

MUMBAI PORT AUTHORITY
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
APPRENTICE TRAINING CENTRE
RECRUITMENT NOTICE FOR COPA TRADE APPRENTICES
FOR THE YEAR 2024-25.

1. Applications in the prescribed forms are invited in “offline” mode from the candidates for engagement of Computer Operator and Programming Assistant (COPA), Apprentices under Apprentices Act, 1961 for the year 2024-25.
2. **Number of seats, Training Period, and Educational Qualification etc.:**
 The details about required minimum qualification, No. of seats, rate of stipend and period of training is tabulated herein as under:

Sl. No.	Trade	No. of Seats	Period of Training (Months)	Rate of Stipend per month Rs.	Minimum Qualification
1	Computer Operator and Programming Assistant (COPA),	50	12	7700/-	1. Passed 10 th Class examination under 10+2 system of education or its equivalent 2. COPA Trade Certificate issued by National Council of Vocational Training.

3. **Eligibility Criteria:**
 - a) **Age Limit:**
 To undergo Apprenticeship training, the minimum age limit is 14 years and there is no upper age limit. However, the candidates between the age 14 -18 years are not eligible to sign the Apprenticeship contract, being minor. Their contract is required to be signed by their guardians.
 - b) Applicant, who have already undergone or undergoing apprenticeship training under Apprentices Act, 1961 in any organizations shall NOT be eligible to apply.
4. **Reservation:**
 Reservation will be as per Prevailing practice in MbPA.

5. Availability of application form:

The prescribed application form will be available on MbPA website (www.mumbaiport.gov.in) during period from **15.03.2024 to 15.04.2024**. The Application fees will be Rs.100/- and it will be accepted in NEFT mode only. However, the candidates will have to attach necessary UTR receipt along with offline submitted form.

The details of beneficiary are as under:

Name of the beneficiary – The Board of Mumbai Port Authority
Bank Account No. – 10996685430
Type of the Bank Account – Current A/c
Name of the Bank – State Bank of India
Branch – Mumbai Main Branch, Horniman Circle,
Mumbai Samachar Marg, Mumbai -400001
MICR Number – 400002010
IFSC Code No. – SBIN0000300

Application fees in any other mode will not be accepted. The physically handicapped candidates will NOT be required to pay the application fees. The application forms will not be sent by post and it will not be sold at ATC by MbPA. The due date of submission of application form is 15.04.2024 up to 5.00 pm.

6. How to apply:

Step 1: Applicants are required to be registered online through NCVT MIS web portal (www.apprenticeshipindia.gov.in). thereafter take print of e-mail copy mentioning apprentice enrollment / registration No.

Step 2: Applicants having valid registration in NCVT MIS portal (www.apprenticeshipindia.gov.in) mentioned above are required to download the application form from MbPA's website 'www.mumbaiport.gov.in' > Media > Vacancy' menu.

Step 3: Applicants are required to fill application form in all respect and submit the duly filled in form by hand delivery or by post, so as to reach to **Apprentice Training Centre (ATC)**, 3rd floor, Bhandar Bhavan, N. V. Nakhwa Marg, Mazgaon (East), Mumbai – 400010 along with required documents, application fees receipt, etc. on or before due date. Applications received after the due date of submission or incomplete applications will be rejected and no further correspondence in this regard will be entertained. Mb.P.A. is not liable for postal delay / loss at any stage of communication from either side.

7. Selection Criteria:

. The selection criteria for COPA Trade Apprentices will be as under: -

- In the merit list for selection of COPA Trade Apprentices preference will be given to the candidates possessing the higher qualification in addition to minimum educational qualification. The preferences in the merit list shall be in the descending order of higher qualification i.e. Post Graduate, Graduate, 3 Years Diploma and 12th Passed.
- The merit list for COPA Trade Apprentices will be prepared based on the percentage of total marks obtained in both semesters of COPA ITI Trade Exam by Candidates.
- If two candidates have secured same marks in the examination, the older candidate will be placed above in the merit list.
- Preference will be given to wards of MbPA employees. Separate merit list will be prepared for the wards of MbPA employees and other candidates.
- The merit list(s) will be displayed on notice board at the office of ATC, 3rd floor, Bhandar Bhavan, N. V. Nakhwa Marg, Mazgaon (East), Mumbai - 400 010 and it will be uploaded on Mb.P.A.'s website www.mumbaiport.gov.in.
- The listed candidates in the merit list shall be called for verification of all original documents and selection procedure at ATC office. The date of reporting for verification of documents and selection procedure will be displayed on notice board at the office of the ATC and it will be uploaded on Mb.P.A.'s website www.mumbaiport.gov.in.
- If the applicant on the merit list will not remain present and duly prepared on the specific date of reporting, their candidature will be rejected and the next candidate on the panel merit list will be considered. Representation of the candidate in above circumstances will not be entertained.
- All the selected candidates will undergo physical fitness test at the MbPA Hospital, Wadala.

8. The due date of submission of application form is 15.04.2024 up to **5:00 pm**.