

**Defence Scientific Information & Documentation Centre**  
**Metcalfe House, Delhi-110054**

**Application for Engagement of Apprentices (under Apprentice Act 1961) for one year**

Defence Scientific Information & Documentation Centre (DESIDOC) under the aegis of Defence Research & Development Organisation (DRDO), engages apprentices under the Apprentices Act.1961 purely for **ONE YEAR** apprenticeship training for the Financial Year 2024-2025. Applications are invited for the engagement of apprenticeship trainees in the following disciplines.

S. No	Subject	Essential Qualification	Stipend Rate Rs. (Per month)
1	Library & Information Science <b>No. of Vacancies-25*</b>	Graduation+ Degree in Library & Information Science (One year) from recognized University/Institute	9000/-
		12 <sup>th</sup> +Diploma in Library Science (Three Years) from recognized University/Institute	8000/-
2	Computer Science <b>No. of Vacancies-5*</b>	Diploma in computer Science	8000/-

(\*The numbers of apprentices may increase or decrease depending upon organization/Lab requirement)

1. Candidates are required to download the application form available on DRDO website [www.drdo.gov.in](http://www.drdo.gov.in) (in What's New)
2. Applications duly filled by the candidates should reach at the following address:-**To, The Director, DESIDOC, Metcalfe House, Delhi-110054**
3. The candidates claiming reservation under SC/ST/OBC category have to submit the certificate as per central government format, failing which their claim for reservation will be considered as 'General' category only
4. **UPPER AGE Limit:** Candidates should be maximum of 28 years age on date of written/interview (relaxable by five years for SC/ST and three years for OBC candidates)
5. **Last date to submit applications: 21 days from the date of advertisement at DRDO website.**
6. **Selection Procedure and Criteria:** Candidates will be selected on written/interview basis after short listing on the merit basis (**percentage/marks of essential qualification**).The mode of selection may change as per the requirements of organization.
7. Shortlisted candidates must bring all original relevant certificates at the time of verification/interview.
8. The board will be constituted by Director DESIDOC for scrutiny of the applications and to shortlist the candidates (as per the vacancies indicated above) as per selection criteria.
9. **Only Selected candidates will be informed through offer letter/ Email.**
10. **Enrollment under Apprentice Act 1961:** It is **mandatory** for candidates to enroll themselves on National Apprenticeship Training Scheme (NATS) portal (<http://www.mhrdnats.gov.in>) or (<http://nats.education.gov.in>) before applying for apprenticeship training.
11. Candidates who have already undergone apprenticeship training in any institute/organisation are not eligible. The candidates who have passed in **2022 and 2023 are only eligible**. A certificate in this regard may be furnished.
12. It may be explicitly understood that subsequent to the apprenticeship period, **DRDO shall not offer / absorption any employment in the DRDO.**
13. No TA/DA will be paid to the applicants called at any stage of the selection process.

**Director**

**Affix recent  
Passport size  
colored  
Photograph  
Self Attested**

**APPLICATION FORM FOR APPRENTICESHIP**

1. National Apprenticeship Training Scheme (NATS) Enrollment No.....  
(<http://mhrdnats.gov.in>) or (<http://nats.education.gov.in>)
2. Name of the Candidate (capital letter): .....  
(As recorded in X Class)
3. Father's/Husband's Name: .....
4. Date of Birth (as recorded in class X Certificate): .....
5. Address for Correspondence (Capital letter): .....  
.....  
.....
6. E-Mail .....
7. Mobile No.....
8. Permanent Address (Capital letter): .....  
.....  
.....
9. Nationality: .....
10. Gender (Male/Female): .....
11. Category (General/SC/ST/OBC): .....

12. Educational Qualification (Attach self attested copy as proof)

Examination Passed/ Appearing	Main Subjects	University / Board	Year of Passing	Duration of Course	Percentage of Marks Secured	Division
X						
XII						
Graduation						
Degree in Library & Information Science						
Diploma in Library Science						
Diploma in Computer Science						

13. Declaration:

I \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ hereby declare that all the statements made in this application are true, and correct to the best of my knowledge & belief.

Date: .....

Signature of the candidate.....

**DEFENCE RESEARCH & DEVELOPMENT ORGANISATION  
DEFENCE SCIENTIFIC INFORMATION & DOCUMENTATION CENTRE  
METCALFE HOUSE, DELHI-110054**

**ENGAGEMENT OF APPRENTICES FOR ONE YEAR**

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2	Computer Science <b>No. of Vacancies-5*</b>	Diploma in computer Science	8000/-

**Application Procedure:-**

1. Application form can be downloaded from the website [www.drdo.gov.in](http://www.drdo.gov.in). The candidates are required to send duly filled application along with desired documents/certificates by post to **Director, Defence Scientific Information & Documentation Centre, Metcalfe House, Delhi-110054**. The envelope should be super scribed with the name applied for.
2. Last date for the receipt of application: **21 days** from the date of advertisement.
3. All Correspondences with candidates shall be done through email only. Responsibility of downloading and printing of letter shall be that of the candidates. DESIDOC will not be responsible for any loss of e-mail sent due to invalid/wrong e-mail ID provided by the candidate or delivery email to SPAM/BULK mail folder etc.

**Terms & Conditions for selection of Apprentices:-**

1. Graduate and diploma passed candidates must register themselves at (<http://www.mhrdnats.gov.in>) or (<http://nats.education.gov.in>). Applications of non-registered candidates are likely to be rejected.
2. Only fresh pass-out candidates (**passing their respective courses in 2022& 2023**) can apply. Candidates who have passed the qualifying examination earlier than 2022 are not eligible. Candidates with post graduate qualifications are not eligible to apply.
3. Those candidates who have completed the qualifying examination as regular candidates are only eligible to apply.
4. Graduate degree holders, who had training or job experience for a period of one year or more after attaining the essential qualification, shall NOT be eligible for being engaged as an apprentice under the Act.
5. The period of training will be **12 months** commencing from execution of the contract of Apprenticeship. Candidates who have been terminated from apprenticeship training from any organization / institute are not eligible to apply.
6. Reservation will be applied as per the provisions of the Apprenticeship Act, 1961 and Apprenticeship Rules 1992 as amended from time to time. Applications belonging to SC (Scheduled Caste/ST (Scheduled Tribes)/OBC Other Backward Classes) – Non Creamy layer shall produce their caste certificates in prescribed format issued by the competent authority.

7. Selected candidates have to submit the ‘**Medical Fitness Certificate**’ at the time of joining.
8. No TA/DA will be paid to the applicants called at any stage of the selection process.
9. The selected candidates must execute a contract for a period of one year of training as per provision of the Apprenticeship Act, 1961 and rules framed there under.
10. Before applying, the candidates should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement.
11. There is no provision for appointment of the apprentice trainee in DESIDOC or DRDO after the completion of training and candidate cannot claim for the same.
12. Suppression of facts will lead to disqualification at any stage of the selection process.
13. DESIDOC reserves the right to increase/decrease the number of seats for apprenticeship training.
14. Any canvassing or personal follow up with an intention for influencing the process of selection of apprentice by and on behalf of any candidates shall lead to immediate cancellation of candidates.
15. DESIDOC reserves the right to withdraw/cancel the advertisement/selection process if circumstances so warrant without assigning any reason thereof.
16. In case of any dispute, the legal jurisdiction shall be that of the Hon’ble High Court of Delhi
17. The apprentices will not be provided any quarters/hostel accommodations/transport by this establishment during the training period.

**NOTE:** Detailed Advertisement will be available on DRDO website ([www.drdo.gov.in](http://www.drdo.gov.in))  
For any queries, applicants may contact on 011-23902523