

**Defence Scientific Information & Documentation Centre (DESIDOC)**

**Metcalfe House, Delhi-110054**

**&**

**Directorate of Planning & Coordination (DP&C)**

**DRDO Bhawan, Rajaji Marg, New Delhi-110011**

**Application for Engagement of Apprentices (under Apprentice Act 1961) for One Year**

Defence Scientific Information & Documentation Centre (DESIDOC) and Directorate of Planning & Coordination (DP&C) under the aegis of Defence Research & Development Organization (DRDO), is going to engage Apprentices under the Apprentices Act.1961 purely for **ONE YEAR** apprenticeship training for the Financial Year 2025-2026. Applications are invited for the engagement of apprenticeship trainees in the following subject:

S. No	Subject	Essential Qualification	Stipend Rate Rs. (Per month)
1	Library & Information Science No. of Vacancies-20*	Graduation+ Degree in Library & Information Science (One year) from recognized University/Institute	9,000/-
		Three Years Diploma in Library & Information Science from recognized University/Institute	8,000/-
2	Computer Science No. of Vacancies-07*	Three Years Diploma in Computer Science from recognized University/Institute	8,000/-
3	Photography/Videography No. of Vacancies-02*	Three Years Diploma in Photography or Videography / ITI Certificate from recognized University/Institute	8,000/-
4	Printing Technology No. of Vacancies-01*	Three Years Diploma in Printing Technology from recognized University/Institute	8,000/-

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

- 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).
- Applications duly filled by the candidates should reach at the following address:- **The Director, DESIDOC, Metcalfe House, Delhi-110 054.**
- The selected apprentices against the above-noted vacancies will be posted either to DESIDOC, Delhi-110054 or DP&C, DRDO HQ, DRDO Bhawan, New Delhi-110011.
- 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.
- 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).
- Last date to submit applications: 21 days from the date of publication on DRDO website.**
- 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.
- Shortlisted candidates must bring all original relevant certificates at the time of verification/interview.
- 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.
- Only selected candidates will be informed through offer letter/Email.**
- 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.
- Candidates who have already undergone apprenticeship training in any institute/organization are not eligible. The candidates who have passed in **2022, 2023 and 2024 are only eligible.** A certificate in this regard may be furnished.
- It may be explicitly understood that subsequent to the apprenticeship period, **DRDO shall not offer absorption/any type of employment in DRDO.**
- 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 Certificate)
3. Father/Husband 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 Qualifications (Attach self attested copy as proof) :

<b>Examination Passed/ Appearing</b>	<b>Main Subjects</b>	<b>University / Board</b>	<b>Year of Passing</b>	<b>Duration of Course</b>	<b>Percentage of Marks Secured</b>	<b>Division</b>
X						
XII						
Graduation						

13. Professional Qualification (based on the subject area) :

<b>Examination Passed/ Appearing</b>	<b>Main Subjects</b>	<b>University / Board</b>	<b>Year of Passing</b>	<b>Duration of Course</b>	<b>Percentage of Marks Secured</b>	<b>Division</b>

14. 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.....

Place: .....

Name of the Candidate.....

DEFENCE RESEARCH & DEVELOPMENT ORGANISATION  
**Defence Scientific Information & Documentation Centre**  
Metcalf House, Delhi-110054

&  
**Directorate of Planning & Coordination (DP&C)**  
DRDO Bhawan, Rajaji Marg, New Delhi-110011

**ENGAGEMENT OF APPRENTICES FOR ONE YEAR**

S. No	Subject	Essential Qualification	Stipend Rate Rs. (Per month)
1	Library & Information Science No. of Vacancies-20*	Graduation+ Degree in Library & Information Science (One year) from recognized University/Institute	9,000/-
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**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 of the subject 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 application form shall be that of the candidate. 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 of 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 pass-out candidates **in their respective courses in 2022, 2023 or 2024** can apply. Candidates who have passed the qualifying examination earlier than 2022 those post-graduate qualifications are not eligible to apply.
3. The selected apprentices against the above-noted vacancies will be posted either to DESIDOC, Delhi-110054 or DP&C, DRDO HQ, DRDO Bhawan, New Delhi-110011.
4. Those candidates who have completed the qualifying examination as regular candidates are only eligible to apply.

5. 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.
6. 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.
7. Reservation will be applied as per the provisions of the Apprenticeship Act, 1961 and Apprenticeship Rules 1992 as amended from time to time. Applicants 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.
8. Selected candidates have to submit the ‘**Medical Fitness Certificate**’ at the time of joining.
9. No **TA/DA** will be paid to the applicants called at any stage of the selection process.
10. 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.
11. Before applying, the candidates should ensure that he/she fulfils the eligibility criteria and other norms mentioned in the advertisement.
12. 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.
13. Suppression of facts will lead to disqualification at any stage of the selection process.
14. DESIDOC reserves the right to increase/decrease the number of seats for apprenticeship training.
15. Any canvassing or personal follow up with an intention for influencing the process of selection of apprentices by and on behalf of any of the candidates shall lead to immediate cancellation of their applications.
16. DESIDOC reserves the right to withdraw/cancel the advertisement/selection process if circumstances so warrant without assigning any reason thereof.
17. In case of any dispute, the legal jurisdiction shall be that of the Hon’ble High Court of Delhi.
18. The apprentices will not be provided any quarters/hostel accommodations/transport by DESIDOC/DRDO establishment during the training period.

**NOTE:** For any queries, applicants may contact on **011-23902523**.