

**Government of India  
Department of Space  
Indian Space Research Organization  
MASTER CONTROL FACILITY  
Hassan – 573 201**

No.MCF:ADMN:02/10/03

Date: 18.04.2023

**CIRCULAR**

**ENGAGING GRADUATE AND TECHNICIAN APPRENTICES FOR THE YEAR 2023-24 – reg.**

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Master Control Facility (MCF) under Indian Space Research Organization (ISRO) of Department of Space, Hassan invites application for Apprenticeship for one-year training in the following Trades with B.E. / B. Tech, Diploma in Engineering, Diploma in Commercial Practice and General Stream Graduates (B.Sc./B.Com./B.A) under the Apprentices Act 1961 and Amendment Act of 1963:

<b>Graduate ( Graduate Apprentice Trainee)</b>			
<b>Sl No</b>	<b>Branch of Engineering / Technology (Discipline)</b>	<b>Monthly Stipend in Rs.</b>	<b>Essential Qualification</b>
1	Mechanical Engineering	₹9,000/-	<b>B.E/B.Tech in concerned discipline from any recognized University.</b>
2	Electrical and Electronics Engineering		
3	Electronics and Communication Engineering		
4	Computer Science Engineering		
5	Civil Engineering		
6	Library Science	₹9,000/-	<b>B.Sc in Library Science</b>
<b>Diploma ( Technician Apprentice Trainee)</b>			
1	Mechanical Engineering	₹8,000/-	<b>Diploma in Engineering awarded by recognized State Board in the respective field.</b>
2	Electrical and Electronics Engineering		
3	Electronics and Communication Engineering		
4	Civil Engineering		
5	Library Science	₹8,000/-	<b>Diploma in Library Science</b>
<b>Diploma in Commercial Practice</b>			
1	Diploma in Commercial Practice	₹8,000/-	<b>Diploma in Commercial Practice awarded by recognized State Board in the respective field.</b>

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<b>Graduate ( General Stream)</b>			
<b>Sl No</b>	<b>Branch of Under Graduation</b>	<b>Monthly Stipend in Rs.</b>	<b>Essential Qualification</b>
1	B.Sc.	₹9,000/-	<b>Degree awarded by any recognized University.</b>
2	B.Com.		
3	B.A.		

**2. Selection Procedure:**

The consolidated applications will be screened subsequently and selection panels will be drawn based on the academic scores of the candidates at Degree / Diploma level. The Induction of apprentices against the vacant training positions will be made strictly based on their position in the panel. Only selected candidates will be informed through offer letter by email.

For this purpose, the candidates shall fill the application form enclosed as Annexure – 1, along with this Circular. **The Candidates are advised to forward copy of the following documents in PDF format with the subject indicating “Application for above mentioned Apprenticeship Category” through email [ao-pga@mcf.gov.in](mailto:ao-pga@mcf.gov.in) as early as possible**, for further processing and shortlisting of the candidates.

- i. Application form**
- ii. SSLC/10<sup>th</sup> std Marks card/Certificate**
- iii. PUC/12<sup>th</sup> Std. Marks Card / Certificate**
- iv. Degree/Diploma Marks Cards of all Semesters /Years**
- v. Degree/ Diploma Certificate / Provisional Certificate**
- vi. NATS Enrolment Number**

**All correspondence with candidates shall be done through email only.** Responsibility of downloading and printing of Application form/offer letter shall be that of the candidates. MCF, Hassan will not be responsible for any loss of e-mail sent due to invalid / wrong e-mail ID provided by the candidate or delivery email to SPAM/BULK mail folder etc.

**3. How to apply for National Apprenticeship Training scheme (NATS) :**

Those candidates who are fulfilling Essential Qualification criteria as mentioned above can enroll themselves in NATS Portal, subject to the eligibility prescribed by Board of Apprenticeship Training. The website for applying apprenticeship training is [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in). While enrolling one's candidature, candidate is required to upload Degree/Diploma Certificate (as applicable) and valid IDs issued by the government. After the successful registration of application over the portal, an Enrolment Number will be generated and allotted to the applicant.

**4. Other Terms & Condition for selection of Apprentices:**

- a) The Candidate must have registered their names at [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in), and copy of the registration form is to be forwarded to [ao-pga@mcf.gov.in](mailto:ao-pga@mcf.gov.in) along with their NATS Enrollment Number. Non-registered candidates are likely to be rejected.

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- b) **The engineering Graduates or Diploma Holders in Engineering and Commercial Practice, WHO HAVE PASSED OUT DURING THE YEAR 2021, 2022 and 2023 are only eligible to undergo apprenticeship i.e. only if they join within 3 years of acquiring the Degree (i.e.3 Years from the month and year of passing as specified in the Degree certificate) and if this time limit is crossed at the time of offer, they will not be offered the training position, even if they are empaneled/waitlisted. Candidates who have passed the qualifying examination earlier than 2021 are not eligible.**
- c) Those candidates who have completed the qualifying examination as regular candidates are only eligible to apply.
- d) Ex-Apprentices or Apprentices currently undergoing training or having job experience in Govt./Public/Private Sector for a period of one year or more as on date of joining as Apprentices are not eligible to be considered for the above Apprenticeship training. Combining of apprenticeship with other institutions is not permitted.
- e) Selected candidates must execute a contract of Apprenticeship training as per the provision of the Apprentices Act, 1961 and Amendment Act of 1973.
- f) The period of training will be **12 months for Graduates and Diploma Candidates & 32 months for General Stream Candidates** commencing from execution of the contract Apprenticeship.
- g) Selected candidates have to submit the “**Medical Fitness certificate**” at time of joining.
- h) Before applying, the candidates should ensure that he/she fulfill the eligibility criteria and other norms mentioned in this Circular.
- i) The apprentices will have no claim, whatsoever, for regular employment in Indian Space Research Organization or any other Centers /Units of Indian Space Research Organization/ Department of Space after completion of the training period.
- j) Courses should be recognized by any University in India / State Boards.
- k) The candidates who have passed sandwich courses, obtained private degree, short term/certificate courses, etc. or candidates pursuing higher studies (Example: B.E./B. Tech. in case of Diploma holders & M.E./M. Tech in case of Graduates, etc.,) are not acceptable.
- l) Only Indian Nationals need to apply.
- m) Empanelment/Short listing of candidates will be on the basis of information furnished in the email communication. If there is any discrepancy is found in name, age, Diploma/Degree percentage & year of passing, caste/tribe, etc., at any stage, it will be considered as disqualification of the candidature and the candidate will have no claim for Apprenticeship training.

- n) Only shortlisted / empaneled candidates will be called for documents verification and further process subject to availability of vacant positions for Apprenticeship. Candidates will have to produce all the relevant documents in original (proof for date of birth, marks sheets, testimonials & certificates of all educational qualification, caste/tribe/disability certificate, etc., in prescribed format) as and when asked for, failing which the candidate will be considered disqualified for Apprenticeship training.
- o) **Candidates shortlisted for document verification are not eligible for Travelling Allowance.**

  
(Krishan Gopal) 18.4.23

Sr. Administrative Officer

Copy to: Group Head, PPEG

**भारत सरकार Government of India**  
**अंतरिक्ष विभाग Department of Space**  
**मुख्य नियंत्रण सुविधा MASTER CONTROL FACILITY**  
**हासन Hassan**

नूतन पास-पोर्ट  
आकार का छायाचित्र  
चिपकाये

Paste your recent  
passport size  
photograph

**आवेदन फार्म APPLICATION FORM**

**for Apprenticeship Trainee**

1.	प्रशिक्षण श्रेणी Training position applied for	<b>TECHNICIAN / GRADUATE APPRENTICE TRAINEE</b>
2.	विषय FIELD / DISCIPLINE	
3.	पूर्ण नाम (स्पष्ट अक्षरों में) Name in full (in block letters)	
4.	जन्म की तारीख/दिनांक Date of birth	
5.	जन्म का स्थान Place of Birth	
6.	लिंग GENDER	<b>MALE / FEMALE</b>
7.	नागरिकता Nationality	
8.	पिता/ पति का नाम Father's / Husband's name	
9.	पत्राचार का पता (स्पष्ट अक्षरों में) Address for correspondence (in block letters)	
10.	स्थायी पता (स्पष्ट अक्षरों में) Permanent Address (in block letters)	
11.	संपर्क करने का नंबर Contact Number ई-मेल E-Mail	
12.	अजा/ अजजा/ अपिव/ शारीरिक अपंग <b>हाँ/ नहीं</b> Whether, SC/ST/OBC/Physically handicapped <b>YES/NO</b>	SC/ST/OBC/Physically handicapped
13.	एन ए टी एस एनरोलमेंट संख्या और दिनांक NATS Enrolment Number and date	

14. शैक्षणिक / व्यवसायिक अर्हता : Educational / Professional Qualifications :				
उपाधि Qualification	बोर्ड/ विश्वविद्यालय Board/ University	उत्तीर्ण वर्ष Year of Passing	श्रेणी तथा अंकों का प्रतिशत Class & % of marks	विषय Subject

14. यदि हो तो पूर्ववर्ती/ वर्तमान प्रशिक्षण या नियोक्ता का विवरण तथा नाम (कब से कब तक दिनांक के साथ) तथा नियोक्ता का पता : Details of previous/present training or employment, if any, with period (with dates i.e., from-to) and address of employer :			
नियोक्ता Employer	पदनाम Designation	रोज़गार की अवधि Period of Employment	
		से From	तक To

15. क्या आप कभी-भी किसी नियोक्ता के साथ में शिक्वता अधिनियम 1961 (जिसमें कि समय समय पर संशोधन होता रहता है) के अंतर्गत किसी भी तरह के अनुबंध में रहे हैं यदि हाँ तो विवरण दे Have you ever entered into a contract with any employer under the Apprenticeship Act 1961 (as amended from time to time): if yes please give details:	YES / NO

16. कोई अन्य जानकारी यदि देना चाहते हैं तो

**Any other relevant information you wish to add including reference.**

मैं यह प्रमाणित करता / करती हूँ कि इस आवेदन में दी गई जानकारी सही हैं एवं यह मेरी जानकारी में है कि यदि किसी भी पड़ाव में यह पता चलता है कि मैंने जाने अनजाने में किसी भी तरह के तथ्य को झुठलाने या छुपाने की कोशिश की है तो मेरी उम्मीदवारी उसी समय समाप्त कर दी जायेगी तथा/ या मेरा प्रशिक्षण भी समाप्त कर दिया जायेगा ।

I affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal and mis-represent the facts, my candidature may be summarily rejected and/or my training also terminated.

दिनांक Date:

**उम्मीदवार के हस्ताक्षर**  
**Signature of the candidate**

**सामान्य शर्तें / सूचनायें**

**General Conditions / Instruction:**

- a. उम्मीदवार आवेदन में भरे गये विवरण के सत्यापन के साक्ष्य संलग्न करें ।  
Candidates should enclosed proof of the details furnished in their application.
- b. संगठन के पास प्राप्त आवेदनों को छॉटने का अधिकार सुरक्षित है ।  
Organisation reserves the right to short list the applications received.
- c. आपकी स्थिति पोस्ट द्वारा सूचित की जायेगी ।  
The status will be communicated by post and mail.