3. **HOW TO APPLY:**

a) Engineering Degree/ Graduate BA/BBA/B.Com/B.Sc./BCA / Diploma candidates must be registered with complete profile on the National Apprenticeship Training Scheme (NATS) portal i.e., https://nats.education.gov.in/student_type.php ; and ITI pass candidates must be registered with complete profile on the National Apprenticeship Promotion Scheme (NAPS) portal i.e., www.apprenticeshipindia.gov.in .

b) Once registered on the NATS/NAPS apprenticeship portal, as applicable, the candidates need to LOGIN to the respective NATS/NAPS portal using their User ID/Email ID and APPLY for the Apprenticeship Openings / Opportunities with "RITES Limited" as the Establishment Name.

c) **BEFORE APPLYING**, the candidates must ensure that all their profile details (Caste, Educational background, Personal credentials etc.) along with aggregate percentage (*refer calculation of percentage in eligibility requirements, clause 2 (b) above*) are appearing correctly in their application. Candidates are required to contact NATS/NAPS office in case of any corrections.

d) **AFTER APPLYING on the respective NATS/NAPS portal**, the candidate shall also fill and submit SCANNED COPY of the following documents / proof through Google Form, **latest by 25.12.2024**, by visiting the link at https://forms.gle/S9CFJ7YYx4JyKMgw5

   i) Essential Qualification certificates as per the applicable discipline i.e., Mark sheets of all semesters / years and Final Passing Certificate of Degree / Diploma / ITI.

   If there is a CGPA system/pattern, then the candidate must also send scanned copy of conversion formula issued by their Institution or University, to convert CGPA into percentage.

   ii) Date of Birth (DOB) proof i.e., Matriculation Certificate / Aadhar Card / Driving License etc. in which DOB is mentioned clearly.

   iii) Identity (ID) proof i.e., Aadhar Card / Driving License / Voter ID Card etc.

   iv) Caste / Category Certificate as per the prescribed GOI format in case candidate belongs to SC / ST / OBC(NCL) / EWS / PwBD category.

   For candidates belonging to OBC (NCL) category, latest caste certificate as per GOI (Central) format valid from last one year i.e., issued on / after 06.12.2023 shall be submitted.

   For candidates belonging to EWS category, latest EWS certificate shall be submitted.

Candidates shall ensure that only valid & required documents as mentioned above are submitted through Google Form, latest by 25.12.2024; failing which, their candidature shall NOT be considered.

e) **Following guidelines shall be strictly adhered to while submitting the documents through Google Form**:

   i) All the required documents / proof shall be clubbed in a single PDF document (Max. Size 10 MB) and uploaded through the link mentioned above.

   ii) All the required documents shall be provided in a single submission only. Multiple submission of Google Form shall NOT be entertained.

   iii) All the required documents shall be submitted through Google Form ONLY, and submission through email / hard copy shall NOT be considered.

   iv) **NO document other than the list mentioned at (d) above shall be submitted**.

f) Candidates may also indicate their location preference in the same Google Form.

   It may however be noted that, while location preference shall be considered, the actual posting will be decided based on the requirements of the Company; and NO further changes shall be entertained.

g) NO other means / mode of application shall be accepted other than what is mentioned above in this advertisement. Candidates must ensure that they have successfully applied for the relevant post through respective NATS / NAPS portal, and thereafter, submitted required documents through Google Form, within stipulated timeline.

4. **Selection Process:**

a. After receipt of online applications from respective NATS / NAPS portal and verification of documents submitted through Google Form, the Merit list of candidates shall be prepared based on the eligibility / selection criteria detailed at S.No. 2 above.

b. Based on the available vacancy, shortlisted candidates shall be informed through e-mail from apprenticeship@rites.com to join within a stipulated time (*the list shall also be uploaded on RITES Website at https://www.rites.com*):

c. The candidates will have to carry original documents for further verification at the time of joining only.

   NO physical / hard copy of the documents to be submitted at this point of time.

d. Vacancies not filled through initial shortlisting process shall be considered to be filled by eligible & qualifying candidates from subsequent merit list.