

**HINDUSTAN AERONAUTICS LIMITED**  
**Training & Development Institute**  
**Ojhar, Nasik-422207**

HAL/T&D/1614(1)/21-22/83

Date: 16<sup>th</sup> August 2021

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

1. All provisionally shortlisted candidates are hereby informed to report for 'Online Document Verification' from 23<sup>rd</sup> to 26<sup>th</sup> August 2021 as per their appointment given in Annexure 1. The candidates will be sent a link in their email for the video conferencing.
2. Candidates have to produce original certificates for verification. The certificates are to be arranged in the sequence as given below :
  - I. SSC/HSC board certificate
  - II. ITI Semester wise mark sheets
  - III. ITI Certificate or provisional whichever is applicable
  - IV. NAPS Portal registration copy
  - V. Caste certificate (OBC/SC/ST)
  - VI. Economically Weaker Sections (EWS) :Income and Asset verification certificate (if applicable)
  - VII. Non Creamy layer certificate (For OBC-In Central Govt.Format)
  - VIII. PWD/XSM (If Applicable)
  - IX. Aadhaar Card
  - X. MSI Card (For only HAL) wards
3. It is requested to strictly adhere the above sequence for smooth conduct of the online document verification.
4. 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 treated as cancelled.

