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Government of India | Department of Atomic Energy
Raja Ramanna Centre for Advanced Technology

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Trade Apprenticeship Scheme at RRCAT (TASAR-2024)

<u>**Advertisement**</u>
Government of India
Department of Atomic Energy
Raja Ramanna Centre for Advanced Technology
Indore, Madhya Pradesh

Advertisement No. RRCAT-2/2024
Trade Apprenticeship Scheme at RRCAT (TASAR)
Engagement of Trade Apprentices under Apprentices Act 1961

हिंदी रूपांतरण

Date: 06 September, 2024

Advertisement Detail:

1. Applications are invited for engagement of **120** numbers of Trade Apprentices under extant provisions of Apprentices Act, 1961 and Apprenticeship Rules, 1992 at Raja Ramanna Centre for Advanced Technology (RRCAT), Indore, Madhya Pradesh. **The date of commencement of the batch is 9th January, 2025. The duration of the apprenticeship is 1 year for all the trades listed in Table-1.** The trade apprenticeship scheme at RRCAT is a part of National Apprenticeship Promotion Scheme (NAPS).

2. Facility for submission of online application will be available from **06/09/2024 to 1500 hours of 30/09/2024 on RRCAT Apprenticeship Portal.**

3. The reservation for Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Classes – non-creamy layer (OBC-NCL) will be as per the extant provisions of Apprenticeship Rules 1992.

4. Efforts will be made to reserve places for SC, ST and OBC (non-creamy layer) in each trade as per the ratio / percentage suggested in extant provisions of Apprenticeship Rules 1992. However, it may not be always possible to implement this policy if the number of training places in a trade is small. In such cases, training places will be reserved on the basis of total number of apprentices in all designated trades. **Out of 120 training places, 18 are reserved for SC, 24 are reserved for ST and 18 are reserved for OBC (non-creamy layer only).**

5. If the number of candidates belonging to the Scheduled Castes is insufficient to fill up the training places reserved for them, then the shortfall may be filled by the candidates belonging to the Scheduled Tribes. Similarly, if the number of candidates belonging to the Scheduled Tribes is insufficient to fill up the training places reserved for them, then the shortfall may be filled by the candidates belonging to the Scheduled Castes. If some training places reserved for either Schedules Tribes or Scheduled Castes or both are still left unfilled, then these training places may be filled by candidates not belonging to the Scheduled Castes and the Scheduled Tribes.

6. If the number of candidates belonging to Other Backward Classes (non-creamy layer) is insufficient to fill up the training places reserved for them, then the shortfall may be filled by candidates not belonging to the Other Backward Classes (non-creamy layer).

7. <u>Age Limits:</u> **The age of the candidate shall be from 18 to 24 years as on the date of commencement of apprenticeship i.e. candidate must be born on or between 09/01/2001 and 09/01/2007.**

8. <u>Amount of Stipend:</u> **The stipend is ₹ 11,600/- (Rupees Eleven Thousand Six Hundred only) per month.**

9. <u>Apprentice Registration:</u> All aspiring candidates must be registered on NAPS portal https://www.apprenticeshipindia.gov.in/. It is an official website of the Central Government for exchange of information on Apprenticeship.

10. The trades along with the no. of apprentices are indicated below:

Table-1: List of trades, number of apprentices and minimum qualification

S.No.	Designated Trade	No. of apprentices	Qualification – Passed ITI in the trade of
1	Welder(Gas & Electric)	4	Welder(Gas & Electric)
2	Fitter	22	Fitter
3	Machinist	6	Machinist
4	Turner	6	Turner
5	Draughtsman (Mechanical)	8	Draughtsman (Mechanical)
6	Mechanic Refrigeration and Air Conditioning	4	Mechanic Refrigeration and Air Conditioning
7	Electrician	10	Electrician
8	Electronics Mechanic / Mechanic Consumer Electronics Appliances / Mechanic Industrial Electronics	18	Electronics Mechanic / Mechanic Consumer Electronic Appliances / Technician Power Electronics System / Mechanic Industrial Electronics (as the case may be).
9	Instrument Mechanic	2	Instrument Mechanic
10	Electroplater	3	Electroplater
11	COPA	6	COPA

12	Plumber	2	Plumber
13	Surveyor	2	Surveyor
14	Mason	1	Mason
15	Carpenter	1	Carpenter
16	Secretarial Assistant	18	Stenographer & secretarial assistant (English) / Secretarial Practice
17	Draughtsman (Civil)	1	Draughtsman (Civil)
18	Mechanic (Motor Vehicle)/ Mechanic Diesel	1	Mechanic (Motor Vehicle) /Mechanic Diesel (as the case may be)
19	Horticulture Assistant	1	Horticulture Assistant
20	Information and communication technology System Maintenance	1	Information and Communication Technology System Maintenance
21	Pump Operator Cum Mechanic	1	Pump Operator Cum Mechanic
22	Digital Photographer	1	Digital Photographer
23	Computer Networking Technician	1	Computer Hardware and Network Technician
	TOTAL	**120**	

11. **Application process:**

    a. **Candidates shall register themselves at NAPS apprenticeship portal https://www.apprenticeshipindia.gov.in/ https://www.apprenticeshipindia.gov.in/.** Candidates shall fill up all the data including their Aadhaar number correctly. Candidates shall also upload scanned copies of the following originals at the apprenticeship portal while registering:

       i. Date of Birth certificate / 10th class passing certificate
      ii. 10th class mark-sheet in "Academic Qualification"
      iii. ITI certificate in "Technical Qualification"

          iv. Photograph
          v. Disability certificate (if applicable)
          vi. Signature

b. Candidates must register at RRCAT apprenticeship portal after registering at NAPS apprenticeship portal. Only online applications will be accepted through RRCAT Apprenticeship Portal. Registration number issued by NAPS apprenticeship portal is mandatory for applying through RRCAT apprenticeship portal.

c. Submission of fraudulent and wrong information on the RRCAT Apprenticeship Portal is a serious criminal offence and is subjected to the provisions of the Indian Penal Code. It is strongly advised that such attempts shall not be made.

d. Candidate should read the general instructions given in the advertisement carefully before making any entry or selecting any option. Candidate shall enter all the required details while filling up the online application form.

e. Name and date of birth should be filled as given in their Aadhaar card. Candidate must also ensure same name and date of birth at the time of registering himself/herself at NAPS apprenticeship portal. **Any corrections/updating required in the Aadhaar data must be done prior to registering on both the portals.**

f. Before filling application form, candidates should keep ready scanned copy of the following in jpg / pdf format in 300 kB file size for each document:

          i. Date of Birth certificate
          ii. 10th standard board examination mark sheet
          iii. ITI mark sheet and National Trade Certificate
          iv. Aadhaar card
          v. Passport size color photograph
          vi. Signature
          vii. Caste certificate (if applicable)
          viii. Disability certificate (if applicable)

g. Candidate is required to fill up personal, educational and other details as per the documents available with him / her.

h. **Candidates shall immediately start the process of getting a police verification certificate of address mentioned on their Aadhaar cards. This will be required on the date of reporting for joining the apprenticeship scheme. There is no specified format for this certificate. The candidates may use formats prevalent in the locality.**

i. No request for change / correction in any particular in the application form shall be entertained under any circumstances after final submission of the application on the portal. Therefore, before clicking the submit button, the candidate is advised to check that all the details filled in are correct. Submission of wrong information will lead to disqualification.

j. After final submission, the application form will be generated by the system. Candidates are advised to save the soft copy and take a printout of the application form generated by the system and keep it ready for future reference.

k. Candidates are required to bring the print out of the application form during physical verification of the documents.

l. Incorrect / incomplete online applications will be summarily rejected.

12. **Selection Procedure:**

The applications will be sorted on the following basis:

a. **Candidates shall have passed ITI either in 2016 or after 2016. Candidates who passed out ITI in 2015 or before are not eligible to apply.**

b. Candidates are required to apply for one of the designated trades mentioned in Table-1. Candidate should possess ITI certificate in the respective trade mentioned in the last column of Table-1. Candidates possessing more than one ITI qualification in different trades are required to submit separate application for each trade.

c. In case insufficient applications are received in some of the trades then RRCAT reserves the right to increase the number of apprentices in some other trades so that the apprenticeship opportunity is extended to candidates of other trades. RRCAT also reserves the right to increase the number of training places up to **50%** of the originally specified training places in aggregate subject to (i) reservation criteria of apprenticeship rules 1992 and (ii) a capping of **15%** of total number of employees of the organisation applied on the total number of apprentices engaged by the organisation.

d. Candidates must have passed the 10th class board examination prior to taking admission in ITIs and secured a minimum of 40% in aggregate in 10th class board examination.

e. The merit list will be prepared on the basis of 'one third of percentage of marks in ITI' and 'two third of percentage of marks in 10th class'. The sum will be rounded off to two places of decimal. In case of a tie, a candidate having higher percentage of marks in 10th Class board examination will be accorded a higher rank.

f. The merit list will be displayed on RRCAT Apprenticeship Portal on **14/10/2024.**

g. Candidates appearing on the merit list shall confirm on or before **19/10/2024** that they are willing to join the apprenticeship. A link for confirmation will be made available through email. The candidate shall keep record of their login and password as these will be required for confirmation. The candidates shall check RRCAT Apprenticeship Portal and their emails regularly. **All candidates who confirm to join trade apprenticeship scheme at RRCAT shall immediately start tracking the process of getting their police verification certificate of address mentioned on their Aadhaar cards. This is a mandatory document for joining the programme.**

h. A final merit list will be published on the RRCAT Apprenticeship Portal on **28/10/2024** based on the confirmations received and number of training places.

i. Candidates appearing in the final merit list shall report for document verification and medical examination personally at RRCAT. Two slots have been scheduled for document verification and medical examination process:

   i) First slot : From 02-12-2024 to 07-12-2024 (6 days)

   ii) Second Slot : From 06-01-2025 to 08-01-2025 (3 days)

   Candidates who need time to prepare for a year-long stay during apprenticeship can choose the first slot. This option provides approximately a month between the completion of the medical examination and the joining date to make necessary arrangements. Other candidates can select the second slot.

   The candidate shall have to select one of the above slots while giving confirmation to join the apprenticeship as mentioned at S.No. 12 (g) above.

j. Following documents will be physically verified during document verification:

   i. 10th standard board examination mark sheet and certificate
   ii. ITI mark sheet and National Trade Certificate
   iii. Caste certificate (if applicable)
   iv. Disability certificate (if applicable)
   v. Aadhaar card
   vi. **Police verification certificate of address mentioned on the Aadhaar card.**
   vii. Savings Bank Account Number and Pass book
   viii. Hard copy of national apprenticeship portal registration confirmation email
   ix. Hard copy of online application form
   x. self-attested photocopies of all above mentioned documents
   xi. Two recent passport size photographs.

k. If some of the selected candidates do not appear for physical verification of documents or their documents are not found in order or they reject the offer; then the opportunity will be passed on to the next candidates in the merit list.

l. Medical examination of candidates will be conducted immediately after all documents are physically verified.

m. Candidates, declared medically fit, must report at RRCAT and join the apprenticeship programme on **09/01/2025**; otherwise their candidature will be cancelled and their offer will stand withdrawn. RRCAT reserves the right to permit late joining in deserving cases on merit of the case.

n. If a selected candidate, whose documents are found in order but fails to get an offer; then he / she will be placed on a waiting list. Such candidates may be given offers at a later date also.

o. Candidates from waiting list may be called for joining the apprenticeship batch in case vacancies exist due to (i) withdrawal of candidature or (ii) if some of the candidates, who have accepted the offer earlier but did not report at RRCAT on **09/01/2025.**

p. **If necessary, a new supplementary merit list may also be published for joining at a later date.**

13. **General Instructions**

a. No correspondence will be entertained with the candidates.

b. Any form of canvassing will result in cancellation of candidature.

c. No TA/DA will be paid for attending physical verification of documents or at the time of commencement of the apprenticeship.

d. Apprentices will have to make their own accommodation arrangements during document verification and medical examination process.

e. The engagement and training are strictly in compliance with the provisions of the Apprentices Act 1961 and Apprenticeship Rules 1992.

f. **There is no obligation to provide regular Employment on completion of apprenticeship training.** The process of employment at RRCAT is a separately conducted exercise in which the apprentice may participate if he or she is eligible.

g. **Those who have already attended the trade apprenticeship training elsewhere will not be considered for apprenticeship in the same trade.**

h. RRCAT will conduct its own medical examination of the selected candidates. A candidate will be assumed to have agreed to this condition by applying for a trade apprenticeship at RRCAT.

i. Hostel facility for apprentices is available at monthly charges of ₹ 500/- (Rupees Five Hundred) per head. In addition, electricity will be charged at actual basis. Hostel and electricity charges are subject to revision and will be deducted from the monthly stipend of the apprentice availing hostel facility.

j. Apprentices will have to organize their transport arrangement themselves.

k. RRCAT will conduct the trade apprenticeship with periodic assessments at a frequency and duration decided by the training In-charge. The apprentices must make efforts to learn the trade during the 'on the job practical training' with utmost sincerity and perform satisfactorily in the periodic assessments. It is assumed that the trade apprentices are acquainted with skills they learnt during their ITI training. A consistent bad performance in these internal assessments may lead to termination of the apprenticeship as per the extant provisions of Apprenticeship Act 1961 and Apprenticeship Rules 1992.

l. The medium of instruction will be Hindi / English. Commonly used technical terminologies will be utilized during instructions irrespective of the medium of instruction.

m. RRCAT is a unit of Department of Atomic Energy, Government of India, engaged in R&D in non-nuclear areas of lasers, particle accelerators and related technologies. It has its own residential colony within its campus and near to technical area. The whole RRCAT campus is under surveillance of CCTV cameras with round the clock security managed by CISF.

n. At RRCAT, there is zero tolerance for any action detrimental to dignity of women. In order to ensure safe and secure workplace for women, RRCAT has constituted following committees:

i) Women's Welfare Committee: to discuss problems faced by working women and suggest solutions to mitigate them.

ii) Internal Complaints Committee: The committee has been constituted to follow provisions of the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013"

o. RRCAT is governed by special provision like Atomic Energy Act 1962. The employees are civilian employees and are bound by the aforementioned act and CCS conduct rules 1964. In all matters of conduct and discipline, the apprentice shall be governed by the rules and regulations prevalent at RRCAT.

p. Disrespectful, belligerent, dishonest, procrastinating and escapist behaviour of an apprentice will hamper the outcome of this training scheme. Therefore, if such things are brought to the notice of RRCAT authorities and the apprentice does not correct himself / herself even after three official memos then his / her apprenticeship may be terminated in consultation with Apprenticeship Adviser.

q. Where the contract of apprenticeship is terminated for failure on the part of the apprentice to carry out the terms of contract, the apprentice shall refund to RRCAT as cost of training such amount as may be determined by the Apprenticeship Adviser. In such event, the apprentices shall not be entitled to enter into another contract of Apprenticeship under the Apprenticeship Act 1961 with any other organisation.

r. After successful completion of the apprenticeship, apprentices will be awarded National Apprenticeship Certificate issued online by Controller of Examination (DGT) through apprenticeship portal.

s. **For any queries or clarifications send email to tasar@rrcat.gov.in**

14. **Summary of Important Dates:**

S.No.	Description	Start Date	End Date
A.	Date of Birth	09/01/2001	09/01/2007
B.	Application by candidates	06/09/2024	30/09/2024
C.	Declaration of merit list	14/10/2024	-
D.	Confirmation by shortlisted candidates	14/10/2024	19/10/2024
E.	Declaration of final merit list	28/10/2024	-
F.	Reporting for document verification (First slot)	02/12/2024 (10:00 am)	-
G.	Document verification and medical examination (First slot)	02/12/2024	07/12/2024
H.	Reporting for document verification (Second slot)	06/01/2025 (10:00 am)	-
I.	Document verification and medical examination (Second slot)	06/01/2025	08/01/2025
J.	Apprenticeship period	09/01/2025	08/01/2026

Assistant Personnel Officer (R)

<p style="text-align:center">USER GUIDE for Filling Online Application Form for TASAR</p>

Compatible browsers

Microsoft Internet Explorer(IE) version 7+ and Firefox version 3.x browsers are compatible for this website. Lower versions of mentioned browsers may cause trouble in data mapping and application form processing. Javascript of browser should be enabled for this website. Acrobat PDF Reader version 6+ should be installed on your computer.

Read the following instructions carefully before doing User Registration for online application submission:

1. User registration requires some of your personal details like Name, Gender and Email address .
2. Carefully read age limit and selection procedure before online submission of application.
3. Please enter valid, active and unique email address. After successful completion of User Registration step, you will receive further details on this email address for completion of online application submission.

Read the following instructions carefully before filling online application:

1. Carefully read Application process.
2. Candidate can edit application details and preview the application form before final submission of application.
3. Candidate will have to enter credentials (Email-id and password) for completing the process of final submission for printing the application form.
4. Only JPG files are allowed to be uploaded for coloured Photograph and Signature.
5. For other documents(duly self attested) JPG/PDF files are allowed to be uploaded.
6. Maximum file size to be uploaded is restricted to 300 KB.
7. **Print button and Final Submission button will be enabled only after entering marks details of ITI and SSC and uploading all the mandatory documents.**
8. **Final submission of application will require authentication through OTP which will be sent on applicant's personal mobile no. and email.**
9. **After completion of final submission, application details can not be modified.**
10. **Only finally submitted applications will be considered for further processing.**
11. **After Final Submission, candidates are required to generate a print out of the application which would be required to be produced at the time of document verification at RRCAT.**
12. **Please use your registered email ID for future reference and correspondence.**
13. **For any queries send mail to tasar@rrcat.gov.in**
    किसी भी प्रश्न के लिए tasar@rrcat.gov.in पर मेल भेजें

Click Here To Apply Online For TASAR-2024

Last date for online submission against ADVERTISEMENT NO. RRCAT-2/2024 (TASAR-2024) is upto 1500 hours of 30/09/2024.