



BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

An autonomous body of
Ministry of Education, Department of Higher Education, Government of India
Phone : 2405 5923, email: director.boatwr@gmail.com, Website : www.boatwr.education.gov.in

RECRUITMENT

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

Post and Pay Scale	Number of Vacancies	Essential / Desirable qualifications, and Experience required	Maximum age limit as on submission of application i.e. 19/01/2024	Application fees payable by way of Demand Draft / Indian Postal Order
1) Assistant Director of Training Pay Matrix Level – 10 Rs.56,100 – 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.1,07,565/- approximately).	One – Reserved for Scheduled Tribes Category	Essential :- At least a second class degree in Engineering / Technology from a recognized University or equivalent with a minimum of 5 years field experience. Desirable :- i) Experience of supervising practical training in industries. ii) Knowledge in computerised working environment especially in LAN, ACCESS and VISUAL BASIC.	50 years (including the age relaxation for Scheduled Tribe Category, which is five years).	Rs.200/-
2) Administrative cum Accounts Officer Pay Matrix Level – 10 Rs.56,100 – 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.1,07,565/- approximately).	One – Unreserved	Essential : 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. 3. At least 5 years experience in responsible supervisory position in a Government Department/ Autonomous organization. Desirable : 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/-


14/1/23


14/1/23


14/1/23

Terms and conditions: (i) Appointment to these posts is initially on temporary basis, but likely to be continued depending on the performance. For these posts, there will be minimum one year of probation subject to satisfaction of Appointing Authority. (ii) Candidates working in Government/Semi Government/Autonomous Bodies/Local Self Government are required to forward their applications through proper channel. However, advance copies may be sent. (iii) Applications in the format specified below this advertisement alongwith the self attested photo copies of relevant certificates should reach by **19/01/2024** 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. (iv) The applications received for the above post will be scrutinized, and the shortlisted candidates only will be called for interview. **Merely fulfilling the eligibility/requirements laid down as above will not automatically entitle any candidate to be called for interview.** 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. (v) 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 (**For Assistant Director of Training (Reserved for ST Category) Rs.200/- and for Administrative Cum Accounts Officer (Unreserved) Rs.500/-**) shall liable to be rejected. (vi) The applicants are advised to send self attested photostat copies of all the relevant documents within the last date prescribed, as no separate correspondence in this regard either will be made or entertained. (vii) The envelope containing the application should be superscribed on the top mentioning the name of the post. (viii) The aforesaid application fee shall not be refunded on any grounds whatsoever. (ix) Canvassing in any form shall lead to rejection of candidature. (x) The selection to the post of Assistant Director of Training, will be subject to the litigation(s) which may be made, if any, and the appointment will be subject to such litigation.


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DUTIES AND RESPONSIBILITIES

1. 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.

2. ADMINISTRATIVE CUM ACCOUNTS OFFICER

- a) To prepare budget estimates on account 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 maintaining 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.


14/12/23


14/12/23


14/12/23

BOARD OF APPRENTICESHIP TRAINING
(Western Region), Mumbai
NSTI CAMPUS, SION (E), MUMBAI 400 022.
(DECEMBER- 2023)

Application for the post of:- 1) Assistant Director of Training [reserved for Scheduled Tribe category] 2) Administrative Cum Accounts Officer [Unreserved]

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 pass port 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. 19/01/2024

(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 _____

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10. 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

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			

[Handwritten signatures and dates]
 14/12/23 14/12/23 14/12/2023

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 :

- i. Canvassing in any form will lead to rejection of candidature.
- ii. Original certificates should not be sent alongwith this application.
- iii. All enclosures (photo copies) should be legible and must be self attested.
- iv. Applications with illegible entries as well as partially filled/incomplete applications will be rejected.
- v. Application received after the prescribed date will be rejected.

18. Declaration:

i) I have read and understood the terms and conditions mentioned in the detailed advertisement posted on the website www.boatwr.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 / DPO number _____
Date _____ Rs. _____

Place :

Date:

Signature of the applicant

Name of the Applicant (in block letters)

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