

Frequently Asked Questions

Q. What are the eligibility criteria to apply for Trade Apprentice vacancies?
A. The details of Age limits and Essential qualification are provided in the Advertisement. Please refer to advertisement for details.

Q. How do I know the trade apprentice vacancy position?
A. The detailed factory-wise trade-wise vacancies are provided in the Annexure-I of Advertisement. Please click the 'Advertisement' tab on the website to know about the vacancies.

Q. What is NON-ITI and EX-ITI ?
A. A candidate who has passed matriculation (10th class) examination with mathematics and science as subjects in 10th class and has **NOT** undergone any training in Industrial Training Institute (ITI), can apply as a **NON-ITI** candidate. A candidate who has passed matriculation (10th class) examination and has undergone training in Industrial Training Institute (ITI) and / or possesses certificate issued by NCVT/SCVT, can apply as an **EX-ITI** candidate.

Q. What are the requirements for registration?
A. Candidates should have a valid and active mobile number. Candidates must have a UNIQUE, valid & active personal email id and keep them active for the entire duration of recruitment. The email id MUST be unique to apply and therefore the candidates are advised to ensure that they have a personal UNIQUE and valid email-id.

Q. What is the procedure for registration?
A. Please refer "HOW TO APPLY" in website menu for detail procedure. Enter the personal details asked for in the Registration page including your mobile number and email id and submit. The OTPs will be sent to the registered mobile number and email id for validation. After due validation, the login id will be a unique 7 digit number and password will be your date of birth in ddmmYYYY format. If your date of birth is 17/03/2000, your password will be 17032000. The Login ID and password will be sent as SMS to the registered mobile number. You can login with your login id and password.

Q. Can I edit the registration details?
A. Except the personal details including the mobile number and email id all other details can be edited before final submission of application. After final submission of application, no changes can be done in any information submitted by the candidate.

Q. I have not received email/SMS during registration procedure, why?
A. Check the correctness of mobile number and email id entered by you. Check your spam mails. You may also refresh and check your email after intervals. If no mail/SMS is received, click on resend option. If it is noticed that the email id / mobile number has been wrongly entered inadvertently, you have to re-register.

Q. What is the procedure to login ?
A. Your login ID will be 7 digit number and your date of birth in ddmmYYYY will be used as password. You will receive SMS of login ID and password details in your mobile after registration. You are required to change your password immediately after first login. Your new password should be at least 8 characters long and should contain at least one English alphabet, one digit and one special character like !, @, #, \$, %, ^, & or *. Please note carefully your new password.

Q. What should I do if I forget password?
A. You can click on 'Forget Password' button on the web page and enter your email id, Date of birth and mobile number to reset your password. You can change it after login.

Q. Can I apply to multiple factories?

A. No, a candidate can apply to one factory only. EX-ITI candidate can apply against one trade and one factory only, as per Schedule-I of TA Act 1961. The Non-ITI candidates can apply to only one factory. He/she can choose his choice of trades available for that factory against Non-ITI vacancies. Duplicate applications will be rejected.

Q. The matriculation certificate issued by board contains grades / CGPA. How can I enter marks in the online application?

A. Please convert the grades / CGPA into equivalent marks for each subject. The method for converting of CGPA / Grades can be obtained from the school from which you have passed matriculation / Class X examination. The formula to convert grades / CGPA to %age is also generally given on the back side or marksheets or is available on Boards websites.

Q. When I try to upload the photo signature and other certificates, it doesn't accept, why ?

A. The documents should be in JPG/JPEG/PDF format for successful uploading and size must be

- Passport size photos – 20 – 70 KB (JPG/JPEG)
- Scanned signature 20-30 KB (JPG/JPEG)
- SSC marksheets, Proof of date of birth, consolidated marksheets of all semesters of ITI trade, NTC, cast certificate, PWD certificate; 100 – 200 KB. (JPG/JPEG/PDF)

Q. What all scanned copies/documents should I upload at the time of application?

A. Candidates have to upload the following scanned copies/documents.

- Clear soft copy of color photograph (size 3.5 cm x 3.5 cm taken not later than three months from the date of application, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb-70 kb). There should be no cap or goggles in the photo. Spectacles are allowed only if they are being used regularly. There is no need to attest your photos.
- Clear scan picture of signature by the candidate on white paper with black/blue ink pen (size 3.5 cm x 3.5 cm, JPG/JPEG format, 100 DPI, size of the file should be between 20kb - 70kb). You need to put your full signature in running hand writing. Signatures done in Capital letters are not acceptable.
- Legible scanned copy of following documents in pdf or JPG/JPEG/PDF format with size 100 KB to 200 KB:
- SSC (Standard 10th) or its equivalent mark sheet.
- Certificate for proof of date of birth (Standard 10th or its equivalent certificate or mark sheet indicating date of birth or school leaving certificate indicating date of birth).
- Consolidated mark sheet for all semesters of the ITI trade in which applied / Provisional National Trade Certificate indicating marks (Only for ITI candidates).
- National Trade Certificate issued by NCVT or Provisional National Trade Certificate issued by NCVT / SCVT for Ex ITI (Only for ITI pass candidates).
- Caste certificate for SC/ST/OBC candidates, wherever applicable.
- Disability certificate, in case of PWD candidate.
- Scanned copy of proof of identity, in case the candidate doesn't possess Aadhaar Card.

Q. Whom should I contact in case there is any difficulty in filling up the application?

A. For any problems being faced while submitting Online Application, candidates should first refer to FAQ. If the doubt / problem still persists, candidates can click on 'Helpdesk' hyperlink on the website and submit his/her problem by providing registration no., email-id and problem in detail. Candidates can also call on helpdesk telephone number from 10:00 a.m. to 17:00 p.m. on all days (including Sundays and holidays). The helpdesk number is available on the website.

Q. Can I edit the details in the application?

A. The details in the application can be edited before final submission of the application. After final submission, changes in the application is not permitted.

Q. How do I know my application is submitted ?
 A. Your application is successful only on completion of all the stages including the fee payment and document upload. After the final submit, you can preview the complete application form in case of successful completion of application. The soft copy of application form will be emailed to your registered email id. Candidates need not send it anywhere.

Q. Can I take the printout of the application anytime?
 A. The application form will be emailed to your registered email id. You can download the application form from your email and take printout anytime.

Q. Where should I send the hard copy of application form?
 A. Candidates are NOT required to send the hard copy of application form to any factory or Yantra India Limited.

Q. I have made the payment on this website through credit card/ Credit Card/Net banking etc. But the internet connection failed and my transaction was not processed. Should I repay again?
 A. The following situations may arise:

Sl. No	Situation	Possible Solution
1	In case of Network failure, it is possible that the amount may have been debited from your account and the transaction may be unsuccessful.	You may please wait for 24 hours before attempting to pay the fee again.
2	The transaction may be successful but it might not reflect in the website.	You may please wait for 24 hours and then login to check if the registration was successful or not ?
3.	My account has been debited but the transaction was unsuccessful	The unsuccessful transaction amount will be credited back to your account. But in order to proceed with your registration, you may please wait for 24 hours before attempting to pay the fee again.

Note: All the candidates are advised to apply sufficiently in advance without waiting for the last date of application.

Q. How and when I can know whether I am selected or not?
 A. The provisional select list will be published on Yantra India Limited(YIL) website <https://recruit-gov.com> and/or portal within 30 days of closing date of online application. Candidates are advised to keep visiting YIL website and portal. The candidates selected provisionally, will be informed through SMS/Email about his/her selection. Candidates will then be intimated by the respective factory for probable date of document verification through SMS/Email/Normal Post/Speed Post/Registered Post.

FAQ for Vacancies

Q. Why I am not able to apply to the particular factory or trade?

A. (i) Please check the vacancy details given in the advertisement.

(ii) If there is no vacancy against the particular trade in candidate's category (UR/SC/ST/OBC) for applied/selected factory, the candidate cannot apply.

(iii) If there is vacancy in UR category and if there is no vacancy in the OBC/SC/ST category, then an OBC/SC/ST candidate can still apply if the age of the candidate is less than or equal to UR age limit. Physically Handicapped (PH/PWD) candidates belonging to UR/OBC /SC/ST category can apply against the trade, where vacancy is available and additional Age Relaxation to such PH/PWD to the extent of 10 years is also available. .

(iv) If the category of PH candidate(OH/VH/HH) is not suitable or identified for the selected trade as per Apprentice rules 1992 and amendments thereof, the candidate cannot apply for the selected trade. Candidate may kindly refer to Apprenticeship Rules 1992 and amendments thereof, provided under the RELEVANT ACTs link on the website.

Q. Can a candidate with disability apply for undergoing Trade Apprentice?

A. Yes. A disabled candidate can apply for trades as per the vacancy given in the advertisement. The disability is categorized as
Orthopedically Handicapped (OH) Hearing Impaired / Hard Hearing (HH) Visually Handicapped (VH)

The category of disability suitable in identified trades and Standard of Physical Fitness is provided in Apprentice Rules 1992 and amendments thereof and is applicable.

Q. For NON ITI candidate, how to choose factory / trade options.

A. For NON ITI candidate, first you have to choose Ordnance or Ordnance Equipment Factory listed where vacancies for NON-ITI category are available.
For a particular Ordnance Factory, if there is no vacancy for candidate's category (UR/SC/ST/OBC) in that trade, then it won't be listed in the drop-down list in the online application form. A candidate belonging to reserved category can still apply against UR vacancies, if the age limit is within age limit of UR. Please select those options where vacancies as per your age and category are available. You may try to apply in some other factory, in case vacancies are not available as per you're your age and category.

Q. For Ex ITI candidate how to choose factory / trade options.

A. For Ex ITI candidate, first you have to choose your trade listed in drop down menu. Then relevant trade to be applied, will be displayed. Out of that relevant trade, you have to choose one trade. Then, you have to select Ordnance Factory for that trade, provided there is vacancy.
For a particular Ordnance Factory, if there is no vacancy for candidate's category in that trade, then the factory will not be listed in the drop down list of online application. If reserved category candidate's age is not within age limit of UR, then candidate can not apply for that trade/factory where there is no vacancy for that category. Please select those options where vacancies as per your age and category are available. You may try to apply in some other factory, in case vacancies are not available as per your age and category.

Q. Where should I refer to prescribed Educational Qualification, Vacancies, and medical standards?

A. Please click on 'Advertisement' tab on the website to know about prescribed educational qualification, vacancies. For medical standards, click on RELEVANT ACTS menu and select Apprentice Rules 1992 for details.

Q. How do I know whether I belong to OBC creamy layer or Non Creamy layer?

A. The family income of the OBC-Non Creamy Layer candidate should not be more than Government prescribed per annum limit, for availing OBC reservation. The OBC certificate should clearly mention regarding the candidate not belonging to persons/sections of creamy layer.

Q. I am an SC/ST/OBC-Non creamy layer category. Why I am not able to apply against a particular post?

A. The candidates are advised to examine all the vacancies as per Annexure-'I' of advertisement. Age relaxation will be applicable only for posts reserved for SC/ST/OBC-Non creamy layer category. For unreserved posts, though SC/ST/OBC-Non creamy layer category can apply, they should be within the age limit. It might be possible that you

might have exceeded the age limit for unreserved posts.?????

Q. What is the online application fee?

A. a) For candidates belonging to SC / ST / PWD / Female/ Transgender class : Rs 100 + 18% GST + Transaction fee (as applicable).
b) All other candidates: Rs 200/- + 18% GST. + Transaction Charges (As Applicable).

Q. What are the different modes of payment of fees?

A. The fee of Rs.200/Rs.100 + 18% GST, should be paid online through the payment gateway to be routed through website. Candidate can pay the fee using debit card, credit card, cash card & Wallet, internet banking and UPI/BHIM. The transaction charges applicable for payment of fee are:

S. No.	Mode of Payment	Transaction Charges
1	Internet Banking via SBI	Rs. 10*
2	Internet Banking via other banks	Rs 15*
3	Debit cards (Rupay)	NIL
4	Debit cards (Others)	0.40% of the transaction amount upto 2000
5	Credit cards (VISA/MASTER)	1.25% of the transaction amount
6	UPI	NIL
7	NEFT	₹15 per transaction
8	Cash challan	₹60 per transaction
9	Wallet	2.00% of the transaction amount

* For all payments, Good and Service Tax (GST) @ 18.00% (on Transaction Charges) will be charged.

Q. Is the fee refundable?

A. No. Not under any circumstances.

Q. Will admit card be issued?

A. No admit card will be issued as no exam is being conducted for the selection process. The merit list / select list will be prepared on the basis of marks obtained in the qualifying examination (NON-ITI: Xth / Matriculation, EX-ITI : ITI). Please refer to advertisement for details.

Q. Is there any reservation for meritorious sportsperson?

A. No.

Q. Will I get a job or employment in the factory after completion of Apprenticeship training?

A. No, the candidate will not be offered any job or employment in the factory after completion of training.

Q. Will the candidate be provided with accommodation and food during the training ?

A. No, the candidate may be provided accommodation based on the availability of quarters, by respective factory on payment basis.

The candidates may be provided subsidized food. The candidate is also free to make his own arrangements for accommodation and food.

Q. How much stipend and allowance will be paid to the candidate during training?

A. The minimum stipend that will be paid to the candidate is as follows

Non-ITI Candidates	Rs 6000 per month
Ex-ITI Candidates	Rs 7000 per month

Please refer to Clause 8 of the detailed advertisement.

Q. On what grounds my candidature is liable to be rejected ?

A. The application of the candidate may be rejected for any reasons listed in Clause 17 of the detailed advertisement.