



BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION)



(An Autonomous Body under Ministry of Education, 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

Application for the Post of “Director of Training”

Board of Apprenticeship Training (SR) herein after referred to as “BOAT (SR)” is an autonomous organization, under Ministry of Education, Department of Higher Education, Govt. of India. BOAT (SR) is implementing Graduate and Technician (Diploma) Apprenticeship training under the Apprentices Act (Amendment 1973 & 2014), in the States of Andhra Pradesh, Telangana, Karnataka, Kerala, Tamil Nadu and Union Territories of Puducherry & Lakshadweep. Applications are invited for the under mentioned Post from eligible candidates.

Name of Post : Director of Training - 01 Post
Classification of Post : Group “A”
Category : Unreserved (UR)
Pay Scale : Level-12, with entry pay of Rs.78800/- (7th pay CPC)

QUALIFICATIONS:

- a. **Essential** : A first or Second Class Degree in Engineering / Technology or equivalent or a Post-Graduate Degree in Engineering / Technology with atleast 10 years field experience.
- b. **Desirable** : Experience of Supervising and /or arranging Practical Training in Industry
- c. **Age Limit** : 45 years maximum (Crucial date for age limit is the closing date of the application).
- d. **Period of Probation: One year**

Job Description, Roles and Responsibilities for the Post:

- i. Director of Training is the Regional Central Apprenticeship Adviser of BoAT(SR) under the Act, shall implement all the provisions of the Apprentices Act, 1961, and amended thereafter from time to time.**
- ii. To implement all field functions assigned under the Apprentices Act relating to the practical training of Graduates and Diploma Holders in accordance with Apprentices Act, amended in 1973 & 2014.**
- iii. The Director of Training is the chief Executive and secretary to the Board of Apprenticeship Training (SR), and is responsible for proper administration of the Board and its functions and is answerable for overall performance of the secretariat.**
- iv. The Director of Training is required to lead a team of officers and staff to guide them in their day today activities and coordinate with all activities of the BoAT(SR) to achieve targets assigned to BoAT(SR).**
- v. Director of Training will be responsible for conducting the Board and Society meeting and do follow-ups.**
- vi. He must possess thorough knowledge of GFR, FR & SR and relevant Central Government rules and regulations. Director of Training will act as the first appellate authority under the RTI act 2005.**
- vii. To maintain liaison with the Directorates of Technical Education in Southern Region and Directors of other Regional boards of Apprenticeship Training, heads of Technical Institutions, Industries /establishments, nodal industrial forums like CII, FICCI etc., in the Region for developing quality Apprenticeship Training for Graduates and Diploma holders.**

- viii. Director** shall work as per the Rules and Regulations of Government of India/ Memorandum of Association (MoA) of BoAT(SR)
- ix. Any other duties, as assigned by the Chairman, BoAT(SR), from time to time.**
- x. Candidates selected will be covered under New Pension Scheme under Government of India rules and regulations applicable.**

Terms & Conditions:

- 1) Nature of duties of Director of Training is touring extensively throughout the southern region and other regions across the country. Candidates not willing to travel frequently or any restriction to travel official outstation duty need not apply.
- 2) Director of Training will be posted at BoAT(SR), Chennai. But likely to be transferred to other regions in the country as and when such services are required by the Board of Management of BoAT(SR).
- 3) 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 & 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 03 years.
- 4) 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.
- 5) Candidates with requisite qualifications acquired from recognized Universities/ Institutions only need to apply.
- 6) 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.

- 7) In case of any dispute/ambiguity that may occurs in the process of selection, the decision of Board of Management of BoAT(SR) shall be final and binding.
- 8) The Chairman, BoAT(SR) reserves the right to cancel/ reject/ any /all applications without notice assigning any reason.
- 9) No TA/DA will be paid for attending interview/ any recruitment stages.
- 10) 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 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 “ **Board of Apprenticeship Training (Southern Region)**, payable at Chennai.
- II) No application Fee in the case of SC/ST/ candidates.
- III) **Application duly superscribing the envelope “Application for the post of ‘Director of Training, BOAT (SR)’ shall be sent only to given below address to reach on or before 22nd August 2022.**
- IV) **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, **CCS /(CCA):** Central Civil Services (Classification, Control and Appeal) Rules, **APAR:** Annual Performance Appraisal Report, **TA/ DA:** Travelling Allowance / Daily Allowance, **GFR:** General Financial Rules, **FR&SR:** Fundamental Rules & service Rules. **CII:** Confederation of India Industry, **FICCI:** Federation of Indian Chamber of Commerce & Industry.

Address for Sending Application:

The Chairman

Board of Apprenticeship Training (SR)

(Ministry of Education, Department of Higher Education,
Govt. of India)

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



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(SOUTHERN REGION)**

(An Autonomous Body under the Ministry of Education,
Department of Higher Education, Government of India)
Taramani, Chennai – 600 113
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Website: www.boat-srp.com
Web portal: www.mhrdnats.gov.in



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

1. Name: _____

2. Date of Birth in dd/mm/yyyy :- (----/----/----)

(Please enclose the self-attested prescribed documentary proof-Xth or XIIth School Certificates or TC issued from the last Studied institution mentioning Date of Birth of the candidate, for consideration)

3. Age as on 22/08/2022

4. Name of Mother/
Father/Husband: _____

5. Nationality: _____

(Attach a self-attested copy of Aadhar Card/PAN card/Voter's)

6. Religion: _____

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

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

(Please enclose self-attested photocopy of valid Community Certificates for claiming fee exemption under SC/ST Category)

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)

(Please attach self -attested copies of all certificates, satisfying the eligibility essential conditions, failing which candidature will not be considered).

| 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)

(Please attach copies of all mentioned Experience certificate issued by employer with clear mentioning of period of experience, nature of duties and pay scale, satisfying the eligibility essential conditions, failing which candidature may not be considered)

| 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)

| |
|--|
| <p><Attach separately if required></p> |
|--|

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. Membership in Professional Bodies:

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

<Attach separately if required>

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

| | |
|---|---|
| Name: _____ Designation: _____ Organization: _____ Address: _____ _____ | Name: _____ Designation: _____ Organization: _____ Address: _____ _____ |
| Email: _____ Mobile: _____ | Email: _____ Mobile: _____ |

19. Any other information you would like to share: (Please write within the space given below)

20. Details of Application Fee (Demand Draft):

Name of the Bank: _____
DD Number & Date: _____
Amount Rs: _____

21. List of Enclosure's;

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

<Attach separately if required>

22. 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 terms & conditions.

Date: __/__/____

Place: _____

Signature of Applicant
<Name>