



**SOUTHERN RAILWAY**

Chief Workshop Manager's Office,  
Signal & Telecommunication Workshop,  
Podanur, Coimbatore - 641 023

No. SGW/P.98/BTC/VOL. XVIII Act/Trade Apprentice

Date: 26<sup>th</sup> - December - 2016

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**NOTIFICATION NO: 3/2016 for Engagement of Act/Trade Apprentices under  
Apprentices Act 1961**

Applications are invited, in the prescribed form from the eligible candidates for engagement as Act/Trade Apprentices on Railway under Apprentices Act 1961. The Applicants who have registered with a local employment exchange falling in the state of Tamil Nadu, Kerala and Union Territory: Puducherry are eligible to apply.

However for wards of Railway employees, such registration with local employment exchange will not be required and there should be clear indication in the application & envelope that the candidate is ward of Railway employee. As a proof, candidate must enclose the copy of Service Certificate/Declaration from the Railway Employee which should be attested by the Supervisory official of the concerned unit.

The applicant who desire to undergo Apprenticeship training under the Apprentice Act 1961, may apply for the Trade of Fitter, Turner, Machinist, Mechanic Diesel, Carpenter, welder; Electrician & Electronics Mechanic & Fresher (Radiology and Pathology) should ensure that they should have fulfilled all the eligibility conditions prescribed for the Trade. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her application is false/incorrect or the candidates has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the trade, his/her candidature will be cancelled forthwith and appropriate action is taken. The units wise requirement are given below which are tentative and subject to change

Ex.ITI

**i) Signal & Telecommunication / Workshop/Podanur**

Sl.No	Designated Trade	UR	OBC	SC	ST	PWD	Total
1	Fitter	09	04	02	01		16
2	Turner	03	02	01	-	--	06
3	Machinist	03	02	01	-	-	06
4	Welder	01	01	-	-	-	02
	Total	16	09	04	01	--	30

**ii) Diesel Loco Shed / Erode under Salem Division:**

Sl.No	Designated Trade	UR	OBC	SC	ST	PWD	Total
1	Fitter	05	03	01	01	-	10
2	Electrician	08	04	02	01	-	15
3	Mechanic Diesel	10	05	03	02	-	20
4	Welder	03	01	01	--	--	05
	Total	26	13	07	04	--	50

**iii) Electric loco Shed (Rolling stock) / Erode under Salem Division:**

Sl.No	Designated Trade	UR	OBC	SC	ST	PWD	Total
1	Fitter	05	03	01	01	-	10
2	Electrician	05	03	01	01	--	10
3	Electronic Mechanic	02	01	-	-	-	03
4	Welder	02	01	--	--	-	03
	Total	14	08	02	02	--	26

**iv) Carriage & Wagon Depot / Erode under Salem Division:**

Sl.No	Designated Trade	UR	OBC	SC	ST	PWD	Total
1	Fitter	03	01	01	-	-	05
	Total	03	01	01	-	-	05

**v) Carriage & Wagon Depot / Palghat under Palghat Division:**

Sl.No	Designated Trade	UR	OBC	SC	ST	PWD	Total
1	Fitter	04	02	01	--	-	07
2	Welder	01	01	--	--	-	02
3	Carpenter	01	-	-	--	-	01
	Total	06	03	01	--	-	10

**vi) Diesel Loco Shed / Ernakulam under Trivandrum Division**

Sl.No	Designated Trade	UR	OBC	SC	ST	PWD	Total
1	Fitter	02	01	-	-	-	03
2	Mechanic Diesel	02	01	01	-	-	04
3	Electrician	02	01	-	-	-	03
4	Welder	01	-	-	-	-	01
	Total	07	03	01	-	-	11

**vii) Carriage & Wagon Depot / TVC under Trivandrum Division:**

Sl.No	Designated Trade	UR	OBC	SC	ST	PWD	Total
1	Fitter	05	03	01	01	--	10
2	Welder	01	01	-	-	-	02
	Total	06	04	01	01	-	12

**Viii) Fresher (Railway Hospital / Palakkad)**

Sl.No	Designated Trade	UR	OBC	SC	ST	PWD	Total
1	Medical Laboratory Technician(Radiology)	01	01	--	---	---	02
2	Medical Laboratory Technician (Pathology)	01	01	--	---	---	02

Abbreviations used : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Caste, UR – Unreserved, PWD – Person with disability

**ELIGIBILITY CONDITIONS:**

**Age Limit:** The age as on 26.01.2017 should have completed minimum 15years of age and should not have completed 24 years as on the cut – off date for receiving of application

The date of birth for candidates for different age groups, should be between the dates given below (both dates inclusive)

Candidates	Age Group	Upper Date of birth			Lower date of birth of all	Remarks
		UR	OBC	SC/ST		
Ex.ITI	15-24	27.01.1993	27.01.1990	23.01.1988	25.01.2002	*Age relaxation as indicated will be applicable
Fresher	15-24	27.01.1993	27.01.1990	---	25.01.2002	*Age relaxation as indicated will be applicable

\*The upper age limit is relaxable by 3 years for OBC candidates, 5 years for SC/ST candidates and 10 years for Persons with Disability (PWD) candidates.

***Minimum Educational Qualification & Periods of Training (Ex.ITI)***

Designated Trades	Minimum Essential Educational Qualification	Period of Training
Fitter, Machinist & Turner	Should have passed 10 <sup>th</sup> Class Examination under 10 +2 system of education or its equivalent and also possess National Trade certificate in the notified trade issued by the National Council for Vocational Training.	1 year
Carpenter & Welder	Should have passed standard VIII and also possess National Trade certificate in the notified trade issued by the National Council for Vocational Training.	Welder - 1 year, Carpenter-2 Years
Electrician /Electronics Mechanic	Should have passed 10 <sup>th</sup> Class Examination under 10 +2 system of education with science as one of the Subjects, or its equivalent and should also possess National Trade Certificate in the notified trade issued by National Council for Vocational Training.	1 year
Mechanic Diesel Maintenance	Should have passed 10 <sup>th</sup> Class Examination or its equivalent and also possess National Trade certificate in the notified trade issued by the National Council for Vocational Training.	2 years
Medical Laboratory Technician (Radiology)	Should have passed 12 <sup>th</sup> Class Examination under 10 +2 system of education with physics, chemistry and Biology	6 Months(including one week basic training)
Medical Laboratory Technician (Pathology)	Should have passed 12 <sup>th</sup> Class Examination under 10 +2 system of education with physics, chemistry and Biology	6 Months(including one week basic training)

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**Note:**

- (i) Request for change of Trade after selection will not be entertained. In respect of Ex-ITI quota, they will be trained in the trade in which they are in possession of ITI certificate.
- (ii) Candidates selected for training will not be allowed to withdraw from training except for reasons, which are beyond their control. After commencement of the training, the candidates have to execute a contract of Apprenticeship.
- (iii) Those who willfully absent themselves are liable to refund the whole cost of their training as well as the amount paid as stipend as determined by the Central Apprenticeship Adviser.

**Rate of Stipend**

Ex-ITI candidates	As prescribed under apprentice Act to the state/District and the period of training undergone in the ITI shall be taken into account for the purpose of determining the rate of stipend payable
Fresher (Radiology & Pathology)	As prescribed under apprentice Act

#### HOW TO APPLY

##### Application:

- (i) Applications must be submitted only in the prescribed format..
- (ii) One passport size photo should be pasted in the application in the space provided duly attested by Gazetted Officer.
- (iii) Applications form may be collected from the Chief Work shop Manager Office/S&T/WS/Podanur, or Welfare inspector/S&T/WS/PTJ between 10.00 hrs and 13.00 hrs (on all working days) from **26- 12- 2016 to 25-01-2017** The Processing fee/Cost of application fee is `100(Rupees Hundred only) which is not refundable is to be enclosed with the application form in this connection necessary Postal order should be drawn in favour of the **Work Shop Personnel Officer/S&T/Work Shop, Southern Railway-Podanur, Coimbatore-641 023 Payable at Coimbatore**

No processing/Cost of application fee for SC/ST/PWD/Women candidates but they should enclose the attested copy of the Community certificate issued by Competent Authority (Revenue Authorities not below the rank of Tahsildar for SC/ RDO for ST) without which will not be entertained. ONLY ONE APPLICATION will be provided to one person and willing candidates may also apply for the same by taking photocopy of the application format enclosed along with the Notification. Any application without enclosed postal order will summarily be rejected without any intimation in this regard. The processing fee/cost of application paid by the candidates will not be refunded.

**Submission of Application:** The filled in application may be sent by Ordinary/Registered post/dropped into allotted sealed box at S&T/Work shop/Podanur on or before **25.01.2017** super scribed as "Application for Apprenticeship Training Ex.ITI" /Fresher

Trade: and sent only by ordinary post /Registered post or drop at S&T/WS to

**The Work Shop Personnel Officer,  
Office of the Chief Work Shop Manager,  
Signal & Telecommunication Work Shop,  
Southern Railway - Podanur  
Coimbatore – District Tamil Nadu - 641 023**

- vi) The colour photograph of 3.5cm x3.5cm (not earlier than three months from the date of application) with clear front view of the candidate without cap and sunglasses, should be pasted on the template in the space provided. Photostat copy of photo is not permitted. Administration may at any stage reject the application for pasting old/unclear photograph on the application or for any significant variations between photograph pasted in the application form and the actual physical appearance of the candidate. Candidates are advised to keep two additional copies of the same photograph ready for further process.

**Last Date of application:** The filled application should have reached to S&T/Work shop Podanur on or before **21.01.2017 17.15 hrs.** The Administration is not responsible for any postal delay and the belated applications will not be entertained under any circumstances.

**Format of Application:** Applications submitted in any format, other than the one provided by this Administration will not be entertained. Incomplete and unclear applications NOT in conformity with any of the conditions of this notification will be summarily rejected.

Applications without requisite enclosures will be summarily rejected.

**MODE OF SELECTION:**

Selection will be on the basis of merit list prepared in respect of all the candidates who apply against the notification. The merit list will be prepared by committee nominated for the purpose on the basis of percentage of marks in matriculation (with minimum 50% (aggregate) marks) plus ITI marks. The Minimum percentage of 50% marks in aggregated in matriculation which is not applicable to SC/ST/Ex.Service Man/PWD candidates. In case of two candidates having the same marks, the candidates having older age shall be preferred. In case the dates of birth are also same, then the candidate who passed matriculation exam earlier shall be considered first.

**Standard of Physical Fitness:**

The candidates should be free from evidence of any contagious or infectious disease. The candidates should not be suffering from any diseases which is likely to be aggravated by service or is likely to render him unfit for training or to endanger of health of the public Candidate should be free from evidence of tuberculosis in any form (active or healed)

Vision should be no evidence of any morbid condition of either eye or the lids of either eye which may be liable to risk or aggravation or recurrence.

The candidates satisfies the minimum standard of physical fitness as prescribed in the Apprentices Act/Rules and the standard prescribed for imparting training to the relevant trades which will be certified by a Railway Doctor.

**Higher Qualification:**

Candidates with higher qualifications viz. Degree/Diploma holders/Engineering Graduates are not eligible to apply.

**Transfer Certificate:**

Original Transfer Certificate for completion of qualifying examination (Std. XII/ X/ VIII/ ITI) must be produced during verification of certificates. Transfer Certificate with higher qualifications will not be entertained.

**Enclosures:**

- (i) Original certificates should NOT be enclosed with the application.
- (ii) Necessary copy of certificate confirming pass in the course as on the date of the notification (VIII std , X Std mark list, Provisional Certificate/ National Trade Certificate (NTC) certificate/issued by NCVT in the case of ITI, to be enclosed. Mere completion of a course is not sufficient.
- iii) Proof for date of birth
- (iv) Employment Exchange Registration No issued by the State Government of Tamil Nadu, Kerala and Puducherry for concerned trade
- (v) Candidates belonging to SC/ST/OBC communities should enclose a Community certificate in the format prescribed by the Central Government. Further, in case of OBC candidates, the certificate should specifically indicate that the candidate does not belong to the Person/Sections (Creamy Layer) **OBC Certificate should not be older than one year from the date of closure of the Employment Notice**
- (vi) *Persons with Disabilities:* He/ She should enclose a Disability Certificate issued by the competent Medical Board.
- (vii) one conduct certificate from Gazetted Officer
- (viii) Other qualification /Experience if any

**OTHER CONDITIONS**

1) It should be noted that the selection and training are strictly in compliance with the provisions of Apprentices Act, 1961 and ***NO EMPLOYMENT IS GUARANTEED TO THE APPRENTICES ON COMPLETION OF THEIR TRAINING.***

**2) TO COMMUNITY RESERVATION**

All candidates irrespective of community may be considered against UR vacancies. However against the vacancies earmarked for specific community (SC/ST/OBC), only candidates belonging to that community/ group will be considered. For this purpose, SC/ST/OBC candidates should furnish Caste Certificate from competent authorities as per the formats.

The candidates who indicate their community as SC or ST or OBC in their application form but do not enclose the Caste certificate in the prescribed format will not be considered as UR candidate and the application will be summarily rejected.

Candidates belonging to SC/ST/OBC who fulfill required educational qualification/technical qualifications can also apply against UR vacancies. They will, however, have to compete with the UR candidates. No age relaxation will be allowed to such SC/ST/OBC candidates applying against UR vacancies.

- 3) The selected candidates should abide by the rules and regulations framed by the Administration from time to time.
- 4) If any declaration furnished by the candidate is found to be false, he/she will be disqualified /terminated at any stage of the training period.
- 5) Selected candidates will have to undergo training wherever training is prescribed for the engagement.

- 6) Every apprentice who have completed their apprenticeship training are to attend All India Trade test (to be conducted by the National Council for training in Vocational trades to determine the proficiency in the designated trade). They will be given a certificate of Proficiency in the trade by the National Council.
- 7) Candidates should possess the Academic/Technical qualification required for the relevant trade at the time of submitting their application. The applications of the candidates who are Course completed but results waited/Certificates are awaited at the time of application will be rejected.

**(G.Janarthanan)**  
**Workshop Personnel Officer**  
**Signal & Telecommunication/Work shop**  
**Southern Railway-Podanur**

**Copy to:**

GM/Southern Railway/MAS – for kind information

CPO/MAS & CSTE/MAS – for kind information

Chairman RRB/MAS

CWM /S&T/PTJ - for kind information

DRM (P) / SA,PGT ,TVC

Sr.DME/SA,PGT,TVC

Sr.DME/ DLS/ ED & ERS

Sr. DEE/ELS /ED

CMS/RH/PGT

All officers & Supervisory officials/ S&T/WS/PTJ

Dy.FA & CAO/W&S/PTJ

Principal /S&T/Training centre /PTJ,

Chief Instructor/BTC/S&T/WS/PTJ

The Secretary/ SRMU, AI SC/STREA & AIOBCREA- S&T/WS/PTJ

Notice Board /S&T/WS/PTJ Shop & CWM/ Office/PTJ

The Regional Director and Regional Central Apprenticeship Advisor, Guindy, Chennai 32.

The Zonal Director, Backward Class Welfare, South zone Govt of India, Dept of Social Welfare, Chennai

The President, Tamil Nadu Harijan Sevak Sangh, No.36 Ist Avenue Ashok Nagar, Chennai-600 083

The Asst.Director/RI Centre/Government ITI/Coimbatore/ Mettur, Palakkad/Kalamassery/ Trivandrum

The Principal/ Industrial Training Institute/ Coimbatore, Dindigul, Pollachi, Dharapuram, Erode, Palakkad, Malmpuzha, Ernakulam, Tiruvandrum

The District Employment Officer, Employment Exchange Coimbatore, Erode, Nilgiris, Palakkad, Ernakulam, Trivandrum. Copy of the employment Notice No.1 date; is forwarded. They are requested to sponsor the Names of suitable candidates who have registered their names with suitable instructions to such candidates to apply in the forms prescribed in the notification.



**SOUTHERN RAILWAY**

Application Reg.No

Application Serial No

Application Form for engagement of Act /Trade Apprentice under the Apprentices Act.1961  
(Note: Please read the instructions carefully before filling up the application)

Application for EX.ITI  
(Tick Mark)

Application for Fresher  
(Tick Mark)

Paste recent passport size  
photo (3.5cmX3.5cm) not  
earlier than 3 months from  
the date of application  
with clear front view  
without cap and sunglass  
**Should be attested by  
Gazetted officer**

1	Name (in Block letter) (As in Matriculation certificate)	
2	Name of Father/Mother/Husband (As in Matriculation certificate)	
3	Full Postal Address (in block letters)	District: State : Pin code:
4	Contact details of the candidate	Mobile No:
5	Gender (Male /Female)	
6	Date of birth(in Christian era) & Age as on 25.01.2017	Age
7	Religion (Hindu/Muslim/Christian/others)	
8	Community : General/OBC/SC/ST (Attached certificate in case OBC/SC/ST OBC Certificate should not be older than one year from the date of closure of the Employment Notice with contain Non creamy layer clause)	
9	Whether Physically Challenged (Yes/No)	



Education Qualification as on 26.12.2016

Academic 8 <sup>th</sup> 10 <sup>th</sup>	Duration of course (in year)	Whether Regular course (Yes/No)	Total marks	% of marks obtained	Month & year of passing	Name of the institution
Technical (Trade in ITI)	Duration of course (in year)	Whether Regular course (Yes/No)	Total marks	% of marks obtained	Month & year of passing	Name of the institution

Applicable to Fresher

Academic +2 with science group	Duration of course (in year)	Whether Regular course (Yes/No)	Total marks	% of marks obtained	Month & year of passing	Name of the institution

10	Whether enrolled as Apprentice earlier(Yes/No)	
11	Postal Order No & date for the amount of `100 (Except SC/ST/PH/Women candidates)	
12	Personal Identification marks (as given in Transfer certificate)	1) 2)
13	Whether the wards of serving employee (yes or no) if yes fulfill the format annexed	

**Declaration of the candidate**

I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or in case any ineligibility is detected before, during or after document verification my candidate will stand cancelled and all claims for engagement forfeited.

Left & Right thumb impression of the candidate

Left Thumb	Right Thumb

Place:

Signature of the candidate  
(not in capital/spaced out letter)

Date:

Name in Block Letter

**Check list (Office Use only)**

Details	Yes	NO
Application is in the prescribed format		
Photo attestation by Gazetted officer		
Candidate signature in the application form		
Proof enclosed for Date of Birth ,Community, Academic Qualification and Technical qualification (Attested by Gazetted officer)		
Proof enclosed for employment Registration in case of Non-Railway employee (Within the jurisdiction of Tamil Nadu, Kerala & Puducherry)		
Crossed postal order enclosed ( General/OBC) candidates		

**Grounds of rejection pertaining to applicants**

1	Applications, which are not submitted in format given	
2	Coloured Photograph as prescribed not pasted on the application/without photo Attested by Gazetted officer	
3	Not signed /incompletely signed/illegible signed application/incomplete or illegible application/application signed with capital/spaced out letters	
4	Under - age or Over - age	
5	Crossed postal order not enclosed/ other than IPO	
6	Copy of OBC/SC/ST community certificate not enclosed belonging to the respective categories	
7	Left & right thumb impression not submitted/blurred/smudged/only left or right thumb impression submitted	
8	Non-enclosure of certificate/without Gazetted officer attestation on certificates/No proof enclosed (8 <sup>th</sup> /10 <sup>th</sup> 12 <sup>th</sup> Mark sheet/ ITI mark sheet /Provisional certificate issued by NCVT)	
9	Applied against trade mentioned on notification / irrelevant trade	
10	Not possessing the prescribed % of mark (10 <sup>th</sup> /12 <sup>th</sup> ITI) 50% UR/OBC	
11	No proof for employment registration (Tamil Nadu, Kerala & Puducherry)/ Not within the jurisdiction as mentioned on notification	
12	Diploma Holder/Higher Qualification (Degree Graduate)	
13	Not possessing the prescribed qualification for the posts on the date of submission of application	
14	Submission of more than one application	
15	Any wrong information entered in application form/ Non compliance of any other instruction/requirement	

Eligible  
(Tick Mark)

Ineligible  
(Tick Mark)

Committee Member-1

Committee Member-2

Committee Member-3

## Conduct certificate

This is to certify that Shri-----

S/o ----- is known to me for the last ----- years

his/her conduct and character are -----

Signature:

Name

Designation with rubber stamp

### *Certification (for wards of serving Railway employees)*

This is to certify that Mr./Mrs \_\_\_\_\_ Father/Mother/Husband of

Shri/Smt \_\_\_\_\_ is working as \_\_\_\_\_ in

\_\_\_\_\_

Date:

Office Seal:

Signature of the supervisory official

Name :

Designation:

(Note: The wards of serving Railway employees should get the above certification from their immediate supervisor)