



BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

An autonomous body of

Ministry of Education, Department of Higher Education, Government of India

Telefax : 2405 5923, email: director.boatwr@gmail.com, Website : www.apprentice-engineer.com

NOTICE

Applications are invited in the prescribed format from eligible employees of Central/State Government/U.T./Autonomous Bodies/Universities/Public Sector Undertakings for the following post on deputation basis :-

Sr. No.	Name of the post	Number of post	Emoluments as per 7 th CPC		Qualifications	Tenure
			Pay	Pay Matrix Level		
01	Senior Stenographer cum Personal Assistant to Director of Training (on deputation basis)	01	Rs.29,200/- to Rs.92,300/-	05	A. Matriculate or equivalent, English Typing speed of 40 w.p.m. & Shorthand speed of 100 w.p.m. and B. i) Holding analogous posts on regular basis, or ii) with five years regular service in the post in Pay Matrix Level – 04 of Rs.25,500/- to Rs.81,100/- as Stenographer or equivalent	3 Years (may be extended for maximum period of 5 years)

TERMS & CONDITIONS OF DEPUTATION OF BOAT (W.R.), MUMBAI

1. Maximum Age limit for applying for the said post on deputation is 56 years as on last date of submitting the application.
2. The employees who fulfil the said qualifications/eligibility criteria may submit their application in the prescribed format through proper channel to **The Director, Board of Apprenticeship Training (Western Region), 2nd Floor, New Administrative Building, NSTI Campus, V N Purav Marg, Sion (E), Mumbai – 400 022.**
3. Application without vigilance Clearance and attested copies of CR Dossiers will not be considered. Application of eligible employees who can be spared in the event of the selection may be forwarded through proper channel to the undersigned at the address given above along with (a) attested copies of the up-to-date APARs/ACRs for last five (5) years (b) Vigilance Clearance Certificate clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the employee concerned. (c) Statement showing the minor/major penalties imposed, if any and (d) Integrity Certificate. The candidates have to produce all relevant original documents as proof of details furnished in their application at the time of interview. Application received not through proper channel will not be considered for interview.
4. During the period of deputation, the Government employees on deputation to BOAT (WR) will continue to draw the salary including pay, perks and benefits as per their entitlement in the Parent Department. He / She shall not be entitled for any other benefit(s) from the borrowing organisation except the facilities linked with functional requirements.
5. The period of deputation initially shall be for a period of three years, which may further be extended for a maximum period of five years on mutual consent of BOAT (WR) and the Parent Organisation. Total period of deputation shall not exceed seven years in any case.
6. The contribution on account of Provident Fund, leave salary, Group Insurance and pension will be paid by the BOAT (WR) at the rates as intimated by the Lending Department and as accepted by the BOAT (WR), as per rules. All the contributions to which the deputed employee contributes may be recovered from his/her salary and remitted to the Accounts Officer of the lending department every month.
7. For journeys in connection with his/her duties in the BOAT (WR), the Travelling Allowance Rules of the BOAT (WR), which is similar to allowances availed by Central Government Employees shall apply to him/her.
8. The BOAT (WR) shall extend medical facilities to the deputationists as admissible to the BOAT (WR) employees.
9. He/she will be entitled to TA and joining time both at joining the post on deputation and on reversion there from to the parent department under the rules of the BOAT (WR). The expenditure on this account will be borne by the BOAT (WR).
10. Leave rules of the parent departments shall be applicable.
11. As and when a situation arises for premature reversal to the Parent Organisation of the deputationist, his/her services could be returned by the borrowing organisation even before the end of scheduled deputation period.
12. The period of deputation will begin from the date of relieving in the Parent Organisation and end on the date of taking over charge in the Parent Organisation after reversion from deputation.
13. He/she will be entitled to Leave Travel Concession from BOAT (WR) on the terms and conditions as applicable under the LTC rules.
14. He/she will be entitled to claim Children's Education Allowance/ reimbursement of tuition fees in respect of his/her children from BOAT (WR), as per rules, applicable in his Parent Organisation.
15. Over payment if any made by the BOAT (WR) will be recovered from him/her even after expiry of the term of deputation.
16. The pay and other terms and conditions of the service of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's orders issued from time to time.

Duties and Responsibilities of the post of 'Senior Stenographer cum Personal Assistant to Director of Training'

- a) Taking dictation from Director of Training and officers in shorthand and transcribing them in best possible manner.
- b) Maintaining in good order correspondences, reports, etc. to be prepared by officers, and ensuring matters to be maintained by officers are done promptly and in time.
- c) Destroying by burning of stenographic records of confidential or secret matters that no matter of confidential/secret dealt by him is leaked out.
- d) Assisting the officers, Office Superintendent, and Junior Accountant in such matter as they may direct.
- e) Attending the telephone calls received from the MoE /other Boards, and establishment personnel.
- f) Responsible to handle files/records of confidential/secret nature and act as a custodian of such files/records..
- g) Assisting the Director of Training in preparation and typing data/statistics/reports/minutes/agenda for BOG/FC and other meetings.
- h) Maintaining records of daily email/fax and timely disposal of the emails, etc.
- i) Preparing and placing replies to correspondences of MoE/BOATs for timely disposal and retaining the same in custody.
- j) Any other responsibilities and duties allocated by the official supervisors from time to time.

**BOARD OF APPRENTICESHIP TRAINING
(WESTERN REGION), MUMBAI
NSTI CAMPUS, SION (EAST), MUMBAI 400 022.
(NOVEMBER - 2022)**

**Application for the post of SENIOR STENOGRAPHER CUM PERSONAL ASSISTANT TO
DIRECTOR OF TRAINING on deputation basis.**

(Strike out unapplicable part)

Application No.	Date of Receipt	Initials of Authority at BOAT(WR)	Applicant shall affix his/her recent pass port size photo and sign across the photo

(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. Caste (SC/ST/OBC/Open Category) : -----

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

7. Date of Birth in Christian era : -----
(As per School Leaving Certificate self attested copy is to be enclosed) (Day) (Month) (Year)

8. Age as on 09/12/2022 : -----
(Years) (Months) (Days)

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

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

c) E-mail Id -----

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

10. Educational qualifications -- Matriculation/SSC onwards, including computer courses attended and typing and shorthand examinations passed as on last date of the application. (Enclose self attested photostat copies of Certificates).

Sr. No.	Exam Passed	Name of School/Instit.	University/ Board which awarded Degree/Diploma Certificate	Month & Year of passing	Class / Division secured	% of Marks obtained	Remarks

11. Experience Acquired (Other than present employment – in chronological order, enclose 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		

12. Details of present employment: (enclose self attested photostat copy 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			

