

No: HAL/T&D/1614(2)/24-25/167

Date: 3<sup>rd</sup> Oct 2024

**General Instructions for Provisionally Shortlisted Candidates For  
Apprenticeship Training – ITI**

A. All provisionally shortlisted candidates are hereby informed to report for joining on **21<sup>st</sup> Oct 2024** at HAL main gate at 0900 hrs.

B. Candidates have to produce original certificates for verification and photocopies for submission of the following:

**Mandatory documents**

1. Copy of Portal Registration: [www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in) (E-KYC and Profile 100% completion)
2. Certificate (passing/provisional) and mark sheets
3. SSC board certificate and mark sheet
4. SBI Bank saving account details (Passbook Copy)
5. Medical fitness certificate from registered medical practitioner
6. Police verification issued by SP/CP
7. Aadhar Card
8. 2 Passport and 2 Stamp size photographs

**Documents if applicable**

1. Caste certificate (OBC/SC/ST)
2. Valid Non Creamy layer Certificate: For OBC-In Central government format.
3. Economically Weaker Sections (EWS) : Income and Asset verification certificate
4. Person with Disability: PWD
5. MSI Card: For HAL wards (Son/Daughter)

C. Uniform:

The candidates are required to prepare two sets of uniform for the training

**Boys:** Shirt - Plane lavender colour HALF Sleeves, Pant: Black formal & Black shoes.

Lavender colour

**Girls:** Plane lavender colour top, Black colour Salvar & Dupatta (Formal Punjabi suit) & Black shoes.

D. Other Instructions:

1. If a candidate has already joined/completed apprenticeship in other establishment, he/she will not be eligible for apprenticeship training in HAL-Nasik.
2. Candidates should not carry any electronic gadgets or baggage to the factory during the training.
3. If the candidates fail to report on the mentioned date & time, it will be presumed that candidate is not interested in Apprenticeship Training and his/her candidature will be cancelled.
4. HAL- Nasik will not be under any obligation to provide Employment on completion of the Apprenticeship Training.
5. During the apprenticeship training Period HAL Nasik may provide hostel/accommodation depending on availability. Candidates are advised to make own arrangement for initial stay (4/5 days) till HAL accommodation is provided. No travelling allowance will be paid by the company.

