

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



Recruitment of professionals on Regular

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

MITES Ltd. is in urgent need of dynamic and hard-working professionals as under:

VC Nos.	Posts	No. of Vacancies						Age
		UR	EWS	OBC	SC	ST	Total	
RG/11/25	Assistant Manager (Civil)	09	01	04	02	02	18	32

Note: Age, experience, and all other eligibility criteria shall be reckoned as on the last date of submission of the application (cut-off date).

Minimum

VC No	Designation	Minimum Qualification *	Minimum post -
RG/11/25	Assistant Manager (Civil)	Full time bachelor's degree in civil engineering	2 Years

Experience is defined as under:

Candidates should have post-qualification experience of minimum two years in the field of Construction Supervision.

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

*Candidates belonging to UR/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 Qualification for consideration against unreserved posts.

Reserved category candidates (SC/ST/OBC(NCL)/PwBD as applicable) should have at least 50% marks in Minimum Qualification for consideration against reserved posts.

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 to be 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 mark sheet does not indicate the first class/division or percentage, the applicant shall provide conversion formula for deriving the percentage from the CGPA/DGPA/etc. issued by the concerned university/institution. In such cases where the university/institution does not have a conversion formula, an undertaking to this effect shall 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% and minimum 5 on 10-point scale will be considered as 50%.

Selection Process

a) 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.

b) Document Scrutiny & Verification:

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

In case of deficiency in documents scrutinized by RITES in establishing the claim made in the application, the same shall be notified on the website along with the list of candidates to be called for the interview preceded by document verification. The candidates called for the interview shall bring all the required

documents in original, including the original copies of such documents which fulfill the deficiency notified (as applicable). It shall be the responsibility of the candidate to produce all the documents establishing

their eligibility and claim made in the application, and inability to produce the documents fulfilling the

deficiency at the time of document verification, before the interview will render their candidature ineligible.

The documents fulfilling the deficiency must be submitted at the time of document verification and the same must be issued in relation to the deficiency notified, with the purpose of substantiating the claim made in the application by such candidate; however, the date on the same shall not be later than the date of document verification. *(submission of documents with regard to category status including OBC-NCL and EWS will continue to be governed as per the 'Relaxation & Concessions' section of this advertisement, to be read along with clause 8 under 'How to Apply' section of this advertisement)*

Candidates will be called for interview in the ratio of 1:6 to the number of vacancies.

c) Interview:

The weightage distribution of various parameters of the selection shall be as under:

Written Test – 60%

Interview - 40%
(Technical & Professional proficiency - 30%; Personality Communication & Competency – 10%)

Total - 100%

A minimum of 60% marks for UR/ EWS (50% for SC/ST/OBC (NCL)/ PWD against reserved posts) in interview will be required to enable the candidate to be considered for placement on panel, which would be based upon the overall merit order. There will be no minimum qualifying marks required in the aggregate.

Based on the requirement and discretion of RITES, the selection process of written test or document verification or interview may be conducted from RITES' Regional Offices, which shall be intimated upon issuance of respective call letters to applicable candidates.

Candidates have the option to appear for the selection process either in Hindi or English.

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.

Relaxation

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

RITES regular/contract employees fulfilling the educational qualification and experience criteria shall be given age relaxation of 5 years, over and above the upper age limit indicated below.

The following relaxation in age shall be given, subject to production of required certificates:

SC/ST Category: 5 years

OBC-NCL Category: 3 years

Persons with Benchmark Disabilities (PwBD): 10 Years; in addition to the age relaxation permissible for

SC/ST/OBC-NCL category candidates, subject to the post being identified suitable for PWD as mentioned in the below table.

However, relaxation in upper age limit shall be applicable for PwBD candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for PwBDs as per the below table.

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

Civil:

Categories for which identified	Functional Classification	Physical Requirements
Locomotor disability	OA, OL, Leprosy Cured, Acid Attack Victims	S, ST, BN, W, SE, MF, C, RW, KC, CL, JU, H
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 Classifications		Physical Requirements	
Code	Classification	Code	Physical Requirements
OH	Orthopedically Handicapped	S	Sitting
VH	Visually Handicapped	ST	Standing
HH	Hard of Hearing	W	Walking
OL	One leg	SE	Seeing
OA	One arm	H	Hearing/ Speaking
BA	Both Arms	RW	Reading and Writing
BH	Both Hands	C	Communication
MW	Muscular Weakness	MF	Manipulation by fingers
OAL	One arm one leg	PP	Pulling & Pushing
BLA	Both Legs and Arms	L	Lifting
BLOA	Both Legs one Arm	KC	Kneeling & Crouching
LV	Low Vision	BN	Bending
B	Blind	M	Movement
PD Partially Deaf JU			Jumping
FD Fully Deaf CL			Climbing
BL Both legs CL			Climbing
D Dwarfism			
CP Cerebral Palsy			
LC Leprosy Cured			
AAV Acid Attack Victims			
MD Multiple Disabilities			

The above lists are subject to revision.

Nature

The appointment will be initially on probation for a period of one year.

Selected candidates shall be liable for posting at any place in India and abroad as per requirements of the Company.

Candidates will be required to clear the screening test for confirmation of their services at the end of the probation period. Those who fail to qualify in the screening test, their probation period may be extended, and further action taken in accordance with the policy of the Company.

Candidates may also note that no application of an employee will be forwarded for jobs outside until he/ she completes 2 years of service in the Company.

Remuneration

The pay would be fixed at the minimum of the scale. Candidates from Government Departments/ PSUs are eligible for protection of their Basic Pay in accordance with the policy of the Company. In addition to Basic Pay candidates would be paid DA, Fixed/variable allowances as applicable to the scale, Performance Related Pay, Medical facilities, HRA/Lease accommodation, attractive superannuation package consisting of contribution to PF, Gratuity as per Gratuity Act and Post Retirement Medical Scheme. Other benefits would be as under:

- Leaves as per leave rules
- Maternity Leave/ Paternity Leave As per company rules applicable to
- Medical facility. Regular employees.
- Group Insurance.
- Leave Encashment.

The approximate emoluments at the minimum of the pay-scale for the position is detailed below:

VC No	Post	Pay Scale Approximate	CTC
RG/11/25	Assistant Manager (Civil)	INR 40,000-1,40,000	INR 14.46 Lacs

Fee:

The candidates will have to deposit the undermentioned amount of fees during online application:

Category Fee	
General/OBC Candidates	Rs. 600/- plus Taxes as applicable
EWS/ SC/ST/ PWD Candidates	Rs

Note:

- 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.
- 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.

S. No	Selection Round	Venue & Date
1	Written Test	

Candidates are required to give two preferences for their choice of center for the Written Test at the time of 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
	Delhi/Gurgaon
	Kolkata
	Bangalore
	Mumbai
	Hyderabad
	Guwahati
	Bhubaneswar

***All centers except Delhi/ Gurgaon are tentative and will depend on number of candidates and discretion of RIT**

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

Syllabus for Written Test

Syllabus for the post Assistant Manager (Civil):

Topics
General Aptitude/ General Knowledge/ General Awareness etc.
Surveying: - Types of leveling Instruments, Temporary adjustments, Booking and reducing of levels, Checking the leveling work, longitudinal section, Cross Sections, Error due to curvature and refraction.
Total station/GPS Survey-Features of total station and GPS, Principles of working with GPS, adjustment of errors, Open and closed traverse and their application to engineering problems.
Trigonometric Leveling-Heights and Distances, Geometrical Observations, Determination of Difference in Elevation.
Triangulation Systems, Base Line Measurement, Calculations of Length of Base, Measurement of Horizontal Angles.
Contours and Contour Interval, Methods of Locating Contours, Interpolation of Contours.
Route Surveying-Elements of Reconnaissance Survey, Preliminary Survey, Final Location Survey, Construction Survey.
Simple, compound, reverse and transition curves, Vertical curves for roads and railways, setting out curve by offset and by method of deflection angles, Length of curves calculation.
Hydrographic survey-sounding, channeling, cross section of streams and rivers and gauging of discharges.
Principles and utility of Aerial photogrammetric and remote sensing, satellite data.
Soil as a three phase system water content, density and unit weights, specific gravity, void ratio porosity and degree of saturation, density index.
Classification of soils, compaction, standard Proctor test, water density relationship, modified proctor test, field compaction methods, field compaction control, calibration curve, factors affecting compaction.
Exploratory boring, depth of exploration, spacing and number of boring, method of sampling and types of samples, bore logs, core recovery, rock quality designation, field vane shear test, standard penetration test and its application, field plate load test and limitation, ultimate bearing capacity of shallow foundation, Plate load test, Elements of combined and raft foundation.
Pile foundation – General considerations in pile foundation, types of piles, pile load test and use of relevant IS code.
Stability of slopes, classical theory of earth pressure by Rankine and Coulomb, active and passive pressure against retaining walls.
Differential method of improving soil characteristics at site, element of soil stabilization, sand drain, vibro replacement technique.
Data Required for Preparation of an estimate, Types of estimates, Items of Work, Description of an Item of work, Measurement of Works, Guidelines for Measurements, I.S. mode or Units of measurements, Plinth Area, Floor Area, Carpet and F.S.I.
General procedure of measurement of works, Methods of taking out Quantities, Various items of works, Prime Costs and Provisional Sums, Provisional Quantities, Contingencies, Work-charged, Establishment, Centage Charges, Building Estimate Methods, Checks over Accuracy of Detailed Estimates.
Analysis of Rates – quantities of Materials and labour Required for different items of Works. Approximate Rates of Equipment/Machinery required for different items of Works. Transportation of Materials and cost. Rates specified for various categories of Laborers in Building Industry. Analysis of Rates of Principal Items of Work in the Building Construction.
Type of Specifications, Detailed Specifications, Standard Specifications
Type of tenders, components of tender document, preparation of tender document.
Beam:- Types of Supports, Shear Force and Bending Moment, Shear Force and Bending Moment Diagrams, Graphical Method of Plotting S.F. and B.M. Diagrams.
Beams: - Deflections by Moment Area Method and Conjugate Beam Method, Slope and Deflection for Cantilever and Simply Supported Beam, Analysis of Fixed Beam and Continuous Beams.
Column analysis with different support condition, column carrying eccentric load, laterally loaded column, effective height, short column, slender column.
Deflection of framed structures Moving loads on beam/frames, influence lines for bending moment and shear force in members of framed structure. Moment distribution and slope deflection methods.
Method of Design – Working Stress Method, Ultimate Load Method, Limit State Method
Singly and Doubly Reinforced Beams and slabs, columns
Shear Stress, Diagonal Tension, Shear Reinforcement, Development Length, Anchorage Bond, Flexural Bond
Basic Concepts of Prestressed Concrete

Stress strain curve for mild steel, rolled steel sec on, loads, permissible stresses, working stresses, factor of safety minimum thickness of structural members, Design methods.
Compression Members-E ec ve length, Slenderness ra o, Column design , Types of sec ons, assumpt ons, Design of Axially loaded compression members
Tension Members-Net sec onal area, Permissible stress, Design of axially loaded tension member
Design of Plate girder – bending, shear, economical depth.
Welded joints, types of welds, design of llet weld, design of bu weld.
Classi ca on of highways, types of surveys, cross-sec on and pro les, soil inves ga on
Elements of right of way and standards, gradient, speed, sight distances, curves.
Tes ng of aggregate, bitumen and cement, Field quality test for earthwork, concrete work, brick & stone masonry, Road work
California bearing ra o method for design of exible pavement
Design of concrete pavement, pavement joints, prepara on of the sub-grade and sub-base
Types of alignment survey, parameters of speed, loading and permanent way for various classes of railway line, schedule of dimensions.
Curves, gradient, earthwork and permanent way-rails, sleepers, ballast, fastenings and xtures, points and crossings, level crossing.
Daily maintenance, periodical maintenance, maintenance of track alignment, maintenance of drainage, maintenance of track components, maintenance of points and crossings, maintenance of level crossing.
Airport Site Selec on, Es ma on of Future Air Tra c Needs, Runway Orienta on, Runway Con gura on, Basic Runway Length, Correc on for Eleva on, Temperature and Gradient, Airport Classi ca on, Airport Capacity, Runway Capacity, Gate Capacity, Taxiway Capacity, Airport layout.

How

- 1. Before applying, candidates should ensure that they satisfy the necessary conditions and requirements of the position.**
- 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>.
- 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.

- 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 (if called).
- 5. After filling up the required details under the "Fill/ Modify Application Form", click on "Upload Documents". Post successful upload of documents, candidate needs to click on "Make payment".**

The payment details show the amount to be paid to the bank based on category against which you are submitting application form.

Applications without successful fee payment shall be treated as incomplete and shall be summarily rejected.

- In respect of claims made by you in your application with regard to experience, documents in support therefore have to be uploaded on RITES website and needs to be re-produced on the day of interview. In case your claim not established from the proofs submitted by you; your candidature is liable to be rejected at the time shortlisting/ document scrutiny. Please check your claims vis-a-vis the certificates in support thereof establishing your candidature. Incomplete application or insufficient upload of proof 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.

7. For proof of CTC/ salary, candidates shall have to upload a copy of their last Form No. 16/ Earning Card/ salary slip/ Appraisal letter/ any other suitable document and the same needs to be re-produced on the day of interview.
8. For availing reservation, SC/ST/OBC-NCL candidates should furnish Caste Certificate from competent authorities as per the format given as **Annexure I** (for SC/ST candidates) and **Annexure II** (for OBC-NCL candidates) **valid as on the crucial date i. e. last date stipulated for submission of application**. 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 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 **valid 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.

As regards OBC NCL & EWS category candidates, candidates will be afforded opportunity of submission of the valid OBC NCL Certificate and EWS Certificate (as applicable) on the date of their **valid as on the crucial date i. e. the last date stipulated for submission of application in this Advertisement.** Those candidates who shall not be able to produce valid certificate in support of their claim in the application form for belonging to reserved category even after this additional opportunity; they will be treated as UR Category candidates.

9. Hard copies of documents are not to be sent to this office through post/ courier.
10. A copy of this online **APPLICATION FORM** containing the registration number is to be printed, signed, and retained. The same is to be submitted along with **SELF-ATTESTED SCANNED COPIES** of the following documents strictly in the following order. (if called for document verification on the day of interview):
- 2 recent passport size colour photographs
 - High School certificate for proof of Date of Birth
 - 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)
 - EWS/ SC/ST/OBC Certificate in the prescribed format by Govt. of India (if applicable)
 - Proof of Identity & Address (Passport, Voter ID, Driving License, Aadhaar Card etc)
 - PAN Card
 - Proof of different periods of experience as claimed in the Application Form (if applicable)

- h. Any other document in support of your candidature
- i. PwBD 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.

11. The original testimonials/documents along with one self-attested copy will have to be produced by the candidate(s) at the time of selection (if called). The original copies shall be returned after verification.
12. 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 fulfill the advertised eligibility criteria, his/her candidature will be summarily rejected.
13. 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 separately.
14. 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.
15. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.
16. Departmental Candidates working on regular basis of RITES are required to apply online and submit their application through proper channel also.
17. **Candidates working in Government Departments/ PSUs on regular basis are required to apply through proper channel. Such Candidates who apply directly would have to bring No Objection Certificate (NOC) at the time of Interview (if called) for being eligible for protection of their pay, transfer of gratuity, Leave etc. subject to satisfaction of other terms and conditions in this regard. NOC submitted after due date shall not be considered.**
18. **Candidates have to bring duly filled two copies of Annexure A, and documents mentioned therein in chronological order and submit at the time of Document verification/Selection process.**

General

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. Candidates working in any organization 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 is 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. Offer letter is not considered as proof of experience and candidate has to submit joining & relieving or experience certificate for claiming the experience.
8. Legal jurisdiction will be Delhi in case of any dispute
9. No fares / 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:
- 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.
 - Date of declaration of result
 - Date of issuance of final marksheet
 - Date of issuance of degree

There shall be no relaxation on this account.

- 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.**

Communications

Any information regarding this recruitment process would be made available on the e-mail 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 Career section of RITES website 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 any, should be sent to career@rites.org only and contain the following particulars:

- VC No.
- REGISTRATION/ROLL NO.
- NAME OF CANDIDATE IN FULL AND IN BLOCK LETTERS.
- 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 duly in advance of the last date affording opportunity to redress genuine and reasonable grievance.

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 shall not be attended to.

Important Dates

S. No.	Particulars	Date
	Commencement of submission of online application	3

	online payment of fees	
2	Last date of	24
3	Date of issuance of admit card	27.02.2021
	Date of	09.03.2021
	Upload of provisional answer key	10.03.2021
	Opening of Objection Window	10.03.2021
7	Interview	Will be intimated separately



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 & certificate		
04	Post Graduation Marksheet All semesters & certificate (as applicable)		
05	PhD Marksheets & Certificate, if any		
06	Other Academic Qualification / Certification, please specify: _____		
07	List of Experience certificates submitted: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____		
08	Last company relieving letter/ experience certificate, NOC (For Govt./PSU Employees)		
09	AADHAR Card		
10	PAN Card		
11	02 recent passport size colour photographs		

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

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 the.....Caste*/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

APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF

This is to certify that Shri / Smt. / Kumari.....
 of Village/Town in

..... 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:

(Seal)

* The authority issuing the certificate may have to mention the

** As amended from time to time.

Note: The term “Ordinarily” used here will have the same meaning as in Section

DECLARATION**Annexure II****Proforma for declaration to be submitted by Other Backward**

for the post

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