

**NOTIFICATION FOR ENGAGEMENT OF**  
**'APPRENTICES' IN IRCTC/WEST ZONE AT MUMBAI**  
**FOR FY 2023-24**

F.No. 2023/IRCTC/WZ/HRD/Apprentices

Date : 16-09-2023

IRCTC/West Zone invites application for engagement as 'Apprentice' trainees under the Apprenticeship Act in various trades trade as per the following details :

Name and Number of Post	Department	No. of positions	Eligibility Criteria	Duration	Upper age limit (as on 01/04/23)	Place of posting
Computer Operator and Programming Assistant (COPA)	All Dept	08	Matriculation & ITI Certificate affiliated to NCVT / SCVT.	12 months	Age limit : 15 (completed) to 25 years.  (Relaxation to SC/ST-5 yrs, OBC-3 yrs, Ex-Servicemen-10 yrs*, PwBD-10 yrs)	Maharashtra
Executive – Procurement	Catering Dept	02	Graduation Pursuing in Commerce / CA Inter/ Supply Chain/ or similar	12 months		
HR Executive – Payroll and Employee Data Management	Finance Dept	02	Graduate (in any discipline)	12 months		
Executive-HR	HR Dept	01	Graduate (in any discipline)	12 months		
Human Resource – Training	HR Dept	01	Graduate Pursuing	06 months		
Media Coordinator	PR	01	Graduate Pursuing (Any)	12 months		

\*Ex-servicemen upper age limit is relaxed upto additional 10 years to the extent of service rendered in Defense Forces plus 03 years provided they have put in a minimum of 6 months service at a stretch, except ex-servicemen who have already joined the Govt. Services on Civil side after availing the Ex-servicemen status for the purpose of their engagement. Ex-servicemen, their children and children of Armed Force personnel will be engaged for Apprenticeship as per the details mentioned below :

- a) Children of deceased/disabled Ex-servicemen including those killed/disabled during peace time.
- b) Children of Ex-servicemen.
- c) Children of Serving Jawans.
- d) Children of Serving Officer.
- e) Ex-Servicemen.

Apply through the portal: <https://www.apprenticeshipindia.gov.in>

**Essential Qualifications:** - The Applicants should have already passed / pursuing the prescribed qualification as notified against each positions on 01.04.2023. Candidates should have passed Matriculation Examination with minimum 50% marks in aggregate from recognized Board.

## Important Dates:

Commencement of Online applications by Candidates	16.09.2023
Last date of online application	30.09.2023

**Reservation** as per Govt. of India guidelines will be followed/ applicable :

- (i) There will be a reservation to the extent of 4% for Persons with Disabilities (PwD) and 10% for Ex-Servicemen. Person with Disability (PwD) who wants to avail the benefit of reservation must produce a disability certificate issued by a Competent Authority (i.e. Medical Board duly constituted by the Central or State Government including on specialist in the particular field for assessing disability).
- (ii) The Applicants who want to avail the benefit of reservation of Ex-servicemen and Armed Forces Personnel and in case of children of Ex-servicemen and children of Armed Forces personnel, they must submit Discharge certificate or Armed Forces Serving Certificate respectively (as the case may be) of his/her parents at the time of verification.
- (iii) For SC slots, when the prescribed number of persons belonging to the SC is not available, it will be filled by ST Applicants. For ST slots, in case ST applicants are not available, they will be filled by SC applicants. If the prescribed training slots for SC/ST Applicants cannot be filled even in the above given manner, then the training slots so lying unfilled will be filled by the persons not belonging to the Scheduled Castes or the Scheduled Tribes i.e. Unreserved Applicants. Similarly, the seats remaining unfilled by OBC applicants will be filled by Applicants of unreserved category.
- (iv) The Applicants, who want to avail the benefit of reservation of SC/ST, must submit his/her Caste certificate in the prescribed format at the time of verification.
- (v) **OBC Applicants are required to submit OBC Caste Certificate with Non-Creamy layer certificate valid for the year 2023-2024.** Certificates should indicate Caste, Date of Issue etc. and bear the Seal of the Issuing Authority.

**Note:-** PwD – Persons with Disability, the percentage of disability should not be less than 40%.

**Reservation for Economically Weaker Sections (EWS):** Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family has gross annual income below Rs. 8.00 Lakhs (Rupees Eight Lakhs Only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business and profession etc. for the financial year prior to the year of Application.

The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by Competent Authority. The income asset certificate issued by any one of the following authorities only be accepted as candidate's claim as belonging to EWS:-

- (a) District Magistrate/Addl District Magistrate/Collector/Deputy Commissioner/1st class Stipendiary magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- (b) Chief Presidency Magistrate/Addl Chief Presidency Magistrate/Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar.
- (d) Sub-Divisional Officer of the area where the candidate and/or his family normally reside.

The candidates applying against the vacancies reserved for EWS must possess Income and asset Certificate as on closing date of registration of application for this notification.

**Mode of Selection:**

- (i) Selection will be based on the merit list prepared on the basis of percentage of marks obtained in matriculation examination. In case of grading system of marking than average of highest and lowest marks will be taken.
- (ii) In case of two applicants are having the same marks the applicants having older age shall be preferred. In case the dates of birth are also same, then the applicants who passed matriculation exam earlier shall be considered first. There will be no written test or viva.
- (iii) Final selection of applicants would be subject to verification of original testimonials.
- (iv) Candidates in the Stand-by list will be offered to join only on receipt of details of absentees and rejected candidates from the Merit list.
- (v) The offers will be issued strictly in the order of Merit.
- (vi) Candidates who shall be shortlisted should be in readiness to report to concerned office for Document/Certificate Verification at short notice.

**Training Period & Stipend:**

**Training Period:-** Please refer page No. 1 for Trade-wise training period.

**Stipend:-** Selected candidates engaged as Apprentices will be paid a stipend during the training at the following prescribed rate as per extant rules:-

Sl. No.	Category	Prescribed minimum amount of stipend
(i)	School pass-outs (class 5 <sup>th</sup> - class 9 <sup>th</sup> )	Rs. 5000/- per month
(ii)	School pass-outs (class 10 <sup>th</sup> )	Rs. 6000/- per month
(iii)	School pass-outs (class 12 <sup>th</sup> )	Rs. 7000/- per month
(iv)	National or State Certificate holder	Rs. 7700/- per month
(v)	Technical (vocational) apprentice or Vocational Certificate holder or Sandwich Course (Students from Diploma Institutions)	Rs. 7000/- per month
(vi)	Technician apprentice or Diploma holder in any stream or Sandwich Course (Students from Degree Institutions)	Rs. 8000/- per month
(vii)	Graduates apprentices or degree apprentices or degree in any stream	Rs. 9000/- per month

**General Instructions:**

1. Applicants should ensure their name, father's name, date of birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also debarment.
2. Applicants have to produce details of registration made on <https://www.apprenticeshipindia.gov.in> portal.
3. Applicants are required to report for Document/Certificate Verification with their Originals.
4. Applicants are required to submit their EWS Certificate, if he/she is claiming against EWS Quota.

### **Documents to be Submitted:-**

Applicants are required to submit the legible self-attested scanned copy of following documents;

- (i) 10th Standard Mark Sheet and ITI standard mark sheet.
- (ii) Graduation Degree & Marksheet for trades where the eligibility criteria is based on Graduation. Candidates.
- (iii) Certificate for proof of date of birth (Standard 10 or its equivalent certificate or mark sheet indicating date of birth or School Leaving Certificate indicating date of birth).
- (iv) Consolidated ITI mark sheet of all semesters of the trade in which applied/Provisional National Trade Certificate indicating marks.
- (v) National Trade Certificate issued by NCVT/SCVT or Provisional National Trade Certificate issued by NCVT/SCVT.
- (vi) Caste certificate for SC/ST/OBC Applicants.
- (vii) Disability certificate, in case of PwBD Applicants.
- (viii) Discharge Certificate/Serving Certificate, in case of applicants applied against ExServicemen quota.
- (ix) Applicants are required to submit hard copy of their colour photograph (size 3.5 cm x 4.5) taken not later than three months from the date of application, along with a soft copy in JPG/JPEG format, 100 DPI, size of the file should be between 20 kb – 70kb) with clear front view of the Applicants without cap and sunglasses. Applicants may note that IRCTC may, at any stage, reject the applications for submitting old/unclear photograph or for any significant variations between photograph submitted in the application form and the actual physical appearance of the applicants. Applicants are advised to keep two additional copies of the same photograph ready with them and carry the same at the time of Document/Certificate Verification.

**Note:-** Shortlisted candidates would require to submit original documents along with 2 self-attested photocopies on the day of Document verification.

### **Important Instructions:**

- (i) The decision of IRCTC in all matters relating to eligibility, acceptance or rejection of the applications and mode of selection etc. shall be final.
- (ii) No correspondence for engagement will be entertained.
- (iii) Canvassing in any form will disqualify the candidature and no correspondence will be entertained in the matter.
- (iv) Candidature of the Applicants shall be cancelled if he/she fails to produce the required original testimonials for verification or any other discrepancy noticed.
- (v) No daily allowance/conveyance allowance or travelling allowance will be paid to the applicants called for document verification.
- (vi) After selection for engagement, request of applicants to change the trade will not be entertained.
- (vii) Applicants will be trained only for the Trade in which they have been selected.
- (viii) Applicants selected for training will not be allowed to withdraw from training except for reasons, which are beyond their control.

**Important Advisory:** Applicants will be selected purely as per merit. IRCTC has not appointed any agents for action on its behalf. Applicants are warned not to fall under the lure against any such claims being made by Persons/Agencies.

**Impersonation/Suppression of Facts – Warning:**

Any applicants found using unfair means of any kind in the document verification, sending someone else in his/her place to appear in the document verification and attempt to impersonate will be disqualified.

Applicants found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges shall lead to rejection of their candidature.

Applicants shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the engagement. Candidature of such applicants is liable to be rejected.

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