

ENGAGEMENT OF APPRENTICES UNDER APPRENTICES ACT, 1961

Instructions to the candidates called for submission and verification of documents

At the time of attending for Documents Submission & Verification process, candidates should invariably bring the photocopies of the following Documents / Certificates for submission and verification.

- Photocopies of the documents submitted should be self-attested and the ORIGINALS of all the documents should be invariably submitted for verification
- Printout of Call Letter for attending Documents Submission & Verification process.
- Printout of the online application.
- Printout of NATS Dashboard & Profile screenshot, which must contain Name, Date of Birth & Enrollment Number.
- Joining Formats (18 pages as attached)
- Proof of Date of Birth (Birth Certificate issued by the Competent Authority or SSC / SSLC / Std. X / Std. XII Certificate with date of birth.)
- Marks Cards & Certificates of Class X / XII / SSC / SSLC / PUC / Diploma etc.
- Year-wise / Semester-wise mark sheets and Certificates (Provisional Degree Certificate or Final Degree Convocation) of Graduation issued by University in support of their eligibility.
- If the final result of graduation is not mentioned in the certificate or mentioned after 31.10.2024, candidate has to submit a certificate from the College / University for having declared the result of graduation on or before 31.10.2024.
- The candidates belonging to SC / ST / OBC categories must produce relevant and valid Caste certificate issued by the competent authority in Central Government format. Please note that the caste name appearing in the caste certificate should match letter by letter with the caste name mentioned in the central list for the State/UT to which candidates belong to.
- Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation.
- Disability certificate in the prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category.
- Candidates belonging to EWS category should submit Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format, valid for the financial year 2024-25, based on the income for the financial year 2023-2024.
- Candidates availing age relaxation under "Widow, divorced women and women legally separated from their husbands who have not remarried", must produce the



Death certificate of husband/ documents in support of Divorce or judicial separation and an affidavit/ declaration that they are not remarried.

- Candidates availing age relaxation under “Persons affected by 1984 riots”, must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services Communication No.F.No.9/21/2006-IR dated 27.07.2007.
- Photo identity proof such as PAN Card / Passport / Driving License / Voter’s Card / Bank Passbook with Photograph / Aadhaar Card/ e-aadhar with photograph. In case of candidates who have changed their name will be allowed only if they produce original Gazette notification or original marriage certificate. All the candidates are requested to verify their testimonials and any difference (spelling error) in candidate’s name in Online application to that of their documents / certificates should be supported by notarized affidavit in original.
- Two passport size photographs (same as the one uploaded in online application)
- Any other relevant documents in support of eligibility.