

**BOARD OF APPRENTICESHIP TRAINING (NORTHERN REGION)**  
(An Autonomous Body under Ministry of H.R.D., Deptt. of Higher Education, Govt. of India)  
16, Block-1A, Lakhanpur, Kanpur-208024(UP).

Website:www.boatnr.org

Advertisement No.2/BOAT(NR)

Applications are invited for the following temporary posts (likely to be permanent) on prescribed application format with recent photograph from the eligible and willing candidates for appointment at its Delhi / Kanpur office or anywhere in India. **Applicants already in employment of Govt./Semi-Govt./Autonomous Bodies, Central/State Government must submit their application through proper channel.**

Sl. No.	Name & number of the Posts	Pay Scale	Qualification	Category	Age Limit
1.	<b>Administrative -cum- Accounts Officer-(01) (One Post)</b>	Rs.15600-39100 (PB-3)+GP Rs.5400/- + other allowances (as per 6 <sup>th</sup> CPC)	<p><b>Essential:</b></p> <p>(a) Atleast Second Class Bachelor's Degree in Arts, Science or Commerce.</p> <p>(b) passed in C.A., I.C.W.A. or S.A.S. Exam. Of the Indian Audit Accounts Deptt. and</p> <p>(c) At least <b>5 years experience</b> in a responsible supervisory position in a Govt. Department/Autonomous organization.</p> <p><b>Desirable:</b></p> <p>(a) Knowledge of Central Govt. Rules &amp; Regulations relating to Accounts, Budgeting, Staff Matters etc.</p> <p>(b) Knowledge of Administrative procedures in a Govt. Departments or Autonomous organization.</p>	General (Unreserved)	45 years (Maximum)  [Upper age limit may be relaxed for deserving candidate]
2.	<b>Assistant – (02) (Two posts)</b>	Rs.5200-20200 (PB-1) + GP Rs. 2800/- + other allowances (as per 6 <sup>th</sup> CPC)	<p><b>Essential:</b></p> <p>Passed Second class Bachelor's degree in Arts, Science or Commerce.</p> <p>At least 8 years experience in Technical Education Administration/ compiling of data on technical personnel in a Govt. Department/ autonomous organization.</p> <p><b>Desirable :</b></p> <p>Should have proficiency in computer application through software.</p>	General (Unreserved)	35 Yrs. (Maximum)
3.	<b>Junior Stenographer - (01) (One post)</b>	Rs.5200-20200 (PB-1)+ GP Rs. 2400/- + other allowances (as per 6 <sup>th</sup> CPC)	<p><b>Essential:</b></p> <p>Passed Matriculation or Equivalent, Shorthand speed 100 W.P.M in English and Typing speed - 40 W.P.M. on computer.</p> <p><b>Desirable :</b></p> <p>Graduation in Art/Commerce/ Science with Capability of taking Hindi dictation and Hindi typing. Person working in Govt. Deptt./Autonomous Organisation will be preferred</p>	Reserved for OBC	30 Yrs. (Maximum) 3 yrs. Age relaxation in upper age limit for OBC candidate
4.	<b>Upper Division Clerk – (01) (one post)</b>	Rs.5200-20200 (PB-1) + GP Rs. 2400/- + other allowances (as per 6 <sup>th</sup> CPC)	<p><b>Essential:</b></p> <p>Graduation in Art/Commerce/ Science, working knowledge in Hindi</p> <p><b>Desirable :</b></p> <p>Knowledge of Typing on computer. 5 yrs. Experience in Govt. or non-Govt. office.</p>	General (Unreserved)	32 Yrs. Maximum

**Instructions :**

1. The cutoff date for determination of **age is 01.09.2014**. Last date for receipt of application is 30 days from the date of publication of this advertisement in the employment news. Please apply alongwith self attested photo copies of certificates
2. **IPO/DD of Rs.100/- (non refundable) for general candidate applying for the post of Administrative -cum- Accounts Officer** should be accompanied with application in favour of "**Director, Board of Apprenticeship Training (NR), Kanpur**". **No IPO/DD is required for SC/ST/PH candidates.**
3. Age relaxation to SC/ST/PH candidates will be given as per Govt. Rules.
4. In case of OBC, the caste certificate, interalia must specify that the candidate does not belong to "creamy Layer." Form of certificate to be produced by other backward classes applying for appointment to posts under the Government of India as per DOPT OM No.36033/28194 dated 02.07.1997.
5. Form of declaration to be submitted by OBC candidates in addition to Community Certificate..
6. Application Format and Forms at Sl. no.1 to 4 can also be downloaded from the Board's **Website: [www.boatnr.org](http://www.boatnr.org)**.
7. Number of vacancies is subject to change at the discretion of competent authority without intimation and without assigning any reason thereof, at any time during the course of recruitment.
8. The incumbent appointed will be governed by new pension scheme effective from 01.01.2004.
9. Board reserves its right to withdraw or cancel the above advertisement in part or full.

**DIRECTOR**

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