

**STAFF SERVICE RULES OF THE BOARDS OF APPRENTICESHIP TRAINING  
LOCATED AT CHENNAI, KANPUR, KOLKATTA AND MUMBAI.**

**APPOINTMENTS**

1. NOTIFICATION OF VACANCY : The vacancy of all posts to which appointment is to be made by direct recruitment shall be advertised in selected newspapers and/or notified to the concerned Employment Exchange as the case may be, and the selection shall be made in the manner as specified below. All the posts except that of Director of Training, Deputy Director of Training/Assistant Director of Training shall ordinarily be filled through the Employment Exchange. These posts shall be advertised only when 'no objection certificate' is furnished by the employment exchange. The advertisement notification shall invariably include the required qualification, age, etc. prescribed for the post. In issuing the notification, due care should be taken to ensure representation of the Scheduled Caste/Scheduled Tribe candidates in the service of the Board.

1.2 SELECTION : The Selection Committee shall be composed as under and the same, once constituted, shall remain valid for two years unless reconstituted earlier at the discretion of the Board :

i) For the post of Director of Training :

1. Chairman of the Board : Chairman
2. A representative of the Ministry of HRD on the Board
3. Two expert members to be selected by the Board at a meeting
4. A member of the Board to be nominated by the Chairman of the Board. At least four members of which the Chairman will be one shall form the quorum of the above committee.

ii) For the post of Deputy Director & Assistant Director of Training and/or other posts carrying a minimum pay of Rs. 8000/- or more.

1. Chairman of the Board or his nominee : Chairman
2. A representative of the Ministry of HRD on the Board
3. One expert member to be nominated by the Chairman of the Board
4. Director of Training

At least three members of which the expert member will be one shall form the quorum of the above.

iii) For other posts :

1. Director of Training : Chairman
2. A representative of the Ministry of HRD on the Board
3. A member of the Board to be nominated by the Chairman of the Board. At least 2 members of which the Chairman will be one shall form the quorum of the committee.

1.3 APPOINTING AUTHORITY :

- a) The Chairman of the Board shall be the appointing authority in the case of the Director of Training. The Selection Committee will be constituted by the Board and the appointment of the Director will be made by the Chairman on the recommendations of the Committee with prior approval of the Govt. of India.
- b) The Director of Training shall be Appointing Authority in respect of all other posts.

1.4 PROCEDURE FOR SELECTION :

- a) The following procedure shall be followed in the case of direct recruitment :
  - i) The office of the Board shall prepare a statement separately for each category of posts in which the summary of particulars of each eligible candidate applying for the posts shall be furnished. The Appointing Authority shall send these statements to the members of the concerned Selection Committee who may recommend the candidates to be called for interview. The Chairman of the Committee, after taking into consideration the recommendations of the members shall finalise the list of candidates to be called for interview.
  - ii) The Selection Committee may interview any or all the candidates as it thinks fit and shall make its recommendations to the Appointing Authority concerned.
  - iii) The Selection Committee shall normally submit three names in order of merit for appointment to each category of posts. The offer of appointment shall be made in order of preference in the list. In case no suitable candidate is available for any particular category of post, the Chairman of the appropriate Selection Committee shall have the power to negotiate with qualified and suitable candidates who may be invited to appear before the Selection Committee for final selection. The list prepared by the committee shall remain valid for 6 months.
- b) The following procedure shall be followed for the purpose of filling the posts by promotion:
  - i) The Board shall maintain a list of seniority for each category of posts and review the said lists after 30<sup>th</sup> June every year. The list of seniority shall be circulated amongst the concerned employees and the mistakes therein, if any, pointed out by any employee shall be rectified. In case, the Appointing Authority considers that the suggestion made by the concerned employee is not acceptable, he shall refer the matter to the concerned Selection Committee for rectification of the list. The decision of Selection Committee shall be final.
  - ii) For the purpose of promotion of an employee on seniority cum fitness basis, the seniority list mentioned in sub clause 1.4(b) (i) shall form the basis. In case of promotion on selection basis the relevant particulars of each eligible candidate shall be furnished to the concerned Selection Committee which will prepare the list of each category of posts separately in order of preference and the list shall form the basis for promotion. These lists shall remain valid for one year.

- c) i) The appointment of the staff shall be reported for confirmation at the next meeting of the Board.
- ii) The appointing authority may in exceptional circumstances appoint an employee of the Central, State Govt. and autonomous organisation on deputation with the approval of the Board on such terms and conditions as are prescribed by the Central Govt. for its own employees from time to time.

#### 1.5 APPLICATION FEE AND TA TO CANDIDATES

- a) A registration fee of Rs. 7.50 in the form of postal order shall be levied on each application for posts with a minimum salary of Rs.400.00(unrevised)or more p.m. However, such fees to be levied against application from SC/ST candidates shall be to the extend of Rs. 2.50 only. The levy of registration fee will apply only in the case of posts which are advertised. No fees shall be levied from candidates for other categories of posts.
- b) Candidates called for interview for the posts shall not be paid any TA/DA for appearing for the interview.

#### 2. TERMS AND CONDITIONS OF SERVICE :

- 2.1 Medical fitness : Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service in India by :
  - a) A medical officer not below the rank of Civil Surgeon or equivalent in the case of posts carrying a minimum salary of Rs. 8000/- or more and;
  - b) A registered Medical Officer not below the rank of MBBS or equivalent in case of other posts.

#### 2.2 General Conditions :

- 2.2.1 All appointments shall take effect from the date on which the appointee reports himself for duty at the office of the Board.

- 2.2.2 All appointments against the regular posts excepting the appointments made for a fixed period and /or on contract basis shall ordinarily be made on probation for a period of one year, which period may be extended by the Appointing Authority from time to time at its discretion, without assigning any reason. On the expiry of the period of probation as indicated above, the appointee, if confirmed against the regular post may continue to hold office under the Board till he attains the age of 60 years subject however, to the conditions mentioned in sub-clauses below. It shall also be permissible for the appointing authority to terminate the services of any employee without notice and/or without assigning any reason during the period of probation.

- 2.2.3 The Appointing Authority may terminate the services of any employee by three months' notice (or three months' pay in lieu thereof) if on medical grounds the retention of such employee in service considered undesirable.

- 2.2.4 The Appointing Authority may terminate the services of any confirmed employee on the ground of retrenchment, economy or any other reasons not necessarily to be intimated to the employee concerned, by giving six months' notice in writing or effecting payment of six months' in lieu thereof.

- 2.2.5 A confirmed employee of the Board may also terminate his employment with the Board by giving to the Appointing Authority six months' notice in writing. However, in exceptional cases, the Appointing Authority may use his discretionary powers and can release an employee who serves the notice of resignation before the expiry of notice period of six months.

2.2.6 The pay of the employees of the Board shall be in accordance with the pay scales approved by the Central Govt. The employees of the Board shall also receive such allowances as are admissible to the Central Govt. employees with similar scale of pay posted at the station of the Board.

2.2.7 Every employee of the Board shall devote his whole time to the services of the Board and shall not except with the previous sanction of the Appointing Authority, engage directly or indirectly in any trade or business or undertake any employment or any other work which may interfere with the proper discharge of his duties.

However an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or he shall discontinue such work if so directed by the Appointing Authority.

The prohibition herein contained shall not apply to the work undertaken in connection with the examination of Universities, Institutes or Public Service Commission or consultancy practice undertaken in accordance with rules to be laid down by the Board from time to time.

2.2.8 Every employee of the Board shall at all the times maintain absolute integrity and devotion to duty. Till such time the Board does not prescribe the conduct rules of its own, the provision of conduct rules as applicable to the Central Govt. employees shall also apply to the employees of the Board.

### 3. Officiating and Acting Appointments :

3.1 An employee of the Board appointed to officiate to higher post may receive remuneration, at the discretion of the Board, in accordance with Central Govt. Rules.

3.2 Adhoc acting allowances may be sanctioned in exceptional cases with the approval of the Board.

### 4. PENALTIES & APPEALS :

4.1 The following penalties may, for good and sufficient reasons, be imposed on an employee of the Board by the Appointing Authority (who will act as the Disciplinary Authority for this purpose) concerned :

- i) Censure
- ii) Fine
- iii) With holding of annual increments
- iv) Reduction of rank
- v) Compulsory retirement
- vi) Removal from service

Provided that the penalties other than those mentioned under items ( i ) above shall not be imposed without framing regular charge-sheets and without being properly investigated into by the Appointing Authority himself or by any other person or persons appointed by him. In doing so, reasonable opportunity should be given to the concerned employee to submit his explanation etc. and also to defend his case properly.

4.2 The Disciplinary Authority, for reasons which it may consider adequate, may suspend an employee pending an enquiry into the allegations made against him and/or before or after the charges are framed against him. Provided further that no such enquiry as aforesaid shall be necessary if reduction in rank or dismissal is proposed on the ground of conviction by a Criminal Court.

- 4.3. An employee aggrieved by an order mentioned in sub-clauses 4.1 & 4.2 above passed by the Disciplinary Authority shall be entitled to prefer an appeal to the authority specified below against the said order and the decision of the Appellate Authority shall be treated as final.
- i) In case of order passed by the Director of Training in his capacity as the Disciplinary Authority, the Chairman of the Board shall be the Appellate Authority.
  - ii) In case of order passed by the Chairman of the Board in his capacity as the Disciplinary Authority, the Board shall be Appellate Authority. The Board shall consider the appeal at a meeting and take a decision.
5. RETIREMENT BENEFIT SCHEME
- Such scheme/schemes as is/are approved by the Central Govt. will apply.
6. TRAVELLING & HALTING ALLOWANCES
- For their journey on official business, each employee will be entitled to travelling and halting allowance according to the scales fixed from time to time for Central Govt. employees of the like category.
7. LEAVE :
- i) All members of the staff under the Board shall be governed by the leave rules prescribed by the Central Govt. for its own employees as amended from time to time unless the Board under special circumstances empowers the Director to grant special leave to any office employee.
  - ii) The Director shall have power to sanction leave such as casual leave, earned leave, sick leave, compensatory leave, leave without pay to all members of the staff of the Board. In the case of Director, the Chairman of the Board shall exercise the same powers.
  - iii) Leave cannot be claimed as a matter of right. The service of any employee who remains absent from duty without leave or fails to return to duty at the expiry of the sanctioned leave is liable to be terminated by the Board or the Chairman, as the case may be without reference to the person concerned, as from the date on which he should have rejoined duty.
8. DEPUTATION : The rules for deputation for the employees of the Board shall be the same as prescribed by the Central Govt. for its own employees from time to time.
9. HOUSE RENT ALLOWANCE : All employees of the Board shall be entitled to House Rent Allowance at the rates admissible to the Central Govt. employees of the like category.
10. MEDICAL FACILITIES: Every member of the staff of Board shall be entitled to medical facilities and reimbursement as are laid down in the Central Govt. Rules.
11. SENIORITY LIST : Seniority list of the staff separately for each cadre may be drawn up in the manner to be decided by the Board.
12. OTHER MATTERS : In respect of matters not specifically covered by these service rules, the relevant rules prescribed by the Central Govt. in those behalf, for the time being in force shall apply, as the case may be, to the employees of the Board.

**SCHEDULE OF THE RULES**

Sr. No	Name of the post	Scale of pay	Classification of the post	% of post to be filled by			For direct recruitment only			For promotion/ transfer only		Composition of Selection Committee	Remarks
				Direct recruitment	Seniority Cum fitness	Selection	Age limit	Educational & other qualifications	Period of probation	Whether age & Educational Qualifications prescribed for direct recruitment will apply in case of promotion / transfer	Grade / source from which promotion is to be made		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Director of Training	12000-375-16500	Group A	100%	--	--	45 Years (Max)	<u>Essential :</u> Ist or IInd class Degree in Engg. / Technology or equivalent or a post graduate degree in Engg. / Technology with atleast 10 years field experience. <u>Desirable :</u> i) Experience as System Analyst/Programmer/ Network Engineer ii) Administrative Experience & Experience in Supervising and/or arranging practical training programmes in industries.	1 year	Does not arise	--	As per Staff Service Rules	-
2.	Deputy Director of Training	10000-325-15200	Group A	100%	--	--	45 Years (Max)	<u>Essential :</u> I or II class degree in Engg. / Tech or equivalent or a post. Grad. Degree in Engg/Tech. with atleast 7 years experience which includes Field / Admn. Etc. <u>Desirable:</u> i) Experience of supervising practical training in industries. ii) Knowledge in computerised working environment especially in LAN, ACCESS & VISUAL BASIC	1 Year	Does not arise	--	As per Staff Service Rules	-

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
3.	Assistant Director of Training	8000-275-13500	Group A	100%	--	--	45 Years (Max)	<p><u>Essential</u> :Atleast II class Degree in Engg./Technology from recognised University or equivalent with a minimum of 5 years field experience.</p> <p><u>Desirable</u>:</p> <p>i)Experience of supervising practical training in industries.</p> <p>ii)Knowledge in computerised working environment especially in LAN, ACCESS &amp; VISUAL BASIC.</p>	1 Year	Does not arise	--	As per Staff Service Rules	-
4.	Administrative cum Accounts Officer	8000-275-13500	Group A	100%	--	--	45 years (Max)	<p><u>Essential</u>: (i) Atleast a second class Bachelor's degree in Arts, Science or Commerce.(ii) A pass in C.A., ICWA or SAS Exam of the Indian Audit &amp; Accounts Deptt. and (iii)At least 5 years experience in a responsible supervisory position in a Govt. Dept./Autonomous Organisation.</p> <p><u>Desirable</u>: (i ) Knowledge of Central Govt. Rules &amp; Regulations relating to accounts, budgetting staff matters etc.</p> <p>(ii) Knowledge of Administrative procedures in a Govt. Dept. or Autonomous Organisation.</p>	1 year	Maximum age limit does not apply to candidates on deputation from Central/State Government Departments/ Autonomous organisations and departmental candidates		As per Staff Service Rules	-
5.	Office Superintendent	5500-175-9000	Group C	--	--	100%	40 years (Max)	<p>A good degree of recognised university. Knowledge of Govt. rules &amp; regulations. Knowledge of Hindi Experience of atleast 10 years in Govt.office/autonomous organisations. Preference will be give to those who have sufficient experience of supervisory capacity</p>	1 year	Shall not apply in the case of employees who have been confirmed in their respective posts and are eligible for promotion	From Jr.Acctt who have rendered atleast 3 years service in the grade,failing which from UDC who have rendered atleast 5 yrs service in the grade	As per Staff Service Rules	If no suitable candidate is available, the post shall be filled up by direct recruitment

1	2	3	4	5	6	7	8	9	10	11	12	13	14
6.	Jr. Accountant	5000-150-8000	Group C	--	--	100%	35 Years (Max)	Degree of recognised University. Should have atleast 3 years experience as a clerk in any Govt. Office/ Autonomous body, etc.  Desirable Experience : Preference will be given to those who have proficiency in accounting procedure	1 Year	Shall not apply in the case of employees who have confirmed to their respective posts and are eligible for promotion	From UDC who have rendered atleast 3 years service in the grade	As per Staff Service Rules	If no suitable departmental candidate is available, the post shall be filled up by direct recruitment.
7.	P.A. to Director	4500-125-7000	Group C	--	--	100%	35 Years (max.)	Matriculate or equivalent Typing speed of 40 wpm & shorthand 100 wpm.  Should have atleast 5 years experience as a Stenographer	1 year	Shall not apply in case of employees who have been confirmed in their respective posts and are eligible for promotion.	From Steno Graphers who have rendered atleast 5 years service as Steno. Grapher in the Board.	As per Staff Service Rules	--
8.	Stenographer	4000-100-6000	Group C	100%	--	--	30 Years (Max)	Matriculate or equivalent. Typing speed of 40 wpm and shorthand speed of 100 wpm.	1 year	Does not arise	--	As per Staff Service Rules.	--
9.	Upper Division Clerk	4000-100-6000	Group C	50%	50%	--	32 years (Max)	<u>Essential</u> : Graduate. Working knowledge in Hindi.  <u>Desirable</u> : Knowledge of typing. Five years experience in Govt. or Non-Govt. office.	1 Year	Age bar prescribed shall not apply	From LDC who have rendered atleast 3 years of service in the grade	As per Staff Service Rules.	--



1	2	3	4	5	6	7	8	9	10	11	12	13	14
10.	Lower Division Clerk	3050-75-3950-80-4590	Group C	100%	--	--	30 Years (Max)	Matriculation or equivalent. Knowledge of Typing with a minimum speed of 30 w.p.m.	1 Year	--	Class IV employees having requisite qualifications will also be considered for appointment to the LDC grade and their cases may be considered for direct appointment alongwith other candidates. For such candidates the age bar will be fixed by the Director	As per Staff Service Rules.	--
11.	Driver	3050-75-3950-80-4590	Group C	100%	--	--	35 Years (Max)	Should have read upto middle class. Should have licence of driving light and heavy vehicles. Ex-Servicemen will be preferred	1 Year	Does not arise	--	As per Staff Service Rules.	--
12.	Duplicating Operator	2650-65-3300-70-4000	Group D	100%	--	--	30 Years (max)	Middle class passed or equivalent. Working knowledge of operating Duplicating machine	1 Year	Does not arise	--	As per Staff Service Rules.	--
13.	Peon	2550-55-2660-60-3200	Group D	100%	-	--	25 Years (Max)	Passed middle class or equivalent	1 Year	Does not arise	--	As per Staff Service Rules.	--
14.	Sweeper Cum Farash	2550-55-2660-60-3200	Group D	100%	-	--	25 Years (Max)	Passed middle class or equivalent	1 Year	Does not arise	--	As per Staff Service Rules.	--

# RECRUITMENT RULES OF BOARD OF APPRENTICESHIP/PRACTICAL TRAINING

## 1. Short Title

These rules are to be called the "Boards of Apprenticeship/Practical Training, Recruitment Rules".

## 2. Application

They shall apply to the posts, in the Boards of Apprenticeship / Practical Training, with their office at Chennai, Kanpur, Kolkatta, Mumbai, specified in Col:2 of the Schedule of the Rules.

## 3. Method of Recruitment, Age limit & other qualifications :

The method of recruitment to the said posts, the age limit and qualifications for recruitment and other matters connected therewith shall be as specified in the Schedule attached to these Rules. Recruitment to the posts shall be made after giving due regard to the Scheduled Castes/Scheduled Tribes as per directives of the Central Government issued from time to time.

1. The Rules and terms and conditions for recruitment to the various posts should be as follows:

- a) The post of Director will be advertised in all leading newspapers of India. The Selection Committee will be constituted by the Board. The appointment of Director will be made by the Chairman on the recommendations of the Committee with prior approval of the Government of India.
- b) The posts of Deputy Director and Assistant Director of Training will be advertised in selected newspapers. The Selection Committee will be constituted by the Board and the appointment will be made by the Director on the recommendations of the committee with the prior approval of the Chairman of the Board.
- c) Class III and Class IV posts, except the post of SAS Accountant and those specified in the Schedule will be filled up from the candidates provided by the employment exchange. In case the employment exchange is unable to provide the candidates who fulfill the required qualifications and experience, the posts will be advertised. The Selection Committee will be constituted by the Board and the appointment will be made by the Director on the recommendations of the Committee. The post of SAS Accountant will be filled on deputation basis from the Accountant General's offices.

- d) The departmental candidates, Technical as well as Secretariat staff will be considered alongwith the candidates provided by the Employment Exchange and those apply against the advertisement. However, in case of departmental candidates, the period of experience required for the post and the age limit can be relaxed by the Director in case of Class III and Class IV posts and by the Chairman for Class I and Class II posts.
- e) A candidate for direct recruitment to a post must possess the educational, professional and other qualifications and experience as specified in Schedule to these Rules in respect of that post.
- f) A candidate for direct recruitment to a post should be within the age limit specified in Schedule appended to these Rules in respect of that post.

**NOTE**

The upper age limit, may in exceptional circumstances and in the case of candidates belonging to Scheduled Castes and Scheduled Tribes or any other class of persons be relaxed to the extent and in the manner as may, be specified by the Board on the basis of the directions issued by the Central Government from time to time.

- g) A candidate must satisfy the appointing authority that his character and antecedents are such as to make him suitable for appointment to the service of the Board.
- h) In all other matters the recruitment will be governed by the Rules and Regulations of the Board as may be enforced from time to time.
- i) Where the Board is of the opinion that it is necessary or expedient to do so, it may relax any of the provisions of these rules with respect to any class or category of persons / or posts.
- j) The appointment will be made on probation for a period of one year as shown in the Schedule which may be extended, if deemed necessary.
- k) The staff shall be required to perform the duties as detailed in the Annexure attached to the Rules.