



## BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION)



(An Autonomous Body under Ministry of Human Resource Development, Department of Higher Education, Govt. of India, 4<sup>th</sup> Cross Road, C I T Campus, Taramani, CHENNAI -113  
Ph: 044-2254 1292 / 2254 2236, Web site: [www.boatsr-apprentice.tn.nic.in](http://www.boatsr-apprentice.tn.nic.in)  
Web Portal: [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)

### Applications for the Post of Assistant Director of Training

Board of Apprenticeship Training (SR) herein after referred to as “BOAT (SR)” is an autonomous organization, under the Ministry of Human Resource Development, Department of Higher Education, Govt. of India. BOAT (SR) is implementing the Apprenticeship training scheme under the Apprentices Act (Amendment 1973 & 1986) for providing skill training to graduate / diploma holders in engineering / technology in the States of Andhra Pradesh, Telangana, Karnataka, Kerala, Tamil Nadu and Union Territory of Puducherry & Lakshadweep. Applications are invited for the under mentioned Post from eligible candidates.

Name of Post : Assistant Director of Training - 2 Posts

Classification of Post : Group “A”

Category : Unreserved (UR) – 01, OBC – 01

Pay Scale : Pay Band 3, Rs.15600-39100/- with Grade Pay Rs.5400/-  
( as per 6<sup>th</sup> Pay Commission)

QUALIFICATIONS: :

a. Essential : A first or Second Class Degree in Engineering / Technology or equivalent from a recognized University or equivalent with atleast 5 years field experience

b. Desirable : Experience of Supervising and /or arranging Practical Training in Industry. Knowledge in Latest Computer Programming Languages, Networking, System Maintenance etc.

c. Age Limit : 45 years maximum – Relaxation in case of SC / ST / OBC / PwD is according to Government of India norms

d. Period of Probation : One year

## **Job Description, Roles and Responsibilities:**

**Assistant Director of Training** shall work as per instruction of Director of BOAT (SR) and abide rules & regulations of BOAT(SR).

Should have thorough knowledge and skill in the following areas;

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 make 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 the documentation of literature on various aspects of practical training.
5. To arrange for dissemination of information on various aspects of practical training through lectures, films 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 objective of the society.
7. To Coordinate processing of Stipendiary bills through National Web Portal
8. To periodically review the progress reports submitted by the Establishments for the trainees placed with them.
9. To visit establishments periodically to assess the programme the quality of training imported by the establishments to the trainees
10. Perform such other functions as may be assigned by the Director under the Apprentices (Amendment) Act, 1973, 2014
11. Conduct training need analysis, prepare training material and conduct training to officers and staff of BoATs / BoPT in web portal implementation.
12. Perform functions of web hosting, Online Portal Management, responsible for preparing Request for Proposal (RFP), installation, trouble shooting, procurement

of software & Hardware, networking management, Maintaining MIS and daily report to the Director.

**Terms & Conditions:**

- 1) Candidates working in Central and State Government Departments, Public Sector Undertakings of Central / State, Autonomous body of Central / State including the internal candidates of BOAT (SR) shall send their applications through proper channel along with Vigilance Clearance Certificate & No Objection Certificate (NOC) from Head of the organization that no case / penalty is pending / imposed as per CCS (CCA) Rules 1965 along with attested copies of APARs for immediate last 3 years.
- 2) The applicant must ensure whether he /she fulfils all the eligibility conditions for the post applied. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview / selection.
- 3) Candidates with requisite qualifications acquired from recognized Universities / Institutions only need to apply.
- 4) At any stage of the selection process or later, if it is found the candidate has misrepresented / furnished false information, his / her candidature is liable for cancellation / rejection even after appointment.
- 5) In case of any dispute / ambiguity that may occur in the process of selection, the decision of Chairman of BOAT (SR) shall be final and binding.
- 6) The Director, BOAT (SR) reserves the right to cancel / reject / any / all applications without notice assigning any reason.
- 7) No TA / DA will be paid for attending interview.
- 8) Canvassing in any form will disqualify the candidature.

### **How to Apply:**

- I) Applications with complete details supported by self-attested copies of certificates regarding age, qualifications, experience, community in the case of SC/ST/OBC/PwD candidates with all other relevant supporting documents shall be sent along with filled application enclosing, a crossed Demand Draft for Rs.500/- (Rupees Five hundred only) drawn in favour of the “**Director, Board of Apprenticeship Training (Southern Region) payable at Chennai**”
- II) No application Fee in the case of SC/ST/PwD candidates. For this self-attested photocopy of supporting documents are need to be enclosed along with application.
- III) **Application duly superscribing the envelope “Application for the post of ‘Assistant Director of Training, BOAT (SR)’ clearly mentioning Unreserved or OBC shall be sent only to given below address to reach on or before 5.00 PM on 27<sup>th</sup> August 2018. Applications received after the last date or incomplete in any respect will be rejected and no further correspondence will be entertained.**

### **Abbreviations:**

**SC:** Scheduled Caste, **ST:** Scheduled Tribe, **OBC:** Other Backward Class, **PwD:** Person with Disability, **CCS / (CCA):** Central Civil Services (Classification, Control and Appeal) Rules, **APAR:** Annual Performance Appraisal Report, **TA/ DA:** Travelling Allowance / Daily Allowance, **NWP:** National Web Portal, **IT:** Information Technology, **MIS:** Management Information System, **BOAT:** Board of Apprenticeship Training, **PwD:** Physical with Disabilities.

### **Address for Sending Application:**

**The Director**

**Board of Apprenticeship Training (SR)**

(An autonomous body under Ministry of Human Resource Development,  
Department of Higher Education, Govt. of India)

**4<sup>th</sup> Cross Road, C I T Campus,  
Taramani, Chennai – 600 113**



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**APPLICATION FORM FOR THE POST OF  
“ASSISTANT DIRECTOR OF TRAINING”  
BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION), CHENNAI**

1. Name (in capitals): \_\_\_\_\_

(First Name) (Last Name)

2. Date of Birth: ( \_ \_ / \_ \_ / \_ \_ \_ \_ )

(dd/mm/yyyy)

3. Age as on: \_\_\_\_\_

4. Name of Mother/  
Father/Husband: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Religion: \_\_\_\_\_

7. Gender (Tick): Male ( ) / Female ( ) / Third gender ( )

8. (a) Community (Tick): General ( ) / OBC ( ) / SC ( ) / ST ( )

(b) Whether PwD (Tick): Yes ( ) No ( )

(c) Whether Ex-serviceman (Tick): Yes ( ) No ( )

If yes, mention length of service.....in years

9. Marital Status (Tick): Married ( ) / Single ( )

10. Language Known:

11. Address:

a) Communication:

b) Permanent:

Door No: \_\_\_\_\_  
Street : \_\_\_\_\_  
Locality: \_\_\_\_\_  
Village/City: \_\_\_\_\_  
State: \_\_\_\_\_  
Pincode: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile: \_\_\_\_\_

Door No: \_\_\_\_\_  
Street : \_\_\_\_\_  
Locality: \_\_\_\_\_  
Village/City: \_\_\_\_\_  
State: \_\_\_\_\_  
Pincode: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile: \_\_\_\_\_

Latest Passport  
Size Photo to be  
affixed here

12. Educational Qualification: (Start with the most recent education qualification upto SSLC)

S.No	Examination Passed	Month & Year of Passing	University/Board/School	% of Marks or CGPA	Remarks
1.					
2.					
3.					
4.					
5.					

<Attach separately if required>

13. Work Experience: (Start from present employment)

S. No	Name of Organization	Designation	Duties performed shall be given in a separate sheet not exceeding 150 words	Date of Joining	Scale of Pay /Grade Pay	Date of Leaving	Reason for Leaving
1.							
2.							
3.							
4.							
5.							

<Attach separately if required>

14. Major Career Achievements: (Please write maximum of 150 words):

<Attach separately if required>

15. How do you justify that you are most preferred candidate for the post? (Please write maximum of 250 words)

<Attach separately if required>

16. Details of Training Program's attended:

S.No	Nature of Training	Place of Training	Period of Training	
			From	To

<Attach separately if required>

17. Whether any criminal / legal cases are pending against you  
 Yes ( ) No ( )  
 If yes, mention the details.....

18. Membership in Professional Bodies:

1.	
2.	
3.	
4.	
5.	

<Attach separately if required>

19. Please give Names of two referrals with address, email & contact number:

Name: _____ Designation: _____ Organization: _____ Address: _____ _____ Email: _____ Mobile: _____	Name: _____ Designation: _____ Organization: _____ Address: _____ _____ Email: _____ Mobile: _____
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20. Any other information you would like to share: (Please write within the space given below)

21. Details of Application Fee (Demand Draft):

Name of the Bank: \_\_\_\_\_  
DD Number & Date: \_\_\_\_\_  
Amount Rs: \_\_\_\_\_

22. List of Enclosure's;

S.No	Name of Document	Reference Number
1		
2		
3		
4		
5		

<Attach separately if required>

23. Declaration:

I hereby declare that all the above particulars furnished by me are true and complete to the best of my knowledge and belief. I understand if any particulars are found to be false at a later date, my candidature shall be liable to be cancelled without assigning any reason. I have read the job description, roles and responsibilities of the post and term & conditions.

**Date:** \_\_/\_\_/\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Applicant**  
**<Name>**