

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



Recruitment of Professional on Contract Basis

RITES 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	01.08.2025
Last date of submission of online application and online payment of fees	23.08.2025
Issuance of Admit Card	26.08.2025
Written Test (Tentative)	30.08.2025

For posting at various Project sites in of RITES Ltd. 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/08-R1/25	Resident Engineer	-	1	-	-	-	1

Age Limit

Maximum Age	Cut-off date for calculation of Age
40 Years	As on the last date of online application i.e. 23.08.2025

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/08-R1/25	Resident Engineer	#Full time Diploma in Mechanical/Civil/Instrumentation/Electrical Branch of Engineering	Minimum 05 Years post qualification work experience in Construction/Fabrication project or equivalent.

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

Note for Educational Qualifications:

For Diploma Holder: Candidate belonging to General/ EWS category (and candidates belonging to SC/ST/OBC(NCL)/PWD applying against unreserved posts) should have minimum 50% marks in Minimum Educational Qualification for consideration against unreserved posts Reserved category candidates (SC/ST/OBC(NCL)/PWD as applicable) should have at least 45% marks in Minimum Qualification for consideration against reserved posts.

For Degree Holder: Candidate belonging to General/ EWS category (and candidates belonging to SC/ST/OBC(NCL)/PWD applying against unreserved posts) should have first class degree/minimum 60% marks in Minimum Educational Qualification for consideration against unreserved posts Reserved category candidates (SC/ST/OBC(NCL)/PWD as applicable) should have at least 50% marks in Minimum Qualification for consideration against reserved posts.

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 23.08.2025.

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.

Discipline	Categories for which identified	Functional Classification	Physical Requirements
Civil	Locomotor disability	OA, OL	S, ST, BN, W, SE, MF, C, R, W
	Hearing Impairment	HI	----
Mechanical	Locomotor disability	OA, OL	S, ST, BN, W, SE, MF, C, R, W
Electrical/ Instrumentation	Locomotor disability	OA, OL	S, ST, BN, W, SE, MF, C, R, W
	Hearing Impairment	HI	----

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

Syllabus will also include General concepts of Engineering from any of the engineering discipline, basic science concepts, knowledge about industry practices / Indian Govt. service & processes, general aptitude, general awareness, current events etc.

The questions will cover one or more of the topics mentioned below.

- **Engineering Mechanics:** Free-body diagrams and equilibrium; trusses and frames; virtual work; kinematics and dynamics of particles and of rigid bodies in plane motion; impulse and momentum (linear and angular) and energy formulations, collisions.
- **Mechanics of Materials:** Stress and strain, elastic constants, Poisson's ratio; Mohr's circle for plane stress and plane strain; thin cylinders; shear force and bending moment diagrams; bending and shear stresses; deflection of beams; torsion of circular shafts; Euler's theory of columns; energy methods; thermal stresses; strain gauges and rosettes; testing of materials with universal testing machine; testing of hardness and impact strength.
- **Theory of Machines:** Displacement, velocity and acceleration analysis of plane mechanisms; dynamic analysis of linkages; cams; gears and gear trains; flywheels and governors; balancing of reciprocating and rotating masses; gyroscope.
- **Vibrations:** Free and forced vibration of single degree of freedom systems, effect of damping; vibration isolation; resonance; critical speeds of shafts.
- **Machine Design:** Design for static and dynamic loading; failure theories; fatigue strength and the S-N diagram; principles of the design of machine elements such as

bolted, riveted and welded joints; shafts, gears, rolling and sliding contact bearings, brakes and clutches, springs.

- **Heat-Transfer:** Modes of heat transfer; one dimensional heat conduction, resistance concept and electrical analogy, heat transfer through fins; unsteady heat conduction, lumped parameter system, Heisler's charts; thermal boundary layer, dimensionless parameters in free and forced convective heat transfer; heat transfer correlations for flow over flat plates and through pipes, effect of turbulence; heat exchanger performance, LMTD and NTU methods; radiative heat transfer, Stefan-Boltzmann law, Wien's displacement law, black and grey surfaces, view factors, radiation network analysis.
- **Thermodynamics:** Thermodynamic systems and processes; properties of pure substances, behaviour of ideal and real gases; zeroth and first laws of thermodynamics, calculation of work and heat in various processes; second law of thermodynamics; thermodynamic property charts and tables, availability and irreversibility; thermodynamic relations.
- **Engineering Materials:** Structure and properties of engineering materials, phase diagrams, heat treatment, stress-strain diagrams for engineering materials. Elasticity, plasticity, fracture and fracture toughness, fatigue, solid solutions, equilibrium diagram, thermal treatment, isothermal transformation of austenite, TTT and CCT diagrams. Cooling curves, austempering, martempering, factors affecting hardenability, function of alloying elements in steel (ferrite former, austenite former, carbide former, stabilizer)
- **Casting, Forming and Joining Processes:** Different types of castings, design of patterns, moulds and cores; solidification and cooling; riser and gating design. Plastic deformation and yield criteria; fundamentals of hot and cold working processes; load estimation for bulk (forging, rolling, extrusion, drawing) and sheet (shearing, deep drawing, bending) metal forming processes; principles of powder metallurgy. Principles of welding, brazing, soldering and adhesive bonding.
- **Machining and Machine Tool Operations:** Mechanics of machining; basic machine tools; single and multi-point cutting tools, tool geometry and materials, tool life and wear; economics of machining; principles of non-traditional machining processes; principles of work holding, design of jigs and fixtures.
- **Metrology and Inspection:** Limits, fits and tolerances; linear and angular measurements; comparators; gauge design; interferometry; form and finish measurement; alignment and testing methods; tolerance analysis in manufacturing and assembly.
- **Inventory Control:** Deterministic models; safety stock inventory control systems.
- **Manufacturing Processes Metal casting** – patterns and moulds including mould design involving feeding, gating and risering, melting, casting practices in sand casting, permanent mould casting, investment casting and shell moulding, casting defects and

repair; Hot, warm and cold working of metals; Metal forming – fundamentals of metal forming processes of rolling, forging, extrusion, wire drawing and sheet metal forming, defects in forming; Metal joining – soldering, brazing and welding, common welding processes of shielded metal arc welding, gas metal arc welding, gas tungsten arc welding and submerged arc welding; Welding metallurgy, problems associated with welding of steels and aluminium alloys, defects in welded joints; Powder metallurgy – production of powders, compaction and sintering; NDT using dye-penetrant, ultrasonic, radiography, eddy current, acoustic emission and magnetic particle methods.

- **Testing of material:** Non-destructive testing: Ultrasonic testing, radiography, magnetic particle testing, eddy current testing, dye penetration testing. Physical testing: Tensile test, % elongation, % reduction in area, hardness (Brinell, Rockwell, Vickers), impact test (Izod, Charpy), bend test, shear test, fatigue test, creep test. Chemical testing ferrous and non ferrous metals Metallography; micro and macro examination Testing of paints, rubber, textiles, wood, and plastics.
- **Material Science :** Thermal, chemical, electrical, magnetic and mechanical properties of material. Structure of metals (arrangement of atoms, crystalline & amorphous structure, crystal imperfections), solid solution, diffusion in metals and alloys, transformation during cooling of metals and alloys, deformation and metal, impact of cold and hot working on metal, corrosion, forms, causes and prevention.
- **Heat transfer:** Conduction, convection, radiation and heat exchangers.
- **Corrosion & Surface Engineering**
 - Types of Corrosion: Pitting, Galvanic, Crevice
 - Corrosion Prevention: Coatings, Cathodic Protection
 - Surface Hardening Techniques: Nitriding, Carburizing
- **Powder Metallurgy**
 - Powder Production: Atomization, Electrolysis
 - Compaction & Sintering Techniques
 - Applications in Aerospace, Automotive
- **Industrial Metallurgy & Quality Control**
 - Metallurgical Defects & Testing
 - Statistical Quality Control (SQC)
 - Metallurgical Failure Analysis
- **Physical Metallurgy**
 - Phase Transformations, Eutectic & Eutectoid Reactions
 - Iron-Carbon Phase Diagram & Alloying Effects
 - Heat Treatment: Annealing, Hardening, Tempering, Normalizing
- **Extractive Metallurgy**
 - Pyrometallurgy: Blast Furnace, Steelmaking Processes
 - Hydrometallurgy: Leaching, Solvent Extraction
 - Electrometallurgy: Electrolysis, Electrowinning

- **Electrical Circuit Theory & Basic Electronics**
 - Kirchhoff's Laws, Thevenin & Norton Theorems
 - AC/DC Circuits, Power Factor Correction
 - Semiconductor Devices: Diodes, Transistors
- **Electrical Machines**
 - Transformers: Types, Efficiency
 - Induction Motors, Synchronous Machines
 - Power Generation, active power, reactive power.
- **Digital Electronics & Microcontrollers**
 - Logic Gates, Flip-Flops, Counters
 - Microprocessors & Microcontrollers: 8085, Arduino, PLCs
- **Instrumentation & Control Systems**
 - Sensors & Measurement Systems
 - PID Control, SCADA, IoT in Electrical Engineering
- **Power Electronics & Renewable Energy**
 - Inverters, Converters, SMPS
 - Solar & Wind Energy Systems
 - Smart Grids & Electric Vehicles
- **Power Systems**
 - Transmission Systems
 - Distribution Systems
- **Electrical Transients & Relays**
 - Power System protection
- **Engineering Mathematics & Applied Mechanics**
 - Strength of Materials: Stress, Strain, Elasticity
 - Structural Analysis: Beams, Trusses, Frames
 - Surveying: Levelling, GPS, Total Station
- **Building Materials & Construction**
 - Cement, Concrete, Bricks, Steel, Glass
 - Foundation Engineering: Types, Design
 - RCC & Steel Structures: Design Principles
 - Linear & Angular Measurement
 - Compass, Theodolite, Leveling
- **Engineering Drawing & CAD**
 - Structural Drawing Basics
 - AutoCAD for Civil Engineering
- **Fluid Mechanics & Hydraulics**
 - Open Channel Flow, Pumps, Pipe Networks
 - Irrigation Engineering: Canals, Dams
 - Groundwater Hydrology

- **Transportation Engineering**
 - Roadway Design: Pavements, Bridges
 - Railway & Airport Engineering
 - Traffic Engineering: Planning, Management
- **Environmental & Geotechnical Engineering**
 - Soil Mechanics: Shear Strength, Bearing Capacity
 - Environmental Pollution Control: Solid Waste, Wastewater Treatment
- **Construction Project Management**
 - Estimation & Costing, Contracts
 - Safety in Construction, Legal Framework
 - Smart City Development & Infrastructure Planning
- **Industrial Training & Project Work**
 - On-Site Construction Internship
 - Capstone Project in Structural Design

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.

Selected candidates shall be liable for posting anywhere in north -eastern region of India 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/08-R1/25	Resident Engineer	17,853	32,492	3,89,906

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
1	Written Test	5 different locations across India* (Exact address shall be communicated to the candidates later)

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	Mumbai
3	Kolkata
4	Chennai
5	Bhilai

***All centers are tentative and will depend on number of candidates and discretion of RITES.**

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

Fees

Fee
Rs. 100/- plus Taxes as applicable

Note:

- a) 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.
- 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. EWS/ SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable)
 - f. Proof of Identity & Address (Passport, Voter ID, Driving license, Aadhaar Card etc)
 - g. PAN Card
 - h. Proof of different periods of experience as claimed in the Application Form (if applicable)
 - i. Any other document in support of your candidature
 - j. PWD Certificate as per latest format (if applicable).

Documents are to be submitted at the time of online application.

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 be 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 Marksheet- All semesters		
04	Diploma / Graduation Certificate		
05	Post Graduation Marksheet All semesters		
06	Post Graduation Certificate (as applicable)		
07	PhD Marksheet & 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	