

**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](http://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 <sup>th</sup> / +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 / TANTRANSKO.

Yours truly,

Place :

Date :

( NAME )

Encl:

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**FOR APPRENTICESHIP TRAINING**  
**ITI TRADESMAN**

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