

STAFF SERVICE RULES & RECRUITMENT RULES

**of
Board of Practical Training
(Eastern Region)
Kolkata**



Board of Practical Training
An Autonomous Organisation
Under MHRD, Govt. of India

**Block - EA, Sector - I, Salt Lake City,
(Opposite Labony Estate)
Kolkata - 700 064**

www.bopter.gov.in

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F.No.12-15/2017-TS.VII
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
Dated 21st January, 2019

To
The Director,
Board of Practical Training (BOPT),
Eastern Regional, Block-EA, Sector-1
Opposite Labony Estate, P.O. Salt Lake City,
Kolkata-700064

Subject:- Revision in existing Staff Service Rules and Recruitment Rules of BOPT-reg.

Sir,

I am directed to refer to BOPT, Kolkata's letter No. BOPT/DT/Ministry/2018-19/741 dated 31/8/2018 on the subject matter and to convey that BOPT may go ahead for revision in existing Staff Service Rules and Recruitment Rules of BOPT as per 6th & 7th CPC recommendation with the approval of its BoG. However, this may be noted that this approval does not warrant creation of any post and change in the pay scale of existing posts.

2. It may also be noted that with the issuance of this letter earlier proposal of BOPT, Kolkata in the matter stands resolved.

Yours faithfully

Sd/- Gaj Mohan Meena
Under Secretary to the Govt. of India

Note1: Recommendation of the Selection Committee (Group-C) held on 26/04/2019.

The Chairman of the committee appraised the members about the need of revision of RR & SSR of BOPT(ER) as per recommendation of 6th & 7th CPC and Ministry's guidelines vide its communication Ref. No. F.No.12-15/2017-TS.VII dated 21/01/2019. Further, The BOG in its 130th meeting held on 06/02/2019 also resolved to revised the Recruitment Rules (RR) & Staff Service Rules (SSR) of BOPT(ER). Thereafter, the members had a detailed discussion and perused the draft revised RR & SSR as per recommendations of 6th & 7th CPC. The Committee thoroughly reviewed all the existing clauses of the RR & SSR and incorporated necessary changes in line with the recommendations of the 6th & 7th CPC and also rectified other anomalies, without creation of new posts and changes in the pay scale of existing posts as directed by the Ministry vide its aforesaid letter dated 21/01/2019. After discussion, the members finalized the same for placing before the BOG. A copy of the revised RR & SSR signed by all the committee members was recommended for placing before the BOG for approval.

Sd- P. K. Sahu Member	Sd- Achint Kumar Member (Nominee of MHRD, Govt. of India)	Sd- S.M.Ejaz Ahmed Chairman	Sd- Avijit Kundu Member Rep. of SC/ST/OBC Community
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Note 2: Resolution of the BOG in its 131st meeting held on 15/05/2019 on recommendation of the Selection Committee on revised/ updated Recruitment Rules & Staff Service Rules.

The members perused the revised/ updated Recruitment Rules & Staff Service Rules as recommended by the Selection Committee in its meeting held on 26/04/2019 and approved the same for adoption with immediate effect.

GOVERNMENT OF INDIA
MINISTRY OF EDUCATION & SOCIAL WELFARE
(SHIKSHA AUR SAMAJ KALYAN MANTRALAYA)

No.F.7-4/74.T.3

New Delhi the 15th April, 1975

The Director
Board of Practical Training
Eastern Region
8C, Alipore Road
Calcutta-27

Subject : Boards of Apprenticeship Training,
Framing of Staff Service Rules-
Regarding the -

Sir,

I am directed to say that the question of framing the staff service rules for the employees of the Boards have had been under consideration of the Ministry of sometime past. A copy of the rules as approved by the except Rule 5 relating to Retirement Benefit Scheme. I am further to say that action to make necessary provision in the Memorandum of Association regarding Staff Service Rules may now be taken by the Board.

Kindly acknowledge receipt.

Yours faithfully,
Sd/- R.L. Khera
Assistant Educational Adviser (T)

Staff Service Rules of the Boards of Practical /Apprenticeship Training located at Kolkata, Mumbai, Kanpur, & Chennai

APPOINTMENTS :

1.1. NOTIFICATION OF VACANCY :

The vacancy of all posts to which appointment is to be made by direct recruitment shall be advertised in selected newspapers and/or notified to the concerned Employment Exchange as the case may be, and the selection shall be made in the manner as specified below. All posts shall ordinarily be filled through advertisement in Employment News and website of the Board. For the posts at Group 'C', office of the local Employment Exchange must be informed to direct all the eligible candidates to apply directly online/ offline as applicable. The advertisement notification shall invariably include the required qualification, age, etc. prescribed for the post. In issuing the notification, due care should be taken to ensure representation of the Scheduled Caste/Scheduled Tribe/ OBC/ EWS candidates etc. in the service of the Board as per Central Govt. notification time to time.

1.2. SELECTION :

The selection committee shall be composed as under the same, once constituted, shall remain valid for the period till the new Board is reconstituted

i) For the post of Director :

1. Chairman of the Board — Chairman.
2. A representative of the Ministry of Human Resource Development
3. Two expert members to be selected by the Board at a meeting.
4. A member of the board to be nominated by the chairman of the Board. At least four members of which the chairman will be one shall form the Quorum of the above committee.

ii) For the post of Group 'A' Officers (except the post of Director) drawing a minimum pay at Pay Level 10 of the Pay Matrix (as per 7th CPC)

1. Chairman of the Board or his Nominee — Chairman.
2. A representative of the Ministry of Human Resource Development

3. One Expert - Member to be nominated by the Chairman of the Board.
4. Director :
At least three members of which the expert member will be one shall form the Quorum of the above committee.

iii) For other Post :

1. Director — Chairman.
2. A representative of the Ministry of Human Resource Development
3. A member of the Board to be nominated by the chairman of the Board.
At least two members of which Chairman will be one shall form Quorum of the above committee.

1.3 DEPARTMENTAL PROMOTION COMMITTEE (D.P.C.) :

The Departmental Promotion Committee (D.P.C.) shall be constituted by the Board as per directives of Govt. of India applicable from time to time and shall remain valid for the period till the new Board is reconstituted.

1.4. APPOINTING AUTHORITY :

- (a) The Chairman of the Board shall be the Appointing Authority in the case of Director. The Selection Committee will be constituted by the Board and the appointment of Director will be made by the Chairman on the recommendations of the committee with prior approval of the Government of India;
- (b) The Director shall be the Appointing Authority in respect of all other posts.

1.5. PROCEDURE FOR SELECTION :

- (a) The following procedure shall be followed in the case of direct recruitment :
 - (i) The office of the Board shall prepare a statement separately for each category of post in which the summary of particulars of each eligible candidate applying for the post shall be furnished. The Appointing Authority shall send these statements to the members of the concerned selection committee who may recommend the candidates to be called for interview or test or both. The appointing authority shall convene a meeting of Selection Committee to screen/shortlist applicants and recommend the candidates for interview or tests or both.

- (ii) The Selection Committee may conduct interview or written examination or both for any or all the candidates as it thinks fit and shall make its recommendations to the appointing authority. Before calling any interview/tests, the Appointing Authority shall convene a meeting of selection committee to scrutinize/ shortlist the applicants and recommend the candidates for conducting interview/ test or both if required.
 - (iii) The Selection Committee shall normally submit three names in order of merit for appointment against each vacancies. The offer of appointment shall be made in order of merit in the list. In case no suitable candidate is available for any particular vacancy, the chairman of the appropriate Selection Committee shall have the power to invite qualified and suitable candidates to appear before the Selection Committee for final selection. The merit list prepared by the committee shall remain valid for six months.
- (b) The following procedure shall be followed for the purpose of filling the posts on promotion.
- (i) The Board shall maintain a list of seniority for each category of posts and review the said lists in the month of June, every year. The list of seniority shall be circulated amongst the concerned employees and the mistakes therein, if any, pointed out by any employee shall be rectified. In case, the Appointing Authority considers that the suggestion made by the concerned employee is not acceptable, he shall refer the matter to the concerned Selection Committee for ratification of the list. The decision of the Selection Committee shall be final;
 - (ii) For the purpose of promotion of an employee on Seniority-cum-Fitness basis, the seniority list mentioned in sub-clause 1.5 (b) (i) shall form the basis for consideration of the Departmental Promotion Committee. In case of promotion on selection basis the relevant particulars of each eligible candidate shall be furnished to the concerned Departmental Promotion Committee (D.P.C.) which will prepare the list for each category of posts separately in order of merit and that merit list shall form the basis for promotion. These merit lists shall remain valid for one year.
- (c) (i) The appointment of the staff shall be reported in the next meeting of the Board;
- (ii) The appointing authority may in exceptional circumstances appoint, an employee of the Central/State Govt. and Autonomous Organizations on deputation with the approval of the Board

on such terms and conditions as are prescribed by the Central Government for its own employees from time to time.

1.6. APPLICATION FEE AND T.A. TO CANDIDATES :

- (a) A non-refundable application fee to be decided by the Selection Committee for all posts shall be levied on each application. However, levy of application fees for applicants from reserved category and other shall be applicable as notified by Central Government from time to time.
- (b) Candidates called for interview or written test or both for the vacancies shall not be paid any T.A. / D.A.

2. TERMS & CONDITIONS OF SERVICE :

2.1. MEDICAL FITNESS :

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service in India by a medical Officer not below the rank of a civil surgeon or equivalent.

2.2. VERIFICATION OF CHARACTER & ANTECEDENTS :

Verification of character and antecedents in regards to appointment as prescribed by Govt. of India from time to time shall be followed.

2.2.1 VERIFICATION OF ALL CERTIFICATES INCLUDING CASTE CERTIFICATE: All the certificates submitted by the applicant shall be subject to verification from the competent authority. In case any certificate is found to be falsified, the appointment shall stand terminated with immediate effect.

2.3. GENERAL CONDITIONS :

2.3.1. All appointments shall take effect from the date on which the appointee reports for duty at the place of posting.

2.3.2. All appointments other than Director against the regular post excepting the appointments made for a fixed period & / or on contract basis shall ordinarily be made on probation for a period as mentioned in Schedule of Recruitment Rules, which may be extended by the Appointing Authority from time to time at its discretion. On the expiry of the period of probation as indicated above, the appointee, if confirmed against a regular post, may continue to hold office under the Board till he attains the age of superannuation, subject to the conditions mentioned in these sub-clauses under 2.3. in exceptional case the Board may retain his/her service under fresh terms and conditions after superannuation on year to year basis. It

shall also be permissible for the Appointing Authority to terminate the services of any employee without notice and/or without assigning any reason during the period of probation.

- 2.3.3.** The Appointing Authority may terminate the services of any employee by three months' notice (or three months' pay in lieu thereof) if the medical grounds the retention of such employee in service is considered undesirable.
- 2.3.4.** The Appointing Authority may terminate the services of any confirmed employee on the ground of retrenchment, economy or any other reasons not necessarily to be intimated to the employee concerned, by giving six month's notice in writing or effecting payment of six months' pay in lieu thereof.
- 2.3.5.** A confirmed employee of the Board may also terminate his employment with the Board by giving to the Appointing Authority six month's notice in writing. However, in exceptional cases, the Appointing Authority may use his discretionary powers and can release an employee who serves the notice of resignation before the expiry of notice period of six months.
- 2.3.6.** The pay of the employees of the Board shall be in accordance with the pay scales approved by the Central Govt. The employees of the Board shall also receive such allowances as are admissible to the Central Govt. employees with similar scale of pay posted at the station of the Board.
- 2.3.7.** Every employee of the Board shall devote his whole time to the services of the Board and shall not, except with the previous sanction of the Appointing Authority, engage directly or indirectly in any trade or business or undertake any employment, or any other work which may interfere with the proper discharge of his duties.

However an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or he shall discontinue such work if so directed by the Appointing Authority.

The prohibition herein contained shall not apply to the work undertaken in connection with the examination of Universities, Institutes or Public-service Commission or Consultancy practice undertaken in accordance with the rules to be laid down by the Board from time to time.

- 2.3.8.** Every employee of the board shall at all times maintain absolute integrity and devotion to duty. Till such time, the Board does not prescribe

the Conduct Rules of its own, the provision of the Conduct Rules as applicable to the Central Government employees shall also apply to the employees of Board.

2.3.9. Any employee of the Board is liable to be transferred anywhere in India in the interest of the Board as decided by competent authority.

3. OFFICIATING AND ACTING APPOINTMENTS :

3.1. An employee of the Board appointed to officiate to higher post may receive remuneration, at the discretion of the Board, in accordance with Central Government Rules.

3.2. Ad-hoc acting allowances may be sanctioned in exceptional cases with the approval of the Board.

4. INCENTIVES/REWARDS : In order to enhance performance of the employees, the Board may formulate a suitable incentive/ reward scheme for achieving higher targets as fixed by the competent authority from time to time.

5. PENALTIES AND APPEALS :

5.1. The following penalties may, for good and sufficient reasons, be imposed on an employee of the Board by the Appointing Authority (who will act as the Disciplinary Authority for this purpose) concerned :

- (i) Censure.
- (ii) Fine.
- (iii) Withholding of annual increments.
- (iv) Reduction in rank.
- (v) Compulsory retirement.
- (vi) Removal from service.

Provided that the penalties other than those mentioned under items (i) above shall not be imposed without framing regular charge sheets and without being properly investigated into by the Appointing Authority himself or by any other person or persons appointed by him. In doing so, reasonable opportunity should be given to the concerned employee to submit his explanation etc. and also to defend his case properly.

5.2. The Disciplinary Authority, for reasons which it may consider adequate, may suspend an employee pending an enquiry into the allegations made against him/her and/or before or after the charges are framed against him/

her. Provided further that no such enquiry as aforesaid shall be necessary if reduction in rank or dismissal is proposed on the ground of conviction of a Criminal Court.

5.3. An employee aggrieved by an order mentioned in sub clauses 5.1 and 5.2 above passed by the Disciplinary Authority shall be entitled to prefer an appeal to the authority specified below against the said order and the decision of the Appellate Authority shall be treated as final.

(i) In case of order passed by the Director in his capacity as the Disciplinary Authority, the Chairman of the Board shall be Appellate Authority.

(ii) In case of the order passed by the Chairman of the Board in his capacity as the Disciplinary Authority, the Board shall be appellate authority. The Board shall consider the appeal at a meeting and take a decision.

6. RETIREMENT BENEFIT SCHEME :

Such Scheme/Schemes as is/are approved by the Central Government will apply.

7. TRAVELLING AND HALTING ALLOWANCE :

For their journey on official business, each employee will be entitled to travelling and halting allowance as applicable to similarly placed Central Govt. employees.

8. LEAVE :

- (i) All staff under the Board shall be governed by the leave rules prescribed by the Central Government for its own employees as amended from time to time unless the Board under special circumstances empowers the Director to grant special leave to any office employee;
- (ii) The Director shall have power to sanction leave such as casual leave, earned leave, sick leave, compensatory leave, leave without pay to all staff of the Board. In the case of Director, Chairman of the Board shall exercise the same power;
- (iii) Leave cannot be claimed as a matter of right. The service of an employee who remains absent from duty without leave or fails to return to duty at the expiry of the sanctioned leave is liable to be terminated by the Board or the Chairman, as the case may be without reference to the person concerned, as from the date on which he should have rejoined duty.

9. DEPUTATION :

The rules for deputation for the employees of the Board shall be the same as prescribed by the Central Government for its own employees from time to time.

10. HOUSE RENT ALLOWANCE :

All employees of the Board shall be entitled to house rent allowance at the rate admissible to the Central Government employees of the like category.

11. MEDICAL FACILITIES :

All employees of the Board shall be entitled to medical facilities and reimbursement as are laid down in the Central Government Rules.

12. SENIORITY LIST :

Seniority list of the staff separately for each cadre may be drawn up in the manner to be decided by the Board.

OTHER MATTERS :

In respect of matters not specifically covered in this Service Rules, the relevant rules prescribed by the Central Government on those behalf, for the time being in force, shall apply, as the case may be, to the employees of the Board.

EXISTING
/COPY/

No.F.7-4/74.T.3
GOVERNMENT OF INDIA
Ministry of Education & Social Welfare
Shiksha Aur Samaj Kalyan Mantralaya

New Delhi the 8th July, 1975

To,
The Director
Board of Practical Training
Eastern Region
8C, Alipore Road
Calcutta-27

Subject : Boards of Apprenticeship Training,
Framing of Recruitment Rules-for the Staff

Sir,

I am directed to say that the question of framing the draft Recruitment rules for the employees of the Boards have had been under consideration of the Ministry of sometime past. A copy of the rules as approved by the Ministry is enclosed. These rules will take effect from the date of issue. I am further, to say that action to make necessary provisions in the Memorandum of Association regarding Recruitment Rules may now be taken by the Board.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-

(M.N. Baliga)
Assistant Educational
Adviser (T)

Encl. : As stated

Recruitment Rules of Board of Apprenticeship/Practical Training

1. **Short Title :**

These Rules are to be called the “Board of Apprenticeship / Practical Training, Recruitment Rules”.

2. **Application :**

They shall apply to the posts, in the Boards of Apprenticeship/Practical Training, with their office at Kanpur/Mumbai/Chennai/Kolkata specified in col.2 of the schedule of the Rules.

3. **Method of Recruitment, Age limit & other Qualification :**

The method of recruitment to the said posts, the age limit and qualifications for recruitment and other matters connected therewith shall be as specified in the schedule attached to these Rules. Recruitment to the posts shall be made after giving due regard to the Schedule Castes/Schedule Tribes as per directives of the Central Government issued from time to time.

4. **The Rules and the terms and conditions for recruitment to the various posts should be as follows :**

- (a) The post of Director will be advertised in Employment news and website of the Board. The Selection Committee will be constituted by the Board. The appointment of Director will be made by the Chairman on the recommendations of the Committee with prior approval of the Government of India.
- (b) The posts of Group A and Group B Officers will be advertised in Employment news and website of the Board. The selection Committee will be constituted by the Board and the appointment will be made by the Director on the recommendations of the committee with the prior approval of the Chairman of the Board.
- (c) The vacancies of Group C posts in the Schedule will be filled up by inviting applications through advertisement and intimation to the office of local Employment Exchange for Direct Recruitment and through internal Notice Board for selection posts. The Selection Committee will

be constituted by the Board and the appointment will be made by the Director on the recommendations of the Committee.

- (d) The departmental candidates, Technical as well as Secretariat staff will be considered along with the candidates who apply against the advertisement. However, in case of departmental candidates, the period of experience required for the post and the age limit can be relaxed by the Director in case of Group 'B' and 'C' posts and by the Chairman for Group 'A' posts.
- (e) A candidate for direct recruitment to a post must possess the educational, professional and other qualification and experience as specified in Schedule to these Rules in respect of that post.
- (f) A candidate for direct recruitment to a post should be within the age limit specified in Schedule appended to these Rules in respect of that post.

Note :

The upper age limit may in exceptional circumstances and in the case of candidates belonging to Schedule Castes and Schedule Tribes or any other class of persons be relaxed to the extent and in the manner as may, be specified by the Board on the basis of the Directions issued by the Central Government from time to time.

- (g) A candidate must specify the appointing authority that his character and antecedents are such as to make him suitable for appointment to the service of the Board.
- (h) In all other matters the recruitment will be governed by the Rules and Regulations of the Board as may be enforced from time to time.
- (i) Where the Board is of the opinion that it is necessary or expedient to do so, it may relax any of the provisions of these rules with respect to any Group or category of persons or posts.
- (j) The appointment will be made on probation for a period of two years (for Director probation period is one year) as shown in the Schedule which may be extended, if deemed necessary.
- (k) The staff shall be required to perform the duties as detailed in the Annexure attached to the Rules.

Annexure to the Recruitment Rules of the Board of Practical / Apprenticeship Training located at Kolkata, Mumbai, Chennai & Kanpur

Statement of Duties to be performed by the employees of the Board

1. Director :

- A. As the Chief Executive and Secretary to the Board of Apprenticeship Training, he is responsible for proper administration of its function and is answerable for overall performance of the Secretariat.
- B. To implement all field functions assigned under the Apprentices (Amendment) Act, 1973 relating to the training of Graduate / Technician apprentices in all the Establishments in their respective Regions. Some of these important functions are given as under :
 1. To conduct survey for assessing the training facilities for the training of Graduate/Technician apprentices;
 2. To register and terminate contracts of Apprenticeship Training;
 3. To approve the applications for novation and other changes in the contract Apprenticeship as prescribed;
 4. To determine the number of Graduate / Technician apprentices to be engaged by an establishment;
 5. To issue notices in writing to the employers requiring them to engage the prescribed number of Graduate / Technician apprentices;
 6. To approve the programme of Apprenticeship Training arranged by the employer;
 7. To visit apprentices with a view of testing their work and ascertain

the Apprenticeship training is being imparted in accordance with the approved programme;

8. To enter, inspect and examine any registers, records or other documents maintained by the establishment in accordance with the Act to ascertain whether the Act and Rules are being observed in the establishment;
9. To approve the working of overtime by apprentice if it is in the interest of apprentice or in public interest;
10. To ensure timely submission of the prescribed records and returns by the establishment;
11. To consider and if deemed fit to revise period or remuneration mentioned in the contract of apprenticeship wherein there is a condition that after the completion of apprenticeship the apprentice is bound to serve the Employer for such period and on such remuneration;
12. To verify that the employer has reserved training places for the Schedule Castes and Schedule Tribes;
13. To specify the period for release from apprenticeship training to receive related instructions in the case of graduate or technician apprentice during the course in a technical institution;
14. To decide any dispute between an employer and any apprentice arising out of the contract of apprenticeship;
15. To make recommendations to the Central Apprenticeship Advisor regarding the extension of training period beyond one year upto a maximum of two years;
16. To obtain approval of Central Apprenticeship Advisor regarding the period of practical training in the case of Sandwich Courses;
17. To prescribe the proforma for a record of work during apprenticeship training;
18. To make reimbursement to the employer of share of stipend paid to the apprentices;

19. To decide continuance of payment of stipend or otherwise in the case of apprentices whose training is reported to be unsatisfactory.
- C. To maintain liaison with the Directors of Technical Education, Heads of Technical Institutions and Industries in the Region for the development of Apprenticeship Training Programme of Graduate / technician apprentices.

2. DEPUTY DIRECTOR :

To assist the director of the board in performing the following duties:

- A. As Dy. Director, he shall be responsible to carry out all activities for monitoring and implementation of The Apprentices (Amendment) Act, 1973 & 1986 in different establishments in his region. He will be responsible for maintenance of all records related to establishments in a computerised system.
- B. He shall be responsible to maintain continuous liaison with the Directorate of Technical Education/Vocational Education of different states and maintain all relevant records in respect of such institutions in a computerised environment.
- C. To implement all field functions assigned under The Apprentices (Amendment) Act, 1973 & 1986 relating to the training of graduate/ technician/technician (vocational) apprentices in all the establishments under his allotted states. Some of such important duties to be performed are given as under:-
 1. To secure facilities for training in different establishments, both private sector and public sector for short-term and long-term training in Industries;
 2. To make out programme of training for the trainees in consultation with them and the Industry and other agencies concerned;
 3. To take appropriate action for organising Centralised Selection and other Quality Improvement Programs such as Career Guidance Program, Entrepreneurship Development Program, Meet the Apprentices Program and Supervisory Development Program etc.
 4. To organise and conduct Seminar, Workshop & Group Meetings etc. in different states for improvement and publicity of the apprenticeship program.
 5. To supervise the training program so arranged through extensive visits and inspection of records held by the training establishments;

6. To undertake documentation of Literature on various aspects of Practical Training;
 7. To arrange for dissemination of information in various aspects of practical training through lectures, films and other media of communications;
 8. To assist the Board in conducting survey for assessing training facilities, for registration, novation and termination of contract of apprenticeship training, approval of the training program, testing the competency level of the apprentices etc.;
 9. To exercise supervision and control on the stipendiary bills submitted by the training establishments;
 10. To periodically review the progress reports submitted by the establishment for the trainees placed with them;
- D. To visit establishments periodically to assess the programme and quality of training imparted by the establishments to the trainees.
- E. To supervise IT Section so as to provide ICT support to all the sections of the Board for discharging their functions in a computerised environment. Some of the important functions are given as under:-
1. Planning and execution of all activities related to continuous development of the IT sections.
 2. Plan and procure resources required for development of IT section.
- F. To perform such other functions as may be assigned by the Director.

3. ASSISTANT DIRECTOR: :

- A. To assist the Director, Board of Apprenticeship Training in performing the following duties;
- I. To secure facilities for training in different establishments, both private sector and public sector for short-term and long-term training in Industries;
 - II. To make out programme of training for the trainees in consultation with them and the Industry and other agencies concerned;

- III. To supervise the training so arranged;
- IV. To undertake documentation of Literature on various aspects of Practical Training;
- V. To arrange for dissemination of information in various aspects of practical training through lectures, films and other media of communications;
- VI. To print and publish pamphlets, magazine and periodicals or issue advertisements that may be desirable for the promotion of the objective the society;
- VII. To exercise supervision and control on the preparation of stipendiary bills, and maintenance of related accounts including refunds, recovery etc. under the Govt. of India Practical Training Stipend Scheme;
- VIII. To periodically review the progress reports submitted by the establishment for the trainees placed with them;
- B. To visit establishments periodically to assess the programme and quality of training imparted by the establishments to the trainees.
- C. To perform such other functions as may be assigned by the Director under the Apprentices (Amendment) Act, 1973.

4. ADMINISTRATIVE CUM ACCOUNTS OFFICER

- A. He shall be responsible for assisting the Director in smooth conduct of the administration and accounts section activities. Some of his important duties are given as under:
 - 1. To prepare Annual Accounts of the Board as per prescribed format for placing before the BOG/SFC for approval and onward liaison with the agencies appointed by the Board for conducting audit.
 - 2. To maintain all the records relevant to the Accounts & Administration through computerized system so as to furnish different statistical reports as desired by the Board/Ministry within the stipulated time.

3. To conduct and maintain all records pertaining to SFC meeting.
4. To act as a Member Secretary for conducting Departmental Promotion Committee's meeting to consider various administrative issues for Group-C posts.
5. To plan, prepare and furnish Annual Zero based budgeting, Plan Period budgeting and Quarterly grants requisition for onward submission to the Ministry.
6. To prepare Budget Estimate and Revised Estimate as per schedule prescribed by the Ministry.
7. To plan and execute monthly expenditure under different accounts head for efficient utilisation of funds and to furnish quarterly unspent balance report.
8. To supervise procurement of all assets including under capital expenditure sub-heads. To maintain all records pertaining to assets through computerised system.
9. To act as a member secretary for Writing Off Sub-Committee of the Board and to conduct periodical meeting of the said Sub-Committee as and when required. To plan and execute disposal of obsolete items of the Board.
10. To act as a Grievance Redressal Officer.
11. To initiate action at appropriate time for recruitment of Group-B Officers and Group-C staff members to fill-up the vacancies from time to time.
12. To act as Hindi Officer and implement all statutory provisions under Rajbhasa Act.
13. To act as fund manager of all long term deposits of Board and plan and execute investment pattern.

14. To exercise supervision and control on the preparation of stipendiary bills, and maintenance of related accounts including refunds, recovery etc. under the Govt. of India Practical Training Stipend Scheme;
- B. To perform such other functions as may be assigned by Director from time to time.

5. OFFICE SUPERINTENDENT :

A. His duties are to assist the Director in:-

- (a) Overall Supervision of work of all Secretarial staff of the secretariat of the Board, through even distribution of work amongst staff, proper assistance and guidance to them;
- (b) Ensuring prompt disposal of Secretarial work through timely replies to correspondences, processing of cases, preparation of Statements, returns, etc;
- (c) Preparing all papers, returns etc., connected with Board meetings and periodical returns to the Ministry and its Regional Office;

B. His other duties are:-

- (a) To co-ordinate work of all assistants and dealing hands;
- (b) To ensure maintenance of all correspondences in classified files and consultation of them before disposing cases;
- (c) To ensure proper maintenance of all Diaries, Registers, Secret and Confidential Reports, and papers, personal files of officers and staff, office orders etc;
- (d) To ensure maintenance of discipline and order in the office;
- (e) To keep the office neat and tidy;

C. To perform such their functions as may be assigned by AAO/ Director.

6. JUNIOR ACCOUNTANT :

His duties are to assist the Admin-cum Accounts Officer (and in his absence independently) in

- (a) Preparation of Budget estimate on stipend and establishment funds;

- (b) Maintenance of all records, checking of cash and other ledgers, etc. in connection with establishment funds and producing them for auditing;
- (c) Maintenance of records on outstanding statement of accounts and pay rolls, and corresponding with establishment for settlement of accounts;
- (d) Preparation of statistical data and returns on stipend and establishment funds.

7. STENOGRAPHER GRADE – I /(P.A. TO DIRECTOR) :

- A. He shall be responsible for all the functions of the Director's Secretariat. Some of his duties are given under:-
 - 1. To coordinate all activities related to the work of the Director in his secretariat as well as his outstation duties.
 - 2. To coordinate all activities related to organising meeting in the Director's Secretariat.
 - 3. To maintain all files related to correspondences, reports, recruitment etc. such as Minutes Book, Registers, Secret and Confidential Reports and other files/folders pertaining to Director's Secretariat in a confidential and secured manner.
 - 4. To coordinate all correspondences incoming and outgoing from the Director's Secretariat on time.
 - 5. To prepare all documents connected with different meetings held in the Director's Secretariat such as Board Meetings, SFC Meetings and other Sub-Committee Meetings including Seminar, Workshop etc.
- B. To perform such other functions as may be assigned by Director from time to time.

STENO GRADE I

- A. He shall be responsible to assist Dy Director and other Senior Officers in the following matters :
 - 1. Taking dictation in Shorthand and transcribing them in computer in best possible manner.

2. To coordinate all activities related to the work of the Officers in their section as well as their outstation duties.
3. To coordinate all activities related to organising meeting in their Sections.
4. To maintain all files related to correspondences, reports etc. such as Registers, Confidential Reports and other files/folders pertaining to their section in a confidential and secured manner.
5. To coordinate all correspondences incoming and outgoing from their section on time.
6. To prepare all documents connected with different meetings held in their sections such as Seminar, Workshop, Group Meeting etc.
7. To maintain an updated record of the training section through computerised system.
- B. To perform such other functions as may be assigned by his superiors or by Director from time to time.

8. ASSISTANT HINDI :

- A. He shall be responsible for overall supervision of implementation of the Rajbhasa Act in the office of the Boards. He will assist the designated Hindi Officer to carry out the activities laid down under the provisions of the Rajbhasa Act. Some of his duties are given as under:-
 1. To carry out all the activities related to Hindi so as to ensure achievement of target under different heads such as Hindi letters, printing of pamphlets/posters in Hindi etc.
 2. To carry out all translation and updating of reports required for preparation of annual reports of the Boards.
 3. To maintain continuous liaison with the authorities at local level as well as the bureau of Ministry dealing with Rajbhasa Act so as to ensure furnishing of reports and returns on time.
 4. To organise/conduct various workshops and meetings as well as quarterly review meetings in the Board required for improvement of working environment in Hindi.
 5. To carry out all day to day work related to Hindi Implementation in the Secretariat and to conduct the inspection of office records by the concerned committee.
- B. To discharge any kind of duties as may be assigned by his superiors or by Director from time to time.

9. ANALYST :

- A. He shall be responsible to assist Dy. Director and Assistant Directors in all activities of the training section. Some of his important duties are given as under:-
1. To coordinate all activities related to training in his section as group leader such as obtaining out-turn figures from institutions, despatching blank application forms, reviewing completed forms, classifying and preserving them, issuing calls for interview etc. and keeping all records pertaining to the students, institutes in the computerised system.
 2. To maintain an updated information related to training establishments in computerised system as well as office filing system in hard copy such as procurement of training seats, on-roll position of the apprentices, notification/re-notification details etc.
 3. He will be responsible to coordinate all activities with Upper Division Clerks and Lower Division Clerks in his section such as registration of contract of apprenticeship, apprenticeship training progress report, requisition for Proficiency Certificate including verification of claim bills related to training portion.
 4. To maintain an updated records related to institutes, training establishments and apprentices on year to year basis through computerised system so as to furnish statistical reports on different traits.
 5. To assist Assistant Director/Deputy Director in conducting their visits.
 6. To maintain a verified records pertaining to training of apprentices, training establishments and institutes for its audit such as apprenticeship contract registration card, apprenticeship training progress report, notification/re-notification details of establishments.
 7. To assist Deputy Director and Assistant Director in organising/ conducting programs such as Career Guidance Program, Seminar, Group Meeting and Students' Counselling Program and Centralised Selection/ Job Fair etc.
- B. To discharge any kind of duties as may be assigned by his superiors from time to time

10. GENERAL ASSISTANT :

- A. He shall be responsible to assist Dy. Director and Assistant Directors in all activities of the training section. Some of his important duties are given as under:-

1. To coordinate all activities related to training in his section as group leader such as obtaining out-turn figures from institutions, despatching blank application forms, reviewing completed forms, classifying and preserving them, issuing calls for interview etc. and keeping all records pertaining to the students, institutes in the computerised system.
 2. To maintain an updated information related to training establishments in computerised system as well as office filing system in hard copy such as procurement of training seats, on-roll position of the apprentices, notification/re-notification details etc.
 3. He will be responsible to coordinate all activities with Upper Division Clerks and Lower Division Clerks in his section such as registration of contract of apprenticeship, apprenticeship training progress report, requisition for Proficiency Certificate including verification of claim bills related to training portion.
 4. To maintain an updated records related to institutes, training establishments and apprentices on year to year basis through computerised system so as to furnish reports on different traits.
 5. To assist Assistant Director/Deputy Director in conducting their visits.
 6. To maintain a verified records pertaining to training of apprentices, training establishments and institutes for its audit such as apprenticeship contract registration card, apprenticeship training progress report, notification/re-notification details of establishments.
 7. To assist Deputy Director and Assistant Director in organising/conducting programs such as Career Guidance Program, Seminar, Group Meeting and Students' Counselling Program and Centralised Selection/Job Fair etc.
- B. To discharge any kind of duties as may be assigned by his superiors from time to time.

11. UPPER DIVISION CLERKS :

The duties of U.D.C. s are under several heads, but are mainly as below:-

A. To assist Admin-cum Accounts Officer and Jr. Accountant in.

- (a) Drawing up stipend bills, including checking of Joining Reports Registers, keeping of upto date stipend ledgers (by noting receipt of Progress Reports, receipt of statement of Accounts and Pay Rolls, Drop out of trainees, stipend bill for and cheque/Draft forwarded etc. trainee wise), computing stipend amount trainee wise etc;
- (b) Receipt of cheques / drafts from Regional office of Ministry of Human Resource Development forwarding them to establishments, answering to enquiries on stipend fund from trainees, establishments and Regional office of Ministry of Human Resource Development;
- (c) Maintaining all registers showing consolidate figure billed amount, refunds from establishments, net expenditure on stipend fund etc. quarterly, half yearly and annually;
- (d) Any other work pertaining to billing and accounting, allotted by Admin-cum Accounts Officer;

B. To assist the officers of the Secretariat and the office superintendent in-

- (a) Prompt disposal of cases by examined files and reference and putting up proper notes to the superiors concerned;
- (b) Preparation of all statistical data, records and returns in proper form and ensuring despatching them timely;
- (c) Timely despatch of correspondence originating from the secretariat by putting up notes, drafts and reference as per schedule framed by the officers;
- (d) Handling of cash, maintaining Cash Ledgers, Vouchers etc;

12. STENOGRAPHER GRADE - II :

Their duties are:-

- (a) Taking dictation from officers in shorthand and transcribing them in best possible manner;

- (b) Maintaining in good order correspondence, reports etc. to be retained by officers and ensuring matters to be dealt by officers are done promptly and in orderly manner;
- (c) Destroying by burning of Stenographic record of confidential or Secret letters, and ensuring that no matter of confidential/ secret nature dealt by him is leaked out through him;
- (d) Assisting the officers in such manner as they may direct;

13. LOWER DIVISION CLERKS :

Lower Division Clerks including typists are required to carry out the work of routine nature e.g. registration of papers, maintenance of registers, indexing recording, proof correction, preparation of arrear statement, typing, comparing, submission of routine and simple drafts.

14. STAFF CAR DRIVER:

His duties are:-

- (a) To drive the Board's Car as per direction of the officer concerned and to maintain a Log Book to be duly signed by the person who uses the car for official purposes;
- (b) To keep himself broadly acquainted with the Mechanism of the car;
- (c) To report to the Director immediately after accident, if any, and
- (d) To keep the car duly cleaned, tidy and in order.

15. MULTI-TASKING STAFF (Includes pre –revised posts of Duplicating Machine Operator, Peons, Chowkidar)

The duties would broadly include:

- a) Physical maintenance of records of the section.
- b) general cleanliness & upkeep of the Section / unit.

- c) carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section / unit.
- f) Assisting in routine office work like diary, dispatch etc. including on computer.
- g) Book binding / spiral binding, cutting & pasting duties.
- h) Delivering of dak (outside the building).
- i) Watch & ward duties.
- j) Opening & closing of rooms.
- k) Water Pump / Electric room / Stand-by Generator Set operation duties.
- l) Cleaning of rooms.
- m) Messenger duties.
- n) Dusting of furniture etc.
- o) Tea maker / cook duties.
- p) Cleaning of Building, fixture etc.
- q) Work related to his ITI qualification, if it exists.
- r) care taking of office building and premises.
- s) Driving of vehicles, if in possession of valid driving licence.
- t) Record keeping and daftary duties.
- u) Upkeep of parks, lawns, potted plants etc.
- v) Any other work assigned by the superior authority.

NOTE: The above list of duties is only illustrative and not exhausted. The Appointing authority may add to the list, duties of similar nature ordinary performed by official at this level.

SCHEDULE

Sl. No.	Name of Post	Scale of Pay	Classification of Post	Percentage of post to be filled by		
				Direct recruitment	Seniority cum fitness	Selection
1	2	3	4	5	6	7
1.	Director	Rs.78800-209200/- Level-12 (as per 7th CPC)	Group 'A'	100%	-	-

SCHEDULE

For direct recruitment only		Period of probation	For promotion/transfer only		Composition of selection committee	Remarks
Age limit	Educational and other qualification		Whether age educational qualification prescribed for recruitment will apply in case of promotion/transfer	Grade source from which promotion is to be made		
8	9	10	11	12	13	14
45 yrs. (Max).	Essential : A 1st or 2 nd class degree in Engineering/ Technology or equivalent or a post Graduate Degree in Engineering/ technology; with at least 10 years field experience. Desirable: i) Experience of Supervising and/or arranging practical training in Industry; ii) should be fully conversant with computer application packages such as MS office, knowledge of LAN etc.	1 year	-	-	As per staff service Rules	-

SCHEDULE

1	2	3	4	5	6	7
2.	Deputy Director	Rs. 67700- 208700/- Level - 11 (as per 7th CPC)	Group 'A'	100%	-	-
3.	Assistant Director	Rs. 56100- 177500/- Level - 10 (as per 7th CPC)	Group 'A'	100%	-	-

SCHEDULE

8	9	10	11	12	13	14
45 yrs (Max)	<p>ESSENTIAL: A first class or 2nd class degree in Engg./ Tech. or equivalent or a post graduate Degree in Engg. / Tech with at least seven years Experience which include field/ administration etc.</p> <p>Desirable: Experience of supervising and/or arranging Practical Training in Industry.</p>	2 Years	-	-	As per staff service Rules	<p>(inducted by BOG approved by Ministry)</p> <p>(approved by 37th BOG dt. 19.10.82)</p>
45 yrs (Max)	<p><u>Essential</u>: at least 2nd class degree in Engg./ Technology from a recognized university or equivalent with a min. of 5 yrs. field experience.</p> <p><u>Desirable</u>:</p> <p>i) Experience of supervising and/or arranging practical Training in Industry.</p> <p>ii) Knowledge in computerized working environment especially in LAN, ACCESS and VISUAL BASIC</p>	2 Years	-	-	As per staff service Rules	-

SCHEDULE

1	2	3	4	5	6	7
4.	Administrative cum Account Officer.	Rs. 56100- 177500/- Level-10 (as per 7th CPC)	Group 'A'	100%	-	-

SCHEDULE

8	9	10	11	12	13	14
45 yrs Max	<p>1. At least a second class Bachelor's Degree in Arts, Science or Commerce.</p> <p>2. A pass in CA, ICWA or SAS Exam. of the Indian Audit & Accounts Department.</p> <p>3. At least 5 years experience in responsible supervisory position in a Govt. Deptt./ Autonomus organisation.</p> <p>Desirable</p> <p>1. Knowledge of Central Govt. Rules & Regulations relating to Accounts, Budgetting, Staff matters etc.</p>	2 years	Maximum age limit does not apply to candidates on deputation from Central/ State Govt. Departments/ Autonomous organisations and Departmental candidates.	-	As per staff service rules	<p>The post of Administrative-cum Accounts Officer or Accounts Officer on Administrative Officer as the case may be, would be operated depending upon the requirement of the concerned Board.</p> <p>(approved by 36th BOG dt. 29.04.82)</p> <p>Sanctioned vide Ministry's Letter no.</p> <p>22-6/94-TS III/ T.S. IV dt. 16.12.98</p>

SCHEDULE

1	2	3	4	5	6	7
5.	Office Superinten- dent	Rs. 35400- 112400/- Level-6 (as per 7th CPC)	Group 'B'	-	-	Selection 100%

SCHEDULE

8	9	10	11	12	13	14
40 yrs (Max)	<p>Essential: A good degree of recognized university. Knowledge of Govt. rules and regulation, knowledge of hindi Experience at least 10 years in Govt. office/ autonomous organization. Preference will be given to those who have sufficient experience of supervisory capacity.</p> <p><u>Desirable:</u> Knowledge in computerized working environment especially in LAN, ACCESS and VISUAL BASIC</p>	2 years	Shall not apply in the case of employee, who have been confirmed in their respective posts and are eligible for promotion	From junior Accountant who have rendered at least three years service in the grade failing which from upper Divn Clerks who have rendered at least 5 years service in the grade.	As per staff service Rules	If no suitable candidate is available the post shall be filled up by direct recruitment

SCHEDULE

1	2	3	4	5	6	7
6.	Junior Accountant	Rs. 35400-112400/- Level- 6 (as per 7th CPC)	Group 'B'	-	-	100%
7.	Stenographer Grade - I	Rs. 35400-112400/- Level-6 (as per 7th CPC)	Group 'B'	-	-	100%

SCHEDULE

8	9	10	11	12	13	14
30 yrs	<p>Essential:(i)Degree of recognized university/institute</p> <p>(ii) 2 years experience in Cash, Account and Budget work in a Govt. Office/ PSU/Autonomous/ Statutory body</p> <p><u>Desirable:</u> (Experience) Preference will be given to those, who have proficiency in Accounting procedure.</p>	2 years	Shall not apply in the case of employees who have been confirmed to their respective posts and are eligible for promotion.	From UDC who have rendered at least 2 years service in the grade	As per staff service Rules	If no suitable departmental candidate is available the post shall be filled up by direct recruitment
35 yrs	<p>Essential :</p> <p>(i) 12th Class pass or equivalent from a recognized Board or University</p> <p>(ii) Skill test norms- Dictation:10 mts @ 100 w.p.m., Transcription: 60mts. (Eng),75mts. (Hindi) (on computer)</p>	2 years	Shall not apply in the case of employees who have been confirmed in their respective posts and are eligible for promotion	From Stenographers Grade-II in the pay Level-4 (7 CPC) with 10 years of regular service	-	If no suitable candidate is available, the post will be filled by Direct Recruitment. (approved by 35th BOG dt. 21.12.81)

SCHEDULE

1	2	3	4	5	6	7
8.	Assistant (Hindi)	Rs.29200- 92300/- Level-5 (as per 7th CPC)	Group 'C'	-	-	100%
9.	General Assistant	Rs. 29200- 92300/- Level-5 (as per 7th CPC)	Group 'C'	100%	-	-

SCHEDULE

8	9	10	11	12	13	14
35 yrs	i) Graduate of a recognised University with Hindi as one of the subjects. ii) Capability of translating independently Hindi into English and viceversa. iii) Five years working experience.	2 years	Maximum age limit does not apply to departmental candidate/ candidate on deputation from central/ State Govt. departments / autonomous organisations.	Preferably from Upper Division clearks who have rendered at least 5 years of service.	As per staff Service Rules.	(approved by 57th BOG dt. 19-03-91) Sanctioned vide Ministry's Letter no. 22-6-/ 94-T.S. III / T.S. IV dt. 16.12.98
35 yrs (Max)	1. At least a Second Class Bachelor's Degree in Arts, Science or Commerce. 2. At least eight years experience in Technical Education Administration/ compiling of data on technical personnel in a Govt. Department/ autonomous organisation	2 years	Maximum age limit does not apply to departmental candidates/ candidates on deputation from Central State Govt. departments/ autonomous organisations	-	As per Staff Service Rules	(approved by 36th BOG dt. 29.04.82) Sanctioned vide Ministry's Letter no. 22-6/94-T.S. III/ TS. IV dt. 16.12.98

SCHEDULE

1	2	3	4	5	6	7
10.	Analyst	Rs. 29200-92300/- Level-5 (as per 7th CPC)	Group 'C'	100%	-	-
11.	Stenographer Grade-II	Rs. 25500-81100/- Level-4 (as per 7th CPC)	Group 'C'	100%	-	-
12.	Upper Division Clerk (U.D.C)	Rs. 25500-81100/- Level-4 (as per 7th CPC)	Group 'C'	50%	50%	-

SCHEDULE

8	9	10	11	12	13	14
35 yrs (Max)	<u>Essential:</u> 1. At least a Second Class Bachelor's Degree in Arts, Science or Commerce/ Engineering. 2. At least eight years experience in Technical Education Administration/ compiling of data on technical personnel in a Govt. Department/ autonomous organisation	2 years	Maximum age limit does not apply to departmental candidate/ candidate on deputation from central/ State Govt. departments / autonomous organisations.	-	As per staff Service Rules.	(approved by 35th BOG dt. 21-12-81) Sanctioned vide Ministry's Letter no. 22-6-/ 94-T.S. III / T.S. IV dt. 16.12.98
27 yrs	<u>Essential:</u> (i) 12th Class pass or equivalent from a recognized Board or University (ii) Skill test norms- Dictation: 10 mts @ 80w.p.m., Transcription: 50 mts (Eng), 65 mts (Hindi) (on computer)	2 years	Does not arise	-	Do	-
27 years	<u>Essential:</u> Degree of recognized University or equivalent <u>Desirable:</u> Knowledge of typing 5 years experience in Govt. or Non-Govt. office	2 year	Age bar prescribed shall not apply	From L.D.C pay Level-2 (7 CPC) with 8 years of regular service in grade.	DO	-

SCHEDULE

1	2	3	4	5	6	7
13.	Lower Division Clerk (L.D.C.)	Rs. 19900- 63200/- Level-2 (as per 7th CPC)	Group 'C'	100%	-	-
14.	Staff Car Driver	Rs. 19900- 63200/- Level-2 (as per 7th CPC)	Group 'C'	100%	-	-

SCHEDULE

8	9	10	11	12	13	14
27 years	(i) 12th Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m in Hindi on computer	2 years	-	From amongst the Group C staff in pay Level-1 and who have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for examination is 45 years (50 yrs for SC/ST)	DO	-
27 years	Essential: (i) Possession of a valid driving license for motor car (ii) Knowledge of motor mechanism (the candidate should be able to remove minor-defects in vehicle) (iii) Experience of driving a motor car for atleast 3 years and (iv) pass in 10th standard Desirable: 3 years service as Home Guard/ Civil Volunteers	2 years	-	-	DO	-

SCHEDULE

1	2	3	4	5	6	7
15	Multi Tasking Staff	Rs.18000 -56900/- Level -1 (as per 7th CPC)	Group 'C'	100%	-	Does not aries

SCHEDULE

8	9	10	11	12	13	14
25 years	Matriculator or equivalent pass or ITI pass may be adopted as per special requirement of the post,if any	02 years	-	-	As per recruitm- ent rules	



एक कदम स्वच्छता की ओर