

MITES LIMITED
(A Govt. of India Enterprise)
Shikhar, Plot No. 1, Sector – 29, Gurgaon – 122001



Recruitment of Professional on Contract Basis

MITES Ltd., a Navratna Central Public Sector Enterprise under the Ministry of Railways, Govt. of India is a multi-disciplinary consultancy organization in the fields of transport, infrastructure and related technologies.

Important Dates	
Commencement of submission of online application and online payment of fees	30.04.2025
Last date of submission of online application and online payment of fees	19.05.2025
Written Test	24.05.2025

For posting at various Project sites of MITES Ltd. in Bihar is in urgent need of dynamic and hard-working professionals as under:

VC No.	Post	No. of Vacancies					
		UR	EWS	OBC (NCL)	SC	ST	Total
CL/10-R1/25	Technician	2	-	-	-	-	2

Age Limit

Maximum Age	Cut-off date for calculation of Age
40 Years	As on the last date of online application i.e. 19.05.2025

Minimum Qualifications & Experience

Candidates must ensure that they are meeting Educational Qualification, Total Experience and Relevant Experience criteria as stated in the below mentioned table. Candidates not satisfying the stated criteria will be disqualified at a time of Joining.

VC No	Designation	Minimum Educational Qualification	Minimum Post Qualification experience in relevant filed
CL/10-R1/25	Technician	Full time BSc. degree in Physics or Chemistry.	Minimum of 3 years of post-qualification experience in in the field of Spectro & material testing at Lab or equivalent (viz resin coated silica sand, slag analysis & testing of mechanical properties viz BHN, tensile strength, yield strength, elongation, impact, Macro & micro examination etc)

#Candidate having Degree in same discipline as above -mentioned branch of engineering shall be eligible for the Resident Engineer post.

Note for Educational Qualifications:

VC No. CL/10-R1/25:

Candidate should have at least 45% marks in Minimum Qualification.

The candidate should possess Degree recognized by AICTE; from a University incorporated by an Act of Central or State legislature in India or other Educational Institutions established by an Act of Parliament or declared to be Deemed as University under Section 3 of the University Grants Commission Act, 1956. Sections A & B examination of the Institution of Engineers (India) which is treated as equivalent to Degree by Govt. of India, and recognized by AICTE shall also be accepted.

If the certificate or marksheet does not indicate the first class/division or percentage, the applicant shall provide the conversion formula for deriving the percentage from the CGPA/DGPA/etc., as issued by the concerned university/institution. In such cases where the university/institution does not have a conversion formula, an undertaking to this effect must be submitted duly signed by an authorized representative of the university/institution, and then minimum 6 on 10 point scale will be considered as 60%. The Degree shall be recognized by the recognized by the University Grants Commission (UGC).

The period of training / internship / teaching / academic / fellowship / PhD research experience shall not be counted as a part of experience.

Experience shall be calculated as on 19.05.2025.

Relaxations & Concessions

Reservation/ relaxation/ concessions to EWS/ SC/ST/OBC (NCL)/ J&K Domicile would be provided against reserved posts (where applicable) as per extant Govt. orders.

Relaxation in upper age limit to OBC (NCL)/ SC/ ST candidates shall be provided against reserved posts as per extant Govt. orders.

PWD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PWD. Such PWD candidates shall be eligible for relaxation of 10 years in upper age limit.

PWD candidates will have to meet the Physical Requirements and Functional Classifications which have been identified for the post as under-

For VC No. CL/10-R1/25:

Categories for which identified	Functional Classification	Physical Requirements
Locomotor disability	OA, OL	S, ST, BN, W, SE, MF, C, R, W

Persons with Disabilities belonging to the category/ categories for which the post is identified (as indicated in Table above) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.

Functional Classification:

Code	Functions
OL	One leg affected (R or L)
OA	One arm affected
OAL	One arm one leg affected
BL	Both legs affected
HI	Hearing Impaired
LV	Low Vision

Physical Requirements:

Code	Physical Requirements
S	Work performed by sitting (on bench or chair)
ST	Work performed by standing
SE	Work performed by seeing
RW	Work performed by reading and writing
BN	Work performed by bending
MF	Work performed by manipulation by fingers
C	Work performed by communication
W	Work performed by walking
H	Hearing/ Speaking
KC	Kneeling and Crouching
JU	Jumping
CL	Climbing

The above lists are subject to revision.

Selection Process

Written Test:

There will be 125 objective type questions carrying one mark each for duration of 2.5 Hours. There will be no negative marking system applicable and therefore, no marks will be deducted in case of an incorrect answer. Candidates belonging to PwBD Category are eligible for an additional

compensatory time of 50 minutes.

A minimum of 50% marks for UR/ EWS (45% for SC/ST/OBC (NCL)/PwBD against reserved posts) in written test will be required to enable the candidate to be considered for further consideration.

The weightage for written test would be 100% for the selection of said posts.

Document Scrutiny:

Based on the result of the written test and no. of vacancies, the documents submitted by candidates will be scrutinized by RITES Limited. It will be the candidates' responsibility to upload supporting documents substantiating the claims submitted in the application form.

Merit list of only those candidates would be prepared who secure a minimum of 50% marks for UR/EWS (45% for SC/ST/OBC (NCL)/ PWD against reserved posts) in Written Test and shortlisted in the document scrutiny. There will be no qualifying marks in aggregate.

Appointment of selected candidates will be subject to their being found medically fit in the Medical Examination to be conducted as per RITES Rules and Standards of Medical Fitness for the relevant post.

The candidates shall have to produce copies of educational qualification and experience claimed which shall be verified from the original documents at the appropriate stage.

The document scrutiny shall be done for those candidates who qualify in the written exam as per advertised number of positions, for verifying their eligibility; and offers shall then be issued provisionally to the shortlisted candidates. The original documents of such candidates shall be verified at the time of joining, failing which, their candidature & offer shall stand cancelled.

Syllabus

For Technician (VC No. CL/10-R1/25) :

- **Gaseous State**
 - Ideal Gas Law: Derivation from Kinetic Theory, Limitations
 - Real Gases: Deviation from Ideal Gas Behaviour
 - Van der Waals Equation: Constants, Isotherms, Critical Constants
 - Liquefaction of Gases: Joule-Thomson Effect, Linde's Process
- **Solid State Chemistry**
 - Crystal Systems & Unit Cells: Types (Cubic, Hexagonal, etc.)
 - X-ray Diffraction & Bragg's Equation: Applications in Structure Determination
 - Packing in Crystals: FCC, BCC, HCP Structures, Packing Efficiency
 - Electrical & Magnetic Properties: Conductors, Insulators, Superconductors
- **Thermodynamics**
 - First Law: Internal Energy, Work, Heat, Enthalpy
 - Second Law: Entropy, Gibbs Free Energy, Spontaneity of Reactions
 - Third Law: Absolute Entropy & Nernst Heat Theorem
 - Thermochemistry: Heat of Formation, Heat of Reaction
- **Structure and Bonding**
 - Hybridization: sp , sp^2 , sp^3 , Bond Length & Strength
 - Inductive Effect, Resonance, Hyperconjugation

- Aromaticity: Hückel's Rule, Stability of Aromatic Compounds
- **Stereochemistry**
 - Types of Isomerism: Structural & Stereoisomerism
 - Optical Isomerism: Chirality, Enantiomers, Diastereomers
 - Geometrical Isomerism: Cis-Trans & E-Z Notation
 - Conformations of Alkanes: Newman & Sawhorse Projections
- **Reaction Mechanisms**
 - Electrophilic Addition: Markovnikov's Rule, Anti-Markovnikov Addition
 - Nucleophilic Substitution: SN1 vs SN2 Mechanisms
 - Free Radical Reactions: Halogenation of Alkanes
- **Periodic Properties**
 - Trends in Atomic & Ionic Radii, Ionization Energy, Electron Affinity
 - Concept of Effective Nuclear Charge & Shielding Effect
- **Chemical Bonding**
 - Covalent Bond: VSEPR Theory, Hybridization, Shapes of Molecules
 - Molecular Orbital Theory: Bond Order, Paramagnetism, Diamagnetism
 - Ionic Bond: Lattice Energy, Born-Haber Cycle
 - Hydrogen Bonding & Its Applications
- **Coordination Chemistry**
 - Werner's Theory of Coordination Compounds
 - Ligands: Monodentate, Bidentate, Polydentate
 - Isomerism in Coordination Compounds
 - Crystal Field Theory: High-Spin & Low-Spin Complexes
- **Chemical Kinetics**
 - Rate Laws: First, Second & Third Order Reactions
 - Arrhenius Equation & Activation Energy
 - Theories of Reaction Rate: Collision & Transition State Theory
- **Electrochemistry**
 - Electrochemical Cells: Galvanic & Electrolytic Cells
 - Nernst Equation & EMF Calculation
 - Conductance, Kohlrausch's Law, Electrolytic Conductivity
 - Batteries & Fuel Cells: Working & Applications
- **Surface Chemistry**
 - Adsorption: Physisorption vs Chemisorption, Langmuir & Freundlich Isotherm
 - Catalysis: Homogeneous & Heterogeneous Catalysis
 - Colloidal State: Types, Properties, Micelles
- **Reaction Mechanisms**
 - Electrophilic Aromatic Substitution: Nitration, Sulfonation, Friedel-Crafts Reactions
 - Nucleophilic Aromatic Substitution: Mechanisms & Examples
 - Elimination Reactions: E1 vs E2
- **Spectroscopy**
 - UV-Vis Spectroscopy: Chromophores, Beer-Lambert Law
 - IR Spectroscopy: Functional Group Identification
 - NMR Spectroscopy: Chemical Shift, Spin-Spin Coupling
- **Biomolecules**
 - Carbohydrates: Monosaccharides, Disaccharides, Polysaccharides
 - Amino Acids & Proteins: Structure, Peptide Bond, Protein Folding
 - Nucleic Acids: DNA, RNA, Watson-Crick Model
- **Transition Elements**
 - Properties of d-Block Elements: Color, Magnetic Behavior

- Lanthanides & Actinides: Lanthanide Contraction, Separation Techniques
- **Organometallic Chemistry**
 - Metal Carbonyls: Bonding & Structure
 - Application of Organometallics in Catalysis (Zeise's Salt, Wilkinson's Catalyst)
- **Bioinorganic Chemistry**
 - Role of Metal Ions in Biological Systems
 - Structure & Function of Hemoglobin, Myoglobin
- **Quantum Chemistry**
 - Schrödinger Equation: Applications in Atomic Structure
 - Quantum Numbers & Molecular Orbital Theory
- **Spectroscopy & Photochemistry**
 - Raman Spectroscopy: Principle & Applications
 - Photochemical Laws: Grothus-Draper Law, Einstein's Law
- **Heterocyclic Chemistry**
 - Structure, Synthesis & Reactivity of Pyrrole, Furan, Thiophene
 - Chemistry of Pyridine, Indole, Quinoline
- **Pericyclic Reactions**
 - Electrocyclic, Cycloaddition, Sigmatropic Shifts
 - Diels-Alder Reaction: Mechanism & Applications
- **Medicinal Chemistry**
 - Drug Designing & Synthesis (Aspirin, Paracetamol, Sulfa Drugs)
 - Antibiotics, Antipyretics, Analgesics
- **Chromatography Techniques**
 - Gas Chromatography (GC), High-Performance Liquid Chromatography (HPLC)
 - Thin Layer Chromatography (TLC), Paper Chromatography
- **Environmental Chemistry**
 - Water & Air Pollution: Causes & Control Measures
 - Heavy Metal Toxicity
- **Industrial Chemistry**
 - Fertilizers, Cement, Paints & Pigments
 - Petroleum Refining & Petrochemical Industry
- **Mathematical Physics:** Focuses on vector calculus, differential equations, and complex analysis, providing mathematical tools essential for physics applications. Fourier series, integral transforms, and partial differential equations. Complex analysis, tensors, and special functions used in physics
- **Mechanics:** Covers Newtonian mechanics, conservation laws, dynamics of rigid bodies, and an introduction to special relativity.
- **Chemistry:** Introduces fundamental concepts in chemistry relevant to physical sciences.
- **Electricity and Magnetism:** Explores electrostatics, magnetostatics, electromagnetic induction, and Maxwell's equations.
- **Waves and Optics:** Studies the principles of wave motion, superposition, interference, diffraction, and polarization of light.
- **Environmental Science:** Addresses environmental issues, sustainability, and the impact of science on the environment.
- **Thermal Physics:** Examines laws of thermodynamics, kinetic theory of gases, and concepts of entropy and free energy.
- **Digital Systems and Applications:** Introduces digital electronics, logic gates, combinational and sequential circuits.

- **Elements of Modern Physics:** Covers quantum mechanics, atomic models, and an introduction to nuclear physics.
- **Analog Systems and Applications:** Studies analog electronics, including diodes, transistors, and operational amplifiers.
- **Quantum Mechanics and Applications:** Explores wave functions, Schrödinger equation, and applications to atomic systems.
- **Solid State Physics:** Investigates crystal structures, band theory, and properties of solids.
- **Electromagnetic Theory:** Studies electromagnetic waves, waveguides, and radiation.
- **Statistical Mechanics:** Introduces statistical methods to describe thermodynamic systems.

Nature & Period of Engagement

The appointment shall be purely on a contract basis initially for a period of one year, extendable until completion of the assignment subject to mutual consent and satisfactory performance. However, the services shall be terminated without notice or pay in lieu thereof in case of unsatisfactory performance or inappropriate conduct/misbehaviour/wrongdoing on the part of the employee or discontinuation of services by the client.

Selected candidates shall be liable for posting anywhere in Bihar or anywhere in India as per Company requirements.

The above-mentioned place of posting is indicative in nature; actual place of posting will be decided at a time of joining.

Remuneration

Pay, allowances and perks for the post would be as per the minimum number of years of work experience detailed below:

VC no.	Post	Monthly Basic Pay (Rs)	Monthly Gross Pay (Rs)	Yearly CTC (Rs)
CL/10-R1/25	Technician	14,643	26,649	3,19,793

Remuneration mentioned above is only indicative. Actual remuneration shall depend upon place of posting and other terms & conditions of appointment.

Venue for Written Test

S. No.	Selection Round	Venue & Date	Reporting Time for Written Exam
1	Written Test	3 different locations across India* (Exact address shall be communicated to the candidates later)	01:00 PM

Candidates are required to give two preferences for their choice of center for the Written Test at the time of online application. Although efforts shall be made to allot a center of choice to the candidates, however RITES reserves the right to allot to a candidate a center which was not indicated as his preference.

Test Centers for Written Test:

S. No.	City
1	Delhi/Gurgaon/NCR
2	Kolkata
3	Guwahati

Exact Date, time and details of venue of the selection shall be communicated to candidates separately.

Fees

Fee
Rs. 300/- plus Taxes as applicable

For any difficulty/ queries regarding fee payment, candidates may contact on following only:
Helpdesk No: 011 – 33557000, Extension Code - 13221 Helpdesk e-mail id: pghelpdesk@hdfcbank.com

Note:

- Posts not reserved for SC / ST / PwD category, candidates from such category will also have to make payment of full fees at this stage during online application.
- The fee charged from the candidates belonging to SC / ST / PwD category during online application would be later refunded upon their participation in the further selection process of written exam / interview (as applicable). The refund amount will be made to such candidates only by way of crediting the amount to the source account / debit card / credit card etc., from which such candidate had paid the fee, duly deducting GST / bank charges (as applicable), after submission and scrutiny of their category certificate.

- c) Candidates should note that the fee submitted through any other mode except the mode specified will not be accepted by RITES and such applications will be treated as without fee and will be summarily rejected
- d) Persons with disabilities are given concession in the fee provided they are otherwise eligible for appointment. A PWDs candidate claiming age relaxation/fee concession will be required to submit along with their Detailed Application Form, certified copy of the PWD certificate as per latest GOI format.
- e) **Candidates shall ensure that the invoice is generated upon successful payment of fee; and in case they are not able to download the invoice, it shall be candidates' responsibility to immediately communicate the same by writing an email to cont.rectt@rites.com with registration details.**

How to Apply

1. **Before applying candidates should ensure that they satisfy the necessary conditions and requirements of the position.**
2. Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the Career Section of RITES website, <http://www.rites.com>.
3. While submitting the online application; the system would generate 'Registration No.' on top of online form filled up by the candidate. Note down this "Registration No." and quote it for all further communication with RITES Ltd.
4. While filling up the required details, candidates are advised to carefully and correctly fill the details of "Identity Proof". Candidates are also advised to note the same and ensure the availability of the same Identity Proof as it will be required to be produced in original at later stages of selection.
5. **After filling up the required details under the "Fill/ Modify Application Form", candidate should submit the application.**
6. The candidates are also advised to keep a copy of Application Form submitted with them and to carry the same at the time of the selection.
7. A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and retained. The same is to be submitted at the time of Scrutiny of Documents along with **SELF-ATTESTED PHOTOCOPIES** of the following documents strictly in the following order:
 - a. One copy of Resume/CV
 - b. 1 recent passport size colour photograph
 - c. High School certificate for proof of Date of Birth
 - d. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIIth, Diploma/ Graduation/ Post-Graduation as applicable)
 - e. Experience certificate/s
 - f. EWS/ SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable)
 - g. Proof of Identity & Address (Passport, Voter ID, Driving license, Aadhaar Card etc)
 - h. PAN Card
 - i. Proof of different periods of experience as claimed in the Application Form (if applicable)
 - j. Any other document in support of your candidature
 - k. PWD Certificate as per latest format (if applicable).

Scanned copies of all above-mentioned documents need to be uploaded on RITES website for successful submission of applications. Candidates need to ensure that scanned copies are clear and visible.

8. In respect of claims made by you in your application with regard to experience, copies of experience certificates from your previous employer are to be submitted at the time document verification. In respect of current employment, experience certificate/ joining letter along with last months' salary slips, or, Form 16 and other documents which clearly prove your continuity in the job are to be submitted. In case your claim is not established from the proofs submitted by you; your candidature is liable to be rejected at the time document scrutiny. Please check your claims vis-a-vis the certificates in support thereof establishing your candidature. Incomplete application or insufficient proof at the time of document verification would entail rejection of your candidature. No additional information other than those furnished in the Application shall be allowed to be considered at a later stage.
9. For proof of CTC/ salary, candidates shall have to submit a copy of their last Form No. 16/ Earning Card/ salary slip/ Appraisal letter/ any other suitable document.
10. For availing reservation, SC/ST/OBC-NCL candidates should furnish Caste Certificate from competent authorities as per the format given at **Annexure I** (for SC/ST candidates) and at **Annexure II** (for OBC-NCL candidates) **valid as on the crucial date i. e. last date stipulated for submission of application**. Further, in case of OBC-NCL candidates, the certificates should specifically indicate that they do not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision, if any, received till the closing date for ONLINE Registration of applications for this Advertisement.

The candidates should ensure that they belong to the OBC- Non-Creamy Layer (NCL) category while applying for the posts against this Advertisement. Further, in addition to the community certificate (OBC), a declaration in the prescribed format as per Annexure III has to be furnished by the candidates during document verification, that he/she does not belong to the creamy layer on the crucial date i. e. last date stipulated for submission of application in this Advertisement.

The certificate produced shall not be older than one year on the crucial date i. e. last date stipulated for submission of application in this Advertisement. In case of not complying to these stipulations, their claim for reserved status (OBC-NCL) will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Unreserved) category, will be considered under General (UR) vacancies only.

EWS Category

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate **as on the crucial date i. e. last date stipulated for submission of application in this Advertisement**. **EWS certificate should be as per Gov. of India format.** In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (UR) category, will be considered under General (UR) vacancies only.

11. Hard copies of documents are not to be sent to this office through post/ courier.

12. The original testimonials/documents along with one self-attested copy will have to be produced by the candidate(s) at the time of selection.
13. Mere applying for the post/ submission of documents/ appearing or qualifying in the selection does not confer any right on the candidates for claiming selection. If it is found that a candidate does not fulfil the advertised eligibility criteria, his/her candidature will be summarily rejected.
14. Candidates should submit only one application for one vacancy and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. RITES will not be responsible for bouncing of any e-mail sent to the candidates. However, candidates can apply for any number of vacancies.
15. The candidates must submit all the details pertaining to his candidature viz. personal details, educational qualification details, experience details, category etc. Suppression, in this regard, if any, detected on a future date shall render the candidature liable for forfeiture.
16. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.
17. **Candidate has to bring duly filled two copies of Annexure A, documents in chronological order and submit at a time of Document verification/Selection process.**

General Instructions

1. Management reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.
2. The number of vacancies may vary.
3. Departmental candidates of RITES and candidates working in Government Departments/ PSU shall be allowed to join RITES only after being properly relieved from their parent organization.
4. Before applying, the Candidates must satisfy themselves about their eligibility for the post applied for.
5. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact (s), his/her candidature s liable for cancellation. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
6. **Any corrigendum/addendum to this advertisement will be displayed only on the Company's website www.rites.com. Therefore, applicants are advised to keep checking the Company's website for any update.**
7. The period of training/internship shall not be counted towards post qualification experience.
8. Legal jurisdiction will be Delhi in case of any dispute
9. No train/bus fare / TA / DA shall be payable.
10. Age, experience, and all other eligibility criteria shall be reckoned as on the last date of submission of application (cut-off date).
11. Date of acquiring the qualification will be earliest of the following:
 - i. Last day of month in which final examination of qualifying degree has been held. In cases where exact date of written examination is stated, the same will treated as date of acquiring the qualification
 - ii. Date of declaration of result
 - iii. Date of issuance of marksheet
 - iv. Date of issuance of degree

There shall be no relaxation on this account. No further relaxation shall be provided in this regard.

12. Where a specialization is required in the qualifying degree in the educational qualification,

candidate is required to submit a certificate from the University/ Institution clearly specifying the specialization in the qualifying degree.

Communication with RITES

Any information regarding this recruitment process would be made available on the email address provided by the candidate at the time of registration and/or shall be uploaded on RITES website. Candidates are advised to periodically check the site for further updates.

Candidates are encouraged to go through the detailed advertisement and read the “Frequently Asked Questions (FAQs)” uploaded on RITES website under Career section to solve their queries.

Queries if remaining should be sent to cont.rectt@rites.com only and contain the following particulars:

- i. **VC No.**
- ii. **REGISTRATION/ROLL NO.**
- iii. **NAME OF CANDIDATE IN FULL AND IN BLOCK LETTERS.**
- iv. **Valid email address as given in the application.**

Communications not containing above particulars shall NOT BE ATTENDED TO. Any query/ issue should be brought to notice of RITES well in advance of the due date.

RITES will not be responsible for non-submission of application due to issues brought to notice at the last moment. Queries related to information already provided in the advertisement may not be attended to.



Annexure-A**Rites Limited****Documents Submission Check-List**

With reference to my application, I am submitting requisite Document(s) along with duly self-attested photocopies of my certificates as under (in chronological order):

S. No.	Documents name	Submitted (Y/N)	Remarks
01	10 th /High School certificate for proof of Date of Birth		
02	12 th Marksheet		
03	Diploma / Graduation Marksheets- All semesters		
04	Diploma / Graduation Certificate		
05	Post Graduation Marksheet All semesters		
06	Post Graduation Certificate (as applicable)		
07	PhD Marksheets & Certificate, if any		
08	Other Academic Qualification / Certification, please specify: _____		
09	List of Experience certificates submitted: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____		
10	Last company relieving letter/ experience certificate, NOC (For Govt./PSU Employees)		
11	ADHAR Card		
12	PAN Card		
13	02 recent passport size colour photographs		

I also certify that the above documents are authentic, valid and true to the best of my knowledge. If any of the above document(s) or any information contained therein is found to be false, my candidature/ employment may be summarily rejected/ cancelled.

Signature of candidate	
Name of candidate	
Date of Documents Submission	
Post Name	
VC No against which Documents Submission	

For official use only

I have verified the above documents submitted by the candidate and found **them to be / not to be** (strike out one of these) in order as per company requirement(s)

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Any other remarks/ details of lack of documents:	
Signature of officer accepting documents	
Name of officer accepting documents	
Designation of officer accepting documents	
Date	



FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/ Srimati/ Kumari*
 son/daughter* of Village/Town
 District/Division* of
 the State/Union Territory* belongs to the
Caste*/Tribe which is recognised as a Scheduled Caste /
 Scheduled Tribe under:-

*The Constitution Scheduled Castes Order 1950.

*The Constitution Scheduled Tribes Order 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;

*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled *Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962

*The Constitution (Pondicherry) Scheduled Castes Orders, 1964

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri / Srimati *father / mother* of Shri / Srimati / Kumari of Village / Town* in District / Division * of the State / Union Territory * who belongs to theCaste*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe in the Station/ Union Territory* issued by the dated

3. Shri / Srimati / Kumari* and /or* his/her* family
ordinarily resides in Village / Town* District / Division*
..... of the State/ Union Territory* of

Place.....

Signature.....

Date.....

Designation.....

(with seal of Office)

State/ Union

Territory.....

* Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Delete the Paragraph, which is not applicable

Note: (a) The term "ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

OBC CERTIFICATE FORMAT**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kumari.....
son / daughter of of Village/Town in
District/ Division in the State / Union Territory belongs to the
..... community which is recognised as a Backward Class
under the Government of India, Ministry of Social Justice and Empowerment's
Resolution No. Dated.....*.

Shri/Smt./Kum.* and /or his/her family ordinarily
reside(s) in the District / Division of the
..... State / Union Territory. This is also to certify that he/she
does not belong to the persons / sections (Creamy layer) mentioned in column 3 (of the
Schedule to the Government of India, Department of Personnel & Training OM No.
36012/22/93-Estt(SCT), dated 8.9.1993 and modified vide Government of India,
Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res) dated
27.05.2013 and 13.09.2017**.

Date:

**DISTRICT MAGISTRATE /
DY. COMMISSIONER ETC.**

(Seal)

*** The authority issuing the certificate may have to mention the details of
Resolution of Government of India, in which the caste of the candidate as OBC.**

**** As amended from time to time.**

**Note: The term "Ordinarily" used here will have the same meaning as in Section
20 of the Representation of the People Act, 1950.**

DECLARATION**Annexure III**

**Proforma for declaration to be submitted by Other Backward Class
Candidates at the time of document verification, who had applied for the post
against VC No. _____**

"I, son/daughter of
Shri resident of Village/Town/City
....., district State
..... hereby declare that I belong to the
(indicate your sub caste) community which is recognized as a backward class by the
Government of India for the purpose of reservation in services as per orders contained
in Department of Personnel and Training Office Memorandum No. 36012/22/93-
Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to
persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above
referred Office Memorandum dated 08.03.1993 and its subsequent revision through
O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the candidate