THE NEW INDIA ASSURANCE COMPANY LIMITED

(A Govt. of India Undertaking)

Regd. & Head Office: New India Assurance Building, 87, M.G. Road, Fort, Mumbai – 400001.

CIN No: L66000MH1919GOI000526 IRDA Regn No: 190 Website: www.newindia.co.in

ENGAGEMENT OF APPRENTICES

Under the aegis of

National Apprenticeship Training Scheme (NATS)

The Apprentices Act, 1961

The New India Assurance Company Limited (hereinafter referred to as 'the Company'), a leading Public Sector General Insurance Company, invites applications from eligible candidates for engagement of Apprentices under the Apprentices Act 1961 (as amended from time to time) and as per Apprenticeship policy of the company.

No. of Training Seats	**500 (Five Hundred)**
Opening date for On-line registration	**06.06.2025**
Closing date for On-line registration	**20.06.2025**
Date of online examination	**26.06.2025 (Tentative) *Confirmed dates will be communicated by BFSI SSC through an email in advance.**
Stipend	**Rs. 9,000/- per month**

State, UT, Category-wise and Tentative no. of Training Seats:

STATE / UNION TERRITORY	REQUIRED SEATS	TRAINING SEATS						PwBD			
		SC	ST	OBC	EWS	GEN	TOTAL	VI	HI	OH	ID / MD
ANDAMAN & NICOBAR ISLANDS	1	0	0	0	0	1	1	1	0	0	0
ANDHRA PRADESH	16	2	1	4	1	8	16	1	0	0	0
ARUNACHAL PRADESH	1	0	0	0	0	1	1	1	0	0	0

ASSAM	**8**	0	0	2	0	6	**8**	1	0	0	0
BIHAR	**9**	1	0	2	0	6	**9**	1	0	0	0
CHANDIGARH	**24**	4	0	6	2	12	**24**	1	0	0	0
CHHATTISGARH	**7**	0	2	0	0	5	**7**	1	0	0	0
DADRA & NAGAR HAVELI	**1**	0	0	0	0	1	**1**	1	0	0	0
DELHI	**37**	5	2	9	3	18	**37**	1	1	0	0
GOA	**1**	0	0	0	0	1	**1**	0	0	0	0
GUJARAT	**33**	2	4	8	3	16	**33**	1	1	0	0
HARYANA	**5**	0	0	1	0	4	**5**	1	0	0	0
HIMACHAL PRADESH	**1**	0	0	0	0	1	**1**	1	0	0	0
JAMMU & KASHMIR	**1**	0	0	0	0	1	**1**	1	0	0	0
JHARKHAND	**4**	0	1	0	0	3	**4**	1	0	0	0
KARNATAKA	**21**	3	1	5	2	10	**21**	1	0	0	0
KERALA	**26**	2	0	7	2	15	**26**	1	1	0	0
LAKSHADWEEP	**1**	0	0	0	0	1	**1**	1	0	0	0
MADHYA PRADESH	**17**	2	3	2	1	9	**17**	1	0	0	0
MAHARASHTRA	**120**	12	10	32	12	54	**120**	2	1	1	1
MANIPUR	**1**	0	0	0	0	1	**1**	1	0	0	0

MEGHALAYA	**1**	0	0	0	0	1	**1**	1	0	0	0
MIZOARAM	**1**	0	0	0	0	1	**1**	0	0	0	0
NAGALAND	**1**	0	0	0	0	1	**1**	1	0	0	0
ODISHA	**11**	1	2	1	1	6	**11**	0	0	0	0
PUDUCHERRY	**1**	0	0	0	0	1	**1**	1	0	0	0
PUNJAB	**14**	4	0	2	1	7	**14**	1	0	0	0
RAJASTHAN	**19**	3	2	3	1	10	**19**	1	0	0	0
SIKKIM	**1**	0	0	0	0	1	**1**	1	0	0	0
TAMILNADU	**43**	8	0	11	4	20	**43**	1	1	0	0
TELANGANA	**17**	2	1	4	1	9	**17**	1	0	0	0
TRIPURA	**1**	0	0	0	0	1	**1**	1	0	0	0
UTTAR PRADESH	**23**	4	0	6	2	11	**23**	1	0	0	0
UTTARAKHAND	**12**	2	0	1	1	8	**12**	1	0	0	0
WEST BENGAL	**20**	4	1	4	2	9	**20**	1	0	0	0
TOTAL	**500**	**61**	**30**	**110**	**39**	**260**	**500**	**33**	**5**	**1**	**1**

Note:

1. No. of training seats declared above are mentioned as per state-wise reservation.
2. No. of seats indicated above are tentative and may vary.
3. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply for the seat, provided that they meet the age criteria applicable to unreserved candidates and indicate their category as “UR (Unreserved)”.

4. The list of our various Regional Office under different states is given below:

S. No.	Regional Office	State
1	Ahmedabad	Gujarat
2	Bengaluru	Karnataka
3	Bhopal	Madhya Pradesh
4	Bhubaneshwar	Odisha
5	Chandigarh	Chandigarh UT
		Himachal Pradesh
		Jammu & Kashmir
		Leh
6	Chennai	Andaman &Nicobar Islands
		Tamil Nadu
		Puducherry
7	Coimbatore	Tamil Nadu
8	Dehradun	Uttarakhand
		Uttar Pradesh
9	Delhi RO I	Haryana
		Delhi UT
10	Delhi RO II	Delhi UT
		Uttar Pradesh
11	Ernakulam	Kerala
		Lakshadweep
12	Guwahati	Assam
		Arunachal Pradesh
		Meghalaya
		Manipur
		Mizoram
		Nagaland
		Tripura
13	Hyderabad	Telangana
		Andhra Pradesh
14	Jaipur	Rajasthan
15	Kanpur	Uttar Pradesh
16	Ludhiana	Punjab
		Himachal Pradesh

17	Madurai	Tamil Nadu
18	Mumbai II	Goa
19	Mumbai I	Maharashtra
20	Mumbai III	
21	Mumbai V	
22	Nagpur	
23	Pune	
24	Patna	Bihar
		Jharkhand
25	Raipur	Chhattisgarh
26	Surat	Gujarat
		Dadra & Nagar Haveli
27	Kolkata	West Bengal
		Sikkim
28	Vizag	Andhra Pradesh

A. Eligibility Criteria

(i) A candidate must be a citizen of India.

(ii) A candidate should not have undergone Apprenticeship Training earlier or has been pursuing Apprenticeship Training under the Apprentices Act in this Company or any other organisation.

(iii) A candidate must be a fresher with no prior training experience.

(iv) A candidate must have completed and have passing certificate for their graduation on or after 01.04.2021 (Candidate passing graduation prior to 01.04.2021 will not be considered).

B. Age Limit

1. Minimum 21 years and maximum age is 30 years as on 01.06.2025 i.e. candidates must have been born not earlier than 02.06.1995 and not later than 01.06.2004 (both days inclusive).The maximum age limit specified above is applicable to General category candidates and EWS candidates. However, relaxation in upper age limit for categories like SC/ST/OBC/PwBD etc. as per Govt. of India guidelines is applicable.
2. Relaxation of upper age limit to SC/ST/OBC/PwBD etc. candidates is as under:

Sl. No.	Category	Age Relaxation
1	SC/ST	By 5 years
2	OBC (Non Creamy Layer)	By 3 years
3	PwBD	By 10 years

4	Widows, divorced women and women legally separated from their husbands who have not remarried	Age concession up to the age of 35 years for General/EWS, 38 years for OBC and 40 years for SC/ST candidate

3. OBC candidates in the “Creamy Layer” will be treated as “General Category”.
4. The Candidates seeking age relaxation as per Govt. Guidelines will be required to submit copies of necessary certificate(s) at any subsequent stage of the selection process, as required by the Company. In case the candidate fails to submit the same, his candidature will be treated as cancelled.
5. Marksheet/Certificate issued by Board of Secondary Education for passing Matriculation (Class X) Examination or Birth Certificate issued by competent authority shall be the only acceptable document in support of age.
6. The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted in Point No. 3. OBC candidates in the ‘Creamy Layer’ will be treated as “General Category”.

GENERAL GUIDELINES:

I. Any dispute arising out of this advertisement for engagement of apprentices will be subject to the jurisdiction of courts in Mumbai.

II. The above number of training seats are tentative and may vary / increase / decrease according to actual requirement of the Company, subject to availability of suitable candidates. The candidates belonging to reserved category for which no reservation has been announced are free to apply for training seats announced for unreserved categories. However, they must fulfil all the eligibility criteria of unreserved category. The qualified candidates will be imparted training at respective office where he / she is selected, depending on the requirement of the Company.

III. The cut- off date for Eligibility Criteria is 01.06.2025.

IV. Before applying, candidates are requested to ensure that they fulfil the eligibility criteria for the apprenticeship as on the date of eligibility.

V. The process of application is complete only when fee is deposited, through online mode on or before the last date of payment of fee. Candidates are advised to check Company’s website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update.

VI. Training seats reserved for OBC category are available only to the 'non-creamy layer' OBC candidates. ’Creamy layer’ OBC candidates should indicate their category as 'General’. Training seats for Person with disabilities category candidates are reserved horizontally.

VII. Reservation for Economically Weaker Section (EWS) in engagement is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, and Government of India. Benefit of reservation under EWS category can be availed upon production of an ’Income and Asset Certificate’ issued by a Competent Authority (for the financial year (2024-25) on the format prescribed by Government of India. The certificate should have been issued after 31.03.2025.

VIII. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the Board / University/ Institute. In case the result of a particular examination is posted on the website of the Board /University/ Institute, a certificate issued by the appropriate authority of the Board / University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.

IX. Candidate should indicate the percentage obtained in HSC (10+2) / Diploma Examination/Graduation calculated to the two decimals in the online application. Where CGPA/ OGPA is awarded, the same should be converted into percentage and indicated in the online application. If called for interaction / document verification, the candidate will have to produce a certificate issued by the appropriate authority inter-alia stating the norms of the University / Board regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.

C. Educational Qualification

Graduate degree in any discipline from a recognized University or any equivalent qualifications recognized as such by the Central Government. A candidate must have completed and have passing certificate for their graduation on or after 01.04.2021. (Candidate passing graduation prior to 01.04.2021 will not be considered).

D. Registration Process:

- All eligible applicants are requested to register themselves for the apprenticeship entrance examination/ test by visiting "**Career Opportunities**" section of **www.bfsissc.com** and make the payment of the applicable examination fees as per the category stated.
- Candidate needs to register himself/herself on the NATS portal **https://nats.education.gov.in/**, before applying for apprenticeship in the Company. Candidate with 100% completed profile on the NATS portal is eligible to apply to the Company for Apprenticeship.
- Following documents/information to be kept ready before enrolling in the portal:

S.No.	Document Type
1	Aadhaar card
2	Valid Personal Email ID (will be required to activate account and Login)
3	Mobile number
4	Passport size photograph Format: JPEG, Size: Less than 1 MB
5	Qualifying Degree / Provisional Certificate, Format: PDF, Size: Less than 1 MB

Note:

- **Candidates must opt only one State while applying in the Company**. The candidates may be assigned any of the offices of a particular regional office of the

company under the territory of a particular State. However, allotment will be based on need of the Company & subject to the availability of seats.

- The Candidate should not have undergone Apprenticeship either with The New India Assurance Company Limited or in any other organization earlier or pursuing the Apprenticeship Training as per the Apprentices Act 1961 as amended time to time or terminated in between the course of Apprenticeship training due to the fault of candidate himself.
- Candidates who have job experience of one or more years after completion of educational qualifications shall not be eligible for being engaged as apprentice.
- It shall neither be obligatory on the part of the Company to offer any employment to any apprentice who has completed the period of her/his apprenticeship training nor shall it be obligatory on the part of the apprentice to accept an employment.
- The apprentice shall have no right to claim employment in the Company after completion of the training.
- Company does not have any obligation to offer regular employment to apprentice during or after completion of apprenticeship period.

How to apply

i) All applicants will have to apply online for "Apprenticeship with The New India Assurance Company Limited" from (tentatively 06.06.2025 to 20.06.2025) by clicking the link **https://nats.education.gov.in/** To apply candidate needs to first login into the NATS portal and click on apply button shown against the NIACL.

ii) All applicants' post successfully applying for apprenticeship will receive email communication from BFSI SSC (naik.ashwini@bfsissc.com) containing a link to make payment of examination fees.

iii) All applicants will have to provide their personal information, category, name of scribe for PwBD candidates and they also need to give their preference of one Regional Office for their engagement, if selected.

APPEARING IN THE EXAMINATION

- All applicants who have paid the examination fee will receive intimation from BFSI SSC with date and timing of the examination.
- All applicants will have to give the online examination on the given date and time using their own camera enabled desktop or laptop or tablet or smart phone.
- All applicants will have to display the same ID Proof which they have uploaded on the NATS portal **https://nats.education.gov.in/**
- Except for PwBD candidates, no candidate will be allowed to have any one else near him/her while giving the online examination. The guidelines for the same shall be provided by the exam conducting agency.

Application, Examination Fee

Application/Examination fee to be remitted by all eligible applicants to the scrutinizing/examining body deputed by the Company is as under (GST @ 18% will be charged on application fee).

Candidates shall apply online and no other mode of application will be accepted.

Sl. No	Category	Application/Examination Fees
1.	General/OBC	Rs. 800/+GST@18% = Rs.944
2.	All Women candidates	Rs. 600/+GST@18% = Rs.708
3	SC/ST	Rs 600/+ GST@18% = Rs.708
4	PwBD	Rs 400/+ GST@18% = Rs.472

Selection Process

- For engagement of candidates who apply for apprenticeship in the Company after paying requisite online fees shall have to undergo the following process:

(i) Online Written Test (objective type)

Sl No	Name of test	Name of Questions	Maximum marks	Total Duration	Medium of Test
1	General/Financial Awareness	25	25	60 minutes	English/Hindi
2	General English	25	25		English
3	Quantitative and Reasoning Aptitude	25	25		English/Hindi
4	Computer Knowledge	25	25		English/Hindi
	Total	100	100		

- In case more than one candidate scores same marks in the Merit List, such candidate will be ranked in the merit list according to their age in descending order.

(ii) Regional Language Test

- The candidates applying for training seats of a particular state, should be proficient (reading, writing, speaking, and understanding) in any one of the specified local languages of that State.
- Candidates who produce 10th or 12th standard mark sheet/ certificate evidencing having studied the specified opted local language will not be required to undergo the language test.
- For other candidates, the test for knowledge of local language will be conducted as a part of selection process. It will be conducted when the candidate is called for document verification by the Company. Candidates who fail to qualify this test will not be engaged as apprentice.

- The candidates who have been successful in the online written examination shall be shortlisted in descending order of marks secured at the test. Out of this top most candidates equal to 3 times of relevant training seats in each state and in each category are to be shortlisted for Regional Language Test and document verification.

Reservation

- Reservation guidelines as laid down by Government of India from time to time for SC/ST/OBC/EWS/PwBD etc. shall be followed.

Final Result

- All candidates who are finally selected will receive an email communication through BFSI SSC with regards to reporting dates, place of reporting, etc.
- **Final Selection** will be subject to:
- Verification of eligibility for the apprenticeship and information furnished in the online application
- Qualifying in test of specified opted regional language wherever applicable as above.

E. Document verification

Candidates shortlisted on the basis of their position in the merit list and subject to number of seats in respective Regional Office, shall be called for Document Verification. The following original documents along with a self-attested copy should be furnished at the time of Document Verification:

1. Photo ID Proof (Aadhar Card /PAN Card /Voter ID Card/Driving License/Passport).

2.10th Pass/Matriculation certificate issued by the concerned education board as proof of date of birth.

3. Class XII marksheet issued by the concerned education board; Semester-wise/ year-wise mark sheets of Graduation along with degree/diploma.

4. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks, if applicable, from concerned University/Institute.

5. Certificate mentioning the date of publication of result from the Principal of the School/College/ Institute from where the candidate pursued his/her Class XII/ Graduation course, if applicable.

5. SC/ ST/ OBC/EWS/PwBD Certificate along with “Declaration”.

F. Physical/Medical Fitness

Candidates selected as apprentices will have to fulfil the minimum physical fitness standard / parameters as declared medically fit by the Medical Practitioner.

G. Period of Training

- Period of engagement shall be of twelve months.

H. Offer of engagement

Finally shortlisted candidates whose documents including physical/ medical fitness certificate is found in order shall be invited to enter into the **Contract** with the Company.

I. DEFINITIONS

Persons with Benchmark Disabilities (PwBD): Under section 34 of 'The Rights of Persons with Disabilities Act, 2016', persons with benchmark disabilities are eligible for Reservation. Only such persons would be eligible for reservation who suffer from not less than 40% of specified disability and are certified by certifying authorities as per the Act. Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should possess certificate in original issued by the Competent Authority on or before the last date of online submission of application in the prescribed format (Format available at the end of this advertisement) and should produce the same in support of their claim at the time of document verification.

a) VI - Visual Impairment (Blindness and Low Vision);

b) HI - Hearing Impairment (Deaf and hard of hearing);

c) OC – Locomotor Disability (OH) including cerebral palsy, leprosy cured, dwarfism, acid attack victims, muscular dystrophy;

d) ID - Autism, intellectual disability, specific learning disability, mental illness;

e) MD - Multiple disabilities from amongst persons under clauses (a) to (d).

Note: Definition of the above specified disabilities will be as per 'The Rights of Persons with Disabilities Act, 2016'.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE:

i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:-

1. The candidate will have to arrange his / her own scribe at his / her own cost.

2. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

3. A person acting as a scribe for one candidate cannot be a scribe for another candidate.

4. The scribe may be from any academic stream.

5. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he / she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

6. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

7. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the

test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

ii) Guidelines for Candidates with Locomotor Disability and Cerebral Palsy:-

A compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

iii) Guidelines for Visually Impaired candidates:-

1. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination or otherwise advised.

2. Visually impaired candidates who utilize the services of the scribe will not be able to view the contents in magnified font.

Economically Weaker Sections (EWS):

1) Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes (Central List) and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

(i) 5 acres of Agricultural Land and above; (ii) Residential flat of 1000 sq. ft. and above; (iii) Residential plot of 100 sq. yards and above in notified municipalities; (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2) The property held by a 'Family' in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.

3) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

4) The term 'Family' for this purpose will include the person who seeks benefit of reservation, his / her parents and siblings below the age of 18 years as also his / her spouse and children below the age of 18 years.

Disclaimer: EWS training seats are tentative and subject to further directives of Government of India and outcome of any litigation

All above guidelines are subject to change in terms of GOI guidelines / clarifications, if any, from time to time.

J. Training Profile: Apprentice. This is not an employment in the Company. Nor the same is contract employment. Please note that the candidates engaged as Apprentice will NOT be treated as "employees" of the "The New India Assurance Company Limited and will not be entitled to receive any benefits which are available for the employees of the company.

K. Other Conditions

Stipend:

- The rate of stipend payable to apprentices per month shall be Rs 9,000/- p.m. No other remuneration or benefit (monetary or non-monetary) will accrue or be payable apart from the stipend as mentioned above. The stipend for a particular month shall be paid by the tenth day of the following month.
- No deduction shall be made from the stipend for the period during which an apprentice remains on leave with the approval of the designated employee of the Company as per the Company's norms. For every other absence pro-rata stipend will be deducted.
- The Apprentices will not be entitled to receive any benefits which are available for the employees of the Company. No deduction shall be made against statutory benefits (Provident Fund, Staff Mediclaim etc.) from the stipend payable to the apprentices. The apprentices shall not be entitled to any statutory contribution from the Company.

Leave & Holidays

- During the period of training, the apprentices will be entitled for one-day leave during a month and the same shall be credited to him at the beginning of the subsequent month. The leave shall be availed by the apprentice only after getting the prior permission of the Company.
- If no entitled leave is availed in a particular month, the same shall be carried forward to the next month. No other kind of leave shall be granted to apprentice trainees.
- An apprentice shall be entitled to such holidays as are observed in the Company.
- Apprentice can avail only 4 leaves at a time. Leave accumulated, if any will automatically get exhausted on termination/completion of contract.

Conduct & Discipline

- As per Section 17 of Apprentices Act, 1961 as amended from time to time, in all matter of Conduct and Discipline, the apprentice shall be governed by the terms and conditions of the Contract.
- In case the Apprentice dropouts/absconds during a month, he/she will be liable to refund the stipend paid by the Company during that month.

Assessment & Certification

- After completion of apprenticeship training, apprentices will need to go through an assessment test covering both theoretical part as well as practical training component. Theory assessment will be conducted by BFSI Sector Skill Council of India (BFSI SSC) and the Practical assessment will be conducted by the Company. Subsequently, on the basis of marks scored by the apprentices, an Apprenticeship Certificate will be awarded by the BFSI.

L. General Instructions

- Before applying, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Applications, once submitted, will not be allowed to be withdrawn and the application/Examination/intimation fee once paid, shall be neither refunded nor held in reserve for any other examination. The Company would be free to reject any application, at any stage of the selection process, if the candidate is found ineligible for the apprenticeship, for which he/she has applied. The decision of the Company regarding eligibility of the candidates, the stage at which

scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced etc. and any other matter relating to engagement will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Company in this behalf. If any wrongdoing (s) / suppression of antecedents is/are detected even after joining the apprenticeship training, the apprenticeship contract of candidates are liable to be terminated.

- Candidates are advised not to change their physical appearance till the apprenticeship selection process is complete. Failure to produce the same photograph at the time of the online test may lead to disqualification. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the company in future should be identical and there should be no variation of any kind.
- Candidates will have to produce original Caste/Physical Disability/ Caste Validity Certificate (wherever applicable) any other relevant certificates whenever asked by the Company during the selection process, failing which his/her candidature will be cancelled. OBC candidates availing reservation will have to produce OBC certificate with Non-creamy layer clause as and when by the Company during the selection process. OBC candidates will have to submit at the time of remitting the Application/Examination/Intimation Fee, an undertaking in the prescribed format regarding noncreamy layer status as on closing date of registration. The certificate issued by only those competent authority authorized to issue Caste/Disability certificate will be acceptable. Candidates belonging to OBC category but coming under creamy layer and/or if their caste does not find place in Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form. Prescribed formats of Caste Certificate are attached below.
- All candidates will have to produce, if called for joining the apprenticeship training, originals as well as self-attested photocopies of their educational/experience certificates as well as Caste Certificate, Caste Validity Certificate (wherever applicable), certificate of disability in the proforma prescribed by Govt. Of India or any other certificate required, in the prescribed proforma in support of their eligibility, failing which their candidature will be cancelled..
- Request for change of contact no./address/ email ID/ will not be entertained.
- No Ex-servicemen/Disabled Ex Servicemen shall be engaged to as an apprentice and there is no reservation to Ex-servicemen/Disabled Ex-servicemen in the apprentice engagement.
- No change of data after submission of final online submission of application is allowed.
- All candidates (except those belonging to North Eastern states where an alternate ID proof will do) should produce Aadhaar number before engagement, i.e. contract signing for apprenticeship training.
- The candidates will have to appear for the tests at their own cost. The company will not pay or reimburse any such expenses.
- Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained, and the application fee/ intimation charge paid for other registration will stand forfeited. Multiple attendance/appearance by a candidate in examination will be summarily rejected/candidature cancelled.
- Online applications which are incomplete shall not be considered as “Eligible” and treated as “Rejected”. No communication will be entertained in this regard.
- Candidates are advised to take a printout of their system generated online application form after submitting the application.

M. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

At the time of Examination, if a candidate is/has been found guilty of:

- using unfair means during the examination or
- impersonating or procuring impersonation by any person or
- misbehaving during the examination or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by means, verbal or written, electronically or mechanically for any purpose.
- resorting to any irregular or improper means in connection with his/her candidature for selection or obtaining support for his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
- to be **disqualified** from the examination for which he/she is a candidate
- to be **debarred**, either permanently or for a specified period, from any examination conducted by the company.
- For **termination** from the apprenticeship training, if he/she has already joined the Apprenticeship training of the Company.

N. DISCLAIMER:

- In case it is detected at any stage of engagement of apprentice that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), indulge in unfair practice in the process, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her training is liable to be terminated. **Decisions of Company in all matters regarding eligibility, conduct of written examination and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.**

IN CASE OF ANY DISCREPANCIES, THE DETAILED ADVERTISEMENT PUBLISHED IN INFORMATION AND HELP SECTION OF OUR WEBSITE HTTP://NEWINDIA.CO.IN SHALL BE FINAL.

CANDIDATES ARE ADVISED TO VISIT THE INFORMATION AND HELP SECTION OF OUR WEBSITE FOR DETAILED ADVERTISEMENT, TO APPLY ONLINE AND FOR ALL FURTHER UPDATES ON THE ENGAGEMENT EXERCISE.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

DEPUTY GENERAL MANAGER **MUMBAI**

Corporate HRM **06.06.2025**

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM

1. This is to certify that Sri / Smt / Kum*_____ son / daughter* of_____ of village / town* _____ in District / Division*_____of the State / Union Territory*_____belongs to the _____Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under:

* The Constitution (Scheduled Castes) Order, 1950;
* The Constitution (Scheduled Tribes) Order, 1950; * The Constitution (Scheduled Castes) (Union Territories)Orders, 1951 ;
* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act,1987]:

* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962; * The Constitution (Pondicherry) Scheduled Castes Order 1964; * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
* The Constitution (Sikkim) Scheduled Castes Order, 1978;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
* The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
* The Constitution (ST) Orders (Amendment) Ordinance, 1991;
* The Constitution (ST) Orders (Second Amendment) Act, 1991; * The Constitution (ST) Orders (Amendment) Ordinance, 1996;
* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
* The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002.

#2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri. / Smt. / Kumari* _____Father /Mother* of Sri / Smt. / Kumari*_____of village / town _____in District/Division*_____of the State/Union Territory*_____ who belong to the_____ Caste / Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the _____[Name of the authority] vide their order No. _____ dated _____.

3. **Shri/Smt/Kumari*_____and/or* his/her* family ordinarily reside(s) in village/town*_____ of_____ District / Division* of the State / Union Territory* of _____**

Signature _____

Designation _____

Place:
Date: **[With seal of Office]**
State/Union Territory

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.

3. Revenue Officer not below the rank of Tehsildar.

4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO ENGAGEMENT OF APPRENTICE UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari…….. ……..son/daughter of …….. of village/Town _____District/Division …… in the State/ Union Territory…….. belongs to the ……community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. ……dated ……..*. Shri/Smt./Kumari ……..and/or his/her family ordinarily reside(s) in the ……..District/Division of the ……State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-199.

Dated: District Magistrate
Deputy Commissioner etc:

Seal

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* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

FORM -V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

(Prescribed proforma subject to amendment from time to time)
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph **(Showing Face only) of the person with disability.**

Certificate No. **Date:**

This is to certify that I have carefully examined Shri/Smt./Kum._____ son/wife/daughter of Shri_____ Date of Birth (DD/MM/YY)_____ Age years, male/female _____registration No. _____permanent resident of House No. Ward/Village/Street _ Post Office _____ District _____State , whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has % (in figure) percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her ____ (part of body) as per guidelines (..... number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/thumb impression of the person in whose favour certificate of disability is issue.

(Signature and Seal of Authorised Signatory of notified Medical Authority)

FORM -VI

Certificate of Disability

(In case of multiple disabilities)

(Prescribed proforma subject to amendment from time to time)

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing Face only) of the person with disability.

Certificate No. **Date:**

This is to certify that we have carefully examined Shri/Smt./Kum._____ son/wife/daughter of Shri_____ Date of Birth (DD/MM/YY)_____ Age years, male/female _____registration No. _____permanent resident of House No. Ward/Village/Street _ Post Office _____ District _____State , whose photograph is affixed above, and am satisfied that: (A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (……number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

SI No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			

7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (……number and date of issue of the guidelines to be specified), is as follows: -

In figures _____percent

In words: -_____percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended/after ..... years ..... months, and therefore this certificate shall be valid till (DD/MM/YY) ____ ____ ____

@- e.g. Left/right/both arms/legs

#- e.g. Single eye

£- e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	**Name and Seal of Member**	**Name and Seal of the Chairperson**

Signature/thumb impression of the person in whose favour certificate of disability is issued.

FORM -VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

(Prescribed proforma subject to amendment from time to time)

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing Face only) of the person with disability.

Certificate No. **Date:**

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri_____ Date of Birth (DD/MM/YY) _____ Age years, male/female _____registration No. _____permanent resident of House No. Ward/Village/Street _ Post Office _____ District _____State , whose photograph is affixed above, and am satisfied that he/she is a case of_____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (……. number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below: -

SI No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
12.	Locomotor disability	@		
13.	Muscular Dystrophy			

14.	Leprosy cured			
15.	Cerebral Palsy			
16.	Acid attack Victim			
17.	Low vision	#		
18.	Deaf	€		
19.	Hard of Hearing	€		
20.	Speech and Language disability			
21.	Intellectual Disability			
22.	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple sclerosis			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) not necessary,

or

ii) is recommended/after years _____months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the Certificate is issued by a medical authority who is not a Government servant (with seal)

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Note. - In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

Government of ……
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. ……
Date: ……

VALID FOR THE YEAR ……

1. This is to certify that Shri/Smt./Kumari ……son/daughter/wife of ……permanent resident of ……Village/Street ……Post Office…….. District…… in the State/Union Territory …… Pin Code …….. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year. His/her family does not own or possess any of the following assets***:

i) 5 acres of agricultural land and above;
ii) Residential flat of 1000 sq. ft. and above;
iii) Residential plot of 100 sq. yards and above in notified municipalities;
iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities

2. Shri/Smt./Kumari …… belongs to the …… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size attested photograph of the applicant.

Signature with seal of Office ……..

Name ……..

Designation ……..

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc

**Note 2: The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE: -

The Income and Asset Certificate issued by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as belonging to EWS: -

i. 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

ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,

iii. Revenue Officer not below the rank of Tehsildar and

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