

15. Also, the candidates will have to produce a certificate of medical fitness before joining.

B-: METHOD FOR SUBMISSION OF APPLICATION:

HOW TO APPLY

1. Before applying, candidates are advised to peruse the advertisement carefully and should ensure that they fulfil all the eligibility criteria.
2. Eligible and interested candidates are required to apply online from 31.12.2024 upto 15.01.2025 on IRCON's website: **www.ircon.org** → **Careers** → **HR & Career** → **Engagement of Apprentices under Apprentices Act, 1961**. No other mode of application including manual/paper shall be accepted / entertained.
3. Only one application per candidate for a particular post is allowed. The details in online Application Form can be edited / modified before final submission of online Form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online Application Form before final submission. It should be noted that false declaration shall render the candidate **INELIGIBLE** from this recruitment process.
4. Incomplete online Applications shall be summarily rejected.
5. Candidates must possess Valid E-Mail ID which should remain valid for at least one year.
6. Following five steps are involved in the application process:

STEP-I: Candidate Registration:

Candidate who has already created his/her account in IRCON'S portal need not to create his/ her account again. He/ She can simply login in the portal using his/her login credentials to fill the application form.

Candidate who has not registered in the portal has to create an account by using his/her own/personal Email ID and Mobile number and has to create his/her own password. After successful registration, Log-In Credentials will be sent to candidate on the registered email Id. Candidates are advised to remember User ID (Email ID) and password for future reference/use.

STEP-II: Filling Up Candidate's Details in the application form: Candidate has to login into the portal with the registered Email ID and the password generated by him/her. After Login, candidate will land on the Instructions Page. Candidates are advised to read instructions carefully before proceedings to next page. In the next pages candidate shall furnish all required details e.g. Post Selection, Personal Details, Education Details, Experience Details etc.

STEP-III: Uploading of Photograph, Signature and requisite documents/Certificates as applicable Candidates shall be required to upload following documents at the time applying online and are advised to keep the same handy:

Table -B

S.No	Particulars	Documents to be uploaded	Maximum Size of File/Type of File
1.	Date of Birth	10 th /Matriculation Certificate	2 MB in PDF
2.	Educational Qualification Proof	Mark sheets and Degree Certificates (Matric onwards upto highest level for each semesters/ year). Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.	2 MB in PDF
3.	For Caste/Tribe Certificate [for SC/ ST/ OBC (NCL)]	Caste Certificate in the prescribed format. OBC (Non Creamy Layer) category candidates are required to submit latest caste certificate from Competent Authority.	2 MB in PDF
4.	EWS Certificate	EWS category candidates are required to submit latest category certificate from Competent Authority.	2 MB in PDF
5.	Identity Proof	AADHAAR/PAN/Passport/Election Photo Identity Card/ Identity Card issued by Govt./PSU/Passbook of any Nationalized Bank with attested photograph.	2 MB in PDF
6.	Photograph	Latest Passport size Photo.	2 MB in jpg or jpeg
7.	Signature	Photograph of Signature in digital format.	2 MB in jpg or jpeg

The candidate shall be solely responsible for the information provided in his/her online application form. If any mismatch / deviation found, the application will be summarily rejected.

STEP-IV: Preview and Submission of Application

This is the final submission process and after that candidate cannot change the details once furnished. Therefore, candidates are advised to furnish the details in the portal carefully and check the same before final submission.

IRCON will not be responsible for any loss of email sent, due to invalid/wrong mail provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/IRCON's website in time.

7. Candidates will have to take a printout of their finally submitted application form generated in pdf format, duly sign it physically at the bottom right corner under declaration and send it to following address: