

**Board of Apprenticeship Training (Southern Region),
Chennai – 600 113**

Recruitment Rules

No. F.7-9/73-T.3
Government of India
Ministry of Education & Social Welfare /
Shiksha Aur Samaj Kalyan Mantralaya

New Delhi the 8th July, 1975

To
The Director
Board of Apprenticeship Training
Southern Region
776, Triplicane High Road,
Madras – 600 005

Sub: Boards of Apprenticeship Training – Framing of Recruitment Rules for the
staff –

Sir,

I am directed to say that the question of framing the draft Recruitment Rules for the Boards have had been under consideration of the Ministry for some time past. A copy of the rules as approved by the Ministry is enclosed. These rules will take effect from the date of issue. I am further, to say that action to make necessary provision in the Memorandum of Association regarding Recruitment Rules may now be taken by the Board.

Kindly acknowledge receipt.

Yours faithfully,

(Dr.M.N. Baliga)
Assistant Educational Adviser (Tech)

Encl: as above.

RECRUITMENT RULES OF BOARD OF APPRENTICESHIP / PRACTICAL TRAINING

1. Short Title:

These rules are to be called the "Boards of Apprenticeship / Practical Training, Recruitment Rules"

2. Application:

They shall apply to the posts, in the Boards of Apprenticeship / Practical Training, with their Office at Kanpur / Bombay / madras / Calcutta specified in Col. 2 of the Schedule of the Rules.

3. Method of Recruitment, Age limit & Other qualifications:

The method of recruitment to the said posts, the age limit and qualifications for recruitment and other matters connected therewith shall be as specified in the Schedule attached to these Rules. Recruitment to the post shall be made after giving due regard to the Schedule Castes / Schedule tribes as per directives of the Central Government issued from time to time.

4. The Rules and the terms and conditions for recruitment to the various posts should be as follows:-

- a. The Post of Director will be advertised in all leading News Papers in India. The Selection Committee will be constituted by the Board. The appointment of Director will be made by the Chairman of the recommendations of the Committee with prior approval of the Government of India.
- b. The Posts of Training Officers will be advertised in selected News Papers. (*) The Selection Committee will be constituted by the Board and the appointment will be made by the Director on the recommendations of the Committee with the prior approval of the Chairman of the Board.
- c. Class III and Class IV posts, excepts the Post of S.A.S. Accountant and those specified in the Schedule will be filled up from the Candidates provided by the employment exchange. In case the employment exchange is unable to provide the candidates who fulfill the required qualifications and experience the posts will be advertised. The Selection Committee will be constituted by the Board and the appointment will be made by the Director on the recommendations of the Committee. The Post of S.A.S. Accountant will be filled on deputation basis from the Accountant General's Offices.

(*) Changed as follows. "All post carrying a minimum basis pay of Rs.500/- and above will be advertised in the newspapers as per rule" (Authority: Item No.17 of 29th Board Meeting)

- d. The departmental Candidates, Technical as well Secretariat Staff will be considered along with the Candidates provided by the Employment Exchange and those apply against the advertisement. However, in case of departmental candidates, the period of experience required for the post and the age limit can be relaxed by the Director in case of Class III and Class IV posts and by the Chairman for Class I and Class II Posts.
- e. A Candidate for Direct Recruitment of a post must possess the educational, Professional and other qualifications and experience as specified in schedule to these Rules in respect of the post.
- f. A Candidate for Director Recruitment to a Post should be within the age-limit specified in Schedule appended to these Rules in respect of that post.

NOTE:

The upper age limit, may in exceptional circumstances and in the case of Candidates belonging to Scheduled Castes and Scheduled Tribes or any other class of persons be relaxed to the extent and in the manner as may, be specified by the Board on the basis of the directions issued by the Central Government from time to time.

- g. A Candidate must satisfy the appointing authority that his Character and antecedents are such as to make him suitable for appointment to the service of the Board.
- h. In all other matters the recruitment will governed by the Rules and Regulations of the Board as may be enforced from time to time.
- i. Where the Board is of opinion that it is necessary or expedient to do so, it may relax any of the provisions of these rules with respect to any class or category of persons / or posts.
- j. The appointment will be made on probation for a period of one year as shown in the schedule which may be extended, if deemed necessary.
- k. The Staff shall be required to perform the duties as detailed as detailed in the Annexure attached to the Rules.

Annexure to the Recruitment rules of the Board of Apprenticeship Training located at Kanpur / Bombay / Madras and Calcutta.

Statement of duties to be performed by the employees of the Board

1. Director of Training:-

- a. As the Chief Executive and Secretary to the Board of Apprenticeship Training, he is responsible for proper administration of its functions and is answerable for overall performance of the Secretariat.
- b. To implement all filed functions assigned under the Apprentices (Amendment) Act, 1973 relating to the Training of Graduates / Technician Apprentices in all the Establishments in their respective regions. Some of these important functions are given as under:
 - i. To conduct survey for assessing the training facilities for the training of Graduate / Technician apprentices.
 - ii. To Register and terminate contracts of Apprenticeship Training.
 - iii. To approve the applications for novation and other changes in contract of Apprenticeship as prescribed.
 - iv. To determine the number of Graduate / Technician Apprentices to be engaged by an establishment.
 - v. To issue notices in writing to the employers requiring them to engage the prescribed number of Graduate / Technician Apprentices.
 - vi. To approve the Programme of Apprenticeship Training arranged by the employer.
 - vii. To visit Apprentices with a view of testing their work and ascertain that the Apprenticeship Training is being imparted in accordance with the approved Programme.
 - viii. To enter, inspect and examine any registers, records or other documents maintained by the establishments in accordance with the act to ascertain whether the Act and Rules are being observed in the Establishment.
 - ix. To approve the working of overtime by apprentices if it is in the interest of apprentice or in public interest.
 - x. To ensure timely submission of the prescribed records and returns by the establishments.
 - xi. To consider and if deemed fit to revise period or remuneration and mentioned in the contract of apprenticeship wherein there is a condition that after the completion of apprenticeship the apprentice is bound to serve the Employer for such period and on such remuneration.

- xii. To verify that the employer has reserved training places for the Schedule Castes and Scheduled Tribes
 - xiii. To specify the period for release from apprenticeship training to receive related instructions in the case of Graduate or Technician Apprentice during the course in a Technical Institution.
 - xiv. To decide any dispute between an employer and any apprentice arising out of the contract of apprenticeship.
 - xv. To make recommendations to the central Apprenticeship Adviser regarding the extension of training period beyond one year up to a maximum of two years.
 - xvi. To obtain approval of Central Apprenticeship Adviser regarding the period of practical training in the case of sandwich courses.
 - xvii. To prescribed the proforma for record of work during apprenticeship training.
 - xviii. To make reimbursement to the employer of Central Government share of stipend paid to the apprentices.
 - xix. To decided continuance of payment of stipend or otherwise in the case of apprentices whose training whose training is reported to be unsatisfactory.
- c. To maintain liaison with the Directors of Technical Education, heads of Technical institutions and Industries in the region for the development of Apprenticeship Training Programme of Graduate / Technician Apprentices.

2. Training Officers:-

- a. To assist the Director, Board of Apprenticeship Training in performing the following duties.
 - i. To secure facilities for training in different establishments, both private sector and public sector for short-term and long-term training in industries.
 - ii. To make out Programme of training for the trainees in consultation with them and the industry and other agencies concerned.
 - iii. To supervise the training so arranged.
 - iv. To undertake the documentation of literature on various aspects of practical training.
 - v. To arrange for dissemination of information on various aspects of practical training through lectures, films and other media of communications.
 - vi. To print and publish pamphlets, magazines and periodicals or issue advertisements that may be desirable for the promotion of the objective of the society.
 - vii. To exercise supervision and control on the preparation of stipendiary bills, and maintenance of related accounts including refunds, recovery etc,. under the Government of India Practical Training Stipends Scheme.

- viii. To periodically review the progress reports submitted by the Establishments for the trainees placed with them.
- b. To visit establishments periodically to assess the programme the quality of training imported by the establishments to the trainees
- c. Perform such other functions as may be assigned by the Director under the Apprentices (Amendment) Act, 1973.

3. Technical Assistant:-

Their duties are to assist the Director of Training / Training Officers in –

- a. Obtaining out-turn figures from institutions, dispatching blank application forms, reviewing completed forms, classifying and preserving them, issuing calls for interview etc., and keeping proper records of them in registers and in statistical forms.
- b. Maintaining upto date records on procurement / availability of training seats; advising the establishments and getting confirmation from them and placing trainees against confirmed vacancies,
- c. Issuance of awards of training, receiving and recording joining reports,
- d. Preparation of all statistical data and return in regard to applicants, selection, placement, drop-out etc., of trainees.

They are also to perform other duties to be assigned by the Director from time to time.

4. Office Superintendent:-

- a. His duties are to assist the Director of Training in –
 - i. Overall supervision of work of all Secretarial Staff of the Secretariat of the Board, through even distribution of work amongst Staff, proper assistance and guidance to them.
 - ii. Ensuring prompt disposal of Secretarial work through timely replies to correspondences, processing or cases, preparation of statements, returns, etc.
 - iii. Preparing all papers, returns etc connected with Board Meetings and periodical returns to the Ministry and its Regional Office.

b. His other duties are:-

- i. To co-ordinate work of all assistants and dealing hands,
- ii. To ensure maintenance of all correspondences in classified files and consultation of them before disposing cases.
- iii. To ensure proper maintenance of all Diaries, Registers, Secrets and confidential Reports, and papers, personal files of officers and Staff, Office orders etc.
- iv. To ensure maintenance of discipline and order in the Office.
- v. To keep the Office neat and tidy.

5. S.A.S. Accountant:-

His duties are:-

- a. To prepare budget estimates on account of Stipend fund.
- b. To supervise preparation and submission of stipend bills, and to prepare quarterly statement of expenditure.
- c. To supervise maintenance of proper accounts of stipend fund by maintaining proper ledgers and registers,
- d. To ensure collection of Pay Rolls, Statement of Accounts, and undisbursed stipend, and to maintain proper records and ledgers in respect of outstanding accounts any pay rolls.
- e. To prepare statistical records on matters relating to administration of stipend fund.
- f. To prepare budget estimates of Establishment funds, to supervise maintenance of ledgers, etc, in connection with the fund, and to get the accounts books audited by the auditors appointed by the Board.
- g. To supervise any other work in connection with accounts work of the Board.

6. Junior Accountant:-

His duties are to assist the S.A.S. Accountant (and in his absence independently) in –

- a. Preparation of budget estimates on stipend and Establishment funds,
- b. Maintenance of all records, checking of cash and other ledgers, etc, in connection with Establishment funds and producing them for auditing.
- c. Maintenance of records on outstanding statement of accounts and pay rolls and corresponding with establishment for settlement of accounts,
- d. Preparation of statistical data and returns on stipend and Establishment funds.

7. Upper Division Clerks:-

The duties of UDCs are under several heads, but are mainly as below:-

- a. To assist S.A.S. and Jr. Accountant in –
 - i. Drawing up stipend bills, including checking of joining reports Registers, keeping of upto date stipend ledgers (by noting receipt of Progress Reports, receipts of Statement of Accounts and Pay rolls, Drop-out of trainees, stipend billed for and cheque / draft forwarded etc., - trainee – wise), computing stipend amount trainee wise etc.,
 - ii. Receipt of cheques / drafts from regional office of Ministry of Education & S.W. forwarding them to Establishments answering to enquiries on stipend fund from trainees, Establishments and regional Office of Ministry of Education and Social Welfare.

- iii. Maintaining all registers showing consolidated figures on billed amount, refunds from Establishments, net expenditure on stipend fund etc., quarterly, half yearly and annually
 - iv. Any other work pertaining to billing and accounting, allotted by S.A.S. Accountant
- b. To assist the Officers of the Secretariat and the Office Superintendent in –
- i. Prompt disposal of cases by examining files and references and putting up proper notes to the superiors concerned,
 - ii. Preparation of all statistical data, records and returns in proper form and ensuring dispatching them timely,
 - iii. Timely dispatch of correspondence originating from the Secretariat by putting up note, drafts and references as per schedule frames the officers
 - iv. Handling of cash, maintaining cash ledgers, vouchers etc.,

8. Stenographers:-

Their duties are –

- a. Taking dictations from Officers in shorthand and transcribing them in best possible manner
- b. Maintaining in good order correspondences, reports etc, to be retained by officers, and ensuring matters to be dealt by officers are done promptly and in orderly manner.
- c. Destroying by burning of Stenographic record of Confidential or Secret letters and ensuring that no matter of confidential / Secret nature dealt by him is leaked out through him.
- d. Assisting the Officers in such manner as they may direct.

9. Lower Division Clerks:-

Lower Division Clerks including typists are required to carry out the work of routine nature e.g., registration of papers, maintenance of registers, indexing, recording, proof correction, preparation of arrears statement typing, comparing, submission of routine and simple drafts.

10. Duplicating Machine Operator:-

His duties are:-

- a. To operate the duplicating machine and to make out the required number of copies of the concerned matter,
- b. To make himself acquainted broadly with the mechanism of the duplicating machine,
- c. To maintain the register incorporating the Stencil No. and the number of copies duplicated against each,

- d. To keep the stencil papers neatly and in order so that they may be used at a later date, if necessary
- e. To carry out such other duties as may be given to him by this Office Superintendent.

11. Driver:-

His duties are –

- a. To drive the Board's Car as per direction of the Officer concerned and to maintain a Log Book to be duly signed by the person who uses the Car for Official purposes,
- b. To keep himself broadly acquainted with the mechanism of the car,
- c. To report to the Director of Training immediately after accident, if any, and
- d. To keep the car duly cleaned, tidy and in order

12. Peons:-

Their duties are –

- a. Carrying out Office records from place to place as per direction of the Officer / Staff concerned
- b. Carrying out other official work as per direction of the Office Superintendent.

13. Chowkider:-

He is required to open and close the Office premises and to ensure the Security of the Office records, furniture etc, he is also required to perform such other office duties as may be directed by the Office Superintendent.

Board of Apprenticeship Training (SR), Chennai - 113

Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
1. Director of Training	Rs.12000-375-16500	Class - I	100%	-	-	45 yrs. (max)	<p>Essential: A first or Second Class Degree in Engg/ Tech or equivalent or a Post - Graduate Degree in Engg / Tech with at least 10 years of field experience.</p> <p>Desirable: Experience of Supervising and / or arranging Practical Training in Industry.</p>	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Does not arise			-	As per Staff Service rules		-		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
2. Training Officer	Rs.8000-275-13500/-	Class - I	100%	-	-	45 yrs. (max)	<p>Essential: At least second class Degree in Engg / Technology from or a Post - Graduate Degree in Engg a recognized University or equivalent with a minimum of 5 years field experience.</p> <p>Desirable: Experience of Supervising and / or arranging Practical Training in Industry.</p>	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Does not arise			-	As per Staff Service rules		-		

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			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
3. Technical Assistant	Rs.4500-125-7000/-	Class - III	100%	-	-	30 yrs. (max)	Essential: At least a 2nd Class Bachelor's Degree in Engg / Tech or equivalent or at least a second class master's Degree in basic Science subjects.	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Does not arise			-	As per Staff Service rules		-		

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Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
4. Office Superintendent	Rs.5000-150-8000 Revised: Pay band PB-3 Rs.9300-34800/- Grade pay Rs.4200/-	Class - III	-	-	100%	45 yrs. (max)	A Good Degree or recognized University. Knowledge of Govt. Rules and regulations. Knowledge of at least 10 yrs in Govt. Office / autonomous organizations. Preference will be given to those who have sufficient experience of supervisory capacity.	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Shall not apply in the case of employees who have been confirmed to their respective posts and are eligible for promotion			From Junior Accountant, who have rendered at least three years service in the grade, failing which from Upper Division Clerk who have rendered at least 5 years service in the grade.	As per Staff Service rules		If no suitable departmental candidate is available the post shall be filled up by direct recruitment.		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
5. S.A.S. Accountant	Rs.5500-175-9000	Class - III	100%	-	-	Does not arise	S.A.S. Accountant on deputation from A.G. Office	-
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made		Composition of Selection Committee		Remarks	
10			11		12		13	
-			-		-		-	

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
6. Junior Accountant	Rs.5000-150-8000	Class - III		-	100%	35 yrs. (max)	Degree of recognized University should have at least 3 yrs, experience as a clerk in any Govt. office / Autonomous body etc., Desirable: (Experience), Preference will be given to those, who have proficiency in Accounting procedure.	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Shall not apply in the case of employees who have been confirmed to their respective posts and are eligible for promotion			From U.D.C. who have rendered at least 3 yrs. Service in the grade.	As per Staff Service rules		If no suitable departmental candidate is available the post shall be filled up by direct recruitment.		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
7. Stenographer	Rs.4000-100-6000	Class - III	100%	-	-	30 yrs. (max)	Matriculation or equivalent typing speed of 40 w.p.m. and shorthand speed of 100 w.p.m.	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Does not arise			-	As per Staff Service rules		-		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
8. Upper Division Clerk	Rs.4000-10-6000	Class - III	50%	50%	-	32 yrs (max)	Graduate with working knowledge in Hindi Desirable: Knowledge of Typing, 5 yrs, Experience in Govt. or Non-Govt. Office.	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Age bar prescribed shall not apply			From L.D.C. who have rendered at least 3 yrs. On service in the grade	As per Staff Service rules		-		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
Lower Division Clerk	(Pre-revised) Rs.3050-75-3950-80-4590 Revised: Pay Band:Rs.5200-20200/-. Grade Pay Rs.1900/-	Class - III	100%	-	-	30 yrs (max)	Matriculation or equivalent. Knowledge of Typing with a minimum speed of 30 w.p.m.	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
-			Class IV employees having requisite qualification will also be considered for appointment to the L.D.C. grade and their cases may be considered for direct appointment along with other candidates. For such candidates the age bar will be fixed by the Director	As per Staff Service rules		-		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
1. Duplicating Operator	Rs.2650-65-3300-70-4000	Class - IV	100%	-	-	30 yrs (max)	Middle class passed or equivalent working knowledge of operating Duplicating Machine.	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Does not arise			-	As per Staff Service rules		-		

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Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
2. Driver	Rs.3050-75-3950-80-4590	Class - IV	100%	-	-	35 yrs (max)	Should have read upto middle class. Should have license for driving light and heavy vehicles. Ex-Serviceman will be preferred	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Does not arise			-	As per Staff Service rules		-		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			For Direct Recruitment only		
			Direct Recruitment	Seniority Cum Fitness	Selection	Age Limit	Educational and other qualifications	Period of probation
1	2	3	4	5	6	7	8	9
3. Peon	Rs.2550-55-2660-60-3200	Class - IV	100%	-	-	25 yrs (max)	Passed Middle Class or Equivalent	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Does not arise			-	As per Staff Service rules		-		

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Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
4. Chowkidar	Rs.2550-55-2660-60-3200	Class - IV	100%	-	-	30 yrs. (max) (for Ex-serviceman 45 yrs max)	Experience as Chowkidar Ex-Serviceman will be preferred.	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Does not arise			-	As per Staff Service rules		-		

Annexure to recruitment rules:-

Addendum to the statement of duties to be performed by the employees of the Board –

1. a. Joint Director:

- A. To assist the Director of Training in performance of the following duties:
- i. Primarily responsible for the entire placement and training work
 - ii. To approve the programme of training for trainee recommended by the Assistant Directors / Deputy
 - iii. To arrange for supervision of training by officers and to plan their work.
 - iv. Overall supervision of documentation of literature on various aspects of practical training
 - v. To periodically review the implementation of practical training programmes and suggest modifications and improvements.
 - vi. To carry out all the routine work connected with the Board Officer under advice and instructions from the Director
 - vii. To look after the Directorate when the Director is away on tour / other duty on official business
 - viii. To perform such other functions as may be assigned by the Director of Training from time to time.

1. (b) Deputy Director of Training:

To assist the Director of Training / Joint Director of Training in performance of the various functions connected with the apprenticeship training especially.

- i. To look after the detailed plan of training and placement work including survey, etc.,
- ii. To organize and conduct the quality improvement programmes in various States as per plan drawn up
- iii. To ensure proper planning of training and to arrange for inspection and review of records and returns submitted by establishments
- iv. To arrange for printing of pamphlets, magazines and periodicals.
- v. To present statistics and returns to the Director and the progress of training in the various States
- vi. To perform such other functions as assigned by the Director of Training

2. Assistant Director of Training:

To assist the Director of Training / Joint Director of Training / Deputy Director of Training in performing the following duties:

- i. To secure facilitates for training in different establishments both private sector and public sector for training in industries

- ii. To make out programme of training for the trainees in consultation with the Industry and other agencies concerned.
- iii. To supervise the training so arranged and visit the establishments and conduct of QIPs.
- iv. To undertake documentation of literature on various aspects of practical training
- v. To arrange for dissemination of information on various aspects of practical training through lectures, films and other media of communication
- vi. To review the progress reports submitted by the establishments for the trainees placed within them
- vii. To perform such other functions as may be assigned by the Director of Training.

2. (a) Administrative-Cum-Accounts Officer:

- A. To assist the Director of Training in
 - i. Administration of the Secretariat of the Board. Supervision of the work of the Staff by even distribution of work amongst staff and proper assistance and guidance to them.
 - ii. To ensure prompt disposal of administrative work through timely replies to correspondence, processing of papers and cases, preparation of statements and returns
 - iii. To prepare agenda and other papers, reports etc., connected with the Board's work and ensure periodical returns to the Ministry, Regional Office and other local bodies.
 - iv. To co-ordinate the work of all assistants and dealing hands, ensure maintenance of all correspondence in classified files and consultation of them before disposing cases.
 - v. To ensure proper maintenance of all Diaries, Registers, Secret and Confidential reports and personal files, office orders, etc.,
 - vi. To arrange for recruitment of staff as and when vacancy arises.
- B. i. To look after all the accounting work connected with the establishment and stipendiary accounts of the Board and other accounts of the Board.
- ii. To prepare the Budget Estimates for the Establishment and Stipendiary Fund and also present Revised Estimates, Balance Sheets, Income & Expenditure Statements, etc.
- iii. To prepare monthly Statement of Accounts of Stipendiary and Establishment funds and other returns as required by the Board and the Ministry.
- iv. To exercise control over expenditure depending on the Budget and supervise maintenance of proper accounts of Stipend fund and Establishment funds by maintaining proper records and ledgers
- v. To maintain records of outstanding accounts and arrange for payment of money to the establishment and others
- vi. To prepare statistical returns of matters relating to the administration of accounts of the Board.

vii. To get the books of accounts audited by the auditors appointed for the purpose.

C. His other duties will include:

- i. Maintenance of office furniture, office equipments and other capital assets.
- ii. Maintenance of the buildings of the Board.
- iii. To co-ordinate the work of all others including the Group 'D' staff and Staff Car Driver
- iv. To ensure proper up-keep of the office, staff car and buildings and to keep them clean and tidy.
- v. To ensure maintenance of discipline and order of the office.

2. (b) Administrative Officer:

To perform all the functions given at A and C above.

2. (c) Accounts Officer:

To perform all the functions given at B above.

3. (a) Senior Analyst (General):

To assist the Officers in

- i. Obtaining out-turn figures from institutions, dispatching blank application forms, reviewing completed forms, issuing panels and keeping proper records in register and for statistical returns.
- ii. Maintaining up-to-date records on procurement / availability of training seats, advising the establishments and getting confirmation from them
- iii. Review and posting of statistical information received in various forms from establishment regarding training of apprentices
- iv. Preparation of data regarding applications received, placement of apprentices and gainful employment etc.,
- v. To assist the Officers in compiling other statistical information as required
- vi. To do such other functions as may be assigned by the Director of Training from time to time.

3. (b) Senior Analyst (Technical):

- i. To assist the officers in compiling and formulation of training programmes, training monograms, modules, etc.,
- ii. To review the utilization of training places and conduct fresh surveys wherever necessary

- iii. To conduct surveys of new establishments and for new subject fields of engineering / technology as and when they are introduced
- iv. To assist the Assistant Directors in preparation of Sandwich training programmes
- v. To assist the Assistant Directors in the conduct of Quality Improvement Programmes by preparing the audio-visual aids and literatures
- vi. To be in-charge of the audio-visual equipments and to maintain them in good working conditions
- vii. To perform such other functions as may be assigned by the Director from time to time.

3. (c) Analyst:

Functions and duties are the same as for Technical Assistant.

7 (b) Personal Assistant:

- i. To maintain the personal correspondence of the Director in efficient manner and to keep the files relating to the Director in good order
- ii. To assist the Director in making out confidential / secret letters and other official correspondence in the best and efficient manner
- iii. To effectively monitor the various confidential / administrative and establishment matters timely to the Director so that timely action should be taken
- iv. To ensure that matters of confidential / secret nature dealt by the Director with respect of Board Meeting and other Meetings.
- v. To prepare reports, agenda papers, notes and other briefs for the Director with respect of Board
- vi. To take dictation from the Director and transcribing them in a neat and effective manner.
- vii. To assist the Director in such manner as the Director may advise

10 (a) Daftry:

- i. To maintain old records in a neat and clean manner by properly filing and stitch them in orderly fashion
- ii. To stock the old records in such a manner that they could be taken out in an easy manner when required.
- iii. To carry out other official work as per instruction of the Administrative-cum-Accounts Officer.

Board of Apprenticeship Training (SR), Chennai - 113

Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	Period of probation
1	2	3	4	5	6	7	8	9
1(a) Joint Director of Training	Rs.1300-50-1700 (Pre-revised)	Class - I			100%	45 yrs (Max)	Essential: A first or Second Class Degree in Engg / Tech or equivalent or a Post - Graduate Degree in Engg Tech with at least 8 years of experience which includes Field / Administration, etc. Desirable: Experience of Supervising and / or arranging Practical Training in Industry	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made		Composition of Selection Committee		Remarks	
10			11		12		13	
Maximum Age limit shall not apply in the case of employees who have been confirmed in their respective posts and are eligible for promotion			From Deputy Directors who have rendered atleast 3 years service in the grade		As per Staff Service rules		If no suitable candidates is available, the Post shall be filled up by Direct Recruitment.	

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
1(b) Deputy Director of Training	Rs.10000-325-15200	Class - I	100%			45 yrs (Max)	<p>Essential: A first or Second Class Degree in Engg / Tech or equivalent or a Post - Graduate Degree in Engg Tech with at least 7 years of experience which includes Field / Administration, etc.</p> <p>Desirable: Experience of Supervising and / or arranging Practical Training in Industry</p>	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made		Composition of Selection Committee		Remarks	
10			11		12		13	
Maximum Age limit shall not apply in the case of employees who have been confirmed in their respective posts and are eligible for promotion			From Deputy Directors who have rendered atleast 3 years service in the grade		As per Staff Service rules		If no suitable candidates is available, the Post shall be filled up by Direct Recruitment.	

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
2. Assistant Director of Training	Rs.8000-275-13500	Class - I	100%			45 yrs (Max)	<p>Essential: At least 2nd class Degree in Engg / Tech or equivalent from a recognized University or equivalent with a minimum of 5 years field experience.</p> <p>Desirable: Experience of Supervising and / or arranging Practical Training in Industry</p>	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee			Remarks	
10			11	12			13	
Does not arise			-	As per Staff Service rules			-	

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
2. (a) Administrative cum Accounts Officer	Rs.8000-13500	Class - I	100%			45 yrs (Max)	<p>Essential: 1. At least a second class Bachelor's Degree in Arts, Science or Commerce.</p> <p>2. A Pass in CA, ICWA or SAS Exam of the India Audit & Accounts</p> <p>3. At least 5 years experience in a responsible supervisory of a Govt. Deptt / Autonomous Organizations.</p> <p>Desirable: 1. Knowledge of Central Govt. Rules & Regulations relating to Accounts, Budgeting, Staff Matters, etc.</p> <p>2. Knowledge of Administrative procedures in a Govt. Deptt. or Autonomous Organization</p>	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Maximum Age limit does not apply to candidates on deputation from Central / State Govt. Departments / Autonomous Organizations and Departmental Candidates			-	As per Staff Service rules		The Post of Administrative-cum-Accounts Officer or Accounts Officer or Administrative Officer as the case may be, would be operated depending upon the requirement of the concerned Board.		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
2. (b) Administrative Officer	Rs.8000-275-13500	Class - I	100%			45 yrs (Max)	<p>Essential: 1. At least a second class Bachelor's Degree in Arts, Science or Commerce. 2. At least 5 years experience in a responsible supervisory of a Govt. Deptt / Autonomous Organizations.</p> <p>Desirable: 1. Knowledge of Central Govt. Rules & Regulations relating to Accounts, Budgeting, Staff Matters, etc. 2. Knowledge of Administrative procedures in a Govt. Deptt. or Autonomous Organization</p>	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Maximum Age limit does not apply to candidates on deputation from Central / State Govt. Departments / Autonomous Organizations and Departmental Candidates			-	As per Staff Service rules		The Post of Administrative-cum-Accounts Officer or Accounts Officer or Administrative Officer as the case may be, would be operated depending upon the requirement of the concerned Board.		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			For Direct Recruitment only		
			Direct Recruitment	Seniority Cum Fitness	Selection	Age Limit	Educational and other qualifications	Period of probation
1	2	3	4	5	6	7	8	9
2. (c) Accounts Officer	Rs.8000-13500/-	Class - I	100%			45 yrs (Max)	<p>Essential: 1. At least a second class Bachelor's Degree in Arts, Science or Commerce.</p> <p>2. A Pass in CA, ICWA or SAS Exam of the India Audit & Accounts</p> <p>3. At least 5 years experience in a responsible supervisory of a Govt. Deptt / Autonomous Organizations.</p> <p>Desirable: 1. Knowledge of Central Govt. Rules & Regulations relating to Accounts, Budgeting, Staff Matters, etc.</p>	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Maximum Age limit does not apply to candidates on deputation from Central / State Govt. Departments / Autonomous Organizations and Departmental Candidates			-	As per Staff Service rules		The Post of Administrative-cum-Accounts Officer or Accounts Officer or Administrative Officer as the case may be, would be operated depending upon the requirement of the concerned Board.		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
3. (a) Senior Analyst (General)	Rs.650-30-740-35-880-EB-40-960/- (Pre-revised)	Class - III	100%			45 yrs (Max)	Essential: 1. At least a second class Bachelor's Degree in Arts, Science or Commerce. 2. At least 10 years experience in Technical Education Administration / compiling of data on technical personnel in a Government Department / autonomous Organization.	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Maximum Age limit does not apply in the case of employees who have been confirmed in their respective posts and are eligible for promotion and also for deputation from Central / State Govt. Departments / Autonomous Organizations and Departmental Candidates			From Analysts who have rendered at least three years service in the Grade	As per Staff Service rules		If no suitable candidate available the post will be filled up the Direct Recruitment.		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			For Direct Recruitment only		
			Direct Recruitment	Seniority Cum Fitness	Selection	Age Limit	Educational and other qualifications	Period of probation
1	2	3	4	5	6	7	8	9
3. (b) Senior Analyst (Technical)	Rs.650-30-740-35-880-EB-40-960/- (Pre-revised)	Class - III	100%			45 yrs (Max)	<p>Essential: A first or second class Diploma / Degree in Engg / Tech or equivalent in the case of Diploma Holder, 3 years experience is necessary</p> <p>Desirable: Industrial Experience</p>	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Maximum age limit shall not apply in the case of departmental candidates				As per Staff Service rules				

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			Age Limit	For Direct Recruitment only	Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection		Educational and other qualifications	
1	2	3	4	5	6	7	8	9
3. (c) Analyst	Rs.4500-125-7000	Class - III	100%			35 yrs (Max)	<p>Essential: 1. At least a second class Bachelor's Degree in Arts, Science or Commerce</p> <p>2. At least 8 years experience in Technical Education Administration / compiling of data on technical personnel in a Government Department / Autonomous Organization</p> <p>Desirable: Industrial Experience</p>	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Maximum age limit does not apply to candidates on deputation from Central / State Govt. Departments / Autonomous Organizations and Departmental Candidates				As per Staff Service rules				

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			For Direct Recruitment only		
			Direct Recruitment	Seniority Cum Fitness	Selection	Age Limit	Educational and other qualifications	Period of probation
1	2	3	4	5	6	7	8	9
7(a) Personal Assistant to Director	Rs.5000-150-8000	Class - III	100%			35 yrs (Max)	Matriculate or equivalent typing speed 40 wpm and shorthand speed 100 wpm. Should have at least five years experience as a Stenographer	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
Shall not apply in the case of employees who have been confirmed in their respective posts and are eligible for promotion.			From Stenographers who have rendered at least 5 years service as Stenographer in the Board	As per Staff Service rules		If no suitable candidate available the post will be filled up the Direct Recruitment.		

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Additions to Recruitment Rules

Name of Post	Scale of Pay	Classification of Post	Percentage of Post			For Direct Recruitment only		Period of probation
			Direct Recruitment	Seniority Cum Fitness	Selection	Age Limit	Educational and other qualifications	
1	2	3	4	5	6	7	8	9
10 (a) Daftry	Rs.2650-65-3300-70-4000	Class - IV	-		100%	Does not arise	Pass in middle class or equivalent	One year
For Promotion / transfer only Whether age and Educational Qualification prescribed for Direct Recruitment will apply in case of promotion / transfer			Grade / Source from which promotion is to be made	Composition of Selection Committee		Remarks		
10			11	12		13		
			From Peons who have rendered at least five years service as Peon in the Board	As per Staff Service rules				