

East Coast Railway

Divisional Railway Manager's Office,
Personnel Branch, Waltair.

Engagement Notice No: WPT/ 5 / Act Appr /2015-16

dt. 13-5-2015

SUB: Engagement of Act Apprentices under Apprentices Act, 1961 and
Apprenticeship Rules, 1962 in East Coast Railway, Waltair
Division for the year 2015-16.

It is proposed to engage **325** (Three Hundred and Twenty Five) Act Apprentices with a break-up of **UR-159** (including **58 Ex. Servicemen**), **OBC-99**, **SC-43** and **ST-24** for imparting training in East Coast Railway, WAT Division under Apprentices Act, 1961 and Apprenticeship Rules, 1962 for the year 2015-16. The trade-wise break-up is as follows:

S. No.	TRADE	No. of Seats	Break up of Vacancies				*Including Ex. Service Men & their wards	Minimum Essential Qualification
			UR *	OBC	SC	ST		
1	Fitter	134	63	42	18	11	26	Passed 10 th Class & ITI in Fitter Trade
2	Machinist	5	3	1	1	0	0	Passed 10 th Class & ITI in Machinist Trade
3	Welder (G&E)	8	5	2	1	0	0	Passed 10 th Class & ITI in Welder (G&E) Trade
4	Electrician	151	75	45	19	12	28	Passed 10 th Class & ITI in Electrician Trade
5	AC & Refrigeration Mechanic	19	9	6	3	1	3	Passed 10 th Class & ITI in AC&Ref. Mechanic Trade
6	Carpenter	8	4	3	1	0	1	Passed 10 th Class & ITI in Carpenter Trade
	Total	325	159	99	43	24	58	

NB: Duration of training for Srl. No. 1 to 5 is **One year** and for Srl. No. 6 is **Two years**.

LAST DATE FOR SUBMISSION OF APPLICATIONS:

The applications of the eligible candidates as per the eligibility conditions stated below, properly filled in all respects and with all the requisite enclosures should reach the office of the undersigned on or before **17.00 hours of 12.6.2015**.

No application will be accepted after the expiry of the last date & time. The Railway Authority shall not take any responsibility for any postal delay.

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WHO CAN APPLY:

EDUCATIONAL QUALIFICATION:

Candidates having passed 10th Class Examination under 10+2 system of education & ITI in relevant Trades mentioned above fulfilling all the other eligibility conditions mentioned below and who have not undergone Apprenticeship training elsewhere earlier are eligible to apply. The trades mentioned against each stream will only be considered and candidates from other trades or candidates without ITI qualification or those who have already undergone apprenticeship training elsewhere earlier need not apply and if applied, their applications will be summarily rejected.

NB: (1) *The Ex.Servicemen& their children include :*

- a. Children of deceased / disabled Ex. Servicemen including those killed / disabled during peacetime.
- b. Children of Ex. Servicemen.
- c. Children of Serving Jawans.
- d. Children of Serving Officers.

AGE:

- i. The candidates should have completed 15 years of age and should not have completed 24 years of age as on 13.5.2015. (Should have born between 13.5.1991 and 13.5.2000).
- ii. The upper age limit is relaxable by 05 years in case of SC/ST candidates and 03 years in case of OBC candidates.
(in case of SC/ST: Should have born between 13.5.1986 and 13.5.2000),
(in case of OBC : Should have born between 13.5.1988 and 13.5.2000).
- iii. Ex.Servicemen who have put in not less than 6 months service will be given age relaxation to the extent of period of service plus 03 years subject to upper age limit does not exceed 40 years. For children of Ex.Servicemen and children of armed force personnel the age limit will be as per their respective community.

In case, adequate number of suitable candidates within the trade wise merit list are not available in a particular trade, the vacancies marked for that particular trade(s) shall be filled up in other trade(s) for which candidates are available and such transfer of vacancies shall be made at the discretion of the Competent Authority and the decision of the Competent Authority will be final.

How to Apply:

The application in the prescribed proforma annexed to this Notification duly filled in neatly in all respects by the eligible candidates in their own handwriting accompanied by all requisite documents will only be accepted. The call letter for appearing before the selection committee for verification of the certificates/testimonials must be filled in the prescribed format by the candidates in their own handwriting and attached with their application with the passport size photograph affixed on the space provided. Applications proforma can also be downloaded from the East Coast Railway web-site www.eastcoastrail.indianrailways.gov.in.

The application must be addressed to the *Divisional Personnel Officer, Personnel Department, East Coast Railway, DRM's Office Complex, Dondaparthi, Visakhapatnam - 530004 (AP)* and can be submitted by any of the following means:

- i. Through the nearest Employment Exchanges.
- ii. Through the drop box placed in the office of the Divisional Personnel Officer, E. Co. Railway, DRM's Office Complex, Dondaparthi, Visakhapatnam - 530004 (A.P.).
- iii. By ordinary post.
- iv. SC & ST candidates may avail above modes of application or may apply through the Branch Secretary, All India SC & ST Association.

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The wards of Railway Employees (covered under Rly. Pass Rules) under Establishment/Accounts Control of DRM/VSKP are required to submit a separate declaration from the respective employees in the prescribed proforma.

NB: The applications received through Employment Exchanges and directly as detailed above will be considered at par and no preference will be given to any source of application.

SELECTION PROCESS:

The eligible candidates in terms of notification will be selected trade wise in the order of merit on the basis of %age of marks secured in their Matriculation or equivalent examination (State/Central/CBSE) with weightage for additional technical qualification as detailed below:

- a) Percentage of marks in Tenth class at Boards level (State, Central and CBSE)/ Matriculation Examination (calculated up to 2 decimals), plus ,
- b) Weightage of 5% for an additional ITI Qualification.
- c) Weightage of 7% for Diploma in Engineering Qualification.
- d) Weightage of 5% in case of Graduation.

NB:- No candidate will be given more than one weightage.

The shortlisted candidates will be called for verification of original certificates and selected candidates will be engaged subject to physical fitness in the medical examination in the prescribed medical class to be conducted by the nominated Railway Medical Officer.

Other conditions for notice of the applicants:

1. It is made clear that this administration is not under any obligation to provide job/employment to apprentices in any category. The training is arranged on a fixed stipend, as a part of statutory obligations under Apprentice Act, 1961 and after completion of training the trainees shall be discharged without any notice.

2. Monthly Stipend:

The minimum rate of stipend per month payable to trade apprentices during the training period as under:

During 1 st year of training	: Seventy (70%) percent of minimum wages of Semi-skilled workers notified by the respective State or Union territory.
During 2 nd year of training	: Eighty (80%) percent of minimum wages of Semi-skilled workers notified by the respective State or Union territory.
During 3 rd year of training	: Ninety (90%) percent of minimum wages of Semi-skilled workers notified by the respective State or Union territory.

Provided that the period of training already undergone at I.T.I shall be taken into account for the purpose of determining the rate of stipend payable as well as the period of training to be given at this establishment.

3. Applications other than on the prescribed proforma will not be accepted.

4. Before filling up the application, the candidates are required to carefully go through the instructions contained in this Notification and also on Page 5 of this Notification. The applications which are found not in order as per the prescribed application proforma enclosed will be summarily rejected without any notice and no further correspondence shall be entertained.

5. All selected candidates are required to execute a Statutory Agreement before their engagement as Trade Apprentice under the Apprentices Act, 1961 and they shall abide by the Rules & Regulations of the said Act & Rules.

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6. The Administration reserves the right to modify, amend, reject, repeal or cancel this Notification or any part thereof without assigning any reason thereof and in such matters, the decision of the Competent Authority will be final.
7. Enlisted candidates will be liable to be dismissed at any stage without notice, if it is found that they have furnished false/wrong information or documents in support of their selection. This may be specifically noted.
8. The selected candidates will be required to attend the nominated Training Centres as per the schedule which will be notified separately. The selected candidates shall have to make their own arrangement for their stay etc., during the period of training.
9. No TA/DA or Passes are admissible for attending this office for verification of certificates/Testimonials.
10. No application form shall be supplied by this office by post/person.
11. Canvassing in any form will disqualify a candidate automatically.


(A. Venkateswar Rao)

Asst. Personnel Officer (II),
For Divisional Personnel Officer, Waltair.

**Instructions to the candidates applying against the Engagement Notice No: WPT / 5/ Act
Apr./ 2015-16 dt. 13-5-2015**

1. The candidate must attach self-attested copies of following documents with the application duly filled in all respects **WITHOUT FAIL** :

- a) Matriculation or equivalent pass certificate and certificate containing Mark sheets of the Matriculation or equivalent Education Qualification (both sides of the marks sheets should be copied showing marks obtained with maximum marks)
- b) I.T.I. certificates and in support of all Technical Qualification.
- c) Certificate in support of age (in case of Educational Certificate does not contain Date of Birth)
- d) Caste Certificate, if belongs to Reserved Community.
- e) Employment Exchange Registration Card, if registered.
- f) Certificate in support of reservation against Ex. Servicemen, their children and the children of Armed Force Personnel from the competent authority, if applicable.

2. Affix one recent passport size photograph duly attested by any Gazetted Officer on the space provided in the application form and copy of the same photo without attestation to be pasted in the space provided on the call letter.

3. Candidates must indicate TWO personal identification marks on his/her face or body at Para - 9 of the application form.

NB : Applications received without the above documents will be summarily rejected and no communication will be entertained in this matter.

4. One self-addressed envelope of size 20 X 14 cms duly affixing postal stamp of Rs.5/-
(Rupees Five only)

5. The Notification is meant for candidates completed ITI in the trades Fitter, Machinist, Welder (Gas & Electric), Electrician, AC& Ref. Mechanic & Carpenter trades, who have not undergone Apprenticeship training elsewhere earlier. Therefore, candidates from other trades or candidates without ITI qualification or candidates who have already undergone Apprenticeship training in other organisations need not apply and if applied, their applications will be summarily rejected and no further communication will be entertained in this matter.

6. The applications which are found not in order or not on the prescribed proforma or not properly filled up in all required columns or received without the above mentioned enclosures, will be summarily rejected without any notice and no further correspondence shall be entertained.



For Divisional Personnel Officer, Waltair.

No: WPT/5/Act.Appr/2015-16

dt:13.5.2015.

- a. Copy to the District Employment Exchange Officer (Technical), Visakhapatnam, Vizianagaram, Srikakulam, (AP); District Employment Exchange officer, Rayagada, Koraput, Gajapati (Odisha), District Employment Exchange Officer, Dantewara, Dantewara Dist., Chattisgarh, District Employment Exchange Officer, Bastar Dist., Chattisgarh for information & necessary action please. They are requested to sponsor the names of those candidates who have passed I.T.I & fulfilled the conditions stipulated in Para-3 above, for each designated trades @ Ratio 1:4 along with the applications duly filled in with necessary enclosures. The names should be sponsored on or before 12.6.2015. The applications received after 12.6.2015 will not be considered.
- b. Copy to the Director of Technical Education & Training Industry Department, Hyderabad (AP); Bhubaneswar (Odisha); Chattisgarh (Raipur) for information. He is requested to advise the concerned Directors to sponsor the applications of those candidates who have passed I.T.I from Institutions recognised by NCVT and affiliated by the Ministry of Labour, Govt. Of India, New Delhi. Their selection, stipend and duration of training shall be fixed as per the norms and conditions mentioned above.
- c. Copy to the Principal, I.T.I, Industrial Estate, Kancharapalem, Visakhapatnam, Vizianagaram, Srikakulam-(A.P) Rayagada, Koraput, Gajapati (Odisha), Dantewara, Bastar (Chattisgarh) for information & necessary action please.
- d. Copy to the Spl. Employment Exchange for SC/ST, Visakhapatnam, Vizianagaram, Srikakulam-(A.P) Rayagada, Koraput, Gajapati (Odisha), Dantewara, Bastar (Chattisgarh) for information & necessary action please.
- e. Copy to the Chief Personnel Officer, E.Co.Rly, Rail Sadan, Chandrasekharapur, Bhubaneswar for information & necessary action, please.
- f. Copy to the Central Apprenticeship Advisor (Regional), Regional Directorate Apprenticeship Training Ramanthapur, Hyderabad-500013.
- g. Copy to the Divl. Co-ordinators, ECoRSU & ECoRSC /WAT Division for information
- h. Copy to the Divisional President, All India SC/ST Railway Employees Association and All India OBC Railway Employees Association for information.
- i. Copy to all the Branch Officers of Waltair Division for wide publicity amongst the employees under their administrative control. Any such staff whose children/wards have passed I.T.I. in the required trades may also apply direct to the undersigned and drop the application in the drop box kept for this purpose at the *Divisional Personnel Officer, DRM's Office Complex, East Coast Railway, Visakhapatnam on or before 17.00 Hrs of 12.6.2015.*
- j. Copy to the Notice Board of DRM's Office, E.Co.Railway, Waltair.

Encl: Specimen Application Format & Call Letter format.


(A. Venkateswara Rao)
Asst. Personnel Officer-II,
For Divisional Personnel Officer,
East Coast Railway, Waltair.

**APPLICATION FOR ENGAGEMENT OF TRADE APPRENTICES FOR THE YEAR 2015-16.
IN RESPONSE TO DRM(P)/WALTAIR's NOTIFICATION No:WPT/B/ ActAppr/2015-16,
dtd:13/5/2015.**

Affix a recent
passport size
photograph duly
attested by any
gazetted officer
on the front side
of the photograph

- 1) Name of the Designated Trade : _____
- 2) Name in full (Block Letter) including Surname if any : _____
- 3) Father's Name : _____
- 4) Permanent Home address of the Applicant (Block Letters) : _____
: _____
: _____
: _____
: _____
- 5) Present Postal Address of the Applicant (Block Letters) : _____
: _____
: _____
: _____
- 6) Date of Birth (attested copy in support Of date of birth is to be attached) : _____
- 7) Educational Qualification : _____
(Attended copies of the certificates & Marks sheets in support should be enclosed)
- 8) Other Education/Technical Qualification : _____
(Attended copies of certificates & Marks sheets are to be enclosed)
- 9/a) Whether belongs to SC/ST/OBC : _____
(If so attested copy of the certificate issued by the competent authority to be enclosed)
- b) Mention the name of the sub caste : _____
- c) Whether belongs to Ex.Servicemen category (If so true copies of the certificate issued by the competent authority duly attested to be attached). : _____
- 10) Religion : _____

11) Personal Marks of Identification: 1) _____

2) _____

12) Particulars of Examination Passed:

S.No	Examination Passed	Educational Authority/ Board/University	Year of Passing	Total Marks Secured	Full Marks	%age of Marks

13) Have you ever undergone Apprentices Training, If yes, furnish details _____

14) Have you ever debarred from Government Employment, if yes furnish details _____

15) Have you registered your name in the Employment Exchange, if so _____

a) Name of the Employment Exchange _____

b) Number & Date of the Employment Card _____

16) Nearest Railway Station _____

17) Whether you are a son/daughter/dependent Of employee of Waltair Division/ECORly, if so furnish name, designation & of the employee _____

DECLARATION TO BE COMPLETED BY THE APPLICANT

I, _____ Son/Daughter of _____ Residing

at H.No: _____ Vill: _____ P.O. _____

PS _____, Dist: _____ hereby declare that the entries in the application are true to the best of my knowledge and belief.

I am fully aware of fact that this training is being arranged as a part of statutory obligation under Apprentices Act, 1961 and there is no scope of Employment in any Group/Category after the training. I am liable to be discharged on completion of the period of training.

Place:

Date:

Signature of the Candidate

(NB: Application without declaration filled in all respects shall summarily be rejected and no further correspondence shall be entertained.)

Declaration for Railway Servants of Waltair Division of East Coast Railway, who are not submitting application through Director of Employment Exchange, Visakhapatnam, Government of Andhra Pradesh.

I, _____ Son/Daughter of _____

Presently working as _____ T.No: _____ Branch _____

do hereby declare that applicant Sri. _____ is my son/daughter/dependant as per Pass Rules. I am only aware of the fact that his training is arranged as a part of statutory obligation under the Apprentices Act, 1961 and there is no scope of employment in any category. After the training the trainee shall be discharged.

Place:

Date:

Signature of the Railway Servant

This is to certify that Sri. _____ employed as _____ in the _____ T.No: _____ office/shop/Department/Station: _____ of Waltair Division of East Coast Railway. Application of his son/daughter/ward etc., has been scrutinized as per order prescribed vide the notice _____.

Place:

Date:

Signature of the Sr. Supervisor/Incharge with designation & stamp

Countersigned

DEPARTMENTAL OFFICER WITH SEAL.

East Coast Railway

Office of the
Divisional Railway Manager (P),
Waltair, Dt:

No: WPT/5/Act Appr / 2015-16

CALL LETTER

(Ref: Engagement Notification No: WPT/5/ ActAppr /2015-16, dtd:13-5-2015)

Specimen Signature of the Candidate

- 1)
- 2)

Affix a recent
passport size
photograph

To be filled by the candidate in black letters :

1	Name of the Candidate	
2	Father name:	
3	Postal address for Correspondence	

(FOR OFFICIAL USE ONLY)

Registration No of the application : Trade: Community:

You are directed to appear before the screening committee for verification of certificates/testimonials at the place, date and time specified below in connection with the engagement of Act Apprentice under Apprentice Act, 1961 for the year 2015-16.

a) Place : _____

b) Date & Time: _____

For Divl. Personnel Officer,
East Coast Railway, Waltair.

(Instructions for the guidance of candidates)

No candidate will be permitted to appear before the committee for verification without this call letter. Convassing in any form will disqualify candidature automatically. No TA/DA is admissible for attending before the committee.

If required, the candidate may have to stay for more than one day on his own arrangement.