

Directorate General of Electronics and Mechanical Engineers

Direct Recruitment in Group 'C' Posts in the Corps of Electronics and Mechanical Engineers

Applications are invited for direct recruitment from Indian nationals for the undermentioned posts at the address mentioned against each posts.

Unit/Postal Address of the Establishment for forwarding applications	Place of Work	Posts	Total Vac	Vacancies					
				Unreserved		SC	ST	OBC	Including Reservation for
				UR	EWS				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Commandant, 505 Army Base Workshop, Delhi Cantt, Delhi-110010	New Delhi, Delhi	Lower Division Clerk	02	0	01	0	01	0	
		Fireman	01	0	0	0	01	0	
		Vehicle Mechanic (Armed Fighting Vehicle), Highly Skilled-II	04	01	0	01	01	01	01 x PH (ASD (M, MoD), SLD (M), MI (M))
		Fitter (Skilled)	03	01	0	02	0	0	
		Welder (Skilled)	02	0	0	01	0	01	
		Tradesman Mate	08	03	0	03	02	0	1 x PH (OA/BL/OL/PD)
Commanding Officer, Station Workshop EME Delhi Cantt-110010	New Delhi, Delhi	Washerman	02	01	0	0	0	01	
		Cook	01	01	0	0	0	0	
Commandant, 506 Army Base Workshop, Jabalpur, Madhya Pradesh-482005	Jabalpur, Madhya Pradesh	Lower Division Clerk	03	0	01	0	02	0	
		Electrician (Power) (Highly Skilled-II)	02	01	0	01	0	0	
		Telecom Mechanic (Highly Skilled-II)	07	05	0	01	0	01	01 x PH (D, HH, OL, CP, LC, Dw, AAV)
		Upholster (Skilled)	01	01	0	0	0	0	
Commandant, 507 Army Base Workshop EME, PO:ESD (Machinery) Kankinara Dist :24 Parganas (North) West Bengal-743124	Kankinara, West Bengal	Fireman	03	02	0	0	0	01	
Commandant 508 Army Base Workshop, Chheoki, Prayagraj, Uttar Pradesh-212105	Chheoki, Prayagraj, Uttar Pradesh	Lower Division Clerk	02	0	01	0	01	0	01 x ESM
		Storekeeper	03	02	0	0	0	01	01 x ESM
		Electrician (Highly Skilled-II)	02	02	0	0	0	0	01 x PH (Dw, AAV, LC)
		Upholster (Skilled)	02	01	0	01	0	0	01 x ESM
		Machinist (Skilled)	04	02	0	02	0	0	
		Welder (Skilled)	01	0	0	01	0	0	01 x PH (Dw, AAV, LC)
		Tin and Copper Smith (Skilled)	01	0	0	0	0	01	1 x ESM
		Tradesman Mate	17	10	0	02	01	04	03 x ESM, 01 x PH (Dw, AAV, LC, HH, OA, LV)
Commandant, 509 Army Base Workshop, Agra, Uttar Pradesh-282001	Agra, Uttar Pradesh	Lower Division Clerk	07	0	01	01	04	01	
		Storekeeper	04	02	01	01	0	0	
		Engineer Equipment Mechanic (Highly Skilled-II)	01	0	0	01	0	0	
		Electrician (Power) (Highly Skilled-II)	01	01	0	0	0	0	
		Electrician (Highly Skilled-II)	01	0	0	0	0	01	
		Telecom Mechanic (Highly Skilled-II)	01	0	0	0	01	0	1 x PH (D, HH, OL, CP, LC, Dw, AAV)
Quality Control Engineer, Detachment Base Workshop Group (Quality), COO Agra, Uttar Pradesh-282001	Agra, Uttar Pradesh	Telecom Mechanic (Highly Skilled-II)	01	01	0	0	0	0	
Commandant, 510 Army Base Workshop Meerut Cantt, Uttar Pradesh-250001	Meerut, Uttar Pradesh	Telecom Mechanic (Highly Skilled-II)	06	03	01	0	01	01	
		Machinist (Skilled)	08	03	01	01	01	02	01 x ESM
		Vehicle Mechanic (Armed Fighting Vehicle), Highly Skilled-II	09	05	01	0	01	02	01 x ESM

Commandant, 510 Army Base Workshop Meerut Cantt Uttar Pradesh-250001	Meerut, Uttar Pradesh	Electrician (Highly Skilled-II)	01	01	0	0	0	0	
		Lower Division Clerk	13	01	06	01	03	02	01 x PH (B, LV/D, HH)
		Telephone Operator Grade-II	01	01	0	0	0	0	
		Tradesman Mate	37	16	04	06	02	09	03 x ESM, 01 x PH (D, HH, LD, LV)
Commandant, 512 Army Base Workshop Kirkee, Pune Maharashtra-411003	Pune, Maharashtra	Lower Division Clerk	02	0	0	0	02	0	
		Fireman	02	01	0	0	0	01	
		Vehicle Mechanic (Armed Fighting Vehicle), Highly Skilled-II	07	03	01	01	01	01	01 x PH (LV)
Commandant, 515 Army Base Workshop, Utsoor, Bengaluru Karnataka- 560008	Bengaluru, Karnataka	Lower Division Clerk	10	02	06	01	01	0	01 x ESM
		Storekeeper	05	02	01	01	0	01	
		Fireman	01	0	0	0	01	0	
		Telecom Mechanic (Highly Skilled-II)	01	01	0	0	0	0	
		Electrician (Highly Skilled-II)	03	01	0	01	0	01	
		Fitter (Skilled)	01	01	0	0	0	0	

Note:

Examination Centre for following units is as under:-

Ser	Name of Unit	Examination Centre
1	Quality Control Engineer, Detachment Base Workshop Group (Quality) COD Agra, Uttar Pradesh- 282001	509 Army Base Workshop, Agra
2	Station Workshop EME, Delhi Cantt	505 Army Base Workshop, Delhi Cantt

2. For balance units, the postal address given at Column (a) of Paragraph 1 will be the examination centre.

Abbreviations used: UR- Un-reserved, SC- Schedule Caste, ST- Schedule Tribe, OBC- Other Backward Class, EWS- Economically Weaker Section, PH- Physically Handicapped, ESM- Ex-Serviceman, B- Blindness, LV- Low Vision, D- Deaf, HH- Hard of Hearing, OL- One leg, OA- One Arm, OAL- One Arm and One Leg, CP- Cerebral Palsy, Dw- Dwarfism, AAV- Acid Attack Victim, LC- Leprosy Cured, ASD (M, MoD)- Autism Spectrum Disorder (M-Mild, MoD- Moderate), SLD(M)- Specific Learning Disability (M-Mild), MI(M)- Mental Illness (M-Mild), MD- Multiple Disability

Please note : The number of vacancies is subject to change. Further, the employer has the right to cancel or modify notification without assigning any reason thereof.

Eligibility Criteria :

2. Minimum/ Essential "Educational Qualification" and "Desirable Qualification/ Experience" for the posts are as under: -

S. No.	Posts	Qualifications
(a)	Electrician (Highly Skilled-II)	Essential :- Pass in 10+2 with a certificate from a recognized Industrial Training Institute in the respective trade or grade. OR Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification :- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.
(b)	Electrician (Power) (Highly Skilled-II)	Essential Pass in 10+2 with a certificate from a recognized Industrial Training Institute in the respective trade or grade. OR Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification :- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.
(c)	Telecom Mechanic (Highly Skilled-II)	Essential Pass in 10+2 with a certificate from a recognized Industrial Training Institute in the respective trade or grade. OR Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification :- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.
(d)	Engineering Equipment Mechanic (Highly Skilled Grade - II)	Essential Pass in 10+2 with a certificate from a recognized Industrial Training Institute in the Motor Mechanic trade; OR Training Institute in the Motor Mechanic trade; OR B.Sc. with Physics, Chemistry and Mathematics; or Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification:- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.

(e)	Vehicle Mechanic (Armoured Fighting Vehicle) (Highly Skilled-II)	Essential :- Pass in 10+2 with a certificate from a recognized Industrial Training Institute in the Motor Mechanic trade. OR Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification :- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.
(f)	Telephone Operator Grade-II	Essential :- (i) Matriculation or its equivalent with English as a compulsory subject. (ii) Proficiency in handling of PBX Board. Desirable qualification :- Fluency in spoken English.
(g)	Machinist (Skilled)	Essential :- ITI certificate from a recognized Industrial Training Institute in the Machinist or Turner or Mill Wright or precision Grinder. OR Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification :- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.
(h)	Fitter (Skilled)	Essential :- ITI certificate from a recognized Industrial Training Institute in the respective trade or grade. OR Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification :- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.
(i)	Tin and Copper Smith (Skilled)	Essential :- ITI certificate from a recognized Industrial Training Institute in the respective trade or grade. OR Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification :- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.

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(k)	Upholster (Skilled)	Essential :- ITI certificate from a recognized Industrial Training Institute in the respective trade or grade. OR Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification :- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.
(l)	Welder (Skilled)	Essential :- ITI certificate from a recognized Industrial Training Institute in the respective trade or grade OR Armed Forces Personnel or Ex-servicemen from the appropriate trade and minimum at grade I. Desirable qualification :- National Council for Training in the Vocational Trades certificate from Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India.
(m)	Storekeeper	Pass in 12th class from a recognized Board or University.
(n)	Lower Division Clerk	(i) Pass in 12th class from a recognized Board or University. (ii) Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500/ 9000 key depressions per hour (KDPH) on an average of 5 key depressions for each word)
(o)	Fireman	(i) Matriculation pass or equivalent. (ii) Must be conversant with the use and maintenance of all types of extinguishers, hose fittings and fire appliances and equipments like fire engines, trailer, fire pumps foam branches etc. (iii) Must be familiar with the use and maintenance of all first aid Fire Fighting Appliances and Trailer Fire pump. (iv) Must know elementary principles of Fire Fighting employed in fighting different types of fire. (v) Must be conversant with foot and appliance Fire Service Drills and be able to perform the task allotted to the member of a Fire Crew. (vi) Must be physically fit and capable of performing strenuous duties and must have passed the test specified in Para 7 below.
(p)	Cook	(i) Matriculation pass or equivalent. (ii) Must have knowledge of Indian Cooking and proficiency in trade.
(q)	Tradesman Mate	Matriculation pass from recognized Board or equivalent.
(r)	Washerman	Essential :- (i) Matriculation pass or equivalent from recognised Board. (ii) Must be able to wash Military/Civilian cloths thoroughly.

3. Pay Scale (As per 7th Central Pay Commission).

(a) Posts at serial No. 2(a) to 2(e) - Pay Matrix Level 4 (Pay Band-1 Rs. 5200-20200 (Grade Pay Rs. 2400/-)).

(b) Posts at serial No. 2 (f) - Pay Matrix Level 3 (Pay Band-1 Rs. 5200-20200 (Grade Pay Rs. 2000/-)).

(c) Posts at serial No. 2(g) to 2(p) - Pay Matrix Level 2 (Pay Band-1 Rs. 5200-20200 (Grade Pay Rs. 1900/-)).

(d) Posts at serial No. 2(q) to 2(r) - Pay Matrix Level 1 (Pay Band-1 Rs. 5200-20200 (Grade Pay Rs. 1800/-)).

4. Age Limit: 18 to 25 Years**5. Age Relaxation.** In accordance with the orders issued by Central Government from time to time including ESM :

Scheduled Caste and Scheduled Tribes (SC/ST)	5 (Five) years of age concession is admissible to Scheduled Caste and Scheduled Tribes
Other Backward Class (OBC (Non-creamy layer))	3 (three) years of age concession is admissible to Other Backward Class (Non-creamy layer)
Person with Benchmark Disability	Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons with disabilities
Ex- Servicemen (ESM)	For ESM, resultant age after deducting period of service from actual age should not exceed prescribed age limit by more than 3 years. Calculation of age shall be as per the category for which the application has been made.

Departmental candidates	Departmental candidate with three years continuous service in Central Govt will be given age relaxation up to 40 years of age (45 years for SC/ST)
Widows, divorced women and women judicially separated from their husbands and who are not re-married	Age relaxation upto the age of 35 years (upto 40 years for members of Scheduled Castes/ Scheduled Tribes)

Note:

(i) SC/ST/OBC candidates who apply against unreserved post will not be given age relaxation and other concession meant for SC/ST/OBC.

(ii) The crucial date for determining the age limit shall be the last date of receipt of application.

(iii) The age relaxation will be applied only in case of those candidates who produce valid certificate(s) of caste/ category.

(iv) Date of Birth filled in by the candidate in application form and the same recorded in the matriculation examination certificate will be considered for determining the age and no subsequent request will be accepted.

6. Posts mentioned above are subject to "All India Transfer Liability and Field Service Liability Rules", Candidates selected may be posted to any "Unit or Location" depending on the organisational interest. No representation will be entertained**7. For Fireman only.** Physical measurements/ fitness test shall be as under:-(a) **Minimum Physical Measurements.**(i) **Height without shoes :** 165 cms, provided that a concession of 2.5 cms in height shall be allowed for members of Scheduled Tribes.(ii) **Chest (Un-expanded) :** 81.5 cms(iii) **Chest (on-expansion) :** 85 cms(iv) **Weight :** 50 Kg (minimum)(b) **Fitness/ Endurance Test.**

(i) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 meters within 96 seconds).

(ii) Clearing 2.7 meters wide ditch landing on both feet (Long jumps).

(iii) Climbing 03 meters vertical rope using hands and feet.

8. How to Apply:

(a) Candidates to forward application duly typed in A4 size paper as per prescribed format given in the advertisement alongwith a self-addressed envelope (size-10.5 cm x 25 cm) with postal stamp of Rs. 5/- properly sealed in an envelope to the address mentioned against the post applied for through ORDINARY POST. Candidates are requested to superscribe the words "APPLICATION FOR THE POST OF _____" on the top of the envelope while sending the application form. Candidate to ensure that valid E-mail ID and Aadhaar linked Telephone number are mentioned in the application form.

(b) **Last date for receipt of application is 21 days** (including Sundays and holidays) from the date of publication of the advertisement in the Employment News and **28 days** (including Sundays and holidays) for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti Districts and Pangl Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep. First date of this advertisement in the 'Employment News' will be taken into account for calculating 21/28 days. If closing date falls on holidays, then next working day will be taken as closing date for receipt of application.**9. Candidates are allowed to apply only for one trade at one location and applications once submitted cannot be modified under any circumstance. No application will be received by hand.****10. Persons working in Central Govt/ State Govt/ PSUs must provide the "NOC" document obtained through the competent authority of his/her present organization to Recruitment Agency at the time of selection.****Important Aspects****11. Application(s) will be shortlisted on the basis of the Essential Qualification referred at Para 2 and Admit cards will be issued accordingly. No weightage will be given for additional/ higher qualification.****12. Merely fulfilling the essential qualification does not automatically entitle a person to be called for test.****13. Admit card will NOT be issued in case of rejection/ late receipt of applications. Candidates will not be intimated in case of rejection of their application and no correspondence in this regard will be entertained.****14. Incomplete/ illegible application will be deemed invalid and rejected without intimation to the candidate.****15. Application(s) without correct advertisement reference number will not be accepted.****16. No man who has more than one wife living and no woman who has more than one husband living, shall be eligible for appointment.****17. Canvassing in any form shall disqualify the candidature. No enquiry or correspondence will be entertained.****18. Candidates are responsible for providing all factually correct data and correct certificates/ documents along with application form. Providing factually incorrect data, fake certificates/ documents or providing incomplete certificates/documents by the candidate at any stage of recruitment/ selection will result in automatic rejection of his/ her candidature. The selection board shall not be responsible for any lapse on the part of the candidate in this regard.**

19. Date & Place of Bio-metric, Document Verification and Written Examination for each trade will be intimated via admit card which will be sent through ORDINARY POST in the envelope provided by the candidate along with the application and through Electronic means. Candidate to ensure that correspondence address, E-mail ID and telephone number provided in the application form remain valid for the future communication.

20. Written test will be offline (Optical Mark Recognition (OMR) based) and "Objective Type" for 150 marks with Negative Marking of 0.25 mark for each wrong answer. Candidates should bring their pen, pencil and clipboard for Written Examination. Duration of examination is two hours. Question paper will be in bilingual i.e. English and Hindi and the syllabus will be in accordance to minimum qualification prescribed for each post at Para 2. Question paper will be "Multiple Choice Question" as under:-

- (a) Question paper for the posts of Fireman, Electrician (Highly Skilled-II), Electrician (Power) (Highly Skilled-II), Telecom Mechanic (Highly Skilled-II), Engineering Equipment Mechanic (Highly Skilled-II), Vehicle Mechanic (Armoured Fighting Vehicle) (Highly Skilled-II), Machinist (Skilled), Fitter (Skilled), Tin and Copper Smith (Skilled), Upholster (Skilled), Welder (Skilled) will be as under:-

Paper	Subject	No. of questions	Marks
Part-I	General Intelligence & Reasoning	25	25
Part-II	General Awareness	25	25
Part-III	General English	25	25
Part-IV	Numerical Aptitude	25	25
Part-V	Trade Specific	50	50
		150	150

- (b) Question paper for the posts of Telephone Operator Grade-II, Storekeeper, Lower Division Clerk will be as under:-

Paper	Subject	No. of questions	Marks
Part-I	General Intelligence & Reasoning	25	25
Part-II	General Awareness	25	25
Part-III	General English	50	50
Part-IV	Numerical Aptitude	50	50
		150	150

- (c) Question paper for the post of Cook, Washerman and Tradesman Male will be as under:-

Paper	Subject	No of questions	Marks
Part-I	General Intelligence & Reasoning	50	50
Part-II	General Awareness	50	50
Part-III	General English	25	25
Part-IV	Numerical Aptitude	25	25
		150	150

21. Written test will be conducted for all Trades. The selection committee has discretion to fix minimum qualifying marks in any or all parts of papers. Skill test and Physical test (wherever applicable) will be conducted for candidates who pass the written test and come in merit. Skill test and Physical test (wherever applicable) will be qualifying in nature and the candidates who fail to qualify Skill/ Physical test shall not be eligible for selection.

22. There shall be no provision for re-evaluation and re-checking of the scores. No correspondence in this regard will be entertained. The decision of appointing authority regarding selection/ rejection will be final.

23. No Transportation Allowance/ Dearness Allowance will be admissible. Examination including written / skill test / physical test (where applicable) will be for TWO (02) to FIVE (05) days or more days and may spread across different dates. Candidates will have to make their own arrangement for lodging /boarding during conduct of all types of examination.

24. Candidates are required to carry "Admit Card" along with identity proof (either Passport, Aadhaar card, PAN Card, Driving Licence) for confirmation while reporting for the bio-metric, document verification, written test, skill test and physical test (where applicable), which should have same name as given in the application form.

25. Capturing of Bio-metric details will be done on first day of documents verification and Bio-metric verification will be carried out on subsequent days of reporting of the candidate for the written test/ Skill Test/ Physical Test (where applicable) and on reporting to unit by selected candidates.

26. The recruitment process including any part of examination can be cancelled/ postponed/ suspended/ terminated without any prior notice/ assigning any reasons at any stage.

27. Provisionally selected candidates have to produce original and photocopy of the

following documents/ certificates duly self attested on the date and time intimated by the recruiting establishment:-

- Matriculation certificate/ Municipality Birth certificate in support for date of birth.
- Aadhaar Card.
- Mark Sheet of the educational qualification mentioned against the post applied for.
- Any certificate for the desirable qualification.
- SC/ ST/ OBC (Non creamy layer for OBC)/ EWS or any other reservation certificate, if applicable.
- Physically handicapped certificate showing 40% and above disability issued by competent authority if applicable.
- Discharge certificate in case of Ex-serviceman.
- NOC in original from their present employer/ competent authority in case of Government servant including serving Armed Forces Personnel if applicable.
- In case of Widows, divorced women and women judicially separated from their husband, a certified copy of judgement/ degree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be.
- Address proof (Passport/ Ration Card/ Voter Card/ Driving License).

28. Candidates on selection are liable to be transferred anywhere across India including field services liability and not necessarily at the choice of location given at time of application.

29. Any representation for redressal of grievances with regard to the recruitment will be subject to the jurisdiction of the District Court of respective stations where candidate has submitted the application.

30. The unit will not be liable/ responsible for paying any compensation in case of any injury/ death suffered by the candidate during the recruitment process.

Certificate(s) for support of Claim(s)

31. A candidate who claims to belong to any of the category-Scheduled Caste/ Scheduled Tribe/ Other Backward Class Economically Weaker Sections should submit in support of his/ her claim an attested/certified copy of a certificate(s) issued from the competent authority as per list mentioned at para 32 below as applicable vide the provisions of Government of India, Department of Personnel & Training guidelines issued and amended from time to time.

32. The authorities competent to issue caste certificates are indicated below:-

- District Magistrate/ Additional Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/ First Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar, and
- Sub-Divisional Officer of the area where the candidate and/ or his family resides.

APPLICATION FORM

(To be neatly typed on A4 size paper)

(CBC Advertisement No. _____)

To,

Unit Address as mentioned at para 1 of advertisement)

- Post applied for _____ Unit _____
- Name of the candidate (In Capital letters) _____
- (a) Father's /Husband's Name _____
(b) Mother's Name _____
- Date of Birth (DD/MM/YYYY) _____
- Age as on last date of receipt : Years _____ Months _____ Days _____ of application
- Gender _____
- Nationality _____
- Religion _____
- Correspondence address _____

Pin-_____ State _____

Contact/Mobile No. _____

E-mail ID _____

10. Permanent home address : _____

Pin-_____ State _____

Contact/Mobile No. _____

E-mail ID _____

11. Category (UR/ SC/ ST/ OBC/ EWS (UR)/ ESM).
(Please enclose photocopy of relevant certificate)

Recent
Passport size
photograph of
the applicant