

**MINISTRY OF DEFENCE (NAVY)**  
**ENROLLMENT OF DESIGNATED TRADE APPRENTICES (2020- 21 BATCH)**  
**AS PER APPRENTICES ACT 1961 AND APPRENTICES (AMENDMENT) ACT 2014**  
**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 as indicated below at the Naval Dockyard Apprentices School, Visakhapatnam, [DAS (Vzg)] for the Training Years 2020-21 batch in accordance with Apprentices Act 1961 and Apprentices (amendment) Act 2014:-

Sl.	Apprenticeship Designated Trades	Relevant ITI Trades	Total Posts	Vacancies						
				UR	EWS	OBC	SC	ST	PWD	EX-Ser
(a)	Electrician	Electrician	29	12	3	8	4	2	Horizontal reservation Subjected to availability of candidates in various trades.	Horizontal reservation Subjected to availability of candidates in various trades.
(b)	Electronics Mechanic	Electronics Mechanic & Mechanic (Radio & T.V.)	32	13	3	9	5	2		
(c)	Fitter	Fitter	29	12	3	8	4	2		
(d)	Instrument Mechanic	Instrument Mechanic	15	6	2	4	2	1		
(e)	Machinist	Machinist	19	8	2	5	3	1		
(f)	Painter (General)	Painter (General)	15	6	2	4	2	1		
(g)	R & A/C Mechanic	R & A/C Mechanic	19	8	2	5	3	1		
(h)	Welder (Gas & Electric)	Welder (Gas & Electric)	23	10	2	6	3	2		
(j)	Carpenter	Carpenter	23	10	2	6	3	2		
(k)	Foundryman	Foundryman	7	3	1	2	1	0		
(l)	Mechanic (Diesel)	Mechanic (Diesel)	14	6	1	4	2	1		
(m)	Sheet Metal Worker	Sheet Metal Worker	29	12	3	8	4	2		
(n)	Pipe Fitter	Plumber	21	9	2	6	3	1		
<b>Total Vacancies</b>			<b>275</b>	<b>115</b>	<b>28</b>	<b>75</b>	<b>39</b>	<b>18</b>	<b>8</b>	<b>8</b>

[UR - Unreserved, EWS – Economically Weaker Section, OBC - Other Backward Cast, SC - Scheduled Cast, ST - Scheduled Tribe, PWD - Person With Disability, EX Ser - Children of Armed Forces Personnel / Ex-serviceman]

**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 EWS cannot be filled up in a recruitment year due to non availability of suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

2. **Procedure for Applying for Apprenticeship.** The following procedure is to be followed for applying for Apprenticeship Training :-

(a) A candidate is required to register on-line his candidature at web portal [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) under NAPS scheme by **05 Dec 2019.**

- (b) On completion of online registration at [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) web portal, a candidate must apply on-line for Apprenticeship Training at **Naval Dockyard**, Andhra Pradesh establishment at web portal.
- (c) **Steps to be Followed for On-line Registration at [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in)**
- (i) Log on to [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in). Home page of web site would open.
  - (ii) Click on Apprentices module in the home page. Drop down menu with various options will appear. Click on **Candidate Registration** in the drop down menu.
  - (iii) A page titled Registration form for apprenticeship training would open. The candidate is required to fill-up his personal details, contact details, qualification details (academic & technical both), trade preference details in the form. A candidate is required to upload his passport size photo, Date of Birth Document and submit as mandated in the form.
  - (iv) Go back to Home page of [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in). Click on Apprentices module in the home page. Drop down menu with various options will appear. Click on **Apprentice Activation** in the drop down menu.
  - (v) Apprentice Activation page would open. Fill up all details in the form and click on **activate** button as mandated in the form
  - (vi) Upon successful completion of **Apprentice Activation** activity, a system generated auto mail would be sent to the e-mail id registered by the candidate on Apprentice Activation page. This e-mail would contain candidate's online **Registration Number** and would provide a link for candidate to apply for apprenticeship training in various establishments in the country.
  - (vii) Note down the on-line registration number for future use and click on the link provided in the e-mail. You would be migrated to Establishment search page. Type Naval Dockyard in the Establishment column and select Andhra Pradesh from drop down of state column. Click search button on the page. Thereafter click on Naval Dockyard (Registration no. E08152800004) prompted on the screen. Establishment details of Naval Dockyard would open on the page. Go to **Establishment Trade Details** and choose the relevant trade in which you are eligible to undergo apprenticeship training.
- (d) Go back to Home page of [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in). Click on Apprentices module in the home page. Drop down menu with various options will appear. Click on "**Apprentice Authentication**" in the drop down menu. Apprenticeship Authentication page would open. Fill up all details in the form and click on **Authentication** button in the form.
- (e) Candidate Profile would open. Download and take a print out from the web portal for forwarding the same to DAS (Vzg).
- (f) Take the printout of Hall ticket format placed at part - II of **Annexure - I** of this Advertisement.
- (g) Two original hall tickets with two recent passport colour photographs pasted at earmarked box are required to be enclosed along with Apprentice Profile.

(h) 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 12 Dec 2019**. This would be considered as the off-line application for the purpose of enrollment.

(j) Both on-line (uploading of application 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 applications would disqualify the candidature of applicant automatically.

3. Last date to apply on-line is **05 Dec 2019**.

4. Receipt of “Off-line application” along with relevant documents as per **Annexure - I** by Post to DAS (V) by **12 Dec 2019**. Applications received after **12 Dec 2019** will not be accepted for any reason.

5. **Eligibility for Applying**

(a) **Qualification**. SSC / Matric / Std X with minimum of 50% (aggregate) and ITI (NCVT/SCVT) in relevant trades with minimum 65% (aggregate).

(b) **Age**. The age criterion for various categories as on **01 Apr 2020** are as follows:-

Candidates belong to	Born between (both dates are inclusive)
General / OBC	01 Apr 1999 to 01 Apr 2006
SC / ST	01 Apr 1994 to 01 Apr 2006
Son / Daughter of Naval Civilian / Defence Employee	* Additional age relaxation of two years subjected to approval of IHQ / MoD (Navy)

(c) \* **Age Relaxation Important Notice**. To avail additional two years age relaxation for son / daughter of Naval Civilian / Defence Employee, the name of the candidate has to be forwarded by the employee to IHQ (MoD) (Navy), New Delhi through respective HQs/ CCPO for approval. Candidates approved by IHQ (MoD) (Navy) only will be allowed for the written examination.

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) **Economically Weaker Section (EWS)**. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The format of Income and Asset Certificate is placed at **Annexure - II**.

(c) **Physically Handicapped**. Vacancies for PHC 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 at the time of interview.

(d) **Children of Armed Forces Personnel / Ex-serviceman.** Vacancies for children of armed forces 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. 492 dated 22 Sep 2014. The current applicable stipend rates based on AP Govt. Gazette Notification No. 1149 dated 30 Mar 2017 are relevant.

8. **Selection Process.** A call letter for written examination will be issued to all candidates fulfilling the eligibility criteria. 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 written examination and interview schedule is as follows :-**

(a) **Written examination for all trades at DAS(Vzg) - 29 Jan 2020 AM**

(b) **Declaration of written exam results at DAS(Vzg) - 31 Jan 2020 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	03 Feb 20	04 - 15 Feb 20
	Electronics Mechanic		
	Instrument Mechanic		
(ii)	Painter (General)	04 Feb 20	
	Welder (Gas & Electric)		
	Carpenter		
	Sheet Metal Worker		
(iii)	Fitter	05 Feb 20	
	R & AC Mechanic		
	Mechanic (Diesel)		
(iv)	Machinist	06 Feb 20	
	Foundryman		
	Pipe Fitter		

9. **Commencement of Training.** 01 Apr 2020.

10. **Hostel.** Hostel accommodation will not be provided and 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. **Address Proof and Police verification certificate.**

(a) **Forwarding of Residence Proof with Application.** Candidates are compulsorily required to attach attested copy of Residence Proof along with application and other certificates as indicated in notification. The applications received without residence proof would not be considered. All correspondence with respect to the candidate would be addressed only on the address mentioned in the residence address proof. Any one of the following documents having residence address would qualify as residence proof:-

(i) Voter ID (ii) Ration Card (iii) **Aadhar Card** (iv) Passport

(b) **Police Verification Certificate During Interview.** Candidates would be required to produce police verification certificate along with other certificates during the interview. Failure to produce police verification certificate would render the candidature invalid.

13. **Note**

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

(b) In-complete 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 other certificates are to be Self attested.**

(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.

14. **Important Notice**

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

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

(c) 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.**

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

(e) Incomplete applications will not be registered.

(f) No cell phones permitted at the venue of exam.

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

**Phone No : 0891-281 2041  
2804**

**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 : 2020 - 21 BATCH**  
**NAVAL DOCKYARD APPRENTICES SCHOOL, NAVAL DOCKYARD, VISAKHAPATNAM - 530014 (A.P)**

(To be filled by the office)

<b>Hall Ticket No.</b>	<b><u>Date of Examination</u> : 29 Jan 2020 (Wednesday)</b>
	<b><u>Reporting Time</u> : 0800 Hrs</b>
<b>Examination Centre</b>	<b><u>NAVAL DOCKYARD APPRENTICES SCHOOL, VISAKHAPATNAM</u></b>

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

Affix latest  
photograph not  
older than one  
month, indicating  
date of  
photograph duly  
self attested

Fathers / Guardian Name	:												
Postal Address													
PIN													
Email ID													
Aadhar Card No. (UID No.)													
Mobile No.													
Identification Marks	1. 2.												
Signature of Candidate							Left hand thumb impression						

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**PART - III**

**CHECK OFF LIST OF DOCUMENTS TO BE FILLED ENCLOSED ALONGWITH OFF-LINE APPLICATION**  
**(TO BE FILLED BY APPLICANT)**

*(Tick mark ✓ as necessary)*

**(Self Attested photocopies of documents acceptable)**

- |        |   |                            |
|--------|---|----------------------------|
| (i)    | Part - I : Printout of "Apprentice Profile" form (post registration on line)  | : <input type="checkbox"/> |
| (ii)   | Part - II : Duly filled Original Hall Tickets (2 Nos.)  | : <input type="checkbox"/> |
| (iii)  | Printout of e-mail received from DGT to the Registered e-mail ID indicating <u>Apprentice Registration Number</u>                                   | : <input type="checkbox"/> |
| (iv)   | Uploaded Photocopy of SSC Marks list duly self attested   | : <input type="checkbox"/> |
| (v)    | Uploaded Photocopy of ITI Marks list duly self attested   | : <input type="checkbox"/> |
| (vi)   | Photocopy of latest Community Certificate (for OBC / SC / ST/ EWS Candidates only)<br>With certificate number and date of issue                     | : <input type="checkbox"/> |
| (vii)  | Photocopy of latest valid PwD Certificate issued by Medical Board of Govt. Hospital   | : <input type="checkbox"/> |
| (viii) | Original Service Certificate from concerned Unit for son / daughter of Naval Civilian / Defence Employees (Subjected to approval of IHQ, MoD(Navy)) | : <input type="checkbox"/> |
| (ix)   | Copy of ex-Serviceman certificate issued by Competent Authority / Zilla Sainik Board  | : <input type="checkbox"/> |
| (x)    | Residence Proof Attached (Voter ID / Passport / <b>Aadhar Card</b> / Ration Card)   | : <input type="checkbox"/> |
| (xi)   | Self attested copy of Aadhar Card of the candidate registered on web portal   | : <input type="checkbox"/> |
| (xii)  | Self addressed Rs.10/- stamped envelope (22 cm x 10 cm)   | : <input type="checkbox"/> |
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**Government of .....**  
**(Name & Address of the authority issuing the certificate)**  
**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

1. This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post. Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential flat of 100 sq. yards and above in notified municipalities;
- IV. Residential flat of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of office \_\_\_\_\_  
 Name \_\_\_\_\_  
 Destination \_\_\_\_\_

Recent  
Passport size  
attested  
photograph of  
the applicant

\*Note1:. Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.