

BOARD OF PRACTICAL TRAINING
(EASTERN REGION) KOLKATA

(An Autonomous organization of Government of India under Ministry of Human Resource Development)

Applications are invited for the post of **“DIRECTOR”** in the Board of Practical Training, Eastern Region, Kolkata.

Pay scale : Rs. 12,000 – 375 – 16, 500/- plus allowances as admissible under Central Government Rules. (This pay scale is most likely to be revised after implementation of the effect of Sixth Central Pay Commission)

Education & other qualifications:

Essential : (i) A 1st class or 2nd class Degree in Engineering/Technology or equivalent or a Post Graduate Degree in Engineering/Technology ; (ii) At least 10 (ten) 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.

Period of Probation : One Year.

Age Limit : 45 years. Age limit is relax able for ST/SC/OBC, Ex-servicemen and Physically Handicapped as per rules. For internal candidates of BOPT/BOATs, the age limit is relax able. Age limit is also relax able for serving Central and State Governments employees as per rules.

Interested, eligible candidates may apply with full Bio-data (prescribed format given in the Website) along with attested copies of certificates to the following address by Speed Post/Registered Post within thirty days from the date of publication of the advertisement:-

Shri Gautam Chatterjee,
Chairman,
Board of Practical Training
(Eastern Region)
Block – EA, Sector – I,
Salt Lake City, Kolkata – 700 064.

Candidates employed in Govt./Semi-Govt./PSU/Autonomous Bodies etc. should apply through proper channel. However, they may send Advance Copies.

For details regarding job description, application format etc. please visit our Website www.bopte.gov.in.

Envelope should be super scribed, **‘Application – Director, BOPT (ER), Kolkata’**.

Chairman
BOPT(ER)

Duties of the Director

As stipulate in the Staff Service Rules/Recruitment Rules of the Board, some of the important functions are to be undertaken by the Director which are given below :-

- (i) As a Chief Executive and Secretary, Board of Practical Training, Eastern Region, Kolkata, he is responsible for proper administration of the function and is answerable for overall performance of the Secretariat;
- (ii) To implement all field functions assigned under the Apprentices (Amendment) Act, 1973 and 1986;
- (iii) To maintain liaison to the Directorate of Technical Education, Heads of Technical Institutes and industries in the region, Ministry of Human Resource Development, Government of India, for development of Apprenticeship Programme;
- (iv) To act as Head of the Nodal Centre of the Board under National Technical Manpower Information System Project;
- (v) Miscellaneous - Other Miscellaneous duties to be assigned by the Board and Govt. of India, from time to time.

APPLICATION FORMAT

Application No.
& Date of receipt

(For Office use only)

Shri Gautam Chatterjee,
Chairman,
Board of Practical Training, (E. R.),
Block-EA, Sector –I, Salt Lake City,
(Opp. Labony Estate)
Kolkata – 700 064

Sir,

With reference to your advertisement dated _____, in The _____, I submit my application in prescribed format below.

1. Post applied : Director for BOPT(ER)
2. Full Name in Block Letters : _____
(Surname) (1st Name) (2nd Name)
3. Father's /Husband's Name : Shri/Late _____
4. Nationality : _____
5. Sex (put a tick mark) : Male Female
6. Date of Birth in Christian era: (As per school leaving certificate, attested copy is to be enclosed)

(Day) (Month) (Year)
7. Age as on 01.05.2008 : _____
(Year) (Month) (Day)
8. Age relaxation claimed if any: (Specify the basis and enclose relevant certificate)

9. Category : _____
(Please mention – Scheduled Caste/
Scheduled Tribe/Other Backward Class/
General/Physically Handicapped/Ex
Serviceman – supporting document to
be enclosed where necessary)
- 10.a) Correspondence Address : _____
(in Block letters – with Pin Code) :
- b) Permanent Address : _____
(in Block letters – with Pin Code)

: 2 :

11. Give Contact Phone No./ : _____
Fax No./E-mail Address
(if any with STD Code)

12. Educational Qualification (As on the date of application, Matriculation/SSC onward
- Attested copies to be enclosed)

Sl. No.	Examination Passed	Name of the School/Inst.	University/Board who awarded Degree/Diploma /Certificate	Month & Year of Passing	Class/Di vision Secured	% of Marks obtained	Remarks

13. Work Experience (other than present Employment)

Sl. No.	Name of the organization	Designation	Whether Ad-Hoc/or Temporary or Permanent	Period of Service		Scale of Pay & Total Emoluments at the time of leaving	Remarks
				From	To		

14. Details of present employment :

Name of the organization	Whether Central Govt./State Govt./PSU/ Private & Others	Date of Appointment	Post held	Period of Service		Whether Regular/Substantive/Temporary/Ad-hoc/Quasi-Permanent/Deputation	Scale of Pay and total Emoluments with basic pay	Remarks
				From	To			

15. Any other information not covered above :

16. List of Documents (Attested Xerox copies) enclosed :
(a)

17. Declaration :

1) I hereby solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

2) I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my service is liable to be terminated without any notice.

Signature of the Applicant

Name of the Applicant (in Block letters)

Place :

Date :

Encl: As stated