



# BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

An autonomous body of

Ministry of Human Resource Development, Department of Higher Education, Government of India  
Telefax : 2405 5923, email: [director.boatwr@gmail.com](mailto:director.boatwr@gmail.com), Website : [www.apprentice-engineer.com](http://www.apprentice-engineer.com)

## RECRUITMENT

Applications are invited in the prescribed format for the following post:-

Sr. No.	Name of the Post	Number of Posts	Emoluments as per 7 <sup>th</sup> CPC		Particulars of reservation	Qualifications	Maximum age limit	Application fees payable by way of Demand Draft / Indian Postal Order
			Pay	Pay Matrix Level				
01	Assistant Director of Training	01	Rs.56,100/-	10	Reserved for SC Category	<p><b>Essential :-</b> At least a second class degree in Engineering / Technology from a recognized University or equivalent with a minimum of 5 years field experience.</p> <p><b>Desirable :-</b> i) Experience of supervising practical training in industries. ii) Knowledge in computerised working environment specially in LAN, ACCESS and VISUAL BASIC.</p>	50 years (including the age relaxation for SC category, which is 5 years)	Rs. 200/-



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Applications are invited in the prescribed format for the following post :-

Sl. No.	Post and Pay Scale	Number of vacancies	Essential / Desirable qualifications, and experience required	Maximum Age limit as on last date of submission of application i.e. 20/03/2020
1	<b>Assistant Director of Training</b> Rs. 56100 – 177500, Level – 10 in the Pay Matrix as per 7 <sup>th</sup> CPC plus allowances as applicable to Central Government employees stationed in Mumbai on approval of Ministry of Human Resource Development, Government of India (total emoluments would be Rs. 87,525/- approximately).	One – Reserved for SC category	<b>Essential :-</b> At least a second class degree in Engineering / Technology from a recognized University or equivalent with a minimum of 5 years field experience. <b>Desirable :-</b> i) Experience of supervising practical training in industries. ii) Knowledge in computerised working environment specially in LAN, ACCESS and VISUAL BASIC.	50 years (including the age relaxation for SC category, which is 5 years)

Terms and conditions: Appointment to the post of Assistant Director of Training is initially on temporary basis, likely to continue depending on the performance. For this post there will be a minimum one year of probation subject to satisfaction of Appointing Authority. (ii) Candidates working in Government/Semi Government/Autonomous Bodies/Local Self Government are required to forward their applications through proper channel. However, advance copies may be sent. (iii) Applications in the format specified below this advertisement alongwith the self attested photostat copies of relevant certificates, and fees applicable should reach by 20/03/2020 to **The Director, Board of Apprenticeship Training (Western Region), II Floor, New Administrative Building, ATI Campus, V.N. Purav Marg, Sion (E), Mumbai-400 022**. Application fees is payable by way of a Demand Draft / Indian Postal Order drawn in favour of "**Director, Board of Apprenticeship Training (Western Region), Mumbai**" payable at Mumbai. The application fees is non-refundable. (iv) The applications received for the above post will be scrutinized, and the shortlisted candidates only will be called for test and/or interview. This Board reserves the rights to decide to cancel this advertisement, and not to proceed in the matter at any stage, accept or reject any or all applications, without giving any explanation, whatsoever. **Merely fulfilling the eligibility/requirements laid down as above will not automatically entitle any candidate to be called for test and/or interview.** (v) Applications not received within the stipulated time period, as well as applications with incomplete and / or illegible information, and not enclosing the Demand Draft / Indian Postal Order for the requisite amount (Rs.200/-) are liable to be rejected.(vi) The applicants are advised to send self attested photostat copies of all the relevant documents and the Demand Draft / Indian Postal Order within the last date prescribed, as no separate correspondence in this regard either will be made or entertained. (vii) The envelope containing the application should be superscribed on the top mentioning the name of the post. (viii) Application fee shall not be refunded on any ground(s) whatsoever. TA/DA shall be paid to the candidates appearing for the interview, only as prescribed in the Government of India's Rule from time to time.

## DUTIES AND RESPONSIBILITIES

### **I) ASSISTANT DIRECTOR OF TRAINING**

A) To assist the Director, Board of Apprenticeship Training (Western Region) in performing the following duties :-

1. To secure facilities for training in different establishments, both private sector and public sector for short-term and long-term training in industries.
2. To chalk out programme of training for the trainees in consultation with them and the industry and other agencies concerned.
3. To supervise the training so arranged.
4. To undertake documentation of literature on various aspects of practical training.
5. To arrange for dissemination of information in various aspects of practical training through lectures, film, and other media of communications.
6. To print and publish pamphlets, magazines and periodicals or issue advertisements that may be desirable for the promotion of the objectives of the society.
7. To exercise supervision and control on the preparation of stipendiary bills, and maintenance of related accounts including refunds, recovery, etc. under the Government of India, Apprenticeship Training Scheme.
8. To periodically review the progress reports submitted by the establishment to the trainees.

B) To visit establishments periodically to assess the programme and quality of training imparted by the establishments to the trainees.

C) To perform such other functions as may be assigned by the Director / Deputy Director under The Apprentices Act.

**NOTE :- Duties mentioned above post are indicative and not exhaustive.**



10. Educational qualifications S.S.C. onwards including computer courses completed on last date of the application (enclose attested photostat copies of certificates) :-

Sr. No.	Exam Passed	Name of School/Instt.	University/ Board which awarded Degree/ Diploma Certificate	Month & Year of passing	Class / Division secured	% of Marks obtained	Remarks

11. Experience other than present employment – in chronological order (enclose attested photostat copies of experience certificates) :-

Sr No.	Name of the organisation	Designation/ Post held and nature of work carried out	Whether Adhoc/ Temporary/ Permanent	Period of Service		Scale of pay & Total Emoluments at the time of leaving	Remarks
				From	To		

12. Details of present employment (enclose attested photostat copies of experience certificates) :-

Sr. No.	Name of the organisation	Whether Central Govt./ State Govt./ PSU/ Private / Others (Specify)	Date of appointment	Designation/ Post held and nature of work being carried out	Period of Service		Whether Regular/ Substantive/ Temporary/ Adhoc/ Quasi Permanent/ Permanent/ Deputation	a)Scale of pay (b) Present basic Pay and (c) Total emoluments	Remarks
					From	To			

13. Any other information not furnished above but relevant to the post applied for

14. List of documents enclosed :
- |    |    |    |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

15. General information :

- i. Canvassing in any form will lead to rejection of candidature.
- ii. Original certificates should not be sent alongwith this application.
- iii. All enclosures (photo copies) should be legible and must be self attested.
- iv. Applications with illegible entries as well as partially filled/incomplete applications will be rejected.
- v. Application received after the prescribed date will be rejected.

16. Declaration:

i) I have read and understood the terms and conditions mentioned in the detailed advertisement posted on the website [www.apprentice-engineer.com](http://www.apprentice-engineer.com) and the same are accepted by me.

ii) I hereby solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

iii) I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected.

iv) I am also aware that if any falsification of information furnished above is / are detected later, after the appointment to the post applied for, my service is liable to be terminated without issuing any Notice, notwithstanding further disciplinary action.

Details of payment of application fee:- DD / IPO No. ....Amount Rs.....

Place :

Date:

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Signature of the applicant

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Name of the Applicant (in block letters)