



## BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION)



(An Autonomous Body under Ministry of Human Resource Development, Department of Higher Education, Govt. of India, 4<sup>th</sup> Cross Road, C I T Campus, Taramani, CHENNAI -113 Ph:044-2254 1292 / 2254 2236, Web site: [www.boatsr-apprentice.tn.nic.in](http://www.boatsr-apprentice.tn.nic.in)  
Web Portal: [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)

### Applications for the Post of Administrative Cum Accounts Officer

Board of Apprenticeship Training (SR) herein after referred as “BOAT(SR)” is an autonomous organization, under the Ministry of Human Resource Development, Department of Higher Education, Govt. of India. BOAT(SR) is implementing the Apprenticeship training scheme under the Apprentices Act (Amendment 1973 & 1986) for providing skill training to graduate / diploma holders in engineering / technology in the States of Andhra Pradesh, Telangana, Karnataka, Kerala, Tamil Nadu and Union Territory of Puducherry & Lakshadweep. Applications are invited for the under mentioned Post from eligible candidates.

Name of Post : Administrative Cum Accounts Officer - 1 Post

Classification of Post : Group “A”

Category : Unreserved (UR) – 01

Pay Scale : Pay Band 3, Rs.15600-39100/- with Grade Pay Rs.5400/-  
( as per 6<sup>th</sup> Pay Commission)

QUALIFICATIONS: :

a. Essential

At least a second class Bachelor's Degree in Arts, Science or Commerce.

2) A Pass in CA, ICWA or SAS Exam of the India Audit & Accounts\*

3) At least 5 years' experience in a responsible supervisory post in a Govt. Dept. / Autonomous Organizations.

\* Candidates who have passed SAS / JAO or equivalent examination under organized Accounting Services of Civil / P&T / Railway and defence will also be considered.

b. Desirable

: i) Experience in procurement through GeM (Government e- Marketplace) and CPPP (Central Public Procurement Portal )

**ii) Experience in PFMS (Public Financial Management System)**

**iii) Experience in ERP online transactions**

**c. Age Limit : 45 years maximum – Relaxation in case of SC / ST / OBC / PwD is according to Government of India norms**

**d. Period of Probation : One year**

**Job Description, Roles and Responsibilities to Administrative-Cum-Accounts Officer:**

- A. To assist the Director of Training in
- i. Administration of the Secretariat of the Board. Supervision of the work of the Staff by even distribution of work amongst staff and proper assistance and guidance to them.
  - ii. To ensure prompt disposal of administrative work through timely replies to correspondence, processing of papers and cases, preparation of statements and returns
  - iii. To prepare agenda and other papers, reports etc., connected with the Board's work and ensure periodical returns to the Ministry, Regional Office and other local bodies.
  - iv. To co-ordinate the work of all assistants and dealing hands, ensure maintenance of all correspondence in classified files and consultation of them before disposing cases.
  - v. To ensure proper maintenance of all Diaries, Registers, Secret and Confidential reports and personal files, office orders, etc.,
  - vi. To arrange for recruitment of staff as and when vacancy arises.
- B. i. To look after all the accounting work connected with the establishment and stipendiary accounts of the Board and other accounts of the Board.
- ii. To prepare the Budget Estimates for the Establishment and Stipendiary Fund and also present Revised Estimates, Balance Sheets, Income & Expenditure Statements, etc.
  - iii. To prepare monthly Statement of Accounts of Stipendiary and Establishment funds and other returns as required by the Board and the Ministry.
  - iv. To exercise control over expenditure depending on the Budget and supervise maintenance of proper accounts of Stipend fund and Establishment funds by maintaining proper records, ledgers and knowledge in handling PFMS (Public Financial Management System)
  - v. To maintain records of outstanding accounts and arrange for payment of money to the establishment and others
  - vi. To prepare statistical returns of matters relating to the administration of accounts of the Board.
  - vii. To get the books of accounts audited by the auditors appointed for the purpose.
  - viii. To carry out stipend reimbursement procedures using online National Web Portal [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)

C. His other duties will include:

- i. Maintenance of office furniture, office equipment's and other capital assets.
- ii. Maintenance of the buildings of the Board.
- iii. To co-ordinate the work of all others.
- iv. To ensure proper up-keep of the office, staff car and buildings and to keep them clean and tidy.
- v. To ensure maintenance of discipline and order of the office.
- vi. To Coordinate procurement of items through GeM (Government e-Marketplace) and CPPP (Central Procurement Portal)

### **Terms & Conditions:**

- 1) Candidates working in Central and State Government Departments, Public Sector Undertakings of Central / State, Autonomous body of Central / State including the internal candidates of BoAT(SR) shall send their applications through proper channel along with Vigilance Clearance Certificate & No Objection Certificate (NOC) from Head of the organization that no case / penalty is pending / imposed as per CCS (CCA) Rules 1965 along with attested copies of APARs for immediate last 3 years.
- 2) The applicant must ensure whether he /she fulfils all the eligibility conditions for the post applied. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview / selection.
- 3) Candidates with requisite qualifications acquired from recognized Universities / Institutions only need to apply.
- 4) At any stage of the selection process or later, if it is found the candidate has misrepresented / furnished false information, his / her candidature is liable for cancellation / rejection even after appointment.
- 5) In case of any dispute / ambiguity that may occur in the process of selection, the decision of Chairman of BoAT(SR) shall be final and binding.
- 6) The Director, BoAT(SR) reserves the right to cancel / reject / any / all applications without notice assigning any reason.
- 7) No TA / DA will be paid for attending interview.
- 8) Canvassing in any form will disqualify the candidature.

### **How to Apply:**

- I) Applications with complete details supported by self-attested copies of certificates regarding age, qualifications, experience, community in the case of SC/ST/OBC/PwD candidates with all other relevant supporting documents shall be sent along with filled application enclosing, a crossed Demand Draft for Rs.500/- (Rupees Five hundred only) drawn in favour of the “**Director, Board of Apprenticeship Training (Southern Region) payable at Chennai.**
- II) No application Fee in the case of SC/ST/PwD candidates. For this self-attested photocopy of supporting documents are need to be enclosed along with application.
- III) **Application duly superscribing the envelope “Application for the post of ‘Administrative Cum Accounts Officer, BOAT (SR)’ shall be sent only to given below address to reach on or before 5.00 PM on 27<sup>th</sup> August 2018 Applications received after the last date or incomplete in any respect will be rejected and no further correspondence will be entertained.**

### **Abbreviations:**

**SC:** Scheduled Caste, **ST:** Scheduled Tribe, **OBC:** Other Backward Class, **PwD:** Person with Disability, **CCS / (CCA):** Central Civil Services (Classification, Control and Appeal) Rules, **APAR:** Annual Performance Appraisal Report, **TA/ DA:** Travelling Allowance / Daily Allowance, **NWP:** National Web Portal, **IT:** Information Technology, **MIS:** Management Information System, **BOATs’:** Board of Apprenticeship Training, **PwD:** Physical with Disabilities.

### **Address for Sending Application: The Director**

### **Board of Apprenticeship Training (SR)**

(An autonomous Organisation under Ministry of Human Resource Development,  
Department of Higher Education, Govt. of India)

**4<sup>th</sup> Cross Road, C I T Campus,  
Taramani, Chennai – 600 113**



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(SOUTHERN REGION)**



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Taramani, Chennai – 600 113

Ph: 044-22541292 / 22542236

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**APPLICATION FORM FOR THE POST OF  
“ADMINISTRATIVE CUM ACCOUNTS OFFICER”  
BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION), CHENNAI**

1. Name (in capitals): \_\_\_\_\_

(First Name) (Last Name)

2. Date of Birth: ( \_ \_ / \_ \_ / \_ \_ \_ \_ )

(dd/mm/yyyy)

3. Age as on: \_\_\_\_\_

4. Name of Mother/  
Father/Husband: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Religion: \_\_\_\_\_

7. Gender (Tick): Male ( ) / Female ( ) / Third gender ( )

8. (a) Community (Tick): General ( ) / OBC ( ) / SC ( ) / ST ( )

(b) Whether PwD (Tick): Yes ( ) No ( )

(c) Whether Ex-serviceman (Tick): Yes ( ) No ( )

If Yes, mention length of service.....in years

9. Marital Status (Tick): Married ( ) / Single ( )

10. Language Known:

11. Address:

a) Communication:

b) Permanent:

Door No: \_\_\_\_\_  
Street : \_\_\_\_\_  
Locality: \_\_\_\_\_  
Village/City: \_\_\_\_\_  
State: \_\_\_\_\_  
Pincode: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile: \_\_\_\_\_

Door No: \_\_\_\_\_  
Street : \_\_\_\_\_  
Locality: \_\_\_\_\_  
Village/City: \_\_\_\_\_  
State: \_\_\_\_\_  
Pincode: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile: \_\_\_\_\_

Latest Passport  
Size Photo to be  
affixed here

12. Educational Qualification: (Start with the most recent education qualification upto SSLC)

S.No	Examination Passed	Month & Year of Passing	University/Board/School	% of Marks or CGPA	Remarks
1.					
2.					
3.					
4.					
5.					

<Attach separately if required>

13. Work Experience: (Start from present employment)

S. No	Name of Organization	Designation	Duties performed shall be given in a separate sheet not exceeding 150 words	Date of Joining	Scale of Pay /Grade Pay	Date of Leaving	Reason for Leaving
1.							
2.							
3.							
4.							
5.							

<Attach separately if required>

14. Major Career Achievements: (Please write maximum of 150 words):

<Attach separately if required>

15. How do you justify that you are most preferred candidate for the post? (Please write maximum of 250 words)

<Attach separately if required>

16. Details of Training Program's attended:

S.No	Nature of Training	Place of Training	Period of Training	
			From	To

<Attach separately if required>

17. Whether any criminal / legal cases are pending against you  
 Yes ( ) No ( ) If yes mention the details.....

18. Membership in Professional Bodies:

1.	
2.	
3.	
4.	
5.	

<Attach separately if required>

19. Please give Names of two referrals with address, email & contact number:

Name: _____ Designation: _____ Organization: _____ Address: _____ _____ Email: _____ Mobile: _____	Name: _____ Designation: _____ Organization: _____ Address: _____ _____ Email: _____ Mobile: _____
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20. Any other information you would like to share: (Please write within the space given below)

21. Details of Application Fee (Demand Draft):

Name of the Bank: \_\_\_\_\_  
DD Number & Date: \_\_\_\_\_  
Amount Rs: \_\_\_\_\_

22. List of Enclosure's;

S.No	Name of Document	Reference Number
1		
2		
3		
4		
5		

<Attach separately if required>

23. Declaration:

I hereby declare that all the above particulars furnished by me are true and complete to the best of my knowledge and belief. I understand if any particulars are found to be false at a later date, my candidature shall be liable to be cancelled without assigning any reason. I have read the job description, roles and responsibilities of the post and term & conditions.

**Date:** \_\_ / \_\_ / \_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Applicant**

<Name>