



BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

An autonomous body of

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

Telefax : 2405 5923, email: director.boatwr@gmail.com, Website : www.apprentice-engineer.com

RECRUITMENT

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

Sr. No.	Name of the Post	Number of Posts	Emoluments as per 7 th CPC		Particulars of reservation	Qualifications	Maximum age limit as on 23/09/2022	Application fees payable by way of Demand Draft / Indian Postal Order
			Pay	Pay Matrix Level				
01	Lower Division Clerk	02	Rs.19,900/-	02	Unreserved Category	Matriculation or equivalent. Knowledge of English typing with minimum speed of 30 w.p.m.	30 years (Max.)	Rs.300/-



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Applications in the prescribed format are invited for the posts, in the office of Board of Apprenticeship Training (WR), Mumbai.
Details are as follows :

Sr. No.	Post and Pay Scale	Number of vacancies and details of reservation	Essential qualifications	Maximum age limit as on 23/09/2022
1	Lower Division Clerk Pay Rs. 19,900 – 63,200, in Level-2 plus allowances as applicable to Central Government employees stationed in Mumbai, on approval of Ministry of Education, Government of India. (total emoluments Rs. 33,848/- approx.)	Two – Unreserved Category	Matriculation or equivalent. Knowledge of English typing with minimum speed of 30 w.p.m.	30 years (Max.)

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 a minimum two years of probation subject to satisfaction of Appointing Authority. (ii) Candidates working in Government/Semi Government/Autonomous Bodies/Local Self Government are compulsorily required to forward their applications through proper channel. However, advance copies may be sent. (iii) Applications in the format specified below this advertisement along with the self-attested photocopies of relevant certificates, and fees applicable should reach by **23/09/2022** to **The Director, Board of Apprenticeship Training (Western Region), 2nd Floor, New Administrative Building, NSTI Campus, V N Purav Marg, Sion (E), Mumbai – 400 022.** Application fees 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 posts will be scrutinized, and the shortlisted candidates only will be called for Psychometric Test(s) and Skill Test(s). This Board reserves the rights to decide to cancel this recruitment, and/or not to proceed in the matter, at any stage, accept or reject any or all applications, without giving any explanation, whatsoever. **Merely fulfilling the eligibility/requirements laid down will not automatically entitle any candidate to be called for test(s).** (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 (**Rs. 300/-**) shall be rejected and no correspondence will be entertained in such cases. (vi) The envelope containing the application should be superscribed on the top mentioning the name of the post. (vii). The aforesaid application fee shall not be refunded on any grounds whatsoever. (viii) Canvassing in any form shall lead to rejection of candidature.

**BOARD OF APPRENTICESHIP TRAINING
(WESTERN REGION), MUMBAI
NSTI CAMPUS, SION (EAST), MUMBAI 400 022.
(SEPTEMBER - 2022)**

**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 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 : _____

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. 23/09/2022

(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 _____

10. Educational qualifications -- Matriculation/SSC onwards, including computer courses attended and typing and shorthand examinations passed as on last date of the application. (Enclose self attested photostat copies of Certificates).

Sr. No.	Exam Passed	Name of School/Instt.	University/ Board which awarded Degree/Diploma Certificate	Month & Year of passing	Class / Division secured	% of Marks obtained	Remarks

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 (photostat 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 website www.apprentice-engineer.com 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 any notice, notwithstanding further disciplinary action.

Details of payment of application fee:- Demand Draft / Indian Postal Order number _____
date _____ .

Place :

Date:

Signature of the applicant

Name of the Applicant (in block letters)