

MUMBAI PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
APPRENTICE TRAINING CENTRE
RECRUITMENT NOTICE FOR COPA (FRESHER) APPRENTICES
FOR THE YEAR 2019-20.

1. Applications in the prescribed forms are invited in “offline” mode from the candidates (both male and female) for engagement of Computer Operator and Programming Assistant (COPA), fresher Apprentices under Apprentices Act, 1961 for the year 2019-20.
2. **Number of seats, Training Period, and educational qualification etc.:**
 The details about required minimum qualification, No. of seats, rate of stipend and period of training is tabulated herein as under:

Sl. No.	Trade	No. of Seats	Period of Training		Period of Stipend (months)	Rate of Stipend per month	Minimum Qualification
			Basic training (months)	On the job training (months)			
1	Computer Operator and Programming Assistant (COPA), Fresher	30	3	12	12	Rs.7577/-	Passed 10 th Class examination under 10+2 system of education or its equivalent

***Note:** All selected candidates shall be provided with 3 months basic training, free of cost, at National Skill Training Institute (NSTI), located at Sion/ Dadar, Mumbai. During this 3month basic training period candidate will not be paid monthly stipend. After completing 3month basic training at NSTI, all candidates will be provided 12month ‘On the job’ training in Mumbai Port Trust (MbPT). During 12month ‘On the job’ training period all candidates will be paid monthly stipend of Rs.7577/- or as revised by MbPT.

3. **Eligibility Criteria:**

a) **Age Limit:**

To undergo Apprenticeship training, the minimum age limit is 14 years and there is no upper age limit. However, the candidates between the age 14 -18 years are not eligible to sign the Apprenticeship contract, being minor. Their contract is required to be signed by their guardians.

b) Applicant, who have already undergone or undergoing apprenticeship training under Apprentice Act, 1961 in any organisations shall NOT be eligible to apply.

4. **Reservation :**

Reservation will be as per Prevailing practice in MbPT.

5. Availability of application form:

The prescribed application form will be available on MbPT website (www.mumbaiport.gov.in) during period **21/06/2019 to 12/07/2019**. The Application fees will be Rs.100/- and it will be accepted in NEFT mode only. However, the candidates will have to attach necessary UTR receipt along with offline submitted form.

The details of beneficiary are as under:

Name of the beneficiary	– The Board of Trustees of the Port of Mumbai
Bank Account No.	– 10996685430
Type of the Bank Account	– Current A/c
Name of the Bank	– State Bank of India
Branch	– Mumbai Main Branch, Horniman Circle, Mumbai Samachar Marg, Mumbai -400001
MICR Number	– 400002010
IFSC Code No.	– SBIN0000300

Application fees in any other mode will not be accepted. The physically handicapped candidates will NOT be required to pay the application fees. The application forms will not be sent by post and it will not be sold at ATC by MbPT. The due date of submission of application form is **12/07/2019** up to 5.00 pm.

6. How to apply:

Step 1: Applicants are required to be registered online through NCVT MIS web portal (www.apprenticeship.gov.in). thereafter take print of e-mail copy mentioning apprentice enrollment / registration No. form.

Step 2: Applicants having valid registration in NCVT MIS portal (www.apprenticeship.gov.in) mentioned above are required to download the application form from MbPT's website 'www.mumbaiport.gov.in' > Media > Vacancy' menu.

Step 3: Applicants are required to fill application form in all respect and submit the duly filled in form by hand delivery or by post, so as to reach to Apprentice Training Centre (ATC), first floor, MbPT Workshops, N. V. Nakhwa Marg, Mazgaon (East), Mumbai – 400010 along with required documents, application fees receipt, etc. on or before due date. Applications received after the due date of submission or incomplete applications will be rejected and no further correspondence in this regard will be entertained. Mb.P.T. is not liable for postal delay / loss at any stage of communication from either side.

7. **Selection Criteria:**

. The selection criteria for COPA (fresher) Apprentices will be as under: -

- In the merit list for selection of COPA (fresher) Apprentices preference will be given to higher qualified candidates. The preferences in the merit list shall be in the descending order of higher qualification i.e. Post Graduate, Graduate, 3 Years Diploma, 12th Passed and 10th Passed.
 - The merit list for COPA (fresher) Apprentice will be prepared based on the percentage of total marks obtained by Candidates in the 10th Class examination.
 - If two candidates have secured same marks in the examination, the older candidate will be placed above in the merit list.
 - Preference will be given to wards of MbPT employees. Separate merit list will be prepared for the wards of MbPT employees and other candidates.
 - The merit list(s) will be displayed on notice board at the office of ATC, Mb.P.T. Workshops', Mazgaon, Mumbai - 400 010 and it will be uploaded on Mb.P.T.'s website www.mumbaiport.gov.in.
 - The listed candidates in the merit list shall be called for verification of all original documents and selection procedure at ATC office. The date of reporting for verification of documents and selection procedure will be displayed on notice board at the office of the ATC and it will be uploaded on Mb.P.T.'s website www.mumbaiport.gov.in.
 - If the applicant on the merit list will not remain present and duly prepared on the specific date of reporting, their candidature will be rejected and the next candidate on the panel merit list will be considered. Representation of the candidate in above circumstances will not be entertained.
 - All the selected candidates will undergo physical fitness test at the MbPT Hospital, Wadala.
8. The due date of submission of application form is **12/07/2019** up to **5:00 pm**.

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MUMBAI PORT TRUST

MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT APPRENTICE TRAINING CENTRE

Tel.: 022 66566625/26/37

(Cost of Application Form Rs.100/-)

Application Form for COPA (fresher) APPRENTICES, For the Year 2019-2020.

For Office Use Only

Percentage of marks: i) SSC _____ ii) HSC: _____ iii) Graduation: _____ iv) Post Grad. _____

Year of Passing: i) SSC _____ ii) HSC: _____ iii) Graduation: _____ iv) Post Grad. _____

Employee's son /daughter:(Y/N) _____ Reservation Category: _____

Eligible:(Y/N) _____ (SC/ST/OBC/GEN/ PH etc.)

Affix Passport
Size photo

(Note: - Applicants are advised to read the Recruitment Notice, Terms & Conditions and General Instructions carefully before submission of application form. Application Form duly filled in shall be submitted to the Apprentice Training Centre (ATC), Mb.P.T. Workshop, Mazgaon, Mumbai – 400010 on or before 12.07.2019 up to 05:00 pm).

Online Apprentice Registration / Enrolment No. : _____

(Attached e-mail copy received from
www.apprenticeship.gov.in)

1. Name of the Applicant : _____

(in block letters as per S.S.C. Mark-list /
School leaving certificate.)

2. Date of Birth : _____

3. Age on 01/06/2019 : _____ Years _____ Months

i) Gender : Male / Female

ii) Marital Status : Married / Unmarried

4. Full name of the father / guardian : _____

5. Whether the applicant's Father / Mother is : _____
an employee of Mumbai Port Trust, If yes, state
his/her designation, section and department. : _____

6. i) a) Whether applicant belongs to the Scheduled : Yes / No.

Caste / Scheduled Tribe / Other Backward
Class / Physically Handicapped

i) b) If yes, reservation category : _____

ii) Religion : _____

iii) Caste : _____

iv) Whether willing to apply in reservation
category : Yes / No.

(if yes, enclose attested photo copy)

7. (a) Full Residential address : _____

- (b) Full Permanent address : _____

- (c) Mobile No. : _____
- (d) E-mail ID : _____
- (e) PAN Card No. : _____
(enclose attested photocopy)
- (f) AADHAR card details / UID No. : _____
(enclose attested photocopy)
8. Details of Application fees : _____
(Unique Transaction Reference (UTR) Number to be mentioned and attached the Receipt.)
9. Trade applied for : COPA (fresher)

10. Educational qualification details:

Academic / Technical Qualification	Total Marks	Total Marks obtained	% of Marks	Year of passing	Name and address of Institute / Board

** (Note :- Please read General Instruction no. (C) carefully.)*

11. Language known: _____

Submitted attested copies of following documents / certificates, (please tick in the space provided.)

Apprentice Registration form	:	<input type="checkbox"/>
S. S. C. Mark sheet / Board Certificate	:	<input type="checkbox"/>
UTR Receipt	:	<input type="checkbox"/>
Leaving Certificate	:	<input type="checkbox"/>
PAN card	:	<input type="checkbox"/>
AADHAR card	:	<input type="checkbox"/>
Caste Certificate (if applicable)	:	<input type="checkbox"/>
Marriage Certificate / Gazetted copy (if applicable)	:	<input type="checkbox"/>
Physical Handicap Certificate (if applicable)	:	<input type="checkbox"/>

I hereby declare that the particulars mentioned above are true to the best of my knowledge. I have carefully read the recruitment notice, Terms and conditions and General Instructions. I am aware that in case I have given any wrong information or I do not fulfil the criteria according to the advertisement or my application is found to be incomplete in any respect, my candidature will be rejected at any stage.

Signature of the Father/Guardian

Name of Father/Guardian
(in case applicant is minor)

Place: _____

Date: _____

Signature of the applicant