



## BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

(An autonomous body of Department of Higher  
Education, Ministry of HRD, Govt. of India)

Telephone: 022-24055635, 022-24053682 email: [director.boatwr@gmail.com](mailto:director.boatwr@gmail.com)

Applications are invited in the prescribed format from the eligible resident Indian citizens fulfilling the requisite qualification and experience as **“Liaison Assistant” on contract basis (Five Nos.)** for a period of two years, which may be extended by the office for a maximum period of 2 years based on performance, on a consolidated payment of Rs. 35,000/- per month for the first year and a raise of Rs. 2,000/- each for next year(s). Details of qualifications, experience, application form, application fees, etc. are available under the heading **“Recruitment”** which is under the link **“Circulars”** at [www.apprentice-engineer.com](http://www.apprentice-engineer.com). Application should reach to Director, Board of Apprenticeship Training (WR), 2<sup>nd</sup> Floor, New Administrative Building, ATI Campus, V.N. Purav Marg, Sion (E), Mumbai – 400022, on or before 2<sup>nd</sup> December, 2013.

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## **JOB DESCRIPTION & TERMS OF REFERENCE FOR ENGAGEMENT / APPOINTMENT ON CONTRACT BASIS**

The Board of Apprenticeship Training (Western Region), Mumbai is functioning under the aegis of Department of Higher Education, Ministry of Human Resource Development, Government of India, and has been implementing the Apprenticeship Training Scheme for degree / diploma holders in engineering / technology / pharmacy / HMCT / Architecture and fresh pass outs of 10+2 (Vocational) courses. This scheme is implemented under the provisions of The Apprentices Act, 1961, as amended in 1973 & 1986. The area of jurisdiction of the Board constitutes of Western Regional states, viz. Chhattisgarh, Gujarat, Goa, Maharashtra, Madhya Pradesh, and Union Territories of Daman-Diu and Dadra-Nagar-Haveli.

Applications are invited in the prescribed format from the eligible resident Indian Citizens fulfilling the requisite qualification and experience as **"Liaison Assistant" on contract basis (Five Nos.)** in the Board of Apprenticeship Training (WR) Mumbai, details of which are as follows:

1.	Essential Qualification:	A diploma in engineering / technology or a graduate in any faculty, however, preference will be given to those graduated in faculty of Social Work / Welfare / Mass Communication. Knowledge of computers, softwares like MS Office, etc.
2.	Desirable Qualification:	M Sc. or MCA or MBA
3.	Experience:	Two years post qualification experience of field work like data collection, sales, marketing, etc.
4.	Age:	No age limit. Persons retired from Defence Services can also apply.
5.	Remuneration:	Consolidated Remuneration of Rs. 35,000/- per month for the first year and a raise of Rs.2,000/- each for next year

- i) The appointment shall be purely on contract basis.
- ii) The contract will be for a period of two years but the contract can be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hours' notice for unsatisfactory performance and / or for any act considered to be derogatory / detrimental to the interest of BOAT (WR), Mumbai.
- iii) On expiry of the contract period of two years the contract will be automatically terminated. However, on expiry of the contract, BOAT (WR), Mumbai reserves the right to extend the contract based on performance, for a maximum period of 2 years on such terms as may be mutually agreed upon by the parties.
- iv) Even though the contractual appointment is for the period of two years as stated above, the performance of candidate / incumbent will be reviewed on half yearly basis, and his/her continuation for the remaining contract period shall be subject to performance in the post.
- v) No claim of a candidate / incumbent appointed on contract as stated above for making him / her permanent / additional benefit / compensation / absorption / regularization in the post, shall be entertained on any grounds during or after the period of engagement under any provision.
- vi) The selected candidate / incumbent shall not be entitled to any allowances such as Dearness Allowance, Special Allowances, City Compensatory Allowances, Children Allowances, House Rent Allowance, Overtime Allowances, CGHS, Medical Reimbursement or any other relief, etc.

- vii) The selected candidate / incumbent on contract may be allowed to draw TA/DA while on tour as per normal rules applicable to any serving officer of the Government of India of Group B level at Grade Pay of Rs 4200/- while he/she is on tour.
- viii) No accommodation will be provided to the candidate / incumbent during the period of contract.
- ix) The selected candidate / incumbent on contract shall always stay at Head Quarter, and while leaving the office shall seek permission of the Head Quarter. However, his services are likely to be transferred to any location in Western Regional states, i.e. Chhattisgarh, Goa, Gujarat, Madhya Pradesh, Maharashtra, as well as Union Territories of Dadra – Nagar Haveli, and Diu-Daman.
- x) The selected candidate / incumbent will perform all the duties specified for the post of Liaison Assistant on contract basis as mentioned below, with due diligence.
- a) To assist superiors in Board of Apprenticeship Training (Western Region) in performing their duties.
  - b) To assist superiors in events/programs organized on Apprenticeship Training Scheme for stake holders.
  - c) To arrange for dissemination of information on various aspects of apprenticeship training scheme through lectures, films and other media of communications to all stake holders for marketing the scheme, through the institutes, establishments, and offices of Government authorities.
  - d) To ensure timely submission of the prescribed records and returns as may be desired by the office of the Board.
  - e) Obtaining pass outs statistics from institutions and preparing reports and statistical data for upto date review of apprenticeship training scheme.
  - f) Dispatching forms and information booklets on apprenticeship training scheme to stakeholders and taking regular feedback.
  - g) To undertake documentation of literature on various aspects of 'on-the-Job' training" like Training Program, Assessment etc.
  - h) Developing the need based publicity literature, films, audios, etc. for promotion of the scheme.
  - i) Preparing advisory letters to be sent to establishments for 100% utilization of seats located under the apprenticeship training scheme and timely review / follow up of the same.
  - j) Timely, disposal of stake holder's communications / correspondences by examining files and references and putting up proper notes, drafts and references to the superiors.
  - k) Preparation of all statistical data, records, files and returns in proper form and regular updation in all respects.
  - l) He/she shall also undertake any other duties assigned to him / her from time to time, by the superiors.
- xi) The selected candidate / incumbent engaged on contract shall be required to work full time for five days in a week at Head Quarter and full time for six days in a week at Regional Level offices. However, in case of necessity, he / she may be required to work on Saturdays (while working at Head Quarter) / Sundays. For work on weekly off day / declared National holiday, in exigency, he / she shall be granted a Compensatory Off subject to prior approval and exigencies of services, in lieu thereof, and for this, no other compensation, monetary, or otherwise, would be granted.
- xii) The selected candidate / incumbent on contract, if required to work for more than the normal working hours, no extra allowances or compensation, monetary, or otherwise shall be paid.

- xiii) The selected candidate / incumbent on contract, shall be eligible for 8 days Casual Leave in a calendar year on pro-rata basis and shall not be eligible for any other leave. Therefore, the candidate / incumbent during the period of valid contract shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also the un-availed leave in a year cannot be carried forward to next calendar year.
- xiv) The selected candidate / incumbent appointed on contract shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of BOAT (WR), Mumbai and should maintain the confidentiality of data and documents.
- xv) The selected candidate / incumbent on contract shall be governed by Central Civil Service (Conduct) Rules, 1964 and CCS (CCA) Rules 1965.
- xvi) The engagement is subject to verification of antecedent of the candidate / incumbent, from an appropriate authority as decided by Board of Apprenticeship Training (Western Region), Mumbai
- xvii) The application in the format specified below which can be downloaded, along with the copies of attested relevant certificates should reach **on or before 2<sup>nd</sup> December, 2013** to **“Director, Board of Apprenticeship Training (Western Region), 2<sup>nd</sup> Floor, New Administrative Building, ATI Campus, VN Purav Marg, Sion (E), Mumbai 400 022”**.
- xviii) **Application fees of Rs. 300/- (Rupees Three Hundred Only) to be payable by way of Demand Draft / Postal Order drawn in favour of “Director, Board of Apprenticeship Training, Western Region”, Payable at Mumbai.**
- xix) 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.
- xx) Applications not received within the stipulated time period as above, as well as applications with illegible / incomplete information are liable to be rejected.
- xxi) The applications received in response to advertisement will be scrutinized and shortlisted candidates only will be called for interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
- xxii) The BOAT (WR), Mumbai reserves the rights to cancel this advertisement, and not to proceed in the matter, at any stage, or accept / reject any or all applications, without giving any explanation, whatsoever. The BOAT (WR), Mumbai also reserves the rights not to appoint person(s) for all or any number(s) of the notified positions
- xxiii) No TA/DA will be paid to the shortlisted candidates for attending the interview.
- xxiv) The envelope containing the application should be **SUPERSCRIBED on the top mentioning the name of the post.**

**DIRECTOR**

**BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI  
AN AUTONOMOUS BODY UNDER  
DEPTT. OF HIGHER EDUCATION, MINISTRY OF HRD, GOVT. OF INDIA  
ATI CAMPUS, VN PURAV MARG; SION (E), MUMBAI 400 022.  
Telephone: 022 - 2405 5635, 2405 3682 Email: director.boatwr@gmail.com**

Application for engagement as "Liaison Assistant on contract basis"

**NOVEMBER '2013**

Application No.	Date of Receipt	Details of Demand Draft /Postal Order Number Date, Amount & Name of issuing Bank	Initials of Authority at BOAT(WR)	Affix a recent pass port size 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.]

1. Full Name in Block Letters:  
(As per school record) .....
2. Father's/Husband's Name .....
3. Nationality : .....
4. Religion : .....
5. Sex (Put a tick mark) :                      Male                       Female
6. Date of Birth in Christian era (As per school leaving certificate: .....  
attested copy is to be enclosed) :                      (Day)                      (Month)                      (Year)
7. Age as on 02 - 12 - 2013 :                      (Years) ..... (Months) ..... (Days) .....
8. a) Address for correspondence: .....  
(in Block letters with-Pin code)  
.....  
.....
- b) Tel. No./Fax No. with STD Code: ..... Mobile .....
- c) E-mail Id: .....

d) Permanent address: .....  
 (in block letters – with PinCode) .....  
 .....

9. Please mention if physically handicapped / Ex-serviceman :  
 (Supporting document to be enclosed wherever necessary)

10. Educational qualifications – Matriculation / S.S.C onwards including computer courses completed on last date of the application. (enclose attested Photostat copies of certificates ).

Sr. No.	Exam Passed	Name of School / Instt.	Name of University / Board which awarded Degree / Diploma Certificate	Month & Year of passing	Class / Divn. Secured	% of Marks obtained (GPA to be converted to %)	Duration of the course

11. Experience possessed in chronological order (enclose attested Photostat copies of experience certificates)

Sr. No	Name of the Organization	Designation / Post held	Whether regular/ substantive/ temporary/ adhoc/ quasi permanent/ permanent/ deputation	Period of Service		Scale of pay & total emoluments at the time of leaving	Nature of Work Carried Out in Details	Remarks
				From	To			

Attach separate sheets, if required.

12. Any other information not furnished above but relevant to the post applied for.

13. List of documents enclosed : (Please furnish the list)

14. Candidates should note that :

- (i) Canvassing in any form will lead to rejection of candidature.
- (ii) Original certificates should not be sent along with this application.
- (iii) Application received after the prescribed last date will be rejected.
- (iv) All enclosures (Photostat copies) should be legible and must be attested by a Gazetted officer of State/Central Government.
- (v) In the absence of any certificate, if the details of the candidate could not be verified then his/her candidature may be rejected.

15. Declaration

- (i) I have read and understood the contents of job description and terms of reference for engagement / appointment on contract basis (3 pages) given in the detailed advertisement posted at the website [www.apprentice-engineer.com](http://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 action deemed fit.

Place : Signature of the applicant.....

Date: Name of the Applicant (in block letters) .....