

Metro Railway  
METRO RAIL BHAVAN  
33/1, J.L. Nehru Road,  
Kolkata -700 071

Notice No. 01/24 /Metro Railway/Kolkata

Date: 05.12.2023

Closing Date: 04.01.2024

Time: 18-00 hrs.

Sub: Engagement of Act Apprentices having Matriculate (in 10+2 system) with ITI (NCVT) passed candidates in Metro Railway, Kolkata under the Apprenticeship Act, 1961 & Apprenticeship Rules, 1962 for the year 2024-25.

1. Applications are invited in the prescribed format from the candidates fulfilling the following conditions for engagement of 129 numbers of Act apprentices for imparting training only under the Apprenticeship Act, 1961 and Apprentices Rules, 1962.
2. Apprentices will be engaged in the following trades:

Sl. No	Trade	No of Slots	Breakup The Slots					
			UR	SC	ST	OBC	PH	Ex-Serviceman
1	Fitter	83	34	12	06	22	03	06
2	Electrician	28	13	04	02	08	01	00
3	Machinist	09	05	01	01	02	00	00
4	Welder	09	05	01	01	02	00	00
	Total	129	57	18	10	34	04	06

If no suitable OBC candidates are available, seats/trades will be filled up by un-reserved candidates.

For physically Handicapped Persons, only Cerebral palsy having 40% or more in the relevant disability and hearing handicapped having loss of 60 decibels or more in the better ear in the conversational range of frequency are eligible to apply,

### **3. EX-SERVICEMEN**

An. Ex-servicemen candidate selected under the reservation provided for them is to be placed in the appropriate category viz. UR/SC/ST/OBC to which he belongs.

Reservations for Ex-servicemen, their children and children of Armed force personnel will be engaged for Apprenticeship as per details mentioned below:-

- a) Children of deceased/Disabled Ex-Servicemen including those killed/disabled during peace time.
- b) Children of Ex-Servicemen c) Children of Serving Jawans .d) Children of serving officer.
- e) Ex-Servicemen.

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4. **Qualification:-** Matriculation (matriculate or 10<sup>th</sup> class in 10+2 examination system) with minimum 50% marks on average excluding optional/additional subject and having I.T.I. certificate affiliated to NCVT compulsory in relevant trade. Copies of all certificates viz. proof of date of birth, educational/technical qualification Certificate, Caste Certificate, PH certificate, Ex-serviceman certificate, OBC certificate/Creamy Layer certificate etc. duly attested by a Gazetted Officer of Central or State Govt. and must bear office seal and name of attesting officer should be submitted along with the application. No extra weightage will be granted to candidates having higher educational qualification. Candidate without ITI (without NCVT) need not apply.

Note: Candidates of other Trades need not apply.

5. **AGE**

- (a) The candidates should have minimum age 15 years and within 24 years of age as on 01.01.2024
- (b) Upper age limit is relaxable by 5 years in case of SC/ST candidates.
- (c) Upper age limit is relaxable by 3 years in case of OBC candidates.
- (d) For Physically Handicapped Person:-Upper age limit is relaxable by 10 years for UR/ for SC & ST 15 years and 13 years for OBC.
- (e) The upper age limit is relaxable for ex-servicemen up to the extent of service rendered in defence forces plus 3 years maximum up to 40 years provided they have put in a minimum of six months service at the stretch. Ex-servicemen who have already joined the Govt. Service on Civil side after availing of other benefits given to them as ex-servicemen for further employment cannot claim ex-servicemen status for the purpose of their engagement. Such a person will be deemed to be Civil employee and will accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to Civil employees in the normal course in accordance with existing instructions in this regard subject to his fulfilment of conditions governing the grant of such benefit. They are required to attach a certificate issued by Military Authority indicating their date of enrolment and date of discharge, ex-servicemen are required to clearly indicate all required particulars including Community in the application form and enclose all documentary proof including Community Certificate in the Prescribed Format as required. However, regardless of Community, Ex-servicemen will be considered against the Ex-servicemen Quota, if available. If UR vacancies are not available then only Ex-servicemen belonging to those particular Communities where vacancies are available will be considered against the Ex-servicemen Quota.

6. Training period: As per directives of RDAT/Kolkata.

7. Stipend: Stipend will be paid as per extant Rules.

8. **How to Apply:-**

\*\* Before apply candidates must register their names at [apprenticeshipindia.org](http://apprenticeshipindia.org) the application form & Call Letter as per attached format must be submitted in foolscap paper/A4 size duly filled in all the columns in all respect by the candidate himself in his/her own handwriting with ball point pen to be addressed to Dy.CPO, Metro Railway,

Metro Rail Bhavan, 33/1, J.L. Nehru Road, Kolkata-700071 in closed envelope superscribed as "Application for Metro Railway" against Notice No. 01/24/Metro Railway/Kolkata dated 05.12.2023 for engagement of Act Apprentices by enclosing the following:-

- i) 02 (Two) self addressed envelope of 11"x5" with postal stamp of Rs. 5/- (exemption for SC/ST/PH candidates).
- ii) A Crossed Indian Postal Order of Rs. 100/- (rupees One hundred only) as a processing fee **in favour of PFA, Metro Railway, Kolkata payable to GPO/Kolkata** which is not refundable or transferable under any circumstances (the Postal Order before the date of issue of Notification and after closing date will not be accepted and as such application form will be rejected and amount forfeited).
- iii) No postal order is required for SC/ST, PHP/Women/Minorities & Economically backward candidates as per extant rule.
- iv) Self declaration for waiver of fee for Minority candidates to be submitted as per Annexure- A and proforma for income certificate for economically backward classes to be submitted as per Annexure -B.
- v) Two recent passport size photographs duly signed by the applicant, one of which should be pasted on application form in the space provided for and another should be pasted on the CALL LETTER-CUM-ADMIT CARD in the space provided. Both the photographs are required to be attested by Gazetted Officer.
- vi) Before applying the candidates should ensure that he/she fulfils the eligibility and other criteria, and if erroneously engaged, such candidates shall be summarily dismissed without notice at any stage of engagement.
- vii) All columns should be filled up properly. No column should be left blank otherwise the candidature will be cancelled. Application having Blurred LTI will be cancelled.

**9. Regarding Creamy Layer Certificate:-**

- a. Current Creamy layer certificate from OBC candidates: The OBC candidates should also enclose attested photocopy of current creamy layer certificate for the Govt. of India issued by the competent authority in the prescribed format for Central Govt. Service which is of the preceding one year.
- b. The Competent Authorities for issue of Creamy layer certificate and SC/ST/OBC are:
  - i) District Magistrate/Addl. Magistrate/Collector/Dy. Commissioner/Addl. Deputy Commissioner/Dy. Collector/1<sup>st</sup> Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Asstt. Commissioner (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).
  - ii) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
  - iii) Revenue Officer not below the rank of Tahsildar.
  - iv) Sub-Divisional Officer of the area where the candidate and or his/her family resides.
- c. In case of SC/ST/OBC Candidate, certificate from the appropriate/competent authority authorized to issue should be submitted in the format prescribed by the Govt. of India (Annexure- 'C' for SC/ST, Annexure- 'D' for OBC) with due attestation from Gazetted Officer.

**10. THE LAST DATE OF RECEIPT OF APPLICATIONS ON 04.01.2024.**

11. Application and Call Letter as per the format must be submitted in foolscap paper duly filled in all respect by the candidate in his/her own handwriting with ball point pen and addressed to the **Dy. Chief Personnel Officer**, Metro Railway/ Kolkata, Metro Rail Bhavan, 33/1, J.L.Nehru Road, Kolkata- 700071 and send by post or should be dropped in the box kept in front of PRO Office, Metro Rail Bhavan, Ground floor, 33/1, J.L.Nehru Road, Kolkata- 700071 from 10:00 hrs. to 18:00 hrs. except Saturday, Sunday & Holiday latest by 04.01.2024. The Box will be finally withdrawn at 18:00 hrs on 04.01.2024.
12. Name and address of the candidates should be legibly filled on the CALL LETTER with a recent passport size photograph of the candidate duly signed and attested by a Gazetted Officer affixed on the space provided in the format of the Call Letter as per specimen enclosed. The Call Letter should be sent along with the application form.
13. No column of the application form should be left blank or incomplete application or over writing/erasing in the application or without IPO (where applicable) or not supported by attested copies of certificates, improper cast certificate. Improper PH certificate, improper Ex-Servicemen certificate, improper Creamy layer certificate or without L.T.I. Or Blurred L.T.I. etc. will be rejected.
14. If it is noticed by the Railway Administration that the applicant have furnished wrong information/fake certificates, the Railway Administration reserves the right to discharge the candidate(s)/selected candidate(s) at any stage without notice and to recover the stipend amount paid to them under the provisions of Indemnity Bond without prior information. FIR will be lodged for submitting false/forged certificates & for furnishing wrong/false information or documents in support of their consideration.
15. The Railway Administration does not undertake any responsibility for sending reply to the candidates not selected or not called for. No correspondence in regard to the application shall be entertained to any individual or organization.
16. The Railway administration also reserves the right to change all the conditions in respect of admission, applicant's eligibilities, candidature, acceptance or rejection of applications, toward punishment for giving wrong documents or information and to change/modify the admission procedure. No enquiry or correspondence in this regard will be entertained and it will not be challenged in any court.
17. The Railway Administration also reserves the right to increase/decrease the number of seats for imparting training or to cancel this notification.
18. The Railway Administration will not be responsible for any kind of printing mistake/error.
19. Canvassing in any manner will be disqualification of the candidate.
20. Application received after closing date and time will not be entertained & the application will be treated as cancelled. Candidates should sent their application sufficiently in advance before the closing date & time to Dy. CPO, Metro Railway/ Kolkata ,Metro Rail Bhavan,33/1 J. L. Nehru Road,Kolkata-700071.

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21. The railway administration will not be responsible for any postal delay / wrong delivery whatsoever at any stage of Act Apprentice engagement process.
22. The application will be treated as cancelled in the event of any of the following:-
- i) Incomplete application & discrepancies found in the application & photocopy of all documents attached in the application without attestation from the proper authority.
  - ii) Erasing marks in the mark sheet or in certificate etc. Attached with the application & if not both side Photocopy where required.
  - iii) Any discrepancies in the caste certificate.
  - iv) Application submitted without postal order/less value/Postal Order purchased before the date of notification.
  - v) Application submitted with Bank Draft.
  - vi) Signature in Block Letter & submitted without signature and date.
  - vii) Application without personal marks of identification.
  - viii) Application if Blurred/Smudge LTI.
  - ix) Photo without signature of all candidates and not attested by the Gazetted Officer.
  - x) Application if not filled up by the candidate in his/her own handwriting.
  - xi) If the Qualification (Education & Technical) without having pass Certificate.

&

On other various valid grounds.

**23. Mode of Selection:-**

- a) Engagement of Act Apprentices will be done only on the basis of marks obtained in the Matriculation examination or 10<sup>th</sup> Class in the 10+2 Examination System and minimum marks eligibility shall be kept at 50% in aggregate (Excluding OPTIONAL/ADDITIONAL SUBJECT) **and having ITI pass certificate is compulsory**. No extra weightage shall be granted to candidates having higher education.

Candidates equal to 1.25 times of the number of slots for Act Apprentices shall be called for verification of original testimonials and their physical fitness.

- b) A final merit list will be prepared equal to the number of slot in the descending order of percentage of marks obtained by the candidate in the Matriculate/10<sup>th</sup> Class in 10+2 examination system.
- c) Candidates finally enlisted should be engaged subject to found fit in appropriate Medical Examination by Railways as applicable.
- d) No daily allowance/conveyance allowance or travelling allowance will be paid to the candidate who will be called for verification.
- e) No hostel accommodation will be provided and selected candidates will have to make their own arrangement during their training as per Apprentice Act,1961 and they will be released on completion of the training.

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24. This training is being given under statutory obligation of the Apprentice Act, 1961. After passing the course of act Apprentice there will be **"NO GUARANTEE FOR THEIR EMPLOYMENT ON THE RAILWAY"**.

25. Agreement of training:- Before Commencement of the Apprenticeship training in the designated trade, the selected candidate or, if he/she is a minor, his/her guardian has to enter into a contract of apprenticeship with employer.

26. Medical Fitness :-Selected candidates will be engaged in the Apprenticeship subject to the Medical Fitness to be certified by a Railway Doctor.

27. The decision of the administration in regard to acceptance or otherwise of any application even without assigning any reason or regard to selection of candidates & the training will be final.

For Principal Chief Personnel Officer  
Metro Railway ,Kolkata



10. State of Domicile:

11. (A) Education qualification (please write clearly)

Exam passed with year	Name of the Institute/ Board	Full Marks	Total Marks Obtained	%age in aggregate (Excluding Optional/Additional subject)

(B) Technical qualification (please write clearly)

Name of the Trade (ITI Affiliated with NCVT)	Name of the Institute/ Board	Full Marks	Total Marks Obtained	Year of Passing

12. Personal marks of identification:

1.	
2.	

13. Particulars of Postal Order:-

Name of the post office	No. of IPO	Date	Amount

14. I hereby declare that all the particulars given by me are true, complete and correct to the best of my knowledge and belief. I am aware that in the event of any information furnished by me is found false/incorrect at any stage, my candidature/apprenticeship may be cancelled without any notice.

(LTI of the candidate)

Place: .....

Full Signature of the applicant

Date:.....

**FOR OFFICE USE ONLY**

a) Application accepted/rejected due to \_\_\_\_\_

Signature of Scrutiny clerk with date

Signature of Office In-charge with date



MÉTRO Railway, Kolkata  
CALL LETTEER-CUM-ADMIT CARD

Affix a recent passport size photo without cap & coloured glasses signed by the candidate (attested by Gazetted Officer)

Engagement Notice No. 01/24 /Metro Railway/Kolkata

Roll No. ....

1. Name of the Candidate:  
(in BLOCK letter)


2. Father's Name:


3. Postal Address in Full:  
With Pin Code No


NB: All columns are to be filled in by the candidate  
(To be filled in by the office)

ROLL:.....  
You are hereby advised to attend in this office on.....with your all original certificates for verification i.e, 1) Educational qualification, 2)Technical Qualification... (IT passed from NCVT), 3) Mark Sheet of Matriculation, 4)Cast certificate (SC/ST),OBC Certificate/Creamy layer Certificate %)Age proof Certificate, 5)PH Certificate, 6)PH Certificate, 7)Ex-Servicemen if apply, proper documents to be enclosed duly attested by a gazetted officer of Central or State Govt.,with official seal.

Date.....

For Principal Chief Personnel Officer  
Metro Railway ,Kolkata

FREE RAILWAY PASS for SC/ST candidates only (Authority Rly. Board's Circular No. E(NG)III/83/RSC/14 DATED 27.03.84).On production of this call letter you are entitled to travel free by rail in 2<sup>nd</sup> class from \_\_\_\_\_ station to \_\_\_\_\_ station and back. The outward journey should commence not before \_\_\_\_\_ and return journey should be completed \_\_\_\_\_

For Principal Chief Personnel Officer  
Metro Railway ,Kolkata

SELF DECLARATION OF MINORITY CANDIDATES FOR WAIVER OF FEE

(Proforma for declaration to be submitted by Minority candidates along with the application for engagement of Act Apprentice against Notice no. \_\_\_\_\_ dated \_\_\_\_\_)

DECLARATION

I ..... Son/Daughter/Wife  
of Shri ..... Resident of Vill/Town/City .....  
State ..... hereby declare that I belong to the .....  
(indicate minority community notified by Central Government e.g. Muslim/Sikh/Christian/  
Buddhist/Zorastrians/Parsis).

Date:

Signature of the Candidate

Place:

Name of the Candidate

Note: At the time of document verification such candidate claiming waiver of Examination fee will be required to furnish "Minority Community Declaration" affidavit on non-judicial stamp paper that he/she belongs to any of the Minority Community notified by Central Government i.e. Muslim/Sikh/Christian/Buddhist/ Zorastrians/Parsis.

PROFORMA FOR INCOME CERTIFICATE FOR ECONOMICALLY BACKWARD CLASSES

1. Economically backward classes will mean the candidates whose family income is less than Rs. 50,000 /- Per Annum. The following authorities are authorized to issue income certificates for the purpose of indentifying economically backward classes.
  - a) District Magistrate or any other Revenue Officer upto the level of Tehsildar.
  - b) Sitting member of Parliament of Lok Sabha for persons of their own constituency.
  - c) BPL Card or any other Revenue Officer upto the level of Tehsildar.
  - d) Union Minister may also recommend to Metro Railway,Kolkata for any persons from anywhere in the country.
  - e) Sitting member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

FORMAT OF INCOME CERTIFICATE

- |   |   |
|---|---|
| 1.Name of the Candidate                   | : |
| 2.Father's/Husband' Name                  | : |
| 3.Age                                     | : |
| 4.Residential Address                     | : |
| 5.Annual family Income(in words & figure) | : |
| 6.Date of Issue                           | : |
| 7.Signature                               | : |
| 8.Stamp og Issuing authority              | : |
| with full name, designation,              | : |
| Location etc                              | : |