



BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION)

(An Autonomous Body under Ministry of Human Resource
Development, Department of Higher Education, Govt. of India)
4th Cross Road, C I T Campus, Taramani, CHENNAI -113

Ph:044-2254 1292 / 2254 2236

Web site: www.boatsr-apprentice.tn.nic.in

Web Portal: www.mhrdnats.gov.in



Applications are invited for the Post of

**“Director of Training”
and
“Assistant Director – Information Technology”**

Board of Apprenticeship Training (SR), Chennai is implementing the Apprenticeship training scheme under the Apprentices Act (Amendment 1973 & 1986) for providing skill training to graduate / diploma holders in engineering / technology and (10+2) Vocational certificate holders in the States of Andhra Pradesh, Telangana, Karnataka, Kerala, Tamil Nadu and Union Territory of Puducherry & Lakshadweep. Applications are invited for the following Posts from eligible candidates:

Sl. No.	Name and classification of Post	No. of vacancies	Pay Scale with Grade Pay	Age Limit	Category of Reservation
1.	Director of Training-Group “A”	01	Rs.15600-39100/- Grade Pay Rs.7600/-	45 years maximum	Unreserved
2.	Assistant Director (Information Technology) – Group “A”	01	Rs.15600-39100/- Grade Pay Rs.5400/-	45 years maximum	Unreserved

For full details regarding qualifications, age, experience, job Description, Roles & Responsibilities, terms & conditions, and other instructions, please visit our Web Site: www.boatsr-apprentice.tn.nic.in

Application can be downloaded from above website. Duly filled application satisfying all terms and conditions shall be sent to the address mentioned therein on or before 05.00 PM on 15th March, 2017.

**DIRECTOR
BoAT(SR), Chennai**



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Applications for the Post of “Director of Training”

Board of Apprenticeship Training (SR) herein after referred as “BoAT(SR)” is an autonomous organization, under the Ministry of Human Resource Development, Department of Higher Education, Govt. of India. BoAT(SR) is implementing the Apprenticeship training scheme under the Apprentices Act (Amendment 1973 & 1986) for providing skill training to graduate / diploma holders in engineering / technology and (10+2) Vocational certificate holders in the States of Andhra Pradesh, Telangana, Karnataka, Kerala, Tamil Nadu and Union Territory of Puducherry & Lakshadweep. Applications are invited for the under mentioned Post from eligible candidates.

Name of Post : Director of Training

Classification of Post : Group “A”

Category : Unreserved (UR)

Pay Scale : Pay Band 4, Rs.15600-39100/- with Grade Pay Rs.7600/-
(6th Pay Commission)

QUALIFICATIONS: :

a. Essential

A first or Second Class Degree in Engineering / Technology or equivalent or a Post-Graduate Degree in Engineering / Technology with atleast 10 years field experience.

b. Desirable

: Experience of Supervising and /or arranging Practical Training in Industry.

Age limit : 45 years maximum – relaxable upto 5 years in the case of SC/ST and 3 years in the case of OBC candidates as per Government of India Rules & Regulations. Crucial date for age limit is the closing date of the application.

Job Description, Roles & Responsibilities for the Post:

- i. Director of Training is the Regional Central Apprenticeship Adviser of BoAT(SR) under the Act shall implement all the provisions of the statutory Central Apprentices Act, 1961, and amended thereafter from time to time.
- ii. To implement all field functions assigned under the Apprentices Act relating to the practical training of Graduates and Diploma Holders in Engineering/Technology and also +2 Vocational Certificate Holders in identified subject fields in the Southern Region.
- iii. Director of Training is the Chief Executive and Secretary to the Board of Apprenticeship Training (SR), he is responsible for proper administration of the Board and its functions and is answerable for overall performance of the secretariat.
- iv. The Director of Training is required to lead a team of Officers and staff guide / admin them in their day to-day activities and coordinate with all activities of the BoAT(SR) to achieve targets assigned to BoAT(SR).
- v. Director of Training will be responsible for conducting the Board and Society meeting and do follow-up.
- vi. He must have thorough knowledge of GFR, FR& SR and relevant Central Government rules and regulations. Director of Training will act as the first appellate authority under the RTI act 2005.
- vii. To maintain liaison with the Directorates of Technical and Vocational Education in Southern Region and Directors of other Regional Boards of Apprenticeship Training, Heads of Technical Institutions, Industries / establishments, nodal industrial forums like CII, FICCI etc., in the Region for developing quality Apprenticeship Training for Graduates and Diploma holders in Engineering/Technology and +2 Vocational Certificate holders.

- viii. Director of Training shall work as per the Rules and Regulations of Government of India / Memorandum of Association (MoA) of BoAT(SR).
- ix. Any other duties assigned by the Chairman, BoAT(SR) from time to time.
- x. Candidates selected will be covered under New Pension Scheme or Government of India rules and regulations applicable.

Terms & Conditions:

- 1) Nature of duties of Director of Training is touring extensively throughout the southern region and other regions across the country. Candidates not willing to travel frequently or any restriction to travel official outstation duty need not apply.
- 2) Director of Training will be posted at BoAT(SR), Chennai. But likely to be transferred to other regions in the country as and when such services are required by the Board of Management of BoAT(SR).
- 3) Candidates working in Central and State Government Departments, Public Sector Undertakings of Central / State, Autonomous body of Central / State including the internal candidates of BoAT(SR) shall send their applications through proper channel along with Vigilance Clearance Certificate & No Objection Certificate (NOC) from Head of the organization that no case / penalty is pending / imposed as per CCS (CCA) Rules 1965 along with attested copies of APARs for immediate last 3 years.
- 4) The applicant must ensure whether he /she fulfils all the eligibility conditions for the post applied. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview / selection.
- 5) Candidates with requisite qualifications acquired from recognized Universities / Institutions only need to apply.
- 6) At any stage of the selection process or later, if it is found the candidate has misrepresented / furnished false information, his / her candidature is liable for cancellation / rejection even after appointment.

- 7) In case of any dispute / ambiguity that may occur in the process of selection, the decision of Board of Management of BoAT(SR) shall be final and binding.
- 8) The Chairman, BoAT(SR) reserves the right to cancel / reject / any / all applications without notice assigning any reason.
- 9) No TA / DA will be paid for attending interview.
- 10) Canvassing in any form will disqualify the candidature.

How to Apply:

- I) Applications with complete details supported by self-attested copies of certificates regarding age, qualifications, experience, community in the case of SC/ST/OBC/PwD candidates with all other relevant supporting documents shall be sent along with filled application enclosing, a crossed Demand Draft for Rs.500/- (Rupees Five hundred only) drawn in favour of the “**Director, Board of Apprenticeship Training (SR), Chennai**” payable at Chennai
- II) No application Fee in the case of SC/ST candidates
- III) **Application duly superscribing the envelope “Application for the post of ‘Director of Training BoAT(SR)’ shall be sent only to given below address to reach on or before 5.00 PM on 15th March, 2017.**
- IV) **Applications received after the last date or incomplete in any respect will be rejected and no further correspondence will be entertained.**

Abbreviations:

SC: Scheduled Caste, **ST:** Scheduled Tribe, **OBC:** Other Backward Class, **PwD:** Person with Disability, **CCS / (CCA):** Central Civil Services (Classification, Control and Appeal) Rules, **APAR:** Annual Performance Appraisal Report, **TA/ DA:** Travelling Allowance / Daily Allowance, **GFR:** General Financial Rules, **FR&SR:** Fundamental Rules & Service Rules, **CII:** Confederation of Indian Industry, **FICCI:** Federation of Indian Chamber of Commerce & Industry

Address for Sending Application:
The Chairman
Board of Apprenticeship Training (SR)
(Ministry of Human Resource Development,
Department of Higher Education, Govt. of India)
4th Cross Road, C I T Campus,
Taramani, Chennai – 600 113



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(SOUTHERN REGION)**



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**APPLICATION FORM FOR THE POST OF
“DIRECTOR OF TRAINING (UNRESERVED)”
BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION),
CHENNAI**

1. Name (in capitals): _____
(First Name) (Second Name)
2. Date of Birth: (_ _ / _ _ / _ _ _ _)
(dd/mm/yyyy)
3. Age as on: _____
4. Name of Mother/
Father/Husband: _____
5. Nationality: _____
6. Religion: _____
7. Gender (Tick): Male () / Female () / Transgender ()
8. Community (Tick): OC () / OBC () / SC () / ST ()
9. Marital Status (Tick): Married () / Single ()
10. Language Known: _____
11. Address: _____

Latest Passport
Size Photo to be
affixed here

a) Communication:

b) Permanent:

Door No: _____
Street : _____
Locality: _____
Village/City: _____
State: _____
Pincode: _____
Email: _____
Mobile: _____

Door No: _____
Street : _____
Locality: _____
Village/City: _____
State: _____
Pincode: _____
Email: _____
Mobile: _____

12. EDUCATIONAL QUALIFICATION: (Start with the most recent education qualification upto SSLC)

S.No	Examination Passed	Month & Year of Passing	University/Board/School	% of Marks or CGPA	Remarks
1.					
2.					
3.					
4.					
5.					

<Attach separately if required>

13. Work Experience: (Start from present employment)

S. No	Name of Organization	Designation	Duties performed shall be given in a separate sheet not exceeding 150 words	Date of Joining	Scale of Pay /Grade Pay	Date of Leaving	Reason for Leaving
1.							
2.							
3.							
4.							
5.							

<Attach separately if required>

14. Major Career Achievements: (Please write maximum of 150 words):

<Attach separately if required>

15. How do you justify that you are most preferred candidate for the post? (Please write maximum of 250 words)

<Attach separately if required>

16. Details of Training Program attended:

S.No	Nature of Training	Place of Training	Period of Training	
			From	To

<Attach separately if required>

17. Membership in Professional Bodies:

1.	
2.	
3.	
4.	
5.	

<Attach separately if required>

18. Please give Names of two referrals with address, email & contact number:

Name: _____ Designation: _____ Organization: _____ Address: _____ Email: _____ Mobile: _____	Name: _____ Designation: _____ Organization: _____ Address: _____ Email: _____ Mobile: _____
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19. Any other information you would like to share: (Please write within the space given below)

20. Details of Application Fee (Demand Draft):

Name of the Bank: _____
DD Number/Date: _____
Amount Rs: _____

21. List of Enclosure;

S.No	Name of Document	Reference Number
1		
2		
3		
4		
5		

<Attach separately if required>

22. Declaration:

I hereby declare that all the above particulars furnished by me are true and complete to the best of my knowledge and belief. I understand if any particulars are found to be false at a later date, my candidature shall be liable to be cancelled without assigning any reason. I have read the job description, roles and responsibilities of the post and term & conditions.

Date: __/__/____

Place: _____

Signature of Applicant
<Name>