

MINISTRY OF DEFENCE (NAVY)
ENROLLMENT OF DESIGNATED TRADE APPRENTICES (2016 - 17/18 BATCHES)
AS PER APPRENTICES ACT 1961
NAVAL DOCKYARD APPRENTICES SCHOOL, VISAKHAPATNAM - 530 014 (AP)

1. Applications are invited from ITI qualified **INDIAN** National candidates (both male and female) for apprenticeship **One / Two Years** training at the Naval Dockyard Apprentices School, Visakhapatnam, [DAS (Vzg)] in the following designated trades (in accordance with Apprentices Act 1961) in the prescribed format (placed at Annexure-I) so as to reach "**The Officer-in-Charge (for Apprenticeship Enrollment), Naval Dockyard Apprentices School, VM Naval Base S.O., Post Office, Visakhapatnam - 530 014, Andhra Pradesh**" by **31 Dec 2015** :-

(a) **One Year Training (2016 - 17 Batch) :-**

| Sl. No. | Apprenticeship Training Trade | Eligibility ITI Trade | Vacancies |
|---------|-----------------------------------|---|-----------|
| (i) | Electrician | Electrician | 35 |
| (ii) | Electronics Mechanic | Electronics Mechanic & Mechanic (Radio & T.V.) | 25 |
| (iii) | Fitter | Fitter | 30 |
| (iv) | Instrument Mechanic | Instrument Mechanic | 18 |
| (v) | Machinist | Machinist | 20 |
| (vi) | Mechanic Machine Tool Maintenance | Mechanic Machine Tool Maintenance (03 Yrs Training at respective ITI) | 06 |
| (vii) | Painter (General) | Painter (General) | 12 |
| (viii) | R & A/C Mechanic | R & A/C Mechanic | 18 |
| (ix) | Welder (Gas & Electric) | Welder (Gas & Electric) | 18 |

(b) **Two Years Training (2016 - 18 Batch) :-**

| Sl. No. | Apprenticeship Training Trade | Eligibility ITI Trade | Vacancies |
|---------|-------------------------------|-----------------------|-----------|
| (i) | Foundryman | Foundryman | 03 |

2. Application received after **31 Dec 2015** will not be accepted.

3. **Reservation**

(a) **SC/ST/OBC Category.** Vacancies for SC/ST/OBC candidates are reserved in accordance with Section 3A (i) and (ii) of Apprentice Act 1961 read in conjunction with Schedule IIA of Rule 5 of Apprenticeship Rules 2015. (Latest certificate should be issued by competent authority as per format enumerated in Govt. orders from time to time)

(b) **Physically Handicapped.** Vacancies for PHC candidates are reserved in accordance with Apprentices Act 1961 read in conjunction with Apprenticeship Rules 2015. Latest certificate issued by medical board by any Govt. Hospital.

(c) **Children of Armed Forces Personnel / Ex-serviceman.** Vacancies for children of armed forces and ex-servicemen are reserved in accordance with Apprentices Act 1961.

4. **Eligibility for Applying**

(a) **Qualification.** SSC / Matric / Std X, with minimum of 50% (aggregate) and ITI (NCVT) in relevant trades with minimum 65% (aggregate).

- (b) **Age.** The age criterion for various categories as on **15 Apr 2016** are as follows:-

| Candidates belong to | Born between (both dates are inclusive) |
|---|--|
| General | 15 Apr 1995 to 15 Apr 2002 |
| SC / ST | 15 Apr 1990 to 15 Apr 2002 |
| Son / Daughter of Naval Civilian / Defence Employee | Additional age relaxation of two years subjected to approval of IHQ / MOD (Navy) |

(c) **Age Relaxation Important Notice.** To avail additional two years age relaxation for son / daughter of Naval Civilian / Defence Employee, the names of candidates have to be forwarded by the respective units to HQENC (CCPO), Visakhapatnam for consolidation and onward transmission to IHQ (MoD) (Navy), New Delhi for approval. Candidates approved by IHQ(MoD) (Navy) only will be allowed for the written examination. No request will be entertained in this regard. The candidates are required to send duly filled application form to DAS(V).

(d) **Physical Standards.** Height minimum - 137 cm, Weight minimum - 25.4 Kg., other standards as per Apprentices Act 1961.

(e) **Nationality.** Indian

5. **Stipend.** Rs. 7,036/-, Rs. 7,916/- per month, depending upon the period of apprenticeship training subjected to minimum wages of semi skilled workers notified by the Andhra Pradesh State.

6. **Short listing Criteria.** Shortlisting of candidates for issue of call letters, will be undertaken based on marks secured in class 10 exam and ITI marks, in a ratio of 70:30 and a merit list will be drawn up. Call letters for appearing in written examination will be sent to the shortlisted applicants in the ratio of 1:5 against existing vacancies in each trade. Candidates in the order of merit of written examination would be called for interview for in various reservation categories and trades. Candidates finally selected in interview will have to undergo medical examination. No travelling allowance will be paid for written examination. Only those candidates called for interview as per mentioned dates will be paid travelling allowance on production of railway / bus ticket. Written examination would be objective type based on Mathematics, General Science and General Knowledge. The written examination and interview schedule is as follows: -

- (a) **Written examination for all trades** - 16 Feb 2016 AM
(b) **Declaration of written exam results at DAS(Vzg)** - 16 Feb 2016 PM
(c) **Schedule for Date of Interview and Medical Exams are as follows :-**

| Sl. No. | Designated Trade | Date of Interview | Date of Medical Exam |
|---------|--------------------------------|-------------------|----------------------|
| (i) | Electronics Mechanic | 17 Feb 2016 | 18 - 19 Feb 2016 |
| | Machinist | | |
| | Welder (Gas & Electric) | | |
| (ii) | Electrician | 18 Feb 2016 | 22 - 23 Feb 2016 |
| | R & A/C Mechanic | | |
| | Mechanic MTM | | |
| (iii) | Fitter | 19 Feb 2016 | 24 - 25 Feb 2016 |
| | Instrument Mechanic | | |
| | Painter (General) / Foundryman | | |

7. **Commencement of Training.** 15 Apr 2016.

8. **Hostel.** Hostel accommodation will not be provided and all candidates will have to make their own arrangements towards lodging and boarding.

9. **Employment.** As per Apprentices Act 1961, it shall not be obligatory for Naval Dockyard, Visakhapatnam to employ Apprentices on completion of training. There are no provisions for providing direct employment in Naval Dockyard on completion of apprenticeship training.

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10. **Indemnity Bond.** Minor candidates appearing for written examination / enrollment would have to furnish Indemnity bond duly signed by parents/guardian. Proforma will be forwarded along with call letter.

11. (a) **Forwarding of Residence Proof with Application.** Candidates are compulsorily required to attach attested copy of Residence Proof along with application and other certificates as indicated in notification. The applications received without residence proof would not be considered. All correspondence with respect to the candidate would be addressed on the address mentioned in the residence address proof only. Any one of the following documents having residence address would qualify as residence proof:-

(i) Voter ID (ii) Ration Card (iii) Aadhar Card (iv) Passport

(b) **Police Verification Certificate During Interview.** Candidates would be required to produce police verification certificate along with other certificates during the interview. Failure to produce police verification certificate would render the candidature invalid.

12. **Note**

(a) Management reserves the right to reject any application due to technical reasons / incomplete data.

(b) Application form not complying with the "check-off" list (placed at Part - III of application) will be rejected. **Photographs, application and other certificates are to be attested by Gazetted officer / Principal ITI only with full name and designation clearly visible.**

(c) Candidates not meeting physical standards need not apply.

(d) Candidates holding either "National Trade Certificate" issued by N.C.V.T. or "Provisional National Trade Certificate" issued by ITIs / Institutes / Training Centre etc. affiliated to / recognized by DGE&T are eligible. Candidates should clearly mention the name of the ITI with affiliation no. / letter no. under NCVT at sl. 7(b) of part - I of Annexure - I in the application form.

(e) Those candidates who have completed apprenticeship in the same trade, in any other organization or already undergoing apprenticeship training need not apply. Even if selected, their candidature will be terminated forthwith.

13. **Important Notice**

(a) Candidates are informed that no money is required to be paid to any one who-so-ever for this enrollment.

(b) All are advised not to fall prey to any touts / so called agents in any way for this enrollment.

(c) Complaints regarding any touts / agent / any body demanding money for the enrollment can be intimated to The Officer-in-charge, Naval Dockyard Apprentices School by e-mail ndvdas@gmail.com along with relevant proof. Full confidentiality of the candidate and case will be maintained. **No anonymous complaints will be entertained.**

(d) Any canvassing directly / indirectly by the applicant will disqualify his/her candidature.

(e) Incomplete applications **will not be registered.**

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PART - I
APPLICATION FORMAT

(To be filled by the Candidate in his own handwriting in CAPITAL LETTERS only)

Regd. No.
(For office use only)

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**ENROLLMENT FOR TRAINING OF DESIGNAED TRADE APPRENTICES : 2016 - 17 /18 BATCHES
NAVAL DOCKYARD APPRENTICES SCHOOL, NAVAL DOCKYARD, VISAKHAPATNAM - 530 014**

(Tick mark ✓ as necessary)

1. Designated Trade applied for :
2. ITI Trade : SCVT NCVT
3. SCVT/ NCVT ITI Certificate No. :
4. Name (as per SSC / Matric Certificate) :
5. Gender : Male Female
6. Date of Birth (dd-mmm-yyyy) :
7. (a) Marks secured :

Affix latest
photograph not
older than one
month, indicating
date of photograph
duly attested by
Principal/
Gazetted Officer

| Examination | Max. Marks | Marks Obtained | Percentage |
|--------------|------------|----------------|------------|
| SSC / Metric | | | |
| ITI | | | |

- (b) ITI affiliation no. under NCVT where you passed out ITI :
8. Category of Community & is Person with Disability : GEN / OBC / SC / ST / PwD
(Attach Certificate Proof)
9. Whether son/daughter of Naval Civilian / Defence Employee : Yes / No
(If Yes, attached copy of certificate from Command Hqrs(CCPO))
10. Whether son/daughter of serving personnel of Armed forces/
Ex-servicemen : Yes / No
(If Yes, attach a copy of certificate from Competent authority / Zilla Sainik Board)
11. NCC Cadet (Attach Certificate Proof) : Yes / No
12. Sports Person (Attach Certificate Proof) : Yes / No
13. Personal Details (All columns to be filled) :

| | | | | | | | |
|--|--|--|--|-------------|--|--|--|
| Father / Guardian Name | | | | | | | |
| Mother's / Spouse Name | | | | | | | |
| Postal Address (Attach Residence Proof) | | | | | | | |
| State | | | | Nationality | | | |
| PIN | | | | | | | |
| Mobile No. | | | | | | | |
| Email ID | | | | | | | |
| Adhar Card No. (UID No.) | | | | | | | |
| Blood Group | | | | | | | |

I hereby solemnly and sincerely affirm that the particulars furnished above are true and correct.

Signature of Parent / Guardian

Place :
Date :

Signature of the Applicant

PART - II

HALL TICKET FORMAT

(Two original copies to be submitted along with application)

**ENTRANCE EXAMINATION FOR APPRENTICESHIP : 2016 - 17 /18 BATCHES
NAVAL DOCKYARD APPRENTICES SCHOOL, NAVAL DOCKYARD, VISAKHAPATNAM - 530014 (A.P)**

(To be filled by the office)

| | |
|---------------------------|--|
| Hall Ticket No | <u>Date of Examination</u> : 16 Feb 2016 (Tuesday) |
| | <u>Reporting Time</u> : 0800 Hrs |
| Examination Center | <u>NAVAL DOCKYARD APPRENTICES SCHOOL, VISAKHAPATNAM</u> |

(To be filled by the Candidate in his own handwriting in CAPITAL LETTERS only)

1. Designated Trade applied :
2. Name of the Candidate :
(as per SSC/Matric Certificate)
3. Date of Birth (dd-mm-yyyy) :
4. Personal Details :
(All columns to be filled)

Affix latest
photograph not
older than one
month, indicating
date of
photograph duly
attested by
ITI Principal /
Gazetted Officer

| | | |
|--------------------------|----------|-------------------------------|
| Fathers / Guardian Name | : | |
| Mothers / Spouse Name | : | |
| Postal Address | | |
| State | | Nationality |
| PIN | | |
| Email ID | | |
| Adhar Card No. (UID No.) | | |
| Mobile No. | | |
| Identification Marks | 1. 2. | |
| Signature of Candidate | | Left hand thumb impression |

PART - III

CHECK OFF LIST (TO BE FILLED BY APPLICANT)

(Tick mark ✓ as necessary)

(All Photo copies to be attested by Gazetted Officer Only)

- (i) Duly filled Original Hall Tickets (2 Nos.) :
- (ii) Proof of Date of Birth (Application Sl. 6 refers) :
- (iii) Photocopy of SSC / Metric Marks list [(Application Sl. 7(a) refers)] :
- (iv) Photocopy of ITI Marks lists (Provisional or Form-C) [(Application Sl. 7(a) refers)] :
- (v) ITI affiliation no. under NCVT [(Application Sl. 7(b) refers)] (Compulsory) :
- (vi) Photocopy of latest Community Certificate (for OBC / SC / ST candidates only) (Application Sl. 8 refers) issued by M.R.O with certificate number and date of issue :
- (vii) Photocopy of latest PwD Certificate issued by Medical Board of Govt. Hospital (Application Sl. 8 refers) :
- (viii) Original Certificate from concerned Unit for son / daughter of Naval Civilian / Defence Employees (Application Sl. 9 refers) (Subjected to approval of IHQ, MoD(Navy)) :
- (ix) Copy of ex-Serviceman certificate issued by Competent Authority / Zilla Sainik Board (Application Sl. 10 refers) :
- (x) Photocopy of NCC Certificate (A/B/C) (Application Sl. 11 refers) :
- (xi) Photocopy of Sports Certificate (School / District / State Level) (Application Sl. 12 refers) :
- (xii) Residence Proof Attached (Application Sl. 13 refers) (Any one copy of Voter ID / Passport / Aadhar Card / Ration Card) :
- (xiii) Affix latest photograph not older than one month, indicating date of photograph duly attested by Gazetted Officer only on application form and on two hall tickets also :
- (xiv) Self addressed Rs.10/- stamped envelope (22 cm x 10 cm) :

PART - IV

FOR DAS(V) OFFICE USE ONLY - NOT TO BE FILLED BY CANDIDATE

(Tick mark ✓ as necessary)

Regd. No.
(For office use only)

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| |

1. Application is accepted. :
2. Application is rejected. The reasons for rejection as follows :

| | | | |
|-------|----------------------|--------|---|
| (i) | Trade not advertised | (v) | Application Form is not a valid format |
| (ii) | S.S.C. Less % | (vi) | Enclosures Not found (SSC / ITI / Hall Tickets / Photographs) |
| (iii) | I.T.I. Less % | (vii) | Attestation on Enclosures <u>Not Found</u> / <u>Not Clear</u> including the Attested Officer's Designation Stamp. |
| (iv) | Overage | (viii) | Specify the reason to reject application |

Signature of Member, DAS(V)

Signature of Officer, DAS(V)

day 10/02/11/0466/1516
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