



ENROLMENT FOR APPRENTICESHIP TRAINING IN DESIGNATED TRADES (IT-27)

1. Naval Dockyard, Mumbai invites online applications on <https://applicationportal.in/> from ITI qualified/ fresher candidates (Male/Female) in various designated trades for enrolment in Apprenticeship training at Dockyard Apprentice School, Mumbai under the Apprentices Act-1961 read in conjunction with Apprentices Rules 1992 as amended from time to time. A total of **286** vacancies as per distribution shown below are to be filled up: -

Ser. No.	Apprenticeship Training Trade	Eligible ITI Trade	Vacancies	Distribution of Vacancies					
				Vertical Reservations				Horizontal Reservations	
				SC	ST	OBC	UR	PwBD	Armed Forces
1	Advance Mechanic (Instruments)	Eligible ITI trades and minimum Qualification as per Schedule I of Apprentices Rules 1992	2	0	0	0	2	0	0
2	Computer Operator and Programming Assistant (COPA)		4	0	0	1	3	0	0
3	Electrician		3	0	0	1	2	0	0
4	Electronics Mechanic		37	4	3	7	23	1 (Group- A)	1
5	Fitter		21	2	2	4	13	1 (Group- B)	1
6	Foundryman		21	2	2	4	13	1 (Group- C)	1
7	I&CTSM		1	0	0	0	1	0	0
8	Instrument Mechanic		4	0	0	1	3	0	0
9	Machinist		2	0	0	0	2	0	0
10	Marine Engine Fitter		10	1	1	2	6	0	0
11	Mason		17	2	2	3	10	1 (Group- D/E)	1
12	Mechanic (Central Ac Plant, Industrial Cooling & Package Air Conditioning)		9	1	1	2	5	0	0

13	Mechanic (Embedded System & PLC)	Eligible ITI trades and minimum Qualification as per Schedule I of Apprentices Rules 1992	1	0	0	0	1	0	0
14	Mechanic (Motor Vehicle)		3	0	0	1	2	0	0
15	Mechanic Diesel		2	0	0	0	2	0	0
16	Mechanic Industrial Electronics		26	3	2	5	16	1 (Group- A)	1
17	Mechanic Mechatronics		7	1	1	1	4	0	0
18	Mechanic MTM		6	1	1	1	3	0	0
19	Mechanic Ref & Ac		11	1	1	2	7	0	0
20	Operator Advance Machine Tool		5	1	0	1	3	0	0
21	Painter (G)		2	0	0	0	2	0	0
22	Pattern Maker		5	1	0	1	3	0	0
23	Pipe Fitter		1	0	0	0	1	0	0
24	Programming and Systems Administration Assistant		7	1	1	1	4	0	0
25	Sheet Metal Worker		1	0	0	0	1	0	0
26	Shipwright Steel		9	1	1	2	5	0	0
27	Shipwright Wood		2	0	0	0	2	0	0
28	Tig/ Mig Welder		7	1	1	1	4	0	0
29	Welder (G&E)		21	2	2	4	13	1 (Group- B)	1
30	Welder (Pipe and Pressure Vessels)		11	1	1	2	7	0	0
31	Crane Operator Overhead (SI)	X Pass	19	2	2	4	11	1 (Group- C)	1
32	Rigger	VIII Pass	9	1	1	2	5	0	0
Total			286	29	25	53	179	7	7

[UR – Unreserved; OBC – Other Backward Class; SC – Scheduled Caste; ST – Scheduled Tribe; ARMED – Ex-Servicemen, their children and children of Armed Forces personnel etc.; PwBD – Person with Benchmark Disability; Group A - Locomotor Disability (LD), Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (DW), Acid Attack (AA); Group B - Blindness, Low Vision (LV); Group C - Deaf, Hard of Hearing (HH); Group D - Autism, Intellectual Disabilities (ID), Specific Learning Disabilities (SLD), Mental Illness (MI); Group E - Multiple Disabilities (MD)]

2. **Reservation of Vacancies**

2.1. **For SC/ ST Candidates.** Vacancies for SC/ ST candidates are reserved in accordance with Section 3A(1) & (2) of Chapter II of the Apprentices Act - 1961 read in conjunction with Schedule IIA of Rule 5 of Apprentices Rules 1992, provided that when the prescribed number of persons belonging either to the Scheduled Castes or to the Scheduled Tribes are not available, the vacancies so reserved for them may be filled by persons belonging to the Scheduled Tribes or

as the case may be, to the Scheduled Caste and if the prescribed vacancies cannot be filled even in the above given manner, then the vacancies so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes.

2.2. **For OBC Candidates.** Vacancies for OBC candidates are reserved in accordance with Section 3B(1) & (2) of Chapter II of the Apprentices Act - 1961 read in conjunction with Rule 5 (2) of Apprentices Rules 1992, and Maharashtra State Gazette Notification dated 01 Aug 2006. If vacancies reserved for OBC candidates cannot be filled from the Other Backward Classes, then the vacancies so lying unfilled may be filled by persons not belonging to the Other Backward Classes.

2.3. **For Persons with Benchmark Disabilities (PwBD).** Vacancies for Apprenticeship training are reserved vide MSDE-4/3-2023 AP-(PMU) E-59572 dated 20 Mar 24. In order to avail PWD reservation, the percentage of disability should not be less than 40% as per DoPT Office Memorandum 36035/3/2004-Estt(Res) dated 29 Dec 2005 and the relevant latest valid certificate issued by medical board by any Govt. hospital to be submitted. Vacancies against each trade for PwBD reserved for specific Group of PwBD shall be as per table mentioned at Para 1 above. If vacancy/ vacancies reserved for Specific Group of PwBD candidates cannot be filled from specified Group of PwBD, then the vacancies so lying unfilled may be filled by persons belonging to other Groups of PwBD. If the prescribed vacancies cannot be filled even in the above given manner, then the vacancies so lying unfilled may be filled by persons not belonging to PwBD. Suitability of PwBDs for Designated trades for Apprenticeship Training shall be as per Annexure-I of MSDE-4/3-2023 AP-(PMU) E-59572 dated 20 Mar 24.

2.4. **For Armed Forces.** Reservations for Armed Forces will be applicable for following personnel as per Para of 3.6.3 of Apprenticeship Training Manual:-

2.4.1. Children of deceased/disabled ex-servicemen including those killed/disabled during peace time

2.4.2. Children of ex-servicemen

2.4.3. Children of serving Jawans

2.4.4. Children of serving Officers

2.4.5. Ex-Servicemen

3. **Eligibility Conditions**

3.1. **Qualifications.** The Essential education qualification in accordance with Rule 3 and Schedule I of Apprentices Rules–1992 are as follows:-

Ser No.	Trades	Qualification	Percentage
1.	ITI Trades	ITI (NCVT/SCVT)	Pass
2.	Non ITI Trade {(Crane Operator (OSI))}	Std X	Pass
3.	Non ITI Trade (Rigger)	Std VIII	Pass

3.2. **Age.** There is no upper age restriction for apprenticeship training as per Ministry of Skill Development and Entrepreneurship (MSDE) Office Memorandum No. F.No. MSDE-14(03)/2021 AP-(PMU) dated 20 Dec 21. Minimum age for enrollment as apprentice is 14 years for non-hazardous occupations and 18 years for hazardous occupations according to The Apprentice act 1961. Accordingly, candidates born on or before **30 Nov 2011** are eligible for non-hazardous trades and candidates born on or before **30 Nov 2007** are eligible for hazardous trades. **Candidates are to be aware that there is an upper age limit set in the recruitment rules for the post of Tradesman Skilled in Naval Dockyard, Mumbai and the same shall be applicable to the ex-Naval Apprentices of Dockyard Apprentice School, Mumbai applying for the post of Tradesman Skilled in Naval Dockyard, Mumbai.**

3.3. **Physical Standards.** Candidates should satisfy the minimum standards of physical fitness as specified in Rule 4 and Schedule II of Apprentices Rules 1992.

3.4. **Previous Training.** Candidates who have already undergone or are currently undergoing Apprenticeship under the Apprentices Act – 1961 in any Govt/ Public Sector/ Private Industrial organisation are not eligible to apply for the current enrolment.

4. **Period of Apprenticeship Training.** Period of Apprenticeship training shall be as per Rule 7 and Schedule I of Apprentices Rules 1992.

5. **Payment of Stipend to Apprentices.** The minimum rate of stipend per month payable to apprentices as per Para 5 (i) (1) of The Gazette of India dated 25 Sep 2019 shall be applicable.

6. **Notices to Prospective Candidates.** Changes in schedule of dates, amendment, etc., if any, will be made available on the website <https://applicationportal.in/>

7. **Selection Procedure.** Shortlisting of candidates with valid online applications (meeting all criteria as mentioned at Para 3 above and received as on the closing date of the advertisement) for the written examination will be made trade wise as per extant policies for the number of vacancies indicated at Para 1. The following process will be followed in respect of selection and corresponding merits for Written Exam, Document Verification and Final Call Letter: -

7.1. **Preliminary Merit List.** Candidates with valid application will be placed in a Preliminary Merit List for appearing in the written exam. The Preliminary Merit list will be drawn out Trade and Category wise. Process for drawing out Preliminary Merit list will be as follows: -

7.1.1. **Candidates with ITI Trades.** For ITI trades Preliminary Merit List will be prepared on the basis of their aggregate Percentage (%) of marks obtained in ITI and in 10th standard. In the case of further tie, the candidates' date of birth will be compared, and the elder person will be placed above the others. In case of further ties, (ascending) alphabetical order of the First name followed by the middle name followed by the surname of the candidates (starting from alphabet 'A' to 'Z') will be considered for deciding the order of merit.

7.1.2. **Candidates with Non ITI trades.** For non-ITI trades Preliminary Merit List will be prepared on the basis of their percentage (%) of marks obtained in 8th standard (for Rigger trade) and in 10th standard for Crane Operator Overhead (SI) trade. In the case of tie, the candidates' date of birth will be compared, and the elder person will be placed above the others. In case of further ties, (ascending) alphabetical order of the First name followed by the middle name followed by the surname of the candidates (starting from alphabet 'A' to 'Z') will be considered for deciding the order of merit.

7.1.3. The Preliminary Merit list and list of candidates not qualified for the written exam will uploaded on website <https://applicationportal.in/> after approx. Twenty days from closing of website for online application.

7.2. **Written Exam.** Short listed candidates in the Preliminary Merit List will be issued E – admit card for appearing in written examination via E-mail in the ratio up to 1:20 for every available vacancy in each trade and category. E.g. Say for 10 UR vacancies for Electrician Trade, up to 200 top candidates as per the merit will be called for written examination.

7.3. **Scheme of Written Examination.** Written exam of total 100 Marks will be OMR based and will comprise of Multiple Choice Questions (General Science- 35 Marks, Mathematics – 35 Marks, General Awareness – 30 Marks). There will be no negative marking for wrong answers. Duration of the written exam will be 02 hours.

7.4. **Medium of Written Examination.** The question paper will be bilingual in both English & Hindi.

7.5. **Centre of Examination.** The Centre of examination will be Mumbai only and the exam will be held in **Oct 25**. The exact date, time and venue of written examination would be intimated to candidates through online call letters on their registered email IDs only. Candidates are advised to check their email regularly.

7.6. **Final Merit List.** Final Merit List and Wait List with 20% candidates will be prepared Trade and Category wise based on the marks obtained in the written examination. Subsequently, candidates shortlisted in the Final Merit List would be called for document verification and joining the apprenticeship training on the basis of merit standing (including medical fitness) as promulgated on website <https://applicationportal.in/> and through online communication on their registered email IDs. Candidates are advised to check their email regularly. The

Final Merit list will also be uploaded on website <https://applicationportal.in/> after approx. Thirteen days from the date of written exam.

8. **Medical Examination.** Every candidate shall be medically examined and declared fit as per Rule 4 and Schedule II of Apprentices Rules, 1992 by a **Govt Hospital** and medical fitness certificate provided by Govt. Hospital shall be submitted before being engaged as an apprentice.

9. **Commencement of Training.** 01 December 2025.

10. **Travel/ Expenses.** No travel expenses are admissible for candidates called for Written/ Document Verification.

11. **Boarding/ Lodging.** Candidates called for Written Examination / Document verification are to arrange their own boarding and lodging. No accommodation will be provided to candidate by the Naval Dockyard, Mumbai during the entire selection Process.

12. **Filling up of Online Applications.** Candidates are required to log on to <https://applicationportal.in/> and fill online application. The said website for filling online application will be opened from **the third day (1000 hrs) of publication of notification in Employment News and will remain open till 21 days after date of publication in Employment News (upto 2350 hrs)**. The candidates are also requested to upload following good quality/ readable documents **duly scanned in colour in .pdf format only** in A4 size & file size upto 200 Kb (except for sl 12.1, 12.8 & 12.9 below) for filling up online application:-

12.1. Passport size photo of candidate **in white background** (size 3.5 cm x 4.5 cm, file size upto 200 Kb) in .JPEG/.JPG format.

12.2. SSC/Matriculation (Std 10) marksheet and proof of Date of Birth (Birth Certificate or Aadhaar Card).

12.3. Std 8 marksheet (where applicable).

12.4. ITI marksheet (where applicable).

12.5. Community Certificate [for SC/ST/OBC (with non-creamy layer certificate) only] to be submitted as per extant policies / regulations in vogue.

12.6. Certificate of Physical Disability, if applicable.

12.7. Certificate of son / daughter of Armed Forces Personnel / ex-Servicemen, if applicable.

12.8. Aadhaar / PAN card / Passport of candidate or any other identity proof prescribed by Government from time to time (file size upto 200 Kb) in .JPEG / .JPG format.

12.9. Aadhaar Card of candidate (**Compulsory**) (file size upto 200 Kb) in .JPEG / .JPG format.

12.10. Latest self photograph and photographs of other documents taken from mobile phones/cameras and uploaded are **not acceptable**.

13. **Offer & Acceptance of Employment**. It shall not be obligatory on the part of Naval Dockyard, Mumbai to offer any employment to any apprentice after completion of the training, nor shall it be obligatory for the apprentice to accept any employment, if offered by Naval Dockyard, Mumbai. On successful completion of apprenticeship training, the ex-Naval Apprentices will be eligible to apply for recruitment as Tradesman Skilled in Naval Dockyard, Mumbai, as and when undertaken by Indian Navy in accordance with provisions of extant Recruitment Rules & Orders of Ministry of Defence. However, there is an upper age limit set in the recruitment rules for the post of Tradesman Skilled in Naval Dockyard, Mumbai and the same shall be applicable to the ex-Naval Apprentices of Dockyard Apprentice School, Mumbai applying for the post of Tradesman Skilled in Naval Dockyard, Mumbai.

14. **Medical Treatment**. During the training, the apprentices are entitled for free medical treatment only from Naval Dockyard Dispensary.

15. **General Information**. Applicants are advised to note the following instructions carefully: -

15.1. Candidates are to **apply online only** through **<https://applicationportal.in/>**. No physical forms would be accepted.

15.2. Candidates are not required to pay any fee for the examination/ online applications.

15.3. Mere submission of online application form, receipt of 'acknowledgement', receipt of admit card and appearance in examination does not guarantee enrolment for Designated Trades apprenticeship training. The selection of candidates will be made based on merit position considering available vacancies category-wise, scrutiny of original credentials, clear police verification report & medical test etc.

15.4. Candidates are not required to send hard copy of application & admit card to Naval Dockyard. The same are to be retained by the candidates and produced at the time of document verification.

15.5. Candidates are required to check with the website **<https://applicationportal.in/>** for submitting online applications and for any updates & changes.

15.6. Candidates are required to give their personal valid mobile number and email ID for receiving periodical notices/updates.

15.7. Canvassing of any kind will disqualify the candidate. Selection process will be done strictly on merit. Candidates are advised not to fall prey to any unscrupulous elements.

15.8. Candidates will be permitted to enter the examination hall **only** with **valid Admit Card** downloaded from the website <https://applicationportal.in/> and printed by candidate, bearing **clear Photograph and signature** with **Aadhar card (with latest photograph)**. In case of any mismatch of details in admit card and Aadhar card, candidate will not be permitted for the written examination. While uploading documents, candidates are advised to ensure that their clear Photograph and signature have been uploaded for printing on the Admit Card.

15.9. The candidates must not attempt impersonation or take help of any impersonator at any stage of the selection process or try to copy from neighboring candidates, books and use of any electronic gadgets.

15.10. Any material suppression of facts or submitting forged certificates shall lead to rejection of candidature at any stage of the selection process.

15.11. If any candidate is found using any type of unfair means during the examination, the candidate shall be summarily debarred and shall not be allowed to appear in any examination/ written test conducted by Indian Navy in the future.

15.12. Decision of Admiral Superintendent, Naval Dockyard, Mumbai in all matters relating to the eligibility, acceptance/ rejection of any application, allotment of language, examination centre etc. will be final and binding on the candidate and no inquiry/ correspondence shall be entertained in this regard.

15.13. Any subsequent changes in the terms and conditions of the engagement of Designated Trade Apprentices as per the extant rules will stand good. Indian Navy reserves the right to incorporate any subsequent changes/ modifications/ additions in the terms & conditions under this advertisement notice as necessitated and applicable. Corrigendum, if any, will be published on the website <https://applicationportal.in/>.

15.14. Candidates applying for the written examination should ensure that they fulfill all the eligibility criteria for admission for the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification of documents, at any time before or after the written examination, it is found that the candidate does not fulfill any of the eligibility conditions, his/ her candidature for the examination shall be cancelled by Indian Navy/ Admiral Superintendent, Naval Dockyard, Mumbai.

15.15. **Queries/ Grievances**. Queries/ Grievances, if any, regarding Preliminary Merit List or Final Merit List shall be forwarded on Help desk email Id **navaldockyard2025@gmail.com** within seven days of uploading of Preliminary Merit List and Final Merit on website <https://applicationportal.in/>. No queries/ grievance pertaining to Preliminary Merit List will be accepted after seven days of uploading of Preliminary Merit List and no queries/ grievance pertaining to Final Merit List will be accepted after seven days of uploading of Final Merit List.

16. **Rejection of Candidature**. Candidates are requested to read all instructions carefully & thoroughly before applying online. Their applications/ candidature is likely to be rejected on one or more of the following reasons: -

- 16.1. Incomplete application.
- 16.2. Does not possess the prescribed qualification to undergo the Designated Trade Apprenticeship at Naval Dockyard, Mumbai on the closing date of online application.
- 16.3. Under aged or Date of Birth not filled or wrongly filled.
- 16.4. Double or multiple applications submitted.
- 16.5. Application without clear photograph, photograph with cap/wearing goggles, disfigured, unrecognizable or unclear or unidentifiable photo.
- 16.6. Any other irregularities which may render the candidature of applicant invalid by Admiral Superintendent, Naval Dockyard, Mumbai.
- 16.7. Mismatch of name, father's name and Date of Birth in online application form with the Class 10/ ITI certificate.
- 16.8. Irrelevance between the applied trade and the ITI trade certificate.
- 16.9. Incorrect Aadhaar Card details provided.
- 16.10. Unclear/ unreadable documents uploaded on website along with online applications.

FOR ANY GRIEVANCE/ ASSISTANCE, CANDIDATE MAY E-MAIL/ CONTACT AT

E-mail: navaldockyard2025@gmail.com

Helpdesk Number – 9354081956