



## BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION)



(An Autonomous Body under Ministry of Education, 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.boat-srp.com](http://www.boat-srp.com) Web Portal: [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)

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

Board of Apprenticeship Training (SR) herein after referred to as “BOAT (SR)” is an autonomous organization, under the Ministry of Education, Department of Higher Education, Govt. of India. BOAT (SR) is implementing the Apprenticeship training scheme under the Apprentices (Amendment) Act 1961 for providing skill training to graduate / diploma holders in engineering / technology and Graduates in General stream (e.g., BA/B.Sc./B.Com, etc) 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.

|                          |  |
|--------------------------|--|
| <b>Name of Post</b>      | : Deputy Director of Training - 1 Post   |
| <b>Classification of</b> | : Group “A”  |
| <b>Post Category</b>     | : Unreserved (UR – 01)   |
| <b>Pay Scale</b>         | : Level 11 with entry pay Rs. 67700/- (as per 7 <sup>th</sup> Pay Commission)  |
| <b>QUALIFICATIONS:</b>   | :  |
| <b>a. Essential</b>      | : A first or Second Class Degree in Engineering / Technology from a recognized University or equivalent or a Post-Graduate Degree in Engineering/Technology with at least 7 years of experience which includes field/administration etc., Candidates possessing experience of supervising and or arranging practical training in industry will be preferred. |
| <b>Desirable</b>         | : Experience of Supervising and / or arranging Practical Training in Industry. Experience of working Knowledge in Latest Computer Programming Languages, Networking, System Maintenance, handling web portal, ERP tools, PFMS, GeM and CPPP etc. Persons should also possess working knowledge in Hindi.   |
| <b>b. Age Limit</b>      | : 45 years maximum   |

**C. Period of Probation : One year**

**D. Job Description, Roles and Responsibilities:**

**Deputy Director of Training** shall work as per instruction of Director of BOAT (SR) and abide rules & regulations of BOAT (SR). Person appointed to the post will have to establish contacts with industrial establishments and Government departments/undertakings and technical institutions in implementing the practical training programmes for Graduates and Diploma holders in Engineering/Technology and Graduates in General Stream (e.g., BA/B.Sc./B.Com, etc.) in the Southern region and in conducting/Supervising such training programmes.

In addition, the person will have to work out and implement the quality improvement and other programmes of training and also arrange for inspection and review of records and returns from/to establishments etc.

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, IT Infrastructure maintenance, ERP tools, PFMS etc. responsible for preparing Request for Proposal (RFP), installation, trouble shooting, procurement of software & Hardware, networking management, Maintaining MIS and daily report to the Director. They should also possess knowledge in GeM and CPPP.
13. To present statistics and returns to the Director and the progress of training in the various States.
14. Need to travel extensively in the southern region of India for the implementation of Apprentices act.

**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 and or inquiry is pending / imposed as per CCS (CCA) Rules 1965 along with attested copies of APARs for immediate last 3 years. Applications not fulfilling the above criteria will not be entertained in any circumstances.
- 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.1000/- (Rupees One Thousand 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 Deputy Director of Training, BOAT (SR)” shall be sent only to given below address to reach on or before on 21/08/23. 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 Education  
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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(SOUTHERN REGION)**



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**APPLICATION FORM FOR THE POST OF  
“DEPUTY 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 (last date  
of application) \_\_\_\_\_

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/ Inquiry 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: _____<br>Designation: _____<br>Organization: _____<br>Address: _____<br><br>Email: _____<br>Mobile: _____ | Name: _____<br>Designation: _____<br>Organization: _____<br>Address: _____<br><br>Email: _____<br>Mobile: _____ |
|---|---|

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>**