



**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

**“Analyst, Upper Division Clerk
and Junior Assistant”**

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	Pay Scale with Grade Pay	Age Limit	No. of vacancies	Category of Reservation
1	Analyst	Rs.5200-20200/- Grade Pay Rs.2800/- PB-1	35 yrs.	01	UR
2	Upper Division Clerk	Rs.5200-20200/- Grade Pay Rs.2400/- PB-1	32 yrs.	02	UR : 01 SC : 01
3	Junior Assistant	Rs. 5200-20200/- Grade Pay Rs.1900/- PB-1	30 yrs.	05	UR : 02 OBC : 02 SC : 01

Age relaxation for SC, ST and OBC is as per Govt. of India Rules. For full details regarding qualifications, age, experience, job Description, Roles & Responsibilities, terms & conditions, and other instructions which are part of this advertisement; 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 05.04.2017.**

UR : Unreserved

SC : Scheduled Caste

ST : Scheduled Tribe

OBC : Other Backward Class

**DIRECTOR
BoAT(SR), Chennai**



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Applications for the Post of “Analyst / Upper Division Clerk / Junior Assistant”

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 following Posts from eligible candidates.

Sl. No.	Post	Pay Scale / Grade Pay	Number of Vacancies	Category to be filled	Age
1	Analyst	Rs.5200-20200/- Grade Pay Rs.2800/- PB-1	01	Unreserved	35 yrs.
2	Upper Division Clerk	Rs.5200-20200/- Grade Pay Rs.2400/- PB-1	02	Unreserved – 01 Reserved for SC - 01	32 yrs.
3	Junior Assistant	Rs. 5200-20200/- Grade Pay Rs.1900/- PB-1	05	Unreserved – 02 Reserved for SC – 01 Reserved for OBC - 02	30 yrs.

Age is relaxable up to 3 years in case of OBC candidates and 5 years in case of SC / ST as per Govt. of India Rules and Regulations for the above posts. Age limit shall be decided as on last date of receipt of the application.

1. Qualification:

A. Analyst:

Essential: a. At least a second class Bachelor's Degree in Arts, Science or commerce,

Minimum 8 years' experience in Technical Education Administration / compiling of data on technical personnel in a Government Department or Autonomous organizations.

Desirable: a. Graduation in B.Sc. Statistics / Maths with working experience in Government / Autonomous Body / Public Sector Undertakings of Central / State in preparation of Analytical / statistical reports b. Proficiency in Computer Skills (MS office)

B. Upper Division Clerk:

Essential: a. Graduate in Arts, Science or commerce with working knowledge in Hindi.

Desirable: a. 5 years' experience in Government / Autonomous Body / Public Sector Undertakings of Central / State b. Proficiency in Computer Skills (MS office)

C. Junior Assistant:

Essential: a. 10+2 or equivalent and thorough knowledge in MS Office,

Desirable: a. Graduate in any discipline/Diploma in engineering, b. Certificate Course in computer application obtained from reputed institutions

2. Mode of Selection:

a. Selection process for the Posts is as under;

S.No	Post	Mode of Selection
1.	Analyst	Interview
2.	Upper Division Clerk)	Interview
3.	Junior Assistant	Only Through Written Examination

b. Written Examination pattern for the post of Junior Assistant is as follows:

Paper	Subject (all parts will be objective multiple choice type)	No. of questions	Marks	Total Duration
Part I	General Intelligence	25	25	2 hrs
Part II	English Language (Basic knowledge)	25	25	
Part III	Numerical Aptitude	25	25	
Part IV	General Awareness	25	25	
Total		100	100	

***Please Note: Selection for the Post of “Junior Assistant” will be done only through written examination in two levels (Level 1: Part I to Part IV mentioned above & Level 2: Computer skill test in Ms Office)**

3. General Instructions:

- 1) Nature of duties of Analyst & Upper Division Clerk (UDC) is touring extensively throughout southern region to assist the Officers of BoAT (SR) during their official visits. Candidates not willing to travel frequently or any restriction to travel official outstation duty need not apply.
- 2) All the above three positions is transferable to any state in the Southern Region. Candidates not willing to migrate in case of transfer need not apply.
- 3) Only for the posts of Analyst & Upper Division Clerk, 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. This condition is not applicable for Junior Assistant.
- 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 Chairman, Board of Management of BoAT (SR) shall be final and binding.
- 8) The Director, 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 / written examination.
- 10) Canvassing in any form will disqualify the candidature.
- 11) If the candidates wish to apply more than one post, required to apply separately. Single application for more than one post shall not be considered.
- 12) Number of vacancies likely to be varied based on the actual requirements of BOAT (SR) at the time of selection, without affecting the reservation rules of Government of India.

How to Apply:

I) Send filled Application 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 along with application enclosing, a crossed Demand Draft for Rs.300/- (Rupees Three hundred only) drawn in favor 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 _____” shall be sent by speed post to the given below address to reach on or before 5.00 PM on 5th April, 2017.**

IV) BoAT (SR) will not be responsible for postal delay. Candidates should send application to reach BoAT (SR) before the closing date.

V) Applications received after the last date or incomplete in any respect will be rejected and no further correspondence will be entertained.

Abbreviations:

BoAT (SR): Board of Apprenticeship Training (Southern Region), 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.

Address for Sending Application:

The Director
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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**APPLICATION FORM FOR THE POST OF
“ANALYST () / UPPER DIVISION CLERK () / JUNIOR ASSISTANT ()”**

Please tick appropriate position by tick

1. Name (in capitals): _____
(First Name) (Surname)
2. Application for the Post of: _____
3. Date of Birth: (_ _ / _ _ / _ _ _ _)
(dd/mm/yyyy)
4. Age as on: _____
5. Name of Mother/
Father/Husband: _____
6. Nationality: _____
7. Religion: _____
8. Gender (Tick): Male () / Female () / Transgender ()
9. Community (Tick): OC () / OBC () / SC () / ST ()
Ex-Serviceman () / PWD ()
10. Marital Status (Tick): Married () / Single ()
11. Address:
a) Communication: _____ b) Permanent: _____

Latest Passport
Size Photo to be
affixed here

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 higher education qualification to 10th Std)

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)(Not Mandatory for the Post of “Junior Assistant”)

S. No	Name of Organization	Designation	Date of Joining	Grade Pay	Date of Leaving	Reason for Leaving
1.						
2.						
3.						
4.						
5.						

<Attach separately if required>

14. 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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15. Any other information you would like to share: (Please write within the space given below)

16. Details of Application Fee (Demand Draft):

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

17. List of Enclosure;

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

<Attach separately if required>

18. 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 detailed instructions, terms and conditions published in the website and I know that same is part of the advertisement.

Date: __/__/____

Place: _____

Signature of Applicant
<Name>