



BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

An autonomous body of
Ministry of Education, Department of Higher Education, Government of India
Telephone : (022) 24055923, Email: director.boatwr@gmail.com Website: www.boatwr.education.gov.in

RECRUITMENT

Applications are invited in the prescribed format for the following post:-

Post and Pay Scale	Number of Vacancies and reservation	Essential / Desirable qualifications, and Experience required	Maximum age limit as on submission of application i.e. 19/01/2024	Application fees payable by way of Demand Draft / Indian Postal Order
Senior Stenographer cum Personal Assistant to Director of Training Pay Matrix Level - 05 Rs. 29,200/- to Rs.92,300/- Plus allowances as applicable to Central Government employes stationed in Mumbai on approval of Ministry of Education, Government of India (total emoluments would be Rs.55,772/- approximately).	One - Unreserved	Matriculation or equivalent. English Typing speed of 40 words per minute and Shorthand speed of 80 words per minute in English. Should have at least 3 years experience as a Stenographer in establishments pertaining to Private Ltd., / Public Ltd./ PSU / Autonomous Body / Central Government / State Government Organisations.	35 years	Rs.300/-

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19/12/23

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19/12/23

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19/12/23

Terms and conditions: (i) Appointment to this post is initially on temporary basis, but likely to be continued depending on the performance. For this post, there will be minimum two years of probation subject to satisfaction of Appointing Authority. (ii) Candidates working in Government/Semi Government/Autonomous Bodies/Local Self Government are required to forward their applications through proper channel. However, advance copies may be sent. (iii) Applications in the format specified below this advertisement alongwith the self attested photo copies of relevant certificates should reach by 19/01/2024 to **The Director, Board of Apprenticeship Training (Western Region), II Floor, New Administrative Building, NSTI Campus, V.N. Purav Marg, Sion (E), Mumbai-400 022.** Application fee is payable by way of Demand Draft/Indian Postal Order drawn in favour of **"Director, Board of Apprenticeship Training (Western Region), Mumbai"** payable at Mumbai. (iv) The applications received for the above post will be scrutinized, and the shortlisted candidates only will be called for psychometric test and skill test. **Merely fulfilling the eligibility/requirements laid down as above will not automatically entitle any candidate to be called for psychometric test and skill test.** This Board reserves the rights to decide to cancel this advertisement, and not to proceed in the matter at any stage, accept or reject any or all applications, without giving any explanation, whatsoever. (v) Applications not received within the stipulated time period, as well as applications with incomplete and / or illegible information and not enclosing the Demand Draft/Indian Postal Order for the requisite amount (Rs.300/-) shall be liable to be rejected. (vi) The applicants are advised to attach self attested photostat copies of all the relevant documents along with Application within the last date prescribed, as no separate correspondence in this regard either will be made or entertained. (vii) The envelope containing the application should be superscribed on the top mentioning the name of the post. (viii) The aforesaid application fee shall not be refunded on any grounds whatsoever. (ix) Canvassing in any form shall lead to rejection of candidature.

Duties and Responsibilities of the post of 'Senior Stenographer cum Personal Assistant to Director of Training'

- a) Taking dictation from Director of Training and officers in shorthand and transcribing them in best possible manner.
- b) Maintaining in good order correspondences, reports, etc. to be prepared by officers, and ensuring matters to be maintained by officers are done promptly and in time.
- c) Destroying by burning of stenographic records of confidential or secret matters that no matter of confidential/secret dealt by him is leaked out.
- d) Assisting the officers, Office Superintendent, and Junior Accountant in such matter as they may direct.
- e) Attending the telephone calls received from the MoE /other Boards, and establishment personnel.
- f) Responsible to handle files/records of confidential/secret nature and act as a custodian of such files/records.
- g) Assisting the Director of Training in preparation and typing data/statistics/reports/agenda/minutes for BOG/FC and other meetings.
- h) Maintaining records of daily email/fax and timely disposal of the emails, etc.
- i) Preparing and placing replies to correspondences of MoE/BOATs for timely disposal and retaining the same in custody.
- j) Any other responsibilities and duties allocated by the official supervisors from time to time.



BOARD OF APPRENTICESHIP TRAINING
(Western Region), Mumbai
NSTI CAMPUS, SION (E), MUMBAI 400 022.
(DECEMBER- 2023)

Application for the post of Senior Stenographer cum Personal Assistant to Director of Training [Unreserved]

Application No.	Date of Receipt	Details of Demand Draft/Postal Order Number Date, Amount & Name of issuing Bank	Initials of Authority at BOAT(WR)	Applicant shall affix his/her recent pass port size photo and sign across the photo

(For office use only)

Important: Those in service of Central Government or State Government or Government undertakings or Autonomous bodies of Central/State Government or Local Self Government should **compulsorily** apply through proper channel. 2) Every field in this application form shall be filled compulsorily.

1. Full Name in Block Letters :

(As per school record)

2. Father's/Husband's Name :

3. Nationality :

4. Religion:

5. Caste: General / SC / ST / OBC

6. Sex (Put a tick mark) : Male Female

7. Date of Birth in Christian era :
 (As per School Leaving Certificate self attested copy is to be enclosed) _____
 (Day) (Month) (Year)

8. Age as on last date :
 of submission of application _____
 form i.e. 19/01/2024 (Years) (Months) (Days)

9. a) Address for correspondence :
 (in Block letters with-Pin code) _____
 _____ PIN _____

b) Tel. No. Fax No. STD Code : _____ Mobile _____

c) E-mail Id : _____

d) Permanent Address :
 (in Block letters-with Pin code) : _____
 _____ PIN _____

[Handwritten signatures and marks]

10a. Educational qualifications -- Matriculation/SSC onwards, (Enclose self attested photostat copies of Certificates).

Sr. No.	Exam Passed	Name of School/Instt.	University/ Board which awarded Degree/ Diploma Certificate	Date of entry	Date of passing	% of Marks or C.G. P.A. obtained	Class / Division secured	Remarks

10b. Typing and shorthand examinations passed as on last date of the application. (Enclose self attested photostat copies of Certificates issued of Competent Government Authority only).

Sr. No.	Exam Passed	Name of Typing Institute	Speed of Typing/ Shorthand	Duration of the Course	Board which Awarded the Certificate	Month & Year of passing	Whether Certifying body was Government? If yes give details

11. Experience acquired (Other than present employment – in chronological order, attach self attested photostat copies of experience certificates) :-

Sr. No.	Name of the organisation	Designation/ Post held and nature of work carried out	Whether Adhoc/ Temporary/ Permanent	Period of Service		Scale of pay & total emoluments at the time of leaving	Remarks
				From	To		

[Handwritten signatures and marks]

12. Details of present employment (enclose self attested photostat copies of Certificate) :-

Sr. No.	Name of the organisation	Whether Central Govt./ State Govt./ PSU/ Private / Others (Specify)	Date of appointment	Designation/ Post held and nature of work being carried out	Period of Service		Whether Regular/ Substantive/ Temporary/ Adhoc/ Quasi Permanent/ Permanent/ Deputation	a)Scale of pay b)Present basic pay and c) Total emoluments	Name and Designation of immediate superior/ reporting authority
					From	To			

13. Any other information not furnished above but relevant to the post applied for

14. List of documents enclosed :
- | | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

15. General information :

- Canvassing in any form will lead to rejection of candidature.
- Original certificates should not be sent alongwith this application.
- All enclosures (photo copies) should be legible and must be self attested.
- Applications with illegible entries as well as partially filled/incomplete applications will be rejected.
- Application received after the prescribed date will be rejected.

[Signature]
19/11/23

[Signature]

[Signature]
19/11/23

16. Declaration:

i) I have read and understood the terms and conditions mentioned in the detailed advertisement posted on the website www.boatwr.education.gov.in and the same are accepted by me.

ii) 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.

iii) 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.

iv) I am also aware that if any falsification of information furnished above is / are detected later, after the appointment to the post applied for, my service is liable to be terminated without issuing any Notice, notwithstanding further disciplinary action.

Details of payment of application fee: Demand Draft / DPO number _____

Date _____ Rs. _____

Place :

Date:

Signature of the applicant

Name of the Applicant (in block letters)

Handwritten signatures and dates at the bottom of the page. The first signature is dated 19/11/14. The second signature is dated 20/11/14.