



BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

An autonomous body of

Ministry of Human Resource Development, Department of Higher Education, Government of India
Phone : 2405 5923, email: director.boatwr@gmail.com, Website : www.apprentice-engineer.com

RECRUITMENT

Applications are invited in the prescribed format for the engagement on purely contract basis for the following post :-

Sr. No.	Name of the Post	Number of Posts	Essential/Desirable Qualifications, and experience required	Consolidated Remuneration	Nature of Post
01	Administrative cum Accounts Officer	01	Retired personnel of Accounts / Audit offices of Central /State Government having relevant experience at a level of Senior Accounts Officer or equivalent.	Rs. 35,000/- p.m. for a person retired from Central/State Government Offices.	Engagement on purely contract basis (initially for eleven months)

For details regarding terms and conditions, application format, etc., please refer the detailed advertisement for this post, available under the heading '**Recruitment**' which is under the link '**Circulars**' at the website www.apprentice-engineer.com. Last date for submission of application is **19/11/2018**.



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For details regarding terms and conditions, application format, etc., please refer the detailed advertisement for this post, available under the heading 'Recruitment' which is under the link 'Circulars' at the website www.apprentice-engineer.com. Last date for submission of application is **19/11/2018**.

Terms and conditions : (i) The post of Administrative cum Accounts Officer is on contract basis for a period of eleven months , which may be further extended for a maximum period of another eleven months if performance of the personnel engaged is found satisfactory. (ii) Even though the contract will be for a period of eleven months, the contract can be terminated by giving one month's Notice. (iii) Application in the **format specified below** this advertisement along with the self attested photo copies of relevant certificates, should reach by **19/11/2018** to **The Director, Board of Apprenticeship Training (Western Region), II Floor, New Administrative Building, ATI Campus, V.N. Purav Marg, Sion (E), Mumbai - 400 022.** (iv) The application received for the above post will be scrutinized, and the shortlisted candidates only will be called for interview. **Merely fulfilling the eligibility / requirements laid down as above will not automatically entitle any candidate to be called for interview.** This Board reserves the rights to decide to cancel this advertisement, and not to proceed in the matter at any stage, accept or reject any or all applications, without giving any explanation, whatsoever. (v) Applications not received within the stipulated time period, as well as applications with incomplete and / or illegible information, are liable to be rejected.(vi) The applicants are advised to send self attested photostat copies of all the relevant documents within the last date prescribed, as no separate correspondence in this regard either will be made or entertained. (vii) The envelope containing the application should be superscribed on the top mentioning the name of the post applied for. (viii) No Travelling Allowance / Dearness Allowance shall be paid to any of the candidates shortlisted for interview for the above said post.

TERMS OF REFERENCE & JOB DESCRIPTION :

- i) The engagement shall be purely on contract basis.
- ii) The contract will be for a period of eleven months but the contract can be terminated by giving one month's Notice from either side as per Central Civil Services (Temporary Service) Rules, 1965. However, the engagement is terminable on 24 hours' Notice for unsatisfactory performance of the engaged incumbent and / or for any act considered to be derogatory / detrimental to the interest of Board of Apprenticeship Training (Western Region), [herein after referred as BOAT(WR)] and / or Government of India.
- iii) Even though the contractual appointment is for the period of eleven months as stated above, the performance of candidate / incumbent will be reviewed on half yearly basis, and his/her continuation for the remaining contract period shall be subject to performance in the post.
- iv) On expiry of the contract period of eleven months the contract will be automatically terminated. However, on expiry of the contract, BOAT (WR), reserves the right to extend the contract, based on performance, for a maximum period of another eleven months on such terms as may be mutually agreed upon by the parties.
- v) No claim of a candidate engaged on contract basis as stated above for a permanent appointment / additional benefit / compensation / absorption / regularization in the post, shall be entertained on any grounds during or after the period of engagement under any provision.
- vi) The selected candidate / incumbent shall not be entitled to any allowances such as Dearness Allowance, Special Allowances, Leave Travel Concession, City Compensatory Allowance, Children Education Allowance, House Rent Allowance, Overtime Allowance, CGHS, Medical Reimbursement or any other relief, etc. Professional Tax as admissible at prescribed rate shall be deducted per month for the consolidated salary.
- vii) The selected candidate shall perform all the duties specified for the post of "**Administrative cum Accounts Officer** on contract basis" as mentioned below, with due diligence :-
 - a) To prepare balance sheet of organization.
 - b) To prepare budget estimates on account of stipend fund and other funds.
 - c) To supervise preparation and submission of stipend bills, and to prepare quarterly statement of expenditure.
 - d) To supervise maintenance of proper accounts of stipend fund by maintaining proper ledgers and registers.
 - e) To ensure collection of Pay Rolls, Statement of Accounts, and undisbursed stipend, and to maintain proper records and ledgers in respect of outstanding accounts and pay rolls.
 - f) To prepare statistical records on matters relating to administration of stipend funds.
 - g) To prepare budget estimates of establishment funds, to supervise maintenance of ledgers, etc. in connection with the funds, and to get the accounts books audited by the auditors appointed by the Board.
 - h) To supervise any other work in connection with accounts work of the Board.
 - i) To perform such other functions as may be assigned by the Director / Deputy Director.

- viii) The selected candidates engaged on contract basis on the said post shall work full time for five days in a week in the office at above address. However, in case of necessity, he / she may be required to work on Saturdays and / or Sundays, and beyond normal working hours on a working day. For work on weekly off day / declared National holiday, in exigency, he / she shall not be granted any **Compensatory Off** in lieu thereof, and for this no other compensation, monetary, or otherwise, shall be granted.
- ix) The selected candidate on contract basis, shall be eligible for eight days Casual Leaves in a calendar year on pro-rata basis and shall not be eligible for any other leave. Also the un-availed leave in a year cannot be carried forward to next calendar year in case the contract is extended further.
- x) The candidate engaged on contract basis shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of Board of Apprenticeship Training (WR), and / or Government of India and should maintain the confidentiality of data and documents. **In case of breach of this clause / criminal / legal action as deemed fit shall be initiated against the candidate.**
- xi) The candidate engaged on contract basis shall be governed by the Central Civil Services (Conduct), Rules, 1964, Central Civil Services (Classification, Control, and Appeal) Rules, 1965, and Central Civil Services (Temporary Service) Rules, 1965.
- xii) The engagement of the candidate is subject to verification of his / her antecedents, from an appropriate authority as decided by Board of Apprenticeship Training (WR).
- xiii) The BOAT (WR), reserves the rights to cancel this advertisement, and not to proceed in the matter, at any stage, or accept / reject any or all applications, without giving any explanation, whatsoever. The BOAT (WR), also reserves the rights not to appoint person(s) for the notified positions.
- xiv) No Travelling Allowances / Dearness Allowances will be paid to the candidates for attending the Interview.
- xv) Any attempt to bring undue influence on selection process shall liable for disqualification of candidature.

DIRECTOR



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ATI Campus, V.N. Purav Marg, Sion, Mumbai -400 022, Tel : 2405 5635 / 3682, Fax : 2405 5923

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BOARD OF APPRENTICESHIP TRAINING (Western Region), Mumbai

ATI CAMPUS, SION (E), MUMBAI 400 022.

(NOVEMBER 2018)

Application for the post of ADMINISTRATIVE CUM ACCOUNTS OFFICER ON CONTRACT BASIS

Application No.	Date of Receipt	Initials of Authority at BOAT(WR)	Firmly affix a recent self signed pass port size photo
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(For office use only)

1. Full Name in Block Letters :

(As per school record)

2. Father's/Husband's Name :

3. Nationality :

4. Religion:

5. Sex (Put a tick mark) : Male Female

6. Date of Birth in Christian era :
(As per School Leaving Certificate attested copy is to be enclosed)

(Day) (Month) (Year)

7. Age as on 19/11/2018 :

(Years) (Months) (Days)

8. a) Address for correspondence :
(in Block letters with-Pin code) -----
----- PIN -----

b) Tel. No. Fax No. STD Code : ----- Mobile -----

c) E-mail Id : -----

d) Permanent Address :
(in Block letters-with Pin code) -----
----- PIN -----

9. Educational qualifications -- Matriculation/SSC onwards, (Enclose self attested photostat copies of Certificates).

Sr. No.	Exam Passed	Name of School/Instt.	University/ Board which awarded Degree/ Diploma/ Certificate	Date of entry	Date of passing	% of Marks obtained	Class / Division secured	Remarks

10. Experience acquired (Other than present employment – in chronological order, attach self attested photostat copies of experience certificates) :-

Sr No.	Name of the organisation	Designation/ Post held and nature of work carried out	Whether Adhoc/ Temporary Permanent	Period of Service		Scale of pay & total emoluments at the time of leaving	Remarks
				From	To		

11. Details of present employment (enclose self attested photostat copies of Certificate) :-

Sr. No.	Name of the organisation	Whether Central Govt./ State Govt./ PSU/ Private / Others (Specify)	Date of appointment	Designation/ Post held and nature of work being carried out	Period of Service		Whether Regular/ Substantive/ Temporary/ Adhoc/ Quasi Permanent/ Permanent/ Deputation	a)Scale of pay b)Present basic pay and c) Total emoluments	Remarks
					From	To			

12. Any other information not furnished above but relevant to the post applied for

13. List of documents enclosed :
- | | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

14. General information :

- i. Canvassing in any form will lead to rejection of candidature.
- ii. Original certificates should not be sent alongwith this application.
- iii. All enclosures (photo copies) should be legible and must be self attested.
- iv. Applications with illegible entries as well as partially filled/incomplete applications will be rejected.
- v. Application received after the prescribed date will be rejected.

15. Declaration:

i) I have read and understood the terms and conditions mentioned in the detailed advertisement posted on the website www.apprentice-engineer.com and the same are accepted by me.

ii) I hereby solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

iii) I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected.

iv) I am also aware that if any falsification of information furnished above is / are detected later, after the appointment to the post applied for, my service is liable to be terminated without issuing any Notice, notwithstanding further disciplinary action.

Place :

Date:

Signature of the applicant

Name of the Applicant (in block letters)