

Instructions for filling the Online Application Form (OAF)

Candidates are advised to go through the instructions carefully

Kindly read the Employment notification /Advertisement dated **03rd of September 2021** available on "Careers at **HAL**" link of HAL Website <https://hal-india.co.in>

Candidate should have all the necessary documents.

Candidates should also check carefully for any errors in the data entered in the Application Form before clicking the "**Final Submit**" Button. Once the candidate clicks the final submit button, no further changes to the application can be made.

Incomplete / Incorrect applications are liable to be rejected without prior intimation to the candidate.

Multiple application forms from the same candidate for the same post will lead to disqualification of the candidature.

HAL is not responsible for any error that the candidate commits while filling the OAF. Strictly follow the guidelines provided for scanning and uploading the photograph, signature.

IMPORTANT: After completing the application, take the system generated printout of the online application registered for future correspondences. Recommended browser setting – Internet Explorer 9 and above/Google chrome.

Steps to be followed while filling Online Application Form:-

Candidate must first register by providing basic information such as Primary Mobile Number & Date of Birth.

a) Click on the link "Register to Apply Online" appearing on the home page, the following page will appear



Application for Graduate Apprenticeship Trainee-2021 (One year)

- [Notification for the Post of Apprenticeship Trainees](#)
- [Instructions to Apply Online](#)
- [Register to Apply Online](#)
- [Registered Candidate Login](#)

[Keep visiting the website regularly for latest updates and announcements.](#)

For any queries, e-mail to

Note: Recommend browser settings - Internet Explorer 9 and above / Google Chrome.

- b) Provide your correct MOBILE number and Date of Birth (dd/mm/yyyy), because all communication from HAL will be through the registered mobile no. & Email ID. No Oral communication or postal correspondence will be made under any circumstances.



Candidate Registration

Mobile Number

DOB dd/MM/yyyy

Generate OTP

Enter OTP Number

Register Clear

Already Registered ? [Log-in Here](#)

Note : DOB and Mobile Number once entered cannot be changed in the Online Application Form.

- c) Click on Generate OTP, OTP will be sent to your registered mobile. Enter the OTP and click on Register; following page will appear: Please ensure you have all the documents and details of you before clicking on “Continue”
- d) Re login with your login credential i.e. Mobile Number & DOB.



Candidate Login

Mobile Number

DOB dd/MM/yyyy

Login Clear

Already Registered ? [Click here to Register](#)

- e) Read the Instructions for filling the online application step by step & Click on Continue.



Application for Graduate Apprenticeship Trainee for Diploma - 2020 (One year)

STEPS FOR FILLING ONLINE APPLICATION

Step 1	Fill Basic Details.
Step 2	Fill Personal Details.
Step 3	Fill Qualification Details.
Step 4	Upload Photo & Signature. <ul style="list-style-type: none">Photo & signature should be in JPG/JPEG format only. File size should not be more than 100kb.
Step 5	Preview Application & Final Submit.
Step 6	Print Application

Continue

f) Fill the “Basic details” (Self-explanatory):

Hindustan Aeronautics Limited

Logout

Basic Details Personal Details Qualification Details Upload Documents

Basic Details

Name in Full (As in SSLC / SSO Certificate) * Date of Birth * 23/09/1997

Age as on 01.07.2021 * 23 - Year(s) 9 - Month(s) 9 - Day(s)

Post * Diploma Apprenticeship Trainee

Discipline * Electrical Engineering

Sub Branch * Electrical & Electronics Engg

Student Registration Number

Are you Ex-Serviceman? If yes, mention the Date of Enrollment, Date of Discharge, Last Rank and Service number. * ☐ Yes ☒ No

Date Of Enrollment Date Of Discharge Last Rank

Service Number Number of years served in the Rank 0 -Year 0 -Month 0 -Day

Select Category [copy of certificate to be produced at the time of Interview in case of SC/ST/OBC (Non-Creamy Layer)] * OBC

Sub Category Are you a Person with Disability? * ☐ Yes ☒ No

Nature of Disability

Categories of Disability -- Select --

Percentage of Disability %

Note: In case of PWD candidates persona with 40% relevant disability only are eligible to apply

Next

g) Fill the “Personal Details” (Self-explanatory)

Personal Details

Father's Name * Gender * -- Select --

Mother's Name * Nationality * Marital Status * -- Select --

Religion * State of Domicile * -- Select --

Aadhar No.

Permanent Address Details

Address Line 1 * Address Line 1 *

Address Line 2 Address Line 2

Address Line 3 Address Line 3

Pincode * Pincode *

District * District *

City * City *

State * State *

Phone No. Phone No.

Primary Mobile No 9844599666

Primary Email ID * Alternate Mobile No

Alternate Email ID

Tick if Permanent & Correspondence Address is Same ☐


Save & Next

a) *Give proper Email ID because all communication from HAL Corporate Office will be through the registered Email ID. No Oral communication or postal correspondence will be made under any circumstances.




- 1) Aadhar card Number Not mandatory.
- 2) *If Correspondence address is different kindly re enter the details.

3) *Interviewed by HAL any time earlier (Yes/No), if yes give the details Click 'Next'

e) Fill the "Educational Qualification"

Logout

Basic Details Personal Details Qualification Details Upload Documents



Qualification Details

Qualification Level	Discipline / Trade / Subjects	Course duration in years	Month & Year of Passing	Name of the University / Board / Any Other	Delivery Mode	Marking Scheme	% of Marks
10th*	<input type="text" value="pcme"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Full Time	Marks	<input type="text"/>
Diploma	Electrical Engineer	<input type="text"/>	<input type="text"/>	<input type="text"/>	Full Time	Marks	<input type="text"/>
--Select--	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select --	-- Select --	<input type="text"/>



#Note:

- Percentage entered towards marks/grades should be aggregate of all the semesters
- In case the marking Scheme is Grade/CGPA, Please enter the % of Marks only after converting the Grade/CGPA to Percentage.
- At the time of verification the shortlisted candidates should furnish conversion formula from CGPA to percentage as per the university approval only meant for those candidates who are awarded with CGPA scores instead of percentage.





Save & Next

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h) Fill the "Upload Documents". (Self-explanatory)

Logout

Basic Details Personal Details Qualification Details Upload Documents



Upload Documents(File size should not be more than 100kb.)

Documents	Browse	Upload	Status
Photo *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Uploaded
Signature *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Uploaded

#Note:

- Kindly re-upload the document if you want to replace any of existing uploaded document.

DECLARATION:

☐

I hereby declare that the all details including particulars regarding Age, Qualification etc. are true & complete to the best of my knowledge and belief. In case of any changes in the information furnished above, the same will be informed forthwith. In the event, the information is found to be false or incorrect, my candidature / engagement may be considered terminated without any notice.

Preview

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE:

PHOTO IMAGE:

- a) Before applying online a candidate will be required to have a scanned or digital image of his/her photograph and signature as per the specifications given below:
- b) Photograph must be a recent passport style colour picture.
- c) The picture should be in colour, against a light-coloured, preferably white, background. - Look straight at the camera with a relaxed face
- d) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- e) PHOTOGRAPH IMAGE should be of PASSPORT SIZE, Should be between 10Kb - 50 Kb. The image should be of .jpg or .jpeg format

SIGNATURE IMAGE:

- a) The applicant has to sign on white paper with Black Ink pen.
- b) Scan the image and crop the same to the dimension required.
- c) Maximum file size should be 10Kb -50 Kb. The image should be of .jpg or .jpeg format
- d) Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photo) & 50KB(signature) by using crop and then resize option.
- e) If the file size and format are not as prescribed, an error message will be displayed.
- f) Procedure for Uploading the Photograph and Signature (i) There will be two separate links for uploading Photograph and Signature (ii) Click on the respective link "Upload Photograph / Signature" (i) Browse & Select the location where the Scanned Photo / Signature file has been saved. (iv) Select the file by clicking on its (v) click the 'Upload' button.
- g) Your Online Application will not be registered unless you upload your photo and signature as specified.
- h) Click on "**Preview button**" You can Preview/Edit your application, Else Click on Final submit Once you click on Final submit button, you cannot do any changes.
- i) Candidates need to take a printout of completed application for future reference. No need to send the printout of online application.

Kindly note that you will receive SMS saying "**Dear Candidate, Your Registration process for Apprenticeship Trainee is completed and Application No. is 100XXX Regards, HAL TTI, (F & F) Division**"

The original certificates should be produced at the time of Document Verification if called for by HAL Corporate Office along with the photo copies of the all the certificates.

For any queries regarding filling up of application form, please call to 080-22322516/22323358.