



**GOVERNMENT OF INDIA**  
**MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**  
**REGIONAL DIRECTORATE OF SKILL DEVELOPMENT**  
**& ENTREPRENEURSHIP**  
**NATIONAL SKILL TRAINING INSTITUTE**  
**SION, MUMBAI- 400 022.**

Email : [nsti-mumbai@dgt.gov.in](mailto:nsti-mumbai@dgt.gov.in) Website : [nstimumbai.dgt.gov.in](http://nstimumbai.dgt.gov.in) TEL/FAX: 022 - 2405 3560

## RECRUITMENT NOTICE FOR THE POST OF WORKSHOP ATTENDANT

Applications are invited on the prescribed format for filling up the Permanent post of Workshop Attendant-04(Four) Nos. The details & format of application are available on Website:[www.nstimumbai.dgt.gov.in](http://www.nstimumbai.dgt.gov.in)

### Educational & Other Qualifications Required:-

- (i) Class 10<sup>th</sup> Pass or equivalent and
- (ii) National Trade Certificate followed by one year experience in an Industry  
OR
- (iii) National Apprenticeship Certificate.

Last date of receiving duly completed application is 30 days from the date of publication in "Employment News" up to 5.00p.m.

(C.S.MURTHY)  
REGIONAL DIRECTOR

EN 14/22

## NATIONAL SKILL TRAINING INSTITUTE, SION, MUMBAI

Requisition form to be used when calling for applications from the Employment Exchanges for Recruitment to Central Government Vacancies.

1	Name, address & Telephone no.(if any) of the Employer	Shri C.S. Murthy, National Skill Training Institute, Sion, Mumbai- 400 022 Tal. No.: 022-24053560	
2	Name, Designation & telephone No. (if any) of the indenting Officer	Shri C.S. Murthy, Regional Director/HOD Tal. No.: 022-24053560	
3	Classification	General Central Services, Group 'C' (Technical), Non Gazetted & Non Ministerial	
4	Name of Vacancy: a) Designation of the Post(s) to be filled	<b>Workshop Attendant</b>	
	b) Description of duties	1) To arrange Tools & Equipments for Practicals training. 2) To keep Machines, Tools & Eqipts. Cleaned and oiled. 3) To assist Trade/ Section Incharge in Conducting Practicals/Theory. 4) Closing and Opening duty of Workshop Sections. 5) To keep section neat and tidy 6) Carrying of files and other papers to office/stores. 7) Any other work assigned by Superior.	
	c) Qualifications required	For priority categories. For others (Applicable for Central Govt. post only)	
	(i) Essential	(1) Class 10 <sup>th</sup> pass or equivalent and (2) National Trade Certificate followed by One year experience in an industry OR (3) National Apprenticeship Certificate	
	(ii) Desirable	- do -	
	d) Age limits. With relaxation etc. it any	30 years (Relexable for Government Servants upto the age of 40 years in the case of general candidates and upto 45 years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with the instructions issued by the Govt. from time to time).	
	e) Whether women are eligible	<b>YES</b>	
4	Number of Posts to be Filled duration wise:	Number of Post:	
	i) Permanent	<b>04</b>	
	ii) Temporary	-	
	(i) Less than 3 months:	-	
	(ii) Between 3 months & one year	-	
	(iii) Likely to be continued beyond One year	-	
5	Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled Castes, Scheduled Tribes, Ex-Servicemen, Physically Handicapped & Other Backward Classes persons in filling up the vacancies and, if so, the number of vacancies to be filled by such categories of persons:-		
	Categories	Number of vacancies to be filled	
		<b>Total- 04 Nos.</b>	<b>By priority candidates</b> (Applicable for Central Govt. posts only)
	<b>Other Backward Classes</b>	<b>01(One)</b>	-
	Scheduled Caste		-
	Scheduled Tribe		-
	Ex-Servicemen		-
	Physically Handicapped		-
	Others	<b>03 (Three)</b>	-
	Pay and Allowances	Pay Level-2 Rs.19900- 63200.	
8	Place of work (Name of the town/village an district in which it is situated)	National Skill Training Institute , Sion, Chunabhatti, Mumbai- 400 022	

9	Probable date by which the vacancy will be filled	Immediately
10	Particulars regarding interview/test of applicant.	
a)	Date of Interview/Test	Will be fixed in due course
b)	Time of Interview/Test	Will be fixed in due course
c)	Place of Interview/Test	NSTI, Mumbai
d)	Name, designation, address & Telephone number (if any) of the Officer to whom applicants should report	Shri C.S. Murthy, Regional Director/HOD, National Skill Training Institute, Tal. No.: 022-24053560
11	Any other relevant information	<p><b>Application should be addressed to Regional Director, RDSDE, NSTI, Sion, Chunabhatti, Mumbai-400022.</b></p> <p>1) In the event of number of application being large, Regional Director will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods a) On the basis of higher education qualification than the minimum prescribed in the advertisement b) On the basis of higher experience in the relevant filed than the minimum prescribed in the advertisement c) By counting experience before or after the acquisition of essential qualifications d) By holding a recruitment test, ii) Application received late will be rejected and no correspondence will be entertained in the regard and not responsible for postal delay. iii) Any dispute to this recruitment subject to court/tribunals having jurisdiction over Mumbai.</p>

Certified that while placing this demand the instruction connected with the orders on communal representation on the services have been strictly followed with due regard to the roster maintained in accordance with these orders ( to be given only by all the Central Govt. Offices/establishments/Undertaking etc. on whom reservation orders are applicable). "Application should reach this office within 30 days from the date of publication of advertisement in the Employment News (Closing date for the candidates from North Eastern Region, Ladakh Divn. Of Jammu and Kashmir state, Lahaul and Spiti Dist. and Pangi Sub Divn. of Chamba Dist. of Himachal Pradesh and Union Territory of A & N Islands, the Union Territory of Lakshadweep will be 37 days from the date of the publication of this in Employment News. Candidates already working in any Central/State Govt. Departments/Autonomous body/Public Undertaking should apply through proper channel only".

(C.S. MURTHY)  
REGIONAL DIRECTOR  
Tel No. 022-24053560  
Email: nsti-mumbai@dgt.gov.in

To,

- 1) The District Employment & Self Employment Guidance,  
Govt. Barracks no. 1 & 2, Free Press Journal Marg,  
Nariman Point,  
Mumbai – 400 021.

**FORMAT OF APPLICATION FORM**

- 1 Advertisement No. :
- 2 Serial No. of the Post :
- 3 Post applied for :
- 4 Name of Employment Exchange where registered, if any :
- 5 Employment Exchange Registration No. if any :
- 6 Name of the Applicant (Mr./Miss./Mrs.) In block letters :

7 Date of Birth

Date	Month	Year

- 8 Father's Name :
- 9 Address (in full) .....

- 10 Nationality :

- 11 Category to which belongs (SC/ST/OBC) (Attach photocopy of certificate) :

- 12 Whether Ex-Serviceman (Yes/No) :

- 13 Whether Physically Handicapped (Yes/No) :

- 14 Academic/ Technical/ Professional Qualification (Beginning with matriculation level) attach photocopies of certificates :

Sl. No.	Name of the Exam	Year of Passing	Univ./Board	Divn./ Class/ Grade	Subjects	% of Marks

15 Experience (attach photocopies of certificates of experience)

Sl. No.	Name of employer/Org.	Period	Designation	Pay Scale/ Pay	Nature of duties	Reasons for leaving

I, solemnly, declare that the statement made by me in this form are correct to the best of my knowledge and belief

Dated: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of the Candidate

List of enclosures: