

PROCEDURE TO BE FOLLOWED
FOR APPRENTICESHIP TRAINING
ENGINEERING DEGREE / DIPLOMA HOLDERS

STEP:I

- a) ALL ENGINEERING DEGREE / DIPLOMA HOLDERS WHO REQUIRE APPRENTICESHIP TRAINING HAVE TO REGISTER IN THE BOARD OF APPRENTICESHIP TRAINING (BOAT), SOUTHERN REGION, TARAMANI, CHENNAI – 600113, IN THE WEBSITE: www.boat-srp.com THROUGH ONLINE.
- b) AN USER NAME AND PASSWORD WILL BE GENERATED BY BOAT AUTHORITIES.
- c) USING THE ABOVE USER NAME AND PASSWORD, MAILS CAN BE CHECKED FOR APPRENTICESHIP TRAINING SENT BY BOAT.

STEP:II

IN CASE THE PARENTS OF THE CANDIDATES (ENGINEERING DEGREE / DIPLOMA HOLDERS) WHO ARE PRESENTLY WORKING IN TANGEDCO / TANTRANSCO, AFTER ON-LINE REGISTERING IN THE BOAT THEY SHALL SUBMIT THEIR REPRESENTATION TO THE GENERAL MANAGER / HRD, IN THE REQUIRED COVERING LETTER FORMAT BY ENCLOSING THE FOLLOWING CERTIFICATES FOR ENDORSING AS WARD'S CATEGORY.

1.	EMPLOYEE CERTIFICATE ORIGINAL TO BE OBTAINED FROM CE or SE or EE or AEE or AE (AS PER THE FORMAT)
2.	ATTESTED COPY OF RATION CARD
3.	ATTESTED COPY OF COMMUNITY CERTIFICATE
4.	ATTESTED COPY OF PROVISIONAL CERTIFICATE
5.	ATTESTED COPY OF CONSOLIDATED MARK SHEET /GRADE SHEET
6.	ATTESTED COPY OF TRANSFER CERTIFICATE
7.	ATTESTED COPY OF 10 th / +2 MARK SHEET
8.	COVERING LETTER TO BE ADDRESSED TO THE GENERAL MANAGER / HUMAN RESOURCE DEVELOPMENT, TANGEDCO, 144, ANNA SALAI, CHENNAI-600002

EXPERIENCE CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

THIS IS TO CERTIFY THAT MR. _____ IS EMPLOYED IN THE
OFFICE OF THE _____
TANGEDCO / TANTRANSCO SINCE _____.

THIS CERTIFICATE IS ISSUED FOR HIS SON SELVAN / HER DAUGHTER
SELVI. _____ FOR THE PURPOSE OF PROVIDING APPRENTICESHIP
TRAINING IN TANGEDCO / TANTRANSCO.

ROUND SEAL
WITH DATE

SIGNATURE OF THE OFFICER
WITH SEAL

COVERING LETTER

From

< Name with postal address as Registered in BOAT web portal >

To

The General Manager / Human Resource Development,
TANGEDCO,
V Floor Eastern Wing,
144, Anna salai,
CHENNAI-600002.

Sir,

My son/daughter <Name> has completed the Degree / Diploma Engineering during the < year >. I have already registered his/her name in the on line web portal of Board of Apprenticeship training, Southern Region, Chennai and the User id is _____.

I kindly request that my son / daughter name may be endorsed as ward's category, for getting apprenticeship training in TANGEDCO / TANTRANSCO.

Yours truly,

Place :

Date :

(NAME)

Encl:

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FOR TRADESMAN ITI APPRENTICES, WHO REQUIRE APPRENTICESHIP TRAINING HAVE TO REGISTER IN THE LOCAL EMPLOYMENT EXCHANGE.