

**MUMBAI PORT AUTHORITY**  
**MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT**  
**(RECRUITMENT TERMS AND CONDITIONS FOR COPA TRADE APPRENTICES**  
**FOR THE YEAR 2022-23.)**

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**A. Registration of Contract:**

- (i) After selection, the candidate shall have to enter into a Contract of Apprenticeship in the prescribed form as stipulated in the Apprentices Act, 1961 (as amended from time to time). The same will be forwarded for registration with the Regional Directorate of Skill Development and Entrepreneurship (RDSDE).
- (ii) The candidate shall have to give a Declaration that he/she has not undergone apprenticeship training anywhere, under the Apprentice Act.
- (iii) In case of minor, the Guardians / parents of candidate shall have to enter into a contract of Apprenticeship in the prescribed form as stipulated in the Apprentices Act, 1961 (as amended from time to time).
- (iv) Final selection of candidate for the apprenticeship training will be subjected to registration of the Contract of Apprenticeship with the RDSDE.

**B. Guarantor:**

For registration of apprenticeship contract each selected candidates shall have to give a personal guarantor who shall be employee of Mumbai Port Authority/ Govt. / PSU. or a well-known establishment, who can pay the compensation amount, in case of the abandonment of apprenticeship contract. If the apprentice abandons the contract of apprenticeship training before completion of the course, such apprentice will be **liable to pay cost of training (maximum for an amount of three month's stipend)** or amount to be decided by the Regional Directorate of Skill Development and Entrepreneurship (RDSDE) and if he/she fails to pay the same, the guarantor will be liable to pay such of the compensation amount.

**C. No Obligation regarding employment:**

The Mb. P. A. shall have no obligation to offer employment to Apprentices during /or after the completion of the apprenticeship period NOR can the apprentice claim right for employment in Mb.P.A. on the grounds of completion of Apprenticeship.

**D. Hostel Facilities:**

No Hostel facilities will be made available during 'On the Job' training period by MbPA. Apprentices will have to make their own arrangement of hostels, if they require.

**E. Extend Period of Apprenticeship training:**

An apprentice who is unable to complete the full apprenticeship course within the prescribed period before the final test, owing to illness or any other circumstances beyond his/her control, in that case his/her period of apprenticeship will be extended as per Apprentices Act.,1961 (as amended from time to time).

**F. Leave:**

There shall be two kinds of leave admissible to each apprentice during Apprenticeship training period:

- a) Casual Leave : 12 days.
- b) Medical Leave : 15 days.

**G. Discipline and termination of apprenticeship:**

The apprentice must observe all the conduct rules applicable to workmen in the Port Authority. Any disagreement or dispute between employer and apprentice arising out of the contract of apprenticeship shall be referred to the Regional Directorate Skill Development and Entrepreneurship (RDSDE).

**H. Practical Training:**

All apprentices will be given practical training at various sections / Departments of MbPA.

**I. Test and grant of certificate:**

Each COPA Trade Apprentice after satisfactory completion of training shall appear for a prescribed test conducted as per the guidelines of National Council of Vocational Training (NCVT) and if he/she pass the test, he /she will be received necessary certificate from (NCVT).

## **MUMBAI PORT AUTHORITY**

### **MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT GENERAL INSTRUCTIONS FOR COPA TRADE APPRENTICES FOR THE YEAR 2022-23.**

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- A. Applicants are instructed /advised to carefully read the Advertisement Notice, recruitment conditions and General Instruction before filling up the application form.
- B. The applicant who wants to avail the benefits of SC, ST and OBC reservation will be required to produce original Caste Certificate, issued by the competent authority in the prescribed format as stipulated by Government of India.
- C. Wherever CGPA / OGPA or Later Grade is awarded in the minimum qualification examination, its equivalent aggregate percentage of marks must be indicated in the application form as per the norms adopted by the Institute / Board. The copy of norms adopted by the Institute / Board shall be submitted by the applicant.
- D. The applicant who applies in the Physical Handicap category, will be required to produce the original Physical Handicap Certificate issued by the competent medical board as per rule. Reservation will be provided to Persons with Benchmark Disabilities as per section 34 of “Rights of Persons with Disabilities Act, 2016” who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. (If not Attached their Application will be considered in General Category & eligibility will be decided as per General Category)
- E. The decision of Mumbai Port Authority in all matters relating to eligibility, acceptance or rejection of the application and mode of selection shall be final.
- F. Before applying, the candidate should ensure that he/she shall fulfill the eligibility criteria, if it is noticed that the candidate has not fulfilled the eligibility criteria at any stage of engagement and if he/she is erroneously engaged, his/her candidature shall be summarily dismissed without notice.
- G. Candidature of the candidate shall be cancelled if he/she fails to produce the required original documents for verification or if any discrepancy is noticed therein.
- H. The Mumbai Port Authority administration does not undertake any responsibility for sending reply / or call for the candidate not selected.
- I. No daily allowance / conveyance allowance or travelling allowance will be paid to the candidate who will be called for document verification and Medical Examination.
- J. The Service terms and conditions of the apprentices shall be governed by the Apprentices Act, 1961, as amended from time to time.
- K. The due date of submission of application form in the ATC office is **09.01.2023** up to 05:00 pm.
- L. **HELP DESK:**  
For any difficulties regarding recruitment notice, terms and conditions, submission of Application form, etc the prospective applicants can call on 022 6656 6637 / 6625 between 10:00 a.m. to 17:00 p.m. (except Saturday/Sunday/ Holidays).

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