Recruitment Information System

for

BOAT (SR), Group C, (level 1 to Level 5/- Grade pay as per 7th CPC)

BOARD OF APPRENTICESHIP TRAINING (SR)

4th CROSS ROAD CIT CAMPUS

TARAMANI CHENNAI

<u>Disclaimer</u>

Recruitment for the selection of various posts in M/s Board of Apprenticeship Training, Southern Region [BOAT(SR)], Chennai in reference to the Advertisement Ref. No. "BAT/SR/E&C/02/2023 Dt:17.06.2023." shall be governed by the rules mentioned in "Recruitment Rules of BOAT (SR), Chennai" which has also been published on the website www.boat-srp.com . The contents of this "Recruitment Information System " is limited to the extent of rules in regard to collection of Online Applications, conduct of Written Examination(s)/test(s) and or Computer Skill Proficiency Test and publishing of results for filling up of the vacancies. The rules in regard to conduct of the Examination published in this "Recruitment Information System" is in view of the decision of the Central Govt. to replace the method of recruitment through "Interview" with that of "Written Examination (s)/Test(s)".

Under the circumstances, wherein the rules contained in the "Recruitment Rules of BOAT(SR), Chennai" and in the "Recruitment Information System" found to have conflict with each other, the rules as mentioned in "Recruitment Rules of BOAT(SR), Chennai" shall supersede the rules mentioned in this "Recruitment Information System".

Any issue that may arise during the entire process of recruitment due to technical reason(s) such as internet connection failure, server failure, postal delays and or due to any other natural calamities, Board of Apprenticeship Training, Southern Region [BOAT(SR)], Chennai shall not be held responsible for.

Board of Apprenticeship Training(SR)
IVth Cross Road CIT campus Taramani Chennai - 600113

RECRUITMENT NOTICE

Advertisement No. BAT/SR/E&C/02/2023 Dt: 17.06.2023

Opening date of Receipt of On-line Applications: 21.06.2023

Closing date of Receipt of On-line Applications: 20.07.2023(23.59 Hrs)

Last date for physical submission of copy of print out of duly filled online applications along with enclosures addressed to "The Director of Training, BoAT(SR), Chennai", should be on or before 27.07.2023, 17.45 Hrs_____

Board of Apprenticeship Training, (Southern Region) [(BOAT (SR)] invites applications from eligible candidates for the following posts:

Post Code	Name & Classification of the Post	No. of Vacancies & Category	Pay Level (as per 7th CPC)	Qualification (s) & Experience	Maximum Age (as on date of closing application)
01	Stenographer (Group C)	01 (UR-01)	Pay Rs. 25500 / Level 4 (as per 7th CPC)	Essential: a. Matriculation or equivalent from a recognized Board/University b. Typing speed of 40 w.p.m. and shorthand speed of 100 words per minute	30 Years
02	Lower Division Clerk /Junior Assistant (Group C)	09 (UR-04, OBC-02, EWS-02, ST-01)	Pay Rs. 19900/- Level 2 (as per 7th CPC)	Essential: a. Matriculation or Equivalent from a recognized Board/University b. Knowledge of typing with a minimum speed of 30 words per minute .	30 Years
03	Multi-Tasking Staff (MTS) (Group C)	01 (UR-01)	Pay Rs. 18000/- Level 1 (As per 7th CPC)	Passed middle class or equivalent	25 Years

The detailed Recruitment Information System consisting of Recruitment Notification, Maximum age, Qualification, Experience, Memorandum of Procedures (MoP) of recruitment, Rules & Regulations for recruitment, General Instructions on 'How to submit application' through online for the candidates in the websites www.boat-srp.com under the link Vacancies under news and Events section at Home page, which will be available w.e.f. **21.06.2023.**

Director of Training

IMPORTANT

Candidates are required to go through this Recruitment Information System carefully and make themselves fully aware with the following:-

1. Candidates can apply for the said vacant posts through "Online" and print out of duly completed online applications with enclosures have to be submitted as per the last date mentioned in the advertisement to the "The Director of Training, Board of Apprenticeship Training (Southern Region), 4th Cross Street, CIT Campus, Taramani, Chennai-600113". In case of candidates employed under Government/PSU/Autonomous bodies under central or State/Corporation, they should enclose/upload "No Objection certificate" from the present employer, while applying online.

2. The Recruitment Information System can be downloaded from the website www.boat-srp.com. Under news and events column

3. The online Application Form shall be available and submitted by accessing BOAT (SR) website www.boat-srp.com in the link "Vacancies", under news and events column. Complete instructions for online submission of Application(s) are available in this Recruitment Information System. Candidates must adhere to instructions strictly as given in this Recruitment Information System. Candidates not complying with the instructions shall be disqualified.

4. Aadhar number and or other identify proofs like Passport number, Driving License, Voter Card, PAN Card issued by the Government, are required for submission in online Application Form to ascertain the identities of the candidates at the examination centers in a convenient and hassle free manner.

5. Candidates must retain the following documents and submit to "The Director of Training, BoAT(SR), Chennai" as per mentioned schedule
   a) One printout copy of successfully online submitted Application Form along with enclosures
   b) Proof of fee paid (i.e. Bank transaction details).

6. (a) Candidates must ensure that mobile numbers, e-mail ID filled in online Application form are their own. BOAT (SR) will make communication by SMS and/or e-mail on given mobile number and e-mail ID only.

   (b) BOAT (SR) will not be responsible for non-receipt of any communication meant for the candidate due to wrong mobile number, e-mail ID and correspondence address filled in the Online Application Form.

   (c) The fee can only be remitted in the following ways:

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(i)   By Credit Card/Debit Card; (ii) Net Banking/UPI.

(d) Final Submission of Online Application will remain incomplete and unsuccessful in case of non-payment of requisite fee. Generation of successfully submitted Application Form in Pdf format for print confirms that application has been submitted successfully. Non generation of successfully submitted Application Form indicates that the process of payment of requisite fee has not been completed and thus application has not been submitted successfully.

7. Candidates should ensure the soft copy of following documents be ready, while applying for Online application-

(b) A recent coloured passport size photograph dimension 3.5cm x 4.5cm with white background in size 100 to 150 Kb in jpg format, Wearing of caps and sunglasses in the photos are not allowed.

(c) Scanned copy of candidate's full signature in English only (not in capital letters) in jpg format with 50 to 100 Kb size.

8. Candidates should ensure that correct datas are submitted in on-line application form. No window for correction pertaining to any of the information including photograph, signature etc. will be available after submission of online application. BOAT (SR) will not entertain any request for correction in the information once the applications are successfully submitted on-line.

9. Fulfillment of eligibility criteria to ascertain the age /Community etc for different posts will be determined with reference to the last date of submission of online application form **20.07.2023,** (23.59 Hrs.)

IMPORTANT POINTS TO BE NOTED

1. Examinations / Tests will be held as per the schedule as notified in the website.

2. All examinations / tests will be conducted at Chennai City only.

3. No TA/DA shall be paid to the candidates called for attending examinations / tests at the venue of the examination's tests.

4. The mode of written examinations & Computer based Skill tests may be different for different posts which shall be as per the details mentioned under Memorandum of Procedures, which is available in this Recruitment Information System as Appendix-II. The language of written examinations / tests will be English only

5. In case of candidates employed under Government/PSU/Autonomous bodies under central or State/Corporation, they should enclose/upload "No Objection certificate" from the present employer, while applying online, failing which online application will be rejected.

6. Only Indian Citizens are eligible for applying for the said vacancy posts.

7. The candidates are allowed to submit only one application form for one post. More than one application for one post from a candidate received by BOAT (SR) shall be summarily rejected. However, candidates may apply for more than one post separately ensuring the requisite eligibility criteria.

8. The decision of BOAT (SR) shall be in final.

9. The eligible candidates may download the Admit Card from website www.boat-srp.com . No Separate communication via email/phone/ post in this regard will be given.

10. For the regular updates, candidates shall visit our website www.boat-srp.com till the completion of this recruitment process.

11. The Duly filled online application and paying requisite fees well in advance is advisable to avoid last hour rush on the server. No request regarding non-submission of application/fee (due to any reason) will be entertained by BOAT (SR).

12. Candidates must note that mere deduction of fee from their bank account is not a proof of fee payment. The payment should be supported by updated fee details in the account of the candidate. Generation of pdf copy of the submitted online application form is the proof of successful submission of application form.

13. Candidates are advised to be in check BOAT (SR) website-www.boat-srp.com and check their emails/SMS for regular updates. BOAT (SR) will communicate all instructions through website only.

14. As BOAT (SR) is a very small organization with limited manpower resources. Training related to examination   for the post of LDC (Junior Assistant), UDC & Stenographer, MTS shall not be possible for students belonging to SC/ST/OBC community.

<p style="text-align: center">CHAPTER-1 INTRODUCTION</p>

1.1 Recruitment to the vacant posts

As per the "Recruitment Rules of BOAT (SR)" and as per the Central Government Order(s) regarding discontinuation of interview for recruitment of different Group-'C' posts, Board of Apprenticeship Training (Southern Region) invites online application from eligible Indian Citizens for recruitment of various posts as per the notification

1.1.1 The age relaxation criteria for unreserved posts shall be as mentioned under 2.4.12.

1.1.2 No candidate who fails to fulfill the minimum eligibility criteria in regards to age limit, essential educational qualification and essential experience shall be considered further if found at any later stages of the recruitment process.

1.2 Short Title

The Rule mentioned in this Recruitment Information System refers to "Rules for seeking applications with respect to notification No:BAT/SR/E&C/02/2023 Dt:17.06.2023" and for conduct of Written Examination(s)/Test(s) and Computer based Skill test as a replacement to "Interview "for selection as contained in the "Recruitment Rules of Board of Apprenticeship Training(SR)" published on the website.

1.3 Definitions:-

1.3.1 BOAT (SR)) means Board of Apprenticeship Training (Southern Region), 4th Cross Road CIT Campus Taramani Chennai-600113.

1.3.2 'Ministry" means Ministry of Education, Government of India.

1.3.3 Board means the Board of Governors of BOAT (SR).

1.3.4 DoPT means Department of Personnel & Training under Ministry of Personnel, Public Grievances & Pensions, Government of India.

1.3.5 Essential Qualification means qualifications or examinations on the result of which if successful the candidates / applicants become eligible to apply for different posts.

1.3.6 Scheduled Caste (SC) means SC as specified and laid down by the Govt. of India or any of the States/Union Territories Govt.

1.3.7 Scheduled Tribe (ST) means ST as specified and laid down by the Govt. of India or any of the States/Union Territories Govt.

1.3.8 Other Backward Class (OBC) means other classes (Non-Creamy Layer) as specified and laid down by the Govt. of India or any of the States/Union Territories Govt.

1.3.9 Economically Weaker Sections (EWS) means EWS as specific and laid down by the Govt. of India or any of the states/UT Govt.

1.4 Important Dates

i.	Opening date of submission of online application	21.06.2023
ii	Closing date for submission of online application	20.07.2023 (23.59 Hrs.)
iii	Submission of duly completed online applications with enclosures to Director of Training, BoAT(SR), Chennai.	27.07.2023 17.45Hrs

NOTE: All the above dates are tentative and may be revised at the discretion of the competent authority. Information about such change(s), will be published on the BOAT (SR)'s website (www.boat-srp.com)only . Candidates are advised to remain in touch with the website for information regarding any updates on this recruitment process. Dates of conduct of written examinations / tests for different posts will be published on BOAT (SR) website www.boat-srp.com.

1.5 Website

The recruitment notification along with Recruitment Information System will be available in BOAT (SR) website www.boat-srp.com. under the news and events column.

1.6 Legal Jurisdiction

All legal disputes arises for this recruitment will be only under the jurisdiction of Chennai.

1.7 The Board follows in all matters for the purpose of recruitments to various regular post, the rules as approved by the central govt. vide its letter ref no. F.7-9/73.T.3 dated 8th July 1975 which is called under short title as "Recruitment Rules of Board of Apprenticeship Training Chennai" Published on the website. This Recruitment Information System governs the Rules related to submission of online application(s) and conduct of written Examination(s) and Computer based Skill Test(s) as a replacement to the interview mentioned in the said "Recruitment Rules of Board of Apprenticeship Training".

CHAPTER-2 GENERAL INFORMATION

2.1 GENERAL INSTRUCTIONS

2.1.1 All examinations / tests will be conducted as per Memorandum of Procedures attached as Appendix-II to this Information recruitment system.

2.1.2 Merely fulfilling the eligibility criteria for different post(s) does not guarantee any candidate / applicant to be called for appearing in subsequent stages of recruitment process. BOAT (SR) shall have the right to short list candidates to be considered for subsequent stages of recruitment process based on the desirable qualifications among the eligible candidates, in case the applicants for any post is found to be large in numbers.

2.1.3 Application of candidates submitting false and fabricated information will not be considered and such candidates will be further debarred from appearing in subsequent recruitment process.

2.1.4 The issue of Admit Cards and / or issue of Offer of Appointment shall be subject to verification of original certificates / documents of the candidates to ascertain the fulfillment of educational qualification, experience, caste, disability, age etc. prescribed as eligibility criteria for different posts. If any candidate is found ineligible during the recruitment process or at a later date even after joining to the post in BOAT(SR), his/her appointment will be cancelled and appropriate action shall be initiated.

2.1.5 Incomplete applications and applications not received in accordance with the instructions provided in this Recruitment Information System will not be considered and are liable to be summarily rejected without any notice. The examination fee, once paid, will not be refunded.

2.1.6 Fee will neither be carry forward to future recruitment nor refund under any circumstances. The time for submission of online application and remittance of fee would close as per the schedule given and no request for extension of time etc. shall be entertained. Applications once submitted cannot be withdrawn. Candidates must note that mere deduction of fee from their bank account is not a proof of fee payment. The payment should be supported by updated fee details in the account of the candidate and generation of pdf copy of successfully submitted online application form.

2.1.7 BOAT(SR) reserves the right to withdraw permission, if any, granted inadvertently to any candidate who is not eligible to appear in examinations / tests even though Roll Number and Admit Card is issued.

2.1.8 Candidate's eligibility for appearing in examinations / tests is purely provisional and is subject to fulfillment of eligibility criteria as prescribed in the recruitment notification.

2.1.9 Notwithstanding anything contained in this Recruitment Information System, the decision of BOAT (SR) / Board of Governors of BOAT (SR) / Ministry as the case may be shall be final and binding on all the applicants.

2.1.10 In case of any ambiguity in interpretation of any of the instructions/terms/rules/criteria regarding determination of eligibility/conduct of examination/information contained therein, the interpretation of BOAT (SR) shall be final and binding on all the applicants.

2.1.11 The name of the candidate and his/her parents name in the application form must be exactly be the same as appear in the certificates of the qualifying examination for the post.

2.1.12 All the examinations/tests shall be computer based only. In case a candidate by furnishing false information appears in more than one test/tests of the computer based examination, his/her candidature will be cancelled and his/her result will not be declared.

2.1.13 Use of electronic devices like mobile, calculator, pager, watch etc. is not permitted in the examination Centre. Any other materials like log table book, note book, loose papers / sheets etc. will not be allowed in the examination hall.

2.1.14 There is no specific syllabus for different Written Examination to be conducted for different posts. All the written examination will be based on questions matching with essentials educational qualification standard with varying toughness level and on subjects as mentioned against different post in the in Memorandum of Procedures available in Appendix II in this Recruitment Information System.

2.2 WRITTEN EXAMINATIONS/TESTS

Written examinations / tests will be conducted in English and computer base mode (CBT) only. Written examination will be based on multiple choice and computer-based skill test will be conducted to assess the level of proficiency in working knowledge on computer. Level of questions for written examination and computer-based skill test will be different for different post with varying difficulty.

2.3 NO. OF POSTS TO BE FILLED UP:

Applications are invited through on-line mode at BOAT (SR)'s website www.boat-srp.com under the link 'Vacancies" from eligible candidates as per criteria laid down for filling up the various posts including vacancies reserved for.

The details of the posts, Pay Level and eligibility conditions are as follows:

S. No.	Name of the Post to be filled up	Group	Unreserved Vacancies	OBC Vacancies	SC Vacancies	ST Vacancies	EWS Vacancies	Total Vacancies
1	Stenographer (Group C)	"C"	01					01
2	Lower Division Clerk (Junior Assistant) (Group C)	"C"	04	02		01	02	09
3	Multi-Tasking Staff (MTS) (Group C)	"C"	01					01

UR – Unreserved, OBC-Other Backward Class, SC-Scheduled Caste, ST-Scheduled Tribe, EWS-Economically weaker section

2.4 RULES & REGULATIONS:

2.4.1 The internal/Departmental candidates of BoAT(SR) i.e Technical as well as Secretariat staff will be also be required to apply online and they shall be considered along with the other candidates applied online and those applied directly against the Recruitment Notification. However, in case of internal /Departmental candidates, the age relaxation , if required, may be obtained from the competent authority based on requests and the same has to be uploaded in online application form for consideration. Please do note that internal/departmental candidates means employees of BoAT(SR) only.

2.4.2 The office of the local Employment Exchange may instruct their candidates to submit their application through online mode only.

2.4.3 A candidate for direct recruitment to a post should be within the age limit in respect of that post.
Note: - The upper age limit may in exceptional circumstances and in the case of candidates belonging to Scheduled Castes ,Scheduled Tribes or OBC (NCL) or Internal candidates be relaxed to the extent and in the manner as may, be specified by the Board.

2.4.4 In all matters except method of seeking applications and conduct of written Examination(s)/Test(s), the recruitment against this notification will be governed by the "Recruitment Rules of BOAT (SR)".

2.4.5 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 Class or category of persons/or posts.

2.4.6   Number of vacancies indicated above may increase due to chain vacancies arising in BOAT (SR) against the sanctioned posts within a period of one year from the date of publishing of the merit list by BoAT(SR). The vacancies arising during this period due to superannuation, resignation, promotion etc. shall be filled up by operating the merit list of the respective post published in this recruitment notification. No separate notification/corrigendum shall be issued in such cases. However the final decision of appointing authority shall prevail.

2.4.9 Appointee to all the above posts will be on probation as prescribed under Recruitment Rules (RR) of BOAT(SR) and shall be considered for confirmation based on their performance during the period subject to satisfaction of appointing authority.

2.4.10 In case of candidates employed under Government/PSU/Autonomous bodies under central or State/Corporation, they should enclose/upload No Objection certificate from the present employer, while applying online, failing which online application will be rejected.

2.4.11 No individual correspondence shall be entertained by BOAT (SR) from the candidates in this regard. All candidates are required to check the updates to be posted time to time at the Official website www.boat-srp.com under link 'Vacancies ' as mentioned earlier.

2.4.12 Age relaxation for Reserved post on applicants belonging to different categories as per Central Govt. Rules will be as follows :
   (i) Schedule Caste and Scheduled Tribes:05 Years over and above the maximum age for the respective post(s)

(ii) Other Backward Class-Non-Creamy layer--03 Years over and above the maximum age for the respective post(s).

(iii)Internal/Departmental candidates of BoAT(SR)- As per Staff Service rules of BoAT(SR)

2.4.13 If a candidate wishes to apply for more than 1 (one) post, he/she needs to apply separately for each such posts. and application fee shall be payable for each and every application submitted through on-line mode.

2.4.14 All educational qualifications as referred in the qualifications column under 3.1 must have been awarded by a UGC recognized University/Institution. Candidates who have passed examinations other than the mentioned and who claim equivalency to the mentioned examination must enclose Equivalence Certificate issued by the Competent Authority of the concerned University / Institution.

2.4.15 The posts are identified not suitable for Persons with Disabilities category.

2.4.16 Total fee for applying for various post will be Rs.1000/- which includes Rs.500/-as application fee and & Rs.500/-as processing fee. Transaction charges of the bank / payment gateway, as applicable shall be charged extra and to be borne by the candidate. Candidates belonging to Schedule Caste/Scheduled Tribe are exempted from paying application fee of Rs.500/-. However, the processing fee of Rs.500/- will only be payable by them. These payments are to be made only through online mode using Debit/Credit Card/Net Banking/ Payment Gateway facility etc.

2.4.17 For the applicants whose payment details have not been received from the bank, their application will be treated as incomplete application and such application shall be rejected summarily. No further correspondence shall be entertained in this regard.

2.4.18 The Written Examination as well as Skill Proficiency Assessment Test (as applicable for different posts) will be held at the centers located in the district of Chennai only. Applicants called for appearing in written examinations / tests shall be required to attend examination / test at their own cost. No TA/DA will be given for the purpose.

2.4.19 BOAT (SR) reserves the right to cancel/modify/alter this recruitment process, if needed.

2.4.20 Fee paid online shall not be refunded at any circumstances for all posts and for all categories of applicants.

2.4.21 The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions as admissible for respective post(s). Their candidature at all stages of examinations will be purely provisional subject to their satisfying prescribed eligibility criteria. If on verification at any time (before / during or after the examination/tests), it is found that the candidate do not fulfill one or more of the eligibility criteria, their candidature for the post will be cancelled by BOAT (SR) without any information. If any of their claim / declaration in the successfully submitted online application form is found to be incorrect at any stage(s) of the recruitment process, they may be liable for appropriate disciplinary action as deemed fit by BOAT (SR) .

2.4.22 Issuing of Admit Card to the candidate will not imply that his/her candidature has been finally selected by BOAT (SR).

2.4.23 Canvassing in any form will lead to rejection of candidature.

2.5 NATURE AND STANDARD OF EXAMINATION / TEST

The nature and standard of examinations / tests will be as detailed in the Memorandum of Procedures as attached as Appendix-II.

2.6 CENTRE FOR TEST

The complete address of the examination /test venue will be published in the website www.boat-srp.com.

CHAPTER 3 - ELIGIBILITY TO APPLY FOR DIFFERENT POSTS

3.1 ELIGIBILITY TO APPLY FOR DIFFERENT POSTS

Before applying for any vacant post against this notification, candidates must ensure themselves regarding their eligibility for Age, Qualifications (Essential Educational) and other proficiency in Typing/Stenography as well as Experience as on last date of submission of online application form for different vacant posts as mentioned against each of the post below:

Post Code	Name & Classification of the Post	No. of Vacancies & Category	Pay Level (as per 7th CPC)	Qualification (s) & Experience	Maximum Age (as on date of closing application)
01	Stenographer (Group C)	01 (UR-01)	Pay Rs. 25500 / Level 4 (as per 7th CPC)	Essential: a. Matriculation or equivalent from a recognized Board/University b. Typing speed of 40 w.p.m. and shorthand speed of 100 words per minute	30 Years
02	Lower Division Clerk /Junior Assistant (Group C)	09 (UR-04, OBC-02, EWS-02, ST-01)	Pay Rs. 19900/- Level 2 (as per 7th CPC)	Essential: a. Matriculation or Equivalent from a recognized Board/University b. Knowledge of typing with a minimum speed of 30 words per minute .	30 Years
03	Multi-Tasking Staff (MTS) (Group C)	01 (UR-01)	Pay Rs. 18000/- Level 1 (As per 7th CPC)	Passed middle class or equivalent	25 Years

(a) Age of the candidate shall be considered as recorded in his / her Matriculation Certificate.
(b) Essential Educational Qualifications and experience for different vacant posts shall be considered as per copies of testimonials uploaded/submitted during online application.

CHAPTER 4 – MODE OF SUBMISSION OF APPLICATION & PAYMENT OF FEE

4.1 PREPARATION FOR FILLING UP OF APPLICATION FORM:
A candidate can apply for the post(s) only through on-line by accessing link on to
www.boat-srp.com

Before submission of application form, make the following preparations:

4.1.1 The information desired to be filled in the online application such as names of Father/Mother and Candidate with correct spellings, Aadhaar Number/ Aadhaar Enrolment Number/ Passport number/Driving License No./Voter ID No./PAN No., Date of Birth (as per Matriculation Certificate), Address, valid own Mobile Number, valid own E-mail ID and detail pertaining to their educational qualification and past and present service detail etc. may be kept ready.

4.1.2 The candidates who do not possess Aadhaar No. may furnish any of the identity proof issued by the Govt. out of Passport No., Driving License No. , Voter ID No., PAN No. and the same has to be shown while checking the credentials during tests.

4.1.3 Candidate should have scanned images of his/her recent coloured passport size Photograph with white background and without cap and sunglasses (size of 100 to 150 Kb) and full Signature (not in capital letters) (size of 50 to 100 Kb) both in JPG format only, for uploading as part of submission of online application.

4.1.4 Mode of payment of fee,
Through any Debit/Credit Card or Net Banking/UPI

4.1.4.1 If decided to pay fee through Debit/Credit Card, check the validity of the Card and keep it ready while logging on to website for submitting application form.

4.1.4.2 If decided to pay fee through Net Banking/UPI, follow the instructions as communicated during the online processing.

4.1.4.3 Keep the statements of bank/Net banking transaction receipt bearing Application Number for future reference.

4.1.4.4 Print the online application Form after completion of payment through Debit/Credit Card/ Net Banking/UPI.

4.1.4.5 Failure to complete any step of Online Application and further payment of fee as per next step, final Submission of Online Application will remain incomplete and unsuccessful in all modes of payment of fee.

4.1.4.6 Generation of pdf copy, confirms the correctness and final submission of application form. If confirmation page has not been generated, this means that application has not been submitted successfully.

4.2 PROCEDURE AND GUIDELINES FOR SUBMISSION OF ONLINE APPLICATION FORM

4.3 FEE DETAILS

FOR GENERAL/ EWS/ OBC	FOR SC/ST
Rs. 1000/-(Application fee & processing Fee)	Rs.500/-(Only Processing Fee)

NOTE:

> ➢ In addition to examination fee, service/processing charges will also be paid by the candidate for online payment of fee through Debit/Credit Card/UPI/Net Banking along with applicable taxes by the respective banks.

> ➢ The candidates must note that after submission of the application form it cannot be withdrawn. Claims for refund of application fee will not be entertained.

4.4 INFORMATION REGARDING ONLINE APPLICATION AND FEE

Information related to candidature will be available in the candidate's login account. If the process of payment of requisite fee as applicable is not completed, the online saved form may be available in the candidate's log-in account will not allow to generate application form in pdf format. If the pdf format is not generated, candidates are advised to immediately complete the process of payment of online fee. The generation of online submitted form in pdf format is the only proof of payment and updating of the fee in the account of the candidate.

4.5 After completing the online application successfully, the candidates are advised to send print out copy of duly filled online application form along with all enclosures through post addressed to " The Director of Training, BoAT(SR), 4th Cross Street, CIT Campus, Taramani, Chennai-600 113"on or before 27.07.2023. 17.45Hrs

4.6 ADMIT CARD

BOAT (SR) will provide the facility for downloading Admit Cards in its website. All candidates shall be allowed to download the admit cards from the website and follow the instructions given therein. Candidate may please note that admit cards will not be sent by email/post. The Admit Card will bear the candidate's Roll Number, Name, Father's Name, Category, Sub-Category, Photograph, Signature, Date of Birth, Name and Address of examination Centre etc. The candidate should carefully examine the Admit Card downloaded by him/her for all the entries made therein. The Admit Card shall bear certain instructions as a part of Dos and Don'ts to be followed by each and every candidate appearing in the examination to follow. The copy of the admit card signed by the invigilator in the examination hall must be retained by the candidates safely.

CHAPTER 5 - INSTRUCTIONS TO BE FOLLOWED IN EXAMINATION/TEST HALL

5.1 GENERAL

5.1.1   The written examination / test shall be conducted online computer-based Test (CBT) and or Pen Paper based Test (Skill test) as mentioned under 5.2.1.

5.1.2   The Examination Centre will be opened 2 hours before the commencement of the test. No candidate shall be allowed to enter in the examination Centre once examination is commenced. Therefore, kindly ensure that candidates must leave home well in advance considering all facts like traffic, location of the centre and weather conditions, etc. Candidates are expected to take their seats immediately after the opening of the Examination Hall.

5.1.3   The candidate must show, on demand, the Admit Card for admission in the Examination Hall. A candidate who does not possess the valid Admit Card shall not be admitted to the Examination Hall under any circumstances by the Centre Superintendent.

5.1.4   During the examination time, the invigilator will check Admit Card of the candidates to satisfy himself/herself about the identity of each candidate. The invigilator will also put his/her signatures in the place provided in the Admit Card.

5.1.5   A seat with a roll number will be allotted to each candidate. Candidates must find out and occupy their allotted seats.

5.1.6   A candidate who comes after the commencement of the examination shall not be permitted to enter in the examination centre under any circumstances.

5.1.7   Candidates are not allowed to carry any material such as Mobile phones, gadgets, smart phones, calculators, headphones or any electronic devices, except Admit Card, photograph, identity card, pen etc inside the Examination Hall.

5.1.8   Candidates are advised to keep their belongings and valuables at their own risks, outside the examination centre and BoAT(SR) will not be held responsible for any loss, if any.

5.1.9   No candidate will leave his/her seat or the Examination Room/Hall until the Test concludes as per schedule. Candidates should not leave the Room/Hall without permission of the invigilator on duty.

5.1.10 Smoking and consuming of alcohol is strictly prohibited.

5.1.11 Water Bottles, Tea, coffee, cold drinks or snacks etc. are not allowed to be taken by the candidates into the examination centre.

5.1.12 The Test will start exactly at the time mentioned in the Admit Card and an announcement to this effect will be made by the invigilator.

5.1.13 Before the start of test, some important instructions will be communicated to the candidates by the invigilator for strict compliance by the candidates.

5.1.14 Instructions will be given at the beginning of the examination and during frequent intervals. Announcements will also be given before the closing time.

5.1.15 The candidate must sign on the Attendance Sheet at the specified place. The candidates are also required to put their Finger Impressions in the space provided on the Attendance Sheet.

5.1.16 For those who are unable to appear on the scheduled date of test for any reason, re-test shall not be held by BOAT(SR) under any circumstances.

5.1.18 Candidate must check the Admit Card carefully for their Name, Posts, Date of Birth, Gender, Test Centre Name, Seat No. & Category. In case of any discrepancies, the communication to be forwarded to BOAT(SR) officials through e-mail at **offsup@boat-srp.com** at least 72 hours before the time of conduct of examinations.

5.1.19 Candidates should wear formal dress code and should allow the Authority to complete the checking and registration formalities well before the time of examinations. Registration process will be closed 15 minutes prior to the commencement of examinations.

5.1.20 The candidates shall be provided with the questions on the computer in English medium only for Computer Based Test (CBT).

5.1.21 The Centre Superintendent / Invigilator in the examination room may be approached for any technical assistance.

5.1.22   No candidate during the examination will be allowed to leave his/her seat in the examination room until the full duration of the examination is over.

 5.2 QUESTION PAPERS

5.2.1   The test code applicable for different post code, test nature, test type, test duration, mode of test and Screening and or qualifying criteria of different examination/test shall be as mentioned below:-

Post Code	Test Code	Test Nature	Test Type	Test Duration	Mode of Test	Screening / Qualifying Criteria for merit list
Stenographer	OQWE	Merit determination	(Total – 100 Marks) MCQ (100 Questions) – 100 Marks The OQWE test shall be based on Matriculation level syllabus of General Intelligence (25 Questions -25 Marks) English language (Basic knowledge) (25 Questions -25 Marks) Numerical Aptitude (25 Questions -25 Marks) General Awareness (25 Questions -25 Marks)	2 Hours	Computer Based Test(CBT)	All applicants appeared in the written test (CBT) will be called for skill-based assessment Test (SPAT) in computer
	SPAT	Qualifying	Computer Skill Proficiency Test: Typing Speed Test: 40 words per minute Short hand speed Test: 100 words per minute	40 Minutes	CBT	Qualifying Criteria in SPAT: Cut off on percentage of mistake in typing and shorthand UR : 7% OBC:8% SC/ST:10 % Applicants qualified in SPAT will only be considered for ranking based on marks obtained in OQWE

Lower Division Clerk (Junior Assistant)	OQWE	Merit determination	(Total – 100 Marks) MCQ (100 Questions) – 100 Marks The OQWE test shall be based on Matriculation level syllabus of General Intelligence (25 Questions -25 Marks) English language (Basic knowledge) (25 Questions -25 Marks) Numerical Aptitude (25 Questions -25 Marks) General Awareness (25 Questions -25 Marks)	2 Hours	CBT	All applicants appeared in the written test (CBT) will be called for skill based assessment Test (SPAT) in computer.
	SPAT	Qualifying	Computer skill proficiency test: Typing speed and Correctness Proficiency Minimum speed of 30 words minute	10 minutes	CBT	Cut off on percentage of mistakes in Typing Test for SC-10%, ST-10%, OBC-10%, UR/EWS-07% Candidates qualified in SPAT, their ranking will be made based on marks in OQWE.
Multi-tasking Staff (MTS)	OQWE	Merit determination	(Total – 100 Marks) MCQ (100 Questions) – 100 Marks The OQWE test shall be based on middle class level syllabus of General Intelligence (25 Questions -25 Marks) English language (Basic knowledge) (25 Questions -25 Marks) Numerical Aptitude (25 Questions -25 Marks) General Awareness (25 Questions -25 Marks)	2 Hours	CBT	Rank will be determined based on marks obtained in OQWE.

Abbreviations:

OQWE - Objective Question Written Examination

CBT - Computer Based Test

SPAT - Skill Professional Assessment Test

SBAT - Skill Based Assessment Test on Computer.

MCQ – Multiple Choice Questions

5.2.2 The OQWE (Objective Question Written Examination) question paper will consist of objective type (multiple choice and/or numerical answer type) questions designed to test, general intelligence, English Language (Basic Knowledge), Numerical Aptitude and General Awareness.

5.2.3 The SBAT (Skill based assessment Test) question paper will be subjective type of 50 marks for UDC to ascertain the minimum working knowledge on computer and on applications like MS – Office.

 5.2.4 The SPAT (Skill Professional Assessment Test) question paper will consist pre-defined content to be typed with speed and accuracy at level of LDC (Junior Assistant) and Stenographer.

5.2.5 Candidates must carefully read and adhere to the detailed instructions given in the question papers available at the time of examination.

5.2.6 The question papers will be in English only for all test.

Board of Apprenticeship Training (Southern Region)

10.2 MEMORANDUM OF PROCEDURES (MOP) FOR RECRUITMENT OF STAFF APPLICABLE TO THE POSTS HAVING Level 1to Level 5 as per 7th CPC

RR – Recruitment Rule of BOAT (SR), Chennai approved by the Ministry vide letter ref. no. F.7-9/73.T.3 dated 08.07.1975. In respect of MTS only, the modified RR under O.M.No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 (Annex-I) of DoPT, Govt. of India under 6th CPC.

SSR – Staff Service Rule of BOAT (SR), Chennai as approved by the Ministry vide letter ref. no. F.7-4/74.T.3 dated 15.04.1975. In respect of MTS only, the modified SSR under O.M.No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 (Annex-II) of DoPT, Govt. of India under 6th CPC.

1. Definition of this MOP

1.1 This Memorandum of Procedures for recruitment of staff for the posts having level 1to 4 as per 7th CPC has been finalized in view of Govt. of India's directives to replace the process of interview as mentioned in approved SSR & RR of BOAT (SR) with the written examination for preparation of merit list and offer of appointment according to merit list.

1.2 This Memorandum of Procedures signifies replacement of the component of conducting interview with that of written examination to draw the merit as well as to practice uniform testing procedure in respect of written examinations/skill assessment tests.

1.3 The Recruitment Rule and Staff Service Rule in respect of all recruitment for the post (except MTS) having below level 10 as per 7th CPC approved by the Ministry vide its letter ref. no.F.7-3/73.T.3 dated 08.07.1975 shall be followed till further amendment/upgradation. In respect of MTS, the SSR and RR as modified through O.M. No.AB-14017/6/2009-Estt (RR) dated 30.04.2010 shall be followed.

2. GENERAL PROCEDURE

2.1 Finalization of vacancy notification based on the no. of posts sanctioned and the reservation roster, if applicable.

2.2 Selection of recruiting agency, if required.

2.3 Release of notification in regional newspapers for direct recruitment in brief and on internal notice board for selection post.

2.4 Release of detailed notification on BOAT (SR) website for direct recruitment as well as recruitment through selection applicable for different posts.

2.5 The notification to be published shall be strictly as per the Rules referred to under 1.3 above. In view of the requirement of knowledge on computer application as an important component of today's requirement, the Board may specify/incorporate the requirements under desirable qualification/experience in the notification.

2.6 A fee of Rs.1000/-(Rs.500/-for application fee and Rs.500/- for processing fee) may be charged in case of direct recruitment from the applicant. However, exemption/concession of application fees for different reserved categories shall be as per relevant rules of Govt. of India.

2.7 Definition of different Tests

    A. Written Examination

       (I) Objective (Multiple Choice) Question Written Examination (OQWE) [*Merit determination*].

(II) Skill Proficiency Assessment Test (SPAT) on Computer. [*Qualifying in nature for LDC& Stenographer*]

The test code applicable for different post code, test nature, test type, test duration, mode of test and Screening and or qualifying criteria of different examination/test has been mentioned in detailed manner in 5.2 under Chapter 5

10.3 PROFORMA FOR SCHEDULED CASTE AND SCHEDULED TRIBE CERTIFICATE

Form of certificate as prescribed in M.H.A., O.M., No. 42/21/49-N.G.S. dated the 28.1.1952, as revised in Dept. of Per - A.R. letter No. 36012/6/76-Est. (S.CT), dated the 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/her claim.

CASTE CERTIFICATE

This is to certify that Shri/Smt./Kum.* --------------------------------------son/daughter* of ----------------------------of village/town*-- -------------- -----------in district/Division*--------------------of the State/Union Territory* --------------------------belongs to the ---------Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe*under:

☐ The Constitution (Scheduled Caste) Order, 1950

☐ The Constitution (Scheduled Tribe) Order, 1950

☐ The Constitution (Scheduled Caste) (Union Territories) Order, 1951

☐ The Constitution (Scheduled Tribe) (Union Territories) Order, 1951

% 1. (as amended by the Scheduled Caste and Scheduled Tribe Lists (Modification) order, 1956, the Bombay Re-Organization Act, 1960, the Punjab Re- organization Act, 1966, the State of Himachal Pradesh Act, 1970 the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976).

☐ The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.

☐ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.

☐ The Constitution (Dadar and Nagar Haveli) Scheduled Caste Order, 1962.

☐ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes, Order, 1962.

☐ The Constitution (Puducherry) Scheduled Caste Order, 1964

☐ The Constitution (Uttar Pradesh) Scheduled Tribes, Order, 1967.

☐ The Constitution (Goa, Daman & Diu) Scheduled Caste Order, 1968.

☐ The Constitution (Goa, Daman & Diu) Scheduled Tribes, Order, 1968.

☐ The Constitution (Nagaland) Scheduled Tribes Order, 1970.

☐ The Constitution (Sikkim) Scheduled Caste Order, 1978.

☐ The Constitution (Sikkim) Scheduled Tribes Order, 1978.

% 2. Applicable in the case of Scheduled Caste/Schedule Tribe persons who have migrated from one State/Union Territory Administration:

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe* certificate issued to Shri/ Smt* --------------------------father/mother of Shri/ Smt/ Kum*-----------------------of village/town*----------------------- in District / Division* -------------------- ---------of the State/Union Territory*---------------who belongs to the -------------------- caste/tribe which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* -------------------- issued by the --------- (name of prescribed authority) vide their No-------------------------date ------------% 3. Shri* / Smt.* / Kum* ------------------------and /or his /her* family ordinary reside (s) in village/town* ----------------------of the State/Union Territory of -------------

Signature---------------------

Place-------------------- State/Union Territory** Designation---------------
---- Date--------------------- (With seal of Office)

* Please delete the words which are not applicable

☐ Please quote specific Presidential Order.

☐ % Delete the paragraph which is not applicable.

Should be signed by the Authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates as specified above.

10.4 FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UBDER THE GOVERNMENT OF INDIA

This is to certify that shri/Smt./kumari_____son/daughter of_____ of village /town_____ in District/Division _____ in the State / Union Territory _____ belongs to the_____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution no. _____ dated _____*.

Shri/Smt./Kumari_____and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mention in Column 3 of the Schedule to the Government of India, Department of Personal 7 Training O.M no. 36012/22/93 – Estt.(SCT) dated 8.9.1933**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*_ The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time

Note: - The term "ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950

Forms to be included: -

      a)   SC, ST, OBC and EWS forms,

      b)   No Objection Certificates.

      c)   Experience certificates

      d)   Age relaxation certificates for Departmental candidates, SC, ST, OBC