



## BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

An autonomous body of

Ministry of Education, Department of Higher Education, Government of India

Telephone : (022) 24055923, Email: [director.boatwr@gmail.com](mailto:director.boatwr@gmail.com) Website: <https://boatwr.education.gov.in>

### RECRUITMENT

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

Post and Pay Scale	Number of Vacancies and reservation	Essential / Desirable qualifications, and Experience required	Maximum age limit as on submission of application i.e. 27/06/2025	Application fees payable by way of Demand Draft / Indian Postal Order
Assistant Director of Training Pay Matrix Level – 10 Rs. 56100- Rs. 1,77,500 Plus allowances as applicable to Central Government employees stationed in Mumbai on approval of Ministry of Education, Government of India (total emoluments would be Rs. 1,09,365/- approximately).	One - Unreserved	<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 computerized working environment especially in LAN, ACCESS and VISUAL BASIC.	45 Years	Rs. 500/-
Administrative cum Accounts Officer Pay Matrix Level – 10 Rs. 56100- Rs. 1,77,500 Plus allowances as applicable to Central Government employees stationed in Mumbai on approval of Ministry of Education, Government of India (total emoluments would be Rs. 1,09,365/- approximately).	One - Unreserved	<b>Essential:</b> 1. At least a second class Bachelor's Degree in Arts, Science or Commerce. 2. A pass in C.A., ICWA or SAS Examination of the Indian Audit and Accounts Department, and 3. At least 5 years experience in responsible supervisory position in a Government Department/Autonomous organization. <b>Desirable:</b> 1. Knowledge of Central Government Rules and Regulations relating to Accounts, Budgeting, Staff matters, etc. 2. Knowledge of Administrative procedures in a Government Department or Autonomous organization.	45 Years	Rs. 500/-

Senior Stenographer cum Personal Assistant to Director of Training Pay Matrix Level - 05 Rs. 29,200/- to Rs.92,300/- Plus allowances as applicable to Central Government employees stationed in Mumbai on approval of Ministry of Education, Government of India (total emoluments would be Rs.59,600/- approximately).	One - Unreserved	Matriculation or equivalent. English typing with minimum speed of 40 words per minute and Shorthand speed of 80 words per minute in English. Should have at least 3 years experience as a Stenographer in establishments pertaining to Private Ltd., / Public Ltd. / PSU / Autonomous Body / Central Government / State Government Organisations.	35 years	Rs.300/-
Junior Stenographer Pay Matrix Level - 04 Rs. 25,500/- to Rs.81,100/- Plus allowances as applicable to Central Government employees stationed in Mumbai on approval of Ministry of Education, Government of India (total emoluments would be Rs.52,755/- approximately).	One - Unreserved	Matriculation or equivalent. English typing with minimum speed of 40 words per minute and Shorthand speed of 100 words per minute in English.	30 years	Rs.300/-

Terms and conditions: (i) Appointment to these posts are initially on temporary basis, but likely to be continued depending on the performance. For these posts, there will be minimum two years of probation subject to satisfaction of Appointing Authority. (ii) The age limit shown against all posts is the normal age limit for EWS/UR candidates and age limit relaxation will be provided to reserved category candidates / Persons with Disabilities as per the prevailing rules of Government of India. (iii) **In case of Ex-Servicemen and Commissioned Officers including ECSs/SSCOs** for appointment to vacancies in any Group C or Group D posts in Central Government, an ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years he shall be deemed to satisfy the condition regarding age limit. The upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioner officers including ECOs/SSCOs for appointment to any vacancy in Group A and Group B services/posts filled by direct recruitment otherwise than on the results of an open All India Competitive Examination held by the UPSC. Candidates claiming age relaxation under this para would be required to produce certificate in the prescribed proforma of Central Government. (iv) Candidates working in Government/Semi Government/Autonomous Bodies/Local Self Government are required to compulsorily forward their applications through proper channel. However, advance copies may be sent. (v) Applications in the format specified below this advertisement alongwith the self attested photo copies of relevant certificates should reach by **27/06/2025** to **The Director, Board of Apprenticeship Training (Western Region), II Floor, New Administrative Building, NSTI Campus, V.N. Purav Marg, Sion (E), Mumbai-400 022**. Application fee is payable by way of Demand Draft/Indian Postal Order drawn in favour of **"Director, Board of Apprenticeship Training (Western Region), Mumbai"** payable at Mumbai. (vi) The applications received for the above posts will be scrutinized, and the shortlisted candidates only will be called for psychometric test and skill test. **Merely fulfilling the eligibility/requirements laid down as above will not automatically entitle any candidate to be called for interview or psychometric test and skill test, as applicable.** 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. (vii) 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 shall be liable to be rejected. (viii) The applicants are advised to attach self attested photostat copies of all the relevant documents along with Application within the last date prescribed, as no separate correspondence in this regard either will be made or entertained. (ix) The envelope containing the application should be superscribed on the top mentioning the name of the post. (x) The aforesaid application fee shall not be refunded on any grounds whatsoever. (x) Canvassing in any form shall lead to rejection of candidature.(xi) The selection to the post of Assistant Director of Training, will be subject to the litigation(s) made, and the appointment will be subject to such litigation(s).

**1. Duties and Responsibilities of the post of 'Assistant Director of Training'**

- A. To assist the Director of Training, Board of Apprenticeship Training, (W.R.) 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 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 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 objective 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 Govt. of India, Practical Training Stipend Scheme.
  8. To periodically review the progress reports submitted by the establishments 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 of Training under The Apprentices (Amendment) Act, 1973.

**Note:- Duties mentioned above for the above post are indicative and not exhaustive.**

**2. Duties and Responsibilities of the post of 'Administrative cum Accounts Officer'**

- a) To prepare budget estimates on accounts of stipend fund and other funds.
- b) To supervise preparation and submission of stipend bills, and to prepare quarterly statement of expenditure.
- c) To supervise maintenance of proper accounts of stipend fund by maintain proper ledgers and registers.
- d) To ensure collection of Pay, Rolls, Statement of Accounts, and undisbursed stipend, and to maintain proper records and ledgers in respect of outstanding accounts and pay rolls.
- e) To prepare statistical records on matters relating to administration of stipend funds.
- f) To prepare budget estimates of establishment funds, to supervise maintenance of ledgers, etc. in connection with the fund, and to get the accounts books audited by the auditors appointed by the Board.
- g) To supervise any other work in connection with accounts work of the Board.
- h) To perform such other functions as may be assigned by the Director / Deputy Director.

**Note:- Duties mentioned above for the above post are indicative and not exhaustive.**

**3. Duties and Responsibilities of the post of 'Senior Stenographer cum Personal Assistant to Director of Training'**

- a) Taking dictation from Director of Training and officers in shorthand and transcribing them in best possible manner.
- b) Maintaining in good order correspondences, reports, etc. to be prepared by officers, and ensuring matters to be maintained by officers are done promptly and in time.
- c) Destroying by burning of stenographic records of confidential or secret matters that no matter of confidential/secret dealt by him is leaked out.
- d) Assisting the officers, Office Superintendent, and Junior Accountant in such matter as they may direct.
- e) Attending the telephone calls received from the MoE / other Boards, and establishment personnel.
- f) Responsible to handle files/records of confidential/secret nature and act as a custodian of such files/records.
- g) Assisting the Director of Training in preparation and typing data/statistics/reports/agenda/minutes for BOG/FC and other meetings.
- h) Maintaining records of daily email/fax and timely disposal of the emails, etc.
- i) Preparing and placing replies to correspondence of MoE/BOATs for timely disposal and retaining the same custody.
- j) Any other responsibilities and duties allocated by the official supervisors from time to time.

**Note:- Duties mentioned above for the above post are indicative and not exhaustive.**

**4. Duties and Responsibilities of the post of 'Junior Stenographer'**

- a) Taking dictation from Director of Training and officers in shorthand and transcribing them in best possible manner.
- b) Maintaining in good order correspondences, reports, etc. to be prepared by officers, and ensuring matters to be maintained by officers are done promptly and in time.
- c) Destroying by burning of stenographic records of confidential or secret matters that no matter of confidential/secret dealt by him is leaked out.
- d) Assisting the officers, Office Superintendent, and Junior Accountant in such matter as they may direct.
- e) Any other responsibilities and duties allocated by the official supervisors from time to time.

**Note:- Duties mentioned above for the above post are indicative and not exhaustive.**

**BOARD OF APPRENTICESHIP TRAINING**  
**(Western Region), Mumbai**  
**NSTI CAMPUS, SION (E), MUMBAI 400 022.**  
**(May- 2025)**

**Application for the post of Assistant Director of Training [Unreserved Category]  
/Administrative cum Accounts Officer [Unreserved Category] / Senior Stenographer  
cum Personal Assistant to Director of Training [Unreserved Category] / Junior  
Stenographer [Unreserved Category]**

Application No.	Date of Receipt	Details of Demand Draft/Postal Order Number Date, Amount & Name of issuing Bank	Initials of Authority at BOAT(WR)	Applicant shall affix his/her recent passport size photo and sign across the photo

(For office use only)

Important: Those in service of Central Government or State Government or Government undertakings or Autonomous bodies of Central/State Government or Local Self Government should **compulsorily** apply through proper channel. 2) Every field in this application form shall be filled compulsorily.

1. Full Name in Block Letters : .....  
(As per school record)

2. Father's/Husband's Name : .....

3. Nationality : .....

4. Religion: .....

5. Caste: ..... General / SC / ST / OBC

6. Sex (Put a tick mark) : Male ☐ Female ☐

7. Date of Birth in Christian era :  
(As per School Leaving Certificate self attested copy is to be enclosed)

\_\_\_\_\_ (Day) \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

8. Age as on last date :  
of submission of application  
form i.e. 27/06/2025

\_\_\_\_\_ (Years) \_\_\_\_\_ (Months) \_\_\_\_\_ (Days)

9. a) Address for correspondence :  
(in Block letters with-Pin code) \_\_\_\_\_  
\_\_\_\_\_

b) Tel. No. Fax No. STD Code : \_\_\_\_\_ PIN \_\_\_\_\_  
Mobile \_\_\_\_\_

c) E-mail Id : \_\_\_\_\_

d) Permanent Address :  
(in Block letters-with Pin code) : \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

10a. Educational qualifications -- Matriculation/SSC onwards, (Enclose self attested photostat copies of Certificates).

Sr. No.	Exam Passed	Name of School/Instt.	University/ Board which awarded Degree/ Diploma Certificate	Date of entry	Date of passing	% of Marks or C.G. P.A. obtained	Class / Division secured	Remarks

10b. Typing and shorthand examinations passed as on last date of the application. (Enclose self attested photostat copies of Certificates issued of Competent Government Authority only).

Sr. No.	Exam Passed	Name of Typing Institute	Speed of Typing/ Shorthand	Duration of the Course	Board which Awarded the Certificate	Month & Year of passing	Whether Certifying body was Government? If yes give details

11. Experience acquired (Other than present employment – in chronological order, attach self 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 self attested photostat copies of Certificate) :-

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	Name and Designation of immediate superior/ reporting authority
					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 :

- Canvassing in any form will lead to rejection of candidature.
- Original certificates should not be sent alongwith this application.
- All enclosures (photo copies) should be legible and must be self attested.
- Applications with illegible entries as well as partially filled/incomplete applications will be rejected.
- 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 webportal <https://nats.education.gov.in> 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: Demand Draft / IPO number \_\_\_\_\_

Date \_\_\_\_\_ Rs. \_\_\_\_\_

Place :

Date:

\_\_\_\_\_  
Signature of the applicant

\_\_\_\_\_  
Name of the Applicant (in block letters)