

MINISTRY OF DEFENCE (NAVY)
ENROLLMENT OF DESIGNATED TRADE APPRENTICES (2015-16/17 BATCH)
AS PER APPRENTICES ACT 1961
NAVAL DOCKYARD APPRENTICES SCHOOL, VISAKHAPATNAM - 530 014 (AP)

1. Applications are invited from ITI qualified **INDIAN** National candidates (both male and female) for apprenticeship **One Year / Two Year** training at the Naval Dockyard Apprentices School, Visakhapatnam, [DAS (Vzg)] in the following designated trades (in accordance with Apprentices Act 1961) in the prescribed format (placed at Annexure-I) so as to reach "**The Officer-in-Charge (for Apprenticeship Enrollment), Naval Dockyard Apprentices School, VM Naval Base S.O., Post Office, Visakhapatnam - 530 014, Andhra Pradesh**" by **15 Dec 2014**:-

(a) **One Year Training (2015 - 16 Batch)**

Sl. No.	Apprenticeship Training Trade	Eligibility ITI Trade	Vacancies
(i)	Electrician	Electrician	39
(ii)	Electronics Mechanic	Electronics Mechanic & Mechanic (Radio & T.V.)	25
(iii)	Fitter	Fitter	42
(iv)	Instrument Mechanic	Instrument Mechanic	14
(v)	Machinist	Machinist	19
(vi)	Mechanic Machine Tool Maintenance (MMTM)	Mechanic Machine Tool Maintenance (MMTM) (03 Yrs Training at respective ITI)	7
(vii)	Painter (General)	Painter (General)	17
(viii)	R & A/C Mechanic	R & A/C Mechanic	20
(ix)	Welder (Gas & Electric)	Welder (Gas & Electric)	19

(b) **Two Year Training (2015 - 17 Batch)**

(i)	Carpenter	Carpenter	29
(ii)	Foundryman	Foundryman / Moulder	3
(iii)	Mechanic (Diesel)	Mechanic (Diesel)	21
(iv)	Sheet Metal Worker	Sheet Metal Worker	22
(v)	Pipe Fitter	Plumber	12

2. **Application received after 15 Dec 2014 will not be accepted.**

3. **Reservation**

(a) **SC/ST/OBC Category.** Vacancies for SC/ST/OBC candidates are reserved in accordance with Section 3A (i) and (ii) of Apprentice Act 1961 read in conjunction with Schedule IIA of Rule 5 of Apprenticeship Rules 1992. (Latest certificate should be issued by competent authority as per format enumerated in Govt. orders from time to time)

(b) **Physically Handicapped.** Vacancies for PHC candidates are reserved in accordance with Apprentices Act 1961 read in conjunction with Apprenticeship Rules 1992. Latest certificate issued by medical board by any Govt. Hospital.

(c) **Children of Armed Forces Personnel / Ex-serviceman.** Vacancies for children of armed forces and ex-servicemen are reserved in accordance with Apprentices Act 1961.

4. **Eligibility for Applying**

(a) **Qualification.** SSC / Matric / Std X with minimum of 50% (aggregate) and ITI (NCVT) in relevant trades with minimum 65% (aggregate).

- (b) **Age.** The age criterion for various categories as on **15 Apr 2015** are as follows:-

Candidates belong to	Born between (both dates are inclusive)
General	15 Apr 1994 to 15 Apr 2001
SC / ST	15 Apr 1989 to 15 Apr 2001
Son / Daughter of Naval Civilian / Defence Employee	Additional age relaxation of two years subjected to approval of IHQ / MOD (Navy)

- (c) **Age Relaxation Important Notice.** To avail additional two years age relaxation for son / daughter of Naval Civilian / Defence Employee, the names of candidates have to be forwarded by the respective units to HQENC (CCPO), Visakhapatnam for consolidation and onward transmission to IHQ (MoD) (Navy), New Delhi for approval. Candidates approved by IHQ(MoD) (Navy) only will be allowed for the written examination. No request will be entertained in this regard. The candidates are required to send duly filled application form to DAS(V).

- (d) **Physical Standards.** Height minimum-137 cm, Weight minimum- 25.4 Kg., other standards as per Apprentices Act 1961.

- (e) **Nationality.** Indian

5. **Stipend.** Rs. 2,400/-, Rs. 2,800/-, Rs. 3,100/- per month, depending upon the period of apprenticeship training.

6. **Short listing Criteria.** Shortlisting of candidates for issue of call letters, will be undertaken based on marks secured in class 10 exam and ITI marks, 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. Candidates in the order of merit of written examination would be called for interview for in various reservation categories and trades. Candidates finally selected in interview will have to undergo medical examination. No travelling allowance will be paid for written examination. Only those candidates called for interview as per mentioned dates will be paid travelling allowance on production of railway / bus ticket. Written examination would be objective type based on Mathematics, General Science and General Knowledge. **The written examination and interview schedule is as follows:-**

- (a) **Written examination for all trades** - 29 Jan 2015
 (b) **Declaration of written exam results at DAS(Vzg)** - 30 Jan 2015
 (c) **Schedule for Date of Interview and Medical Exams are as follows :-**

Sl. No.	Designated Trade	Date of Interview	Date of Medical Exam
(i)	Electronics Mechanic	02 Feb 2015	03 - 04 Feb 2015 & 11 Feb 2015
	Machinist		
	Mechanic Machine Tool Maintenance		
	Sheet Metal Worker		
(ii)	Carpenter	03 Feb 2015	05 - 06 Feb 2015 & 12 Feb 2015
	Foundryman		
	Mechanic (Diesel)		
	Welder (Gas & Electric)		
(iii)	Electrician	04 Feb 2015	7 & 9 Feb 2015 & 13 Feb 2015
	Instrument Mechanic		
	R & A/C Mechanic		
(iv)	Fitter	05 Feb 2015	10 - 12 Feb 2015
	Painter (General)		
	Pipe Fitter		

7. **Commencement of Training.** 15 Apr 2015.

8. **Hostel.** Hostel accommodation will not be provided and all outstation candidates will have to make their own arrangements towards lodging and boarding.

9. **Employment.** As per Apprentices Act 1961, **it shall not be obligatory for Naval Dockyard, Visakhapatnam to employ Apprentices on completion of training.** There are no provisions for providing direct employment in Naval Dockyard on completion of apprenticeship training.

10. **Indemnity Bond.** Minor candidates appearing for written examination / enrollment would have to furnish Indemnity bond duly signed by parents/guardian. Proforma will be forwarded along with call letter.

11. (a) **Forwarding of Residence Proof with Application.** Candidates are compulsorily required to attach attested copy of Residence Proof along with application and other certificates as indicated in notification. The applications received without residence proof would not be considered. All correspondence with respect to the candidate would be addressed on the address mentioned in the residence address proof only. Any one of the following documents having residence address would qualify as residence proof:-

- (i) Voter ID (ii) Ration Card (iii) Aadhar Card (iv) Passport

(b) **Police Verification Certificate During Interview.** Candidates would be required to produce police verification certificate along with other certificates during the interview. Failure to produce police verification certificate would render the candidature invalid.

12. **Note**

(a) Management reserves the right to reject any application due to technical reasons / incomplete data.

(b) Application form not complying with the "check-off" list (placed at Part - III. of application) will be rejected. **Photographs, application and other certificates are to be attested by Gazetted officer / Principal ITI only with full name and designation clearly visible.**

(c) Candidates not meeting physical standards need not apply.

(d) Candidates holding either "National Trade Certificate" issued by N.C.V.T. or "Provisional National Trade Certificate" issued by ITIs / Institutes / Training Centre etc. affiliated to / recognized by DGE&T are eligible. Candidates should clearly mention the name of the ITI with affiliation no. / letter no. under NCVT at sl. 8(b) of part- I of Annexure - I in the application form.

(e) Those candidates who have completed apprenticeship in the same trade, in any other organization or already undergoing apprenticeship training need not apply. Even if selected, their candidature will be terminated forthwith.

13. **Important Notice**

(a) **Candidates are informed that no money is required to be paid to any one who-so-ever for this enrollment.**

(b) **All are advised not to fall pray to any touts / so called agents in any way for this enrollment.**

(c) Complaints regarding any touts / agent / any body demanding money for the enrollment can be intimated to **The Officer-in-charge, Naval Dockyard Apprentices School** by e-mail **ndvdas@gmail.com** along with relevant proof. Full confidentiality of the candidate and case will be maintained. **No anonymous complaints will be entertained.**

(d) **Any canvassing directly / indirectly by the applicant will disqualify his / her candidature.**

(e) **Incomplete applications will not be registered.**

PART - I

APPLICATION FORMAT

(To be filled by the Candidate in his own handwriting in CAPITAL LETTERS only)

Regd. No.
(For office use only)

ENROLLMENT FOR TRAINING OF DESIGNAED TRADE APPRENTICES : 2015 - 16/17 BATCH
NAVAL DOCKYARD APPRENTICES SCHOOL, NAVAL DOCKYARD, VISAKHAPATNAM – 530 014
 (Tick mark ✓ as necessary)

1. Trade applied for :
2. Name (as per SSC / Matric Certificate) :
3. Sex : Male Female
4. Nationality :
5. Father's name (as per SSC/ Matric Certificate) :
6. Mother's name (as per SSC/Matric Certificate) :
7. Date of birth (as per SSC/ Matric Certificate) :
8. (a) **Marks secured** :

Affix latest
photograph not older
than one month,
indicating date of
photograph duly
attested by Principal/
Gazetted Officer

Examination	Max Marks	Marks Obtained	Percentage
SSC / Matric			
ITI			

(b) Name of the ITI with affiliation no./letter no. under NCVT :

9. Category of community & Physically Challenged : GEN / SC / ST / OBC / PHC
(Attach Certificate Proof)
10. Whether son/daughter of Naval Civilian / Defence Employee : Yes / No
(If Yes, attached copy of certificate from Command Hqrs(CCPO))
11. Whether son/daughter of Armed forces/Ex-servicemen : Yes / No
(If Yes, attached copy of certificate from Competent authority / Zilla Sainik Board)
12. Personal Details (All columns to be filled)

Postal Address (Residence Proof to be attached)										
PIN										
E-mail										
Mobile No.										
Telephone No.										
Nearest Railway Station					Address of District Collector					
Address of Nearest Police Station										
Left hand thumb impression					Blood Group					

13. I hereby solemnly and sincerely affirm that the particulars furnished above are true and correct.

Signature of Parent / Guardian

Signature of the Applicant

Place :
Date :

- :2: -
PART - II

HALL TICKET FORMAT

(Two original copies to be submitted along with application)

ENTRANCE EXAMINATION FOR APPRENTICESHIP : 2015 - 16/17 BATCH
NAVAL DOCKYARD APPRENTICES SCHOOL, NAVAL DOCKYARD, VISAKHAPATNAM - 530014 (A.P)

(To be filled by the office)

Hall Ticket No	Date of Examination : 29 Jan 2015 (THURSDAY)
	Reporting Time : 0800 Hrs
Examination Center	NAVAL DOCKYARD APPRENTICES SCHOOL, VISAKHAPATNAM

(To be filled by the Candidate in his own handwriting in CAPITAL LETTERS only)

1. Trade applied :
2. Name of the Candidate (as per SSC/Matric Certificate) :
3. Father's Name (as per SSC/Matric Certificate) :
4. Mother's Name (as per SSC/Matric Certificate) :
5. Personal Details (All columns to be filled)

Affix latest
photograph not older
than one month,
indicating date of
photograph duly
attested by
ITI Principal /
Gazetted Officer

Permanent Address										
PIN										
Present Address										
PIN										
Mobile No.										
Telephone No.										
Identification Marks	1. 2.									
Signature of Candidate								Left hand thumb impression		

PART - III

CHECK OFF LIST (TO BE FILLED BY APPLICANT)

(Tick mark ✓ as necessary)

- (i) Duly filled Original Hall Tickets (2 Nos.)
(Photographs attested by Gazetted Officer / Principal ITI only) :
- (ii) Proof of Date of Birth (Application Sl. 7 refers)
(Duly attested by Gazetted Officer only) :
- (iii) Photocopy of SSC / Matric / ITI Marks lists (Provisional or Form-C)
[(Application Sl. 8(a) refers)] (Duly attested by Gazetted Officer / ITI Principal only) :
- (iv) Filled the name of the ITI with affiliation no. / letter no. under NCVT
[(Application Sl. 8(b) refers)] :
- (v) Photocopy of latest Community Certificate (for SC / ST / OBC candidate only)
(Application Sl. 9 refers) issued by M.R.O with certificate number and date of issue
(Duly attested by Gazetted Officer only) :
- (vi) Photocopy of latest PHC Certificate issued by Medical Board of Govt. Hospital
(Application Sl. 9 refers) (Duly attested by Gazetted Officer only) :
- (vii) Original Certificate from concerned Unit for son / daughter of Naval Civilian / Defence
Employees (Application Sl. 10 refers) (Subjected to approval of IHQ, MoD(Navy)) :
- (viii) Copy of ex-Serviceman certificate issued by Competent Authority / Zilla Sainik Board
(Application Sl. 11 refers) :
- (ix) Residence Proof Attached (Application Sl. 12 refers)
(Copy of Voter ID/ Passport/ Aadhar Card/ Ration Card)
(Duly attested by Gazetted Officer only) :
- (x) Affix latest photograph not older than one month, indicating date of photograph
duly attested by ITI Principal/ Gazetted Officer only on application form and
on two hall tickets also. :
- (xi) Self addressed Rs.10/- stamped envelope (22 cm x 10 cm). :

PART - IV

FOR DAS(V) OFFICE USE ONLY

(Tick mark ✓ as necessary)

NOT TO BE FILLED BY CANDIDATE

Regd. No.
(For office use only)

- 1. Application is accepted. :
- 2. Application is rejected. The reasons for rejection as follows :

(i)	Trade not advertised	(ii)	Application Form not a valid format / Not duly filled
(iii)	S.S.C. Less %	(iv)	Enclosures Not found. (SSC / ITI / Caste / PHC / EXS / Def_Rel./ Hall Tickets / Photographs)
(v)	I.T.I. Less %	(vi)	Attestation of Enclosures Not Found / Not Clear. Including Officer's Designation Stamp. (SSC / ITI / Caste / PHC / EXS / Def_Rel./ Hall Ticket / Photographs)
(vii)	Overage	(viii)	Other reasons not listed above
(ix)	Specify the reason to reject application		

Signature of Member, DAS(V)

Signature of Officer, DAS(V)

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