

**Dear Candidate,**

It is to inform you that you have to attend **DRM Office Estt.EM Section Second Floor Do Batti, Ratlam Division, Ratlam M.P.** for **Document verification** on allotted date in **Document verification List**. under Act App-1961 reference to RRC's Notification No. RRC/WR/04/2025 (Engagement of Apprentice) dtd .18.02.2026.

You have to bring the original document along with 2- set of self attested Zerox copy ( **Application form & uploaded document** ) with **Medical fitness certificate Should be signed by Government authorized doctor (Gaz.), not below the rank of Asst. Surgeon of Central/State Hospital as per Annexure "G"**.

- Document verification of apprentice candidate is being done according to the merit list in which 1.5 candidates are being called for document verification for one post.
- After document verification, the selected candidate will be placed on the allotted posts according to the merit and the remaining selected candidate will be included in the waiting list. The candidate placed in the waiting list is required to be called only after the absent resignation of the first selected candidate.

#### **INSTRUCTION FOR CANDIDATES ATTENDING DOCUMENT VERIFICATION**

- Candidate must bring the following Document / Certificate in original along with two sets of photocopies of all the documents duly self attested.
- Print out of Application Form
- SSC (Standard 10th ) or equivalent Mark Sheet
- Date of Birth certificate (Standard 10th or its equivalent certificate or mark sheet indicating date of birth or School leaving certificate indicating date of birth).
- Consolidated ITI marks sheet for all semesters of the Trade in which applied / Provisional National Trade Certificate indicating marks.
- National trade certificate issued by NCVT or Provisional National Trade Certificate issued by NCVT / SCVT.
- Caste certificate for SC/ST Candidate as per Annexure "B" / OBC candidate as per Annexure "C" & "D" in the prescribed format issued by Competent Authority. OBC Cast certificate should have clear mention about non Creamy Layer status valid for current year 2025-2026.
- You are also advised to apply for latest OBC certificate with Non Creamy Layer certificate valid for the current year 2025-26 so that it can be available for submission at the time of document verification.
- Discharge certificate or Armed Forces services certificate in case applied against Ex-Servicemen (Ex-SM) Quota.
- Disability certificate for PH candidate as per Annexure "E"&"F".
- **Four** identical passport size photographs as per scanned photo in Application form.
- **Medical fitness certificate Should be signed by Government authorized doctor (Gaz.), not below the rank of Asst. Surgeon of Central/State Hospital as per Annexure "G"**.
- Aadhar Card / Voter ID / Passport / Driving License or any other valid Governments Identity Card.

- Attend the Document Verification center well in time with valid documents as asked for.
- No request for change of center / date of Document Verification / time will be entertained.
- Candidates will have to bear all expenses with respect to stay, Transportation etc. They may also require staying for more than one day in case of any requirement/exigencies. Accordingly they should come well prepared to stay at Document Verification center for One or Two days.
- Candidates are directed to ensure that certificates produced by them do not have any deficiency with respect to name, father name, date of birth, mark etc. Failing which their candidature is liable to be cancelled.
- Violation of these instructions shall lead to cancellation of candidature.

**Venue**

**D.R.M. OFFICE ESTABLISHMENT DEPARTMENT (E.M.SECTION), Near DO BATTI Ratlam, Ratlam**  
**Divison, 457001**  
**(Time :- 10:30am To 05pm)**

**Schedule of Document Verification of Ratlam Division**

<b>S.No.</b>	<b>Trade</b>	<b>Total Candidate</b>	<b>Date of Document Verification</b>
01	Carpenter	40	18.05.2026
02	Draftsman (Civil)	20	18.05.2026
03	Electrician	82	19.05.2026
		82	20.05.2026
04	Electronics Mechanic	23	21.05.2026
05	Fitter	80	28.05.2026
		80	29.05.2026
06	Mechanic Diesel	11	21.05.2026
07	Mechanic motor vehicle	09	21.05.2026
08	Mechanic Refrigerator & AC	32	21.05.2026
09	Painter (General)	09	22.05.2026
10	Pipe Fitter	10	22.05.2026
11	Plumber	38	22.05.2026
12	Programming and Systems Administration Assistant (PASSA)	50	25.05.2026
13	Stenographer (English)	06	25.05.2026
14	Welder	75	26.05.2026
15	Wireman	29	25.05.2026
<b>Total</b>		<b>667</b>	-

- **Candidate List attached on mail.**