



Adv. No: DAS (V) / 01 / 23

MINISTRY OF DEFENCE (NAVY)
ENROLLMENT OF DESIGNATED TRADE APPRENTICES (2024-25 BATCH)
AT 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 at Naval Dockyard Apprentices School, Visakhapatnam, [DAS (Vzg)] for the training batch 2024-25 in accordance with Apprentices Act 1961 read in conjunction with Apprenticeship Rules 1992 as amended from time to time:-

Sl.	Apprenticeship Designated Trades	Relevant ITI Trades	Vacancies						
			Total Posts	UR	OBC	SC	ST	PWD	Ex-Ser
(a)	Electronics Mechanic	Electronics Mechanic & Mechanic (Radio & T.V.)	36	19	10	5	2	Horizontal reservation subjected to availability of candidates in various trades.	Horizontal reservation subjected to availability of candidates in various trades.
(b)	Fitter	Fitter	33	17	9	5	2		
(c)	Sheet Metal Worker	Sheet Metal Worker	33	17	9	5	2		
(d)	Carpenter	Carpenter	27	14	7	4	2		
(e)	Mechanic (Diesel)	Mechanic (Diesel)	23	12	6	3	2		
(f)	Pipe Fitter	Plumber	23	12	6	3	2		
(g)	Electrician	Electrician	21	11	6	3	1		
(h)	Painter (General)	Painter (General)	16	9	4	2	1		
(j)	R & A/C Mechanic	R & A/C Mechanic	15	8	4	2	1		
(k)	Welder (Gas & Electric)	Welder (Gas & Electric)	15	8	4	2	1		
(l)	Machinist	Machinist	12	6	3	2	1		
(m)	Instrument Mechanic	Instrument Mechanic	10	5	3	1	1		
(n)	Mechanic Machine Tool Maintenance	Mechanic Machine Tool Maintenance & Millwright Maintenance Mechanic	6	3	2	1	0		
(o)	Foundryman	Foundryman	5	3	1	1	0		
Total Vacancies			275	143	74	39	19		

[UR - Unreserved, OBC - Other Backward Class, SC - Scheduled Cast, ST - Scheduled Tribe, PwD - Person with Disability, Ex-Ser or ESM - Ex-Servicemen, their children and children of armed force personnel]

Note. The number of vacancies mentioned above are only indicative and may change at a later stage depending on the final assessment of eligible candidates.

2. Qualification / Eligibility Criteria.

(a) Education.

Qualification	Minimum Percentage	Remarks
SSC / Matric / Std X	50% (aggregate)	Candidates passed during Covid-19 pandemic having certificates without marks/ grade points/ pass percentage shall be made eligible separately for appearing written examination subject to fulfilling other eligibility criteria.
ITI (NCVT/SCVT)	65% (aggregate)	

(b) **Age.** No upper age restriction for apprenticeship training as per Ministry of Skill Development and Entrepreneurship (MSDE) office memorandum No. F.No. MSDE-14(03)/2021 AP-(PMU) dated 20 Dec 21. Minimum age is 14 years and for hazardous occupations it is 18 years according to 'The Apprentices Act 1961. Accordingly, candidates **born on or before 02 May 2010** are eligible.

(c) **Physical Standards.** Candidates should satisfy the minimum standards of physical fitness specified in Rule 4 of 'The Apprenticeship Rules 1992' for apprenticeship training.

(d) **Previous Training.** Candidates who have already completed or currently pursuing apprenticeship training in the same trade in any organization as per the apprenticeship Act, 1961 as amended time to time are not eligible.

3. Reservations.

(a) **SC/ST/OBC Categories.** 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 (amendment) Rules 2015 and existing GoI DoP&T orders. Cast certificate in respect of SC/ST should be on Central Government format. Cast certificate in respect of OBC should be in accordance with the format contained in GOI. DOP&T OM 36011/1/12- Estt.(Res) dated 30 May 2014 and must contains the details of the resolution (number and date) by which the caste/community of the candidate has been included in the central list of OBCs.

(b) **Person with Disability (PwD).** Vacancies for PwD candidates are reserved in accordance with Para 3.6.2 of chapter III of Apprenticeship Training Manual and the candidates will be selected in accordance with the Rule 4 of 'The Apprenticeship Rules 1992'. In order to availed PwD reservation, the percentage of disability should not be less than 40% and the relevant latest valid certificate issued by medical board by any Govt. hospital to be submitted.

(c) **Armed Forces.** Vacancies for Ex-Serviceman, their children, and children of armed force personnel are reserved in accordance with Para 3.6.2 of chapter III of Apprenticeship Training Manual as listed below:-

- (i) Children of deceased/disabled Ex-serviceman including those killed /disabled during peace time.
- (ii) Children of Ex-Serviceman.
- (iii) Children of Serving Jawans.
- (iv) Children of serving Officers.
- (v) Ex-Serviceman.

Note. The candidates, who want to avail the benefit of reservation of Ex-servicemen (including children of Ex- servicemen) must submit 'Service and Release certificate' issued by Competent Authority. In case child birth is after release of ESM, family/dependence certificate issued by Zilla Sainik Board will be considered. Similarly, children of serving armed force personnel must submit serving certificate issued by concerned Unit/Office of his/her parents respectively.

(d) The vacancies provided for PwD and Ex-Servicemen in horizontal reservation system are adjusted in the appropriate category viz UR/OBC/SC/ST to which these belong.

(e) In case the reserved vacancies cannot be filled due to non-availability of eligible candidates, the vacancies so laying unfilled will be filled by candidates not belonging these categories.

(f) The unfilled vacancies of particular enrollment shall not be carried forward to the next enrollment as backlog.

4. **Procedure for Applying for Apprenticeship.** Candidates to follow the laid down procedure for applying apprenticeship training.

(a) Candidates have to first register themselves in online portal at www.apprenticeshipindia.gov.in under National Apprenticeship Promotion Scheme (NAPS) mandatorily.

(b) Before registration, candidate must ensure that name and date of birth in both Aadhar card and SSC / matriculation certificate are same. Otherwise, change the details in Aadhar card according to the SSC certificate.

(c) Open www.apprenticeshipindia.gov.in. web portal. Click on 'Register' module in the home page and click on 'Candidate' form drop down menu.

(d) Candidate registration page would open. Fill up the all basic details like name, DOB, valid e-mail address, mobile number etc. correctly and submit. Post submission, a system generated auto mail would be received through e-mail for profile activation. Activate profile to complete registration.

(e) After registration, login to www.apprenticeshipindia.gov.in. web portal with the username (registered mail id) and password. Enter educational details, contact address, trade preference, Aadhar, PAN & bank details, community etc., upload all supporting documents and validate Aadhar number to complete 100% profile completion.

(f) Thereafter, click on 'Apprenticeship Opportunities' in the home page and click on 'Search by Establishment Name' from menu and enter "NAVAL DOCKYARD" (Establishment ID: E08152800002) in capital letters and select Naval Dockyard, Visakhapatnam. A list of trades operated in Naval dockyard, Visakhapatnam will be displayed. Then select "Apply" against the desired trade. Any further instructions may be followed as per the apprenticeship portal guidelines.

(g) After applying for trade, take printout of **complete profile** for forwarding to DAS (Vzg) along with application.

(h) Take printout of two copies of hall ticket format placed at **Annexure - I** of this advertisement and duly fill with ball point pen and paste recent passport colour photograph at earmarked box.

(j) Apprentice profile, two original hall tickets and all relevant documents along with check-off list placed at **Annexure - II** of this advertisement indicating status of enclosed documents are required to be forwarded in an envelope cover (Write trade name on application envelop cover) 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. This would be considered as the off-line application for the purpose of enrollment.

(k) Last date of receipt of applications at DAS (V) is **01 Jan 2024**.

(l) It is sole responsibility of applicants to ensure their applications reached DAS (Vzg) within due date of receipt of applications. DAS (Vzg) will not accept applications after last date for any reason.

5. **Selection Process.**

(a) **Shortlisting of Candidates for Written Exam.** Shortlisting of candidates for issue of call letters would be undertaken based on marks secured in SSC/ Matriculation and ITI, 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 and category to maintain reservation quota as per extant guidelines.

(b) **Written Examination.** OMR based written examination comprises of 50 Multiple Choice Questions (Mathematics 20, General Science 20, General Knowledge 10) in English language with each question carrying one and half (1½) marks would be conducted for a duration of one hour at DAS (Vzg) campus. There will be no negative marking for wrong answers.

(c) **Interview.** Candidates in the order of merit of written examination would be called for interview in the ratio of 1:2 against existing vacancies in each trade and category. Interview comprises document verification and oral test as follows:-

(i) **Document Verification.** During interview, candidates would be verified with the following original certificates.

- (aa) SSC/ Matriculation Certificate
- (ab) ITI Certificate
- (ac) Aadhar Card
- (ad) Cast Certificate (if applicable)
- (ae) PwD Certificate (if applicable)
- (af) Ex-Serviceman/Armed Force Personnel Certificate (if applicable)
- (ag) NCC Certificate (if applicable)
- (ah) Sports Certificates (if applicable)

(ii) **Oral test.** Successful candidates in document verification will be tested with technical skills in their respective trade.

(iii) The final merit list will be prepared by considering the consolidated marks of the written examination and interview.

(iv) Tie breakers will be the date of birth in the order of elder to younger followed by name of candidates in the alphabetical order.

(d) **Medical Examination.** Every selected candidate shall be medically examined in accordance with Para 3(c) above. First two reserve candidates from each trade and category shall also be called for medical examination to make availability of medically fit candidates to cater vacancies if any emerged during selection process due to drop-out/ medical unfitness of selected candidates. Medically fit reserve candidates shall not have right for claim their engagement as apprentice.

6. **Schedule of Examination.** The tentative schedule of examination is as follows:-

- (a) Written examination for all trades at DAS (Vzg) - **28 Feb 2024 AM**
- (b) Declaration of written exam results at DAS (Vzg) - **02 Mar 2024 PM**
- (c) Schedule for interview and medical examination:-

Sl.	Designated Trade	Date of Interview	Declaration of Interview Result	Date of Medical Exam
(i)	Electrician	05 Mar 2024	14 Mar 2024	16 Mar 2024 onwards
	Electronics Mechanic			
	Instrument Mechanic			
(ii)	Painter (General)	06 Mar 2024		
	Welder (Gas & Electric)			
	Carpenter			
	Sheet Metal Worker			
(iii)	Fitter	07 Mar 2024		
	R & AC Mechanic			
	Mechanic (Diesel)			
(iv)	Machinist	08 Mar 2024		
	Foundryman			
	Pipe Fitter			
	Mechanic Machine Tool Maintenance			

Note. The schedule of written examination, interview and medicals may change due to administrative issues. Candidates will be informed accordingly.

7. **Stipend.** Admissibility of monthly stipend is based on Section 13 of 'The Apprentices Act 1961 and 'The Apprenticeship Rules 1992 read in conjunction with 'The Apprenticeship (amendment) Rules 2019' and Apprenticeship (amendment) Rules, 2022. These are briefly Rs.7700/- for one year and Rs.8050/- for two years of ITI certificate holders.

8. **General Information.**

(a) **Travelling Expenses.**

(i) No arrangements for boarding and lodging will be made by the Government at the place of written examination nor will any payment in respect of travelling expenses be admissible.

(ii) Candidates will have to make their own arrangements towards lodging and boarding during entire selection process (written, interview and medical examinations).

(iii) In case candidates called for interview, class II railway fare from the nearest railway station to the place of interview and back to their home (only for those failing in the interview) will be admissible.

(b) **Hostel Facility (Lodging / Boarding).** Limited accommodation may be available in the hostel for the non-local apprentices (male) which can be provided only on "first come first service" basis, and inliving apprentices will be required to pay the expenses on messing. Apprentices will not be required to pay for furniture, accommodation, electricity, water charges, conservancy, mess servants and replacement of crockery and utensils (except laundry) which will be provided by the Government.

(c) **Clothing.**

(i) Apprentices on joining will be supplied with two sets of white uniform, pair of black shoes, two pairs of stockings, two pairs of workshop overalls, pair of white canvas PT shoes and white shocks for free of cost and safety helmet, pair of hand gloves, four pairs socks, two pairs of PT dresses, two caps, hangers, practical log book and stocking bands, ID card cover & tag etc. are on payment basis. Apprentices have to pay uniform stitching charges.

(ii) Apprentices will be liable to pay the cost of uniform and overalls which are damaged or destroyed due to their own negligence.

(d) **Medical Treatment.**

(i) Apprentices will be entitled to free treatment both at Dockyard Dispensary and at the Service Hospital during training period.

(ii) The cases of hospitalization will be referred to civil hospital in the first instance, if accommodation is available. If necessary the treatment in the Service Hospitals will be afforded in exceptional circumstances when the type

of treatment is not available at the Dockyard Dispensary for the sake of providing specialized treatment like X-Ray and Laboratory examination or where the disease and accident is directly attributable to the actual performance of duties while under training. The cases for medical treatment will be referred to the Service hospital on the recommendations of Dockyard medical authorities and the treatment as 'Out-Patient' as necessary, will be at the discretion of the Officer commanding, service hospital. 'In-Patient' treatment will be free subject to availability of accommodation.

(e) **Textbooks**. As far as possible, each apprentice may be supplied with a set of necessary text books on loan. All losses will be made good by the apprentices concerned.

(f) **Drawing Instruments**. On joining, apprentices will be given a list of drawing instruments which they must procure themselves at their own expenses. Apprentices will be provided with a locker for their books and instruments.

(g) **General behavior and discipline**. Apprentice have to maintain strict discipline in during training as per the rules and regulations of the Apprentices School / Naval Dockyard as well as rules laid down in the 'The Apprentices Act 1961' as amended from time to time.

(h) **Disassociation from politics**. Apprentices are forbidden to join any labour union or similar organization or participate in trade union activities. They are also not allowed to take part in any political activity.

(j) **Sports and Physical Training**. During the period of training, facilities may be available to the apprentices for outdoor and indoor games and they will be required to take part in them.

(k) **Employment**. As per Apprentices Act 1961 read in conjunction with Apprentices (Amendment) Act 2014 and Apprenticeship (amendment) Rules-2015, it shall not be obligatory on the part of Naval Dockyard, Visakhapatnam to offer any employment to apprentices nor can an apprentice claim right for employment on the grounds of completion of apprenticeship.

(l) **Police Verification Certificate**. Candidates would be required to produce police verification certificate during joining. Failing which their candidature will be rejected.

(m) **Commencement of Training**. The training will start from **02 May 2024**. Final selected candidates will be offered apprenticeship contract for duration of one year as per the Apprentices Act, 1961.

(n) All other terms and conditions as are not specified e.g. training programme, certification, termination of contract, compensation, leave, absentees etc. will be governed by 'The Apprentices Act, 1961', 'The Apprenticeship Rules, 1992' and the rules framed thereunder from time to time, as well as regulations of the Ministry of Defence and Naval Dockyard.

9. **Important Notice.**

- (a) Incomplete applications will not be registered.
- (b) Applications without valid community certificate will be considered as unreserved category.
- (c) Candidates are informed that no money is required to be paid to anyone who-so-ever for this enrollment. All are advised not to fall prey to any touts / so called agents in any way for this enrollment.
- (d) 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.
- (e) Any canvassing directly / indirectly by the applicant will disqualify his / her candidature.
- (f) No cell phones and smart watches/gadgets permitted at the venue of exam.
- (g) In case of any dispute, the legal jurisdiction will be at Visakhapatnam.
- (h) Suppression of facts will lead to disqualification at any stage of the selection process.
- (j) DAS (Vzg) reserves the right to reject any application due to technical reasons / incomplete data.



HALL TICKET FORMAT

Annexure – I of Adv.
No. DAS (V) / 01 / 23

ENTRANCE EXAMINATION FOR APPRENTICESHIP: 2024-25 BATCH NAVAL DOCKYARD APPRENTICES SCHOOL, VISAKHAPATNAM

(To be filled by the office)

Hall Ticket No.		<u>Date of Examination</u> : 28 Feb 2024 (Wednesday)
Site/Seat No.	Site / Seat	<u>Reporting Time</u> : 0800 Hrs
Examination Centre	<u>NAVAL DOCKYARD APPRENTICES SCHOOL,</u> <u>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):
(as per SSC/Matric Certificate)
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	Door / House No.											
	Street / Village											
	Post / Mandal / City											
	District											
	State											
	PIN Code											
Email ID												
Aadhar Card No.												
Mobile No.												
Identification Marks (as per SSC/Matric Certificate)	(a)											
	(b)											
Signature of Candidate		Left hand thumb impression										

CHECK-OFF LIST

Annexure – II of Adv.
No. DAS (V) / 01 / 23

PART - I

(To be filled and attached by the candidate)

Ser	Sequence of documents to be enclosed	Enclosed (YES/NO)	Remarks
1	Check-off List (this page)		
2	Printout of complete "Apprentice Profile" form		
3	Photocopy of SSC marks list duly self-attested		
4	Photocopy of ITI marks list duly self-attested		
5	Photocopy of latest Community Certificate (for OBC / SC / ST candidates) (if applicable)		
6	Photocopy of latest valid PwD Certificate (if applicable)		
7	Photocopy of 'Service and Release Certificate' issued by competent authority for ESM and their children. In case child birth is after release of ESM, family / dependence certificate issued by Zilla Sainik Board (if applicable)		
8	Serving Certificate of parents issued by concerned Unit/ Office for children of Armed Force Personnel (if applicable)		
9	Self-attested copy of Aadhar Card of the candidate		
10	Self-addressed empty envelope with Rs.10/- postal stamp (for sending hall ticket to the candidate)		
11	Two copies of duly filled Original Hall Tickets		

PART - II

(To be filled by the office)

Regd. Scroll No:

Trade Regd. No:

If eligible, proposed Hall Ticket No:

Hall Ticket No

If rejected, indicate rejection code as given below:

Rejection Code No	Description
1	Trade Not Advertised
2	Print out of complete online apprenticeship profile Not Found
3	Hall Ticket Not Found
4	S.S.C. Less %
5	I.T.I Less %
6	Enclosures not found (SSC / ITI / Aadhar Card)

DEO Verification Remarks	
Eligible	✓
Not Eligible	✓
Rejection Code	
DEO Name:	
DEO Signature	

Internal Team Verification Remarks	
Eligible	✓
Not Eligible	✓
Rejection Code	
Signature of member	

Board of Officer (BOO) Recommendations	
Eligible	✓
Not Eligible	✓
Rejection Code	
Signature of Board of Officer	