



MUMBAI PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
 APPRENTICE TRAINING CENTRE, FIRST FLOOR
 Mb.P.T. WORKSHOP, CLARKE BUNDER,
 MAZGAON (EAST), MUMBAI – 400 010.

Tel. : 66566625 / 66566626

(Cost of Application Form Rs.20/-)

E-mail: pvkaryekar@mbptmail.com

Application Form for TRADE APPRENTICES, Entry Year 2016-17.

under the Apprentices Act,1961

For Office Use Only		
QUALIFICATION	:	INSTITUTE :
PERCENTAGE OF MARKS	: (i) SSC (10) th _____ %	(ii) ITI : _____ %
ATTEMPT	: (i) SSC (10) th _____ %	(ii) ITI : _____
EMPLOYEE'S SON / DAUGHTER:	(Y/N) _____	TRADE :
L.E.E. REGISTRATION	: (Y/N) _____	NATIONALITY:
WITHIN AGE LIMIT	: (Y/N) _____	CATEGORY: _____
(SC/ST/OBC//GEN/ PH / Ex Serviceman)		

Affix Colour
Photo
(In Passport
size)

(Note:-Application Form duly filled in all respect shall be returned to the Apprentice Training Centre, First Floor, Mb.P.T. Workshop, Mazgaon (East), Mumbai – 400010 on or before **20.01.2017**.)

1. Name of the Applicant : _____
(in block letters as per S.S.C. (10thClass) Mark-list / School leaving certificate.)
2. Date of Birth : _____
3. Age on the date of application. : _____ Years _____ Months
- (i) Sex/Gender : Male / Female
- (ii) Marital Status : Married / Unmarried
4. Place of Birth with Tehsil, District and State : _____
5. Full name of the father (or guardian)/Mother : _____
6. Whether the applicant's Father / Mother is / was an employee of Mumbai Port Trust. If so, state his/her designation, section and department. : _____
7. i) Whether applicant belongs to the Scheduled Caste/ : Yes / No.
Scheduled Tribe/Other Backward Class/
Physically Handicapped/ Ex-Serviceman.
- ii) If yes, whether attested copy of the Category Certificate is attached : Yes / No.
- iii) Religion : _____
- iv) Caste : _____
8. (a) Present Address of the applicant with pincode : _____
(to be used for correspondence)
- (b) Permanent address of the Applicant with Pincode : _____
- (c) Residential Tel. No./ Mobile No. if any : _____
- (d) E-mail ID : _____

(e) PAN Card details (Please enclose photocopy)

(f) AADHAR Card details/ UID No. (Please enclose photocopy)

9. Application downloaded from website is submitted

along with Pay Order No./ Banker's Cheque No.Demand Draft No.

drawn in favour of the Board of Trustees of the Port of Mumbai or

UTR(Unique Transaction Reference) number in case of payment of cost of application

form by NEFT. The details of beneficiary are as under:

Name of the beneficiary – The Board of Trustees of the Port of Mumbai

Bank Account No- 10996685430

Type of the Bank Account- Current

Name of the Bank- State Bank of India

IFSC Code No- SBIN0000300 : _____

10. Trade applied for :_ PASAA

11. Details of applicant's valid registration with the Local Employment Exchange if any.

(Attach copy of registration card)

i) Regd. No. _____

ii) Date of Registration _____

iii) Valid up to _____

iv) Name and Brief Address of Employment Exchange _____

12. **Educational qualification** (Attach attested photo copy of Marks sheet)

a) Last School/College Examination passed _____

b) Marks in the S.S.C. (10th) Examination : Marks obtained _____ Out of _____

c) Percentage of marks obtained in S.S.C. (X Std.) : _____ %

d) Whether the applicant has passed S.S.C.

(X Std.) Examination at first attempt. : Yes / No

e) Year of passing the SSC Examination : _____

f) Name and address of the School

from which last examination passed. _____

g) Technical subjects if any, at SSC. Examination. _____

13. **Technical Qualifications to be filled in by the I.T.I. Passed candidates only**

a) Marks obtained in ITI/NCVT final Examination

(Attach attested copy of Marks sheet/s) : _____

b) Name and Address of ITI

: _____

: _____

c) Month and Year of passing of ITI Examination : _____

d) Whether the applicant has passed

ITI/NCVT in 1st attempt Yes / No

e) No of attempts to pass the ITI examination : _____

f) Trade in which ITI passed : _____

14. Language :(Can Read/Write /Speak) : _____

15. Whether the applicant has applied for

any job or apprenticeship in Mumbai Port Trust

in the past, if so, give the details. _____

16. Any other qualifications or technical experience. _____

I hereby declare and certify that the particulars mentioned in this application are true, correct and complete to the best of my knowledge and belief. I have enclosed attested Photo copies of each of the certificates / testimonials etc. in support of my date of birth, educational and technical qualifications and caste etc. I have read the advertisement carefully. I am aware that in case I have given any wrong information or I do not fulfil the criteria according to the advertisement or my application is found to be incomplete in any respect, my candidature may be rejected at any stage.

Signature of the Father/Guardian
(Name of Father/Guardian)

Place: _____

Date : _____

SIGNATURE OF THE APPLICANT

No. _____

ACKNOWLEDGEMENT

(To be filled in by the Applicant)

Received an application form no : _____.

Shri/Smt. _____.

Other details :

SC/ST/OBC/General/ PH/Ex-Serviceman : _____

ITI : _____

Trade applied : _____ PASAA _____

Inward No. : _____

Date : _____

SIGNATURE OF RECEIVER

Schedule of Merit List

- (i) The s Merit List (s) (No1, 2, 3) of the shortlisted candidates will be displayed on 05.02.2017 on the Notice Board and Mb.P.T. Website www.mumbaiport.gov.in
- (ii) The shortlisted listed candidates shall report on following mentioned dates for verification of documents and selection at the office of the Training Manager, Apprentice Training Centre, First Floor, Mb.P.T. Workshop, Mazgaon, (East), Mumbai- 400 010.

Merit List	Trade	Date
Merit List No. 1	PASSA	08.02.2017 to 09.02.2017
Merit List No. 2	PASSA	11.02.2017 to 12.02.2017
Merit List No. 3	PASSA	14.02.2017 to 15.02.2017

MUMBAI PORT TRUST

TRADE APPRENTICESHIP UNDER THE APPRENTICES ACT, 1961, IN THE ENTRY YEAR 2016-17.

1. **Definition :** An 'Apprentice' means a person who is undergoing apprenticeship training in a designated trade in pursuance of a Contract of Apprenticeship.
2. **No. of seats , Training Period, and educational qualification etc :**
A person shall be eligible for being engaged as an apprentice, if he/she satisfies the following minimum educational qualifications.

Sr. No.	Trade	No. of Seats	Period of Training in year	Rate of Stipend per month	Minimum Qualification
1	Programming And System Administration Assistant (PASAA)	248	1	Rs.7741 /- or as applicable	Passed 10 th std (SSC) or equivalent and passed National Trade Certificate Examination in the trade of Computer Operator and Programming Assistant (COPA) in I.T.I.

3. Age Limit:

The candidates should not be less than 14 years of age or more than 21 years of age on 01-03-2017. The upper age limit is relaxable by 5 years for the Scheduled Caste and Scheduled Tribe candidates. The candidates will have to produce satisfactory documentary evidence in support of their age. The candidates between the age of 14-18 years are not eligible to sign the Contracts, being the Minor. Their Contracts will be signed by their Guardian.

4. Reservation:

The reservation of apprentices in SC/ST/OBC/PH/Ex Serviceman/Female category will be as per the rules in vogue at the time of selection of apprentices.

5. Employment in the Port Trust:

No guarantee of employment, whatsoever, is given to the apprentices and the apprenticeship automatically ceases on completion of the term of course.

6. Hostel Facilities:

No Hostel facilities are made available by this Port Trust. The apprentices will have to make their own arrangements of lodging and boarding.

7. Selection Criteria:

- (i) The candidates must apply in the prescribed form only to the TRAINING MANAGER, Apprentice Training Centre, First Floor, Mb.P.T. Workshop, Narsu Vithoba Nakhwa Marg, Mazagaon (East), Mumbai – 400 010, on or before **20.01.2017 upto 5.00 pm.**
- (ii) Applications received after the stipulated date and time of submission and/or incomplete applications will be rejected. Mumbai Port Trust is not liable for postal delay / loss at any stage of communication.
- (iii) If the candidate has registered his/her name with the local employment exchange, one attested photo copy of the Registration with the Employment Exchange must be submitted along with the application form.
- (iii) The eligible candidates will be shortlisted on the basis of merit considering their marks in the academic as well as N.C.V.T .examination in COPA trade. The preference will be given to the candidates who have passed the I.T.I. (N.C.V.T.) examination in the trade of Computer Operator and Programming Assistant (COPA).at 1st attempt.
- (iv) If the two candidates have secured same marks in the examination of COPA conducted by NCVT, the marks obtained in the practical paper will be considered as governing criteria
- (v) In case two candidates have same marks in COPA trade, the candidate having higher marks in the 10th Class will be considered on the merit list.

- (vi) In case, marks of two candidates tally in all respects, the older candidate will be preferred.
- (vii) The shortlisted merit list (s)(No1,2,3) shall be displayed on or after 05.02.2017 on notice board at the office of the Training Manager, Apprentice Training Centre, First Floor, Mb.P.T. Workshop, Mazgaon (East), Mumbai- 400 010 and also on Mb.P.T's website www.mumbaiport.gov.in.
- (viii) The short listed candidates in merit list (s)(No1,2,3) shall report on following mentioned dates for verification of documents and selection at this office.

Merit List	Trade	Date
Merit List No. 1	PASSA	08.02.2017 to 09.02.2017
Merit List No. 2	PASSA	11.02.2017 to 12.02.2017
Merit List No. 3	PASSA	14.02.2017 to 15.02.2017

- (vii) If the shortlisted applicants not remaining present /ready in all respects and duly prepared during the period of merit list1/2/3 on the specified date will lose their chance and the next applicant /s on the panel merit list will be considered.
- (viii) Representation of the applicant under the above circumstances will therefore not be entertained
- (ix) No correspondence will be made with the applicant in this regard, and no telephone inquiry will be entertained in the matter.
- (x) The provisional selection shall be made from amongst the responded candidates on the basis of nos. of seats, merit, reservation, verification of documents etc.

9. For Selected applicants:

- (i) Selected applicants will be required to produce all original certificates/mark lists for verification with two sets of attested photo copies of each of the relevant certificates/mark lists, along with ten (10) recent identical passport size photographs. In case, if the candidate is not in a position to submit original (s), for the reason(s) that he had submitted the original marks list / certificate to some other institutes/authorities; he will have to produce the photo copies attested by the institutes / authorities, which have retained such original certificates or attested copy / copies, from the authorities who had issued such original to them.
- (ii) Selected candidates will have to undergo a Medical Examination and produce fitness certificate from the Port Trust Hospital before undertaking registration of apprentice by the web portal of RDAT.
- (vii) Continuation of the apprenticeship will be subjected to registration of the Contract of Apprenticeship of the candidate.

10. Surety:

Each of the selected candidates will have to give a personal surety from a Mumbai Port Trust employee. If the apprentice abandons the contract of apprenticeship training before completion of the course, such apprentice will be liable to pay cost of training (maximum for an amount of three-month stipend) or amount to be decided by the Regional Director, Regional Directorate of Apprenticeship Training (W.R.) Sion, Mumbai - 400 022), and if he/she fails to pay, the person giving surety will be liable to pay the compensation amount.

11. REGISTRATION OF CONTRACT OF APPRENTICESHIP TRAINING

- (i) After selection, the candidate will have to enter into a contract of Apprenticeship in the prescribed form as stipulated in the Apprentices, Act 1961 along with a surety who should be a Mumbai Port Trust Employee. The same will be forwarded for registration with the Regional Director, Regional Directorate of Apprenticeship Training (WR), Advanced Training Institute Campus, V.N.Purav Marg,Sion,Mumbai – 400 022. Candidate will only be considered as Apprentice provided the contract is registered by the prescribed authority.
- (ii) The candidate has to give a Declaration that he/she has not undergone apprenticeship training anywhere, under the Act. The Declaration format is provided in the Contract Registration Card.

12. Extension in the Period of Apprenticeship training:

An apprentice who is unable to complete the full apprenticeship course within the period prescribed before the final test, owing to illness or any other circumstances beyond his control, this Port Trust has the power to extend his/her period of apprenticeship until the next test is held.

13. Leave:

There shall be three kinds of leave admissible to apprentices:

- a) Casual Leave : 12 days in a year.
- b) Medical Leave : 15 days in a year.
- c) Extra Ordinary Leave : Up to maximum of 10 days in a year
after consuming the entire casual and medical leave.

14. Discipline and termination of apprenticeship:

The apprentice must observe all the conduct rules applicable to workmen in the Port Trust. Any disagreement or dispute between employer and apprentice arising out of the contract of apprenticeship shall be referred to the Regional Director, Regional Directorate of Apprenticeship Training (W.R.), ATI Campus, V.N. Purav Marg,Sion, Mumbai – 400 022 for a decision.

15. Practical Training:

All apprentices are given practical training at various sections of Mechanical and Electrical Engineering Department and other Departments if necessary as per schedules.

16. Maintenance of diaries, note-books etc :

Each apprentice will purchase at his/her own cost work diary, note books etc. as directed by concerned authorities and maintain the same.

17. Test and grant of certificate:

Each apprentice after completion of the period of training shall appear for a prescribed test conducted by the National Council of Vocational Training (NCVT). All apprentices who pass the test will be granted certificates of proficiency in the trade by the National Council of Vocational Training.

18. The decision of Mumbai Port Trust in all matters relating to eligibility, acceptance or rejection of the application and mode of selection shall be final.

19. Before applying the candidate should ensure that he/ she fulfills the eligibility and other criteria, at any stage of engagement and if erroneously engaged, such candidates shall be summarily dismissed without notice.

20. Candidature of the candidate shall be cancelled if he/she fails to produce the required original testimonials for verification or if any other discrepancy is noticed.
21. The Mumbai Port Trust administration does not undertake any responsibility for sending reply to the candidate not selected or not called for. No correspondence in respect of the application submitted shall be entertained or replied by this office to any individual or organization.
22. No daily allowance / conveyance allowance or travelling allowance will be paid to the candidate who will be called for document verification and Medical Examination.
23. Before commencement of the apprenticeship training in the designated trade the selected candidate or, if he/she is a minor then, his/her guardian has to enter into a contract of Apprenticeship with the Mumbai Port Trust.
23. The engagement of apprentices will be subject to online confirmation of registration of apprentice by the Regional Directorate of Apprenticeship Training. (WR).
24. The last date of submission of application form in this office is 20.01.2017 upto 5.00PM
