



BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION)



(An Autonomous Body under Ministry of Human Resource Development, Department of Higher Education, Govt. of India, 4th Cross Road, C I T Campus, Taramani, CHENNAI -113
Ph: 044-2254 1292 / 2254 2236, Web site: www.boat-srp.com Web Portal: www.mhrdnats.gov.in

Advt. No. BAT/SR/Rect/AD/01

Dated 14/12/2019

Applications for 01 Post of Assistant Director of Training (EWS-01)

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, Government 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 - 1 Post
- Classification of Post : Group “A”
- Category : Reserved for Economically Weaker Section EWS (01)
- : (Post reserved for EWS category is as per terms and conditions laid down in DoPT circular no. 36039/2019-Estt (Res) dated 31/01/2019)
- Pay Scale : Level 10 with entry pay of Rs. 56100/- as per 7th CPC
- 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

d. Period of Probation: One year

e) 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 and visit the establishments and conduct of QIPs.

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 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 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, failing which the candidature will not be considered.
- 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) (i) Candidates seeking reservation under EWS category, should mandatorily submit their EWS certificate vide Government of India, Department of Personnel and Training OM No. 36039/1/2019-Estt.(Res) dated 31/01/2019 (EWS certificate format Enclosed).
(ii) **Authorities empowered to issue EWS certificate are as follows:- a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate c) Revenue Officer not below the rank of Tehsildar d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.**
(iii) Applications without EWS certificates will not be entertained.
- 5) 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.

- 6) 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.
- 7) The Director, BOAT (SR) reserves the right to cancel / reject / any / all applications without notice assigning any reason.
- 8) No TA / DA will be paid for attending interview.
- 9) 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 EWS candidates with all other relevant supporting documents should 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.** Incomplete applications will not be entertained.
- II) Application duly superscribing the envelope “Application for the post of ‘Assistant Director of Training, BOAT (SR)’ clearly mentioning EWS category shall be sent only to given below address to reach on or before **5.00 PM on 27-01-2020.**
- iii) Applications received after the last date or incomplete in any respect will be rejected and no further correspondence will be entertained.

Abbreviations:

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, **EWS:** Economically Weaker Section

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)
4th Cross Road, C I T Campus,
Taramani, Chennai – 600 113

**BOARD OF APPRENTICESHIP TRAINING
(SOUTHERN REGION)**

(An Autonomous Body under the Ministry of Human Resource Development,
Department of Higher Education, Government of India)

Taramani, Chennai – 600 113

Ph: 044-22541292 / 22542236

Website: www.boat-srp.com

Web portal: www.mhrdnats.gov.in



**APPLICATION FORM FOR THE POST OF
“ASSISTANT DIRECTOR OF TRAINING” in EWS category
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): EWS () (Please ensure to attach EWS certificate)

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

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 with
signature.

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

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

<Attach separately if required>

13. Work Experience: (**Start from present employment with documentary proofs**)

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 of the requisite mentioned documents have not been furnished along with the applications, my candidature would not be considered. Further, my given particulars are found to be false at any stage of recruitment, 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>

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

No.36039/1/2019-Estt (Res)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
dated the 31st January, 2019

OFFICE MEMORANDUM

Subject: Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of India.

In continuation of this Department's Office Memorandum of even number dated 19.01.2019, the following instructions are issued in consultation with Ministry of Social Justice and Empowerment and Department of Legal Affairs regarding reservation for EWSs not covered under the reservation scheme for SCs/STs/OBCs in respect of direct recruitment in civil posts and services in the Government of India.

2. QUANTUM OF RESERVATION

The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in direct recruitment in civil posts and services in the Government of India.

3. EXEMPTION FROM RESERVATION:

3.1 "Scientific and Technical" posts which satisfy all the following conditions can be exempted from the purview of the reservation orders by the Ministries/ Departments:

(i) The posts should be in grades above the lowest grade in Group A of the service concerned.

(ii) They should be classified as "scientific or technical" in terms of Cabinet Secretariat [OM No. 85/11/CF-61(1) dated 28.12.1961], according to which scientific and technical posts for which qualifications in the natural sciences or exact sciences or applied sciences or in technology are prescribed and the incumbents of which have to use that knowledge in the discharge of their duties.

G. Jeyaraman

(iii) The posts should be 'for conducting research' or 'for organizing, guiding and directing research'.

3.2 Orders of the Minister concerned should be obtained before exempting any posts satisfying the above condition from the purview of the scheme of reservation.

4. CRITERIA OF INCOME & ASSETS:

4.1 Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below **Rs. 8.00 lakh (Rupees eight lakh only)** are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

4.2. The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

4.3 The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:

5.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-I** shall only be accepted as proof of candidate's claim as belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendary

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- Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

5.2 The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.

5.3 The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

5.4 The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause :-

"The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."

The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

5.5 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated invoking the conditions contained in the offer of appointment.

6. EFFECTING RESERVATION - MAINTENANCE OF ROSTERS:

6.1 Department of Personnel and Training had circulated Office Memorandum No.36012/2/96-Estt(Res) dated July 2, 1997 regarding implementation of post based reservation roster. The general principles for making and operating post

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based reservation roster would be as per the principles laid down in the said Office Memorandum.

6.2 Every Government establishment shall now recast group-wise post-based reservation roster register for direct recruitment in accordance with format given in **Annexure II, III, IV and V**, as the case may be, for effecting 10% reservation for EWSs interpolating them with the SCs, STs and OBCs. While fixing roster point, if the EWS roster point coincides with the roster points of SCs/STs/OBCs the next available UR roster point has been allotted to the EWSs and also the principle of "squeezing" has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly "squeeze" the last points of the roster so as to meet prescribed 10% reservation.

6.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

6.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.

7. ADJUSTMENT AGAINST UNRESERVED VACANCIES:

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

8. FORTNIGHTLY/ANNUAL REPORTS REGARDING REPRESENTATION OF EWS:

The Ministries/Departments shall send single consolidated fortnightly report including their attached/subordinate offices beginning from 15.2.2019 as per format at **Annexure-VI**.

From 01.01.2020, the Ministries/Departments shall upload data on representation of EWSs in respect of posts/services under the Central Government on the URL i.e. www.rrcps.nic.in as on 1st January of every year. All Ministries/Departments have already been provided respective usercode and password with guidelines for operating the URL.

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