HINDUSTAN AERONAUTICS LIMITED
AIRCRAFT DIVISION, NASHIK
OJHAR TOWNSHIP (POST)
NASHIK- 422207; Ph:02550-277144
E-Mail : trg.nsk@hal-india.co.in

--- A Maharatna CPSE ---

Adv.No. –HAL/T&D/1614/2025-26/290   **Date: 26th Aug 2025**

General Instruction for Candidates Interested in undergoing one year ITI apprenticeship in HAL Nasik: 2025-26

Candidates who are interested in undergoing one year apprenticeship in HAL Nasik are required to be present physically for Document Verification at HAL, Nasik as per following schedule.

Trades	Date of Document Verification
Fitter / Turner / Machinist / Machinist (Grinder) only	**09th September 2025**
Electrician / Electronics Mechanic / Draughtsman (Mechanical) / Mechanic (Motor Vehicle) only	**10th September 2025**
Computer Operator and Programming Assistant (COPA) / Welder (Gas & Electric) / Tool & Die Maker (Jig & Fixture) / Tool & Die Maker (Die & Mould) only	**11th September 2025**
Refrigeration and Air-conditioning Mechanic / Painter (General) / Operator Advanced Machine Tools / Carpenter / Sheet Metal Worker / Food Production (General) / Stenographer(English) only	**12th September 2025**

Venue - KINO Auditorium, HAL Township, Mumbai-Agra Highway, Ojhar,Tal-Niphad, Dist-Nashik Pin- 422207.

Time - 8.00 am to 2.30 pm.

**Please Note – **Only original documents will be verified at the D.V desk. There will be no Verification on Photocopy. Branch wise vacancies are provided in Annexure - 1.

This is the final intimation for Document verification, no separate intimation on email will be issued.

Forms / Documents required at the time of Document verification -

1. Candidates will have to take a print of Form - A & Form - B on a single page only (Front-Back Print) (are attached below at Annexure 2)
2. Form - A to be filled by Candidate before coming for document verification whereas Form-B (Flip side of Form A) is to be kept blank for office use only.
3. Candidates are also advised to keep an extra blank print out of Form-A & Form-B (Front Back) in case of any corrections needed.

4. Aadhar Card.

5. Photocopy or Mobile Screenshot/ of NAPS Registration Number.

6. Original SSC Certificate/Mark sheet.

7. Original ITI Certificate/Mark sheets (All Semester & Consolidated).

8. Original Cast Certificate in central Govt. format (if belongs to SC/ST/OBC).

9. Original Valid Non-Creamy Layer Certificate in Central Govt. format if OBC.

10. Original valid EWS certificate (if desire to have EWS reservation).

11. Original PWD Certificate (if belongs to PWD)

12. MSI card in case of HAL ward.

Eligibility Criteria -

1. Passing - Candidate should have passed ITI in the respective trades recognized by NCVT/SCVT institute.

2. Already registered/Undergoing/Completed apprenticeship - Candidates who have already registered as an apprentice in any other organisation or have completed apprenticeship will not be eligible to apply.

3. Registration on NAPS Portal - Candidate must register to get Registration Number on NAPS portal i.e on www.apprenticeshipindia.gov.in.

4. Nationality - Only Indian nationals are eligible to apply.

Reservation: - The reservation for engagement of Apprentices will be admissible as per The Apprenticeship Act 1961/Govt of India/HAL guidelines.

Category	Reservation Quota
SC	10%
ST	9%
OBC (NCL)	27%
PWD	4%
EWS	10%

Note –

1) **For PWD** (Persons with Disability), disability should not be less than 40%.

2) **For OBC** candidates' non-creamy layer & caste certificate in "Central Government Format" is Mandatory. Candidates failing to produce the Non Creamy layer certificate for OBC will be treated as General Category candidates.

3) **EWS** – Economically Weaker Section. Candidate should produce valid income certificate.
The benefit of reservation under EWS can be availed upon production of a valid 'Income and Asset Certificate' issued by a Competent Authority. The valid income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:

   a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / extra Assistant Commissioner

b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

c) Revenue Officer not below the rank of Tehsildar

d) Sub-Divisional Officer or the area where the candidate and / or his family normally resides.

Selection -

Candidates will be provisionally shortlisted on aggregate academic Marks of qualifying examination (i.e 70% weightage to SSC Marks & 30 % Weightage to ITI Marks) & as per eligible reservations. The list of shortlisted candidates along with further necessary instructions will be published on **www.hal-india.co.in' in Career Section - Aircraft Manufacturing Division, Nasik.**

(Sawalkar S. N.)
(सावलकर एस.एन.)
Dy. General Manager (Trg & SD)
उप. महाप्रबंधक (प्रशिक्षण एवं एसडी)

Annexure 1 : Trade wise vacancies for one year apprenticeship in HAL Nasik : 2025-26

Sr No	Branch	No of Vacancies	Qualification
2 Year Duration ITI Trades (Stipend – Rs.8050/-)			
1	Fitter	128	Passed 2 years regular ITI from NCVT or SCVT
2	Tool & Die Maker (Jig & Fixture)	4	
3	Tool & Die Maker (Die & Mould)	4	
4	Turner	20	
5	Machinist	17	
6	Machinist (Grinder)	7	
7	Electrician	27	
8	Electronics Mechanic	6	
9	Draughtsman (Mechanical)	4	
10	Mechanic (Motor Vehicle)	5	
11	Refrigeration and Air-conditioning mechanic	4	
12	Painter (General)	7	
13	Operator Advanced Machine Tools	3	
1 Year Duration ITI Trade (Stipend – Rs.7700/-)			
14	Carpenter	4	Passed 1 years regular ITI from NCVT or SCVT.
15	Sheet Metal Worker	6	
16	Computer Operator and Programming Assistant (COPA)	50	
17	Welder (Gas & Electric)	10	
18	Stenographer(English)	3	
19	Food Production (General)	1	
Total		**310**	

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Form – A (To be filled by the Candidate accurately)
Note: Form A & Form B to be printed on single page (Front - Back Only)
(Apprentice Document Verification 2025-2026)
for ITI Candidates

Full Name (In CAPITAL Letters): _____

Email ID (Linked to NAPS Profile Login): _____

Full Address: _____

_____

ITI NAPS website Registration Number: _____

Mob.1 _____   Mob.2:_____

	ITI
Trade Name as in ITI NCVT/SCVT Certificate/ Mark sheet	
Month & Year of Passing as on Certificate.	
Name of ITI College	
Aggregate Percentage (%) Marks in ITI	
Percentage Marks in S.S.C (10th std.)	

Category as per Central Govt. General/SC/ST/OBC **(Write Category)**	
If OBC Non-Creamy layer Certificate in central Govt. format **(Write Yes/No)**	
Validity of Non-Creamy layer Certificate **(Write the validity)**	
Whether Divyang (PHP)? **(Write Yes/No)** (If Yes write the **%** of disability) (Should not be Not less than 40%)	
Whether belongs to EWS (Valid Certificate Required) **(Write Yes/No)**	
Whether Son/Daughter/Spouse of HAL employee? **(Yes/No)** (If yes, write Name & PB No of employee) (MSI card required)	

I hereby declare that the information given in this form is true to the best of my knowledge and belief.
Suppression of any information will be entailed to disqualify from the process of appointment.

Candidate's Signature:

Date:

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Apprentice Document Verification 2025-2026

for ITI

	ITI
Trade Name as in ITI NCVT/SCVT Certificate/ Mark sheet	
Write Aggregate Percentage (%) Marks in ITI	
Month & Year of Passing of ITI	
Percentage in S.S.C (10th std.)	

Type	Details	Format Central/State
Check Category as per Cast Certificate. General/SC/ST/OBC **(Write Category)**		
If OBC Non-Creamy layer Certificate available at the time of document verification? **(Write Yes/No)**		
Write the Validity of Non-Creamy layer Certificate		
Whether Divyang (PHP)? **(Write Yes/No)** **If Yes write the %** of disability. (Not less than 40%)		
Whether belongs to EWS (Check Valid Certificate) **(Write Yes/No)**		
Whether Son/Daughter/Spouse of HAL employee? **(Yes/No)** (If yes, write Name & PB No & relation with employee) (Check MSI Card)		

Original Documents not available at DV Desk :

Copy of Aadhar Card / SSC Certificate / ITI Certificate / Marksheets / Non-Creamy Layer/Cast Certificate in Central Govt. Format / EWS Certificate/Divyang Certificate.

Signature of Verifier at DV Desk

Employee ID: _____

Name: _____

Date: _____

Signature of Candidate at D.V. Desk

Name: _____

Date: _____