

**ENROLLMENT FOR APPRENTICESHIP TRAINING IN OPTIONAL
(NON DESIGNATED) TRADES (OT-01/2017 BATCH)**

1. Naval Dockyard Mumbai invites Online Applications on www.bhartiseva.com from ITI qualified candidates (Male / Female) in various Optional (Non Designated) Trades for enrolment into 01 year Apprenticeship training at Dockyard Apprentice School, Mumbai

under Apprentice Act-1961 read in conjunction with Apprenticeship Rules 1992 as amended from time to time. A total of 111 vacancies as per distribution shown below are required to be filled up:-

Sl.	Apprenticeship Training Trade	Eligible ITI Trade	Distribution of Vacancies (subject to variation)					Horizontal Reservation	
			SC	ST	OBC	UR	Total	PwDs	Armed Forces
(a)	Electronic Fitter	(i) Electronic Mechanic (ii) Mechanic Communication Equipment Maintenance	5	4	9	31	49	1	1
(b)	GT Fitter	(i) Diesel Mechanic	3	2	5	15	25	1	1
(c)	Computer Fitter	(i) IT and Electronic System Maintenance (ii) Electronic Mechanics (iii) Mechanic radio & T.V (iv) Mechanics cum Operator Electronic Communication System	1	1	2	06	10	1	1
(d)	Boiler Maker	(i) Shipwright Steel (ii) Welder (iii) Fitter (iv) Forger and Heat Treater	1	1	2	08	12	0	1
(e)	Weapon Fitter	(i) Mechanic Machine Tool Maintenance (ii) Millwright Maintenance Mech.'	2	1	3	09	15	1	0
		Total	12	09	21	69	111	4	4

2. Reservation of Vacancies.

(a) **For SC/ST Candidates.** Vacancies for SC/ST candidates are reserved in accordance with Section 3A (1) & (2) and Section 3B (1) & (2) both of Chapter II of Apprentices Act-1961 read in conjunction with Schedule IIA of Rule 5 of Apprenticeship Rules 1992. Provided that when the prescribed number of persons belonging either to the Scheduled Castes or to the Scheduled Tribes are not available, the vacancies so reserved for them may be filled by persons belonging to the Scheduled Tribes or as the case may be, to the Scheduled Caste and if the prescribed vacancy cannot be filled even in the above given manner, then the vacancies so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes.

(b) **For OBC Candidates.** Vacancies for OBC candidates are reserved in accordance with Para 4 of Maharashtra State Gazette Notification Part IV dated 22 Jan 2004. If vacancies reserved for OBC candidates cannot be filled from the Other Backward Classes, then the vacancies so lying unfilled may be filled by persons not belonging to the Other Backward Classes.

(c) **For Persons with Disabilities.** 3% of vacancies for Apprenticeship training are reserved vide DGET Letter No. DGET-46(24)/AP dated 23 Jul 1981, Section 3.6.2 chapter III of Apprenticeship Training Manual and PwDs Act 1995.

(d) **For Armed Forces.** 3% reservation for Ex-servicemen, their children and children of Armed Forces Personnel to be made as per details mentioned below:-

- (i) Children of deceased/disabled Ex-servicemen including those killed/disabled during peace time.
- (ii) Children of Ex-servicemen
- (iii) Children of Serving Jawans
- (iv) Children of serving Officers
- (v) Ex-Servicemen

3. Eligibility Conditions.

(a) **Essential Qualifications** As per Apprentices Act-1961 read in conjunction with Rule 7A of Apprenticeship Rules 1992 the minimum educational qualification for person to undergo apprenticeship training in optional (Non Designated) trade shall be

eighth class pass from a recognised school. Further, the candidate should have passed relevant ITI/trade test from any institute recognized by NCVT (SCVT) or any other authority specified through Gazette Notification of Ministry of Labour & Employment / Ministry of Skill Development and Entrepreneurship, with duration as per the Apprentice Act, 1961) and should possess the qualification as on the closing date of application.

(b) **Age** Between 14 to 21 years as on closing date of online application, Relaxation in Upper age limit is permitted as under:-

S.No.	Category	Years
(i)	For SC/ST candidates	05 (Five) years
(ii)	For OBC candidates	03 (Three) years
(iii)	For PwDs candidates	Additional 10 (Ten) years
(iv)	For ITI candidates	Upper age limit is further relaxed by the period of training already undergone as per the normal duration of NCVT/SCVT, in the relevant trade.

(c) **Standard for Physical Fitness for Training** Physical fitness for training will be as per Apprentices Act 1961 read in conjunction with Para 4 of Apprenticeship Rules 1992 (Schedule II) regarding standard of physical fitness. Candidates should satisfy the following minimum standards, namely:-

HEIGHT: 137 centimeters; **WEIGHT:** 25.4 Kilogram;
CHEST EXPANSION should not be less than 3.8 centimeters irrespective of size of chest:

Provided that where a candidate does not satisfy the said minimum standards but is certified inwriting by a Medical Officer not below the rank of an Assistant Surgeon (Gazetted), to be physically fit for being engaged as an apprentice in a particular trade under the Apprentices Act, 1961, he may be engaged as an apprentice in that trade.

For PwDs Candidates :- Without prejudice to the generality of the any provision where a physically handicapped person registered at any Employment Exchange is declared, by either the medical board

attached to Special Employment Exchanges, for the physically handicapped or the local Civil Surgeon (where such Medical Board has not been constituted) to be physically fit for being engaged as an apprentice in any of the designated trades under the Apprentices Act, 1961, he/ she may be engaged as an apprentice in the related Optional (Non Designated) Trade.

(d) **Previous Training** Candidates who have already undergone or are currently undergoing Apprenticeship training under Apprentices Act – 1961 in any Govt./Public Sector/Private organization are not eligible to apply for above apprenticeship training.

4. **Payment of Stipend to Apprentices** The minimum rate of stipend per month payable to apprentices shall be follows (Rule 11 of Apprenticeship Rules-1992 is relevant), namely:-

SL	Duration	Stipend *
(a)	During the first year of training	Seventy per cent. of minimum wage of semi-skilled workers notified by the Maharashtra State
(b)	During the second year of training	Eighty percent of minimum wage of semi- skilled workers notified by the Maharashtra State.

*Provided that in the case where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade.

5. **Scheme of Examination** Candidates meeting the criteria of essential qualifications, as at Para 3(a) above, would be called for written examination scheduled to be held at Mumbai in Sep 17. The written examination of 2 hrs duration would comprise of 100 Multiple Choice Questions in following parts:-

(a) **Part-A** Questions on English, General Knowledge, Mathematics and Aptitude/Reasoning.

(b) **Part-B** Questions on the group of subject trades

6. **Medium of Examination** The question paper will be bilingual in both English & Hindi (except for General English).

7. **Centre of Examination** The Centre of examination will be Mumbai only. The exact date, time- and venue of written examination would be intimated to candidates through online call up letters.

8. **Notices to Prospective Candidates** In case of any change in schedule of dates, amendment etc. the same will be made available on the websites www.bhartiseva.com / www.indiannavy.nic.in and Employment News/Newspapers.

9. **Merit List** Merit list for all candidates will be published on the websites www.bhartiseva.com / www.indiannavy.nic.in along with Employment News. In the event of a tie in total marks obtained by the candidates, following criteria in the order below will be followed to decide position:

- Higher marks in Part-B
- Age seniority.
- If the tie still persists, it would be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

10. **Medical Examination** Every candidate shall be medically examined and declared fit as per Rule 4 and Schedule II of Apprenticeship Rules, 1992 by the Employer, through a **Registered Medical Practitioner** before engaging them as an apprentice.

11. **Selection Process** Candidates meeting the criteria of essential qualifications, as at Para 3(a) above, would be called for written examination scheduled to be held at Mumbai in Sep 17. The merit list will be prepared as per Apprenticeship Trade (including Reservation) with adequate candidates in Reserve List. This shall be followed by Medical Examination of the candidates based on merit list. Subsequently candidates would be called for Joining the

apprenticeship training on the basis of overall order of merit standing (including medical fitness) as promulgated on websites www.bhartiseva.com / www.indiannavy.nic.in & through online communication. The list of selected candidates will also published in Employment News.

12. **Short Listing of Candidates** Short listing of Candidates based and number of vacancies will be finalised based on extant policies.

13. **Filling up of Online Applications** Candidates are required to log on to www.bhartiseva.com and fill up online application. Further, the said website for filling online application would be opened from **the third day (1000 hrs) of publication of notification in Employment News and will remain open till 21 days after date of publication in Employment News (upto 2350 hrs)**. The candidates are also requested to upload following documents in .pdf format for filling up online application:-

- Passport Size Candidate Photos
- SSC/Matriculation Marks Sheet / Proof of Date of Birth.
- ITI Marks Sheet
- Community Certificate {for SC/ST/OBC (with non-creamy layer certificate) only} to be submitted as per extant policies/regulations in vogue.
- Certificate of Physical Disability (if applicable)
- Certificate, if son / daughter of Armed Forces Personnel / Ex-Servicemen (as applicable).
- Copy of PAN & Aadhar Card or any other Identity proof prescribed by Government from time to time.
- Eight Class Mark Sheet

14. **Terms & Conditions** The selected candidates will have to execute a Contract (if minor, by his/her guardian). Limited hostel accommodation is available for all apprentices and would be provided on first come first serve basis. The outstation male candidates will be provided with hostel accommodation by the Naval Dockyard in the premises due to limitation. However no accommodation facilities exist for female candidates as on date. During the training, the Apprentices are entitled for free medical treatment from Dockyard Dispensary only.

15. **Offer & Acceptance Of Employment** It shall not be obligatory on the part of the Employer to offer any employment to any Apprentice after completion of the training, nor shall it be obligatory for the Apprentices to accept any employment, if offered by the Employer. The candidates are advised to get themselves familiarised with the rules and regulations under the Apprentices Act, 1961 and the disability Act, 1995. However, as per extant SRO 43/2012 & 31/2017, direct recruitment of Tradesman Skilled includes 60% selection of Ex-naval Apprentice in Designated and 90% in Optional (Non Designated) Trades. On completion of Apprenticeship Training as per above scheme, successful candidates would become eligible to apply for recruitment as Tradesman Skilled, as and when undertaken by Indian Navy in accordance with provision of extant stated Recruitment Rules & Orders of Ministry of Defence.

16. **Certificate of Apprenticeship Training** The progress in apprenticeship training of every apprentice in optional (Non Designated) trade shall be assessed by the employer from time to time and every apprentice who completes his apprenticeship training to the satisfaction of the Admiral Superintendent, Naval Dockyard, Mumbai shall be granted a certificate of proficiency by Admiral Superintendent, Naval Dockyard, Mumbai.

17. **Commencement of Training** The tentative commencement of training is anticipated w.e.f. Nov 17 for a duration of one year subject to timely completion of selection process.

18. **Travel /Expenses** No travel/ boarding expenses are admissible to candidates called for written Examination.

19. **General Information** Applicants are advised to note the following instructions carefully: -

- Candidates will have to **apply on-line only** through the link appearing in this advertisement.
- Candidates are not required to pay any fee for the examination.
- It is to be noted that mere submission of application form, receipt of 'acknowledgement', receipt of admit card and appearance in

examination does not guarantee induction as Optional (Non-designated) Trade apprenticeship. The selection of candidates will be made based on merit position considering available vacancies category-wise, scrutiny of original copy of credentials, clear police verification report & medical test etc.

(d) Candidates are not required to send hard copy of application & admit card to the Naval Dockyard. However, the same will be kept with candidates only and have to produce by the candidates at the time of document verification.

(e) Candidates are required to check up website for submitting online applications for any updates and changes.

(f) Candidates are required to give valid mobile No. and e-mail id for periodical notices.

(g) Written examination is Multiple Choice Question type and OMR answer sheets based. There will be NO negative marking.

(h) Canvassing of any kind will disqualify the candidate. Selection process is done strictly on merit. Candidates are advised not to fall prey to any unscrupulous elements.

(j) Candidates will be permitted to enter examination hall with valid ADMIT CARD only, showing clear PHOTO & SIGNATURE. Hence the candidates are advised to ensure that their proper clear PHOTO & SIGNATURE have been uploaded and are printed on the Admit Card.

(k) The candidate must not attempt impersonation or take help of any impersonator at any stage of the selection process or try to copy from neighboring candidates, books and use of any electronic gadgets.

(l) Any material suppression of facts or submitting forge certificates shall lead to rejection his/her candidature at any stage of selection of this process.

(m) If any candidate is found using any type of unfair means during the examination, the candidature of the candidate shall be debarred summarily and the candidate shall not be allowed to appear in any of the exams/written test conducted by Indian Navy at a future date.

(n) Decision of Admiral Superintendent, Naval Dockyard, Mumbai in all matters relating to the eligibility, acceptance/rejection of any application, allotment of language, examination centre etc. will be final and binding on the candidate and no inquiry/correspondence shall be entertained in this regard.

(p) Any subsequent changes in the terms and conditions of the engagement of Optional(Non Designated) Trade Apprentices as per the extant rules will stand good. Indian Navy reserves the right to incorporate any subsequent changes/modifications / additions in the terms & conditions under this advertisement notice as necessitated and applicable. Any corrigendum will be published on the www.indian navy.nic.in or the site meant for applying online.

(q) The candidates applying for the examination should ensure that they fulfill all the eligibility criteria for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification of document, at any time before or after the written examination, it is found that the candidate does not fulfill any of the eligibility conditions, his/her candidature for the examination shall be cancelled by Indian Navy/ Admiral Superintendent, Naval Dockyard, Mumbai

20. **Rejection of Candidature:** Candidates are requested to read all instructions carefully & thoroughly before applying. Their applications, otherwise, are likely to be rejected on one or more of the following reasons. The application or candidature of the candidate may be rejected for any of the following reasons:

(a) Incomplete Application

(b) Does not possess the prescribed qualification to undergo the Optional trade apprenticeship in DAS(Mb) on closing date of on-line application.

(c) Over aged or under aged or Date of Birth not filled or wrongly filled.

(d) Double or multiple applications submitted.

(e) Application without clear photo, clear photo with cap, wearing goggles, disfigured, unrecognizable or unclear or unidentifiable photo.

(f) Candidate's name is figuring in the debarred list.

(g) Any other irregularities which may render the candidature of applicant invalid by Admiral Superintendent, Naval Dockyard, Mumbai

(h) Only a single application will be entertained. Candidature in respect of multiple applications will be rejected out rightly, without any notice to such candidates.

(j) Mismatch of Name, Father's name and Date of Birth in Online application form with the 8th /10th Certificate/ITI certificate.

(k) Irrelevance between the applied trade and the ITI trade certificate.

FOR ANY CLARIFICATION/ASSISTANCE, CANDIDATE MAY WRITE TO US AT

e-mail: admin@bhartiseva.com

Contact No:-022-22751969

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