



Government of India | Department of Atomic Energy

# Raja Ramanna Centre for Advanced Technology

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## Trade Apprenticeship Scheme at RRCAT (TASAR)

### Advertisement

Government of India  
Department of Atomic Energy  
Raja Ramanna Centre for Advanced Technology  
Indore, Madhya Pradesh

**Advertisement No. RRCAT-1/2024**  
**Trade Apprenticeship Scheme at RRCAT (TASAR)**  
**Engagement of Trade Apprentices under Apprentices Act 1961**

[हिंदी रूपांतरण](#)**Date: 26 June, 2024**

### Advertisement Detail:

- Applications are invited for engagement of **21** numbers of Trade Apprentices in **Secretarial Assistant trade** and **stenographer (Hindi)** trade 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 **23/08/2024** and the **duration of the apprenticeship is 1 year**. The trade apprenticeship scheme at RRCAT is a part of National Apprenticeship Promotion Scheme (NAPS).
- Facility for submission of online application will be available from **1000 hours of 26/06/2024 to 1500 hours of 25/07/2024 on RRCAT Apprenticeship Portal**.
- 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.
- 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 21 training places, 3 are reserved for SC, 4 are reserved for ST and 3 are reserved for OBC (non-creamy layer only)**.
- 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.
- 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. Age Limits:** The age of the candidate shall be in the range 18 to 22 years as on the date of commencement of apprenticeship i.e. the date of birth of the candidates shall be from 23/08/2002 to 22/08/2006.

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

**9. Apprentice Registration:** 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. List of trades, vacancies and minimum qualification**

S.No.	Designated Trade	Vacancies	Qualification – Passed ITI in the trade of
1.	Secretarial Assistant	20	"Stenographer & secretarial assistant (English)" OR "Secretarial Practice (English)" OR Stenographer (English)
2.	Stenographer (Hindi)	1	"Stenographer & Secretarial Assistant (Hindi)" OR "Stenographer (Hindi)"

**11. Application process:**

a. Candidates shall register themselves at NAPS apprenticeship portal <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 exactly as it is given in their Aadhaar card. Candidate must also ensure that same name and date of birth is provided while registering himself / herself on 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. All semester or all year ITI mark sheet and NCVT/SCVT 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 safely 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 2019 or after 2019. Candidates who passed out ITI in 2018 or before are not eligible to apply.**
- b. RRCAT reserves the right to increase the number of training places up to 50% of the originally specified training places 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.
- c. Candidates must have passed the 10<sup>th</sup> class board examination prior to taking admission in ITIs and secured a minimum of 40% in aggregate in 10<sup>th</sup> class board examination.
- d. 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.
- e. The merit list will be displayed on RRCAT Apprenticeship Portal on **01/08/2024**
- f. Candidates appearing on the merit list shall confirm on or before **07/08/2024** 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 they 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.**
- g. A final merit list will be published on the RRCAT Apprenticeship Portal on **09/08/2024** based on the confirmations received and number of training places.
- h. Candidates appearing on the final merit list shall appear for document verification personally at RRCAT at 1000 hours on **19/08/2024**. Following documents will be physically verified:
- i. 10<sup>th</sup> standard board examination mark sheet and certificate
  - ii. ITI mark sheet and 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.
- i. 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, on the spot.
- j. Medical examination of candidates will be conducted immediately after all documents are physically verified.
- k. Candidates, declared medically fit, must report at RRCAT and join the apprenticeship programme on **23/08/2024**; 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.
- l. 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.
- m. 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 **23/08/2024**.
- n. **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. The engagement and training are strictly in compliance with the provisions of the Apprentices Act 1961 and Apprenticeship Rules 1992.
- e. **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.
- f. **Those who have already attended the trade apprenticeship training elsewhere will not be considered for apprenticeship in the same trade.**
- g. 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.
- h. 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. Hotel and electricity charges are subject to revision and will be deducted from the monthly stipend of the apprentice availing hostel facility.
- i. Apprentices will have to make their own transport arrangements.
- j. 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.

- k. The medium of instruction will be Hindi / English. Commonly used technical terminologies will be utilized during instructions irrespective of the medium of instruction.
- l. 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.
- m. 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"
- n. 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.
- o. 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.
- p. 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.
- q. After successful completion of the apprenticeship, apprentices will be awarded National Apprenticeship Certificate issued online by Controller of Examination (DGT) through apprenticeship portal.
- r. **For any queries or clarifications send email to [tasar@rrcat.gov.in](mailto:tasar@rrcat.gov.in)**

#### 14. Summary of Important Dates:

S.No.	Description	Start Date	End Date
A.	Date of Birth	23/08/2002	22/08/2006
B.	Online application by candidates	26/06/2024 (1000 hours)	25/07/2024 (1500 hours)
C.	Declaration of merit list	01/08/2024	-
D.	Confirmation by shortlisted candidates	01/08/2024	07/08/2024
E.	Declaration of final merit list	09/08/2024	-
F.	Reporting for document verification	19/08/2024	-
G.	Document verification and medical examination	19/08/2024	21/08/2024
H.	Apprenticeship period	23/08/2024	22/08/2025

**Assistant Personnel Officer (R)**

## USER GUIDE for Filling Online Application Form for TASAR

### 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](mailto:tasar@rrcat.gov.in)  
किसी भी प्रश्न के लिए [tasar@rrcat.gov.in](mailto:tasar@rrcat.gov.in) पर मेल भेजें**

**[Click Here To Apply Online For TASAR-2024](#)**

**Last date for online submission against ADVERTISEMENT NO. RRCAT-1/2024 (TASAR-2024) is upto 1500 hours of 25/07/2024.**

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