



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 Website: <https://boatwr.education.gov.in>

RECRUITMENT

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

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. 01/12/2025	Application fees payable by way of Demand Draft / Indian Postal Order
Lower Division Clerk Pay Matrix Level - 02 Rs. 19,900/- to Rs.63,200/- 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.38,948/- approximately).	One - Unreserved	Matriculation or equivalent. English typing with minimum speed of 30 words per minute.	30 years	Rs. 300/-

Terms and conditions: (i) Appointment to this post is initially on temporary basis, but likely to be continued depending on the performance. For this post, there will be minimum two years of probation subject to satisfaction of Appointing Authority. (ii) For age relaxations the rules of Government of India shall be followed. (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. 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 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 along with the self attested photo copies of relevant certificates should reach by **01/12/2025** 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 post 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. The aforesaid application fee shall not be refunded on any grounds whatsoever. (x) Canvassing in any form shall lead to rejection of candidature.

**BOARD OF APPRENTICESHIP TRAINING
(WESTERN REGION), MUMBAI
NSTI CAMPUS, SION (EAST), MUMBAI 400 022.
(NOVEMBER - 2025)**

**Application for the post of
LOWER DIVISION CLERK [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 firmly affix his/her recent pass port size photo and sign across the photo

* For office use only

Important: 1) 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 the last date submission of application form i.e. **01/12/2025**

(Years) (Months) (Days)

9. a) Address for correspondence : _____
(in block letters-with Pin Code) _____
_____Pin _____

b) Tel. No. Fax No. STD Code _____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	University/ Government Body/Board which awarded the Certificate	Month & year of passing	Class / Division secured	% of Marks obtained	Remarks

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

Sr. No.	Exam Passed	Name and address of Typing Institute	Speed of Typing	Duration of the course	Government Body/Board which awarded the Certificate (please mention clearly)	Month & year of passing

11. Experience Acquired (Other than present employment – in chronological order, enclose 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 copy 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	Remarks
					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 :

- i. Canvassing in any form shall 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.

16. Declaration:

i) I have read and understood the terms and conditions mentioned in the detailed advertisement posted on the Regional website <https://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 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 Rs.300/- Demand Draft / Indian Postal Order number _____
date _____.

Place :

Date:

Signature of the Applicant

Name of the Applicant (in block letters)