



दक्षिण पूर्व मध्य रेल्वे
SOUTH EAST CENTRAL RAILWAY



NAGPUR DIVISION
मंडल कार्यालय, कार्मिक विभाग, किंग्सवे, नागपुर-440001
Divisional Office, Personnel Department, Kingsway, Nagpur 440001



No. P/NGP/RCT/2019/18

Date: 29.07.2019

NOTIFICATION

Engagement of Apprentices under the Apprentices Act 1961 over Nagpur division & Workshop Motibagh, of South East Central Railway.

ONLINE applications are invited through the link of Nagpur Division provided at website www.secr.indianrailways.gov.in from the eligible candidates for engagement of Act Apprentices for imparting training under the Apprentice Act 1961 in the designated trades at Nagpur Division & Workshop/Motibagh against 313 slots (NGP Divn- 298 & Workshop/MIB - 15). Applications complete in all respects should be submitted only ONLINE on or before the date of closing.

Opening of Online Application	Date and time of closing of Online Application
30/07/2019	29/08/2019 (06:00 pm)

- After preparation of merit list, the same will be advised to respective Departments/Units of Nagpur Division of South East Central Railway. The venue for document verification of short listed candidates will be intimated in due course as per the Cluster as mentioned in the Candidate's applications.

(i)For Nagpur Division :

Sr. No.	Trade	No. of Slots						PH	Ex. Serv.	Trg. Period
		UR	SC	ST	OBC	EWS	TOTAL			
1	Fitter	10	4	2	7	03	26	1	3	1 Year
2	Carpenter	08	3	2	5	02	20	1	2	
3	Welder	08	3	2	5	02	20	1	2	
4	PASSA/COPA	12	5	2	8	03	30	2	3	
5	Electrician	19	8	4	14	05	50	-	5	
6	Stenographer(English)/ Secretarial Assistant	08	3	2	5	02	20	3	2	
7	Plumber	08	3	2	5	02	20	-	2	
8	Painter	08	3	2	5	02	20	1	2	
9	Wireman	08	3	2	5	02	20	1	2	
10	Electronics Mechanic	2	1	0	1	--	4	-	-	
11	Power Mechanics	2	--	--	--	--	2	-	-	
12	Mechanic Machine Tool Maintenance	2	--	--	--	--	2	-	-	
13	Diesel Mechanic	24	9	5	16	06	60	-	6	
14	Upholsterer (Trimmer)	2	--	--	--	--	2	-	-	
15	Bearer	2	--	--	--	--	2	1	-	
	Total	123	45	25	76	29	298	11	29	

(ii)For Workshop Motibagh :

1	Fitter	3	1	--	1	--	5	--	--	1 Year
2	Welder	4	1	1	2	1	9	--	--	
3	Stenographer(English)	1	0	0	0	--	1	--	--	
	Total	8	2	1	3	1	15	--	--	

[1]
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Sr.No.	Trade	Person with Benchmark Disability for Trade		
		Visual Handicapped	Orthopedic Handicapped	Hearing Handicapped
1.	Fitter	--	OL (One Leg)	--
2.	Welder	--	OL(One Leg)	--
3.	PASSA/COPA	--	OL(One Leg)	HH
4.	Stenographer(English)/ Secretarial Assistant	LV(Low Vision)	OL(One Leg)	HH
5.	Bearer	LV(Low Vision)	--	--

2. **ELIGIBILITY CONDITIONS**

- 2.1 The candidates should have completed 15 years of age and should not have completed 24 years of age as on date of opening of online notification i.e. **30.07.2019**
- 2.2 Upper age limit is relaxable by 05 years in case of SC/ST candidates, 3 years in case of OBC candidates.
- 2.3 For Divyang (PWBD), upper age limit is relaxed by 10 years.

Srl. No.	Community	Candidate should be born between
1	UR	31.07.1995 to 30.07.2004
2	OBC	31.07.1992 to 30.07.2004
3	SC/ST	31.07.1990 to 30.07.2004
4	PWBD/Ex-Serviceman	31.07.1985 to 30.07.2004

***Age relaxation is subject to submission of latest caste certificate (in central format).**

- 2.4 Upper age limit is relaxable by up to additional 10 years for ex-servicemen to the extent of service rendered in Defence 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. service on Civil side after availing the servicemen status for the purpose of their engagement. However, regardless of community, Ex-servicemen will be considered against the Ex-servicemen quota, if available. If UR vacancies are not available then only Ex-Serviceman belonging to those particular communities where vacancies are available will be considered against the Ex-Servicemen quota.
- 2.5 The candidates, who want to avail the benefit of reservation of SC/ST, must produce his/her Caste certificate on Central Government format issued by appropriate authority according to Annexure-I at the time of Document Verification. Similarly, the candidates who want to avail the benefit of reservation of OBC must produce Caste certificate and Non-Creamy Layer Certificate issued on or after **01/04/2019** on Central Government format by appropriate authority as per sample Annexure-II at the time of Document Verification.
- 2.6 Wards/dependents of Railway employees (as per Pass Rule) can also apply online.

3. **MINIMUM EDUCATIONAL QUALIFICATION**

- 3.1 The candidate must have passed 10th class examination or its equivalent (under 10+2 examination system) with minimum 50% marks, in aggregate, from recognized Board and also possess National Trade Certificate in the notified trade issued by the National Council for Vocational Training or Provisional Certificate issued by National Council for Vocational Training / State Council for Vocational Training. The candidate should possess the required qualification as on date of opening of online notification i.e. **30.07.2019**.

[2]

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4. **PAYMENT OF FEES**
- 4.1 Application fees (Non-refundable) - Rs.100/-
- 4.2 Fee payment will have to be made online through payment gateway as part of online application process as under:
- Once the online application is complete in all respects at Nagpur Division of SECR's website www.secr.indianrailways.gov.in candidates will be directed to payment gateway of SBI's website to make payment.
 - After the payment is successfully made (except exempted categories at 4.7 candidates will be redirected to Nagpur Division of SECR's website to complete the application process.
 - In case the candidates tried to make payment before and comes across issues like loss of internet connection due to which the fee amount has been deducted from their Account/Debit/Credit Card but still unable to download the application, please click on "Verify Payment" button to reconfirm the same from the Payment gateway.
- 4.3 After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the online application. No change/edit will be allowed thereafter.
- 4.4 The payment can be made by using debit card / credit card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- 4.5 On successful completion of the transaction, e-receipt with the date entered by the candidate will be generated which should be printed and preserved carefully by the candidate.
- 4.6 If the online transaction is not successfully completed, please login again and make payment online.
- 4.7 No fee is required to be paid by SC/ST/Divyang/Women candidates.

5. **MODE OF SELECTION:**

- 5.1 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 on the basis of percentage of marks in matriculation (with minimum 50% (aggregate marks) + ITI marks in the trade in which Apprenticeship is to be done. **The panel will be on the basis of simple average of marks in the matriculation and ITI (Entire duration of course).**

For the purpose of calculation of percentage of matriculation, marks obtained by the candidates in all subjects will be reckoned and not on the basis of marks of any subject or a group of subjects.

For the purpose of calculation of percentage of ITI marks, average marks mentioned in consolidated statement of marks for all semesters of the trade applied / marks mentioned in the Provisional National Trade Certificate issued by NCVT / SCVT will only be reckoned.

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For the purpose of calculation of percentage of marks of SSC of candidates from Board of Secondary Education Andhra Pradesh, Board of Public Examination, Kerala etc **Nagpur division of SECR** will take midpoint of range of grades obtained by the candidates. After obtaining midpoints of all the attempted subjects according to grades awarded, average will be calculated treating each subject is out of 100 marks, as there is no standard method or multiplying factor for calculation of average of matriculation for such Boards.

- 5.2 In case of two candidates having the same marks, the candidates with 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.
- 5.3 A final merit list will be prepared cluster/unit wise, trade wise and community wise, equal to the number of slots in the descending order of percentage of marks obtained by the candidate.
- 5.4 The shortlisted candidates would be subject to verification of all original testimonials and being found fit in appropriate Medical examination by Railways as applicable for the Workshop and for the other Units of division.
- 5.5 During submission of ONLINE application, a Registration number will be issued to each applicant. Candidates are advised to preserve/note their Registration Number for further stages of recruitment process/correspondence.

NOTE-I: The candidates are advised in their own interest to submit ONLINE application much before the closing date, to avoid possible inability/failure to log on to the website of Nagpur Division of SECR www.secr.indianrailways.gov.in on account of heavy load on the internet or website jam during last days.

NOTE-II: Nagpur division of SECR does not accept any responsibility for the candidates not being able to submit their application before the last day for any reason whatsoever.

6. Candidates have to choose either Nagpur Division or Motibagh Workshop.
- 1) Nagpur Division.
 - 2) Motibagh, Workshop, Nagpur

7. **TRAINING & STIPEND :**

The training will be regulated according to standards/syllabus issued by Central Apprenticeship Council. The candidates undergoing training will be eligible for stipend as per prescribed rates.

8. **SCANNED PHOTOGRAPH/SOFT COPY OF PHOTOGRAPH**

- 8.1 Candidates are required to upload their colour photograph (size 3.5 cm x 3.5 cm taken not later than three months from the date of application in colour, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb-70 kb) with clear front view of the candidate without cap and sunglasses. Candidates may note that Nagpur Division of SECR may, at any stage, reject the applications for uploading old/unclear photograph or for any significant variations between photograph uploaded 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 with them for bringing at the time of Document Verification.

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9. **SCANNED SIGNATURE/SOFT COPY OF IMAGE OF SIGNATURE**
Candidates are also required to upload their signature (size 3.5 cm x 3.5 cm, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb - 30kb).
10. **MEDICAL FITNESS**
- 10.1 A person shall be eligible for being trained under the Apprentices Act, 1961 and Apprenticeships Rules, 1992, as amended from time to time, if he or she satisfies the minimum standards of physical fitness as prescribed in the aforesaid Act .
11. **EX-SERVICEMEN**
- 11.1 An Ex-servicemen candidate selected under the reservation provided for them is to be placed in the appropriate category viz. UR/SC/ST/OBC to which he belongs. Ex-servicemen, their children and children of Armed Force personnel will be engaged for Apprenticeship as per details mentioned below:
- a) Children of deceased/disabled Ex-servicemen including those killed/disabled during peacetime.
 - b) Children of Ex-servicemen
 - c) Children of Serving Jawans
 - d) Children of Serving Officer
 - e) Ex-Servicemen
- 11.2 The candidates who want to avail the benefit of reservation of Ex-servicemen and Armed Forces Personnel, must produce Discharge certificate and in case of children of Ex-servicemen and children of Armed Forces Personnel, they must produce discharge certificate or Armed Forces serving certificate respectively (as the case may be) of his/her parents at the time of document verification.
12. **STANDARDS OF FITNESS FOR THE "DIVYANG" PERSONS**
- 12.1 "Divyang (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 one specialist in the particular field for assessing disability). Disability certificate should be strictly as per the annexure-III / IV / V / VI attached.
13. **HOW TO APPLY**
- 13.1 Candidates are required to apply ONLINE by visiting www.secr.indianrailways.gov.in Detailed instructions for filling up ONLINE applications will be available on the website.
- 13.2 Candidates are required to log on to the link of Nagpur Division of SECR's website www.secr.indianrailways.gov.in provided for filling ONLINE applications and fill up the personal details/BIO-DATA etc carefully.

NOTE-I: Candidates should be in possession of Aadhaar Card. At the time of registration, candidates have to fill 12 digit Aadhaar Card number. The candidates not having Aadhaar number and have enrolled for Aadhaar but have not received Aadhaar Card can enter 28 digit Aadhaar Enrolment ID printed on the Aadhaar Enrolment slip.

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This provision is applicable to the candidates of all states and Union Territories except the state of Jammu and Kashmir, Meghalaya and Assam.

Applicants from these states can enter in the online application form, their voter ID number, valid passport number, driving license number or any other valid Government identity card at the time of online application.

Candidates have to produce original Aadhaar card or document mentioned above, at the time of document verification.

NOTE-II: Candidates 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.

NOTE-III: Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire engagement process as all important messages will be sent by email/SMS which will be treated as deemed to have been read by the candidates.

13.3 Candidates trying to submit more than one application with different particulars like Name/Father's name/Community/Photo(face)/ educational and/or technical qualification etc. or with different Email ID/Mobile Number are informed that all such applications will be summarily rejected.

13.4 Candidates have to keep printouts of their Online application. If found eligible, he/she will be called for Document Verification and the print out of Online application is required to be produced at the time of Document Verification.

14. DOCUMENTS TO BE UPLOADED

Candidates are required to upload the legible scanned copy of following documents:

14.1 SSC (Standard 10th) or its equivalent mark sheet.

14.2 Certificate for proof of date of birth (Standard 10th or its equivalent certificate or mark sheet indicating date of birth or school leaving certificate indicating date of birth).

14.3 Consolidated mark sheet for all semesters of the trade in which applied / Provisional National Trade Certificate indicating marks.

14.4 National Trade Certificate issued by NCVT or Provisional National Trade Certificate issued by NCVT /SCVT.

14.5 Caste certificate for SC/ST(as per Annexure-I) for OBC(as per Annexure-II), wherever applicable should be uploaded .

14.6 Disability certificate, in case of "Divyang" candidate. (disability certificate in proper format for 40% or more disability) to be uploaded. However, Annexure-III, IV & VI must be brought at the time of document verification.

14.7 Discharge certificate / Serving certificate, in case of candidates applied against Ex-Servicemen quota.

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Production of original documents, as stated above, on the day of document verification is mandatory without which they will not be allowed to appear in the document verification. Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi.

15. **LAST DATE FOR RECEIPT OF APPLICATION**

15.1 The ONLINE application, complete in all respect, can be submitted through ONLINE process through link of Nagpur Division of SECR's up to **29/08/2019**. No physical copy of the application is required to be sent to Nagpur Division of SECR. Even if it is received, no cognizance will be given to it.

16. **AGREEMENT OF TRAINING**

16.1 Before commencement of the Apprenticeship training in the designated trade, the selected candidate has to enter into a Contract of Apprenticeship Training with the following provisions:

16.2 Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the contract (as notified under the Apprenticeship Rules 1992), candidate will be paid apprentice compensation as prescribed.

16.3 In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and conditions of the contract (as notified under the Apprenticeship Rules 1992), the candidate/surety has to pay such amount as is determined by the Apprenticeship Adviser as and towards the cost of training.

16.4 It is not obligatory on the part of employer to offer any employment to the passed out trade apprentice on completion of the period of apprenticeship Training in his establishment nor shall it be obligatory on the part of the Apprentice to accept an employment under the employer.

16.5 In case the selected candidate is minor then, his/her guardian has to enter into a Contract of Apprenticeship with the employer.

17. **HELP DESK**

17.1 For any problems in the Online submission and printing of Application, sent email on retngpl7@gmail.com

18. **IMPORTANT GENERAL INSTRUCTIONS**

18.1 The decision of the Railway administration in all matters relating to eligibility, acceptance or rejection of the applications and mode of selection shall be final.


18.2 Imparting Training in Railway will not confer any right to the candidates for their absorption in Railway after successful completion of training. In terms of para-10 of Schedule V of the Apprenticeship Rules, 1991, notified on 15.07.92 by the Ministry of Labour, it shall not be obligatory on the part of the employer to offer any employment to the Apprentice on completion of period of his/her apprenticeship training in his / her establishment. It shall not be obligatory on the part of the apprentice to accept an employment under the employer. Imparting Training in Railway will not confer any right to the candidates for their absorption in Railway after completion of Training. In other words, the

candidates will have no prescriptive right for regular absorption/employment in Railway service on completion of the training (The trained apprentices will not be absorbed directly in Railway services. However, they have been provided with 20% reservation in RRC Recruitment as and when conducted.) as per Railway Board's existing directives.

- 18.3 No correspondences regarding engagement will be entertained.
- 18.4 CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE AND NO CORRESPONDENCE WILL BE ENTERTAINED IN THE MATTER.
- 18.5 Before applying, the candidates should ensure that he/she fulfils the eligibility and other criteria. If erroneously engaged, such candidates shall be summarily dismissed without notice at any stage.
- 18.6 Candidature of the candidate shall be cancelled if he/she fails to produce the required original testimonials for verification or any other discrepancy noticed.
- 18.7 If it is noticed by the Railway administration that the candidate has furnished Wrong /fake Certificates / false certificates, the Railway administration reserves the right to discharge the candidate / selected candidate at any stage without notice, even after his/her selection to undergo training. Further they may be liable for penal action.
- 18.8 The Railway administrations do not undertake any responsibility for sending reply to the candidates not selected or not called for. No correspondence in respect of the application submitted shall be entertained or replied by this office to any individual or organization.
- 18.9 The Railway administration will not be responsible for any printing error.
- 18.10 The Engineering Graduates & Diploma Holder are not eligible to apply for apprenticeship in response to this notification as they are governed by a separate scheme of Apprenticeship.
- 18.11 No daily allowance / conveyance allowance or travelling allowance will be paid to the candidates called for document verification.
- 18.12 Candidates need not send any application printouts, certificates, or copies to Nagpur Division of SECR by post. The candidature of the candidates will be considered only on the strength of the information furnished in the ONLINE application.
- 18.13 After selection for engagement, request of candidate to change the division/ unit will not be entertained.
- 18.14 The candidates who are called on any day notified by the Administration for verification of certificates are not eligible for any travelling/Dearness Allowances.
- 18.15 The apprentices shall be governed by the provisions of apprentices Act, 1961 and apprenticeship Rules, 1961 as amended from time to time and such other Railway Rules and Regulations applicable to them.
- 18.16 In case an apprentice discontinues the apprenticeship training and fails to fulfil the obligations as per his contract without valid reasons, he shall have to refund the stipend paid to him, the cost of training and such other costs that may be

determined under the rules by Railway Administration. The decision of the railway Administration in this regard will be final and binding.

- 18.17 No accommodation will be provided by Railway for apprentices. They will have to make their own arrangements.
- 18.18 While utmost care will be taken for finalising the final list of eligible candidates, in case of any oversight the administration has the right to make changes at any level and decision of administration will be final and binding.



(Neeraj Anand)
Assistant Personnel Officer
For Sr. Divl. Personnel Officer
S.E.C. Railway, Nagpur

No. P/NGP/RCT/2019/18

Date : 29.07.2019

Copy forwarded for information & necessary action to:-

- 1) District Employment Officer – Nagpur, Bhandara, Gondia, Chandrapur, Rajnandgaon, Mandla, Chhindwara, Seoni, Jabalpur & Balaghat – They are requested to advise the candidates to apply only online on the web address: www.secr.indianrailways.gov.in.
- 2) PCPO/SECR/BSP – for information.
- 3) Ch.OS (G) – For kind information of DRM/ADRM.
- 4) All Branch Officers of S.E.C. Railway, Nagpur Division.
- 5) Divl. Co-ordinator/SECRM/C/Nagpur Division.
- 6) Divl. Secretary OBC & SC/ST Railway Employees Associations, SECR/NGP.
- 7) DPOs/APO of this office.
- 8) P.R.O. SECR/Nagpur.
- 9) All Ch.SWIs of this office.
- 10) Notice Board


For Sr. Divl. Personnel Officer
S.E.C. Railway, Nagpur