



BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

An autonomous body under the
Ministry of Human Resource Development, Department of Higher Education, Government of India

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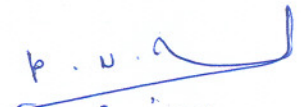
Date: 18th September 2014

CIRCULAR

All the stakeholders of the Apprenticeship Training Scheme implemented by this Board for the Graduate, Technician, and Technician (Vocational) apprentices, are hereby informed that since some time past, this office has been receiving directives from Government of India on abolition of affidavits, and promotion of self certification in office procedures. Accordingly, following decisions have been taken by this Board's office in view of simplifying the office procedure further and safeguarding the stakeholders from hardships :-

1. The photocopy of the marklist tendered by an aspirant along with the Enrolment Form in the Placement Cell / Section is required to be only self certified by the aspirant.
2. The affidavit which was earlier required along with the Contract Registration Card in case of a candidate joining the apprenticeship training after one year of passing the qualifying examination, will now not be required and instead a Self Declaration is required to be furnished on the second page of the Contract Registration Card. Accordingly, the modified format of the Contract Registration Card has been uploaded on our webportal, and the same should be used now onwards.
3. In case of the photocopy of marklist / certificate of passing the qualifying examination, to be enclosed with the Contract Registration Card, only authentication (i.e. sign & seal) by the concerned officer of establishment / employer is required, as done for the photograph of the Apprentice pasted thereon. This is required to ensure that only eligible candidates are engaged as apprentices, and as this office does not verify the original documents of the apprentices for this purpose.
4. As regard to the recruitment to the various posts in this office, the applications invited are required to be submitted along with the photocopies of relevant documents / certificates; the same can now be submitted self certified by the candidates.

The above mentioned decisions will come into immediate effect.


Director