

MINISTRY OF DEFENCE (NAVY)
ENROLLMENT OF DESIGNATED TRADE APPRENTICES (2018 - 19/20 BATCHES)
AS PER APPRENTICES ACT 1961 AND APPRENTICES (AMENDMENT) ACT 2014
NAVAL DOCKYARD APPRENTICES SCHOOL, VISAKHAPATNAM - 530 014 (AP)

1. Applications are invited from ITI qualified **INDIAN** National candidates for Apprenticeship Training in the following designated trades for a period of **One Year / Two Years** at the Naval Dockyard Apprentices School, Visakhapatnam, [DAS (Vzg/)] for the Training Years 2018-19/20 batches in accordance with Apprentices Act 1961 and Apprentices (amendment) Act 2014:-

(a) One Year Training (2018 - 19 Batch)

Sl.	Apprenticeship Designated Trades	Relevant ITI Trades	Vacancies
(i)	Electrician	Electrician	23
(ii)	Electroplater	Electroplater	06
(iii)	Electronics Mechanic	Electronics Mechanic & Mechanic (Radio & T.V.)	25
(iv)	Fitter	Fitter	20
(v)	Instrument Mechanic	Instrument Mechanic	10
(vi)	Machinist	Machinist	25
(vii)	Mechanic Machine Tool Maintenance (MMTM)	Mechanic Machine Tool Maintenance (03 Yrs Training at respective ITI relevant for candidates completed ITI prior to Mar 2017)	06
(viii)	Painter (General)	Painter (General)	15
(ix)	Pattern Maker	Pattern Maker	03
(x)	R & A/C Mechanic	R & A/C Mechanic	17
(xi)	Welder (Gas & Electric)	Welder (Gas & Electric)	25
(xii)	Carpenter	Carpenter	30
(xiii)	Foundryman	Foundryman	06
(xiv)	Forger & Heat Treater (FHT)	Forger & Heat Treater (FHT)	03
(xv)	Mechanic (Diesel)	Mechanic (Diesel)	20
(xvi)	Sheet Metal Worker	Sheet Metal Worker	25

(b) Two Years Training (2018 - 20 Batch)

Sl.	Apprenticeship Designated Trades	Relevant ITI Trades	Vacancies
(i)	Pipe Fitter	Plumber	15

2. **Procedure for Applying for Apprenticeship.** The following procedure is to be followed for applying for Apprenticeship Training :-

(a) A candidate is required to register on-line his candidature at web portal under NAPS scheme by **05 Dec 2017**.

(b) Apply on-line for Apprenticeship Training at **Naval Dockyard**, Andhra Pradesh establishment at web portal.

Steps to follow for On-line (for a,b):

> Apprentices > Apprentice Registration > Submit application > Apprentice Activation > Active > a mail will triggered to the registered E-mail ID with apprentice registration number > apply for apprenticeship training > enter Naval Dockyard > enter Andhra Pradesh > Search > select your trade > apply.

(c) The candidate is required to download his “**Apprentice Profile**” from the web portal and print out for forwarding the same to DAS(Vzg).

(d) Take the printout of Hall ticket format placed at part - II of **Annexure - I** of this Advertisement.

(e) Two original hall tickets with two recent passport colour photographs pasted at earmarked box are required to be enclosed along with Apprentice Profile.

(f) Apprentice Profile, two original hall tickets and all relevant documents along with check-off list placed at **Part - III** of **Annexure - I** of this Advertisement indicating status of enclosed documents are required to be forwarded to “**The Officer-in-Charge (for Apprenticeship), Naval Dockyard Apprentices School, VM Naval Base S.O., P.O., Visakhapatnam - 530 014, Andhra Pradesh**” by Post so as to reach at DAS(V) by **12 Dec 2017**. This would be considered as the off-line application for the purpose of enrollment.

(g) Both on-line(uploading of application at web portal) and off-line (hard copy of application by post) are mandatory for considering candidature of an applicant for further scrutiny and issue of hall ticket for written examination. Non-receipt of both applications would disqualify the candidature of applicant automatically.

3. Last date to apply on-line is **05 Dec 2017**.

4. Receipt of “Off-line application” along with relevant documents as per **Annexure - I** by Post to DAS(V) by **12 Dec 2017**.

5. **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 **01 Apr 2018** are as follows:-

Candidates belong to	Born between (both dates are inclusive)
General	01 Apr 1997 to 01 Apr 2004
SC / ST	01 Apr 1992 to 01 Apr 2004
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 name of the candidate has to be forwarded to IHQ (MoD) (Navy), New Delhi through respective HQs/ CCPO for approval. Candidates approved by IHQ (MoD) (Navy) only will be allowed for the written examination.

6. **Reservation**

(a) **SC/ST/OBC Category**. Vacancies for SC/ST/OBC candidates are reserved in accordance with Section 3A and 3B of Apprentice Act 1961 read in conjunction with 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 to be submitted at the time of interview.

(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.

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

(e) **Nationality.** Indian

7. **Stipend.** As applicable as per latest Govt. Gazette notification.

8. **Selection Process.** A call letter for written examination will be issued to all candidates fulfilling the eligibility criteria. Candidates in the order of merit of written examination would be called for interview/ skill test in various reservation categories and trades. Interview is based on the technical skills and skill test is based on practical knowledge of the Candidates in respective trade. Candidates finally selected in interview/ skill test will have to undergo medical examination. No travelling allowance will be paid for written examination. Only those candidates called for interview/ skill test 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/skill test schedule is as follows: -**

(a) **Written examination for all trades** - 31 Jan 2018 AM

(b) **Declaration of written exam results at DAS(Vzg)** - 01 Feb 2018 PM

(c) **Schedule for Date of Interview/skill test and Medical Exams are as follows :-**

Sl.	Designated Trade	Date of Interview/skill test	Date of Medical Exam
(i)	Electrician	02 Feb 18	03 - 10 Feb 17
	Electroplater		
	Electronics Mechanic		
	Instrument Mechanic		
(ii)	Painter (General)	03 Feb 18	
	Welder (Gas & Electric)		
	Carpenter		
	Sheet Metal Worker		
(iii)	Fitter	05 Feb 18	
	R & AC Mechanic		
	Mechanic (Diesel)		
(iv)	Machinist	06 Feb 18	
	Mechanic MTM		
	Pattern Maker		
	Foundryman		
	Forger and Heat Treater		
	Pipe Fitter		

9. **Commencement of Training.** 01 Apr 2018.

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

11. **Employment.** As per Apprentices Act 1961 read in conjunction with Apprentices (Amendment) Act 2014 and Apprenticeship (amendment) Rules-2015, **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.

12. **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.

13. (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.

14. **Note**

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

(b) In-complete Application (offline) not complying with the “check-off” list (placed at Part - III of Annexure-I of Advertisement) will be rejected. **Photographs on Hall Tickets and other certificates are to be Self attested.**

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

15. **Important Notice**

(a) Candidates are informed that no money is required to be paid to anyone 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 / anybody demanding money for the enrollment can be intimated to The Officer-in-charge, Naval Dockyard Apprentices School by e-mail 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.

(f) No cell phones permitted at the venue of exam.

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OFF-LINE APPLICATION**PART - I****APPRENTICE PROFILE**

Print out of "Apprentice Profile" from web portal

PART - II**HALL TICKET FORMAT**

(Two original copies to be submitted along with application)

**ENTRANCE EXAMINATION FOR APPRENTICESHIP : 2018 - 19 /20 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> : 31 Jan 2018 (Wednesday)
	<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
self attested

Fathers / Guardian Name	:												
Postal Address													
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 OF DOCUMENTS TO BE FILLED ENCLOSED ALONGWITH OFF-LINE APPLICATION
(TO BE FILLED BY APPLICANT)**

(Tick mark ✓ as necessary)

(Self Attested photocopies of documents acceptable)

- (i) Part - I : Printout of "Apprentice Profile" form :
- (ii) Part - II : Duly filled Original Hall Tickets (2 Nos.) :
- (iii) Printout of e-mail received from DGT to the Registered e-mail ID indicating
Apprentice Registration no :
- (iv) Uploaded Photocopy of SSC Marks list duly self attested :
- (v) Uploaded Photocopy of ITI Marks list duly self attested :
- (vi) Photocopy of latest Community Certificate (for OBC / SC / ST candidates only) 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 :
- (viii) Original Service Certificate from concerned Unit for son / daughter of Naval Civilian / Defence
Employees (Subjected to approval of IHQ, MoD(Navy)) :
- (ix) Copy of ex-Serviceman certificate issued by Competent Authority / Zilla Sainik Board :
- (x) Residence Proof Attached (Voter ID / Passport / **Aadhar Card** / Ration Card) :
- (xi) Self attested copy of Aadhar Card of the candidate registered on web portal :
- (xii) Self addressed Rs.10/- stamped envelope (22 cm x 10 cm) :