

EAST COAST RAILWAY.

**Office of the
Chief Workshop Manager
CRW/Mancheswar.**

Engagement Notice

No. CRW/MCS/P-18/Act.App/2015-16/2206

Date: 12.11.2015

Opening Date: 18.11.2015

Closing Date:18.12.2015 Time:17.30 hrs.

**Engagement of Act Apprentices under Apprentices Act 1961 and
Apprenticeship Rule 1962 in Carriage Repair Workshop,
East Coast Railway, Mancheswar for the year 2015-16.**

1. Applications in the prescribed proforma are invited from the candidates having passed I.T.I. with minimum educational qualifications as indicated below, fulfilling the following conditions for engagement of 97 (Ninety Seven) Act Apprentices (UR-27, SC-14, ST-24, OBC-26, PH-03, Ex.Servicemen-03) for imparting training in Carriage Repair Workshop, Mancheswar under Chief Workshop Manager, East Coast Railway, Carriage Repair Workshop, Mancheswar under Apprentice Act 1961 and Apprenticeship Rules, 1962.

2. **It is made clear that this administration is not under any obligation to provide the Job/Employment to apprentices in any category. The training is arranged on a fixed stipend, as a part of statutory obligations under Apprentice Act 1961 and after completion of training the trainees shall be discharged without any notice.**

3. The Apprentices will be engaged in following Trades and the selected candidates will have to undergo training at BTC/CRW/ECORly/Mancheswar. The designated trades in which statutory training under Apprentice Act 1961 may be imparted are as under: -

Sl. No.	Trade	Break up of Vacancies						Total No. of vacancies	Minimum Essential Qualification with ITI	Duration of Training
		UR	SC	ST	OBC	PH	Ex.S/Man & their children			
1.	Fitter	10	02	07	09	01	01	30	Passed 10 th class Examination under 10+2 system of education or its equivalent with minimum 50% of aggregate marks.	01 Yr.
2.	Sheet Metal Worker	04	01	02	02	-	-	09	-Do-	02 Yrs.
3.	Welder	03	02	03	03	-	01	12	-Do-	01 Yr.
4.	Machinist	01	01	02	02	-	-	06	-Do-	01 Yr.
5.	Mechanic (M.V)	01	01	01	01	-	-	04	-Do-	01 Yr.
6.	Carpenter	02	02	03	03	01	01	12	-Do-	02 Yrs.
7.	Electrician	03	02	03	03	01	-	12	Passed 10 th class Examination under 10+2 system with Science(with physics and chemistry) as one of the subjects or its equivalent with minimum 50% of aggregate marks.	01 Yr.

8.	Refrigeration & A.C. Mech.	01	01	01	01	-	-	04	Passed 10 th class Examination with Science, (Physics, Chemistry) & Mathematics under the 10+2 system or its equivalent with minimum 50% of aggregate marks..	01 Yr.
9.	Wireman	01	01	01	01	-	-	04	Passed 10 th class Examination under 10+2 system of education or its equivalent with minimum 50% of aggregate marks..	01 Yr.
10.	Painter	01	01	01	01	-	-	04	Passed 10 th class Examination under 10+2 system of education or its equivalent with minimum 50% of aggregate marks..	01 Yr.
Total		27	14	24	26	03	03	97		

N.B.: I. The Ex. Serviceman & their children includes-

- (i) Children of deceased / disable Ex. Servicemen including those killed/ disabled during peacetime.
- (ii) Children of Ex. Servicemen.
- (iii) Children of Serving Jawans.
- (iv) Children of Serving Officer.
- (v) Ex. Servicemen.

II. For Physically Handicapped persons the vacancies are reserved for Fitter, Carpenter & Electrician Trade. For orthopedically handicapped candidate for Fitter trade with lower limb partially damaged from one side, for Carpenter Trade, Hearing Handicapped (Deaf & Dumb) candidate and for Electrician Trade Visually Handicapped (person with Low Vision) can apply.

4. Minimum Qualification :

The Matriculation (matriculate or 10th Class in 10+2 examination system) with minimum 50% marks on average and having I.T.I certificate in relevant trade is compulsory. No extra weightage shall be granted to candidates having higher qualification. The candidate must have passed the minimum qualification as mentioned at Srl.No.3.

5. Physical Fitness:

The candidate must possess requisite Physical fitness as prescribed by the Railway Administration. The candidates will be subjected to a Medical Test before their engagement. In case of Physically Handicapped (Orthopedically Handicapped) candidate of Fitter trade with lower limb partially damaged from one side and for Carpenter trade candidate of Hearing Handicapped (Deaf & Dumb) & for Electrician trade person with Low Vision (VH) shall be examined.

AGE:

- (i) The candidates should have completed 15 years of age and should not have completed 24 years of age as on **01.11.2015**.
- (ii) (a) The Upper age limit is relaxable by 05 years in case of SC/ST candidates and 03 years in case of OBC candidates.
(b) The upper age limit is relaxable by 10 years to Physically Handicapped candidates.
(c) Ex-Servicemen who have put in not less than 6 months service will be given age relaxation to the extent of period of service plus 03 years subject to upper age limit does not exceed 40 years. For children of Ex.Servicemen and children of armed force personnel the age limit will be as per their respective community.

6. Monthly Stipend:

The monthly stipend will be paid as per extant rules:

7. Selection:

- i) The eligible candidates in terms of notification will be selected in order of merit on the basis of percentage of marks secured in their Matriculation or equivalent examination (State, Central & CBSE). Also a trade wise list of candidates will be prepared in order of merit based on %age of marks obtained by them in Matriculation or its equivalent examination.
- ii) The applications received through Employment Exchange and directly should be considered at par and no preference will be given to any source of application.
- iii) If any two or more candidates having the same marks, the candidate having older age shall be preferred. In case the dates of birth are also same, then the candidate who passed the matriculation exam earlier shall be considered first.

8. How to apply:

Before applying, the candidates should ensure that he/she fulfills the eligibility and other criteria. At any stage of engagement, if erroneously engaged such candidates should be summarily dismissed without notice.

An Account Payee Bank Draft/Postal order in favour of FA & CAO, ECoRly/Bhubaneswar payable at Bhubaneswar for Rs.100/- as processing fees which is not refundable should be enclosed with the application form. No fee is required to be paid by SC/ST /PH/Women candidates.

The Account Payee Bank Draft/IPO purchased before the date of publication of this notice will not be valid. All the applications should be in closed-envelope superscribing on the top '**Application for training under Apprentice Act**'

- (i) The application in the prescribed proforma duly filled in neatly in all respects by the eligible candidates in their own handwriting accompanied by all requisite documents will be accepted. The call letter for appearing before the selection committee for verification of the certificates/testimonials must be filled in the prescribed format by the candidates in their own handwriting and attached with their application with the Passport size Photograph affixed on the space provided. The application must be addressed to the **Workshop Personnel Officer, East Coast Railway, Carriage Repair Workshop, Mancheswar, Bhubaneswar, PIN-751017 (Orissa)**.
- (ii) Through Nearest Employment Exchange.
- (iii) Through the box placed in the Administrative Building of Carriage Repair Workshop, Mancheswar.
- (iv) **Through Ordinary Postal Service. Application should be sent only by Ordinary Post and not through Registered Post/Speed Post/Courier Service.**
- (v) SC&ST candidates may avail above modes of application or may apply through the Branch Secretary, All India SC&ST Association.
- (vi) The wards of Railway Employees under Control of CWM/MCS (Covered under Railway Pass Rules) are required to submit a separate declaration from the respective employees in the prescribed proforma.
- (vii) All the columns in the prescribed format of application should be filled by the candidate without leaving blank, failing of which the application shall be rejected.

9. Enclosures:

The candidate must attach attested copies of following documents with application duly filled in all respects otherwise the application will be rejected.

- (a) Matriculation certificate.
- (b) Certificate in support of Technical Qualifications (ITI).
- (c) Certificate in support of age, in case Educational Certificate does not contain date of birth.
- (d) Mark sheets of Matriculation Examination (Both sides of the marks sheets should be copied showing marks obtained with Maximum Marks).
- (e) Mark sheet of I.T.I (Both side if available).
- (f) Caste Certificate if belongs to Reserved Community.
- (g) Two self addressed Envelopes of (size 11'' x 5'') duly affixing Postal Stamp of Rs.5/-(Rupees five) only.
- (h) One recent passport size photograph pasted in the space provided right side on the top of the application form. The same must be attested by Gazetted Officer in a manner that the signature of the attesting officer and the rubber stamp below that appear partially on the photograph and partially on the paper out side the photograph.
- (i) One copy of the same photo without attestation to be pasted in the space provided on the call letter.
- (j) Employment Exchange Registration Card.
- (k) Certificate in support of Physical disability issued by the competent authority not below the rank of CDMO in the prescribed format.
- (l) Certificate in support of reservation against Ex. Servicemen, their children and the children of Armed Force Personnel from the competent authority.

Each candidate must indicate **TWO** personal identification marks on his face or body at para-9 of the Application Form.

10. The application should reach the office of the undersigned **on or before 18.12.2015 up to 17.30 Hrs during working days, except Sunday and closed Holiday.**

11. **No application will be accepted after the expiry of the last date and time. The Railway Authority shall not take any responsibility for any postal delay.**

12. The applications which are found not in order as per instruction at Para- 8 & 9 of notification and as per the prescribed application format enclosed with this Notice will stand rejected and no further correspondence shall be entertained.

13. Any candidate applying for two Trades/or submits double applications shall be summarily rejected.

14. In any matter against the notification if any discrepancy, the decision of the Chief Workshop Manager/CRW/Mancheswar will be final.

15. Selected candidates shall be subjected to a Medical Examination and engagement is subject to passing in the prescribed Medical Examination.

16. All selected candidates are required to execute a Statutory Agreement before engagement as Trade Apprentice under the Apprentice Act 1961 and they shall abide by the Rules and Regulations of the said Act and Rules.
17. The selected candidates will be required to attend the Training Center from 07.10 hrs. to 16.56 hrs. with Lunch Break from 12.07 hrs. to 13.23 hrs. The selected candidates shall have to make their own arrangements for their stay etc. during the period of training.
18. The candidates should note that there is '**NO OPPORTUNITY OF EMPLOYMENT**' in this Organisation, on completion of training under the Apprentice Act. They shall be discharged on completion of the specified period of training.
19. Canvassing in any form will disqualify a candidate automatically.
20. The undersigned reserves the right to modify, amend, reject, and repeal any application and this Notice or any part without assigning any reason thereof.
21. No TA/DA & Passes are admissible for attending this office for verification of certificates/Testimonials.
22. No application form shall be supplied by this office by post / person.
23. Enlisted candidates will be liable to be dismissed at any stage without notice, if it is found that they have furnished false / wrong information or documents in support of their selection. This may be specifically noted.

Workshop Personnel Officer
E.Co.Railway, CRW, Mancheswar.

1. Copy to the Director of Employment Exchange, Orissa, Bhubaneswar for information and necessary action please. He is requested to sponsor the names of these candidates who have passed I.T.I. for each designated trades as per Ratio 1:4 along with the applications duly filled in with necessary enclosures. The names should be sponsored on or before **18.12.2015 up to 17.30 Hrs.** The applications received after **18.12.2015 up to 17.30 Hrs.** will not be considered for acceptance.
2. Copy to the Director of Technical Education & Training Industry Department, Orissa, Cuttack for information. He is requested to advise Director Employment Exchange, Bhubaneswar to sponsor the application of those candidates who have passed I.T.I. from the Institution recognised by NCVT and affiliated by Ministry of Labour, Govt. of India, New Delhi. Their selection, stipend and duration of training shall be fixed as per the norms and condition mentioned above.
3. Copy to Principal, I.T.I./Cuttack for information and necessary action please.
4. Copy to the Employment Officer, Spl. Employment Exchange for PH person, Plot No. 1294/5, CRP Square, Bhubaneswar. He is requested to sponsor the names of PH candidate if any through Director Employment Exchange.
5. Copy to the Supdt., Vocational Rehabilitation Center for PH person at SIRD Campus, Unit-8, Bhubaneswar-12 for kind information.
6. Copy to the Spl. Employment Exchange for SC/ST, Bhubaneswar.
7. Copy to the Chief Personnel Officer, E.Co. Railway, Chandrasekharpur, Bhubaneswar for information please.

8. Copy to CPRO, E.Co. Railway, Bhubaneswar for kind information and requested to arrange to publish in daily local News Paper.
9. Copy to the Regional Director, Apprenticeship Training and Regional Central, Apprenticeship Advisor (Eastern Region) MSO Building, CGO Complex, D.F.Block, Sector-I, E.Wing (1st Floor), Salt Lake, Kolkata-64.
10. Copy to the Branch Secretary/ECORSC and ECORSU/MCS for information.
11. Copy to the Zonal President, All India SC/ST Rly. Employees Association, Mancheswar, and OBC Association, Mancheswar for information.
12. Copy to the Notice Board of Administrative Building and BTC/MCS.
13. Copy to:
 - i) CWM/MCS for kind information.
 - ii) Dy.CME(W), Dy.CME(POH), Dy.CEE(W), PE, WM, ADEE. SMM, Sr.AFA, AWM(M), AWM(POH), AWM(LHB), ADEN of CRW/MCS for information.
 - iii) CMD/CH/ECOR/BBS for kind information.
 - iv) All Supervisors of CRW/MCS for information and necessary action. They are requested to bring it to the notice of staff working under them. Any such staff whose children/wards have passed Matriculation with I.T.I. and have registered their names in the Employment Exchange may also apply direct to the undersigned and drop the application in the Box kept for this purpose at Administrative Building on or before 18.12.2015 up to 17.30 Hrs.
 - v) CI/BTC/CRW/MCS for information and necessary action.

Encl: Specimen Application Format
& Call Letter.

Workshop Personnel Officer
E.Co.Railway, CRW, Mancheswar.

APPLICATION FOR ENGAGEMENT OF ACT APPRENTICES FOR THE YEAR 2015-16
UNDER CWM/CRW/ECOR/MANCHESWAR.

|-----|
| Affix a recent |
| Photograph duly attested |
| by a Gazetted Officer as |
| instructed in Para-9 (h) of |
Notification.

01. Name of the Designated Trade :
02. Name in full (Block letter) including Surname, if any. :
03. (a) Father's Name in full :
- (b) Permanent Home Address of the applicant (Block Letter) :
- (c) Present Postal Address of the applicant (Block Letters) :
- (d) e-mail/Mobile/Telephone No. :
04. Date of Birth (attested copy in support of date of birth to be attached) :
05. Educational qualification (Attested copies of the certificates and mark sheet supporting it should be attached). :
06. Other Education/ Technical Qualification (Attested copies of certificates and mark sheet to be attached). :
07. (a) Whether belongs to SC or ST or OBC Community (If so, true copy of the Certificate issued by competent Authority duly attested to be Attached). :
- (b) Mention the name of the Sub-Caste. :
- a. Whether belongs to PH or Ex.S/men Category (If so true copies of the certificate issued by the competent authority duly attested to be attached.) :
08. Religion :
09. Two personal marks of Identification. : (1)
(2)

10. Particulars of Postal Order/Bank Draft :

Name of the Post Office	No. of IPO	Date	Amount

11. Particulars of Examination Passed:

Srl. No.	Examination Passed	Educational Authority/Board/ University	Year of Passing	Total Marks Secured	Full Marks	Percentage of Marks obtained
1.	2.	3.	4.	5.		6.

12. Have you undergone Appr. Trg. :
if yes, please furnish particulars.

13. Have you ever been debarred from Govt :
Employment, if yes, please furnish in detail.

14. Have you registered your name in the :
Employment Exchange, if so.

(a) Name of the Employment Exchange :

(b) Number and date :

15. Nearest Railway Station :

16. Whether you are a son/daughter :
dependant of Mancheswar Rly Employee
if so, indicate name of the employee
with his designation and T.No.

DECLARATION TO BE COMPLETED BY THE APPLICANT

I, Sri son/daughter of
Vill:.....P.O.....P.S.....
Dist:..... hereby declare that the entries in the application are true to the best of
my knowledge and belief.

I am fully aware of fact that this training is being arranged as a part of Statutory obligation under
Apprentice Act 1961 and there is no scope of Employment in any Group/Category after the training, I am
liable to be discharged on completion of the period of training.

L.T.I. of the applicant

Place:

Date:

Signature of the Candidate in full

(Signature in running hand)

N.B: Application without declaration filled in all respects shall be summarily rejected and no further
correspondence shall be entertained.

Declaration for Rly Servants of Carriage Repair Workshop, Mancheswar who are not submitting application through Director of Employment Exchange, Orissa, Bhubaneswar, Government of Orissa.

I, SriS/O

At present working as C.No. in

.....Branch do hereby declare that the applicant Sri

..... my son/dependent brother as per Pass Rules. I am only aware of the fact that his training is arranged as a part of statutory obligation under the Apprentice Act, 1961 and there is no scope of employment in any category. After the training the trainee shall be discharged.

Place:

Date:

Signature of Rly. Servant

This is to certify that Sriemployed as

.....C.No.....in the Office/Shop/Department/Station.....

.....of Carriage Repair Workshop, Mancheswar. Application of his son/Ward etc., has been scrutinized as per order prescribed vide the Notice

Place:

Date:

Signature of the Sr. Supervisor/Incharge

Designation:

With Stamp.

COUNTERSIGNED

**DEPARTMENTAL OFFICER
WITH SEAL**

EAST COAST RAILWAY.

CARRIAGE REPAIR WORKSHOP, MANCHESWAR

CALL LETTER

**Office of the
Chief Workshop Manager(P)
CRW/Mancheswar.**

No. CRW/MCS/P-18/2015-16/

Date:

(Ref: - Engagement Notice No. CRW/MCS/P-18/Act App/2015-16/2206

Date: 12.11.2015)

1. Name : - [— — — —]
2. Father's Name : - | Affix a signed recent |
| Photograph of the |
3. Present Postal Address: - | candidate without |
(for correspondence) | attestation as |
..... | instructed in Para-9 |
..... | (i) of Notification. |
..... [— — — —]
4. Caste : -
5. Whether Physically handicapped/Ex. Servicemen:

FOR OFFICE USE ONLY

6. Serial No : -
7. You are directed to appear before the selection committee for verification of certificates/ testimonials at the place, date and time specified below in connection with the selection of Act Apprentice training under Apprenticeship Act, 1961 for the year 2015-16.
- (i) **Place** :
- (ii) **Time** : **Date**

**Workshop Personnel Officer
Mancheswar.**

(Instruction for the guidance of candidates)

1. No candidate will be permitted to appear before the Committee for verification without this Call Letter.
2. Canvassing in any form will disqualify candidate automatically.
3. No TA/DA is admissible for attending before the Committee.
4. If required, the candidate may have to stay for more than one day on his own arrangement.
5. Candidate is advised to bring his all original certificates for verification.
6. Candidate is advised to bring 03 Passport size Photograph for medical examination.