by RCI. Can I apply for registration?

Answer: No. Only RCI approved qualification is considered for registration with RCI.

15- Will I receive registration certificate in hard copy?

Answer: The hardcopy of registration certificate is issued to all registered as per the norms.

16-Is provisional application ID and CRR number same?

Answer: Provisional Online Application ID is received after submission of online application for registration which is temporary whereas CRR number is received after accepting the application for registration which is permanent in nature.

17-When do I receive registration certificate after online application?

Answer: After online application for registration with all required documents as per norms, the Certificate is issued within 30 working days.

18-I have applied online for registration before February 2021 and I have not received my registration certificate. What should i do?

Answer: Create your Login ID and Password as per guidelines on registration portal and check your application status online. If the application status shows as pending, you may send the request from your registered email ID to [rci\[dash\]depwd\[at\]gov\[dot\]in](mailto:rci[dash]depwd[at]gov[dot]in) , [regrci\[dash\]depwd\[at\]gov\[dot\]in](mailto:regrci[dash]depwd[at]gov[dot]in) mentioning your provisional application ID/CRR No. and attach Marksheet and Passing Certificate.

19-After applying online for registration, do I need to send hard copies also?

Answer: After submission of online application for Fresh / Renewal / Additional qualification registration with all required scanned copies, hard copies are not required.

20-During online application, my payment was deducted for more than one time. How do I get excess amount?

Answer: You may send the request from your registered email ID to [rci\[dash\]depwd\[at\]gov\[dot\]in](mailto:rci[dash]depwd[at]gov[dot]in) , [regrci\[dash\]depwd\[at\]gov\[dot\]in](mailto:regrci[dash]depwd[at]gov[dot]in) mentioning your Provisional Application ID /CRR No. and all transaction details along with your bank details.

20 -How to make correction/ amendments in incorrect personal details like Name/ Father's Name/Gender/Address/ DOB/Photo Change?

Answer: Please attach scanned original copy of aadhar card for necessary changes.

For photo- passport size photo in JPG format maximum upto 200kb.

Send your details from your registered E-mail id to [regrci\[dash\]depwd\[at\]gov\[dot\]in](mailto:regrci[dash]depwd[at]gov[dot]in)

21 -Can I change my name after marriage and procedure thereof?

Answer: You have to send original scanned copy of your 10th Passing certificate /Aadhar card and your marriage certificate / Gazette notification along with your original registration certificate on [regrci\[dash\]depwd\[at\]gov\[dot\]in](mailto:regrci[dash]depwd[at]gov[dot]in) and the hardcopies to RCI.

22 -I want to change my email id / phone number. What do I do?

Answer: You have to send your request along with your CRR No, registered e-mail Id, Aadhar Card and Mobile no. on [rci\[-\]depwd\[at\]gov\[.\]in](mailto:rci[-]depwd[at]gov[.]in)

23 -How to change my password?

Answer: Please use the option 'reset password' on RCI login page to change the password.

24 -I am already registered with RCI and have a CRR number. I logged in with Fresh registration. What do I do?

Answer: You have to send your request along with your CRR No, Aadhar card, mobile no. from your registered e-mail Id to [rci\[-\]depwd\[at\]gov\[.\]in](mailto:rci[-]depwd[at]gov[.]in) .

25 -Can I directly apply with my Master qualification?

Answer: Where entry level qualification for Masters level programme is an approved Bachelor level programme of RCI, then one has to apply for Bachelor and then Masters. Please see the admission criteria of the respective Master qualification.

26 -I am registered with the Council and have a CRR number, but my qualification is not seen on my dashboard / e-certificate. What should i do?

Answer: You have to send your request along with scanned copies of Registration Certificate, Mark sheet and Passing Certificate from your registered e-mail Id to [rci\[-\]depwd\[at\]gov\[.\]in](mailto:rci[-]depwd[at]gov[.]in) .

27 -After adding my qualification, my CRR number is changed and I submit my old CRR number for job. Is my new CRR number valid for that job?

Answer: The CRR number is changed only in case of addition of qualification from personnel to Professional. Only the new CRR number to be used.

28 -I have done Ph.D. Can I add my qualification in CRR certificate?

Answer: Ph.D. is not an approved qualification for registration in CRR.

29 -How many points do I require for renewal of my registration?

Answer: RCI approved 100 CRE point as per the norms available on RCI website.

30 -Why Rs. 1500/- penalty is asked for renewal of registration?

Answer: Registration certificate is valid for a period of five years from the date of registration / last renewal date/ last additional qualification. Presently extra one year exemption is available for renewal without penalty. However, after lapse of this period, one will have to pay penalty of Rs 1500 /- for renewal of registration.

31 -How will I know my accumulated CRE Points?

Answer: Login with your credentials on registration portal to access your dashboard. Select the option to check your CRE points.

32 -How I can count my CRE points?

Answer: The norms for CRE points are available on RCI website. Accordingly, as per the programmes attended and points mentioned in the norms, the CRE points may be counted.

(ANNEXURE 2)

FREQUENT MISTAKES WITH SOLUTIONS

S.NO.	COMMON ERRORS	SOLUTIONS
1.	Uploading 10 th /12 th mark sheet without D.O.B	Uploading 10 th /12 th mark sheet with correct D.O.B proof
2.	Uploading B/W or photocopied documents	Uploading original colored documents
3.	Authentication certificate without colored photograph	Authentication certificate with colored photograph and clear University stamp
4.	Registering incorrect RCI approved course code	Registering correct RCI approved course code mentioned on original documents
5.	Registering incorrect RCI approved institute code	Registering correct RCI approved institute code mentioned on original documents
6.	Incomplete university credentials on University degree and mark sheet	Complete university credentials on University degree and mark sheet with RCI approved course code and RCI approved institute code

