

SOUTH WESTERN RAILWAY

Chief Workshop Manager's Office,
Carriage Repair Workshop
Personnel Branch,
Hubli Workshop,
Date.25.03.2015

L/P.924/Act-App/Vol.XXX/2015

Training Notification No. 01/2015

Sub: Engagement of Act Apprentice under Apprentices Act – 1961.

Applications are invited for engagement of Act Apprentice in Carriage Repair Workshop, South Western Railway, Gadag Road, Hubli-580 020, under Apprentices Act – 1961 from eligible candidates. The Application form can be downloaded from Website at www.swr.indianrailways.gov.in.

1. The engagement of trainees will be made on the basis of the following designated trades only.

Sl. No.	Trade	No. of Slots	Revised Slots	Training period as per Apprentices Act-1961	Reservation break-up				
					UR	SC	ST	OBC	Total
Workshop Quota/UBLs									
1.	Fitter	203	176	One year	89	26	13	48	176
2.	Machinist	15	15	One year	08	02	01	04	15
3.	Turner	20	20	One year	10	03	02	05	20
4.	Welder	96	87	One year	44	13	07	23	87
5.	Electrician	28	25	One year	13	03	02	07	25
6.	Ref A/C Mechanic	17	15	One year	08	02	01	04	15
Total		379	338		172	49	26	91	338
Note: There are 41 candidates having SCVT certificates as 27 in Fitter, 09 in Welder, 03 in Electrician and 02 in Ref A/C Mech who are undergoing for 02 years apprenticeship training hence, the notification is for 338 candidates duly deducting 41 slots out of allotted slots.									

The vacancies indicated above are only tentative and are subject to change and the vacancies reserved for SC/ST/OBC/PWD are as per prescribed requirement in the respective categories.

2. Eligibility for Physically Handicapped and Ex-Servicemen:

- (a) Out of 338 slots 3% of total number (i.e 10 slots) of Apprentices to be trained are reserved for Physically Handicapped persons under the following physical standards as per the provisions of Schedule-II of Apprenticeship manual and Railway Board's letter No.E(MPP)2003/6/14 dated 09.12.2003.

(b) **Standards of fitness for the Physically challenged candidates:-**

Only Loco motor or Cerebral palsy (OH) who suffers from not less than 40% of relevant disability and Hearing Handicapped having 60 decibels or more in the better ear in the conversational range of frequency are eligible to apply.

(c)

(i) For Loco motor or Cerebral palsy (OH):-

- 1) Fitter:- Lower limb partially damaged from one side can join.
- 2) Turner: - Lower limb partially damaged from one side can join.
- 3) Machinist: - Only small finger damaged can join.
- 4) Welder :- A person without leg and without three finger of one hand can be accommodated
- 5) Electrician: - Partially lower limb candidates can be accommodated.

(ii) **Low vision:-** "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive corrections but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

(d) A physically handicapped person who wants to avail the benefit of reservation would have to submit a disability certificate issued by a competent authority (i.e. Medical Board duly constituted by the Central or State Government).

(Authority RBE No.213/03 dated 09.12.2003 issued under CPO/SWR Serial Circular No.230/2003 dated 31.12.2003/22.01.2004). **Otherthan above mentoined Physically Handicapped candidates should not apply and they will be rejected at any point of engagement.**

(e) Out of 338 slots 3% of total number (i.e 10 slots) of Apprentices to be trained are reserved for Ex-Servicemen, their children and Children of Armed Forces Personnel as per Railway Board instructions vide RBE No. 101/2006.

(f) The candidates who wants to avail the benefit of reservation in Ex-Servicemen and Armed Forces Personnel they must submit Discharge Certificate and in case of children of Ex-Servicemen and children of Armed Forces Personnel they must submit discharge certificate of his/her parents.

3. Age limit :

- a) Candidate should have completed 15 Years of age and should not to have completed 24 years of age as on 24.04.2015.
- b) There will be an Upper age relaxation of 05 years for SC/ST & 03 years for OBC candidates.

4. Educational qualification:

Matriculation (Matriculate or 10th Class in 10+2 examination system) and I.T.I. certificate affiliated to NCVT/SCVT is compulsory in relevant trade.

5. Training period & rate of stipend:

The candidates possessing 10th+ ITI in SCVT are required to undergo apprenticeship training for 02 Yrs (for other trades) and 01 ½ Years (for Welder trade) and candidates possessing 10th + ITI in NCVT will undergo one year Apprenticeship training (Authority: RDH/STAT/POL.MATT/02/2004/770 dated 03.08.2012) and same is as under.

Sl.No.	Trades	Affiliation	Training Periods	Rate of stipend
1	All other trades	NCVT	One Year	As per Extant Instructions of Ministry of Labour & Employment in Gazzett of India.
2	Welder	NCVT	One Year	
3	All other trades	SCVT	Two Years	
4	Welder	SCVT	One and half Years	

6. Sources of Engagement of Act Apprentices (As per Master Circular No.8):

1. Nearest Employment Exchange.
2. SC/ST organizations.
3. ITIs wherever existing; and
4. Wards of Railway employees.

7. Mode of application:

- (a) The applications in the prescribed proforma should be filled in the relevant columns with ball point pen in foolscap paper. The application should be accompanied with two self addressed covers- size 11" x 5" **duly affixing Rs.5/- postal stamp on each cover (SC/ST and PH candidates are exempted from affixing postal stamps).**
- (b) Two recent passport size colour photographs with clear front view of candidate without cap,scarf and sunglasses should accompany the application duly signed across by candidate.
- (c) All Certificates i.e.. Birth Certificate, Educational / Technical qualification, Caste Certificate etc should be self attested.
- (d) The applicants will have to register with a local employment exchange falling in the states of Karnataka and the adjoining districts of states served by the South Western Railway i.e Tamil Nadu (districts namely Dharmapuri,Salem,Vellore), Andhra Pradesh (districts namely Ananthapur, Chittoor), Maharashtra (district namely Sangli) and Goa (As per CPO/SWR letter No.SWR/P.563/Act App/Vol.6 dated 25.09.2012).
- (e) However for wards of Railway employees such registration with local employment exchange will not be required (As per CPO/SWR letter No.SWR/P.563/Act App/Vol.6 dated 25.09.2012) and **there should be clear indication in application & on envelope that the candidate is ward of Railway employee**, as a proof candidate must enclose **SERVICE CERTIFICATE/DECLARATION from the Railway employee should be attached by the Gazetted Officer of the concerned unit**.

8. Where to submit the applications: The applications filled in all respects can either be **dropped in the Box** kept in the Welfare Section of the Office of the **Workshop Personnel Officer, Carriage Repair Workshop, South Western Railway, Gadag Road, Hubli-58 020 (KARNATAKA)**, on all the working days i.e. from Monday to Saturday between 10.00 to 17.00 Hrs. or **send by ORDINARY POST** only to the above said address duly superscribing on the Cover as **"Application for engagement as Act-Apprentices (Ex-ITI) in Hubli Workshop -20, Training Notification No. 01/2015.** Applications received through RPAD/Courier will not be entertained and summarily rejected.

9. Last date of application:

The last date for submission of application is **24.04.2015 at 17.00 Hrs.** Applications received after the due date is liable to be rejected.

10. Mode of engagement:

- a) The Engagement of Act Apprentices will be done in favour of the candidates who have passed 10th Class under 10+ 2 system and having with ITI passed certificate approved by NCVT/SCVT in the relevant trade. No weightage will be given for those with higher qualification than the prescribed educational qualification.
- b) The final eligibility list will be prepared based on the percentage of marks obtained by the candidate in Metric or 10th standard in 10 + 2 examination system (CPO/SWR letter No. SWR/P.563/Act App/Vol. 5 dated 09/11.03.2012). Applicants will be called in the ratio of 1:1.25 for scrutiny of documents and physical verification (The extra .25 candidates are called as stand-by and they may be considered only if shor-listed candidates remain absent/unwilling).

- c) The candidates who found eligible will have to conform to the standards of Physical fitness, as prescribed for appointment/engagement to the relevant trades on the railways (As per Master Circular No.8). If candidate is declared unfit in Medical Examination due to any reason, he/she will not be considered/directed for Re-Medical Examination.

11. Conditions :-

- i. **THE CANDIDATES WHOSE SSLC/ITI RESULTS ARE AWAITED AS ON THE DATE OF NOTIFICATION ARE NOT ELIGIBLE FOR APPLICATION.**
- ii. **The candidates failed in ITI should not apply, in case any failed candidate engaged un-noticed then he/she will be terminated from training without any further notice.**
- iii. The Candidates attending this office for verification will not be given any TA/DA.
- iv. No Hostel facility will be provided and the selected candidates should make their own arrangements for stay during their training.
- v. **THERE IS NO JOB ASSURANCE IN RAILWAYS TO AN APPRENTICE WHO COMPLETES THE APPRENTICE SHIP SUCCESSFULLY AS PER RULE 8 OF APPRENTICESHIP RULE, 1961.**
- vi. The candidates shall have to execute a contract of Apprenticeship under the Apprentices Act – 1961 and if such candidate is minor his Guardian can execute the prescribed contract.
- vii. The candidates undergoing training should deposit their original SSLC/10th marks card with this office until the completion of their training so that candidates should not leave training in between.
- viii. The caste certificate should be in central format and category against which candidate is applying must note that the sub-caste should appear in central gazette of India otherwise application will be rejected.
- ix. The applications except the wards of Railway employees have to be registered with local employment exchange falling in districts of Karnataka and adjoining districts of states served by S.W.Railway i.e Tamil Nadu (districts namely Dharmapuri,Salem,Vellore), Andhra Pradesh (districts namely Ananthapur, Chittoor), Maharashtra (district namely Sangli) and Goa (With upto date renewal). However, **applications not registered with local employment exchange will be rejected (As per CPO/SWR/UBL letter No.SWR/P.569/Apprentice/Vol.VI dated 25.09.2012).**

NOTE:

- (a) The decision of the Administration is final and binding in the engagement of candidates for training. If the declaration submitted by the candidate is found to be false at a later date the candidature will be cancelled without any notice at any level.
- (b) A check list has been given at column no.15 of the application for self verification. It is the responsibility of the applicant to confirm themselves that they have fulfilled all the conditions stipulated in the notification before submitting the application.
- (c) Under Apprenticeship Rule 8, 1991, it is notified that it shall not be obligatory on part of employer to offer any employment to apprentices on completion of period of his/her apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer.
- (d) No correspondence will be entertained by the candidate nor by any Association in relation to the application nor any reply will be given by the Administration in this regard. Applications received after due date will not be entertained. Chief Workshop Manager /

Carriage Repair Workshop, Gadag Road, Hubli is not responsible for any delay in Postal transit & wrong delivery of applications etc.

(e) At most care will be taken for finalising the final list of eligible candidates, in case of any oversight the administration has right to change it at any level and decision of administration is final.

(f) The entire process of engagement is computerized and functions impersonally without fear or favour. There is no scope of influence or discretion. Hence, the rejected candidates will not be given any explanation. The short listed candidates will be informed about their nomination through ordinary post and notice board.

(g) Candidates must be in contact with this office for any updates relating to Apprentice training.

Workshop Personnel Officer
for Chief Workshop Manager

Copies forwarded to give wide publicity of the notification:

1. PS to GM/SWR for information.
2. CME/SWR for information.
3. CPO/SWR
4. CPO/RWF/YNK
5. Sr.DPO/UBL, Sr.DPO/SBC, Sr.DPO/MYS and WPO/MYSS
6. Dy.CMM/GSD/UBL
7. Sr. EDPM/SWR/UBL to upload the Notification on SWR Rail Net.
8. All the Shop Supervisors/UBLS.
9. The Regional Director, Directorate of Apprenticeship Training, ATI-EPI Campus, Ramantapur, Hyberabad-500 013.
10. The District Employment Officer, Bagalkot, Bangalore Urban, Bangalore Rural, Belgaum, Bellary, Bidar, Bijapur, Chamarajanagar, Chikballapur, Chikmagalur, Chitradurga, Dakshina Kannada, Davanagere, Dharwad, Gadag, Gulbarga, Hassan, Haveri, Kodagu, Kolar, Koppal, Mandya, Mysore, Raichur, Ramanagara, Shimoga, Tumkur, Udupi Uttara Kannada, Yadgir, Salem, Vellore, Dharnapuri (TN), Ananthapur, Chittoor (AP), Sangli(MH), Goa.
11. The Principal, Industrial Training Centre, Hosur, Hubli.
12. The Principal Chedhdha Industrial Training Institute, Rajnagar, Hubli-580 032.
13. ITI Institutes, Belgaum, Gadag and Bellary.
14. The Secretary, Durgadevi Harijan Sangh, Ayodhya oni, Hubli.
15. The General Secretary/SWRM Union/South Western Railway/Hubli for information.
16. The General Secretary/AISCTRE Association/South Western Railway/Hubli.
17. The General Secretary/AIOBC Association/South Western Railway/Hubli.

**APPLICATION FOR THE POST OF ACT-APPRENTICE (Ex-ITI), CARRIAGE REPAIR
WORKSHOP, SOUTH WESTERN RAILWAY, HUBLI**

Ref: Training Notification No.01/2015 issued under letter No.L/P.924/Act-app/Vol.XXX/2015 Date:
25.03.2015

Please Tick in the appropriate Box

Trade	Fitter	Turner	Machinist	Welder	Electrician	Ref/AC Mech
Category	UR	OBC	SC	ST	PH	Ex- Servicemen
Sub-Caste/ Type of PH						

To,
The Chief Workshop Manager,
Carriage Repair Workshop,
South Western Railway,

Please paste recent
passport size
colour photo not
older than 3
months duly
signed across by
candidate

FILL IN BLOCK LETTERS

1. Name in full : _____
2. Father's Name/Husband : _____
3. Nationality : _____
4. Religion : _____
5. Date of birth in figures : _____
6. Address for Correspondance : _____

7. Contact No. with std code 1. _____
2. _____
8. Whether ward of Railway employee : Yes No : Relationship : _____
(Please Tick in appropriate box) with employee
09. **Caste whether belonging to SC/ST/OBC/UR** : _____

(Please mention Sub-Caste)

11. Educational & Technical qualification:-

Qualification	Name of the Educational Institution	Name of the Board	Year Passed	Total Marks	Marks Obtained	Percentage of Marks.
10th Std.						
ITI						

12. **Two personal marks of identification:** (i) _____
(ii) _____

13. **Whether Registered with Employment Exchange :-** Yes No

(Please Tick appropriate box)

If yes registration number, place of Employment Exchange and date:

Registration Number _____

Place of Employment Exchange: _____

Date _____.

14. **DECLARATION:**

I hereby declare that all the particulars furnished and the statements made in the application are true, complete and correct to the best of my knowledge and belief and also I understand that in the event of any information being found false or incorrect, my candidature / engagement is liable to be cancelled / terminated. I also understand that the training in the Railways under Act Apprentice - 1961 will be given only in the allotted trade and on the completion of the training there is no job assurance to me in the Railways. Hence, there is no any claim for an appointment.

Left Thumb Impression of Applicant

Signature of the applicant

PLACE:

DATE :

15. Mark (✓) on the Check List Box for enclosures of certificates (Yes / No)

1	Mark list of 10 th standard (Self Attested)	Yes	No
2	Proof of D.O.B (Self Attested)	Yes	No
3	ITI Passed Certificate and Marks list (Self Attested)	Yes	No
4	Photos self attested by candidate	Yes	No
5	Caste certificate (Self Attested)	Yes	No
6	Candidates signatures on the application and call letter	Yes	No
7	If PH, PH certificate enclosed (for PH Persons)/If Ex-Servicemen or ward of Ex-servicemen discharge certificate of Ex-Servicemen enclosed.	Yes	No
8	LTI. of the candidate	Yes	No
9	Two personal marks of identification	Yes	No
10	Two Self addressed envelopes size 11" x 5" duly affixed Rs. 5/- Stamp (Relaxation for SC/ST/PH candidates)	Yes	No
11	Call letter is enclosed.	Yes	No
12	Registered with employment exchange(not required for ward of railway employee)	Yes	No
13	Ward of Railway Employee	Yes	No
14	If ward of Railway employee necessary certificate enclosed (Service Certificate of Employee and declaration of employee)	Yes	No

Signature of the applicant

NOTE: IF candidate has failed to enclose aforementioned documents, his/her application will be rejected.

**CALL LETTER FOR THE ENGAGEMENT OF ACT APPRENTICE TRAINING -2015 IN HUBLI
WORKSHOP**

Training Notification No.01/2015 issued under letter No.L/P.924/Act-app/Vol.XXX/2015

Date: 25.03.2015

Specimen signature of the candidate. 1.) _____
2.) _____

Please paste recent passport size colour photo not older than 3 months duly self attested by candidate.

(To be filled by the candidate in block letters)

1.	Name of the candidate.	:	
2.	Name of the father.	:	
3.	Address for the correspondence.	:	

(FOR OFFICE USE ONLY)

SHORT-LISTED _____/ STAND-BY _____

Registration No: _____ Trade: _____ Category: _____

You are hereby called for verification of original documents as per the date, time and venue given below. TA/DA will not be given for attending this office for verification of certificates. If you fail to attend on the mentioned date, no further opportunity / date will be given.

Date: _____

Time: _____

VENUE:

**Basic Training Center,
Office of the Chief Workshop Manager,
Carriage Repair Workshop,
South Western Railway,
Gadag Road, Hubli 580 020.**

Workshop Personnel Officer
For Chief Workshop Manager

**DECLARATION FORM TO BE FILLED IN BY THE WARDS OF THE RETIRED/DECEASED
EMPLOYEES AND ATTACHED TO THE APPLICATION FORM.**

1. Name of Retired/Deceased Railway Employee :
2. Designation :
3. Department :
4. Station at which last employed :
5. Date of Appointment :
6. Date of Termination/Retired :
7. Scale of Pay and Grade Pay :
8. Last Pay Drawn :
9. Nature of Relationship to the Applicant :

Signature of Applicant

Note: Copy of Service Certificate/Pension payment order of the Retired/Deceased Railway Employee is to be Attached.

**DECLARATION FORM TO BE FILLED IN BY THE WARDS OF THE SERVING RAILWAY
EMPLOYEES AND ATTACHED TO THE APPLICATION FORM.**

1. Name of Retired/Deceased Railway Employee :
2. Designation :
3. Ticket No./PF No.
4. Department :
5. Station at which employed :
6. Date of Appointment :
7. Date of Birth :
8. Date of Retirement :
9. Scale of Pay and Grade Pay :
10. Pay :
11. Nature of Relationship to the Applicant :

Signature of Applicant

**DECLARATION FORM TO BE FILLED IN BY THE SERVING RAILWAY EMPLOYEE IN THE
FOLLOWING FORM AND ATTACH TO THE APPLICATION FORM.**

I certify that Shri./Kum_____ son/daughter of Shri./Smt._____ an applicant for the post of trade apprentice is my _____ (Nature of relationship). I declare that above furnished information is true and correct to best of my knowledge if it is found to be false then I am liable for disciplinary action.

Signature of serving Railway Employee

SERVICE CERTIFICATE

CERTIFICATE TO BE ISSUED BY THE CONCERN DEPARTMENTAL GAZETTED OFFICER

Cerified that Shri./Smt._____ is employed in _____
(Office/Shop) as _____(Designation).

Office Seal:

Signature :

Designation :

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

This is to certify that _____ son/daughter of
_____ Of village _____ District/Division _____ in
the _____ State _____ belongs to the _____
Community which is Recognized as a backward class under

- (i) Resolution No.12011/63/93 - BCC (C) dated the 10th September 1993, published in the Gazette of India Extraordinary – Part I, Section I, No.186 dated 13th September, 1993.
- (ii) Resolution No.120011/9/94 – BCC dated the 19th October, 1994, published in the Gazette of India Extraordinary Part- I Section I , No 163, dated 20th October.1994.
- (iii) Resolution No, 12011/7/95 – BCC , dated the 24th December- 1995, published in the Gazette of India – Extraordinary – Part I, Section I No.88, dated 25th May- 1995.
- (iv) Resolution No.12011/44/96 – BCC, dated the 6th December 1996 published in the Gazette of India – Extraordinary – Part-I, section I, No 210, dated the 11th December 1996.

Shri. _____ and /or his family ordinarily
reside(s) in the _____ District/Division of the _____ State.
This is also to certify that he/she does not belong to the persons/sections (Creamy Layer)
mentioned in column 3 of the schedule to the Government of India. Department of Personnel &
Training O.M.No.36012/22/93 – Estt. (SCT) dated 8.9.1993.

District Magistrate.
Deputy Commissioner etc.

Date:
Seal:

(a) The term ordinarily used here will have the same meaning as in Section 20 of the Representation of the People Act. 1950.

(b) The authorities competent to issue caste certificates are indicated below:-

- I. District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional
- II. Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class stipendiary Magistrate).
- III. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- IV. Revenue Officer not below the rank of Tahasildar and Sub-Divisional Officer of the area where the candidate and / or his family resides.

CASTE CERTIFICATE

This is to certify that Sri/Smt/Kumari _____ Son/Daughter of _____ of Village/Town _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognised 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 Tribes)(Union Territories) Order 1951 (as amended by the Scheduled Castes and Scheduled Tribes (Modification) Order 1956, the Bombay Re-organisation Act, 1960, the Punjab Re-organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re- organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- * The Constitution (Jammu & Kashmir) Scheduled Caste Order 1956.
- * The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- * The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order 1962.
- * The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order 1962.
- * The Constitution (Pondicherry) Scheduled Castes Order 1964.
- * The Constitution (Scheduled Tribes) (Uttar Pradesh) Order 1967.
- * The Constitution (Goa, Daman & Diu) Scheduled Castes Order 1968.
- * The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968.
- * The Constitution (Nagaland) Scheduled Tribes Order 1970.
- * The Constitution (Sikkim) Scheduled Tribes Order 1978.
- * The Constitution (Sikkim) Scheduled Castes Order 1978.

2. Applicable in the case of Scheduled Caste/Scheduled 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/ Kumari _____ Father/ Mother _____ of Shri/Shrimati/Kumari _____ of village/Town _____ in _____ District/Division* _____ of the State/Union Territory _____ who belongs to the _____ caste/tribe which is recognised as a Scheduled Caste/Scheduled Tribe * in the State/Union Territory* of _____ issued by the _____ (name of the prescribed Authority) vide their letter No. _____ dt. _____.

3. Shri/Smt/Kumari. _____ and /or/his/her family ordinarily reside(s) in Village/Town _____ District/Division of the State/Union Territory of _____.

Place :

Date :

Signature :

Designation:

(With Office Seal)

- Please delete the words which are not applicable.
- Please quote specific Presidential Orders.

NOTE: The term (ordinarily resides) used here will have the same meaning as in Section 20 of the Representation of Peoples Act.1950.