Naval Dockyard Visakhapatnam
Quality Ships on Time

MINISTRY OF DEFENCE (NAVY)
ENROLLMENT OF DESIGNATED TRADE APPRENTICES (2023- 24 BATCH)
AT NAVAL DOCKYARD APPRENTICES SCHOOL, VISAKHAPATNAM - 530 014 (AP)

1.   Applications are invited from ITI qualified **INDIAN** national candidates for Apprenticeship Training in the following designated trades for a period of one year at Naval Dockyard Apprentices School, Visakhapatnam, [DAS (Vzg)] for the training batch 2023-24 in accordance with Apprentices Act 1961, Apprentices (amendment) Act 2014 and Apprentices (amendment) Rules 2019:-

Sl.	Apprenticeship Designated Trades	Relevant ITI Trades	Vacancies						
			Total Posts	UR	OBC	SC	ST	PWD	EX-Ser
(a)	Electronics Mechanic	Electronics Mechanic & Mechanic (Radio & T.V.)	36	19	10	5	2	Horizontal reservation Subjected to availability of candidates in various trades.	Horizontal reservation Subjected to availability of candidates in various trades.
(b)	Fitter	Fitter	33	17	9	5	2		
(c)	Sheet Metal Worker	Sheet Metal Worker	33	17	9	5	2		
(d)	Carpenter	Carpenter	27	14	7	4	2		
(e)	Mechanic (Diesel)	Mechanic (Diesel)	23	12	6	3	2		
(f)	Pipe Fitter	Plumber	23	12	6	3	2		
(g)	Electrician	Electrician	21	11	6	3	1		
(h)	R & A/C Mechanic	R & A/C Mechanic	15	8	4	2	1		
(j)	Welder (Gas & Electric)	Welder (Gas & Electric)	15	8	4	2	1		
(k)	Machinist	Machinist	12	6	3	2	1		
(l)	Painter (General)	Painter (General)	12	6	3	2	1		
(m)	Instrument Mechanic	Instrument Mechanic	10	5	3	1	1		
(n)	Mechanic Machine Tool Maintenance	Mechanic Machine Tool Maintenance & Millwright Maintenance Mechanic	10	5	3	1	1		
(o)	Foundryman	Foundryman	5	3	1	1	0		
Total Vacancies			**275**	**143**	**74**	**39**	**19**	**8**	**8**

[UR - Unreserved, OBC - Other Backward Class, SC - Scheduled Cast, ST - Scheduled Tribe, PwD - Person with Disability, EX-Ser - Children of Armed Forces Personnel / Ex-Serviceman and Ex-Serviceman]

2.   **Note:-**

(a)   In case less than five valid applications are received for a certain trade, the vacancies of that trade will be cancelled and distributed to other trades.

(b)   In case any vacancy earmarked for any reservation category cannot be filled up in a recruitment year due to non-availability of suitable candidates in the relevant category of reservation, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

(c)   Apprenticeship training is one time opportunity to the candidates. The candidates who have already completed or undergoing apprenticeship training in the same or other industry/ establishment as per the apprenticeship Act 1961 shall not be eligible.

3.   **Procedure for Applying for Apprenticeship**. The following procedure is to be followed for applying for Apprenticeship Training at *www.apprenticeshipindia.gov.in* web portal under National Apprenticeship Promotion Scheme (NAPS) :-

(a)   **Before starting the process of profile registration, candidate must ensure that name and date of birth in Aadhar card must be matching with SSC Certificate. Otherwise, change the details in Aadhar card according to the SSC Certificate**.

(b)   Log on to *www.apprenticeshipindia.gov.in*. Web portal. Then home page of the web site would open.

(c)   Click on **Register** module in the home page. Then drop down menu with various options will appear. Click on **Candidate** in the drop down menu.

(d)   A page titled Candidate Registration would open. The candidate is required to fill-up his personal details, contact details, in the form and then submit the application by clicking the submit option.

(e)   Post submission of application a system generated auto mail would be sent to the e-mail ID for profile activation. Candidates have to activate their profile.

(f)   Go back to Home page of *www.apprenticeshipindia.gov.in*. Click on **login** in the home page. To open profile, candidates have to enter his registered g-mail ID and password.

(g)   Post login, candidates have to enter or edit their personal details, enter educational details, trade preference and validate Aadhar number.

(h)   Post completion of registration Process, open candidate **profile**, download and take a print out from the web portal for forwarding the same to DAS (Vzg).

(j)   Take the printout of hall ticket format placed at part - II of **Annexure - I** of this advertisement.

(k)   Two original hall tickets (duly filled by candidate) with two recent passport colour photographs pasted at earmarked box are required to be enclosed along with Apprentice Profile.

(l)   Apprentice Profile, two original hall tickets and all relevant documents along with check-off list placed at **Part - III** of **Annexure - I** of this advertisement indicating status of enclosed documents are required to be forwarded to "**The Officer-in-Charge (for Apprenticeship), Naval Dockyard Apprentices School, VM Naval Base S.O., P.O., Visakhapatnam - 530 014, Andhra Pradesh" by Post so as to reach at DAS (V) by 09 Jan 2023.** This would be considered as the off-line application for the purpose of enrollment.

(m)   Both on-line (profile registration at web portal) and off-line (hard copy of application by post) are mandatory for considering candidature of an applicant for further scrutiny and issue of hall ticket for written examination. Non-receipt of both (On-line/Off-line) applications would disqualify the candidature of applicant automatically.

3.   Last date to apply on-line is **02 Jan 2023**.

4.   Receipt of "Off-line application" along with relevant documents as per **Annexure - I** by Post to DAS (V) by **09 Jan 2023**. Applications received after **09 Jan 2023** will not be accepted for any reason.

5.   **Eligibility for Applying**.

(a)   **Qualification**.

Qualification	Minimum Percentage	Remarks
SSC / Matric / Std X	50% (aggregate)	**Note**:- Candidates passed during Covid-19 pandemic having certificates without marks/ grade points/ pass percentage shall also be eligible for appearing written examination subject to fulfilling other eligibility criteria.
ITI (NCVT/SCVT)	65% (aggregate)	

(b)   **Age**.   Candidates born on or before **02 May 2009** shall be eligible for applying apprenticeship training batch 2023-24.

6.   **Reservation**.

(a)   **SC/ST/OBC Categories**. Vacancies for SC/ST/OBC candidates are reserved in accordance with Section 3A and 3B of Apprentice Act 1961 read in conjunction with Rule 5 of Apprenticeship Rules 2015. (Latest certificate should be issued by competent authority as per format enumerated in Govt. orders from time to time)

(b)   **Person with Disability (PwD)**. Vacancies for PwD candidates are reserved in accordance with Apprentices Act 1961 read in conjunction with Apprenticeship Rules 2015. In order to availed PwD Reservation the percentage of disability should not be less than 40% and the relevant latest valid certificate issued by medical board by any Govt. Hospital to be submitted.

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

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

(f) **Nationality**. Indian

7. **Stipend**. Admissibility of stipend is based on the GoI Gazette Notification No. 561 dated 25 Sep 2019.

8. **Selection Process**. **Shortlisting of candidates for issue of call letters will be undertaken based on marks secured in SSC/ Matriculation/ 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 and category to maintain reservation quota as per existing guidelines**. Written examination would be objective type consist of 50 questions (Mathematics 20, General Science 20, General Knowledge 10), with each question carrying one and half (1½) marks. Candidates in the order of merit of written examination would be called for interview in various reservation categories and trades. Interview is based on the technical skills of the candidates in respective trade. Candidates finally selected in interview will have to undergo medical examination. **The schedule of written examination and interview is as follows**: -

(a) **Written examination for all trades at DAS(Vzg)**   **- 28 Feb 2023 AM**

(b) **Declaration of written exam results at DAS(Vzg)**   **- 03 Mar 2023 PM**

(c) **Schedule for Date of Interview and Medical exams are as follows :-**

SI.	Designated Trade	Date of Interview	Date of Medical Exam
(i)	Electrician	06 Mar 2023	16-28 Mar 2023
	Electronics Mechanic		
	Instrument Mechanic		
(ii)	Painter (General)	07 Mar 2023	
	Welder (Gas & Electric)		
	Carpenter		
	Sheet Metal Worker		
(iii)	Fitter	09 Mar 2023	
	R & AC Mechanic		
	Mechanic (Diesel)		
(iv)	Machinist	10 Mar 2023	
	Foundryman		
	Pipe Fitter		
	Mechanic Machine Tool Maintenance		

Note:-   **The schedule of written examination, interview and medicals may change due to administrative issues**.

9.   **Commencement of Training**. **02 May 2023**.

10.   **Hostel facility for Male Apprentices during training period**. Hostel accommodation will be provided only for male apprentices from commencement of training. During Selection process (Written Examination, Interviews and Medical Examination) all candidates will have to make their own arrangements towards lodging and boarding.

11.   **Employment**. As per Apprentices Act 1961 read in conjunction with Apprentices (Amendment) Act 2014 and Apprenticeship (amendment) Rules-2015, **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.

12.   **Residence Proof**. Candidates are compulsorily required to attach self-attested copy of **Aadhar Card** along with application and other certificates as indicated in notification. The applications received without Aadhar Card would not be considered. All correspondence with respect to the candidate would be addressed only on the address mentioned in the Aadhar Card.

13.   **Original Certificates and Police verification certificate**.

(a)   **Original Certificates**. Candidates while attending for interview have to come with all original certificates for verification. The details of certificates are as follows:-

   (i)   SSC Certificate
   (ii)   ITI Certificate
   (iii)   Aadhar Card
   (iv)   Cast Certificate (If applicable)
   (v)   PwD Certificate (If applicable)
   (vi)   EX-Ser Certificate and Service Certificate for children of Armed Forces and Ex-Serviceman (If applicable)
   (vii)   NCC Certificate (If applicable)
   (viii)   Sports Certificates (If applicable)

(b)   **Police Verification Certificate (During Joining)**. Candidates would be required to produce police verification certificate during joining.

14.   **Note:-**

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

(b)   Incomplete Application (offline) not complying with the "check-off" list (placed at Part - III of Annexure-I of Advertisement) will be rejected. **Photographs on Hall Tickets and Self attestation on other certificates are mandatory**.

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

(d)   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.

15.   **Important Notice**

(a)   Incomplete applications will be rejected.

(b)   Candidates are informed that no money is required to be paid to anyone who-so-ever for this enrollment.

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

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

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

(f)   No cell phones and smart watches/gadgets permitted at the venue of exam.

(g)   **For any clarifications, candidate may contact on**

Phone No   :   0891-281 2041
E-Mail us on: ndvdas@gmail.com
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OFF-LINE APPLICATION

PART - I

APPRENTICE PROFILE

Print out of "Apprentice Profile" from web portal

PART - II

- -

HALL TICKET FORMAT
(**Two original copies to be submitted along with application**)

ENTRANCE EXAMINATION FOR APPRENTICESHIP: 2023 - 24 BATCH
NAVAL DOCKYARD APPRENTICES SCHOOL, NAVAL DOCKYARD, VISAKHAPATNAM - 530014 (A.P)

(To be filled by the office)

Hall Ticket No.			Date of Examination : 28 Feb 2023 (Tuesday)
Site/Seat No.		Site/Seat	Reporting Time : 0800 Hrs
Examination Centre		NAVAL DOCKYARD APPRENTICES SCHOOL, VISAKHAPATNAM	

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

1. Designated Trade applied   :

2. Name of the Candidate   :
   (as per SSC/Matric Certificate)

3. Date of Birth (dd-mm-yyyy)   :
   (as per SSC/Matric Certificate)

4. Personal Details   :
   (All columns to be filled)

> Affix latest photograph not older than one month, indicating date of photograph

Fathers / Guardian Name	:	
Postal Address	Door / House No.	
	Street / Village	
	Post / Mandal / City	
	District	
	State	
	PIN Code	
Email ID		
Aadhar Card No. (UID No.)		
Mobile No.		
Identification Marks (as per SSC/Matric Certificate)	1.	
	2.	
Signature of Candidate		Left hand thumb impression

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PART - III

CHECK OFF LIST

FILLED CHECK OFF LIST OF DOCUMENTS TO BE ENCLOSED ALONGWITH OFF-LINE APPLICATION (TO BE FILLED BY APPLICANT)
(Tick mark ✓ as necessary)
(Self Attested photocopies of documents acceptable)

Enclosure No.	Enclosure	Remarks Tick mark ✓ If Document is Enclosed
1	Part - III : Printout of "**CHECK OFF LIST**	
2	Part - I : Printout of complete "**Apprentice Profile**" form (should be taken post registration in online portal)	
3	Photocopy of SSC Marks list duly self-attested	
4	Photocopy of ITI Marks list duly self-attested	
5	Photocopy of latest Community Certificate (for OBC / SC / ST) With certificate number and date of issue **(If applicable)**	
6	Photocopy of latest valid PwD Certificate issued by Medical Board of Govt. Hospital **(If applicable)**	
7	Original Service Certificate from concerned Unit/Office <u>for children</u> of Armed Forces, **(If applicable)**	
8	Copy of ex-Serviceman certificate issued by Competent Authority / Zilla Sainik Board for self or children of Ex-serviceman and deceased /disabled Ex-serviceman including those disabled /killed during peace time **(If applicable)**	
9	Self-attested copy of **Aadhar Card** of the candidate registered on web portal	
10	Self-addressed empty envelope with Rs.10/- postal stamp (for sending hall ticket to the candidate)	
11	Part - II: Duly filled **Original Hall Tickets** (2 Nos.)	

Note:- **(a) Applicants are advised to mention applied designated trade on envelop cover.**

(b) Ensure all relevant documents are placed in the serial wise as mentioned in CHECK OFF LIST before sending offline application to DAS(V).