MUMBAI PORT AUTHORITY
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
APPRENTICE TRAINING CENTRE

RECRUITMENT NOTICE FOR COPA TRADE APPRENTICES FOR THE YEAR 2026-27

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 2026-27.

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 (in Rs.)	Minimum Qualification
1	Computer Operator and Programming Assistant (COPA),	96	12	Rs.10,560/-	1. Passed 10th 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 18 years and the upper age limit is 25 years.

Age Relaxation :- Upper age limit relaxation will be given as per Government Rules, subject to submission of relevant certificate issued by Competent Authority.

i) For Scheduled Cast/Scheduled Tribes = by 5 years

ii) For OBC – by 3 years; and iii) For Divyang/ PWD – by 10 years

b) Applicant, who have already undergone or undergoing apprenticeship training in the same trade, under Apprentice Act, 1961 in any organization shall NOT be eligible to apply.

c) The applicant should **NOT** have completed three years after passing of minimum qualification examination as on 01/11/2026.

4. Reservation:

Reservation will be as per Prevailing practice in MbPA.

5. Application Fee :

The prescribed 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 Scheduled Cast, Scheduled Tribes and 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 **Apprentice Training Centre (ATC)**, 3rd floor, Bhandar Bhavan, N. V. Nakhwa Marg, Mazgaon (East), Mumbai – 400010 by MbPA. The due date of submission of application form is **18.12.2026 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 web portal (*www.apprenticeshipindia.gov.in*) mentioned above are required to download the application form from MbPA's website '(www.mumbaiport.gov.in) > People & Career > Jobs > Advertisements' 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 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 **18.12.2026 up to 5:00 pm.**

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MUMBAI PORT AUTHORITY

MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT
APPRENTICE TRAINING CENTRE

Tel.: 022 6656 6625/6637 (Cost of Application Form Rs.100/-)

Application Form for COPA TRADE APPRENTICES, For the Year 2026-27

For Office Use Only

Percentage of marks: i) COPA_____ii) HSC: _____iii) Graduation: _____iv) Post Grad. _____

Year of Passing: i) COPA_____ii) HSC: _____iii) Graduation: _____iv) Post Grad. _____

Employee's son /daughter:(Y/N) _____ Reservation Category: _____

Eligible:(Y/N) _____ (SC/ST/OBC/GEN/ PH etc.)

Affix Passport Size photo

(Note: - Applicants are advised to read the Recruitment Notice, Terms & Conditions and General Instructions carefully before submission of application form. Application Form duly filled in shall be submitted to the Apprentice Training Centre (ATC), 3rd floor, Bhandar Bhavan, N. V. Nakhawa Marg, Mazgaon, Mumbai – 400010 on or before **18.12.2026 up to 05:00** pm).

Online Apprentice Registration / Enrolment No. : _____
(Attach e-mail copy received from www.apprenticeshipindia.gov.in)

1. Name of the Applicant : _____
   (In block letters as per S.S.C. Mark-list / School leaving certificate.)
2. Date of Birth : _____
3. Age on 01/11/2026 : _____Years _____Months
   i) Gender : Male / Female
   ii) Marital Status : Married / Unmarried
4. Full name of the father / guardian : _____
5. Whether the applicant's Father / Mother is : _____
   an employee of Mumbai Port Authority, If yes, state
   his/her designation, section and department. : _____
6. i) a) Whether applicant belongs to the Scheduled : Yes / No.
   Caste / Scheduled Tribe / Other Backward Class / Physically Handicapped

   b) If yes, reservation category : _____

   ii) Religion : _____

   iii) Caste : _____

   iv) Whether willing to apply in reservation category : Yes / No.

   (if yes, enclose attested photo copy)

7. (a) Full Residential address : _____

_____

_____

(b) Full Permanent address : _____

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_____

(c) Mobile No. : _____

(d) E-mail ID : _____

(e) PAN Card No. : _____
(enclose attested photocopy)

(f) AADHAR card details / UID No. : _____
(enclose attested photocopy)

8. Details of Application fees : _____

(Unique Transaction Reference (UTR) Number to be mentioned and attached the Receipt.)

9. Trade applied for : COPA Trade Apprentice

10. **Educational qualification details:**

Academic / Technical Qualification	Total Marks	Total Marks obtained	% of Marks **	Year of passing	Name and address of Institute / Board

***(Note :-* Wherever CGPA / OGPA or Later Grade is awarded in the minimum qualification examination, Its equivalent aggregate **percentage of marks** must be indicated in the above. *Please read General Instruction no. (C) Carefully*.)

11. Language known: _____

Submitted attested copies of following documents / certificates, (please tick in the space provided.)

Apprentice Registration form	:	☐
COPA /SSC/HSC/Graduation etc.	:	☐
Mark sheet/Board Certificate	:	
UTR Receipt	:	☐
Leaving Certificate	:	☐
PAN card	:	☐
AADHAR card	:	☐
Caste Certificate (if applicable)	:	☐
Marriage Certificate / Gazetted copy (if applicable)	:	☐
Physical Handicap Certificate (if applicable)	:	☐

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I hereby declare that I have not undergone Trade **apprenticeship** training elsewhere or had worked. Further, I also declare that the particulars mentioned above are true to the best of my knowledge. I have carefully read the recruitment notice, Terms and conditions and General Instructions. I am aware that in case I have given any wrong information or I do not fulfil the criteria according to the advertisement or my application is found to be incomplete in any respect, my candidature will be rejected at any stage.

Signature of the Father/Guardian

_____

Name of Father/Guardian
(in case applicant is minor)

Place: _____

Date: _____

_____
Signature of the applicant

MUMBAI PORT AUTHORITY
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
(RECRUITMENT TERMS AND CONDITIONS FOR COPA TRADE APPRENTICES FOR THE YEAR 2026-27

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. 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 legal action will be initiated against the Apprentice.

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. 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).

E. 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.

F. 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).

G. Practical Training :

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

H. 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 2026-27

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 candidate do not attach copy of physically handicapped certificate his/her 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. Engagement of apprentices for Apprenticeship Training and their Service terms and conditions 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 **18.12.2026 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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