# NATIONAL INSURANCE COMPANY LIMITED

**(A Govt. of India Undertaking)**
**CIN: U10200WB1906GOI001713**
**Registered & Head Office: Premises No.18-0374, Plot no.CBD-81, New Town, Kolkata-700156.**

## ENGAGEMENT OF 200 GRADUATE APPRENTICES

**Under the aegis of**

**National Apprenticeship Training Scheme (NATS)**

**The Apprentices Act, 1961**

**National Insurance Company Limited (NICL) is inviting applications from eligible candidates for engagement as Apprentices under the Apprentices Act, 1961 (as amended from time to time).**

- **Apprenticeship Duration**

  The duration of apprenticeship will be for a period of 12 months.

- **Monthly Stipend**

  The apprentices shall be engaged with a monthly stipend of Rs.15,000/-.

- **Important Dates**

| S. No | Activity | Date |
|---|---|---|
| 1 | Online Application Starting Date | 04.11.2026 |
| 2 | Last date for Online Registration | 18.11.2026 |
| 3 | Physical appearance for verification of documents of shortlisted candidates at various offices of National Insurance Co. Ltd. | Call letter will be sent through Registered Email ID |

- **Details of State-wise Apprentice Seats:**

| STATE | Total Seats ** |
|---|---|
| Assam | 30 |
| Jharkhand | 10 |
| Chhattisgarh | 20 |
| Gujarat | 22 |
| Karnataka | 10 |
| Kerala | 10 |
| Madhya Pradesh | 12 |
| Maharashtra | 10 |
| Rajasthan | 20 |
| Uttar Pradesh | 14 |
| Uttarakhand | 10 |
| West Bengal | 10 |
| Punjab | 12 |
| Tamil Nadu | 10 |
| **GRAND TOTAL ** ** | **200** |

** The number of seats mentioned above is provisional and may vary according to the actual requirement of the company.

### ELIGIBILITY CRITERIA

- **NATIONALITY**

A candidate applying for engagement as apprentice in the Company must be either: —

a) a citizen of India, or

b) a subject of Nepal, or

c) a subject of Bhutan, or

d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or

e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

❖ **Age (as on 01.04.2026)**

Minimum Age—21 years, Maximum Age -30 years as on 01.04.2026.

[i.e. candidates must have been born not earlier than 01.04.1996 and not later than 01.04.2005 (both days inclusive)]

Relaxation in upper age limit is applicable as per Government of India guidelines for SC/ST/OBC/PwBD candidates.

| Sl. | Category | Age Relaxation |
|---|---|---|
| 1 | Scheduled Castes/ Scheduled Tribes | 5 years |
| 2 | Other Backward Classes (OBC, Non-Creamy layer) | 3 years |
| 3 | Persons with Benchmark Disabilities (PwBD) as defined under "The Rights of Persons with Disabilities Act, 2016": | |
| | PwBD (Gen/EWS) | 10 years |
| | PwBD (SC/ST) | 15 years |
| | PwBD (OBC) | 13 years |

Abbreviations: SC - Scheduled Caste; ST - Scheduled Tribe; OBC - Other Backward Class; UR - Unreserved Category; PwBD - Persons with Benchmark Disability.

❖ **Requisite Qualification as on 01.04.2026**

Candidates should have passed Graduation (Regular – Full time) in any discipline from a University / Institution recognized by AICTE / DOTE / UGC. The candidates should have appeared for the examination, passed and possess the degree certificate as on 01.04.2026.

Candidate with 100% complete profile on the Apprenticeship portal (NATS) only are eligible to apply.

The Candidate should not have undergone Apprenticeship Training either with National Insurance Company Ltd or any other organization earlier or pursuing the Apprenticeship Training as per the Apprentices Act 1961 as amended from time to time or terminated in between the course of Apprenticeship Training.

**Candidates shall not be eligible for engagement as apprentices under any of the following circumstances:**

- The candidate possesses a Post-Graduate Degree or has completed an Integrated Postgraduate Course.
- The candidate has graduated from an institution not approved by AICTE / DOTE / UGC.
- The candidate possesses one year or more of work experience in any Government, Government Undertaking, or Private Organization as on 01.04.2026.

In case it is found at any stage of apprenticeship that a candidate does not meet the eligibility criteria prescribed by the Board of Practical Training (BOPT) or National Insurance Company Ltd., the Company reserves the right to terminate the Apprenticeship with immediate effect, without any compensation or claim.

Candidates are hereby advised to carefully read this notification and ensure that they meet all eligibility requirements before submitting their applications. Non-compliance with the above conditions will result in disqualification at any stage of the selection process.

**Candidates can apply for engagement in ONE STATE only. Company reserves the right to allot seat in any district of Selected State as per administrative requirement.**

## ❖ Reservation

Guidelines under Apprentices Act on Reservation for SC/ST/OBC/PwBD will be followed.

Seats reserved for OBC category are available to OBC candidates belonging to "Non-creamy layer". Candidates belonging to OBC category but coming in "CREAMY LAYER", are not entitled for any relaxation/ reservation available to OBC category. They should indicate their category as General or General – PwBD as applicable.

OBC category candidate should submit the OBC (Non-Creamy-layer) certificate on format prescribed by Govt. of India, having "Non-Creamy Layer" clause issued during period 01.04.2026 to the date of taking up engagement, if selected.

## ❖ Selection Procedure

Please note that the Board of Practical Training (Eastern Region) is entrusted with the task of short-listing the candidates from online application data in the NATS portal.

The shortlisting shall be carried out based on the percentage of marks (up to two decimal places) secured in the qualifying Graduate Degree Examination, subject to the candidate fulfilling all the prescribed eligibility criteria.

Where the result of the qualifying examination is declared in the form of CGPA / OGPA / GPA, the same shall be converted into percentage as per the formula used by the concerned university, and such converted percentage shall be indicated in the online application form.

In cases where two or more candidates secure the same percentage of marks, their position in the merit list shall be determined according to their date of birth, with the older candidate being placed higher in the order of merit.

Shortlisted Candidates will be intimated through their registered Email IDs only. Shortlisted candidates will have to appear in person for verification of documents at various offices of National Insurance Co Ltd, the details of which will be intimated in due course.

Candidates will be shortlisted solely on the basis of information furnished during online application. In case of any discrepancy observed at the time of Document Verification, the application will be disqualified summarily.

Candidates should note that, merely calling for document verification does not entail any confirmation or guarantee of selection as Apprentice in BOPT (ER) or National Insurance Co. Ltd.

The final engagement list will be prepared after verifying all the details entered by the respective candidate in the NATS portal against the original documents and shall be subject to the availability of vacancies in the respective state.

No candidate shall be engaged as Apprentice until he/she enters into the Contract of Apprenticeship with NICL and same is approved in the NATS portal.

## ❖ Procedure for Registration and Submission of Application in National Insurance Company Ltd [Enrollment ID: EWBPNC096867]

| Category 'A' - For students who have already enrolled in the NATS portal (https://nats.education.gov.in/index.php) and having login details | Category 'B' - (First time enrollment) For students who have not so far enrolled in the NATS Portal |
|---|---|
| **For applying**<br>a. Login with email id with password<br>b. Under "Apply against advertised vacancies"<br>**Search "NATIONAL INSURANCE COMPANY LTD"**<br>c. Click apply<br>(You can see the status as "applied") | **Step 1:**<br>a. Type the URL **https://nats.education.gov.in/index.php**<br>b. Click Student<br>c. Click Regular Student<br>d. Click Student Registration<br>e. Complete the application form<br>f. A 12-digit unique Enrollment Number for each student will be generated after completing the Enrollment. |

| Category 'A' - For students who have already enrolled in the NATS portal (https://nats.education.gov.in/index.php) and having login details | Category 'B' - (First time enrollment) For students who have not so far enrolled in the NATS Portal |
|---|---|
| | **For applying**<br>a. Login with email ID and password<br>b. Under "Apply against advertised vacancies" Search "NATIONAL INSURANCE COMPANY LTD"<br>c. Click apply<br>(You can see the status as "applied") |

***Please Note:*** *Upload the B.E / B.Tech/ B.A./ B.Sc. / B.Com./ BBA/ BCA etc., Provisional Certificate (or) Consolidated Mark Sheet. Percentage of marks in the Graduate / Non Engg. Graduate Examination is mandatory. Hence candidates are advised to compulsorily enter percentage of marks in the column "% of marks / CGPAx10" in the NATS portal. If % of marks is not furnished candidature will not be considered.*

### ❖ Travel Expenses

No TA / DA will be paid for attending Document Verification.

### ❖ Boarding / Lodging

No Boarding / Lodging expenses are admissible.

### ❖ General Instructions

- Candidates should take utmost care to furnish the details while filling in the application form.
- Company reserves the right to reject ineligible candidates' applications at any stage of the selection process.
- All correspondence will be made only on the email ID mentioned by the candidates in their online application form and the same has to be kept active for receiving all communications from Company related to Apprenticeship program.
- Incomplete applications / applications without supporting documents will be rejected outright. Company takes no responsibility to receive/ collect any certificate/ document sent separately.
- The name of the candidate should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.
- Candidates are advised not to change their appearance till the engagement process is complete.
- Decision of the Company in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of selection and any other matter relating to selection process will be final and binding on the candidate. Company reserves the right to modify/ amend/ cancel any of the eligibility criteria and/or any other terms and conditions spelt out in this Notification.
- The shortlisted candidates are required to produce original documents pertaining to Age, Qualification, etc. for verification. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to join Apprenticeship Program.
- Mere submission of application and apparently fulfilling the criteria as prescribed in the advertisement do not entitle a candidate to be called for Apprenticeship program.
- Canvassing in any form for training seats will be treated as disqualification.
- In case it is detected at any stage of engagement of apprentice that a candidate does not fulfill the eligibility norms and/or that he has furnished any incorrect /false information or has suppressed any material fact(s), including in unfair practices in the process, his/her candidature will be cancelled. If any of these shortcomings is/are detected even after engagement, his/her contract of Apprenticeship is liable to be terminated without any compensation or claim whatsoever.
- Candidates in their own interest are advised to submit their applications well in time before the last date for submission and Company does not take any responsibility for the candidates not being able to submit their applications within the last date on account of the reasons beyond the control of the Company.
- Shortlisted candidates shall be required to produce all requisite original documents, along with self-attested photocopies, in support of their eligibility, educational qualification, and identity at the time of document verification. Failure to produce the required documents, at the time of verification shall render the candidate ineligible for further participation in the engagement process.

- Further, non-submission of requisite documents by the candidate at the time of engagement shall result in cancellation of candidature and debarment from any subsequent stage of the Apprenticeship engagement process.
- Candidates must ensure that the following documents are clearly uploaded in their NATS student profile:
    1. Degree Certificate
    2. Provisional Certificate
    3. Consolidated Mark sheet
    4. Aadhaar Card
    5. Bank Passbook (in the candidate's name)
    6. Latest Passport-size Photograph
- Candidates must ensure that all details entered in the student profile match the information on their educational documents, including:
    1. Candidate's Name
    2. Parents' Names
    3. Aadhaar Number
    4. Educational qualification

❖ **Other Terms and Conditions**

| Profile | APPRENTICE<br>NOTE: THE CANDIDATES ELIGIBLE AS APPRENTICE WILL NOT BE TREATED AS "EMPLOYEES" OF NATIONAL INSURANCE COMPANY LIMITED AND WILL NOT BE ENTITLED TO RECEIVE ANY BENEFITS WHICH ARE AVAILABLE FOR THE EMPLOYEES OF THE COMPANY. |
|---|---|
| **Stipend** | A monthly stipend of Rs. 15,000/- shall be paid to the apprentice during the period of apprenticeship. The Apprentices are not eligible for any other allowances/ benefits.<br>National Insurance Company will make a payment of Rs. 8,850/- into the apprentices account on a monthly basis.<br>Government share of Stipend of Rs. 6150/- will be directly credited to the Apprentices Bank account through DBT mode as per extant guidelines.<br>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. For every other absence pro-rata stipend will be deducted. |
| **Hours of Work** | The Apprentice shall be assigned to duty during the standard working hours applicable to the company. |
| **Leave** | During the period of apprenticeship, 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.<br>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. Apprentice can avail only 4 leaves at a time. Leave accumulated, if any will automatically get exhausted on termination/completion of contract. |
| **Holidays** | Apprentice shall be entitled to such holidays as are observed in the Office/hub where he/she is undergoing Apprenticeship engagement. |
| **Conduct and Discipline** | In case of any misconduct done by the apprentice during the engagement period, Company reserves the right to terminate the contract of engagement. The Apprentices shall be prohibited from joining/forming any union body. |
| **Termination of Apprenticeship Contract** | The contract of Apprenticeship shall terminate on the expiry of the period of 12 months.<br>If an apprentice remains on unauthorized absence for more than fifteen (15) consecutive business days, the Company may issue a three (3) days' notice via email. The apprentice may submit an explanation within this period, which the Company shall assess at its sole discretion. If the explanation is not received or found unsatisfactory, the Company reserves the right to terminate the Contract of Apprenticeship without further obligation. |

| | |
|---|---|
| **Other Information** | The provision of any law with respect to Labour such as PF, ESI, Bonus shall not be applicable to or in relation to such apprenticeship engagement.<br>Company shall have no obligation to offer regular employment to Apprentices during and/ or after the completion of the apprenticeship. After completion of Apprenticeship, candidates will be relieved from the respective office. |

❖ **Incomplete / Erroneous Online Application received after Due Date will be Rejected**

No further communication will be entertained in this regard.

Board of Practical Training (ER) has not entrusted / authorized any individual organization to coordinate / liaison our work. Candidates beware of touts and our office is not responsible for such unwanted incident.

Canvassing/ Pressuring through any source will disqualify the candidature and their name will be removed from our official records without prior intimation and company will not responsible for such cases.

❖ **Disclaimer**

In case it is detected at any stage of selection process or at any time even after the 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 and he/she will not be allowed to appear in any of the selection process in the future.

If any of these shortcomings is/are detected even after engagement, his/her apprenticeship is liable to be terminated. Decisions of Company in all matters regarding eligibility and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.

The Company reserves the right to reject any application/candidature at any stage or increase/decrease the vacancies for any of the States, as per the requirement of the Company or to cancel the Process entirely at any stage without assigning any reason.

Upon completion of Apprenticeship period, National Insurance Co. Ltd., has no obligation to offer employment to such apprentices nor can an apprentice claim right for employment on the grounds of completion of Apprenticeship. On completion of one-year apprenticeship period, the contract shall come to an end and there shall be no regular appointment/absorption in the company.

For any other clarification, Candidates may contact BOPT & NICL through e-mail:

- BOPT: natssupport_student@aicte-india.org
- NICL: ho.pers@nic.co.in

**DGM (Personnel)**
NATIONAL INSURANCE CO. LTD.,
New Town, Kolkata– 700156.

**Director of Training**
BOPT (ER)
Kolkata, West Bengal- 700064.

Place: Kolkata
Date: 04th November, 2026