

“મુખ્યમંત્રી એપ્રેન્ટીસ યોજના”

અંતર્ગત ફાળવવામાં આવેલ

એપ્રેન્ટીસ ભરતી લક્ષ્યાંક

ચરિતાર્થ કરવા બાબત

ઉચ્ચ અને તાંત્રિકી શિક્ષણ વિભાગ

## અનુકૂળખિંડિકા

ક્રમ	સાહિત્યની વિગત
૧	મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના અંતર્ગત વિભાગને કાળવવામાં આવેલ એપ્રેન્ટીસ ભરતી લક્ષ્યાંકને ચરિતાર્થ કરવાનાં માર્ગદર્શક સૂચનો
૨	નિયામક, રોજગાર અને તાલીમને સમયાંતરે આપવાની થતી માહિતી ના પત્રકો ૧ થી ૭
૩	એપ્રેન્ટીસ અધિનિયમ - ૧૯૬૧ અને એપ્રેન્ટીસશીપ ડલ્સ - ૧૯૬૨
૪	ભારત સરકારની એપ્રેન્ટીસશીપ ટ્રેનીંગ સ્કીમની માહિતી પુસ્તિકા
૫	Brief Note on Apprentices Act - 1961
૬	એકમ અને ઉમેદવારની પોર્ટલ નોંધણીની માહિતી પુસ્તિકા
૭	નેશનલ એપ્રેન્ટીસશીપ પ્રમોશન સ્કીમ ની ગાઈડલાઇન
૮	નેશનલ એપ્રેન્ટીસશીપ ટ્રેનીંગ સ્કીમ (N.A.T.S.)નું Brochure
૯	બેઝિક ટ્રેનીંગ પ્રોવાઈડરની ગાઈડલાઇન
૧૦	શ્રમ અને રોજગાર વિભાગનો તા. ૦૬/૦૪/૧૮નો ઠરાવ ક્રમાંક : તલમ/૧૨/૨૦૧૮/ ૬૧૬૬૦ /આર-૨
૧૧	આપના વિભાગના તાબા હેઠળના ખાતાના વડાની કચેરીના એકમની મુલાકાત લેનાર અધિકારીશ્રીએ ભરવાના થતા Statement – I & II
૧૨	એપ્રેન્ટીસ અધિનિયમ - ૧૯૬૧ અંતર્ગત આઈ.ટી.આઈ. પાસ કે નોન આઈ.ટી.આઈ. ઉમેદવાર માટે ટ્રેડ એપ્રેન્ટીસ કેટેગરી માટે Designated તેમજ Optional ટ્રેડની યાદી
૧૩	એપ્રેન્ટીસ અધિનિયમ - ૧૯૬૧ અંતર્ગત ગ્રેજ્યુઅએટ/ ડિપ્લોમા એન્જિનીયર ઉમેદવાર માટે ગ્રેજ્યુઅએટ/ ટેકનીશીયન એપ્રેન્ટીસ કેટેગરી માટેના ટ્રેડની યાદી
૧૪	એપ્રેન્ટીસશીપ ઉમેદવારને ભરતીમેળા સમયે આપવાનું Brochure
૧૫	મોડલ કોન્ટ્રાક્ટ ફોર્મ
૧૬	એકમ પાસેથી મેળવવાનો થતો બાહેધરીપત્ર
૧૭	વિભાગે કરવાનો થતો નસુનારુપ પરિપત્ર
૧૮	કામગીરી નો ફ્લોચાર્ટ



મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના  
અંતર્ગત વિભાગને ફાળવવામાં  
આવેલ એપ્રેન્ટીસ ભરતી લક્ષ્યાંકને  
ચરિતાર્થ કરવાનાં માર્ગદર્શક સૂચનો



## ઉચ્ચ અને તાંત્રિકી શિક્ષણ વિભાગને “મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના” અંતર્ગત ફાળવવામાં આવેલ એપ્રેન્ટીસ ભરતીના લક્ષ્યાંકને ચરિતાર્થ કરવા અંગે માર્ગદર્શક સૂચનો

એપ્રેન્ટીસશીપ તાલીમ યોજનાનો મુખ્ય ઉદેશ રાજ્યમાં આવેલ વિવિધ એકમોના વિવિધ વ્યવસાયો માં એકમોની માંગ અનુસાર યુવાનોને તાલીમ આપી રોજગારીની તકોમાં વધારો કરવાનો તથા ઔદ્યોગિક એકમોમાં ગુણવત્તાસભર ઉત્પાદનનું પ્રમાણ વધારવા માટે કુશળ કારીગારો પુરા પાડવા અને તેનું નિયમન કરવાનો છે. આ યોજનાની અમલવારી એપ્રેન્ટીસ અધિનિયમ-૧૯૬૧ હેઠળ કરાવવામાં આવી રહેલ છે.

ભારત સરકાર દ્વારા એપ્રેન્ટીસ અધિનિયમ (સુધારા)-૨૦૧૪ અને એપ્રેન્ટીસશીપ નિયમો (સુધારા)-૨૦૧૫ ની સાથે સાથે એપ્રેન્ટીસશીપ તાલીમ યોજનાના વ્યાપને વિસ્તારવા અને સન-૨૦૨૦ સુધીમાં ૫૦ લાખ એપ્રેન્ટીસની ભરતી કરવાના લક્ષ્યાંક સાથે “National Apprenticeship Promotion Scheme (NAPS)” શરૂ કરવામાં આવી જેનો અમલ ભારત સરકારના તા.૧૯-૦૮-૨૦૧૬ ના નોટીફિકેશન મુજબ કરવામાં આવી રહેલ છે.

રાજ્યમાં એપ્રેન્ટીસશીપ તાલીમ યોજનાના વ્યાપને વિસ્તારવા માટે ૦૧ લાખ એપ્રેન્ટીસોની ભરતીના લક્ષ્યાંક સાથેની “મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના” શ્રમ અને રોજગાર વિભાગના ઠરાવ કર્માંક: તલમ/૧૨/૨૦૧૮/ ૬૧૬૬૦/આર-૨, તા.૦૬-૦૪-૨૦૧૮થી શરૂ કરવામાં આવેલ છે. ૦૧ લાખ એપ્રેન્ટીસોની ભરતીના લક્ષ્યાંકને રાજ્યના જુદા-જુદા વિભાગોની સહયોગલક્ષી કામગીરીથી ચરિતાર્થ કરવાનો રહે છે. જે અંગે મહત્તમ લક્ષ્યાંક સિદ્ધી અર્થે ઉચ્ચ અને તાંત્રિકી શિક્ષણ વિભાગનો સહયોગ અનિવાર્ય છે. જે બાબત તા. ૦૪/૦૪/૨૦૧૮ ના રોજ યોજાયેલ કમિટી ઓફ સેકેટરીઝની બેઠક તેમજ આજ તારીખે સાંજના ૫:૦૦ કલાકે માન. મુખ્યમંત્રીશ્રી સમક્ષ કરાયેલ પ્રેઝન્ટેશન દરમ્યાન નક્કી કરાયેલ છે.

માન. અધિક મુખ્ય સચિવશ્રી, શ્રમ અને રોજગાર ના તા.૦૫/૦૩/૨૦૧૮ ના પત્રકમાંક: ACS/LED/2018 /09 થી જણાવ્યા અનુસાર આપના વિભાગ/ખાતા/તાબાની મુખ્ય કચેરીના કાર્યક્ષેત્રમાં એપ્રેન્ટીસશીપ તાલીમ યોજનાના પ્રચાર, અમલીકરણ અને ફાળવવામાં આવેલ એપ્રેન્ટીસ ભરતીના લક્ષ્યાંક સિદ્ધીની કામગીરીની દેખરેખ અર્થે “Single Point Contact Person” તરીકે જવાબદાર યોગ્ય અધિકારીશ્રીની નોડલ ઓફિસર તરીકે નિયુક્તિ કરવાની થતી હતી. શ્રમ અને રોજગાર વિભાગની કચેરીના નોડલ ઓફિસર શ્રીમતી આશાબેન પી. પટેલ, આચાર્ય વર્ગ-૧, ઔદ્યોગિક તાલીમ સંસ્થા, કુબેરનગર (મો. ૮૬૬૨૫૩૦૩૭૪)ને આપના વિભાગના નિયુક્ત થયેલ નોડલ ઓફિસર સાથે પરામર્શમાં રહીને પરિણામલક્ષી કામગીરીનું આયોજન અને અમલીકરણ કરવાનું રહે છે. આપના દ્વારા નિયુક્ત કરાયેલ નોડલ ઓફિસરશ્રીની વિગત સામેલ પત્રક-૧ મુજબ આપવા વિનંતી છે.

આપના તાબા હેઠળના ખાતાના વડાની કચેરીઓ દ્વારા તેઓના નિયંત્રણ હેઠળની કચેરી/ અધિકારીશ્રીઓને માન. મુખ્યમંત્રીશ્રી એપ્રેન્ટીસશીપ યોજના તેમજ એપ્રેન્ટીસ ભરતી સંબંધિત કરવાની થતી કામગીરી અંગે સુમાહિતગાર કરવા તેઓ દ્વારા કરવાનો થતો પરિપત્રનો નમૂનો આ સાથે સામેલ છે.

એપ્રેન્ટીસ અધિનિયમ ૧૯૬૧ અને એપ્રેન્ટીસશીપ તાલીમ યોજના વિશેની સંપૂર્ણ જાણકારી/માહિતી આ સાથે સામેલ છે.

આપના વિભાગના કાર્યક્ષેત્ર હેઠળ જો જાહેર સાહસો/ બોર્ડ/ કોરોરિશન/ નિગમ/ સંસ્થાઓ કાર્યરત હોય તો તેના મંજૂર માનવબળ (કરાર આધારિત સહિત)ના ૧૦% ની મર્યાદામાં જે તે વ્યવસાયોમાં એપ્રેન્ટીસ ભરતી કરાવવા જરૂરી સૂચના પાઠવવી.

નિયામક રોજગાર અને તાલીમની કચેરીના તાબા હેઠળની અમદાવાદ, વડોદરા, રાજકોટ અને સુરત વિભાગોની પ્રાદેશિક કચેરી હેઠળ જુલ્લા કક્ષાની કચેરીના અધિકારી/કર્મચારીઓની ટીમની રચના કરવામાં આવેલ છે. જેની યાદી પત્રક-૨ અનુસાર આ સાથે સામેલ છે. આ ટીમની સાથે આપના તાબા હેઠળના ખાતાના વડાની કચેરીના યોગ્ય અધિકારીગાણને નાયબ/મદદનીશ એપ્રેન્ટીસ એડવાઇઝર તરીકે અધિકૃત કરવા. જુલ્લાવાર આપની કચેરીના યોગ્ય અધિકારી/કર્મચારીની વિગતો પત્રક-૨ ની સોફ્ટ કોપીમાં આપવા વિનંતી છે. આ પ્રકારે રચાયેલ આપના વિભાગની ટીમે પોતાની ફિલ વિઝિટની વિગતો આ સાથે સામેલ નમૂનારૂપ પરિપત્રમાં એટેચ કરેલ Statement - I & II માં ભરી નિયામક, રોજગાર અને તાલીમના પોર્ટલ પર નિયમીત ધોરણે ઓનલાઇન એન્ટ્રી કરવાની રહેશે. સાથોસાથ, જે તે એકમની મુલાકાત સમયે વિઝિટીંગ ઓફિસરે આ સાથે સામેલ બાંહેધરીપત્ર એકમ પાસેથી મેળવી લેવાનો રહેશે. આ પ્રકારે મેળવેલ બાંહેધરી એકત્રિત કરી નિયામક, રોજગાર અને તાલીમના સંલાન જિલ્લાનાં Ex-Officio અધિકારીને સુપ્રત કરવાની રહેશે.

આપના વિભાગ દ્વારા અધિકૃત કરાયેલ નાયબ/મદદનીશ એપ્રેન્ટીસ એડવાઇઝરશ્રીઓ એ નિયામક, રોજગાર અને તાલીમની કચેરીના અધિકૃત અધિકારીગાણના સંકલનમાં રહી આપના વિભાગને ફાળવવામાં આવેલ એપ્રેન્ટીસ ભરતીના લક્ષ્યાંકને આપના તાબા હેઠળની ખાતાના વડાની કચેરીના માધ્યમથી ચરિતાર્થ કરવા બાબતે નીચે મુજબના સૂચનો છે.

#### A) શિક્ષણ વિભાગ

- ભારત સરકારના માનવ સંસાધન મંત્રાલય દ્વારા અમલીકૃત “નેશનલ એપ્રેન્ટીસ ટ્રેઇનિંગ સ્કિમ” (NATS) અંતર્ગત એન્જિનિયરીંગ અને ટેકનોલોજી ગ્રેજ્યુએટ/ડિપ્લોમા પાસ વિદ્યાર્થીઓ માટે એપ્રેન્ટીસ યોજનાનો અમલ થઈ રહેલ છે. આ યોજનાની અમલવારી માટે શિક્ષણ વિભાગે બોર્ડ ઓફ એપ્રેન્ટીસશીપ ટ્રેનિંગ, વેસ્ટર્ન રીજ્લયનની મુંબથ સ્થિત કચેરી સાથે સંકલન કરી ઉપલબ્ધ માનવબળની સાપેક્ષે એપ્રેન્ટીસ અધિનિયમ-૧૯૬૧ હેઠળ એકમ તરીકેની નોંધણી ભારત સરકારના પોર્ટલ પર છે કે કેમ, તે અંગેની ખાતરી કરી અગાઉથી નોંધાયેલ એકમો ખાતે નિયમોનુસાર ભરતી

કરવાપાત્ર એપ્રેન્ટીસોની ભરતી કરવાની કામગીરી કરવી. પોર્ટલ પર નોંધણી ન હોય તો ભારત સરકારના પોર્ટલ પર નોંધણી કરાવવી. અગાઉથી નોંધાયેલ એકમો અને નવા નોંધાયેલ એકમો ની નોંધણી નિયામક, રોજગાર અને તાલીમના આ યોજના માટેના પોર્ટલ પર પણ નોંધણી બિનચુક કરાવવી. મોટી સંખ્યામાં ગ્રેજ્યુએટ અને ટેકનીશીયન એપ્રેન્ટીસની માન્ય ૧૬૩ વ્યવસાયોમાં ભરતી કરાવવી.

૨. રાજ્યમાં કાર્યરત ખાનગી યુનિવર્સિટીઓ, તેમજ સ્વનિર્ભર આર્ટ્સ, કોમર્સ, સાયન્સ, એન્જિનીયરીંગ કોલેજ અને પોલીટેકનિક ખાતે “એપ્રેન્ટીસશીપ હેલ્પ ડેસ્ક” નું આયોજન કરી શકાય.
૩. એપ્રેન્ટીસ અધિનિયમ -૧૯૬૧ અંતર્ગત ટ્રેડ એપ્રેન્ટીસ કેટેગારી માટે ના માન્ય ૭૬ Optional ટ્રેડ માં B.A./ B.Com/ BBA / LLB તેમજ અન્ય Non Engineering Graduates તેમજ ધો. ૧૦,૧૨ પાસ ઉમેદવારોને એપ્રેન્ટીસ તરીકે જોડવા જરૂરી કાર્યવાહી કરી શકાય.
૪. એપ્રેન્ટીસશીપ તાલીમ યોજના અંતર્ગત ભારત સરકાર તેમજ રાજ્ય સરકાર દ્વારા એપ્રેન્ટીસની ભરતી બાબતે આપવામાં આવતા પ્રોત્સાહન અંગે જાણકારી મળી રહે તેમજ યોજનાનો પ્રચાર પ્રસાર થાય તે હેતુથી યુનિવર્સિટીઓ, સરકારી તેમજ સ્વનિર્ભર આર્ટ્સ, કોમર્સ, સાયન્સ, એન્જિનીયરીંગ કોલેજ અને પોલીટેકનિક ખાતે વર્કશૉપ/સેમિનારનું આયોજન સતત કરતા રહેવું. આવા કરેલ આયોજનની માહિતી પત્રક -૪ અનુસાર આપવાની રહેશે.
૫. રાજ્યમાં કાર્યરત ખાનગી યુનિવર્સિટીઓ, તેમજ સ્વનિર્ભર આર્ટ્સ, કોમર્સ, સાયન્સ, એન્જિનીયરીંગ કોલેજ અને પોલીટેકનિક ખાતે એપ્રેન્ટીસ તેમજ એકમોને “એપ્રેન્ટીસ ભરતી મેળા” ના માધ્યમથી જરૂરી પ્લેટફોર્મ પૂર્ણ પાડવું. દર માસે “એપ્રેન્ટીસ ભરતી મેળા” નું આયોજન કરી મહત્તમ એપ્રેન્ટીસોની ભરતી કરાવવી. આવા ભરતીમેળાના એક્ષાન પ્લાનની માહિતી પત્રક -૫ મુજબ આપવી અને થયેલ ભરતીમેળાની માહિતી પત્રક -૬ મુજબ આપવી.
૬. લાગુ પડતા એકમો પાસેથી મેળવેલ ઉમેદવારોની વેકેન્સીની માહિતી Statement – I & II મુજબ મેળવી ઓન-લાઇન એન્ટ્રી નિયામક, રોજગાર અને તાલીમના પોર્ટલ પર કરી જરૂરી ડેટાબેઝ નિભાવવાની કામગીરી કરવી.
૭. ભરતીમેળા કે અન્ય રીતે મળેલ એપ્રેન્ટીસ વાંછુ ઉમેદવારોના ડેટાબેઝનું પૃથ્વીકરણ કરી વિવિધ એકમો ખાતેથી મળેલ વેકેન્સીની સામે એપ્રેન્ટીસ ભરતી, કરારનામા તેમજ એપ્રેન્ટીસ અધિનિયમ આનુસારિક કામગીરી પૂર્ણ કરવી.
૮. ફેશર (નોન આઇ.ટી.આઇ.) ઉમેદવારના કિસ્સામાં આપવાની થતી બેઝીક તાલીમ માટેની વ્યવસ્થાનું આયોજન કોલેજ કે યુનિવર્સિટીના માધ્યમથી કરવું. તેમજ બેઝીક તાલીમ કેન્દ્રની માહિતિ આ સાથે સામેલ પત્રક-૭ મુજબ આપવી.

યોજનાની અમલવારી સુચારુ રૂપે થાય તે માટે નીચે મુજબનું જરૂરી સાહિત્ય સામેલ છે.

- 1) એપ્રેન્ટીસ અધિનિયમ - ૧૯૬૧ અને એપ્રેન્ટીસશીપ રૂલ્સ - ૧૯૯૨
- 2) ભારત સરકારની એપ્રેન્ટીસશીપ ટ્રેનીંગ સ્કીમની માહિતી પુસ્તિકા
- 3) Brief Note on Apprentices Act - 1961
- 4) એકમ અને ઉમેદવારની પોર્ટલ નોંધણીની માહિતી પુસ્તિકા અને વિડીયો ગાઇડ
- 5) નેશનલ એપ્રેન્ટીસશીપ પ્રમોશન સ્કીમ ની ગાઇડલાઇન
- 6) નેશનલ એપ્રેન્ટીસશીપ ટ્રેનીંગ સ્કીમ (N.A.T.S.)નું Brochure
- 7) બેઝીક ટ્રેનીંગ પ્રોવાઇડરની ગાઇડલાઇન
- 8) શ્રમ અને રોજગાર વિભાગનો તા. ૦૬/૦૪/૧૮નો ઠરાવ ક્રમાંક : તલમ/૧૨/૨૦૧૮/૬૧૯૬૦/આર-૨
- 9) આપના વિભાગના તાબા હેઠળના ખાતાના વડાની કચેરીઓને કરવાનો થતો પરિપત્રનો મુસદ્દે અને પરત લેવાની થતી માહિતિના **Statement – I & II**
- 10) એપ્રેન્ટીસ અધિનિયમ - ૧૯૬૧ અંતર્ગત આઇ.ટી.આઇ. પાસ કે નોન આઇ.ટી.આઇ. ઉમેદવાર માટે ટ્રેડ એપ્રેન્ટીસ કેટેગરી માટે Designated તેમજ Optional ટ્રેડની યાદી
- 11) એપ્રેન્ટીસ અધિનિયમ - ૧૯૬૧ અંતર્ગત ગ્રેજ્યુએટ/ ડિપ્લોમા એન્જિનીયર ઉમેદવાર માટે ગ્રેજ્યુએટ/ ટેકનીશીયન એપ્રેન્ટીસ કેટેગરી માટેના ટ્રેડની યાદી
- 12) એપ્રેન્ટીસશીપ ઉમેદવારને ભરતીમેળા સમયે આપવાનું Brochure
- 13) મોડલ કોન્ટ્રાક્ટ ફોર્મ
- 14) એકમ પાસેથી મેળવવાનો થતો બાંહેધરીપત્ર
- 15) વિભાગે કરવાનો થતો નમુનારૂપ પરિપત્ર

વિભાગ દ્વારા નિયામક, રોજગાર અને તાલીમને આપવાની થતી માહિતિના પત્રકોની યાદી Annexure -A પર સામેલ છે. એપ્રેન્ટીસ ભરતી માટે ખાતાના અધિકારીશીઓ માટે યોજવાના થતા ઓરીએન્ટેશન પ્રોગ્રામનો એક્ષન પ્લાન બનાવી તેની જાણ **પત્રક-૩** માં નિયામક, રોજગાર અને તાલીમના નોડલ અધિકારીને આપવી.

**Annexure -A**

ક્રમ નંબર	પત્રકની વિગત	પત્રક આપવાની Frequency
૧	પત્રક-૧ આપના દ્વારા નિયુક્ત કરાયેલ નોડલ ઓફિસરશીની વિગત	એક વાર
૨	પત્રક-૨ આપના તાબા હેઠળના ખાતાના વડાની કચેરીના યોગ્ય અધિકારીગણ કે જેને નાયબ/મદદનીશ એપ્રેન્ટીસ એડવાઇઝર તરીકે અધિકૃત કરાયેલ હોય તેની યાદી	એક વાર
૩	પત્રક-૩ એપ્રેન્ટીસ ભરતી માટે ખાતાના અધિકારીશ્રીઓ માટે યોજવાના થતા ઓરીએન્ટેશન પ્રોગ્રામનો એક્ષન પ્લાન	એક વાર
૪	પત્રક-૪ એપ્રેન્ટીસ ભરતી માટે વિવિધ એસોસીએશન/ઇન્ડસ્ટ્રી કલસ્ટર/સ્ટેક હોલ્ડર સાથે યોજેલ મીટિંગની માહિતી	૬૨ પખવાડિયે
૫	પત્રક-૫ એપ્રેન્ટીસ ભરતીમેળા નો એક્ષન પ્લાન	૬૨ માસે
૬	પત્રક-૬ યોજેલ એપ્રેન્ટીસ ભરતીમેળાની આંકડાકીય માહિતી	૬૨ માસે
૭	પત્રક-૭ ફેશર ઉમેદવારના કિસ્સામાં આપવાની થતી બેઝીક તાલીમ વ્યવસ્થા	૬૨ માસે

નિયામક, રોજગાર અને તાલીમને  
સમયાંતરે આપવાની થતી માહિતી  
ના પત્રકો ૧ શ્રી ૭



## મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના

### પત્રક -૧

વિભાગ:-

૧	મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજનાના નોડલ અધિકારીશીનું નામ	
૨	હોક્યો	
૩	સરનામું	
૪	ફોન/ મોબાઇલ નંબર	
૫	ઈ-મેલ	

" મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના " પત્રક - ૨

**Details of Ex-oficio/Principal of Labour & Employment ( Ahmedabad Region)**

**Details of Regional Head of Your Department**

Name				Desingnation	Mobile Number	e-mail id	Name	Designation	Mobile	e-mail		
SR	District	Taluka	Ex-officio I.T.I.	Detail of Ex-officio/Principal				Department :				
				Sr.	Name	Email Id	Mobile No	Alloted Area	Name	Designation	Mobile Number	e-mail
1	Ahmedabad	Ahmedabad	Gota-Ranip	1	T.D.Vyas	Itiranip@Yahoo.Com	9824092923	Sabarmati, Gota, Science City Road, S G Highway, S P Ring Road Vaisnav Cross Road To Sanathal Cross Road,Ranip.				
1	Ahmedabad	Ahmedabad	Kubernagar	2	Smt. A.P.Patel	Prlkubernagariti@Yahoo.Co.In	9662530374	Naroda Gidc, Naroda Road, Kathawada, Nikol Road, Shahibaug, Meghaninagar,Bapunagar, Thakkarbapanagar, Viratnagar, Odhav, Saraspur, Asharwa				
1	Ahmedabad	Ahmedabad	Maninagar	3	N.R.Parikh	Prlmaninagariti@Yahoo.Co.In	9825530678	Vatva , Narol, lasnpur,Khokhara, Rakhiyal, Vastral,Bareja , Pipalj, Lambha				
1	Ahmedabad	Ahmedabad	Maninagar(W)	4	Smt.H.R Savalia	Prlmahilamaninagariti@Gmail.Com	9725799777	Maninagar,Naroda,Kathavada,Nikol,Thakkarbapa Nagar,S.P Ring Road Hathijan To Dastan Circle, Vastral,Amaravadi,C.T.M.,Soni Ni Chal To Narol Circle				
1	Ahmedabad	Ahmedabad	Saraspur	5	Smt. D.J.Joshi	Prlsaraspuriti@Yahoo.Co.In	9687630339	Asharam Road, C.G.Road, Khanpur, Khokhara, Rakhiyal, Vastral, Dudheshwar, Tawdipura, Delhidarwaja, Chandkheda, Sabarmati, Maninagar, Lal Darwaja, Kalupur,				
1	Ahmedabad	Ahmedabad	Saraspur	6	M.N.Parikh	Prlsaraspuriti@Yahoo.Co.In	8758267833	Saraspur, Meghaninagar, Rakhal, Bapunagar, Civil, Shahibaug, Amdupura, Kalupur, Shahpur, Lal Adrwaja, Jamalpur, Delhi Darwaja, Dariyapur.				
1	Ahmedabad	Ahmedabad	Sarkhej	7	D.P.Makwana	Prlsarkhejiti@Yahoo.Co.In	9825782727	Prahlad Char Rasta To Pakvan Char Rasta, Prahladnagar To Shyamal Char Rasta, Setelite, Pakvan To Andhjan Mandal, Big Bazar To Nagerunagar Char Rasta, Ujala Chokdi To Chimanbhai Market,Vaishnodevi To Sanathal, S.P. Ring Road, Thaltej To Helmet Circle, Bopal Char Rasta To S.P. Ring Road To Manipur, Sanathal Chowkdi To Prahladnagar Char Rasta, Satellite, Highcourt Char Rasta To Vaishnodevi Char Rasta, Sola Char Rasta To Nirnaynagar, Akhbarnagar Sola Vidhyapith To Naranpura Char Rasta, Kembe Char Rasta To Bhuyangdev, Thaltej Esta. Navrangpura, Drive-In Cinema (Except C.G. Road & Ashram Road ), Pakvan To High Court				
1	Ahmedabad	Ahmedabad	Thaltej(W)	8	Smt. J.N Purohit	Prlthaltejiti@Gmail.Com	9825321374	Asharm Road,Vastrupur,C.G Road,Ambawadi,Akhabar Nagar,Ghatlodiaya				
1	Ahmedabad	Bavla	Bavla	9	Ku.J.N.Purohit	Prilitbavla@Yahoo.In Purohitjigna75@Yahoo.In	9825321374	Changodar Gidc, Dhanduka, Dholka, Ranpur Sanathal Chowkdi To Changodar, Moraiya, Matoda, Chancharwadi, Vasna Lyava ,Sari, Lodariyal, Sanathal, Shantipura				
1	Ahmedabad	Dholka	Dholka	10	H.D.Solanki	Prldholkaiti@Yahoo.Com	8238006162	Dholaka,Dholera,Dhandhuka,Bavla,S.P Ring Road Sanathal Cross Road To Hathijan Circle				
1	Ahmedabad	Sanand	Sanand	11	H.B.Shah	Prisananditi@Yahoo.Com	9924118810	Sanand Gidc, Viramgam Gidc, Khoda, Chayela , Sachana, Detroj ,Mandal, Rampura,, Kodaliya				
1	Ahmedabad	Viramgam	Viramgam	12	Smt.M.Z.Veghla	Prlviramgamiti@Yahoo.Co.In	9925005171	Sanand ,Viramgam, Detroj, Mandal.				
2	Aravali	Bayad	Bayad	13	B.P.Gandhi	Prlbayaditi@Yahoo.Co.In	9825551678	Bayad, Dhansura, Modasa.				
2	Aravali	Bhiloda	Bhiloda	14	Smt.Vaishaliben Prajapati	Pribhilodaiti@Gmail.Com	9725024301	Meghraj,Malpur, Bhiloda.				
2	Aravali	Modasa	Modasa	15	V.S.Champavat	Primodasaiti@Yahoo.In	9687630341	Modasa, Bayad, Dhansura, Malpur, Meghraj, Bhiloda				
3	Banaskantha	Banaskantha	Palanpur	16	D.D.Lathia	Prlpalanpuriti@Gmail.Com	8128113211	Palanpur , Vadgaam, Tharad, Vav, Diyodar, Kankarej , Bhambar, Lakhani, Dhanera, Deesa , Dantiwada, Amirgadh , Danta, Suigam				
3	Banaskantha	Deesa	Deesa	17	Smt.M.P.Shah	Prlitidis@Yahoo.In	9427569092	Kankrej, Deodar,Vav, Tharad, Lakhani, Bhabhar, Dhanera, Suigam.				
3	Banaskantha	Kumbhariya	Kumbhariya	18	M.N.Patel	Prlkumbhariyaiti@Yahoo.Co.In	9429286292	Deesa, Kumbhariya, Amirgadh, Dantiwada.				
4	Gandhinagar	Dehgam	Dehgam	19	N.M.Patel	Itidehgam@Gmail.Com	7622001761	Dahegam, Chandra, S P Ring Road, Dastan Circle To Koba Circle, Nana Chiloda, Mota Chiloda				
4	Gandhinagar	Gandhinagar	Chandkheda	20	Smt.B.R.Nayak	Prlitchandkheda@Gmail.Com	9725023066	Chandkheda, Adalaj, Indira Bridge To Koba Circle To Adalaj, Chandkheda To Adalaj				

SR	District	Taluka	Ex-officio I.T.I.	Detail of Ex-officio/Principal					Department :			
				Sr.	Name	Email Id	Mobile No	Allotted Area	Name	Designation	Mobile Number	e-mail
4	Gandhinagar	Gandhinagar	Gandhinagar	21	B.K.Nayak	Prisananditi@Yahoo.Com	9687630335	Gandhinagar Gidc, Gandhinagar City, Vaishnodevi Circle To Adalaj Road,Infocity To Koba Circle,Zankh Gidc, Dehgam Gidc, Nana Chiloda, Mansa Gidc, Kalol Gidc ,Chhatral Gidc,Rakanpur , Sanhej, Khatrej Gidc, Vadsar, Bhat Gidc,				
4	Gandhinagar	Gandhinagar	Gandhinagar(W)	22	A.B.Trivedi	Mahilaitigandhinagar@Yahoo.Com	9879883114	Gandhinagar City, Gandhinagar To Koba Circle.				
4	Gandhinagar	Kalol	Kalol	23	Smt.Meenaben Patel/G.M.Patel	Prkaloliti122@Gmail.Com	9427555635	Kalol, Mansa.				
5	Mehsana	Kadi	Kadi	24	D.C.Patel	Prlitikadi@Yahoo.In	9427716075	Kadi, Becharaji.				
5	Mehsana	Mehsana	Mehsana	25	Ku.C.K.Chauhan	Prlmehsanaiti@Yahoo.Co.In	9824368073	Mehsana Taluka, Becharaji, Unja, Patan, Chansma, Sami, Siddhpur, Santalpur, Radhanpur, Vagdod, Harij,Kadi, Jothana, Karanpura Kadi,				
5	Mehsana	Mehsana	Visnagar	26	B.L.Solanki	Prlvisnagariti@Yahoo.Co.In	9825249535	Visnagar, Vadnagar, Kheralu, Satalasana, Vijapur				
5	Mehsana	Unja	Unja	27	P.S.Patel	Prlitunjha@Yahoo.In	9979315252	Mahesana, Unjha.				
5	Mehsana	Vadnagar	Vadnagar	28	C.I.Mevada	Prlvadnagariti@Gmail.Com	8511180870	Vadnagar, Kheralu, Satalasana.				
5	Mehsana	Vijapur	Vijapur	29	B.J.Patel	Itivijapur@Yahoo.In	9725021810	Vijapur, Visnagar, Jotana.				
6	Patan	Patan	Patan	30	C.B.Zala	Prlpataniti1@Yahoo.Co.In	9825377259	Patan, Sami, Harij, Radhanpur, Santalpur.				
6	Patan	Sidhpur	Sidhpur	31	Smt.N.G.Kikani	Prlsiddhapuriti@Yahoo.Co.In	9825346135	Siddhpur, Vagdod, Chansama.				
7	Sabarkantha	Himmatnagar	Himmatnagar	32	N.A.Patel	Prlhimatnagariti@Yahoo.Co.In	7984427596	Vadali, Khedabramba, Posina, Idar , Prantij, Talod , Vijaynagar, Himmatnagar				
7	Sabarkantha	Idar	Idar(W)	33	B.K.Prajapati	Itiidarw@Yahoo.Co.In	8511179409	Idar,Vijaynagar, Poshina, Vadali.				
7	Sabarkantha	Pratij	Pratij	34	Smt.D.H.Joshi	Priprantijiti@Yahoo.Com	9725000478	Prantij, Talod, Himmatnagara.				

" મુખ્યમંત્રી એપ્લેન્ટીસશીપ યોજના " પત્રક - 2

Details of Ex-oficio/Principal of Labour & Employment (Rajkot Region)							Details of Regional Head of Your Department					
Name		Designation	Mobile Number		e-mail id	Name	Designation	Mobile	e-mail			
G. N. PAREKH		Deputy Director	922879449		rddrajkotiti1@gmail.com							
S. D. PATEL		TCPO	9512545745		rddrajkotiti1@gmail.com							
P.K.THUMAR		Apprentice Advisor	9426254654		rddrajkotiti1@gmail.com							
K.B.RAMANI		Apprentice Advisor	9879739798		atstcpordrajkot@gmail.com							
SR	District	Taluka	Ex-officio I.T.I.	Detail of Ex-officio/Principal					Department :			
				Sr.	Name	Email Id	Mobile No	Alloted Area	Name	Designation	Mobile Number	e-mail
1	Amreli	Amreli	Amreli	1	H. J. Dave	Prlamreliiti@Yahoo.Co.In Ats_Prlitiamreli@Yahoo.In	81286 51390	Amreli, Babra, Dhari, Vadia, Lathi, Lilia, Bagasara				
1	Amreli	Khambha	Khambha	2	V. C. Vithlani	Prlkhambhaiti@Gmail.Com	94272 61999	Savar Kundla, Khambha, Rajula, Jafarabad				
2	Bhavnagar	Bhavnagar	Bhavnagar	3	J. H. Boricha	Prlbhavnagariti@Yahoo.Co.In	97243 40236	Bhavnagar, Mahuva, Talaja, Ghogha				
2	Bhavnagar	Sihor	Sihor	4	H. K. Doshi	Prlsihoriti@Yahoo.In	94280 78316	Sihor, Umarala, Gariyadhar, Palitana, Vallabhipur, Jesar				
3	Botad	Botad	Botad	5	J. H. Boricha	Prlbotaditi@Gmail.Com	97243 40236	Botad, Gadhada, Barvala, Ranpur				
4	Devbhumti Dwarka	Jam Khambhalia	Jam Khambhalia	6	N. B. Patel	Prljamkhambhalaiti@Gmail.Com	99092 09567	Dwarka, Bhanvad, Kalyanpur, Khambhalia				
5	Gir Somnath	Una	Una	7	J. G. Chaudhari	Prlunaiti@Yahoo.Co.In	94267 35080	Kodinar, Una, Gir Gadhada				
5	Gir Somnath	Veraval	Veraval	8	M. H. Goswami	Prlveravaliti@Ymail.Com	96387 97001	Veraval, Talala, Sutrapada				
6	Jamnagar	Jamnagar	Jamnagar	9	J. P. Chotai	Ats_Prljamnagariti@Yahoo.Com Prljamnagariti@Yahoo.Co.In	94277 68915	Jam-Jodhpur, Jodiya, Dhrol, Jamnagar, Lalpur, Kalavad				
7	Junagadh	Junagadh	Junagadh	10	R. P. Bhatti	Ats_Prljunagadhiti@Yahoo.Com Prljunagadhiti1@Yahoo.Com	94284 62005	Junagadh City, Bhesan, Junagadh Rural, Manavadar, Mendarda, Visavadar				
7	Junagadh	Keshod	Keshod	11	V. G. Maru	Prlkeshoditi@Gmail.Com	99799 53148	Keshod, Malia, Mangrol, Vanthali				
8	Kutch	Bhuj	Bhuj	12	D. M. Aacharya	Atsaabhuji01@Gmail.Com Prlbhujiti@Gmail.Com	94277 68915	Abdasa, Bhuj, Lakhpat				
8	Kutch	Bhuj	Bhuj	13	P. A. Parsania	atsaaabhuji01@gmail.com prlbhujiti@gmail.com	99988 85346	Abdasa, Bhuj, Lakhpat				
8	Kutch	Gandhidham	Gandhidham	14	J. P. Chotai	Ats_Prlgandhidhamiti@Yahoo.Com Prlgandhidhamiti@Gmail.Com	94277 68915	Gandhidham, Rapar, Anjar, Bhachau				
8	Kutch	Gandhidham	Gandhidham	15	P. R. Bhuva	ats_prlgandhidhamiti@yahoo.com prlgandhidhamiti@gmail.com	97265 86533	Gandhidham, Rapar, Anjar, Bhachau				
8	Kutch	Mundra	Mundra	16	P. R. Aparnathi	Prlmundraiti@Yahoo.Com	98796 40295	Mandvi, Nakhatrana, Mundra				
9	Morbi	Halvad	Halvad	17	R. B. Parmar	Prlitihalvad@Gmail.Com	98242 87748	Halvad, Maliya Miyana				
9	Morbi	Morbi	Morbi	18	R. J. Kaila	Prlmorbiiti@Yahoo.In	99092 70453	Morbi				
9	Morbi	Wankaner	Wankaner	19	Kum. B. V. Parmar	Prlwankaneriti@Yahoo.Com	88663 23934	Wankaner, Tankara				
10	Porbandar	Porbandar	Porbandar	20	R. R. Acharya	Ats_Prlitporbandar@Yahoo.Com Prlpborbandariti@Ymail.Com	97250 18559	Porbandar, Ranavav, Kutiyana				
11	Rajkot	Dhoraji	Dhoraji	21	R. G. Kothadiya	Prldhorajiti@Gmail.Com	94286 25320	Upleta, Dhoraji, Jamkandorana, Jetpur				
11	Rajkot	Gondal	Gondal	22	M. M. Bochiya	Prlgondaliti@Gmail.Com	94290 42654	Shapar, Kotda Sangani, Jasdan, Gondal				
11	Rajkot	Lodhika	Lodhika	23	Smt. K. B. Vyas	Prllodhikaiti@Gmail.Com	99247 57054	Metoda Gidc				
11	Rajkot	Rajkot	Rajkot	24	R. S. Trivedi	Ats_Prlrajkotiti@Yahoo.Com Prlrakotiti1@yahoo.co.in	94272 13452	Kuvadava Gidc, Bhaktinagar, Lati Plot, Mavdi, Rajkot City, Padadhari, Samrat, Atika, Aji Gidc, Gondal Road, Kothariya, Vavdi				
12	Surendranagar	Chotila	Chotila	25	P. R. Patel	Prl.Chotilaiti@Gmail.Com	85111 45713	Chotila, Thangadh, Bamanbore Gidc				
12	Surendranagar	Dhrangadhra	Dhrangadhra	26	A. G. Vyas	Prldhrangadhraiti@Gmail.Com	94282 92513	Dhrangadhra, Dasada, Chuda, Lakhtar				
12	Surendranagar	Wadhvan	Surendranagar	27	R. R. Patel	Prlsurendranagariti@Gmail.Com	98256 89115	Wadhwan, Sayla, Limbadi, Muli				
12	Surendranagar	Wadhvan	Surendranagar	28	P. K. Shah	prlsurendranagariti@gmail.com	94282 92513	Wadhwan, Sayla, Limbadi, Muli				

" મુખ્યમંત્રી એપ્લેન્ટીસશીપ યોજના " પત્રક - 2

Details of Ex-oficio/Principal of Labour & Employment ( Surat Region)							Details of Regional Head of Your Department					
Name		Desingnation	Mobile Number		e-mail id	Name	Designation	Mobile	e-mail			
P. A MISTRY		Deputy Director	9687630332		rddsuratats@gmail.com							
B.G.GAMIT		T.C.P.O	9974065630		rddsuratats@gmail.com							
R.M.CHAUDHRI		Apprentice Advisor	9426746153		rddsuratats@gmail.com							
B.T.PATEL		Apprentice Advisor	7226927070		rddsuratats@gmail.com							
SR	District	Taluka	Ex-officio I.T.I.	Detail of Ex-officio/Principal					Department :			
				Sr.	Name	Email Id	Mobile No	Alloted Area	Name	Designation	Mobile Number	e-mail
1	Bharuch	Ankleshwer	Ankleshwer	1	Shri B.D.Raval	Principalitankleshwar@yahoo.Com	9924764021	Ankleshwer Gidc, Panoli Gidc				
1	Bharuch	Bharuch,Zagadia,Valia	Dahej	2	Shri D.T.Bharati	Prldhejiti1@yahoo.Com	9925414914	Station Road Bharuch,Bharuch City, Haldharwa,Zagadia,Valia				
1	Bharuch	Hansot,Ankleshwer	Hansot	3	Shri R.S.Patel	Prlhansotiti@yahoo.co.in	9724348949	Ankleshwer City,Hansot, Palod				
1	Bharuch	Vagra,Jambusar,Amod,Bharuch	Bharuch	4	Shri J.A.Mehta	Prlbharuchiti@yahoo.co.in	9725021650	Dahej,Kaladra,Dahej Sez,Bholav,Jambusar,Amod				
2	Dang	Ahwa	Agasi	5	Shri A.J.Patel	Prlagasiti@yahoo.co.in	8128691764	Ahwa				
3	Narmada	Nanod,Garudeshwer,Sagbara	Rajpipla	6	Shri A.D.Chaudhari	Prlrajpipla@yahoo.co.in	9879922437	Rajpipla,Kevadiya Colony,Sagbara,Vavdi				
4	Navsari	Chikhli,Vansda,Gandevi	Khergam	7	Shri H.K.Chaudhari	Prlkhergamiti@yahoo.co.in	9724322628	Chikhli Gidc, Anthalia Gidc, Vansada,Bilmora Town				
4	Navsari	Navsari,Jalalpore	Bilimora	8	Shri N.V.Desai	Prlbilimoraiti@gmail.com	9724300898	Kabilpore Gidc, Jalalpore Gide,Navsari City				
5	Surat	Bardoli,Mandvi,Pa Isana	Bardoli	9	Shri M.K.Vahiya	Prlbardoliiti@yahoo.co.in	9725720383	Bardoli Gidc,Mandvi,Jolva,Tatithiya,Palsana Gidc				
5	Surat	Choryasi,Suratcity	Sachin(Mahila)	10	Shri D.B.Chaudhari	Prlsachiniti@gmail.com	8460350020	Athwalines,Ringroad, Station Area, Un, Bhestan Area,Majura,Nanpura,A.K.Road				
5	Surat	Kamrej,Palsana,Mahuva	Kamrej	11	Shri K.M.Patel	Prlitikamrej@gmail.com	7600057202	Vareli,Palsana N.H. 8, Mahuva, Valod, Kamrej, Katargam				
5	Surat	Olpad,Mangrol,Kamrej	Olpad	12	Shri L.R.Gamit	Prlolpaditi@gmail.com	9427125962	Olpad,Rander,Adajan.Kim,Kamrej,Mangrol,Kosamba				
5	Surat	Suratcity,Choryasi,	Surat	13	Shri M.D.Master	Prlsuratiti@yahoo.co.in	9724318418	Sachin Gidc,Surat City ,Pandesara Gidc,Udhna Gidc, Nanpura,A.K.Road, Ring Road, Varachha,Puna Kumbhariya,Athwalines,Chowk				
5	Surat	Suratcity,Choryasi,	Surat(Mahila)	14	Shrimati M.N.Desai	Prlitisuratmahila@yahoo.in	9427580395	Surat City, Bhatar Dumas, Hazira,Bhimpor,Sachin,Vesu,Choryasi,Ring Road,				
6	Tapi	Vyara,Valod,Songadh,Nizar,Uchchal,Kukurmunda	Vyara	15	Shria M.S.Patel	Prlyaraiti@yahoo.co.in	8980043063	Vyaracity,Ukai Area, Vyara Taluka				
7	Valsad	Umergam	Bhilad	16	Shri. G. N. Lad	Prlbhiladiti@yahoo.co.in	9662536220	Umargam Gidc				
7	Valsad	Vapi,Dharampur,Kaprade	Agasi	17	Shri A.J.Patel	Prlagasiti@yahoo.co.in	8128691764	Vapi Gidc, ,Dharampur, Kaprada Taluka				
7	Valsad	Vapi,Valsad,Pardi,	Pardi	18	Shri H.C.Chaudhari	Prlpardiiti@yahoo.co.in	9879577338	Valsad City,Vapi Gidc, Valsad Taluka,Sarigam Gidc, Pardi Gidc				

" મુખ્યમંત્રી એપ્લેન્ટીસશીપ યોજના " પત્રક - 2

Details of Ex-oficio/Principal of Labour & Employment ( Vadodara Region)							Details of Regional Head of Your Department					
Name		Designation	Mobile Number		e-mail id	Name	Designation	Mobile	e-mail			
S.A.PANDAV		Deputy Director	9687630331		rddvadodarait1@gmail.com							
A.N.RATHAVA		TTO	9824082843		rddvadodarait1@gmail.com							
H.P.PARMAR		Apprentice Advisor	9725021745		atsrddvadodara01@gmail.com							
J.G.PRAJAPATI		Apprentice Advisor	9427492945		atsrddvadodara02@gmail.com							
SR	District	Taluka	Ex-officio I.T.I.	Detail of Ex-officio/Principal					Department :			
				Sr.	Name	Email Id	Mobile No	Alloted Area	Name	Designation	Mobile Number	e-mail
1	Anand	Anand, Sojitra,	Uttarsanda	1	S.J.Prajapati	Prluttarsandaiti@yahoo.co.in	9722864180	Anand,V.U.Nagar,Karamsad & Sojitra Taluka Area				
1	Anand	Umreth, Anklav, Borsad,Petlad, Khambhat	Anand (Mahila)	2	Ku. M. A. Kachwala	Prланандити@Yahoo.Com	9825168385	Umreth, Anklav, Borsad, Petlad & Khambhat Taluka Area				
2	Chhotaudepur	Sankheda,Bodeli,Pavijetpur,Naswadi & Chhotaudepur Taluka	Chhotaudepur	3	Mayur M. Nayak	Prl.Chhoiti@yahoo.com	9662530520	Chhotaudepur District Area				
3	Dahod	Dahod, Limkheda, Devgadhbaria,Fat epura	Dahod	4	M.K. Mavi	Prldahoditi@yahoo.co.in	9662508861	Dahod District Area				
4	Kheda	Mahemdabad, Kapadwanj, Kathlal, Kheda & Matar	Kheda	5	Ku. J. G. Solanki	Prkhedaiti@yahoo.com	7600046921	Mahemdabad ,Kapadwanj,Kathlal, Kheda & Matar Taluka Area				
4	Kheda	Nadiad, Thasra & Tarapur, Galteshwar	Palana	6	J.T. Rathi	Prpalanaiti@yahoo.co.in	8780419932	,Nadiad,Thasratarapur, Galteshwar,Anand(Gamdi), Samarkha, Chikodra,Adas, Ganesh Chokdi				
5	Mahisagar	Lunawada, Balasinor, Santramprup Khanpur	Lunawada	7	P.C. Parmar	Itilunawada@yahoo.co.in	9662001029	Mahisagar District Area				
6	Panchmahal	Godhra, Kalol, Halol, Shahera, Goghamba & Jambughoda	Godhra	8	H.P.Joshi	Godhraithi@gmail.com	9428543594	Godhra,Kalol, Halol(Alloted Chandrapura Area),Shahera, Goghamba & Jambughoda Taluka Area				
6	Panchmahal	Halol	Halol	9	K.H. Soni	Prhaloliti@gmail.com	9879722329	Halol Taluka Area				
7	Vadodara	Karjan	Karjan	10	K.C.Kachhdiya	Karjanaiti@yahoo.in	9828691087	Karjan Taluko, Por , Por-Raman Gamdi, ,Vadsala				
7	Vadodara	Padra, Vadodara	Padra	11	D.J.Varmora	Prpadraiti@hotmail.com	7043180181	Padra Taluko , Bhayli, Bil				
7	Vadodara	Savli	Savli	12	S.B.Sarvaiya	Iti-Savli-Vad@gujarat.gov.in	9428694076	Savli Taluka Area				
7	Vadodara	Vadodara	Tarsali	13	P.G.Parmar	Prtlarsalitii@gmail.com	9033440572	Makarpura,Jambuva, Maneja, Pratapnagar,Vadsar, Lalbaug ,Dandia Bazar, Raopura,Kothi,Rajmahel Rd. Khanderao Market,Manjalpur, , Atladra, Vishwamitri				
7	Vadodara	Vadodara	Gorwa	14	N.K.Shah	Prlgorwaiti@gmail.com	9662539069	Gorwa,Gorwa Road, Ellora Park, Old Padra Road , Race Course, Subhanpura,Vadiwadi ,Gotri Gotri Rd, Undera,Sardar Estate , Ajwa,Ajwa Road, Ankhola,Bhutdi Zapa,Darjipura, Harni Road, Kareli Baug, Panigate, Sayajipura,Varasiya ,Waghodia Road, Mandavi, Nava Bazar Akota Akota Road,Jetalpur Rd.				
7	Vadodara	Vadodara	Dashrath	15	N.C. Gohel	Prdashrithit1983@yahoo.com	7990643238	Sakarda, Chhani,Nizampura, Fatehgunj,Kalaghoda,Pratapgunj, ,Alkapuri,Chhani Road,, Petrofills & Petrochemicals Area				
7	Vadodara	Waghodia Dabhoi Shinor	Waghodia	16	P.G.Parmar	Prtlarsalitii@gmail.com	9033440572	Waghodia , Dabhoi & Shinor Taluka Area				

## મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના

### પત્રક -૩ ઓરિયેન્ટેશન પ્રોગ્રામ

વિભાગ :

અનુ. ક.	વિભાગના તાબા હેઠળના ખાતાના વડાની કચેરીનું નામ	ઓરિયેન્ટેશન પ્રોગ્રામની તારીખ
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## મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના

### પત્રક -૪ વર્ક્ષોપ/મિટીંગની વિગતો (૬૨ ૧૫ દિવસો)

વિભાગ :				
અનુ. ક.	વિભાગના તાબા હેઠળના ખાતાના વડાની કચેરીનું નામ	વિભાગ દ્વારા વિવિધ એસોશિયેશન / ઇન્ડસ્ટ્રી ક્લસ્ટર / સ્ટેક હોલ્ડર સાથે યોજેલા મિટીંગ / વર્ક્ષોપ		કુલ હાજર એસોશિયેશન / ઇન્ડસ્ટ્રી ક્લસ્ટર / સ્ટેક હોલ્ડર વિગત (બિડાણ સાથે) યોજ્યેલ મિટીંગ / વર્ક્ષોપની તારીખ
		આજ દિન સુધી	સંભવિત	
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મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના

પત્રક -૫ ભરતીમેળાનું આયોજન

વિભાગ :				
અનુ. ક.	વિભાગના તાબા હેઠળના ખાતાના વડાની કચેરીનું નામ	ભરતી મેળાઓની તારીખ	ભરતી મેળાઓનું સ્થળ	ભરતી મેળાઓમાં ક્યા પ્રકારના એકમો/સંસ્થાઓ ઉપસ્થિત રહેનાર છે?
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## મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના

પત્રક -૫ ભરતીમેળાની આંકડાકીય માહીતી

વિભાગ :

**મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના**  
**પત્રક -૭ ફેશર ઉમેદવાર માટે બેઝીક તાલીમ**

<b>વિભાગ :</b>			
અનુ.	વિભાગના તાબા હેઠળના ખાતાના વડાની કચેરીનું નામ	દ્રેડ વાઇસ નોંધાયેલા ફેશર તાલીમાર્થાઓ ની સંખ્યા (આ વિગતો દ્રેડવાઇઝ આપવાની રહેશે.)	ફેશર તાલીમાર્થા માટે કરેલ બેઝીક તાલીમની વ્યવસ્થાની વિગત
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એપ્રેન્ટિસ અધિનિયમ – ૧૯૬૧ અને  
એપ્રેન્ટિસશીપ રૂલ્સ – ૧૯૯૨



## **The Apprentices Act, 1961**

[Act No. 52 of 1961<sup>1</sup> as amended by 27 of 1973<sup>2</sup>, 41 of 1986<sup>3</sup>, 4 of 1997<sup>4</sup>,  
36 of 2007<sup>5</sup> and 29 of 2014<sup>6</sup>]

## **C O N T E N T S**

### **Sections**

#### **CHAPTER I - Preliminary**

1. Short title, extent, commencement
2. Definitions

#### **CHAPTER II - Apprentices and their Training**

3. Qualifications for being engaged as an apprentice
- 3-A. Reservation of training places for the Scheduled Castes and the Scheduled Tribes in designated trades.
- 3-B. Reservation of training places for Other backward Classes in designated trades.
4. Contract of apprenticeship
5. Novation of contract of apprenticeship
- 5A Regulation of optional trade
- 5B Apprentice from other States
6. Period of apprenticeship training
7. Termination of apprenticeship contract
8. Number of apprentices for a designated trade and optional trade
9. Practical and basic training of apprentices
10. Related instruction of apprentices
11. Obligations of employers
12. Obligations of apprentices
13. Payment to apprentices
14. Health, safety and welfare of apprentices
15. Hours of work, overtime, leave and holidays
16. Employer's liability for compensation for injury
17. Conduct and discipline

18. Apprentices are trainees and not workers
19. Records and returns
20. Settlement of disputes
21. Holding of test and grant of certificate and conclusion of training
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### **CHAPTER III - AUTHORITIES**

23. Authorities
24. Constitution of Councils
25. Vacancies not to invalidate acts and proceedings
26. Apprenticeship Advisers
27. Deputy and Assistant Apprenticeship
28. Apprenticeship Advisers to be public servants
29. Powers of entry, inspection, etc.
30. Offences and penalties
31. Penalty where not specific penalty is provided
32. Offences by companies
33. Cognizance of offences
34. Delegation of powers
35. Construction of references
36. Protection of action taken in good faith
37. Power to make rule
38. (Repealed)

- 
1. The Act came into force on March 1, 1962 vide GSR 246, dated Feb. 12, 1962
  2. Act 27 of 1973 came into force w.e.f. December 1, 1974 vide GSR 1293, dated November 1974
  3. Act 41 of 1986 came into force w.e.f. December 16, 1987 vide GSR 974(E), dated December 10, 1987
  4. Act 4 of 1997 came into force w.e.f. January 8, 1997.
  5. Act 36 of 2007 came into force w.e.f. February 1, 2008.
  6. Act No. 29 of 2014 came into force w.e.f. December 22, 2014

## THE SCHEDULE

*An Act to provide for the regulation and control of training of apprentices and for<sup>1</sup>[\* \* \*] matters connected therewith.*

Be it enacted by Parliament in the Twelfth Year of the Republic of India as follows:

**Prefatory Note** – The Act was introduced in the form of a bill on August 19, 1961. For Statement of Objects and Reasons, see Gazette of India, Extra., Part II, Section 2, dated August 19, 1961.

- 
1. Omitted by Act 27 of 1973.

## **CHAPTER - I**

### **PRELIMINARY**

#### **1. Short title, extent, commencement and application –**

- (1) This Act may be called the Apprentices Act, 1961.
- (2) It extends to the whole of India. [\* \* \*]<sup>1</sup>
- (3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint; and different dates may be appointed for different States.
- (4) The provisions of this Act shall not apply to –
  - (a) any area or to any industry in any area unless the Central Government by notification in the Official Gazette specifies that area or industry as an area or industry to which the said provisions shall apply with effect from such date as may be mentioned in the notification:
  - (b) <sup>2</sup>[ \* \* \*]
  - (c) <sup>3</sup>[any such special apprenticeship scheme for imparting training to apprentices as may be notified by the Central Government in the Official Gazette].

#### **2. Definition -**

In this Act, unless the context otherwise requires,-

- <sup>4</sup>[(a) "All India Council" means the All India Council of Technical Education established by the resolution of the Government of India in the former Ministry of Education No. F. 16-10/44-E-III, dated the 30th November, 1945;)]
- <sup>5</sup>[(aa)]"apprentice" means a person who is undergoing apprenticeship training <sup>6</sup>[\* \* \*] in pursuance of a contract of apprenticeship;
- <sup>7</sup>[(aaa)]"apprenticeship training" means a course of training in any industry or establishment undergone in pursuance of a contract of apprenticeship and under prescribed terms and conditions which may be different for different categories of apprentices;]
- (b) "Apprenticeship Adviser" means the Central Apprenticeship Adviser appointed under sub-section (1) of Section 26 or the State Apprenticeship Adviser appointed under sub-section (2) of that section;
- (c) "Apprenticeship Council" means the Central Apprenticeship Council or the State Apprenticeship Council established under sub-section (1) of Section 24;

- 
- 1. Omitted by Act 25 of 1968.
  - 2. Omitted by Act 27 of 1973.
  - 3. Subs. by Act 27 of 1973.
  - 4. The original clause (a) renumbered as clause (aa) and a clause (a) inserted by Act 27 of 1973.
  - 5. The original clause (a) renumbered as clause (aa) and a clause (a) inserted by Act 27 of 1973.
  - 6. Omitted by Act 27 of 1973
  - 7. Ins. by Act 27 of 1973.

- (d) "appropriate Government" means -
- (1) in relation to -
- (a) the Central Apprenticeship Council, or  
<sup>1</sup>[(aa) the Regional Boards, or  
(aaa) the practical training of graduate or technician apprentices or of technician (vocational) apprentices, or;]  
(b) any establishment of any railway, major port, mine or oilfield, or  
<sup>2</sup>(bb) any establishment which is operating business or trade from different locations situated in four or more States, or  
(c) any establishment owned, controlled or managed by -  
(i) the Central Government or a department of Central Government,  
(ii) a company in which not less than fifty-one per cent of the share capital is held by the Central Government on partly by that Government and partly by one or more State Governments,  
(iii) a corporation (including a co-operative society) established by or under a Central Act which is owned, controlled or managed by the Central Government, the Central Government.
- (2) in relation to -
- (a) a State Apprenticeship Council, or  
(b) any establishment other than an establishment specified in sub-clause (1) of this clause, the State Government;
- <sup>3</sup>[(dd) "Board or State Council of Technical Education" means the Board or State Council of Technical Education established by the State Government;]  
<sup>4</sup>[(e) "designated trade" means any trade or occupation or any subject field in engineering or non-engineering] or technology or any vocational course which the Central Government, after consultation with the Central Apprenticeship Council, may, by notification in the Official Gazette, specify as a designated trade for the purposes of this Act;  
(f) "employer" means any person who employs one or more other persons to do any work in an establishment for remuneration and includes any person entrusted with the supervision and control of employees in such establishment;  
(g) "establishment" includes any place where any industry is carried on;  
<sup>5</sup>[and where an establishment consists of different departments or have branches, whether situated in the same place or at different places, all such departments or branches shall be treated as part of the establishments];

- 
1. Ins. by Act 27 of 1973 and subs. by Act 41 of 1986
  2. Ins. by Act 29 of 2014
  3. Ins. by Act 27 of 1973.
  4. Ins. by Act 29 of 2014
  5. Ins. by Act 4 of 1997

- (h) "establishment in private sector" means an establishment which is not an establishment in public sector;
- (i) "establishment in private sector" means an establishment which is not led or managed by -
  - (1) the Government or a department of the Government;
  - (2) a Government company as defined in Section 617 of the Companies Act, 1956 (1 of 1956);
  - (3) a corporation (including a co-operative society) established by or under a Central, Provincial or State Act, which is owned, controlled or managed by the Government;
  - (4) a local authority;
- <sup>1</sup>[(j) "graduate or technician apprentice" means an apprentice who holds, or is undergoing training in order that he may hold a degree or diploma in engineering or non-engineering or technology or equivalent qualification granted by any institution recognised by the Government and undergoes apprenticeship training in any designated trade;
- <sup>2</sup>(k) "industry" means any industry or business in which any trade, occupation or subject field in engineering or non-engineering or technology or any vocational course may be specified as a designated trade or optional trade or both;
- (l) "National Council" means the National Council for Training in Vocational Trades established by the resolution of the Government of India in the Ministry of Labour (Directorate General of Resettlement and Employment ) No. TR/E.P.- 24/56, dated the 21st August 1956<sup>3</sup>[ and re-named as the National Council for Vocational Training by the resolution of the Government of India in the Ministry of Labour (Directorate General of Employment and Training) No. DGET/12/21/80-TC, dated the 30<sup>th</sup> September, 1981;]
- <sup>4</sup>(II) "optional trade" means any trade or occupation or any subject field in engineering or non-engineering or technology or any vocational course as may be determined by the employer for the purposes of this Act;
- <sup>5</sup>(III) "portal-site" means a website of the Central Government for exchange of information under this Act;';
- (m) "prescribed" means prescribed by the rules made under this Act;
- <sup>6</sup>[(mm)"Regional Board" means any board of Apprenticeship Training registered under the Societies Registration Act, 1860 (21 of 1860), at Bombay, Calcutta, Madras or Kanpur;]
- (n) "State" includes a Union Territory;
- (o) "State Council" means a State Council for Training in Vocational Trades established by the State Government;
- (p) "State Government" in relation to a Union Territory, means the Administrator thereof;

- 
- 1. Subs. by Act 29 of 2014
  - 2. Sub. by Act 29 of 2014
  - 3. Ins. by Act 41 of 1986
  - 4. Ins. by Act 29 of 2014
  - 5. Ins. by Act 29 of 2014
  - 6. Ins. by Act 27 of 1973.

- <sup>1</sup>[(pp) "Technician (vocational) apprentice" means an apprentice who holds or is undergoing training in order that he may hold a certificate in vocational course involving two years of study after the completion of the secondary stage of school education recognised by the All-India Council and undergoes apprenticeship training in designated trade;
- <sup>2</sup>[(q) "trade apprentice" means an apprentice who undergoes apprenticeship training in any designated trade;
- <sup>3</sup>[(r) "“worker” means any person working in the premises of the employer, who is employed for wages in any kind of work either directly or through any agency including a contractor and who gets his wages directly or indirectly from the employer but shall not include an apprentice referred to in clause (aa)"

- 
1. Sub. by Act 29 of 2014
  2. Sub. by Act 29 of 2014
  3. Sub. by Act 29 of 2014

**CHAPTER - II**  
**APPRENTICES AND THEIR TRAINING**

**3. Qualifications for being engaged as an apprentice -**

A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any designated trade, unless he-

- <sup>1</sup>[ (a) is not less than fourteen years of age, and for designated trades related to hazardous industries, not less than eighteen years of age; and]
- (b) satisfies such standards of education and physical fitness as may be prescribed:

Provided that different standards may be prescribed in relation to apprenticeship training in different designated trades <sup>2</sup>[and for different categories of apprentices].

**<sup>3</sup>[3-A.Reservation of training places for the Scheduled Castes and the Scheduled Tribes in designated trades –**

- (1) in every designated trade, training places shall be reserved by the employer for the Scheduled Castes and the Scheduled Tribes <sup>4</sup>[ and where there is more than one designated trade in an establishment, such training places shall be reserved also on the basis of the total number of apprentices in all the designated trades in such establishment ].
- (2) the number of training places to be reserved for the Scheduled Castes and the Scheduled Tribes under sub-section (1) shall be such as may be prescribed, having regard to the population of the Scheduled Castes and the Scheduled Tribes in the State concerned.

***Explanation-*** In this section, the expressions "Scheduled Castes" and "Scheduled Tribes" shall have the meanings as in clauses (24) and (25) of Article 366 of the Constitution].

**<sup>5</sup>[3-B.Reservation of training places for Other backward Classes in designated trades –**

- (1) In every designated trade, training places shall be reserved by the employer for the Other Backward Classes and where there is more than one designated trade in an establishment, such training places shall be reserved also on the basis of the total number of apprentices in all the designated trades in such establishment.
- (2) The number of training places to be reserved for the Other Backward Classes under sub-section (1) shall be such as may be prescribed, having regard to the population of the Other backward Classes in the State concerned.

- 
- 1. Subs. by Act 29 of 2014.
  - 2. Ins. by Act 27 of 1973.
  - 3. Ins. by Act 27 of 1973.
  - 4. Ins. by Act 41 of 1986
  - 5. Ins. by Act 36 of 2007

**4. Contract of apprenticeship**

- (1) No person shall be engaged as an apprentice to undergo apprenticeship training in a designated trade unless such person or, if he is minor, his guardian has entered into a contract of apprenticeship with the employer.
- (2) The apprenticeship training shall be deemed to have commenced on the date on which the contract of apprenticeship has been entered into under sub-section (1).
- (3) Every contract of apprenticeship may contain such terms and conditions as may be agreed to by the parties to the contract:

Provided that no such term or condition shall be inconsistent with any provision of this Act or any rule made thereunder.

- <sup>1</sup>[(4) Every contract of apprenticeship entered into under sub-section (1) shall be sent by the employer within thirty days to the Apprenticeship Adviser until a portal-site is developed by the Central Government, and thereafter the details of contract of apprenticeship shall be entered on the portal-site within seven days, for verification and registration.
- (4A) In the case of objection in the contract of apprenticeship, the Apprenticeship Adviser shall convey the object to the employer within fifteen days from the date of its receipt
- (4B) The Apprenticeship Adviser shall register a contract of apprenticeship within thirty days from the date of its receipt];
- (5) <sup>2</sup>[\*\*\*]
- (6) Where the Central Government, after consulting the Central Apprenticeship Council, makes any rule varying the terms and conditions of apprenticeship training of any category of apprentices undergoing such training, then, the terms and conditions of every contract of apprenticeship relating to that category of apprentices and subsisting immediately before the making of such rule shall be deemed to have been modified accordingly.

**5. Novation of contracts of apprenticeship -**

Where an employer with whom a contract of apprenticeship has been entered into, is for any reason unable to fulfill his obligations under the contract and with the approval of the Apprenticeship Adviser it is agreed between the employer, the apprentice or his guardian and any other employer that the apprentice shall be engaged as apprentice under the other employer for the un-expired portion of the period of apprenticeship training, the agreement, on registration with the Apprenticeship Adviser, shall be deemed to be the contract of apprenticeship between the apprentice or his guardian and other employer, and on and from the date of such registration, the contract of apprenticeship with the first employer shall terminate and no obligation under the contract shall be enforceable at the instance of any party to the contract against the other party thereto.

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- 1. Subs. by Act 29 of 2014.
  - 2. Omitted by Act 29 of 2014

**1[5A Regulation of optional trade –**

The qualification, period of apprenticeship training, holding of test, grant of certificate and other conditions relating to the apprentices in optional trade shall be such as may be prescribed.

**5B Engagement of apprentices from other States –**

The employer my engage apprentices from other States for the purpose of providing apprenticeship training to the apprentices].

**6. Period of apprenticeship training -**

The period of apprenticeship training, which shall be specified in the contract of apprenticeship, shall be as follows-

(a) In the case of <sup>2</sup>[trade apprentices] who, having undergone institutional training in a school or other institution recognised by the National Council, have passed the trade tests <sup>3</sup>[or examinations] conducted by <sup>4</sup>[that Council or by an institution recognised by that Council], the period of apprenticeship training shall be such as may be <sup>5</sup>[prescribed];

<sup>6</sup>[(aa) in the case of trade apprentices who, having undergone institutional training in a school or other institution affiliated to or recognised by a Board or State Council of Technical Education or any other authority or course approved under any scheme which the Central Government may, by notification in the Official Gazette specify in this behalf, have passed the trade tests or examinations conducted by that Board or State Council or authority or any agency authorised by the Central Government, the period of apprenticeship training shall be such as may be prescribed;]

(b) in the case of other <sup>7</sup>[trade apprentices], the period of apprenticeship training shall be such as may be prescribed;

<sup>8</sup>[(c) in the case of graduate or technician apprentices, [technician (vocational) apprentices]<sup>9</sup> and the period of apprenticeship training shall be such as may be prescribed.]

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1. Ins. by Act 29 of 2014

2. Subs. by Act 27 of 1973.

3. Ins. by Act 41 of 1986

4. Subs. by Act 27 of 1973.

5. Subs. by Act 29 of 2014.

6. Subs. by Act 29 of 2014

7. Subs. by Act 27 of 1973.

8. Ins. by Act 27 of 1973.

9. Ins. by Act 41 of 1986.

**7. Termination of apprenticeship contract -**

- (1) The contract of apprenticeship shall terminate on the expiry of the period of apprenticeship training.
  - (2) Either party to a contract of apprenticeship may make an application to the Apprenticeship Adviser for the termination of the contract, and when such application is made, shall send by post a copy thereto to the other party to the contract.
  - (3) After considering the contents of the application and the objections, if any, filed by the other party, the Apprenticeship Adviser may, by order in writing, terminate the contract, if he is satisfied that the parties to the contract or any of them have or has failed to carry out the terms and conditions of the contract and it is desirable in the interests of the parties or any of them to terminate the same:
- <sup>1</sup>[(4) Notwithstanding anything contained in any other provision of this Act, where a contract of apprenticeship has been terminated by the Apprenticeship Adviser before the expiry of the period of apprenticeship training and a new contract of apprenticeship is being entered into with a employer, the Apprenticeship Adviser may, if he satisfied that the contract of apprenticeship with the previous employer could not be completed because of any lapse on the part of the previous employer, permit the period of apprenticeship training already undergone by the apprentice with his previous employer to be included in the period of apprenticeship training to be undertaken with the new employer.]
- Provided that where a contract is terminated-
- (a) for failure on the part of the employer to carry out the terms and conditions of the contract, the employer shall pay to the apprentice such compensation as may prescribed;
  - (b) for such failure on the part of the apprentice, the apprentice or his guardian shall refund to the employer as cost of training such amount as may be determined by the Apprenticeship Adviser.

**<sup>2</sup>[8. Number of apprentices for a designated trade and optional trade -**

- (1) The Central Government shall prescribe the number of apprentices to be engaged by the employer for designated trade and optional trade.
- (2) Several employers may join together either themselves or through an agency approved by the Apprenticeship Adviser, according to the guidelines issued from time to time by the Central Government in this behalf, for the purpose of providing apprenticeship training to the apprentices under them].

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1. Ins. by Act 4 of 1997.  
2. Subs. by Act 29 of 2014

**9. Practical and basic training of apprentices-**

<sup>1</sup>(1) Every employer shall make suitable arrangements in his workplace for imparting a course of practical training to every apprentice engaged by him.

<sup>2</sup>[(2) The Central Apprenticeship Adviser or any other person not below the rank of an Assistant Apprenticeship Adviser authorised by the State Apprenticeship Adviser in writing in this behalf] shall be given all reasonable facilities for access to each such apprentice with a view to test his work and to ensure that the practical training is being imparted in accordance with the approved programme:

Provided that <sup>3</sup>[the State Apprenticeship Adviser or any other person not below the rank of an Apprenticeship Adviser authorised by the State Apprenticeship Adviser in writing in this behalf] shall also be given such facilities in respect of apprentices undergoing training in establishments in relation to which the appropriate Government is the State Government.

<sup>4</sup>[(3) Such of the trade apprentices who have not undergone institutional training in a school or other institution recognised by the National Council or any other institution affiliated to or recognised by a Board or State Council of Technical Education or any other authority which the Central Government may, by notification in the Official Gazette, specify in this behalf, shall, before admission in the workshop for practical training, undergo a course of basic training and the course of basic training shall be given to the trade apprentices in any institute having adequate facilities];

(4) Where an employer employs in his establishment five hundred or more workers, the basic training shall be imparted to <sup>5</sup>[the trade apprentices] either in separate parts of the workshop building or in a separate building which shall be set up by the employer himself, but the appropriate Government may grant loans to the employer on easy terms and repayable by easy installments to meet the cost of the land, construction and equipment for such separate building.

<sup>6</sup>[(4A) \*\*\*

(4B) \*\*\*

(5) \*\*\*

(6) \*\*\*]

(7) <sup>7</sup>[In the case of an apprentice other than a graduate or technician apprentice or technician (vocational) apprentice, the syllabus of and the equipment to be utilised for, practical training including basic training in any designate trade shall be such as may be approved by the Central Government in consultation with the Central Apprenticeship Council.

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1. Ins. by Act 29 of 2014.
  2. Ins. by Act 27 of 1973.
  3. Subs. by Act 27 of 1973.
  4. Subs. by Act 29 of 2014
  5. Subs. by Act 27 of 1973.
  6. Omitted by Act 29 of 2014
  7. Subs. by Act 29 of 2014

<sup>1</sup>[(7-A) In the case of graduate or technician apprentices technician (vocational) apprentices, the programme of apprenticeship training and the facilities required for such training in any designated trade shall be such as may be approved by the Central Government in consultation with the Central Apprenticeship Council.]

(8) (a) Recurring costs (including the cost of stipends) incurred by an employer in connection with <sup>2</sup>[basic training]<sup>3</sup>, imparted to trade apprentices other than those referred to in clauses (a) and (aa) ] of Section 6 shall be borne-

(i) If such employer employs <sup>4</sup>[two hundred and fifty] workers or more, by the employer;

(ii) If such employer employs less than <sup>5</sup>[two hundred and fifty] workers, by the employer and the Government in equal shares up to such limit as may be laid down by the Central Government and beyond that limit, by the employer alone; and

(b) recurring costs (including the cost of stipends), if any, incurred by an employer in connection with <sup>6</sup>[practical training, including basic training, imparted to trade apprentices referred to in clauses (a) and (aa)] of Section 6 shall, in every case, be borne by the employer.

(c) recurring costs (excluding the cost of stipends) incurred by an employer in connection with the practical training imparted to graduate or technician apprentices [technician (vocational) apprentices]<sup>7</sup> shall be borne by the employer and the cost of stipends shall be borne by the Central Government and the employer in equal shares up to such limit as may be laid down by the Central Government and beyond that limit, by the employer alone <sup>8</sup>[except apprentices who holds degree or diploma in non-engineering].

## **10. Related instruction of apprentices-**

(1) <sup>9</sup>[A trade apprentice] who is undergoing practical training in an establishment shall, during the period of practical training, be given a course of related instruction ( which shall be appropriate to the trade) approved by the Central Government in consultation with the Central Apprenticeship Council, with a view to giving <sup>10</sup>[the trade apprentice] such theoretical knowledge as he needs in order to become fully qualified as a skilled craftsman.

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1. Subs. by Act 29 of 2014
  2. Ins. by Act 27 of 1973.
  3. Subs. by Act 4 of 1997.
  4. Subs. by Act 4 of 1997.
  5. Subs. by Act 4 of 1997.
  6. Ins. by Act 27 of 1973
  7. Ins. by Act 41 of 1986
  8. Ins. by Act by 29 of 2014
  9. Subs. Act by 27 of 1973

- (2) <sup>1</sup>[Related instruction shall be imparted at the cost of the employer and the employer shall, when so required, afford all facilities for imparting such instruction.]
- (3) Any time spent by <sup>2</sup>[a trade apprentice] in attending classes on related instruction shall be treated as part of his paid period of work.
- <sup>3</sup>[(4) In case of trade apprentices who, after having undergone a course of institutional training, have passed the trade tests conducted by the National Council or have passed the trade tests and examinations conducted by a Board or State Council of Technical Education or any other authority which the Central Government may, by notification in the Official Gazette, specify in this behalf, the related instruction may be given on such reduced or modified scale as may be prescribed.
- (5) Where any person has, during his course in technical institution, become a graduate or technician apprentice, <sup>4</sup>[technician (vocational) apprentice] and during his apprenticeship training he has to receive related instruction, then, the employer shall release such person from practical training to receive the related instruction in such institution, for such period as may be specified by the Central Apprenticeship Adviser or by any other person not below the rank of an Assistant Apprenticeship Adviser authorised by the Central Apprenticeship Adviser in writing in this behalf.]

## **11. Obligation of employers -**

Without prejudice to the other provisions of this Act, every employer shall have the following obligations in relation to an apprentice, namely-

- (a) to provide the apprentice with the training in his trade in accordance with the provisions of this Act, and the rules made thereunder;
- (b) if the employer is not himself qualified in the trade, to ensure that a person <sup>5</sup>[who possesses the prescribed qualifications] is placed in charge of the training of the apprentice;
- <sup>6</sup>[(bb) to provide adequate instructional staff, possessing such qualifications as may be prescribed, for imparting practical and theoretical training and facilities for trade test of apprentices; and ]
- (c) to carry out his obligations under the contract of apprenticeship.

1. Subs. by Act 36 of 2007
2. Subs. Act by 27 of 1973
3. Subs. Act by 27 of 1973
4. Ins. by Act 41 of 1986.
5. Subs. by Act 27 of 1973
6. Ins. by Act 4 of 1997

## **12. Obligations of apprentices-**

- (1) <sup>1</sup>[Every trade apprentice] undergoing apprenticeship training shall have the following obligations, namely:-
- (a) to learn his trade conscientiously and diligently and endeavour to qualify himself as a skilled craftsman before the expiry of the period of training;
  - (b) to attend practical and instructional classes regularly;
  - (c) to carry out all lawful orders of his employer and superiors in the establishments; and
  - (d) to carry out his obligations under the contract of apprenticeship.
- <sup>2</sup>(2) Every graduate or technician apprentice [technician (vocational) apprentice]<sup>3</sup> undergoing apprenticeship training shall have the following obligations namely:-
- (a) to learn his subject field in engineering or technology [or vocational course]<sup>4</sup> conscientiously and diligently at his place of training;
  - (b) to attend the practical and instructional classes regularly;
  - (c) to carry out all lawful orders of his employers and superiors in the establishment;
  - (d) to carry out his obligations under the contract of apprenticeship which shall include the maintenance of such records of his work as may be prescribed.]

## **13. Payment to apprentices-**

- (1) The employer shall pay to every apprentices during the period of apprenticeship training such stipend at a rate not less than the <sup>5</sup>[prescribed minimum, rate, or the rate which was being paid by the employer on 1<sup>st</sup> January, 1970 to the category of apprentices under which such apprentice falls, whichever is higher] as may be specified in the contract of apprenticeship and the stipend so specified shall be paid at such intervals and subject to such conditions as may be prescribed.

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- 1. Subs. by Act 27 of 1973
  - 2. Subs. by Act 27 of 1973
  - 3. Ins. by Act 41 of 1986
  - 4. Ins. by Act 41 of 1986
  - 5. Subs. by Act 27 of 1973

<sup>1</sup>[(2) An apprentice shall not be paid by his employer on the basis of piece work nor shall he be required to take part in any output bonus or other incentive scheme.]

**14. Health, safety and welfare of apprentices-**

Where any apprentices are undergoing training in a factory, the provisions of Chapters III, IV and V of the Factories Act, 1948, shall apply in relation to the health, safety and welfare of the apprentices as if they were workers within the meaning of that Act and when any apprentices are undergoing training in a mine, that provisions of Chapter V of the Mines Act, 1952, shall apply in relation to the health and safety of the apprentices as if they were persons employed in the mine.

**15. Hours of work, overtime, leave and holidays-**

- <sup>2</sup>[(1) The weekly and daily hours of work of an apprentice while undergoing practical training in a workplace shall be as determined by the employer subject to the compliance with the training duration, if prescribed];
- (2) No apprentice shall be required or allowed to work overtime except with the approval of the Apprenticeship Adviser who shall not grant such approval unless he is satisfied that such overtime is in the interest of the training of the apprentice or in the public interest.
- <sup>3</sup>[(3) An apprentice shall be entitled to such leave and holidays as are observed in the establishment in which he is undergoing training.

**16. Employer's liability for compensation for injury-**

If personal injury is caused to an apprentice, by accident arising out of and in the course of his training as an apprentice, his employer shall be liable to pay compensation which shall be determined and paid, so far as may be, in accordance with the provisions of the Workmen's Compensation Act, 1923, subject to the modifications specified in the Schedule.

**17. Conduct and discipline-**

In all matters of conduct and discipline, the apprentice shall be governed by the rules and regulations <sup>4</sup>[applicable to employees of the corresponding category] in the establishment in which the apprentice is undergoing training.

**18. Apprentices are trainees and not workers-**

Save as otherwise provided in this Act,-

- (a) every apprentice undergoing apprenticeship training in a designated trade in an establishment shall be trainee and not a worker; and
- (b) the provisions of any law with respect to labour shall not apply to or in relation to such apprentice.

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1. Subs. by Act 27 of 1973
  2. Subs. by Act 29 of 2014
  3. Subs. by Act 29 of 2014
  4. Subs. by Act 27 of 1973

**19. Records and returns-**

- (1) Every employer shall maintain records of the progress of training of each apprentice undergoing apprenticeship training in his establishment in such form as may be prescribed.
- <sup>1</sup>[(2) Until a portal-site is developed by the Central Government, every employer shall furnish such information and return in such form as may be prescribed, to such authorities at such intervals as may be prescribed.
- (3) Every employer shall also give trade-wise requirement and engagement of apprentices in respect of apprenticeship training on portal-site developed by the Central Government in this regard].

**20. Settlement of disputes-**

- (1) Any disagreement or dispute between an employer and an apprentice arising out of the contract to apprenticeship shall be referred to the Apprenticeship Adviser for decisions.
- (2) Any person aggrieved by the decision of the Apprenticeship Adviser under sub-section (1) may, within thirty days from the date of communication to him of such decision, prefer an appeal against the decision to the Apprenticeship Council and such appeal shall be heard and determined by a committee of that Council appointed for the purpose.
- (3) The decision of the Committee under subsection (2) and subject only to such decision, the decision of the Apprenticeship Adviser under subsection (1) shall be final.

**21. Holding of test and grant of certificate and conclusion of training-**

- <sup>2</sup>[(1) Every trade apprentice who has completed the period of training may appear for a test to be conducted by the National Council or any other agency authorised by the Central Government to determine his proficiency in the designated trade in which he has undergone his apprenticeship training.
- (2) Every <sup>3</sup>[trade apprentice] who passes the test referred to in sub-section (1) shall be granted a certificate of proficiency in the trade by the National Council <sup>4</sup>[or by the other agency authorised by the Central Government].

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- 1. Subs. by Act 29 of 2014
  - 2. Subs. by Act 29 of 2014
  - 3. Subs. by Act 27 of 1973
  - 4. Subs. by Act 29 of 2014

- <sup>1</sup>[(3) The progress in apprenticeship training of every graduate or technician apprentice shall be assessed by the employer from time to time.]
- <sup>2</sup>(4) Every graduate or technician apprentice or technician (vocational) apprentice who completes his apprenticeship training to the satisfaction of the concerned Regional Board, shall be granted a certificate of proficiency by that Board.]

## **22. Offer and acceptance of employment-**

- <sup>3</sup>(1) Every employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment.
- (2) Notwithstanding anything in sub-section (1), where there is a condition in a contract of apprenticeship that the apprentice shall, after the successful completion of the apprenticeship training, serve the employer, the employer shall, on such completion, be bound to offer suitable employment to the apprentice, and the apprentice shall be bound to serve the employer in that capacity for such period and on such remuneration as may be specified in the contract.

Provided that where such period or remuneration is not, in the opinion of the Apprenticeship Adviser, reasonable, he may revise such period or remuneration so as to make it reasonable, and the period or remuneration so revised shall be deemed to be the period of remuneration agreed to between the apprentice and the employer.

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- 1. Subs. by Act 27 of 1973
  - 2. Subs. by Act 41 of 1986
  - 3. Subs. by Act 29 of 2014

## **CHAPTER - III**

### **AUTHORITIES**

#### **23. Authorities**

- (1) In addition to the Government, there shall be the following authorities under this Act, namely:-
  - (a) The National Council,
  - (b) The Central Apprenticeship Council,
  - (c) The State Council,
  - (d) The State Apprenticeship Council,
  - <sup>1</sup>[(e) The All India Council,
  - (f) The Regional Boards,
  - (g) The Boards or State Council of Technical Education,]
  - (h) The Central Apprenticeship Adviser, and
  - (i) The State Apprenticeship Adviser.
- (2) Every State Council shall be affiliated to the National Council and every State Apprenticeship Council shall be affiliated to the Central Apprenticeship Council.  
<sup>2</sup>[(2-A)Every Board or State Council of Technical Education and every Regional Board shall be affiliated to the Central Apprenticeship Council.]
- (3) Each of the authorities specified in subsection (1) shall, in relation to apprenticeship training under this Act, perform such functions as are assigned to it by or under this Act or by the Government:

Provided that a State Council shall also perform such functions as are assigned to it by the National Council and the State Apprenticeship Council <sup>3</sup>[ and the Board or State Council or Technical Education] shall also perform such functions as are assigned to it by the Central Apprenticeship Council.

#### **24. Constitution of Councils-**

- (1) The Central Government shall, by Notification in the Official Gazette, establish the Central Apprenticeship Council and the State Government shall, by notification in the Official Gazette, establish the State Apprenticeship Council.

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1. Ins. by Act 27 of 1973.
2. Ins. by Act 27 of 1973.
3. Ins. by Act 27 of 1973.

- (2) The Central Apprenticeship Council shall consist of [a Chairman and a Vice Chairman]<sup>1</sup> and such number of other members as the Central Government may think expedient, to be appointed by that Government by notification in the Official Gazette, from among the following categories of persons, namely-
- (a) representatives of employees in establishment in the public and private sectors,
  - (b) representatives of the Central Government and of the State Government,
  - (c) persons having special knowledge and experience on matters relating to <sup>2</sup>[industry, labour and technical education, and]
  - <sup>3</sup>[(d) representatives of the All India Council and of the Regional Boards.]
- (3) The number of persons to be appointed as members of the Central Apprenticeship Council from each of the categories specified in sub-section (2), the term, of office of, the procedure to be followed in the discharge of their functions by, and the manner of filling vacancies among, the members of the Council shall be such as may be prescribed.
- (4) The State Apprenticeship Council shall consist of [a Chairman and a Vice Chairman]<sup>4</sup> and such number of other members as the State Government may think expedient, to be appointed by that Government by notification in the Official Gazette from among the following categories or persons, namely:-
- (a) representatives of employers in establishments in the public and private sectors,
  - (b) representatives of the Central Government and of the State Governments,
  - (c) persons having special knowledge and experience on matters relating to <sup>5</sup>[industry, labour and technical education, and]
  - <sup>6</sup>[(d) representatives of the Board or of the State Council of Technical Education.]
- (5) The number of persons to be appointed as members of the State Apprenticeship Council from each of the categories specified in sub-section (4), the term of office of, the procedure to be followed in the discharge of their functions by, and the manner of filling vacancies among, the members of the Council shall be such as the State Government may, by notification in the Official Gazette, determine.

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- 1. Subs. by Act 27 of 1973.
  - 2. Subs. by Act 27 of 1973.
  - 3. Ins. by Act 27 of 1973.
  - 4. Subs. by Act 27 of 1973.
  - 5. Subs. by Act 27 of 1973.
  - 6. Ins. by Act 27 of 1973.

- (6) The fees and allowances, if any, to be paid to [the Chairman and the Vice Chairman]<sup>1</sup> and the other members of the Central Apprenticeship Council, shall be such as may be determined by the Central Government and the fees and allowances if any, to be paid to [the Chairman and the Vice-Chairman]<sup>2</sup> and the other members of the State Apprenticeship Council shall be such as may be determined by the State Government.

**25. Vacancies not to invalidate acts and proceedings-**

No act done or proceeding taken by the National Council, the Central Apprenticeship Council, the State Council or the State Apprenticeship Council under this Act shall be questioned on the ground merely of the existence of any vacancy in, or defect in the constitution of, such Council.

**26. Apprenticeship Advisers-**

- (1) The Central Government shall, by notification in the Official Gazette, appoint a suitable person as the Central Apprenticeship Adviser.
- (2) The State Government shall, by notification in the Official Gazette, appoint a suitable person as the State Apprenticeship Adviser.
- (3) The Central Apprenticeship Adviser shall be the Secretary to the Central Apprenticeship Council and the State Apprenticeship Adviser shall be the Secretary to the State Apprenticeship Council.

**27. Deputy and Assistant Apprenticeship Advisers-**

- (1) The Government <sup>3</sup>[may appoint suitable persons as Additional, Joint, Regional, Deputy and Assistant Apprenticeship Advisers] to assist the Apprenticeship Adviser in the performance of his functions.
- <sup>4</sup>[(2) Every Additional, Joint, Regional, Deputy or Assistant Apprenticeship Advisers] to assist the Apprenticeship Advisor, perform such functions as may be assigned to him by the Apprenticeship Adviser.

**28. Apprenticeship Advisers to be public servants**

Every Apprenticeship Adviser and <sup>5</sup>[every Additional, Joint, Regional, Deputy or Assistant Apprenticeship Adviser] appointed under this Act, shall be deemed to be a public servant within the meaning of Section 21 of the India Penal Code (45 of 1860).

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1. Subs. by Act 27 of 1973.
  2. Subs. by Act 27 of 1973.
  3. Subs. by Act 27 of 1973.
  4. Subs. by Act 27 of 1973.
  5. Subs. by Act 27 of 1973.

**29. Powers of entry, Inspection, etc.-**

- (1) Subject to any rule made in this behalf the <sup>1</sup>[Central Apprenticeship Adviser, or such other person, not below the rank of an Assistant Apprenticeship Adviser, as may be authorised by the Central Apprenticeship Adviser in writing in this behalf] may-
- (a) with such assistants, as he thinks fit, enter, inspect and examine any establishment or part thereof at any reasonable time;
  - (b) examine any apprentice employed therein or require the production of any register, record or other documents maintained in pursuance of this Act and take on the spot or otherwise statements of any persons which he may consider necessary for carrying out the purposes of this Act;
  - (c) make such examination and inquiry as he thinks fit in order to ascertain whether the provisions of this Act and the rules made thereunder are being observed in the establishment;
  - (d) exercise such other powers as may be prescribed:

Provided that <sup>2</sup>[a State Apprenticeship Adviser or such other person, not below the rank of an Assistant Apprenticeship Adviser, as may be authorised by the State Apprenticeship Adviser in writing in this behalf] may also exercise any of the powers specified in clause (a), (b), (c) or (d) of this sub-section in relation to establishments for which the appropriate Government is the State Government.

- (2) Notwithstanding anything in sub-section (1), no person shall be compelled under this section to answer any question or make any statement which may tend directly or indirectly to incriminate him.

**30. Offences and penalties -**

- <sup>3</sup>[(1) If any employer contravenes the provisions of this Act relating to the number of apprentices which he is required to engage under those provisions, he shall be given a month's previous notice in writing, by an officer duly authorised in this behalf by the appropriate Government, for explaining the reasons for such contravention.
- (1A) In case the employer fails to reply the notice within the period specified under sub-section (1), or the authorised officer, after giving him an opportunity of being heard , is not satisfied with the reasons given by the employer, he shall be punishable with fine of five hundred rupees per shortfall of apprenticeship month for first three months and thereafter one thousand rupees per month till such number of seats are filled up].

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1. Subs. by Act 27 of 1973.  
2. Subs. by Act 4 of 1997.  
3. Subs. by Act 29 of 2014

- (2) If any employer or any other person -
- (a) required to furnish any information or return –
    - (i) refuses or neglects to furnish such information or return, or
    - (ii) furnishes or causes to be furnished any information or return which is false and which he either knows or believes to be false or does not believe to be true, or
    - (iii) refuses to answer, or gives a false answer to any question necessary for obtaining any information required to be furnished by him, or
  - (b) refuses or wilfully neglects to afford the Central or the State Apprenticeship Adviser or such other person, not below the rank of an Assistant Apprenticeship Adviser, as may be authorized by the Central or the State Apprenticeship Adviser in writing in this behalf any reasonable facility for making any entry, inspection, examination or inquiry authorized by or under this Act, or
  - (c) requires an apprentice to work overtime without the approval of the Apprenticeship Adviser, or
  - (d) employs an apprentice on any work which is not connected with his training, or
  - (e) makes payment to an apprentice on the basis of piece-work, or
  - (f) requires an apprentice to take part in any output bonus or incentive scheme
- <sup>1</sup>[(g) engages as an apprentice a person who is not qualified for being so engaged, or
- (h) fails to carry out the terms and conditions of a contract of apprenticeship, or

he shall be punishable with fine of one thousand rupees for every occurrence.

- (2A) The provisions of this section shall not apply to any establishment or industry which is under the Board for Industrial and Financial Reconstruction established under the Sick Industrial Companies (Special Provisions) Act, 1985].

### **31. Penalty where no specific penalty is provided-**

If any employer or any other person contravenes any provision of this Act for which no punishment is provided in section 30, he shall be punishable with fine <sup>2</sup>[ which shall not be less than one thousand rupees but may extend to three thousand rupees.]

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1. Ins. by Act 29 of 2014  
2. Subs. by Act 4 of 1997.

**32. Offences by companies-**

- (1) If the person committing an offence under this Act, is a company, every persons who, at the time the offence was committed was in charge of, and was responsible to, the company for the conduct of business of the company, as well as the company, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable to such punishment provided in this Act if he proves that the offence was committed without his knowledge or that he exercised all the diligence to prevent the commission of such offence.

- (2) Notwithstanding anything contained in subsection (1), where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any negligence on the part of, any director, manager, secretary, or other officer of the company, such director, manager, secretary, or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

**33. Cognizance of offences-**

No court shall take cognizance of any offence under this Act or the rules made thereunder except on a complaint thereof in writing made by the Apprenticeship Adviser <sup>1</sup>[or the officer of the rank of Deputy Apprenticeship Adviser and above] within six months from the date on which the offence is alleged to have been committed.

**34. Delegation of powers-**

The appropriate Government, may, by notification in the Official Gazette, direct that any power exercisable by it under this Act or the rules made thereunder shall, in relation to such matters and subject to such conditions, if any, as may be specified in the direction, be exercisable also-

- (a) where the appropriate Government is the Central Government, by such officer or authority subordinate to the Central Government or by State Government or by such officer or authority subordinate to the State Government, as may be specified in the notification: and

- (b) where the appropriate Government is the State Government, by such officer or authority subordinate to the State Government, as may be specified in the notification.

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1. Subs. by Act 4 of 1997.

**35. Construction of reference-**

- (1) Any reference in this Act or in the rules made thereunder to the Apprenticeship Council shall, unless the context otherwise requires, means in relation to apprenticeship training in a designated trade in an establishment in relation to which the Central Government is the appropriate Government, the Central Apprenticeship Council and in relation to apprenticeship training in a designated trade in an establishment in relation to which the State Government in the appropriate Government, the State Apprenticeship Council.
- (2) Any reference in this Act or in the rules made thereunder to the Apprenticeship Adviser shall, unless the context otherwise requires-
  - (a) means in relation to apprenticeship training in a designated trade in an establishment in relation to which the Central Government is the appropriate Government, the Central Apprenticeship Adviser and in relation apprenticeship training in a designated trade in an establishment in relation to which the State Government is the appropriate Government, the State Apprenticeship Adviser:
  - (b) be deemed to include [an Additional, a Joint, a Regional, a Deputy or an Assistant Apprenticeship Adviser]<sup>1</sup> performing the functions of the Apprenticeship Adviser assigned to him under subsection (2) of Section 27.

**36. Protection of action taken in good faith-**

- (1) No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act.

**37. Power to make rules-**

- (1) The Central Government may, after consulting the Central Apprenticeship Council, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.  
<sup>2</sup>[(1A) The powers to make rules under this section shall include the power to make such rules or any of them retrospectively from a date not earlier than the date on which this Act received the assent of the President, but no such retrospective effect shall be given to any such rule so as to prejudicially affect the interests of any person to whom such rule may be applicable].

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1. Subs. by Act 27 of 1973

2. Ins. by Act 29 of 2014

- (2) Rules made under this Act may provide that a contravention of any such rule shall be punishable with fine which may extend to fifty rupees.
- (3) Every rule made under this section shall be laid as soon as may be after it is made before such House of Parliament while it is in session for a total period of thirty days which may be composed in one session <sup>1</sup>[or in two or more successive sessions, and if before the expiry of the session immediately following the session or the successive sessions aforesaid] both Houses agree in making any modification in the rules or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

**38. Repeal**

[Repealed by Act 52 of 1964]

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1. Subs. by Act 27 of 1973.

## THE SCHEDULE

(See Section 16)

### **MODIFICATIONS IN THE WORKMEN'S COMPENSATION ACT, 1923, IN ITS APPLICATION TO APPRENTICES UNDER THE APPRENTICES ACT, 1961**

In the Workmen's Compensation Act, 1923-

- (1) in Section 2-
  - (a) for clause (e), substitute-  
"(e) 'employer' means as employer as defined in the Apprentices Act, 1962, who has engaged one or more apprentices,"
  - (b) omit clause (k);
  - (c) for clause (m), substitute-  
"(m) 'wages means the stipend payable to an apprentice under Section 13(1) of the Apprentices Act, 1961,';
  - (d) for clause (n), substitute-  
"(n) 'workman' means any persons who is engaged as an apprentice as defined in the Apprentices Act, 1961, and who in the course of his apprenticeship training is employed in any such capacity as is specified in Schedule II",
- (2) omit Section 12;
- (3) omit Section 15;
- (4) omit the proviso to Section 21(1);
- (5) omit the words " or a registered Trade Union" in Section 24;
- (6) omit clause (d) in Section 30(1);
- (7) omit clauses (vi), (xi), (xiii), (xvii), (xviii), (xx), (xxii), (xxiv), (xxv) and (xxvi) in Schedule II.



## **APPRENTICESHIP RULES, 1992\***

In exercise of the powers conferred by, sub-section (1) of Section 37 of the Apprentices Act, 1961 (52 of 1961) and after consulting the Central Apprenticeship Council, the Central Government hereby makes the following rules in supersession of the Apprenticeship Rules, 1962, except as respects things done or omitted to be done before such supersession, namely:-

### **1. Short title and commencement -**

- (1) These rules may be called the Apprenticeship Rules, 1992.
- (2) They shall come into force on the date of their publication in the Official Gazette.

### **2. Definitions -**

In these rules, unless the context otherwise requires:-

- (1) "Act" means the Apprentices Act, 1961 (52 of 1961);
- (2) "Diploma Holder" means a person who holds a diploma in engineering or technology or equivalent qualification granted by a State Board of Technical Education, or recognized by the State Government concerned or the Central Government.
- (2A) "Diploma in non-engineering" means a person who holds a diploma in non-engineering or equivalent qualification granted by a Board or University or recognised by the concerned State Government or the Central Government, as the case may be;
- (3) "Engineering Graduate" means a person, who-
  - (a) holds a degree in engineering or technology granted by-
    - (i) a statutory University, or
    - (ii) an institution empowered to grant such degree by an Act of Parliament;
  - (b) has passed the graduateship examination of professional bodies recognized by the Central Government as equivalent to degree; or
  - (c) holds the qualifications which exempt him from Sections A and B examinations of the Institution of Engineers (India).

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\* Vide GSR No. 188(E), dated 20<sup>th</sup> March 2001

- (4) "Vocational Certificate Holder" means a person who holds a certificate in a Vocational Course, involving two years of study after the completion of secondary stage of school education, recognized by the All India Council for Technical Education;
- (5) "National Classification of Occupations" means the National Classification of Occupations adopted by the Government of India, Ministry of Labour, Directorate General of Employment and Training;
- (5A) "Non-engineering graduate" means a person who holds a degree in any subject other than engineering or technology granted by a statutory University or an institution empowered to grant such degree by an Act of Parliament or passed the graduation examination of professional bodies recognised by the Central Government as equivalent degree;
- (5B) "Optional trade apprentice" means an apprentice who is not undergoing apprenticeship training in a designated trade;
- (6) "Registered Medical Practitioner" means a person whose name is entered in the register maintained under any law for the time being in force in any State regulating the registration of practitioners of medicine;
- (7) "Sandwich Course Student" means a student undergoing a Sandwich Course of studies at any of the technical institutions recognised for the purpose and leading to the award of degree or diploma in engineering or technology;
- (8) "Schedule" means the Schedule appended to these rules;
- (9) "Standard Industrial Classification" means the Standard Industrial Classification adopted by the Government of India, Ministry of Labour, Directorate General of Employment and Training;
- (10) All the words and expressions, not defined here in these rules, but defined in the Act, shall have the same meaning as given to them in the said Act.

### **3. Standard of Education -**

- (1) A person shall be eligible for being engaged as a trade apprentice - if he satisfies the minimum educational qualifications as specified in Schedule-1.
- (2) A person shall be eligible for being engaged as a Graduate or Technician or Technician (Vocational) apprentice if he satisfies one of the minimum educational qualifications specified in Schedule-IA:

**Provided that: -**

- (a) no Engineering Graduate or Diploma Holder or Vocational Certificate holder who had training or job experience for a period one year or more, after the attainment of these qualifications shall be eligible for being engaged as an apprentice under the Act;
- (b) no Sandwich Course Student shall be eligible for being engaged as an apprentice under the Act after passing the final examination of the technical institution wherein such student is undergoing the course unless so approved by the Regional Central Apprenticeship Advisers;
- (c) a person who has been a Graduate or Technician or Technician (Vocational) apprentice under the Act and in whose case the contract of apprenticeship was terminated for any reason whatsoever shall not be eligible for being engaged as an apprentice again under the Act without the prior approval of the Apprenticeship Adviser.

**4. Standard of Physical Fitness -**

- (1) A person shall be eligible for being engaged as an apprentice if he satisfies the minimum standards of physical fitness specified in Schedule-II.

Provided that a person who has undergone institutional training in a school or other institution recognised by or affiliated to the National Council or the All India Council or a Statutory University or a State Board of Technical Education and has passed the examination or tests conducted by these bodies, or is undergoing institutional training in a school or institution so recognised or affiliated in order that he may require a degree or diploma in engineering or technology or certificate in vocational course or equivalent qualification shall, if he has already undergone medical examination in accordance with the rules for the admission to the school or institution, be deemed to have complied with the provisions of this rule.

\*Provided further that the standards of fitness specified for item (4) relating to "EARS" and item (6) relating to "SPEECH" of schedule II shall not apply in the case of a person who is deaf or dumb or deaf and dumb for the following trades, namely:-

- (a) Building and Furniture Trades Group:

- 1. Plumber
- 2. Carpenter.
- 3. Furniture and Cabinet Maker.
- 4. Sports Goods Maker. (Wood)

- (b) Draughtsmen and Surveyors Trades Group

- 1. Draughtsman(Civil)

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\* Inserted vide GSR No. 338, dated 15th September 1997

- (c) Printing Trades Group.
  - 1. Process Cameraman.
  - 2. Retoucher Lithographic.
  - 3. Engraver.
  - 4. Book Binder.
- (d) Hotel & Catering Trades Group
  - 1. Cook (General).
  - 2. Cook (Vegetarian).
  - 3. Baker and Confectioner.
- (e) Cutting and Tailoring Trades Group.
  - 1. Designer and Master Cutter.
  - 2. Tailor (Men)
  - 3. Tailor (Women)
  - 4. Tailor (General)
- (f) Agriculture Trades Group
  - 1. Horticulture Assistant.
- (g) Painting Trades Group
  - 1. Painter (General).
- \*(h) Group No.1-Machine Shop Trades Group:
  - 1. Fitter
  - 2. Turner.
  - 3. Machinist\*\*
- (i) Group No. 3- Metal Working Trades Group:
  - 1. Sheet Metal Worker.
  - 2. Welder (Gas and Electric)
- (j) Group No.4- Electrical Trades Group
  - 1. Wireman.
  - 2. Electrician\*\*
- \*\*(k). Group No. 5 -Building And Furniture Trade Group
  - 1. Mason (Building Constructor)
- (l). Group No. 10 - Heat Engines Trades Group
  - 1. Mechanic (Diesel)
  - 2. Mechanic Tractor
  - 3. Mechanic (Motor Vehicle)
- (m). Group No. 11 - Draughtsmen and Survey Trades Group
  - 1. Draughtsman (Mechanical)
  - 2. Surveyor

- (n). Group No. 18 – Chemical Trades Group
  - 1. Plastic Processing Operator
  - 2. Instrument Mechanic (Chemical Plant)
  - 3. Laboratory Assistant (Chemical Plant)
  - 4. Attendant Operator (Chemical Plant)
- (o). Group No. 20 – Agriculture Trades Group
  - 1. Pump Operator cum Mechanic
- (p). Group No. 21 - Leather Crafts Trades Group
  - 1. Upholsterer
  - 2. Leather Goods Maker
- (q). Group No. 23 – Electronics Trades Group
  - 1. Electronics Mechanic
- (r). Group No. 24 – Photography Trades Group
  - 1. Photographer
- (s). Group No. 26 – Beautician Trades Group
  - 1. Hair and Skin Carer
- (t). Group No. 29 – Computer Trades Group
  - 1. Desk Top Publishing Operator
  - 2. Programming and Systems Administration Assistant”

\*\* Provided further that the standards of fitness specified for item (3) relating to “Eyes” shall not apply in the case of a person with low vision ( Low vision means a person with impairment of vision of less than 6/18 to 6/10 with best correction in the better eye or impairment of field in any one of the following categories : i) Reduction of fields less than 50 degrees, ii) Heminaopia with macular involvement, iii) Altitudinal defect involving lower fields) for the following trades namely:-

- (a). Group No. 1-Machine Shop Trades Group
  - 1. Fitter
  - 2. Turner
  - 3. Machinist
  - 4. Machinist (Grinder)
- (b). Group No. 2 -Foundry Trade Group
  - 1. Foundryman
- (c). Group No. 3 -Metal Working Trades Group
  - 1. Forger and Heat Treater
  - 2. Sheet Metal Worker
  - 3. Motor Vehicle Body Builder
- (d). Group No. 4 - Electrical Trade Group
  - 1. Electrician
  - 2. Wireman
  - 3. Winder (Armature)

4. Electroplater
- (e). Group No. 5-Building and Furniture Trades Group
  1. Carpenter
  2. Plumber
  3. Sports Goods Maker (Wood)
  4. Furniture and Cabinet Maker
- (f). Group No. 6- Maintenance Trades Group
  1. Mechanic Sewing Machine
- (g). Group No. 9-Refrigeration and Air Conditioning Trades Group
  1. Refrigeration and Air-Conditioning Mechanic
- (h). Group No. 10-Heat Engines Trades Group
  1. Mechanic Diesel
  2. Tractor Mechanic
  3. Mechanic (Earth Moving Machinery)
  4. Auto Mechanic (Two Wheeler/Three Wheeler)
- (i). Group No. 14-Printing Group of Trades
  1. Book Binder
- (j). Group No. 15-Hotel and Catering Trades Group
  1. Apprentice Food Production (General)
  2. Apprentice Food Production (Vegetarian)
  3. Steward
  4. Baker and Confectioner
  5. Hotel Clerk/Receptionist/Front Office Assistant
  6. Fruit and Vegetable Processor
- (k). Group No. 16-Textile Trades Group
  1. Weaver
  2. Knitter (Hosiery)
  3. Printing Textile
- (l). Group No. 19-Cutting and Tailoring Trades Group
  1. Designer and Master Cutter
  2. Tailor (Men)
  3. Tailor (Women)
  4. Tailor (General)
- (m). Group No. 20-Agriculture Trades Group
  1. Mechanic (Agricultural Machinery)
  2. Horticulture Assistant
  3. Stockman (Dairy)
  4. Attendant Operator (Dairy)
  5. Pump Operator cum Mechanic

- (n). Group No. 21-Leather Crafts Trades Group
    - 1. Sport Goods Maker (Leather)
    - 2. Leather Goods Maker
    - 3. Footwear Maker
    - 4. Finished Leather Maker
    - 5. Maintenance Mechanic for Leather Machinery
    - 6. Upholsterer
  - (o). Group No. 25-Iron and Steel Trades Group
    - 1. Brick Layer (Refractory)
    - 2. Furnace Operator (Steel Industry)
    - 3. Steel Melting Hand
  - (p). Group No. 26-Beautician Trades Group
    - 1. Beautician
    - 2. Hair Dresser
    - 3. Health and Slimming Assistant
    - 4. Hair and Skin Carer
  - (q). Group No. 28-Painting Trades Group
    - 1. Painter (General)
  - (r). Group No. 29-Computer Trades Group
    - 1. Desk Top Publishing Operator
    - 2. Programming & Systems Administration Assistant
  - (s). Group No. 30-Hi-Tech Trades Group
    - 1. Advanced Attendant Operator (Process)
    - 2. Operator Cum Mechanic Pollution Control Equipment
    - 3. Mechanic Medical Equipment for Hospitals and Occupational and Health Centres
  - (t). Group No. 31-Multi Skill Trades Group
    - 1. Mechanic Advanced Machine Tool Maintenance
    - 2. Operator Advanced Machine Tool

Provided further that the standards of fitness specified for item (11) relating to "skeletal system" will be relaxed in the case of a Orthopadically handicapped person for the following trades as mentioned against each trade, namely:-

- |        |   |
|--------|---|
| (a)    | Group No. 1-Machine Shop Trades Group                   |
| Fitter | Lower limb partially damaged from one side<br>can join  |
| Turner | Lower limb partially damaged from one side<br>can join. |

Machinist	Only small finger damaged can join.
Machinist (Grinder)	Only small finger damaged can join.
(b) Group No. 2 - Foundry Trades Group	
Pattern Maker	One upper & lower limb partially damaged can join.
(c) Group No. 3 - Metal Working Trades Group	
Welder (Gas and Electric)	A person with out leg and without three finger of one hand can be accommodated
Sheet Metal Worker	Both Lower limb damaged can be accommodated.
(d) Group No. 4 - Electrical Trades Group	
Electrician	Partially lower limb students can be accommodated.
(e) Group No. 5 - Building & Furniture Trades Group	
Plumber	A person without one or two finger of foot & hand can be accommodated.
Carpenter	One upper & lower limb partially damaged.
(f) Group No.6 - Maintenance Trades Group	
Mechanic Maintenance (Chemical Plant)	With one lower limb partially damaged can be accommodated.
(g) Group No. 7-Precision Machining Trades Group	
Tool and Die Maker (Die and Moulds)	Lower limb partially damaged only one side can be accommodated. Small finger of each hand damaged can be accommodated.
Tool and Die Maker (Press Tools, Jigs and Fixtures)	Lower limb partially damaged only one side can be accommodated. Small finger of each hand damaged can be accommodated.
(h) Group No. 8 - Instrument Trades Group	
Mechanic Watch And Clock	Both lower limbs

(i)	Group No. 9- Refrigeration and Air Conditioning Trades Group	
	Refrigeration and Air Conditioning Mechanic	Only one lower limb partially working can be accommodated.
		Small finger of each hand damaged can be accommodated
(j)	Group No. 10 - Heat Engines Trades Group	
	Mechanic (Diesel)	Upper limb partially damaged (Little finger and Ring Finger) can be accommodated for both hands.
		Lower limb partially damaged only one side can be accommodated.
	Tractor Mechanic	Upper limb partially damaged (Little finger and Ring Finger) can be accommodated for both hands
		Lower limb partially damaged only one side can be accommodated.
	Mechanic Motor Vehicle	Upper limb partially damaged (Little finger and Ring Finger) can be accommodated for both hands. Lower limb partially damaged only one side can be accommodated
(k)	Group No. 11- Draughtsmen and Surveyor Trades Group	
	Draughtsman (Civil)	Partially without both legs or without one leg & upper left limb damaged.
	Draughtsman (Mechanical)	Partially without both legs or without one leg & upper left limb damaged.
	Surveyor	One lower limbs partially damaged
(l)	Group No. 14-Printing Group of Trades	
	Offset Machine Minder	One lower or one upper limb.
	Process Cameraman	One lower or one upper limb.

- Book Binder                          One lower limb or both lower limbs with artificial leg.
- (m) Group No. 15-Hotel and Catering Trades Group
- Baker And Confectioner                  One lower or one upper limb.
- (n) Group No. 18- Chemical Trades Group
- Instrument Mechanic                  With one lower limb partially damaged can be accommodated.
- Maintenance Mechanic                  With one lower limb partially damaged can be accommodated.
- Attendant Operator                  With one lower limb partially damaged can be accommodated.
- Laboratory Assistant                  With one lower limb partially damaged can be accommodated.
- Plastic Processing Operator                  One lower limb partially damaged.
- (o) Group No. 20-Agriculture Trades Group
- Pump Operator Cum Mechanic                  Upper limb partially damaged (Little finger and Ring Finger can be accommodated for both hands).
- Mechanic                          Agricultural                  Upper limb partially damaged (Little finger and Ring Finger can be accommodated for both hands).
- Machinery                          Lower limb partially damaged only one side can be accommodated.
- Mechanic                          Agricultural                  Lower limb partially damaged only one side can be accommodated.
- Machinery                          Lower limb partially damaged from one side.
- (p) Group No. 21- Leather Crafts Trades Group
- Leather Goods Maker                  One lower or one upper limb.
- Upholsterer                          Both lower limbs

- (q) Group No. 23-Electronics Trades Group  
Electronics Mechanic                      Without legs or leg.

(r) Group No. 26 - Beautician Trades Group  
Hair and Skin Carer                      Partially without one lower limb & one/two lower limbs totally damaged can be adjusted.

(s) Group No. 28 – Painting Trades Group  
Painting General                      One upper & lower limb partially damaged.

(t) Group No. 29 - Computer Trades Group  
Desk Top Publishing Operator      Both lower limbs  
Programming and Systems      Both lower limbs  
Administration Assistant”

### **5. Reservation of Training Places:-**

- (1) In respect of each of the states specified in column (2) of the Schedule-IIA training places shall be reserved by the employer for the Schedule Castes and Scheduled Tribes in every designated trade so that the ratio of the apprentices belonging to the Scheduled Castes and Scheduled Tribes to the total number of apprentices in such designated trade or trades shall be specified in columns (3) and (4) of the said Schedule (and where there is more than one designated trade in an establishment such training places shall be reserved also on the basis of total number of apprentices in all designated trades in such establishments).

Provided that when the prescribed number of persons belonging either to the Scheduled Castes or to the Scheduled Tribes are not available, the training places so reserved for them may be filled by persons belonging to the Scheduled Tribes or as the case may be, to the Scheduled Caste and if the prescribed training places can not be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes.

\* Inserted vide GSR No. 107, dated 27th May 1998

\*\* Inserted vide GSR No. 300, dated 23<sup>rd</sup> August 2003

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2. The training places for the Other Backward Classes in designated trades shall be reserved by the employer according to the prescribed norms followed in the respective State or Union territory and if training places can not be filled from the Other Backward Classes, then the training places so lying unfilled may be filled by persons not belonging to the Other Backward Classes.

**6. Registration of Contract of Apprenticeship:-**

- 1(a) The Central Government may specify model contract form for all apprentices;
- (b) The model contract form as may be specified by the Central Government with such variation as the circumstances of each case may require, be used for the respective purposes therein mentioned.
- (2) The obligation of the employer and that of the trade apprentice shall be as specified in Schedule-V. The terms and conditions in respect of graduate, technician and technician (vocational) apprentices shall be as specified in Schedule-VI.

**7. Period of Apprenticeship Training -**

- (1) The period of apprenticeship training in the case of trade apprentices referred to in clause (a) clause (aa) and clause (b) of Section 6 of the Act shall be as specified in Schedule-I.
- (1A) The period of apprenticeship training in the case of trade apprentices referred to in clause (aa) of section 6 of the Act, shall be as specified in Schedule-I-B.
- (2)(a) Where a trade apprentice is unable to complete the full apprenticeship course within the periods prescribed in sub-rule (1) or to take the final test owing to illness or other circumstances beyond his control, the establishment concerned shall extend the period of his apprenticeship until he completes the full apprenticeship course and the next test is held if so required by the Apprenticeship Adviser, Similar extension of the period of training may also be allowed in the case of those trade apprentices who having completed the course, fail in the final test. A trade apprentice who fails in the second test shall not be allowed any extension of the period of training.
- (b) (i) Where a trade apprentice is unable to complete the period of apprenticeship training due to strike or lockout or layoff in an establishment where he is undergoing training and is not instrumental for the same, the period of his apprenticeship training shall be extended for a period equal to the period of strike or lockout or layoff , as the case may be, and he shall be paid stipend during the period of such strike or lockout or layoff or for a maximum period of six months, whichever is less;
- (ii) If the strike or lockout or layoff is likely to continue for a longer period, the employer shall follow the procedure for novation of contract of apprenticeship of a trade apprentice referred to in clause (i) with the other employer as specified in section 5 of the Act.

- (2) In the case of trade apprentices other than those covered by clause (a) of section 6 of the Act, the first six months of the period of training shall be treated as period of probation.

3A(1)\* Keeping in view seasonality in operation or business or flexibility desired by trade apprentice, a trade apprentice may complete his period of apprenticeship training within five years or double the duration of apprenticeship training whichever is less from the date of starting of his apprenticeship training.

- (2) The flexibility referred to in sub-rule(1) shall be permissible in the following manner, namely:-
- (a) Maximum one break for trades having duration two years or less than two years;
  - (b) Maximum two breaks for trades having duration more than two years.
- (3) The start and end date of his apprenticeship training shall be reported on portal-site by the employer.
- (4)(a) The period of apprenticeship training in the case of Engineering Graduates, Diploma holders and Vocational Certificate holders shall be one year.
- (b) In the case of Sandwich Course Students, the period of practical training they undergo as part of apprenticeship course of studies shall be the period of apprenticeship training.
- (c) Where a Graduate/Technician/Technician (Vocational) Apprentice is unable to complete the period of Apprenticeship Training due to strike/lockout/ layoff in an establishment where he is undergoing training and is not instrumental in the same, the period of his Apprenticeship Training would be extended equal to the period of strike/ lockout/ layoff and he shall be paid stipend during the period of such strike/ lock out / layoff or for a maximum period of six months whichever is less.
- (d) If the strike/lock out/ lay off is likely to continue for a longer period, the employer shall follow the procedure for novation of contract of apprenticeship for the apprentices referred to in clause (c) with the other employer as specified in section 5 of the Act.

**[7A\*\* Regulation of optional trade.-**

- (1). A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any optional trade, unless he-
  - (a) is not less than fourteen years of age, and for optional trades related to hazardous industries, not less than eighteen years of age; and
  - (b) satisfies such physical fitness as determined by the employer.
- (2) The minimum educational qualification for person to undergo apprenticeship training in optional trade shall be fifth class pass from a recognised school.

- (3) The period of apprenticeship training in the case of non-engineering graduates, diploma in non-engineering and vocational certificate holder shall be maximum one year and the period of apprenticeship training for other apprentices undergoing apprenticeship training in optional trade shall be minimum of six months and maximum of two years.
- (4) The training places shall be reserved by the employer for the Scheduled Castes and the Scheduled Tribes in every optional trade in accordance with the sub-rule (1) of rule 5 and Schedule-IIA of said rule.
- (5) The training places for the Other Backward Classes shall be reserved by the employer in every optional trade in accordance to the sub-rule (2) of rule 5.
- (6) It shall be obligatory on the part of employer to disclose the duration and syllabi of the optional trades on the portal-site.
- (7) The work diary in Format-2 as specified in Schedule-III shall be maintained by each apprentice and countersigned by his supervisor once in a week.
- (8) Weekly hours of work provided in sub-rule (3) of rule 12 shall be applicable for those apprentices possessing a degree of three or four years after secondary or higher secondary education or diploma of three years after 10th class or diploma of two years after 12th pass or a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade and for all other apprentices undergoing apprenticeship training in optional trade, the weekly hours of work provided in sub-rule (1) and (2) of rule 12 shall be applicable.
- (9) No person shall be engaged as an apprentice to undergo apprenticeship training in optional trade unless such person or, if he is minor, his guardian has entered into a contract of apprenticeship with the employer and such contract of apprenticeship shall be uploaded on portal-site by the employer.
- (10) The minimum rates of stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education.
- (11) The minimum rates of stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass.

- (12) The minimum rates of stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education.
- (13) The minimum rates of stipend prescribed for trade apprentices shall be paid by the employer to other apprentices undergoing training in optional trade according to their period of apprenticeship training.
- (14) Every apprentice possessing a degree of minimum three years or a diploma of three years after 10th class or diploma of two years after 12th pass or a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade shall follow the terms and conditions of contract of apprenticeship for graduate, technician and technician(vocational) apprentices as provided in Schedule-VI.
- (15) Every employer and other apprentices undergoing training in optional trade shall have the obligations as provided in Schedule-V respectively.
- (16) The employer shall not run a trade as optional which is a designated trade under the Act.
- (17) The progress in apprenticeship training of every apprentice in optional trade shall be assessed by the employer from time to time and every apprentice who completes his apprenticeship training to the satisfaction of the employer shall be granted a certificate of proficiency by that employer.

## **7B Number of apprentices for designated and optional trade.-**

- (1) The employers having six or more workers shall only be eligible to engage apprentices and engagement of apprentices by establishment having number of workers not exceeding forty shall not be obligatory.
- (2) The strength of workers shall be calculated on the basis of average strength in the preceding financial year.
- (3) Within a financial year, each establishment shall engage apprentices in a band of 2.5 per cent. to 10 per cent. of the total strength of the establishment including contractual staff.
- (4) In no month, number of apprentices should be less than 2 per cent. of the total strength of the establishment and more than 15 per cent. of the total strength of the establishment subject to the condition that he shall fulfill apprentice months corresponding to 2.5 per cent. obligation in a financial year.

- (5) Every employer shall disclose their intention of engagement of apprentices both in designated and optional trade on portal site as well as establishment's portal-site (if existing) as per quarters given below:-
- (a) the 1st April to the 30th June;
  - (b) the 1st July to the 30th September;
  - (c) the 1st October to the 31st December;
  - (d) the 1st January to the 31st March..

**7C    Inspection of establishment.-**

An Officer not below the rank of Assistant Apprenticeship Adviser shall inspect an establishment and such inspection shall be after prior approval of the Central or the State Apprenticeship Adviser, as the case may be].

**8\*    Compensation for termination of apprenticeship:**

Where the contract of apprenticeship is terminated through failure on the part of any employer in carrying out the terms and conditions thereof, such employer shall be liable to pay the apprentice compensation of an amount equivalent to his three months last drawn stipend.

**9.    Qualifications of persons placed in charge of the training of apprentices:-**

A person placed in charge of the training of apprentices by the employer shall possess the qualifications specified in Schedule IV to these rules.

The person so appointed shall be of the appropriate level commensurate with the number of seats located for apprenticeship training and size of the establishment.

**9\*\* a    Staffing pattern and qualifications of instructional staff for practical and basic training of apprentices**

Staffing pattern and qualifications of instructional staff for imparting practical and basic training to apprentices shall be as specified in Schedule IV A

**10.    Maintenance of record of work by apprentices:-**

Every Graduate or Technician or Technician (Vocational) Apprentice shall maintain a daily record of the work done by him relating to the apprenticeship training in the form of a workshop or laboratory note book.

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\* Substituted vide GSR No. 404, dated 25th November 1997

\*\* Inserted vide GSR No. 190(E) dated 26<sup>th</sup> February, 1999

**\*11. Payment of stipend to apprentices:-**

(1) The minimum rate of stipend per month payable to trade apprentices shall be follows, namely:-

- (a) During the first year of : Seventy per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory
- (b) During the second year of : Eighty per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory
- (c) During the third and fourth : Ninety per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory:

Provided that in the case where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade:

Provided further that in the case of trade apprentices referred to in clause (a) of section 6 of the Act, the period of training already undergone by them in a school or other institution recognised by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable".

(2)\*\* The minimum rates of stipend payable to Graduate, Technician and Technician (Vocational) Apprentices shall be as follows namely:-

- a. Graduates Apprentices Rs. 4984/-per month
- b. Sandwich course (Students from Degree institutions) Rs.3542/-per month.
- c. Technician Apprentices Rs.3542/-per month
- d. Sandwich course (Students from Diploma institutions) Rs.2890/-per month.
- e. Technician (Vocational) Apprentices. Rs.2758/-per month.

3. The stipend for a particular month shall be paid by the tenth day of the following month and the stipend shall be paid through the bank account of apprentices.

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\* Substituted by GSR No. 680(E), dated 22<sup>nd</sup> September, 2014

\*\* Substituted by GSR No. 910(E), dated 23<sup>rd</sup> December, 2014

- (4) No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an apprentice remains on extraordinary leave.
- (5) Notwithstanding anything contained in this rule, where an establishment has a system of deferred payment whereby only a portion of the stipend is paid to the apprentice every month and the balance is paid to the apprentice on the completion of training such establishment shall be free to continue such system provided that the minimum amount paid to the apprentices every month shall not be less than the monthly stipend prescribed under these rules and no deduction is made from the said accumulated amount on any account. Establishments which do not already have such a system shall be free to institute a system on the same conditions.
- (6) The continuance of payment of stipend to an apprentice shall be subject to the work and conduct of the apprentice being satisfactory.
- (7) Where the work and conduct of the apprentice is not satisfactory, the employer shall report the matter to the Apprenticeship Adviser and with his consent may stop the continuance of payment of stipend to the apprentices.

Provided that the stipend of an apprentice shall not be stopped without intimating him the grounds thereof and giving him an opportunity of representing against the action proposed.

- (8) On report being made by the employer under sub-rule (7) the Apprenticeship Adviser shall give his decision thereon within thirty days of the receipt of the report and where the Apprenticeship Adviser does not communicate to the employer refusal to consent to the stopping of the payment of stipend within the period of thirty days, it shall be deemed that he has consented to the stopping of the stipend

## 12. **Hours of work:-**

- (1) The weekly hours of work of a trade apprentice undergoing practical training shall be as follows, namely:-
  - (a) The total number of hours per week shall be 42 to 48 hours (including the time spent on Related Instruction)
  - (b) Trade apprentices undergoing basic training shall ordinarily work for 42 hours per week including the time spent on Related Instruction.
  - (c) Trade apprentices during the second year of apprenticeship shall work for 42 to 45 hours per week including the time spent on Related Instruction.
  - (d) Trade apprentice during the third and subsequent years of apprenticeship shall work for the same number of hours per week as the workers in the trade in the establishment in which the trade apprentice is undergoing apprenticeship training.
- (2) No trade apprentice shall be engaged on such training between the hours of 10.00 p.m. to 6.00 a.m.. except with the prior approval of the

Apprenticeship Adviser who shall give his approval if he is satisfied that it is in the interest of the training of the trade apprentice or in public interest.

- (3) Graduate, Technician and Technician (Vocational ) Apprentices shall work according to the normal hours of work of the department in the establishment to which they are attached for training.

**13\*. Grant of leave to apprentices**

**14\*\*. Record and returns**

- (1) A contract of apprenticeship as entered between an apprentice and the employer as per Format-1 specified in Schedule III shall be forwarded on the portal-site by the employer for registration.
- (2) Work dairy in Format – 2 as specified in Schedule III shall be maintained by each Trade apprentice and Optional trade apprentice and countersigned by his supervisor once in a week.
- (3) Every employer shall maintain a register of attendance of the apprentices undergoing apprenticeship training in his establishment and action taken for irregular and unauthorised absence shall be recorded in the said register at the end of each month.
- (4) Every employer shall maintain a record of the work done and training undertaken by the graduate, technician and technician (vocational) apprentices engaged in his establishment, for each quarter and at the end of each quarter shall send a report in Form Apprenticeship specified in Schedule-III to the Director, Regional Board of Apprenticeship Training concerned.”

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\* Omitted vide GSR No. 502(E) dated 18<sup>th</sup> June, 2015

\*\* Substituted vide GSR No. 63(E) dated 20<sup>th</sup> January, 2017

**List of Designated Trades under the Apprentices Act, 1961**

SCHEDULE – I  
[ See rule 3 (1) and rule 7 (1)]

Sl. No.	Designated Trades	N.C.O. Code No.	Period of Apprenticeship Training	National Council for Vocational Training approved trades or State Council for Vocational Training approved trades or Apprenticeship trades	Rebate allowed in Apprenticeship Training	Essential/ Desirable Educational Qualifications
1	2	3	4	5	6	7
<b>Group No.1 – Machine Shop Trades Group:</b>						
1.	Fitter	7233.10, 7233.20	Two years	1. Fitter	One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
2.	Turner	8211.15	Two years	1. Turner	One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
3.	Machinist	8211.10,8211.15 8211.22,8211.28 8211.30,8211.32 8211.36,8211.38	Two years	1. Machinist	One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.

4.	Machinist (Grinder)	7224.10, 7224.30 7224.40, 7224.45 8211.15	Two years	1. Machinist (Grinder)  2. Machinist  3. Turner	One year  One year  One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
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**Group No.2 – Foundry Trades Group:**

1.	Pattern Maker	7522.1000	Two years	1. Carpenter  2. Pattern Maker	Three months  Three months	Passed 8 <sup>th</sup> class Examination under 10+2 system of education or its equivalent.
2.	Foundryman	7211.50, 8123.10	Two years	1. Foundryman	One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.

**Group No.3 – Metal Working Trades Group:**

1.	Forger and Heat Treater	7221.50,7223.30 8152.75,8152.90	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Sheet Metal Worker	7213.10,7213.30 7213.90,8211.61	Two years	1. Sheet Metal Worker	One year	Passed 8 <sup>th</sup> class examination from a recognised school.
3.	Welder (Gas & Electric)	7212.10,7212.20 7212.40,7212.50 7212.65	One year and three months	1. Welder	Three months	Passed 8 <sup>th</sup> class examination from a recognised school.

4.	Motor Vehicle Body Builder	7422.25 7422.30	Two years	1. Sheet Metal Worker 2. Welder	One year One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
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**Group No.4 –Electrical Trades Group:**

1.	Electrician	7137.10,7241.20	Two years	1. Electrician	One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
2.	Lineman	7245.10	Two years	1. Wireman 2. Electrician	One year One year	Passed 8 <sup>th</sup> class examination from a recognised school.
3.	Wireman	7137.20	Two years	1. Wireman 2. Electrician	One year One year	Passed 8 <sup>th</sup> class examination from a recognised school.
4.	Mechanic Auto Electrical and Electronics	7241.10,7241.70	Two years	1. Mechanic Auto Electrical and Electronics	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Electrician Aircraft	7241.60	Two years	1. Electrician	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6.	Electrical Winder	7241.40	Two years	1. Electrician	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of

						education with Science and Math as a subject or its equivalent.
7.	Cable Jointer	7245.20	Two years	1. Wireman  2. Electrician	One year  One year	Passed 8 <sup>th</sup> class examination from a recognised school.
8.	Electrician (Mines)	851.15	Three years	Electrician	Two years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science (Physics and Chemistry) as one of subject or its equivalent.
9.	Electroplater	8223.10	Two years	1. Electroplater	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

**Group No.5 – Building and Furniture Trades Group:**

1.	Carpenter	7124.10,7124.20	Two years	1. Carpenter	One year	Passed 8 <sup>th</sup> class examination from a recognised school.
2.	Plumber	7136.10,7136.30	Two years	1. Plumber	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Mason (Building)	7122.20	Two years	1. Mason Building Constructor	One year	Passed 8th class examination under

	Constructor)					10+2 system of education or its equivalent.
4.	Furniture and Cabinet Maker	812.10, 812.20	Three years	Carpenter	One year	<p>Passed 8<sup>th</sup> class examination under 10+2 system of education with science as subject or its equivalent.</p> <p>'Desirable':- Passed in 10<sup>th</sup> class examination under 10+2 system of education with Science as one of the subject or its equivalent.</p>
5.	Sports Goods Maker (Wood)	819.70	Two years	Sports Goods Maker (Wood)	One year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6,	Mechanic (Lift and Escalator)	8333.70	Two years	1. Mechanic (Lift and Escalator) 2. Lift Mechanic	One year One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
7.	Building Maintenance Technician	3112.90	One year and three months	1. Mason (Building Constructor) 2. Building maintenance	Three months Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Mathematics or its equivalent.

8.	Architectural Assistant	3118.10	Two years	1. Architectural Assistant	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
9.	Sanitary Hardware Fitter	7136.10	One year and three months	1. Sanitary Hardware Fitter 2. Plumber	Three months Three months	Passed 8th class examination from a recognised school.
10.	Interior Designer and Decorator	3471.10	Two years	1. Interior Design and Decoration	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

**Group No.6 – Maintenance Trades Group:**

1.	Mechanic Machine Tool Maintenance	8281.55,8281.10	Two years	1. Mechanic Machine Tool Maintenance	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Mechanic Maintenance (Textile Machinery)	845.63	Three years	Fitter	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science (Physics and Chemistry) as subjects or its equivalent.
3.	Maintenance Mechanic (Chemical	8159.79	Two years	1. Maintenance Mechanic (Chemical Plant)	One year	Passed 10 <sup>th</sup> class examination with Science and

	Plant)					Mathematics under 10+2 system of education or its equivalent.
4.	Mechanic (Dairy Maintenance)	845.55	Three years	1. Fitter 2. Tool & Die Maker 3. Refrigeration and Air-conditioning Mechanic	One year One year One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math as subjects or its equivalent.
5.	Mechanic Sewing Machine	945.82	One year	Fitter	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6.	Mechanic (Mining Machinery)	845.60	Three years	Fitter	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science (Physics and Chemistry) as subjects or its equivalent.
7.	Material Handling Equipment Mechanic-cum-Operator	9333.10	Two years	1. Mechanic Machine Tool Maintenance	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No.7 – Precision Machining Trades Group:</b>						
1.	Tool and Die Maker (Dies and Moulds)	7222.50,7222.60 7211.10,7211.50	Two years	1. Tool and Die Maker (Dies and Moulds)	One year	Passed 10 <sup>th</sup> class examination with Science and

				2. Tool and Die Maker (Press Tools, Jigs and Fixtures)  3. Machinist	One year  One year	Mathematics under 10+2 system of education or its equivalent.
2.	Tool and Die Maker (Press Tools, Jigs and Fixtures)	7222.20,7222.30 7222.50,8211.10 8211.15,8211.22 8211.30,8211.38 8211.55,8211.70	Two years	1. Tool and Die Maker (Press Tools, Jigs and Fixtures)  2. Tool and Die Maker (Dies and Moulds)  3. Machinist	One year  One year  One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
3.	Plastic Mould Maker	7222.50,8232.65	Two year	1. Tool and Die Maker (Dies and Moulds)  2. Tool and Die Maker (Press Tools, Jigs and Fixtures)	One year  One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.

**Group No.8 – Instrument Trades Group:**

1.	Instrument Mechanic	7311.10,7311.30 7311.60,7311.90	Two years	1. Instrument Mechanic	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Mechanic Instrument Aircraft	7311.10,7311.67	Two years	1. Instrument Mechanic	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

3.	Mechanic Watch and Clock	841.10	Three years	Mechanic Watch and Clock	Two years	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
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**Group No.9 – Refrigeration and Air-Conditioning Machine Shop Trade Group:**

1.	Mechanic Refrigeration and Air Conditioning	845.706	Two years	1. Mechanic Refrigeration and Air Conditioning	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
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**Group No.10 – Heat Engines Trades Group:**

1.	Mechanic (Motor Vehicle)	7231.10	Two years	1. Mechanic (Motor Vehicle)	One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
2.	Mechanic Diesel	7233.24	Two years	1. Mechanic Diesel	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Mechanic Tractor	7231.10	Two years	1. Mechanic Tractor	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
4.	Mechanic Earth Moving	735.41	Two years	---	----	Passed 10 <sup>th</sup> class examination under

	Machinery					10+2 system of education or its equivalent.
5.	Mechanic (Marine Diesel)	845.14	Three years	Mechanic Diesel	One year	Passed 8 <sup>th</sup> class examination or its equivalent.
6.	Driver-cum-Mechanic (Light Motor Vehicle)	8322.10	One year and three months	1. Driver-cum-Mechanic (Light Motor Vehicle)	Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
7.	Mechanic Motor Cycle	7122.20	One year and three months	1. Mechanic Motor Cycle 2. Mechanic Repair and Maintenance of two wheeler	Three months Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent
8.	Construction Machinery Mechanic-cum-Operator	7233.28 7233.30 7233.90 8332.00	Two years	1. Mechanic(Motor Vehicle)	One year	Passed 10th class examination of 10+2 system of education or its equivalent.
9.	Mechanic Repair and Maintenance of Vehicle	7231.10	Two years	1. Mechanic Repair and Maintenance of Light Vehicle 2. Mechanic Repair and Maintenance of Heavy Vehicle	One year One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
10	Technician (Automotive Manufacturing)	8281.65,8281.70	Two years	1. Fitter 2. Automotive Manufacturing	One year One year	Passed 10th class examination with Science and Mathematics under

						10+2 system of education or its equivalent.
11	Marine Engine Fitter	7233.22	Two years	1. Marine Engine Fitter	One year	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent.

**Group No.11 – Draughtsman and Survey Trades Group:**

1.	Draughtsman (Civil)	3118.20,3118.50	Two years	1. Draughtsman (Civil)	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Draughtsman (Mechanical)	3118.40	Two years	1. Draughtsman (Mechanical)	One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
3.	Surveyor	2148.20 3112.30 3112.40	Two years	1. Surveyor	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

**Group No.12 – Construction Trades Group:**

1.	Fitter structural	7214.70	Two years	1. Fitter	One year	Passed 10 <sup>th</sup> class examination with Science and
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						Mathematics under 10+2 system of education or its equivalent.
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**Group No.13 – Power Plant Trades Group:**

1.	Boiler Attendant	8162.20	Two years	---	---	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
2.	Steam Turbine-cum-Auxiliary Plant Operator	8161.30	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Switch Board Attendant	8161.50	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

**Group No.14 – Printing Trades Group:**

**(i) Type Setting Group:**

1.	Lino Operator	922.10	Three years	Hand Compositor	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with proficiency in English and any regional language or its equivalent.
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2.	Mono Keyboard Operator	922.20	Three years	Hand Compositor	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with proficiency in English and any regional language or its equivalent.
3.	Mono Castor Operator	922.30	Two years	Hand Compositor	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with proficiency in English and any regional language or its equivalent.
<b>(ii) Photo Mechanic Group</b>						
1.	Process Cameraman	926.10	Three years	---	---	Passed 10 <sup>th</sup> class examination with Physics and Chemistry as subject under 10+2 system of education or its equivalent.
2.	Retoucher Lithographic	925.10	Three years	---	---	Passed 10 <sup>th</sup> class examination with Physics and Chemistry as subject under 10+2 system of education or its equivalent.
3.	Engraver	926.50	Three years	---	---	Passed 10 <sup>th</sup> class examination with Physics and Chemistry

						as subject under 10+2 system of education or its equivalent.
<b>(iii) Binding Group</b>						
1.	Book Binder	927.10	Two years	Book Binder	One year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>(iv) Litho Offset Group</b>						
1.	Plate Maker (Lithographic)	926.40	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Physics and Chemistry as subject or its equivalent.
2.	Offset Machine Minder	923.50, 923.60	Three years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Physics and Chemistry as subject or its equivalent.
<b>Group No.15 – Hotel and Catering Trades Group:</b>						
1.	Food Production (General)	1217	Two years	1. Food Production (General)	One year	Passed 8 <sup>th</sup> class examination or its equivalent.
2.	Food Production (Vegetarian)	520.20	Two years	1. Food Production (Vegetarian)	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

3.	Steward	5123.40	One year and three months	1. Catering and Hospitality Management  2. Food and Beverages Services Assistant	Three months  Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
4.	Baker and Confectioner	777.10	Two years	Baker and Confectioner	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	House Keeper (Hotel)	5121.10	One year and three months	1. House Keeper  2. Domestic House Keeping  3. Corporate Housekeeping  4. Institution House Keeping	Three months  Three months  Three months  Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6.	Receptionist/ Hotel Clerk/ Front Office Assistant	3431.30,4221.10 4221.20	One year and three months	1. Front Office Assistant	Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
7.	Fruit and Vegetable Processor	775.90	Two years	Preservation of Fruit and Vegetables	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science as one of the subjects or its equivalent.
8.	House Keeper (Domestic)	5121.20	One year	Domestic House Keeping	Six months	Passed 10 <sup>th</sup> class examination under

						10+2 system of education or its equivalent.
9.	House Keeper (Hospital)	5121.35	One year and six months	Hospital House Keeping	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of or its equivalent
10.	House Keeper (Institution)	5121.10	One year	Institution House Keeping	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
11	House Keeper (Corporate)	5121.10	One year	Corporate House Keeping	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
12.	Cabin/Room Attendant	5121.70	One year	Cabin/Room Attendant	Six months	Passed 10 <sup>th</sup> class exam. under 10+2 system of education or its equivalent.
13.	Brew Master	7137.10	Six Months	----	----	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No.16 – Textile Trades Group:</b>						
1	Weaver	755.50	Six months	---	---	Passed 8 <sup>th</sup> class under 10+2+3 system of education or two class below matriculation examination or its equivalent.

						Desirable- Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2	Doffer-cum-Piecer	752.65,752.40	Six months	---	---	Passed 8 <sup>th</sup> class or its equivalent.
3.	Tenter (Drawing Speed/ Fly Frames)	752.10, 752.15, 752.20	Six months	---	---	Passed 8 <sup>th</sup> class or its equivalent.
4	Winder (Textile)	752.70	Six months	---	---	Passed 8 <sup>th</sup> class or its equivalent.
5	Knitter (Hosiery)	757.10, 757.15, 757.20, 757.25, 757.30	One year and six months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6	Printing Textile	758.30, 758.32, 758.34	Six months	---	---	Passed 8 <sup>th</sup> class examination under 10+2 system of education.
7	Creel Boy-cum-Warper	753.40, 753.50	Six months	---	---	Passed matriculation or 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No.17 – Mining Trades Group:</b>						
1	Sirdar (Colliery)	710.50	Three years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science (Physics and

						Chemistry) as subject or its equivalent
2	Shotfirer/Blaster (Mines)	714.10	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3	Mate (Mines)	710.40, 715.90	Three years	---	---	Passed 10 <sup>th</sup> class under 10+2 system of education with Science (Physics and Chemistry) as one of the subjects or its equivalent.

**Group No.18 – Chemical Trades Group:**

1	Attendant Operator (Chemical Plant)	7414.40,7422.65 8142.10,8142.15 8142.40,8142.50 8142.90,8143.15 8151.15,8151.308 151.60,8152.1081 52.30,8152.60815 3.10,8153.408154 .20,8154.408155. 10,8159.348276.8 1,8159.648159.72 ,8159.768159.82, 8159.868276.10,8 276.208276.81,82 76.508276.70,827	Two years	1. Attendant Operator (Chemical Plant)	One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
			One year	---	---	Passed B.Sc. with Physics, Chemistry and Mathematic or Biology.

		5.508275.40,8131 .608231.10,8231. 678231.20,8122.1 08142.20,8142.45 8143.10,8143.258 151.30,8151.1081 51.60,8152.15815 2.25,8152.908153 .30,8154.108154. 30,8159.888159.3 0,8159.428159.62 ,8159.688159.74, 8159.808159.84,8 159.888276.23,82 76.208276.40,827 6.607414.40,8275 .658272.10,8231. 658231.15,8231.3 0				
2.	Instrument Mechanic (Chemical Plant)	7311.30, 7311.65 7241.10	Two years  One year	1. Instrument Mechanic (Chemical Plant)  ---	One year  ---	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.  Passed B.Sc. with Physics and Chemistry.

3.	Laboratory Assistant (Chemical Plant)	3111.30,3116.10 3116.30,3116.50 3117.30	Two years  One year	1. Laboratory Assistant (Chemical Plant)  --	One year  --	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.  Passed B.Sc. with Physics, Chemistry and Mathematic or Biology.
4.	Fiber Reinforced Plastic Processor	8232.15 8232.25 8232.30 8232.70	One year and three months	1. Broad Based Basic Training in Plastic Processing Sector under Centre of Excellence Scheme  2. Plastic Processing Operator	Three months  Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Plastic Processing Operator	8232.15,8232.18 8232.20,8232.65 8232.25,8232.30 8232.35,8232.40 8232.70,8232.45 8232.50,7222.50	Two years	1. Plastic Processing Operator	One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.

**Group No.19 – Cutting and Tailoring Trades Group:**

1.	Designer and Master Cutter	794.40, 794.60	One year and three months	1. Sewing Technology  2. Dress Making	Three months  Three months	Passed 10th class examination under 10+2 system of education or its equivalent.
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2.	Tailor (Men)	791.30 791.50	791.40	One year and three months	1. Sewing Technology 2. Dress Making	Three months Three months	Passed 8 <sup>th</sup> class examination from a recognised school.
3.	Tailor (Women)	791.20		One year and three months	1. Sewing Technology 2. Dress Making	Three months Three months	Passed 8 <sup>th</sup> class examination from a recognised school.
4.	Tailor (General)	791.10 791.90		One year and three months	1. Sewing Technology 2. Dress Making	Three months Three months	Passed 8 <sup>th</sup> class examination from a recognised school.
5.	Dress Maker	781.20		One year and three months	1. Dress Making	Three months	Passed 8 <sup>th</sup> class examination from a recognised school.”;
6.	Embroiderer (Surface Ornamentation Techniques)	795.40		One year and three months	1. Surface Ornamentation Techniques (Embroidery) 2. Embroidery and Needle Work	Three months Three months	Passed 8 <sup>th</sup> class examination from a recognised school.
7.	Cutting and Sewing Machine Operator	7433.10 7435.30 7435.40		One year and three months	3. Sewing Technology 4. Dress Making	Three months Three months	Passed 8 <sup>th</sup> class examination from a recognised school.
8.	Assistant Fashion Designer	7435.10		One year and three months	1. Fashion Design and Technology	Three months	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
9.	Computerized Embroidery	8263.45		One year and three months	1. Computer Aided Embroidery and	Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of

	Machine Operator and Digitizer			Designing		education or its equivalent.
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**Group No.20 – Agriculture Trades Group:**

1.	Mechanic (Agriculture Machinery)	7231.10	Two years	1. Mechanic (Agriculture Machinery)	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Horticulture Assistant	7231.10	Two years	1. Horticulture Assistant	One year	Passed 10 <sup>th</sup> class examination under 10+2 system or its equivalent.
3.	Stockman (Dairy)	082.10, 082.20	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science or its equivalent.
4.	Attendant Operator (Dairy)	776.10, 776.20 776.30, 776.40 776.50, 776.60 776.70, 776.90	Three years	---	---	Passed 10 <sup>th</sup> class Examination under 10+2 system of education with Science and Mathematics or its equivalent.
5.	Pump Operator Cum Mechanic	845.57	Two years	1. Pump Mechanic  2. Pump Operator Cum Mechanic	One year  One year	Passed 10 <sup>th</sup> class under 10+2 system of education with Science or its equivalent.
6.	Florist and Landscaper	2213.20	One year	Florist and Landscaping	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of or its equivalent

Group No. 21 – Leather Crafts Trades Group						
1.	Sports Goods Maker (Leather)	809.90	Two years	Sports Goods Maker (Leather)	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Leather Goods Maker	809.10, 809.20 809.30, 809.40	Two years	Manufacturer of suitcase and other leather Goods	One year	Passed 8 <sup>th</sup> class examination under 10+2 system or 2 class below Matriculation examination or its equivalent.
3.	Footwear Maker	801.10	Two years	Manufacture of Footwear	One year	Passed in 8 <sup>th</sup> examination under 10+2+3 or 2 class below Matriculation examination or its equivalent.
4.	Finished Leather Maker	761.00	Two years	---	---	Passed in 8 <sup>th</sup> examination under 10+2+3 or 2 class below Matriculation examination or its equivalent.
5.	Maintenance Mechanic for Leather Machinery	845.50	Three years	Fitter	One year	Passed 10 <sup>th</sup> under 10+2 system (Physics and Chemistry) and Math as subjects or its equivalent.
6.	Upholsterer	796.10	Two years	1. Upholsterer  2. Leather Goods Maker	One year  One year	Pass in 8 <sup>th</sup> class examination under 10+2 system of education or 2 class

						below Matriculation examination or its equivalent.
<b>Group No. 22- Ship Building Trades Group</b>						
1.	Shipwright (Steel)	816.20	Three years	Fitter	One year	<p>Passed 10<sup>th</sup> class under 10+2 system of education or equivalent.</p> <p>Desirable – Passed SSLC with Science (Physics and Chemistry) and Math or its equivalent or passed 10<sup>th</sup> class examination under 10+2 system with Science &amp; Mathematics as subjects.</p>
2.	Pipe Fitter	7136.10 7136.30	Two years	1. Plumber	One year	Passed 10 <sup>th</sup> class under 10+2 system of education or its equivalent.
3.	Rigger	7215.10	Two years	---	---	Passed 8 <sup>th</sup> class examination from a recognised school.
4.	Gas Cutter	872.40	Two years	Welder (Gas and Electric)	One year	<p>Pass the 8<sup>th</sup> examination under 10+2 system of education or its equivalent.</p> <p>Desirable – Passed 8<sup>th</sup> class examination with</p>

						Science and Math as subject under 10+2+3 system of education or two standard below matriculation.
5.	Shipwright (Wood)	7124.45 7124.70	Two years	1. Carpenter	One year	Passed 10 <sup>th</sup> under examination under 10+2 system of education or its equivalent.

**Group No. 23 – Electronics Trades Group**

1.	Mechanic Radio and Radar Aircraft	7242.10,7243.20 7243.10,7243.75 7243.80	Two years	1. Electronics Mechanic  2. Mechanic Consumer Electronic Appliances  3. Technician Power Electronics System  4. Mechanic Industrial Electronics	One year  One year  One year  One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Electronics Mechanic	7242.10,7242.90 7243.10,7243.40 8283.90	Two years	1. Electronics Mechanic	One year	Passed 10 <sup>th</sup> class under 10+2 system of education or its equivalent.
3.	Mechanic Television (Video)	854.20	Three years	1. Electronics Mechanic  2. Mechanic (Radio and T.V.)	Two years  Two years	Passed Matriculation under 10+2 system with Mathematics and Science or its equivalent.

4.	Mechanic – cum-Operator Electronics Communication System	7243.10 7243.20 7243.75 7243.80 7244.10 7244.20	Two years	1. Electronics Mechanic  2. Mechanic Consumer Electronic Appliances  3. Technician Power Electronics System  4. Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence in Communication System	One year  One year  One year  One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Mechanic Communication Equipment Maintenance	7244.20	Two years	1. Electronics Mechanic  2. Mechanic Consumer Electronic Appliances 3. Technician Power Electronics System  4. Mechanic Industrial Electronics  5. Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of	One year  One year  One year  One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

				Centre of Excellence in Communication System		
6.	Mechanic Radio and T.V.	7243.70	Three years	Mechanic Radio and T.V.	Two year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science as one of the subject or its equivalent.

**Group No. 24 – Photography Trade Group**

1.	Photographer	173.10	Two years	Photographer	One year	Passed 10 <sup>th</sup> class under 10+2 system with Science( Physics and Chemistry) as one of the subjects or its equivalent.
2.	Digital Photographer	3131.25	One year and six months	Digital Photographer	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

**Group No. 25 – Iron and Steel Trades Group**

1.	Brick Layer (Refractory)	7122.30	Two years	1. Mason (Building Constructor)	One year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Furnace Operator (Steel Industry)	3135.1100	One year and three months	---	---	Passed 10th class examination under 10+2 system of education or its equivalent.

3.	Steel Melting Hand	723.15, 723.20, 723.30	Two years	---	---	Passed 10 <sup>th</sup> under 10+2 system with Science( Physics and Chemistry) & Mathematics or its equivalent.
4.	Crane Operator Overhead (Steel Industry)	8343.0700	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Operator (Steel Plant)	8121.15,8121.55 8121.60,8122.50 8122.52,8159.10 8159.12,8161.45	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Mathematics or its equivalent.
6.	Electrician (Steel Plant)	7411.0100 7412.0801	Two years	Electrician	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
7.	Electronics Mechanic (Steel Plant)	7421.0100 7421.0300 7421.9900	Two years	Electronics Mechanic	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
8.	Fitter (Steel Plant)	7126.0301 7126.9900 7224.0102	Two years	Fitter	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of

						education or its equivalent.
9.	Instrument Mechanic (Steel Plant)	7311.0101 7311.1000	Two years	Instrument Mechanic	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
10	Operator Coal Handling Equipment	8112.0600	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
11	Operator Locomotive and Rail Cranes in Steel Plant	8162.50, 8333.30	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
12	Operator Material Handling at Raw Material Handling Plant	8121.90	One year and three months	---	---	Passed 8 <sup>th</sup> class examination from a recognized school or its equivalent.
13	Operator Coke Ovens Battery Equipments	8159.16	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
14	Operator Blast Furnace Iron Making	8121.15 8223.60	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of

	Equipments					education or its equivalent.
15	Operator Steel Melting Equipments	8121.35	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
16	Operator Sinter Plant Equipments	8121.90	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
17	Operator Rolling Mills Equipment (Long Products)	8122.20	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

**Group No. 26 – Beautician Trades Group**

1.	Beautician	560.30	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Hair Cutter/ Dresser	560.20	One year and three months	---	---	Passed 8 <sup>th</sup> class examination from a recognised school or its equivalent.
3.	Health and Slimming	089.50	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under

	Assistant					10+2 system of education or its equivalent.
4.	Hair and Skin Carer	560.30	One year and three months	1. Basic Cosmetology	Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

**Group No. 27 – Glass and Ceramic Trades Group**

1.	Ceramic Moulder	7321.25	One year and three months	---	---	Passed 8 <sup>th</sup> class examination from a recognised school.
2.	Ceramic Caster	7321.15	One year and three months	---	---	Passed 8 <sup>th</sup> class examination from a recognised school.”;
3.	Ceramic Kiln Operator	893.30	Two years	---	---	Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its equivalent.
4.	Ceramic Press Operator	892.60	Two years	---	---	Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its equivalent.
5	Ceramic Decorator	895.30	Two years	---	---	Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its equivalent.
6.	Moulder (Refractory)	7321.40	One year and three months	---	---	Passed 8 <sup>th</sup> class examination from a recognised school.

7.	Enamel Glazer	895.50	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system with Science as subject or its equivalent.
8.	Insulator Maker/Machine Operator (Ceramic)	8139.60 8139.30	Two years	1. Refractory Technician	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with science or its equivalent.
9.	Optical Worker	891.48	Three years	1. Machinist  2. Millwright Maintenance Mechanic  3. Turner  4. Fitter  5. Machinist(Grinder)	One year  One year  One year  One year  One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

**Group No. 28 – Painting Trades Group**

1.	Painter (General)	7142.10	Two years	1. Painter (General)	One year	Passed 8 <sup>th</sup> class examination from a recognised school.
2.	Painter (Marine)	931.20	Two years	Painter (General)	One year	Passed 8 <sup>th</sup> class examination under 10+2 system preferably with Math and Science or two standard below.

<b>Group No. 29 – Computer Trades Group</b>						
1.	Desk Top Publishing Operator	3512.0200	One year and three months	1. Desk Top Publishing Operator	Three months	Passed 10th class examination under 10+2 system of education or its equivalent.
2.	Programming and Systems Administration Assistant	103.70 103.80	One year	---	---	National Trade Certificate issued by National Council for Vocational Training in “Computer Operator and Programming Assistant”
3.	Information and Communication Technology System Maintenance	3114.9900	Two years	1. Information and Communication Technology System Maintenance 2. Information Technology and Electronic System Maintenance 3. Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of Hardware of Computer and Peripherals.	One year One year One year	Passed 10th class examination under 10+2 system of education

4.	Computer Operator and Programming Assistant	4131.0600 3514.0300	One year and three months	1. Computer Operator and Programming Assistant	Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
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**Group No. 30 – Hi-Tech Trades Group**

1.	Advanced Attendant Operator (Process)	730.20, 740.10, 740.90, 900.10, 740.20, 890.20, 770.90, 730.90, 770.40	One year & six months	---	---	Passed B.Sc. with Physics and Chemistry as compulsory and Mathematics as desirable subject.
2.	Operator Cum Mechanic Pollution Control Equipment.	039.10, 039.90	Two years	---	---	Passed Higher Secondary Examination with Physics, Chemistry and Biology under 10+2 system of Education or its equivalent.
3.	Mechanic Medical Equipment for Hospitals and Occupational Health Centre.	086.10, 088.10, 089.90, 090.90	Two years	---	---	Passed Higher Secondary examination under 10+2 system of education with Physics, Chemistry and Biology.

**Group No. 31 – Multi Skill Trades Group**

1	Mechanic Industrial Electronics	7243.10	Two years	1. Electronics Mechanic 2. Mechanic Consumer Electronic Appliances 3. Technician Power Electronics System	One year One year One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
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				4. Mechanic Industrial Electronics	One year	
2	Mechanic Advanced Machine Tool Maintenance.	845.10, 845.13 845.16, 845.20 845.23, 845.26 845.30, 845.35 845.37, 845.40 845.43, 845.47 845.50, 845.53 845.55, 845.57 845.60, 845.63 845.65, 845.70	Three years	-	-	Passed 10+2 with Physics, Chemistry and Mathematics
3.	Operator Advanced Machine Tool	8211.108211.15 8211.22 8211.28 8211.30 8211.32 8211.36 8211.38	Two years	1. Operator Advanced Machine Tool  2. Machinist  3. Turner	One year  One year  One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
4.	Power Electrician	7137.10 7241.107241.208 161.45 8161.50	Two years	1. Electrician	One year	Passed 10 <sup>th</sup> class examination with Science under 10+2 system of education or its equivalent.
5.	Operator-cum- Mechanic Power Plant	8161.45	Two years	---	---	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.
6.	Mechanic Medical Electronics	7243.30 3133.20 3133.90	Two years	1. Electronics Mechanic  2. Mechanic Consumer	One year  One year	Passed 10 <sup>th</sup> class examination under 10+2 system of

				Electronic Appliances 3. Technician Power Electronics System 4. Mechanic Medical Electronics	One year One year	education or its equivalent.
7.	Mechanic Consumer Electronics Appliances	7242.10 7242.90 7243.10 7243.40 7243.45 7243.50 7233.58	Two years	1. Electronics Mechanic 2. Mechanic Consumer Electronic Appliances 3. Technician Power Electronics Systems	One year One year One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
8.	Mechanic Mechatronics	7233.38 7233.46	Two years	1. Mechanic Mechatronics 2. Mechanic Machine Tool Maintenance	One year One year	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent.

**Group No. 32 – Information Sector Trades Group**

1.	Jewel Smith	7318.30 7313.90	One year and three months	----	----	Passed 8 <sup>th</sup> class examination from a recognised school.
2.	Gardener (Mali)	652.10	One year	----	----	Passed 8 <sup>th</sup> class examination from recognized school or its equivalent.
3.	Customer Care Associate	4221.90 4221.30	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of

						education or its equivalent.
4.	Assistant Beautician	560.30	One year and three months	---	---	Passed 8 <sup>th</sup> class examination from a recognised school.
5.	Battery Repairer	859.65	One year and three months	----	----	Passed 10th class examination under 10+2 system of education or its equivalent.
6.	Tyre Repairer	903.60	Six months	----	----	Passed 8 <sup>th</sup> class examination
7.	Screen Printing	929.50	Six months	----	----	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
8.	Beautician Assistant	560.30	Six months	----	----	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
9.	Medical Laboratory Technician (Pathology)	3221.10	One year and three months	----	----	Passed 12th class examination under 10+2 system of education with physics, chemistry and biology
10.	Medical Laboratory Technician (Radiology)	3133.10	One year and three months	----	----	Passed 12th class examination under 10+2 system of education with physics, chemistry and biology.

11.	Medical Laboratory Technician (Cardiology)	3212.0701	One year and three months	----	----	Passed 12th class examination under 10+2 system of education with physics, chemistry and biology.
12.	Pruner Tea Gardens	640.10	Six months	----	----	Passed 8 <sup>th</sup> class
13.	Cable Television Operator	861.10	Six months	----	----	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
14.	Medical Laboratory Technician (Physiotherapy)	3212.0701 3255.0101	One year and three months	1. Physiotherapy Technician	Three months	Passed 12th class examination under 10+2 system of education with physics, chemistry and biology.

**Group No. 33 – Retail Sector Trades Group**

1.	Sales Person (Retail)	5220.35 5220.60	One year and three months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent..
2.	Senior Sales Person (Retail)	5220.15, 5220.35	One year	Sales Person (Retail)	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

<b>Group No. 34 – Glassware / Metal ware Trades Group</b>						
1.	Lacquering and Powder Coating Operator	7422.60 7422.62	One year	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Wood Handicrafts Worker	7422.42 7422.48 7423.20	One year	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Glass Former and Processor	7142.60 7322.38 7322.40 7322.45 7323.10	One year	---	---	Passed 8 <sup>th</sup> class examination from recognized school or its equivalent.

<b>Group No. 35 – Centre of Excellence Trades Group</b>						
1.	Mechanic Automobile (Advanced Petrol Engine)	7233.22	Two years	1. Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Servicing and Overhauling of Automobiles (Petrol).	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Mechanic Automobile (Advanced Diesel Engine)	7233.24	Two years	1. Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Servicing and	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

				Overhauling of Automobiles (Diesel).		
3.	Mechanic Auto Electronics	7242.10	Two years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Auto Electrical, Auto Electronics and Air-conditioning in Automobiles.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
4.	Mechanic (Denting, Painting and Welding)	7142.20 7213.30	Two Years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Denting(Painting and Welding).	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	TIG/MIG Welder	7212.10 7212.20	One year and three months	1. Broad Based Basic Training in Fabrication (Fitting & Welding) Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in TIG/MIG Welding. 2. Welder	Three months Three months	Passed 10th class examination under 10+2 system of education or its equivalent.
6.	Structural Welder	7212.10 7212.20 7212.30	One year and three months	1. Broad Based Basic Training in Fabrication (Fitting & Welding) Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence	Three months	Passed 10th class examination under 10+2 system of education or its equivalent.

				Scheme in Structural Welding. 2. Welder	Three months	
7.	Welder (Pipe and Pressure Vessels)	7212.10 7212.20 7212.30	One year and three months	1. Broad Based Basic Training in Fabrication (Fitting and Welding) Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Pressure Vessels and Pipe Welding.  2. Welder	Three months	Passed 10th class examination under 10+2 system of education or its equivalent.
8.	Chemical Laboratory Assistant	3111.30	Two years	1. Broad Based Basic Training in Chemical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Laboratory Assistant  2. Laboratory Assistant (Chemical Plant)	One year  One year	Passed 10th class examination under 10+2 system of education or its equivalent.
9.	Advance Mechanic (Instruments)	7311.10 7311.30 7241.10	Two years	Broad Based Basic Training in Chemical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Instruments Mechanic.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

10.	CAD-CAM Operator cum Programmer	3121.20	One year and three months	<p>1. Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in CAD/ CAM.</p> <p>2. Draughtsman (Mechanical)</p>	<p>Three months</p> <p>Three months</p>	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
11.	Advance Welder	7212.10 7212.20 7212.30 7212.65	One year and three months	<p>1. Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Advance Welding.</p> <p>2. Welder</p>	<p>Three months</p> <p>Three months</p>	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
12.	Jigs and Fixtures Maker	7222.30	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Manufacturing of Jigs and Fixtures.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
13.	Quality Assurance Assistant	3152.90	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its

				and Advanced module of Centre of Excellence Scheme in Quality Engineering.		equivalent.
14.	CNC Programmer cum Operator	3121.20	One year and three months	<p>1. Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in CNC Machining.</p> <p>2. Machinist</p> <p>3. Turner</p>	Three months  Three months  Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
15.	Operator PLC System	8211.90	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in PLC and Automation.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
16.	Mechanic (Electrical Domestic Appliances)	7233.58	Two years	<p>1. Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of Domestic Appliances.</p> <p>2. Electrician</p>	One year  One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

17.	Mechanic (HT, LT Equipments and Cable Jointing)	7241.90 7245.90	Two years	<p>1. Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Operation and Maintenance of equipments used in HT, LT Substation and Cable Jointing.</p> <p>2. Electrician</p>	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
18.	Mechanic (Electrical Power Drives)	7241.20 7242.20	Two years	<p>1. Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of Electrical machines and Power Supply.</p> <p>2. Electrician</p>	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
19.	Mechanic (Embedded Systems and PLC)	8211.90	Two years	<p>1. Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Embedded Systems and PLC.</p>	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

20.	Mechanic Power Electronics (Inverters, UPS and Maintenance of Drives)	7241.10 7242.10	Two years	1. Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Inverters, UPS, Voltage Stabilizer and Industrial Drives.  2. Electronics Mechanic  3. Mechanic Consumer Electronic Appliances  4. Technician Power Electronics Systems  5. Mechanic Industrial Electronics	One year     One year     One year     One year     One year	Passed 10th class examination under 10+2 system of education or its equivalent.
21.	Mechanic (DTH and other Communication System)	7243.10 7244.20	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Communication System.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
22.	Mechanic (Domestic, Commercial Refrigeration and Air Conditioning Machines)	7233.50	Two years	1. Broad Based Basic Training in Refrigeration and Air-conditioning Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Domestic,	One year	Passed 10th class examination under 10+2 system of education or its equivalent.

				Commercial Refrigeration and Air Conditioning.  2. Mechanic (Refrigeration and Air Conditioning)	One year	
23.	Mechanic (Central Air conditioning Plant, Industrial cooling and Package Air conditioning)	8169.30	Two years	1. Broad Based Basic Training in Refrigeration and Air-conditioning Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Central Air conditioning Plant, Industrial cooling and Package Air-conditioning.	One year	Passed 10th class examination under 10+2 system of education or its equivalent.
24.	Mechanic (Cold storage, Ice plant and Ice candy plant)	7413.50 8169.30	Two years	Broad Based Basic Training in Refrigeration and Air-conditioning Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Cold storage, Ice plant and Ice candy plant.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
25.	Computer Aided Pattern Maker	7222.80 7422.38 7434.20 7435.10 7442.16	Two years	Broad Based Basic Training in Apparel Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Computer Aided and Pattern Making.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
26.	Fashion Designing	3471.40	Two years	Broad Based Basic Training in Apparel Sector under Centre of Excellence Scheme	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of

	Assistant			and Advanced module of Centre of Excellence Scheme in Fashion Designing.		education or its equivalent.
27.	Shirts and Trousers Maker	7433.25 7433.30	One year and three months	1. Broad Based Basic Training in Apparel Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Shirts and Trousers.  2. Sewing Technology  3. Dress Making	Three months  Three months  Three months	Passed 10th class examination under 10+2 system of education or its equivalent.
“28.	Mechanic (Non-conventional Power Generation, Battery and Inverter)	8282.10	Two years	1. Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Non-conventional Power Generation, Battery and Inverter.  2. Electrician	One year  One year	Passed 10th class examination under 10+2 system of education or its equivalent.
29.	Mechanic Electrical Instruments	7241.10	Two years	1. Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and	One year	Passed 10th class examination under 10+2 system of education or its equivalent.

				Maintenance of instruments used in Electrical Engineering.  2. Electrician	One year	
30.	Extrusion Machine Operator (Plastic)	8232.20	Two years	1. Broad Based Basic Training in Plastic Processing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Extrusion Process.  2. Plastic Processing Operator	One year  One year	Passed 10th class examination under 10+2 system of education or its equivalent.
31.	Injection Moulding Machine Operator	8232.25	Two years	1. Broad Based Basic Training in Plastic Processing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Injection Moulding Process.  2. Plastic Processing Operator	One year  One year	Passed 10th class examination under 10+2 system of education or its equivalent.
32.	Blow Moulding Machine Operator	8232.35	Two years	1. Broad Based Basic Training in Plastic Processing Sector under Centre of Excellence Scheme and Advanced	One year	Passed 10th class examination under 10+2 system of education or its equivalent.

				module of Centre of Excellence Scheme in Blow Moulding Process.  2. Plastic Processing Operator	One year	
33.	House Keeper (Hotel)	5121.10	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Accommodation Operation/ House Keeping.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
34.	Assistant Front Office Manager	5121.25	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Front Office Management.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
35.	Apprentice Food Production (Cookery)	5122.20	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Food Production (Cookery).	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
36.	Apprentice Food and Beverage Service (Stewardship)	5123.20	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Food and Beverage Service (Stewardship).	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

37.	Computer and Peripherals Hardware Repair and Maintenance Mechanic	2523.0200 7422.2001	One year and three months	1. Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of Hardware of Computer and Peripherals.	Three months	Passed 10th class examination under 10+2 system of education or its equivalent.
38.	Computer Networking Technician	2523.9900 3513.9900	One year and three months	1. Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Computer Networking.	Three months	Passed 10th class examination under 10+2 system of education or its equivalent.
39.	Multimedia and Web Page Designer	2166.0201 2513.0101 2166.0300	One year and three months	1. Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Multimedia and Web Page Designing.	Three months	Passed 10th class examination under 10+2 system of education or its equivalent.
40.	Process Plant Operator	8152.10	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

				Operator Chemical Plant.		
41.	Utility Operator	3131.0300 8182.0200	One year and three months	1. Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Operation and Maintenance of Boiler and Steam Turbine.	Three months	Passed 10th class examination under 10+2 system of education or its equivalent.
42.	Maintenance Mechanic	8159.79	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Mechanical Maintenance of Process Plant.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
43.	Mechanic (Electrical Maintenance of Process Plant)	7241.20	Two years	1. Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Electrical Maintenance of Process Plant.  2. Electrician	One year  One year	Passed 10th class examination under 10+2 system of education or its equivalent.
44.	Instrument Controller	7311.0101 7311.1001	Two years	1. Broad Based Basic Training in Process Plant Maintenance Sector under Centre of	One year	Passed 10th class examination under 10+2 system of education or its

				Excellence Scheme and Advanced module of Centre of Excellence Scheme in Electronic and Instrument Maintenance of Process Plant.  2. Instrument Mechanic	One year	equivalent.
45.	Technician Fabricator	7212.30	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Fabrication and Designing of Steel Structure.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
46	Technician Television and Audio System	7243.10 7243.40 7243.45 7243.50 7243.70	Two years	1. Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and anyone Advanced module in Centre of Excellence Scheme of Electronic Sector  2. Electronics Mechanic  3. Mechanic Consumer Electronic Appliances	One year  One year  One year	Passed 10th class examination under 10+2 system of education or its equivalent.
47.	Mechanic Repair and Maintenance of Electronics Test Equipment	7243.10	Two years	1. Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of	One year	Passed 10th class examination under 10+2 system of education or its equivalent.

				<p>Centre of Excellence Scheme in Repair and Maintenance of Electronics Test Equipment</p> <p>2. Electronics Mechanic</p> <p>3. Mechanic Consumer Electronic Appliances</p> <p>4. Technician Power Electronics Systems</p> <p>5. Mechanic Industrial Electronics</p>	<p>One year</p> <p>One year</p> <p>One year</p> <p>One year</p>	
48.	Mechanic Automobile Electronics	7231.10	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Automobile Electronics	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
49.	Mechanic Mechanical Maintenance (Industrial Automation)	7233.38	Two years	Broad Based Basic Training in Industrial Automation Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Mechanical Maintenance for Automation	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
50.	Mechanic Electrical Maintenance (Industrial	7241.70	Two years	Broad Based Basic Training in Industrial Automation Sector under Centre of Excellence Scheme and	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its

	Automation)			Advanced module of Centre of Excellence Scheme in Electrical Maintenance for Automation		equivalent.
51.	PLC Operator	7233.38	Two years	<p>1. Broad Based Basic Training in Industrial Automation Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Automation and PLC.</p> <p>2. Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in PLC Automation.</p>	<p>One year</p> <p>One year</p>	Passed 10th class examination under 10+2 system of education or its equivalent.”;

#### **Group No. 36 – Hospitality Trades Group**

1.	Tourist Guide	5113.20	One year	Tourist Guide	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of or its equivalent
2.	Old Age Care Taker	5131.20	One year	Old Age Care	Six months	Pass 8 <sup>th</sup> class examination from recognized school or its equivalent.

3.	Creche Management Assistant	5121.40	One year	Creche Management	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
4.	Pre or Preparatory School Management (Assistant)	3222.10	One year	Pre or Preparatory School Management (Assistant)	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Insurance Agent	3412.10	One year	Insurance Agent	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of or its equivalent

**Group No. 37 – Office Management Trades Group**

1.	Secretarial Assistant	4115.10	One year and three months	1. Stenography (English) 2. Secretarial Practice	Three months Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of or its equivalent
2.	Stenographer (English)	4111.10	One year and three months	1. Stenography (English)	Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of or its equivalent
3.	Stenographer (Hindi)	4111.10(H)	One year and three months	2. Stenography (Hindi)	Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Hindi as compulsory subject or its equivalent.

**Group No. 38 – Health Allied Trades Group**

1.	Dental Laboratory Technician	7311.80	Three years	Dental Technician	Laboratory	Two years	Passed 10 <sup>th</sup> class examination under 10+2 system of
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						education or its equivalent.
2.	Heath Sanitary Inspector	3257.0100	One year and three months	1. Heath Sanitary Inspector	Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Hospital Waste Management Assistant	5151.9900	One year and three months	1. Hospital Waste Management Assistant	Three months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No. 39 – library and Information Science Trades Group</b>						
1.	Library Assistant	4141.10	One year	Library and Information Science	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of or its equivalent

**SCHEDULE-IA**  
**(See rule 3(2))**

<b>Category of Apprentices</b>		<b>Minimum Educational Qualification</b>
<b>(1)</b>		<b>(2)</b>
Graduate apprentices	(a)	A degree in engineering or technology granted by a statutory University.
	(b)	A degree in engineering or technology granted by an institution empowered to grant such degrees by an Act of Parliament.
	(c)	Graduate examination of professional bodies recognised by the Central Government as equivalent to a degree.
	(d)	A sandwich course student who is undergoing training in order that he may hold a degree in engineering or technology as mentioned at (a) and (b) above
Technician Apprentices	(a)	A diploma in engineering or Technology granted by a State Council or Board of Technical Educational established by a State Government.
	(b)	A diploma in engineering or technology granted by a University.
	(c)	A diploma in engineering or technology granted by an Institute recognised by the State Government or Central Government as equivalent to (a) and (b) above.
	(d)	A sandwich course student who is undergoing training in order that he may hold a diploma mentioned in (a), (b) & (c) above
Technician (Vocational) Apprentices	(a)	A certificate in vocational Course involving two years of study after the completion of the secondary stage of school education recognised by the All India Council for Technical education.
	(b)	A sandwich course student who is undergoing training in order that he may hold a certificate mentioned in (a) above

**“Schedule I-B**  
**[See rule 7(1A)]**

Sl. No.	Board/State Council for Technical Education/ Other Authority/ course approved under any scheme	Trade/Course/ Subject fields	Duration of Trade/Course/ Subject field	Designated trade(s) in the category of trade apprentices	Period of Apprenticeship Training under the Apprentices Act,1961	Period of Apprenticeship Training after rebate
1.	2.	3.	4.	5.	6.	7.
1.	1. Maharashtra State Board of Vocational Education Examination, Mumbai	1. Interior Decorator	One year	1. Architectural Assistant 2. Interior Designer and Decorator	Two years Two years	One year and six months One year and six months
		2. Technique of Interior Designing	One year	1. Architectural Assistant 2. Interior Designer and Decorator	Two years Two years	One year and six months One year and six months
		3. Architect Draughtsman	Two years	1. Architectural Assistant	Two years	One year
		4. Architectural Graphics Designer	Two years	1. Architectural Assistant	Two years	One year
		5. Landscape Architecture	Two years	1. Architectural Assistant	Two years	One year
		6. Exterior And Interior Designer	Two years	1. Architectural Assistant 2. Interior Designer and Decorator	Two years Two years	One year One year
		7. Construction Supervisor	One year	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year and six months
		8. Building Site Supervisor	One year	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year and six months
		9. Civil Supervisor	One year	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year and six months
		10. Construction Technique	One year	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year and six months

		11. Civil Construction	One year	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year and six months
		12. Construction Surveying	Two years	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year
		13. Building Construction Supervisor	Two years	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year
		14. Building Maintenance	Two years	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year
		15. Building Construction Technology	Two years	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year
		16. Building Construction Management	Two years	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year
		17. Building Construction And Plumbing	Two years	1. Building Maintenance Technician 2. Mason (Building Constructor) 3. Plumber	One year and three months Two years Two years	One year One year One year
		18. Building Service And Maintenance	Two years	1. Building Maintenance Technician 2. Mason (Building Constructor)	One year and three months Two years	One year One year
		19. Carpentry And Furniture Making	One year	1. Carpenter	Two years	One year and six months
		20. Furniture Making And Designing	Two years	1. Carpenter	Two years	One year
		21. Furniture Making	Two years	1. Carpenter	Two years	One year
		22. Architect Draughtsman	Two years	1. Draughtsman (Civil)	Two years	One year
		23. Draughtsman Civil	Two years	1. Draughtsman (Civil)	Two years	One year
		24. Draughtsman Mechanical	Two years	1. Draughtsman Mechanical	Two years	One year

	25. Repair And Rewinding of Electrical Domestic Appliances	Two years	1. Electrician 2. Wireman	Two years Two years	One year One year
	26. Repair And Rewinding Of Electric Motors	Two years	1. Electrician 2. Wireman	Two years Two years	One year One year
	27. Electrical Engineering	Two years	1. Electrician 2. Wireman	Two years Two years	One year One year
	28. High Voltage Engineering	Two years	1. Electrician 2. Wireman	Two years Two years	One year One year
	29. Illumination Engineering	Two years	1. Electrician 2. Wireman	Two years Two years	One year One year
	30. Electrical Instrumentation	Two years	1. Electrician 2. Wireman	Two years Two years	One year One year
	31. Electrician	Two years	1. Electrician 2. Wireman	Two years Two years	One year One year
	32. Radio And Audio System	Two years	1. Electronic Mechanic	Two years	One year
	33. T.V. Video System	Two years	1. Electronic Mechanic	Two years	One year
	34. Consumer Electronics	Two years	1. Electronic Mechanic 2. Mechanic Consumer Electronics	Two years Two years	One year One year
	35. Industrial Electronics	Two years	1. Electronic Mechanic 2. Mechanic Communication Equipment Maintenance	Two years Two years	One year One year
	36. Electronics Instrument & Measurement	Two years	1. Electronic Mechanic	Two years	One year
	37. Trouble Shooting of Electronics Equipment	Two years	1. Electronic Mechanic 2. Mechanic Communication Equipment Maintenance	Two years Two years	One year One year
	38. Electroplating	Two years	1. Electroplater	Two years	One year
	39. General Fitter cum Mechanic	Two years	1. Fitter	Two years	One year
	40. Mechanical Technician	Two years	1. Fitter	Two years	One year
	41. Mechanical Engineering	Two years	1. Fitter	Two years	One year
	42. Interior Decoration and Designing	One year	1. Interior Designer and Decorator	Two years	One year and six months

		43. Interior CAD Operator	Two years	1. Interior Designer and Decorator	Two years	One year
		44. Machinist	Two years	1. Machinist	Two years	One year
		45. Mechanical Engineering	Two years	1. Machinist	Two years	One year
		46. Mechanical Technician	Two years	1. Machinist	Two years	One year
		47. Machinist Grinder	Two years	1. Machinist Grinder	Two years	One year
		48. Maintenance Mechanic Chemical Plant	Two years	1. Maintenance Mechanic Chemical Plant	Two years	One year
		49. Hotel Management and Catering Technology	One year	1. Food Production (General) 2. Food Production (Vegetarian) 3. Steward	Two years Two years One year and three months	One year and six months One year and six months One year
		50. Cookery Technician	One year	1. Food Production (General) 2. Food Production (Vegetarian)	Two years Two years	One year and six months One year and six months
		51. Food Processing	One year	1. Food Production (General) 2. Food Production (Vegetarian) 3. Steward	Two years Two years One year and three months	One year and six months One year and six months One year
		52. Food Processing Technology	Two years	1. Food Production (General) 2. Food Production (Vegetarian) 3. Steward	Two years Two years One year and three months	One year One year One year
		53. Catering and Restaurant Management	Two years	1. Food Production (General) 2. Food Production (Vegetarian) 3. Steward	Two years Two years One year and three months	One year One year One year
		54. Foundryman	One year	1. Foundryman	Two years	One year and six months
		55. Electronics Technology	One year	1. Mechanic Communication Equipment Maintenance	Two years	One year and six months
		56. Mechanic of Industrial Electronics	One year	1. Mechanic Communication Equipment Maintenance	Two years	One year and six months
		57. Basic Electronics Engineering	One year	1. Mechanic Communication Equipment Maintenance	Two years	One year and six months

		58. Mechanic DTH / Communication System	One year	1. Mechanic Communication Equipment Maintenance	Two years	One year and six months
		59. Industrial Electronics	Two years	1. Mechanic Communication Equipment Maintenance	Two years	One year and six months
		60. Troubleshooting of Electronics Equipment	Two years	1. Mechanic Communication Equipment Maintenance	Two years	One year and six months
		61. Automobile Engineering	One year	1. Mechanic Repair and Maintenance of Vehicle 2. Mechanic Motor Cycle 3. Mechanic Diesel	Two years One year and three months Two years	One year and six months One year One year and six months
		62. Mechanic Auto Engineering	One year	1. Mechanic Repair and Maintenance of Vehicle 2. Mechanic Motor Cycle 3. Mechanic Diesel	Two years One year and three months Two years	One year and six months One year One year and six months
		63. Diesel Mechanic	One year	1. Mechanic Repair and Maintenance of Vehicle 2. Mechanic Diesel	Two years Two years	One year and six months One year and six months
		64. Auto Engineering Technology	Two years	1. Mechanic Repair and Maintenance of Vehicle 2. Mechanic Motor Cycle 3. Mechanic Diesel 4. Mechanic Motor Vehicle	Two years One year and three months Two years Two years	One year One year One year One year
		65. Auto Engineering Technician	Two years	1. Mechanic Repair and Maintenance of Vehicle 2. Mechanic Motor Cycle 3. Mechanic Diesel 4. Mechanic Motor vehicle	Two years One year and three months Two years Two years	One year One year One year One year

	66. Mechanic Motor Vehicle	Two years	1. Mechanic Repair and Maintenance of Vehicle 2. Mechanic Motor Cycle 3. Mechanic Motor Vehicle	Two years One year and three months Two years	One year One year One year
	67. Basic Refrigeration and Air Conditioning	Two years	1. Mechanic Refrigeration and Air Conditioning	Two years	One year
	68. Industrial Refrigeration and Air Conditioning	Two years	1. Mechanic Refrigeration and Air Conditioning	Two years	One year
	69. Air Conditioning and Refrigeration Technician	Two years	1. Mechanic Refrigeration and Air Conditioning	Two years	One year
	70. Automobile Electronics	Two years	1. Mechanic Auto Electrical and Electronics	Two years	One year
	71. Installation Maintenance and Service of Medical Equipment	Two years	1. Mechanic Medical Electronics	Two years	One year
	72. Water Supply and Sanitary Engineering	Two years	1. Plumber 2. Pump Operator cum Mechanic 3. Sanitary Hardware Fitter	Two years Two years One years and three months	One year One year One year
	73. Pump Operator cum Mechanic	Two years	1. Plumber 2. Pump Operator cum Mechanic 3. Sanitary Hardware Fitter	Two years Two years One years and three months	One year One year One year
	74. Mechanic Technology	One year	1. Sheet Metal Worker	Two years	One year and six months
	75. Sheet Metal Worker	One year	1. Sheet Metal Worker	Two years	One year and six months
	76. Mechanical Engineering	Two years	1. Sheet Metal Worker 2. Turner	Two years Two years	One year One year

	77. Mechanical Technician	Two years	1. Sheet Metal Worker 2. Turner	Two years Two years	One year One year
	78. General Fitter cum Mechanic	Two years	1. Sheet Metal Worker	Two years	One year
	79. Construction Surveyor	Two years	1. Surveyor	Two years	One year
	80. Turner	Two years	1. Turner	Two years	One year
	81. CNC Turning	Two years	1. Turner	Two years	One year
	82. Fabrication (Fitting and Welding)	One year	1. Welder (Gas and Electric)	One years and three months	One year
	83. Production and Manufacturing	One year	1. Welder (Gas and Electric)	One years and three months	One year
	84. Structural Fabrication and Repairs Technology	One year	1. Welder (Gas and Electric)	One years and three months	One year
	85. General Welding	Two years	1. Welder (Gas and Electric)	One years and three months	One year
	86. Welding Technology	Two years	1. Welder (Gas & Electric)	One years and three months	One year
	87. Welding Fabrication and Automation	Two years	1. Welder (Gas and Electric)	One years and three months	One year
	88. Weld Testing and Quality Management	Two years	1. Welder (Gas and Electric)	One years and three months	One year
	89. Welding Technique	Two years	1. Welder (Gas and Electric)	One years and three months	One year
	90. Structure and Fabrication	Two years	1. Welder (Gas and Electric)	One years and three months	One year
	91. Electrical Wiring Estimation and Costing	Two years	1. Wireman	Two years	One year
	92. Repair and Rewinding of Electrical Domestic Appliances	Two years	1. Wireman	Two years	One year
	93. Repair and Rewinding of Electric Motors	Two years	1. Wireman	Two years	One year
	94. Lineman	Two years	1. Wireman	Two years	One year
	95. Hospitality	One year	1. House Keeper (Hotel) 2. Steward	One years and three months One year and three months	One year One year
	96. Facility Management	One year	1. House Keeper (Hotel) 2. Steward	One years and three months One year and three months	One year One year

	97. Hospitality Management	Two years	1. House Keeper (Hotel) 2. Steward	One years and three months One year and three months	One year One year
	98. Institutional House Keeping	Two years	1. House Keeper (Hotel) 2. Steward	One years and three months One year and three months	One year One year
	99. Hospitality Management In Offices	Two years	1. House Keeper (Hotel) 2. Steward	One years and three months One year and three months	One year One year
	100. Basic of Hospitality Industry Management	Two years	1. House Keeper (Hotel) 2. Steward	One years and three months One year and three months	One year One year
	101. Fashion Design and Jewelry Textile	One year	1. Dress Maker	One years and three months	One year
	102. Garments Manufacturing and Fashion Designing	One year	1. Dress Maker	One years and three months	One year
	103. Apparel	One year	1. Dress Maker	One years and three months	One year
	104. Sewing Science Teacher	One year	1. Dress Maker	One years and three months	One year
	105. Sewing Cloth Dressing Teacher	One year	1. Dress Maker	One years and three months	One year
	106. Fashion Designing and Clothing Construction	Two years	1. Dress Maker	One years and three months	One year
	107. Commercial Garment Designing and Making	Two years	1. Dress Maker	One years and three months	One year
	108. Fashion Garment Making	Two years	1. Dress Maker	One years and three months	One year
	109. Clothing for Family	Two years	1. Dress Maker	One years and three months	One year
	110. Master of Tailoring	Two years	1. Dress Maker	One years and three months	One year

	111. Clothing of Embroidery	Two years	1. Dress Maker 2. Surface Ornamentation Techniques (Embroiderer)	One years and three months One years and three months	One year One year
	112. Fashion Merchandising and Production	Two years	1. Dress Maker	One years and three months	One year
	113. Fashion Technology	Two years	1. Dress Maker	One years and three months	One year
	114. Professional Beautician	Two years	1. Hair and Skin Carer	One years and three months	One year
	115. Creative Design and Pattern Cutting	One year	1. Leather Goods Maker 2. Footwear Maker	Two years Two years	One year and six months One year and six months
	116. Leather Footwear	One year	1. Leather Goods Maker 2. Footwear Maker	Two years Two years	One year and six months One year and six months
	117. Footwear Technology	Two years	1. Leather Goods Maker 2. Footwear Maker	Two years Two years	One year One year
	118. Manufacturing of Leather Goods	Two years	1. Leather Goods Maker 2. Footwear Maker	Two years Two years	One year One year
	119. Leather Manufacturing	Two years	1. Leather Goods Maker 2. Footwear Maker	Two years Two years	One year One year
	120. Bakery and Mithai kala	One year	1. Baker and Confectioner	Two years	One year and six months
	121. Bakery and Confectionery Technician	One year	1. Baker and Confectioner	Two years	One year and six months
	122. Bakery and Confectionery Management	Two years	1. Baker and Confectioner	Two years	One year
	123. Desk Top Publishing Technique	Two years	1. Desk Top Publishing Operator	Two years	One year”.

**SCHEDULE-II**  
**(See rule 4)**

**Standard of physical fitness for training**

- (1) A candidate should be free from evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public. He should also be free from evidence of tuberculosis in any form, active or healed.
- (2) **Height, Weight And Chest**

Candidates should satisfy the following minimum standards, namely:-

**HEIGHT:** 137 centimeters; **Weight:** 25.4 Kilogram; **Chest expansion** should not be less than 3.8 centimeters irrespective of size of chest:

Provide that where a candidate does not satisfy the said minimum standards but is certified in writing by a Medical Officer not below the rank of an Assistant Surgeon (Gazetted), to be physically fit for being engaged as an apprentice in a particular trade under the Apprentices Act, 1961, he may be engaged as an apprentice in that trade.

- (3) **EYES**

There should be no evidence of any morbid condition of either eye or the lids of either eye which may be liable to risk of aggravation of recurrence.

**Standard of Vision**

- (A) Visual acuity: \*Candidates having vision in one eye shall be eligible to undergo apprenticeship training except in the following seventeen trades, namely :-
- |                                    |                                   |
|------------------------------------|-----------------------------------|
| (1) Electrician Aircraft           | (2) Watch and Clock Mechanic      |
| (3) Driver cum Fitter              | (4) Surveyor                      |
| (5) Process Cameraman              | (6) Sirdar                        |
| (7) Rigger(Engg. & Chem. Industry) | (8) Shortfirer/Blaster(Mines)     |
| (9) Mate(Mines)                    | (10) Mech. Radio & Radar Aircraft |
| (11) Ceramic Moduler               | (12) Ceramic Caster               |
| (13) Ceramic Kiln Operator         | (14) Ceramic Press Operator       |
| (15) Ceramic Modeller              | (16) Ceramic Decorator            |
| (17) Optical worker                |                                   |

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\* Substituted vide GSR 221 dated 21<sup>st</sup> April 1993

(b) Colour vision: Not required

(4) **EARS**

Hearing must be good in both ears and there should be no sign of suppurative disease. No hearing aid shall be permitted.

(5) **SKIN**

There should be no evidence of acute or chronic skin disease or chronic ulceration.

(6) **SPEECH:**

Speech should preferably be without impediment.

(7) **ALIMENTARY SYSTEM:**

1. Candidates should have sufficient number of natural teeth (in healthy state) for mastication.
2. Spleen should not be palpably enlarged and there should be no evidence of tenderness in the splenic area.
3. Liver should not be palpable or tender.
4. There should be no oral sepsis.
5. There should be no sugar in the urine.
6. Candidates should not be suffering from haemorrhoids, fissures in rectum and testis anal hernia or bubonocele or ischio-rectal abscess or hydrocele.

(8) **CARDIO VASCULAR SYSTEM:**

1. Blood pressure should not exceed 85 diastolic and 140 systolic.
2. Candidates with low blood pressure (i.e. systolic below 100) should be rejected.
3. There should be no sign of any cardiovascular disease.

(9) **RESPIRATORY SYSTEM:**

Candidates should be free from all diseases of respiratory system. There should be no deformity of chest which may cause impediment to breathing.

(10) **GENITO URINARY SYSTEM**

There should be no evidence of genito urinary disease or any abnormality.

(11) **SKELETAL SYSTEM:**

1. The function of all limbs should be within normal limits.
2. There should be no evidence of serious deformity of the spinal column or of the extremities.

(12) **NERVOUS SYSTEM:**

There should be no evidence of any disease of nervous system or of any mental disease.

(13) **GLANDULAR SYSTEM:**

There should be no evidence of tuberculosis or other disease of the glandular system including the endocrine glands.

**SCHEDULE-IIA**

(See rule 5)

S. No.	Name of State/ Union territory	Ratio of Scheduled Caste apprentices to the total apprentices in designated trade	Ratio of Scheduled Tribe apprentices to the total apprentices in designated trade
1.	Andhra Pradesh	1:7	1:15
2.	Arunachal Pradesh	---	1:2
3.	Assam	1:15	1:9
4.	Bihar	1:7	1:100
5.	Chattisgarh	1:9	1:4
6.	Gujarat	1:15	1:7
7.	Goa	1:50	1:8
8.	Haryana	1:5	---
9.	Himachal Pradesh	1:4	1:25
10.	Jammu and Kashmir	1:12	1:9
11.	Jharkhand	1:9	1:4
12.	Karnataka	1:7	1:15
13.	Kerala	1:10	1:100
14.	Madhya Pradesh	1:7	1:5
15.	Maharashtra	1:10	1:11
16.	Manipur	1:33	1:3
17.	Mizoram	---	1:2
18.	Meghalaya	---	1:2
19.	Nagaland	---	1:2
20.	Odisha	1:7	1:4
21.	Punjab	1:4	---
22.	Rajasthan	1:6	1:8
23.	Sikkim	1:20	1:5
24.	Tamil Nadu	1:5	1:100
25.	Tripura	1:6	1:3
26.	Telangana	1:16	1:32
27.	Uttar Pradesh	1:5	1:100
28.	Uttarakhand	1:6	1:3
29.	West Bengal	1:5	1:20
30.	Andaman and Nicobar Islands	---	1:13
31.	Chandigarh	1:6	---
32.	Dadra and Nagar Haveli	1:50	1:2
33.	Delhi	1:6	1:13
34.	Daman and Diu	1:3	1:11
35.	Lakshadweep	---	1:2
36.	Puducherry	1:7	---

**Schedule-III**  
**(See rule 14)**

FORMAT-1

**Model Contract of Apprenticeship Training for Major/Minor\* Apprentices**

**Photograph  
of  
Apprentice**

1. Name and address of establishment : \_\_\_\_\_  
with Tel. no., Fax No. and E-mail address \_\_\_\_\_
  
2. (a) Name of apprentice (Block Letters) : \_\_\_\_\_  
(b) Father's/Mother's /Husband's Name : \_\_\_\_\_
  
3. Address of apprentice : \_\_\_\_\_  
\_\_\_\_\_
  
4. Gender (please ✓) : Male/Female/Transgender
  
5. Date of birth : \_\_\_\_\_
  
- 6a) Whether belongs to SC/ST/OBC/PwD/Minority : Yes/No  
(please ✓ )
  
- b) Name of the category : \_\_\_\_\_
  
7. Educational Qualification  
(a) Academic Qualification : \_\_\_\_\_  
  
(b) Technical qualification :  
(i) Name of the Trade or Course : \_\_\_\_\_  
(ii) Duration of Training or Course : From \_\_\_\_\_ To \_\_\_\_\_  
(iii) Name of the Institute or College : \_\_\_\_\_  
(iv) Name of the Council or University : \_\_\_\_\_
  
8. (a) Date of execution of contract : \_\_\_\_\_  
(b) Age on the date of execution of contract : \_\_\_\_\_

9. Name of the trade for which apprentice is for apprenticeship training : \_\_\_\_\_
10. (a) Duration of apprenticeship training : \_\_\_\_ years \_\_\_\_ months  
(b) Period of apprenticeship training : From \_\_\_\_ To \_\_\_\_\_
11. Rates of Stipend: The minimum prescribed stipend per month to be paid by the employer to apprentice  
(a) During 1<sup>st</sup> year of training : Rs. \_\_\_\_\_  
(b) During 2<sup>nd</sup> year of training : Rs. \_\_\_\_\_  
(c) During 3<sup>rd</sup> and 4<sup>th</sup> year of training : Rs. \_\_\_\_\_
12. (a) Name and address of Guardian : \_\_\_\_\_  
(in case of apprentice is minor)
- (b) Relationship with the apprentice : \_\_\_\_\_
13. Name and Address of the Surety : \_\_\_\_\_  
\_\_\_\_\_
14. We, the Employer, Apprentice or Guardian\*\* and the Surety solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 regarding the contract of apprenticeship training including obligations and agree to abide by all the provisions made thereunder. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Enclosure).

\_\_\_\_\_  
Signature of the  
Employer with seal  
\_\_\_\_\_  
Signature of  
Apprentice  
\_\_\_\_\_  
Signature of Guardian\*\*  
\_\_\_\_\_  
Signature of  
Surety

15. Name of Witnesses with their Address  
(1) \_\_\_\_\_  
(2) \_\_\_\_\_

- \*\*\*16. Contract Registration Number : \_\_\_\_\_  
(To be given by the Office of the Apprenticeship Adviser)

\* Minor apprentice is an apprentice who has not completed eighteen years of age.

\*\* Guardian, in case of minor apprentices

\*\*\* Mandatory only for designated trades

Enclosure to Contract of Apprenticeship Training

**The main provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are -**

1. The employer shall pay stipend per month to the trade apprentices at the minimum rates (as per the provision of sub-rule(1) of rule 11 of the Apprenticeship Rules, 1992)

(a)	During 1 <sup>st</sup> year of training	:	Seventy per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory
(b)	During 2 <sup>nd</sup> year of training	:	Eighty per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory
(c)	During 3 <sup>rd</sup> and 4 <sup>th</sup> year of training	:	Ninety per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory:

Provided that in the case where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade:

Provided further that in the case of trade apprentices referred to in clause (a) of section 6 of the Act, the period of training already undergone by them in a school or other institution recognised by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable”.

2. The employer shall pay stipend per month to the Graduate, Technician and Technician (Vocational) apprentices at the minimum rates (as per the provisions of sub-rule (2) of rule 11 of the Apprenticeship Rules, 1992)

(a)	Graduate Apprentices	:	Rs. 4984
(b)	Sandwich Course (Students from Degree Institutions)	:	Rs. 3542
(c)	Technician Apprentices	:	Rs. 3542
(d)	Sandwich course (Students from Diploma Institutions)	:	Rs. 2890
(e)	Technician (Vocational) Apprentices	:	Rs. 2758

3. The stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education and undergoing apprenticeship training in optional trade.
4. The stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass and undergoing apprenticeship training in optional trade.
5. The stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade.
6. The stipend prescribed for trade apprentices shall be paid by the employer to all other apprentices undergoing apprenticeship training in optional trade according to their period of apprenticeship training.
7. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remain on leave as observed in the establishment.
8. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice such compensation as may be provided by the Central Government.
9. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the surety at the request of apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.
10. The liability of the surety is limited to an amount of two thousand five hundred rupees with interest at twelve per cent. per annum

**FORMAT- 2**

**Proforma of Work Diary**

Name and Address of Establishment : .....

Name of Apprentice : .....

Trade : .....

Registration Number : .....

Serial Number	Date (Week)		Competencies covered during the week	Signature of Supervisor
	From	To		

Note: The list of competencies to be indicated as laid down in the course of trade.

The work diary shall be maintained by the Apprentice and countersigned by his supervisor once a week.

## FORM APPRENTICESHIP

### **RECORD OF PROGRESS OF APPRENTICE :**

(To be submitted once in a quarter in respect of graduate or technician or technician (vocational) apprentices)

- (1). Name of Apprentice.....
- (2). Registration Number .....
- (3). Subject field in Engineering or Technology or Vocational Course.....
- (4). Under training at .....
- (5). Date of commencement of training..
- (6). Area of training during the quarter .....
- (7). Progress report for quarter ..... to .....
  - (i) Aptitude for training \_\_\_\_\_
  - (ii) Performance during the quarter \_\_\_\_\_
  - (iii) Shortcomings, if any\_\_\_\_\_
  - (iii) Reaction of trainee to corrective action at (iii) above\_\_\_\_\_
- (v) Assessment:-  
Excellent/Above Average/Average/Below Average  
(Strike out those not applicable)

Signature of Officer/Executive In-charge of Training

Remarks

Signature of Manager of the Industry/Establishment.”

**SCHEDEULE-IV**  
**(See Rule 9)**

1. In case of Trade Apprentices:-
  - (a) Must possess a degree or diploma in engineering or technology or equivalent qualification recognised by Government of India.
  - (b) National Apprenticeship Certificate with minimum five years experience.
2. In the case of Graduate Apprentices:  
Must hold a degree in engineering or technology or equivalent qualification as recognised by the Government of India.
3. In the case of Technician and Technician (Vocational) Apprentices:-  
Must hold degree or diploma in engineering or certificate in Vocational courses or equivalent qualification recognised by the Government of India.
4. The person placed in over all charge of training of apprentices may be assisted by such number, as is considered necessary, of shop floor or workshop personnel who have practical know how to guide the apprentices. It is desirable that the person in charge should have industrial experience.
5. Desirable qualification in the case of 1,2 and 3 above :  
Training in Central Staff Training and Research Institute/Technical Teacher Training Institute/Central Training Institute.

**\*SCHEDULE IV A**  
**(See rule 9 A)**

**I STAFFING PATTERN**

(a) **BASIC TRAINING CENTRE**

- |    |  |                           |
|----|--|---------------------------|
| 1. | One Trade Instructor                               | for every 16 apprentices  |
| 2. | One Drawing Instructor                             | for every 150 apprentices |
| 3. | One Instructor<br>(W/Shop Calculation and Science) | for every 150 apprentices |
| 4. | One Social Study Instructor                        | for every 400 apprentices |

(b) **SHOP FLOOR TRAINING INCLUDING RELATED INSTRUCTIONS**

- |    |  |                           |
|----|--|---------------------------|
| 1. | One Trade Instructor                                   | for every 40 apprentices  |
| 2. | One Drawing Instructor                                 | for every 150 apprentices |
| 3. | One Instructor for<br>(W/Shop Calculation and Science) | every 150 apprentices     |

**II QUALIFICATIONS OF INSTRUCTIONAL STAFF FOR BASIC TRAINING CENTRE AND SHOP FLOOR TRAINING INCLUDING RELATED INSTRUCTIONS.**

**TRADE INSTRUCTOR/ DRAWING INSTRUCTOR/ WORKSHOP CALCULATION AND SCIENCE INSTRUCTOR**

Essential: (a) (i) Passed 10th standard

(ii) Passed National Apprenticeship Certificate Examination in relevant trade with five years experience in industry.

**OR**

(b) Diploma in Engineering/Technology in appropriate branch with three years experience.

Desirable : Passed Instructor Training Course in relevant trade from any of the Advanced Training Institute or Central Training Institute for Instructors under the Directorate General of Employment and Training, Ministry of Labour.

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\* Inserted vide GSR 190(E) dated 26<sup>th</sup> Feb. 1999

**SCHEDULE-V**  
**(See Rule 6)**

**I. Obligations of Employer (both in the case of Major and Minor Trade Apprentices. (Under section II of the Apprentices Act,1961)**

1. The employer shall make suitable arrangements in the workshop for imparting a course of practical training to the apprentice in accordance with the programme approved by the Central/State Apprenticeship Adviser and the syllabus approved by the Central Government in consultation with the Central Apprenticeship Council.
2. The employer shall release the apprentice for receiving related instructions as required by section 10 of the Apprentices Act. 1961, treating any time spent in attending such classes as part of his paid period of work.
- 3.(a) The employer shall pay stipend to the apprentice at the rate as specified from time to time under rule II of the Apprenticeship Rules 1992.  
(b) The stipend for a particular month shall be paid by the 10<sup>th</sup> day of the following month. No deduction shall be made from the stipend for the period during which the apprentice remains on casual or medical leave. Stipend shall, however not be paid for the period for which the apprentice remains on extraordinary leave.
- 4.(a) The weekly hours of work of an apprentice while undergoing practical training shall be as follows :
  - (i) The total number of hours per week shall be 42 to 48 hours (including the time spent on related instructions);
  - (ii) Apprentice during basic training shall ordinarily work for 42 hours per week including the time spent on related instruction;
  - (iii) Apprentice during the second year of apprenticeship shall work for 42 to 45 hours per week including the time spent on related instructions;
  - (iv) Apprentice during the third and subsequent years of apprenticeship shall work for the same number of hours per week as the workers in the trade in the establishment in which the apprentice is undergoing apprenticeship training: of hours per week as the workers in the trade in the establishment in which the apprentice is undergoing apprenticeship training:

Provided, however, that short term apprentice may be engaged to work upto a limit of 48 hours per week.

- (b) No apprentice other than a short term apprentice, shall be engaged on such training between the hours of 10 p.m. and 6 a.m. except with the prior approval of the apprenticeship Adviser who may give his approval if he is satisfied that it is in the interest of the training of the apprentice or in public interest.
- (5). Where the contract of apprenticeship is terminated on account of failure on the part of the employer to carry out the terms and conditions of the contract, he shall pay to the apprentice or his guardian (in the case of a minor) compensation in accordance with the rates as specified under rule 8 of the Apprenticeship Rules, 1992.
- (6) The employer shall allow to the apprentice such holidays as are observed in the establishment.
- (7) If personal injury is caused to an apprentice by accident arising out of and in the course of his training as an apprentice, the employer shall pay to the apprentice compensation in accordance with the provisions of the Workmen Compensation Act, 1923, subject to the modifications specified in the Schedule to the Apprentices Act,1961.

II. Obligations of Trade Apprentice (both in case of Major and Minor Trade Apprentices )  
(Under Section 12 of Apprentices Act.1961).

- (1) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and carry out all lawful orders of the employer and superiors in the establishment.
- (2) The apprentice shall conduct himself as a trainee and not as a worker, learn his trade conscientiously and diligently and endeavour to qualify himself as a skilled Craftsmen in his trade before the expiry of the period of training. Save as provided in the Apprentices Act. 1961 provisions of any law with respect to Labour will not be applicable to him.
- (3) The apprentice shall attend practical (basic and shop-floor training and related instructions) classes regularly.
- (4) The apprentice shall appear for periodical tests that may be conducted by the employer or other authorities concerned by the National Council for Vocational Training for award of a certificate of proficiency in the trade.
- (5) In the event of premature termination of contract of apprenticeship for failure on the part of the apprentice to carry out the terms and conditions of contract, the surety or the guardian may be bound to pay

the employer such amount as may be determined by the Central/State Apprenticeship Adviser as and towards the cost of training in accordance with rates as specified under rule 8 of the Apprenticeship rules,1992.

- (6) Except in case of extreme urgency the apprentice shall submit applications for all leave except medical leave to the appropriate authority and obtain sanction before the leave is taken.
- (7) The apprentice, his/her guardian (in case of minor) declares that no other contract of apprenticeship subsists already between him and any other employer (in respect of minor apprentice, by the guardian) and undertake that he shall not enter into any other contract of apprenticeship with any other employer (in respect of minor apprentice, by the guardian) before the expiry or termination of the contract of apprenticeship.
- (8) The apprentice or his/her guardian (in case of minor) shall not enter into any other contract of apprenticeship with any other employer in respect of the apprentices mentioned in the first recital before the expiry or termination of the contract of apprenticeship.
- (9) The first six months of the period of apprenticeship training shall be treated as period on probation. Either party may make an application to the Central/State Apprenticeship Adviser for the earlier termination of contract and when such an application is made the party making the application shall send by post a copy thereof to the other party to the contract. The Central/State Apprenticeship Adviser after considering the contents of the application and objectives, if any, filed by the other party, may terminate the contract, if he is satisfied that the parties to the contract, if any, of them have or has failed to carry out the terms and conditions of the contract and that it is desirable in the interests of the parties or any of them to terminate the same. Provided that the amount as stated in paras I(6) and II(5) of this schedule shall become payable by one party to the other accordingly as the failure is on the part of the employer or the apprentice:

Provided further that no compensation shall be payable by the employer to the guardian of the apprentice if the employer to the guardian of the apprentice if the employer makes an application to the Central State Apprenticeship Adviser during the period the apprentice is on probation for the termination of the contract on the ground that the apprentice on the trade in which he has been engaged and that his guardian has refused to allow him to undergo apprenticeship training in another designated trade for which he is found suitable by the employer and if the Central/State Apprenticeship Adviser, after considering the contents of the application of the employer and the objections, if any, filed by the

other party is satisfied that it is desirable in the interests of the parties or any of them to terminate the contract.

- (10) It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer:

Provided that if there is any recruitment, employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment in terms of sub-section(1) of section 22 of the Act”;

- (11) Any disagreement or dispute between the employer and the guardian of the apprentice arising out of the contract shall be referred to the Central/State Apprenticeship Adviser, for decision and any person aggrieved by the decision of the Central State Apprenticeship Adviser, may within 30 days from the date of communication to him of such decision, prefer as appeal against the decision to the Central/State Apprenticeship Council and such appeal shall be heard and determined by the Committee of that Council appointed for the purpose. The decision of such Committee shall be final.

**SCHEDULE VI**  
**(See rule 6)**

**TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP  
FOR GRADUATE TECHNICIAN AND TECHNICIAN (VOCATIONAL)  
APPRENTICES.**

1. The period of training shall be one year (in the case of Sandwich students, the period of training shall be stipulated in the curriculum).
2. It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer:

Provided that if there is any recruitment, employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment in terms of sub-section(1) of section (22) of the Act

3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to Labour shall not apply to or in relation to such apprentice.
- 4 (i) The apprentices shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry out all lawful orders of the employer and superiors in the establishment.
- (ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- (iii) The apprentice shall maintain a record of his work during the period of his apprenticeship training in a proforma approved by the Apprenticeship Adviser.
- (iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice to carry out the terms of contract, the apprentice shall refund to the employer as cost of training such amount as may be determined by the Apprenticeship Adviser. In such event, the apprentices shall not be entitled to enter into another contract of Apprenticeship under the Act with any other employer.
- (v) The contract of apprenticeship can be terminated without compensation payable to the apprentices:-
  - (a) If he/she secures gainful employment(on production of copy of the appointment order); and

- (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a Medical Officer not below the rank of Civil Surgeon).
  - (vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice in accordance with rates specified under rule 8 of these rules.
  - (vii) Continuance of payment of stipend shall depend on satisfactory performance of the apprentice during the training period.
- 5(i) The employer shall make suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions of the Act and rules made thereunder and with the approval of the respective Regional central Apprenticeship Adviser.
- (ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician (Vocational) Apprentices and get it approved by the respective Regional Central Apprenticeship Adviser.
- (iii) The employer will arrange for a suitable person to be placed in charge of training of apprentices as laid down under the Act and the rules made thereunder.
- 6(i) A Graduate, Technician and Technician (Vocational) Apprentice shall work according to the normal hours of work of the department in the establishment to which he or she is attached for training
- (ii) The stipend for a particular month shall be paid before the 10th day of the following month.



# ભારત સરકારની એપ્રેન્ટીસશીપ ટ્રેનીંગ સ્ક્રીમની માહિતી પુસ્તિકા





सत्यमेव जयते

Government of India

Ministry of Skill Development & Entrepreneurship

# Apprenticeship Training Scheme

## Nurturing Trained Manpower



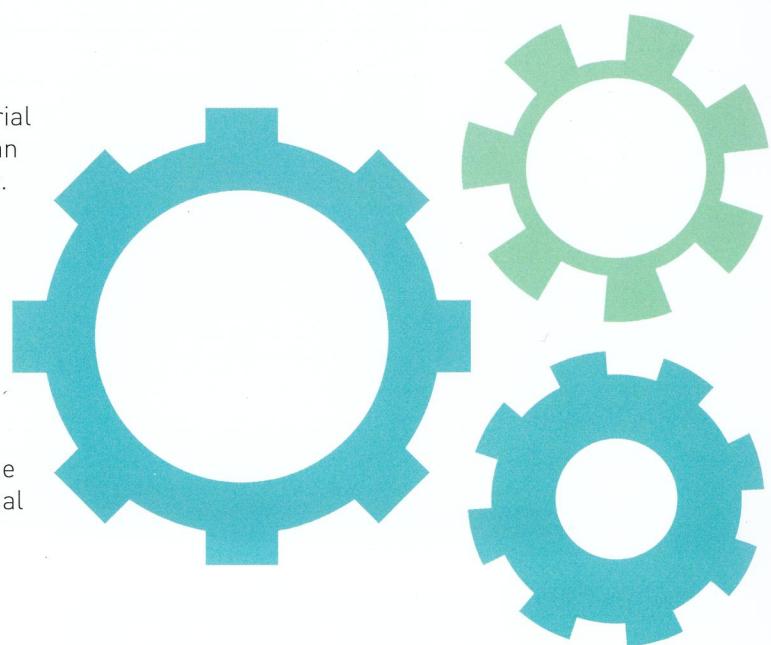
**Skill India**  
कौशल भारत - कुशल भारत

Directorate General of Training (DGT)  
[www.dgt.gov.in](http://www.dgt.gov.in)

# Apprenticeship Training under the Apprentices Act, 1961

## Background

Development of human resource is crucial for the industrial development of any nation. Up-gradation of skills is an important component of Human Resource Development. Training imparted in institutions alone is not sufficient for acquisition of skills and needs to be supplemented by training at the workplace. The Apprentices Act, 1961 was enacted with the prime objective to utilize fully the facilities available in industry for imparting practical training with a view to meeting the requirements of skilled manpower for industry. Initially, the Act covered the apprenticeship training for the trade Apprentices and subsequently amended in 1973, 1986 and 2014 to bring the Graduates, Technician, Technician (Vocational) and Optional Trade Apprentices respectively under its purview.



## Objectives

The Apprentices Act, 1961 was enacted with the following objectives: -

- To regulate the programme of training of apprentices in the industry so as to conform to the prescribed syllabi, period of training etc. as laid down by the Central Apprenticeship Council; and
- To utilize the facilities available in industry for imparting practical training/on-the-job-training with a view to meeting the requirements of skilled manpower for industry.

## Monitoring of the implementation of the Act



- Directorate General of Training under Ministry of Skill Development and Entrepreneurship is responsible for monitoring of the implementation of the Act in respect of Trade Apprentices in the Central Government Departments & Undertakings. The monitoring is done through six Regional Directorates of Apprenticeship Training located at Kolkata, Mumbai, Chennai, Hyderabad, Kanpur & Faridabad.
- State Apprenticeship Advisers are responsible for monitoring of implementation of the Act in respect of Trade Apprentices in State Government Undertakings/ Departments and Private Establishments.
- Department of Education in the Ministry of Human Resource Development is responsible for implementation of the Act in respect of Graduate, Technician & Technician (Vocational) Apprentices. The monitoring is done through four Boards of Apprenticeship Training located at Kanpur, Kolkata, Mumbai & Chennai.

# Central Apprenticeship Council

It is an apex statutory body. It is tripartite by constitution with members from Govt. both Central and State/UTs, Employers etc.

It advises the Government on laying down of policies and prescribing norms & standards in respect of Apprenticeship Training.



## Fields of apprenticeship training

Apprenticeship training can be provided to apprentices both in designated and optional trades.

### (i) Designated trade

Designated trade means any trade or occupation as notified by the Government. At present, there are 259 designated trades available for apprenticeship training. List is given at Annexure-I.



### (ii) Optional trade

Optional trade means any trade or occupation decided by an employer. Optional trades can be from the following categories :-

- (a) **PMKVY/MES**—Courses under PMKVY/MES (Prime Minister Kaushal Vikas Yojana/Modular Employable Skills) can be treated as equivalent to basic training component. A one year practical content for on-the-job-training can be designed by the concerned Sector Skill Council(SSC)/NCVT for such courses.
- (b) **Created by employer** —In a trade decided & designed by employer with a duration of minimum 500 hrs. as basic training component and a one year practical content for on-the-job-training. This option is given to employers to design their own courses relevant to their requirements. All such courses have to be uploaded on the apprenticeship portal.

## Categories of apprentices

There are five categories of apprentices:

1. Trade apprentices
2. Graduate apprentices
3. Technician apprentices
4. Technician (Vocational) apprentices
5. Optional trade apprentices

## Coverage

- It is obligatory on the part of employers having manpower strength 40 or more and having requisite training infrastructure as laid down in the Act, to engage apprentices.
- Employer shall engage apprentices in a band of 2.5% to 10% of total manpower strength of the establishments including contractual staff.
- The total engagements of apprentices in a band of 2.5% to 10% include all categories of apprentices engaged by establishment.
- The establishments/Employers can decide the categories of apprentices and trade(s) in which the apprentices to be engaged depending upon the facility available with them for imparting on-the- job training/practical training at his workplace.

# **Training of trade apprentices**

- Minimum age is 14 years.
- Qualifications vary from class VIII pass to XII class pass under 10+2 system of education.
- Period of training varies from 1 year & 3 months to 2 years.
- Apprenticeship training comprises basic training and practical training as per prescribed syllabus for each trade.
- Basic training consists of theoretical and practical instructions relating to the trade in which on-the-job-training is to be imparted. It is mandatory for those who have not done any formal training in an ITI or in those courses under PMKVY/MES which have been granted equivalence with basic training.
- The duration of basic training is 1/5<sup>th</sup> to 1/4<sup>th</sup> of the overall duration of apprenticeship training. Remaining period will be utilised for practical training/on-the-job-training.
- Basic training can be done in Basic Training Centre (BTC) which can be set up by the industry/employer where practical training is to be given, provided the industry/employer has the required facilities/infrastructure for providing basic training. All such BTCs will have to go through a verification process before being designated as a BTC.
- Basic training can also be provided in government or private industrial training institutes provided they have spare seats (within overall affiliation) for running basic training. Spare shifts may also be used for basic training. In case these institutes have the required capacity to conduct basic training, they will be designated as BTCs. It can also be imparted in BTCs set up/supported by Industry clusters.

## **Stipend**

- Rates of stipend payable per month to the trade apprentices have been enhanced vide gazette notification dated 22<sup>nd</sup> September, 2014. The minimum rate of stipend per month is as follows, namely:-

First year	70% of minimum wage of semi-skilled workers notified by the respective State or Union territory
Second year	80% of minimum wage of semi-skilled workers notified by the respective State or Union territory
Third and fourth year	90% of minimum wage of semi-skilled workers notified by the respective State or Union territory.

- Under National Apprenticeship Promotion Scheme (NAPS), Government of India reimburses 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to all employers who engage apprentices.
- The rates of stipend for Graduate, Technician & Technician (Vocational) apprentices are Rs. 4984 p.m., Rs. 3542 p.m. and Rs. 2758 p.m. respectively (with effect from 23<sup>rd</sup> December, 2014)
- Expenditure on stipend for the categories of Graduate, Technician & Technician (Vocational) apprentices is shared equally between the employer and the Central Government.

## **Testing and certification of trade apprentices**

- All India Trade Tests (AITT) for trade apprentices are conducted by National Council of Vocational Training (NCVT) twice a year (October/November and April/May).
- National Apprenticeship Certificate (NAC) is awarded to those who pass the AITT.
- NAC is recognized for employment under Govt./ Semi-Government departments/organizations.

## **Skill competition of trade apprentices**

- With a view to fostering healthy competition among apprentices as well as establishments, skill competition is organized at local, regional & All India levels.



- Skill competition is held for 15 trades namely; Fitter, Machinist, Turner, Welder (Gas & Electric), Electrician, Mechanic (Motor Vehicle), Tool & Die Maker (Die & Moulds), Tool and Die Maker (Press Tool, Jigs & Fixture), Instrument Mechanic, Draughtsman (Mechanical), Mechanic Machine Tool Maintenance, Wireman, Mechanic (Diesel), Refrigeration & Air-Conditioning Mechanic and Electronics Mechanic.

## **Training of Graduate, Technician & Technician (Vocational) apprentices**

- 163 subject fields have been designated for the category of Graduate & Technician apprentices. List is given at Annexure-II.
- 137 subject fields have been designated for the category of Technician (Vocational) apprentices. List is given at Annexure-III.
- Period of post qualification training for these categories is one year.
- Training programme is prepared in joint consultation between Apprenticeship Adviser & Establishment concerned.
- Certificates are awarded on completion of training by the Department of Education, Ministry of Human Resource Development.

### **How to Apply:**

#### **Registration of Employers/Apprentices/Basic Training Provider (BTP)**

Employers/Apprentices/BTP may access the apprenticeship portal for registration ([www.apprenticeship.gov.in](http://www.apprenticeship.gov.in))

#### **Visit us at:**

<http://www.apprenticeship.gov.in>

## Annexure-I

# List of designated trades under the Apprentices Act, 1961

### Trades having entry qualification Class VIII<sup>th</sup> Pass

S.No.	Name of the Designated Trade
1	Lineman
2	Wireman
3	Furniture & Cabinet Maker
4	Plumber
5	Mechanic (Marine Diesel)
6	Tractor Mechanic
7	Pattern Maker
8	Painter General
9	Driver-cum-Fitter
10	Foundryman
11	Sheet Metal Worker
12	Carpenter
13	Welder (Gas & Electric)
14	Designer and Master Cutter
15	Mason (Building Constructor)
16	Sports Good Maker (Wood)
17	Auto Mechanic (Two Wheeler/ Three Wheeler)
18	Book Binder
19	Tailor (General)
20	Leather Goods Maker
21	Footwear Maker
22	Finished Leather Maker
23	Upholsterer
24	Rigger
25	Gas Cutter
26	Ceramic Moulder
27	Ceramic Caster
28	Ceramic Kiln Operator
29	Ceramic Press Operator
30	Ceramic Decorator
31	Cutting and Sewing Machine Operator
32	Moulder (Refractory)
33	Painter Marine
34	Operator Coal Handling Equipment
35	Operator Locomotive and Rail Cranes in Steel Plant
36	Operator Material Handling at Raw Material Handling Plant
37	Operator Coke Ovens Battery Equipments
38	Operator Blast Furnace Iron Making Equipments
39	Operator Steel Melting Equipments
40	Operator Sinter Plant Equipment
41	Operator Rolling Mills Equipment (Long Products)
42	Tailor (Men)
43	Tailor(Women)
44	Jewellery and Precious Metal Worker
45	Glass Former and Processor

S.No.	Name of the Designated Trade
46	Gardener
47	Old Age Care Taker
48	Sanitary Hardware Fitter
49	Weaver
50	Doffer-cum-Piecer
51	Tenter (Drawing Speed/ Fly Frames)
52	Winder (Textile)
53	Printing Textile
Trades having entry qualification Class X <sup>th</sup> Pass	
54	Barber/Hair Cutter/Dresser
55	Tyre Repairer
56	Pruner Tea Gardens
57	Electrician Aircraft
58	Tool & Die Maker (Die & Mould)
59	Tool & Die Maker (Press Tools, Jigs & Fixture)
60	Mechanic Machine Tool Maintenance
61	Mechanic (Instrument Aircraft)
62	Power Electrician
63	Plastic Mould Maker
64	Mechanic Radio and Radar Aircraft
65	Operator Cum Mechanic (Power Plant)
66	Mechanic (Earth Moving Machinery)
67	Machinist
68	Machinist (Grinder)
69	Offset Machine Minder
70	Forger & Heat Treater
71	Optical Worker
72	Mechanic Consumer Electronics
73	Information Technology & Electronic System Maintenance
74	Mechanic Maintenance (Textile Machinery)
75	Shipwright (Steel)
76	Mechanic (Dairy Maintenance)
77	Mechanic Maintenance (Chemical Plant)
78	Material Handling Equipment-Cum-Operator
79	Instrument Mechanic
80	Mechanic Watch and Clock
81	Mechanic Diesel
82	Dental Laboratory Technician
83	Refrigeration and Air Conditioning Mechanic
84	Construction Machinery Mechanic-Cum-Operator
85	Draughtsman (Civil)
86	Draughtsman(Mechanical)
87	Surveyor
88	Fitter Structural
89	Boiler Attendant
90	Mechanic Mining Machinery

S.No.	Name of the Designated Trade
91	Switch Board Attendant
92	Line Operator
93	Mono Keyboard Operator
94	Process Cameraman
95	Retoucher Lithographic
96	Engraver
97	Sirdar (Colliery)
98	Mate (Mines)
99	*Attendant Operator (Chemical Plant)
100	*Instrument Mechanic (Chemical Plant)
101	*Laboratory Assistant (Chemical Plant)
102	Mechanic (Agriculture Machinery)
103	Maintenance Mechanic for Leather Machinery
104	Insulator Maker/ Machine Operator (Ceramic)
105	Pipe Fitter
106	Shipwright (Wood)
107	Lift Mechanic
108	Brick Layer (Refractory)
109	Mechanic Medical Electronics
110	Mechanic Television (Video)
111	Winder (Armature)
112	Cable Jointer
113	Electrician (Mines)
114	Electroplater
115	Mechanic -cum-Operator Electronics Communication System
116	Steam Turbine Cum Auxiliary Plant Operator
117	Attendant Operator (Dairy)
118	Mechanic Radio and T.V.
119	Mechanic Mechatronics
120	Shirts and Trousers Maker
121	Motor Vehicle Body Builder
122	Auto Electrician
123	Mono Castor Operator
124	Plate Maker (Lithographic)
125	Short firer/Blaster (Mines)
126	Steward
127	Fitter
128	Turner
129	Electrician
130	Mechanic Motor Vehicle
131	Electronics Mechanic
132	Food Production General
133	Baker and Confectioner
134	Hotel Clerk/Receptionist/ Front Office Assistant
135	Apprentice Food Production (Vegetarian)
136	Fiber Reinforced Plastic Processor
137	Plastic Process Operator
138	Dress Maker
139	Embroidery and Needle Worker
140	Horticulture Assistant
141	Stockman (Dairy)

S.No.	Name of the Designated Trade
142	Pump Operator Cum Mechanic
143	Sports Goods Maker (Leather)
144	Photographer
145	Beautician
146	Steel Melting Hand
147	Crane Operator (Overhead Steel Industry)
148	Furnace Operator (Steel Industry)
149	Hair Dresser
150	Health and Slimming Assistant
151	Hair and Skin Carer
152	Enamel Glazer
153	Fruit And Vegetable Processor
154	Mechanic Automobile (Advance Petrol Engine)
155	Mechanic Automobile (Advance Diesel Engine)
156	Mechanic Auto Electronics
157	Mechanic (Denting, Painting and Welding)
158	TIG/MIG Welder
159	Structural Welder
160	Welder (Pipe and Pressure Vessels)
161	Chemical Laboratory Assistant
162	Advance Mechanic (Instruments)
163	CAD-CAM Operator-cum-Programmer
164	Advance Welder
165	Jigs and Fixtures Maker
166	Quality Assurance Assistant
167	CNC Programmer cum Operator
168	Operator PLC System
169	Mechanic (Electrical Domestic Appliances)
170	Mechanic (HT, LT Equipments and Cable Jointing)
171	Mechanic (Electrical Power Drives)
172	Mechanic (Embedded Systems and PLC)
173	Mechanic Power Electronics (Inverters, UPS & Maintenance of Drives)
174	Mechanic (DTH and other Communication System)
175	Mechanic (Domestic, Commercial Refrigeration and Air Conditioning Machines)
176	Mechanic (Central Air conditioning Plant, Industrial cooling and Package Air conditioning)
177	Mechanic (Cold storage, Ice plant and Ice candy plant)
178	Computer Aided Pattern Maker
179	Fashion Designing Assistant
180	Mechanic (Non-conventional Power Generation, Battery and Inverter)
181	Mechanic (Repair & Maintenance of Instruments used in Electrical Engineering)
182	Extrusion Machine Operator (Plastic)
183	Injection Moulding Machine Operator
184	Blow Moulding Machine Operator
185	House Keeper (Hotel)
186	Assistant Front Office Manager
187	Apprentice Food Production (Cookery)
188	Apprentice Food and Beverage Service (Stewardship)

S.No.	Name of the Designated Trade	S.No.	Name of the Designated Trade
189	Computer and Peripherals Hardware Repair and Maintenance Mechanic	227	Lacquering and Powder Coating Operator
190	Computer Networking Technician	228	Wood Handicrafts Worker
191	Multimedia and Web Page Designer	229	House Keeper (Domestic)
192	Process Plant Operator	230	House Keeper (Institution)
193	Utility Operator	231	House Keeper (Corporate)
194	Maintenance Mechanic	232	Cabin/Room Attendant
195	Electrical Mechanic	233	Computer Aided Embroidery and Needle Worker
196	Instrument Controller	234	Building Maintenance Technician
197	Technician Fabricator	235	Mechanic (Repair and Maintenance of Two Wheeler)
198	Electrician (Steel Plant)	236	Creche Management
199	Electronics Mechanic(Steel Plant)	237	Pre or Preparatory School Management (Assistant)
200	Fitter (Steel Plant)	238	Florist and Landscaper
201	Instrument Mechanic(Steel Plant)	239	Tourist Guide
202	Mechanic Communication Equipment Maintenance	240	Insurance Agent
203	Mechanic Radio, Audio, Video System and Appliances	241	Hospital Waster Management Assistant
204	Mechanic Repair and Maintenance of Electronics Test Equipment	242	Library Assistant
205	Mechanic Automobile Electronics	243	Creel Boy-Cum-Warper
206	Mechanic Mechanical Maintenance (Industrial Automation)	244	Screen Printing
207	Mechanic Electrical Maintenance (Industrial Automation)	245	Beautician Assistant
208	PLC Operator	246	Cable Television Operator
209	Interior Decorator and Designer	247	Sales Person (Retail)
210	Mechanic (Repair and Maintenance of Heavy vehicles)	<b>Trades having entry qualification XII<sup>th</sup> Pass</b>	
211	Mechanic (Repair and Maintenance of Light vehicles)	248	Operator Advanced Machine Tool Maintenance
212	Desk Top Publishing Operator	249	Mechanic Advanced Machine Tool Maintenance
213	Operator (Steel Plant)	250	Mechanic Industrial Electronics
214	Assistant Fashion Designer (Garment)	251	Operator Cum Mechanic Pollution Control Equipment
215	Computer Operator and Programming Assistant	252	Mechanic Medical Equipment for Hospitals and Occupational Health Centre
216	House Keeper-cum Accommodation Assistant	253	Medical Laboratory Technician (Pathology)
217	Knitter (Hosiery)	254	Medical Laboratory Technician (Radiology)
218	Digital Photographer	255	Medical Laboratory Technician (Cardiology and Physiology)
219	Architectural Assistant	256	Brew Master
220	House Keeper (Hospital)	257	** Call Centre Assistant
221	Secretarial Assistant	<b>Trades having entry qualification B.Sc. pass</b>	
222	Stenographer (English)	258	Advanced Attendant Operator (Process)
223	Health sanitary Inspector	<b>Trades having entry qualification National Trade Certificate in "Computer Operator And Programming Assistant" issued by National Council for Vocational Training</b>	
224	Mechanic Sewing Machine	259	Programming And Systems Administration Assistant
225	Senior Sales Person (Retail)		
226	Battery Repairer		

\* Persons possessing B.Sc. qualification can undergo Apprenticeship Training with duration of 1 ½ year in these trades.

\*\* Persons possessing National Trade Certificate issued by NCVT in the trades of Electronics Mechanic, Electrician, Mechanic cum Operator Electronics Communication system, Computer Operator and Programming Assistant, Information Technology and Electronics System Maintenance, Radio and Television, Instrument Mechanic can undergo Apprenticeship Training.

## Annexure-II

# Subject fields in Engineering and Technology designated for Graduate/Technician Apprentices

S.No.	Name of the Designated Trade
1	Civil Engineering
2	Public Health Engineering
3	Structural Engineering
4	Highway Engineering
5	Construction Technology
6	Mechanical Engineering
7	Refrigeration and Air Conditioning
8	Machine Tool Technology
9	Production Engineering
10	Automobile Engineering
11	Electrical Engineering
12	Electronics & Telecommunication Engineering
13	Computer Engineering
14	Television Engineering
15	Industrial Electronics
16	Radio & Electronics Engineering
17	Nuclear Engineering
18	Avionics
19	Metallurgy
20	Textile Engineering
21	Agricultural Engineering
22	Chemical Engineering
23	Sugar Technology
24	Marine Engineering
25	Nautical Engineering
26	Aeronautical Engineering
27	Mining
28	Plastic Technology
29	Textile Chemistry
30	Naval Architecture
31	Architecture
32	Regional and Town Planning
33	Textile Technology
34	Glass Technology
35	Ceramic Technology
36	Silicate Technology
37	Pharmaceutical Science
38	Oil and Soap Technology
39	Pigment & Paint Technology
40	Dye Stuff Technology
41	Printing Technology
42	Leather Technology
43	Leather Goods and Footwear Manufacture
44	Rubber Technology
45	Food Technology
46	Bio-Chemical Engineering
47	Instrumentation-Technology
48	Petroleum Engineering
49	Petroleum Technology
50	Applied Geology
51	Applied Geophysics

S.No.	Name of the Designated Trade
52	Jute Technology
53	Paper Technology
54	Catering Technology
55	Plastic Engineering
56	Foundry Technology
57	Sound Engineering
58	Ground Water Engineering
59	Drilling Engineering
60	Cinematography
61	Fisheries and Navigation
62	Medical Laboratory Technology
63	Industrial Engineering
64	Knitting Technology
65	Secretarial Commercial Practice
66	Interior Decoration
67	Library Science
68	Costumes Design & Dress Making/ Garment Technology
69	Fine Art Sculpture Commercial etc.
70	Computer Science/ Computer Applications
71	Polymer Technology
72	Dairy Engineering Technology
73	Mining Machine Engineering
74	Mineral Engineering
75	Fabrication Technology
76	Transportation Engineering
77	Wood/Timber Technology
78	Safety Engineering
79	Handloom Technology
80	Plant Engineering Technology
81	Ship Building Technology
82	Man-made Fibre Technology
83	Tool Engineering Technology
84	Bio-Medical Engineering
85	Energy Engineering
86	Production Engineering and Industrial Management
87	Architectural Assistantship
88	Electrical and Electronics Engineering
89	Environment Pollution and Control Engineering
90	Footwear Technology
91	Computer Aided Design Computer Aided Manufacturing/ ROBOTICS Application
92	Bio-Gas Technology
93	Petro-Chemical Engineering / Technology
94	Water Management
95	Water Resource Engineering
96	Machine Tools and Maintenance
97	Industrial Electronics and Instrumentation
98	Air Craft Maintenance Engineering
99	Mechatronics

S.No.	Name of the Designated Trade
100	Cement Technology
101	Information Technology
102	Materials Management
103	Packaging Technology
104	Beauty Culture and Cosmetology
105	Textile Designing
106	Bio-Technology
107	Electronics and Bio-Medical Engineering
108	Electronics and Communication Engineering
109	Bio-Medical Instrumentation Engineering
110	Fashion Technology
111	Garment and Fashion Technology
112	Modern Office Practice Management
113	Herbal Technology
114	Travel and Tourism Management
115	Electronics & Instrumentation Engineering
116	Medical Electronics
117	Instrumentation and Control Engineering
118	Manufacturing Engineering
119	Geo Informatics
120	Electronics Engineering
121	Food Process Engineering
122	Computer Science and Engineering
123	Computer Hardware Maintenance
124	Tool and Die Technology
125	Food Technology
126	Hotel Management and Catering Technology
127	Agriculture and Irrigation Engineering
128	Applied Electronics and Instrumentation
129	Communication and computer Engineering
130	Computer science and Information Technology
131	Computer science and systems Engineering
132	Computer Technology
133	Dairy Science and Technology

S.No.	Name of the Designated Trade
134	Electronics and Instrumentations Control Engineering
135	Electronics and Avionics
136	Electronics and Computer Engineering
137	Electronics and Computer
138	Electronics and Control Engineering
139	Electronics and Electrical Communication engineering
140	Electronics Design Technology
141	Electronics Production Technology
142	Engineering Physics
143	Genetic Engineering
144	Industrial Production Engineering
145	Industrial Engineering and management
146	Information and Communication Technology
147	Information Science and Engineering
148	Instrumentation and Electronics Engineering
149	Information Science and Technology
150	Manufacturing Process and Automation Engineering
151	Material Science and Engineering
152	Mechanical and Production Engineering
153	Mechanical Engineering (Refrigeration and Air-Conditioning)
154	Nano Engineering
155	Radio Physics and Electronics
156	Telecommunication and Engineering
157	Computer Applications and Business Management
158	Electronics (ROBOTICS)
159	Embedded system
160	Mechanical Engineering (Tool and Die Making )
161	Power Engineering
162	Optics and Optoelectronics
163	Mining surveying.

## Annexure-III

### Subject fields designated for Technician (Vocational) Apprentices

S.No.	Name of the Designated Trade
1	Accountancy & Auditing
2	Banking
3	Marketing and Salesmanship
4	Office Secretaryship/Stenography
5	Food Preservation
6	Poultry Farming
7	Fisheries/Fish Processing
8	Dairying
9	Medical Laboratory/Technology Assistants
10	Health Worker
11	Nursing
12	Child Care & Nutrition
13	Crop Cultivation/Production
14	Sericulture
15	Agriculture

S.No.	Name of the Designated Trade
16	Floriculture
17	Plant Protection
18	Textile Designing
19	Civil construction/Maintenance
20	Mechanical Servicing
21	Agricultural Chemicals
22	Inland Fisheries
23	Plantation Crops & Management
24	Seed Production Technology
25	Swine Production
26	Vegetable Seed Production
27	Medicinal & Aromatic Plant Industry
28	Sheep and Goat Husbandry
29	Repair & Maintenance of Power Driven Farm Machinery

S.No.	Name of the Designated Trade
30	Veterinary Pharmacist-cum- Artificial Insemination Asstt.
31	Agro Based Food Industries (Animal based)
32	Agro Based Food Industries (Crop based)
33	Agro Based Industries (Feed based)
34	Export-Import Practices and Documentation
35	Fish Seed Production
36	Fishing Technology
37	Cooperation
38	Post Harvest Technology
39	Insurance
40	Purchasing & Store Keeping
41	Taxation Practices/Taxation Laws/Tax Assistant
42	Audio Visual Technician
43	Maintenance Repair of Electrical Domestic Appliances
44	Health Sanitary Inspector
45	Hospital Documentation
46	Hospital House Keeping
47	Ophthalmic Technician
48	Physiotherapy & Occupational Therapy
49	X-Ray Technician
50	Multi Rehabilitation Worker
51	Catering and Restaurant Management
52	Institutional House Keeping
53	Pre School & Crèche Management
54	Commercial Garment Designing and Making
55	Interior Design
56	Library and Information Science
57	Tourism and Travel Techniques
58	Instrumental Music (Percussion Table)
59	Classical Dance (Kathak)
60	Indian Music (Hindustani Vocal Music)
61	Horticulture
62	Soil Conservation
63	Industrial Management
64	Receptionist
65	Basic Financial Services
66	Office Management
67	Building and Road Construction
68	Building Maintenance
69	Ceramic Technology
70	Computer Technology
71	Rural Engineering Technology
72	Material Management Technology
73	Rubber Technology
74	Structure and Fabrication Technology
75	Sugar Technology
76	Tanneries
77	Clothing for the family
78	Health Care and Beauty Culture
79	Bleaching, Dying and Fabric Painting
80	Knitting Technology
81	Bio Medical Equipment & Technician
82	Dental Hygienist
83	Dental Technician

S.No.	Name of the Designated Trade
84	Multi Purpose Health Worker
85	Pharmacist
86	ECG and Audiometric Technician
87	Nutrition and Dietetics
88	Auxiliary Nurse and Mid Wives
89	Primary Health Worker
90	Photography
91	Commercial Art
92	Physical Education
93	Bhartnattayam
94	Cotton Classifier
95	Printing Technology
96	Surveying
97	Printing & Book Binding
98	Automobile Mechanic
99	Automobile Engineering Technology
100	Information Technology
101	Radio and Television Engineering
102	Electronics Technology
103	Computer Graphics Animation
104	Electronics Engineering Technician
105	Radio & TV Maintenance & Repairs
106	Domestic Electronic and Project Equipment
107	General Machinist
108	Electrical Motor Winding
109	Maintenance & Servicing of Textile Machinery
110	Dress Designing and Making
111	Accountancy and Taxation
112	Construction Technology, Water Supply & Sanitary Engg.
113	Office Assistantship
114	Automobile Engineering Technician
115	Food Preservation and Processing
116	Mushroom Culture
117	Preservation & Processing of Fruits & Vegetables
118	Air Conditioners & Refrigerator Mechanics
119	Computer Assembly & Maintenance
120	Mining Geology
121	Consumer & Industrial Electronics Mechanics
122	Business Math Statistics
123	Computer Science
124	Live Stock Management (Poultry Husbandry)
125	Nursery Management and Ornamental Gardening
126	Fruit and Vegetables
127	Co-operative Management
128	Office Secretary-ship with Accountancy
129	Aquaculture
130	Banking and Financial Services
131	Domestic Nursing
132	Electrical wiring and Services of Electrical Appliances
133	Fashion Garment Making
134	General Insurance
135	Insurance and Marketing
136	Maintenance and Operation of Bio-Medical Equipments
137	Bakery and Confectionery

# FREQUENTLY ASKED QUESTIONS ON APPRENTICESHIP TRAINING SCHEME UNDER THE APPRENTICES ACT, 1961

## What is apprenticeship training?

Apprenticeship training is a course of training in any industry or establishment. Apprenticeship training consists of basic training and on-the-job-training(OJT)/practical training at workplace.

## What is basic training?

Basic training consists of theoretical and practical instructions relating to the trade in which on-the-job-training is to be imparted. It is mandatory for those who have not done any formal training in an ITI or in those courses under PMKVY/MES which have been granted equivalence with basic training.

## What is the duration of basic training?

The duration of basic training is 1/5<sup>th</sup> to 1/4<sup>th</sup> of the overall duration of apprenticeship training. Remaining period will be utilised for on-the-job-training component.

## Where basic training can be done?

Basic training can be done in Basic Training Centre (BTC) which can be set up by the industry/employer where on-the-job-training is to be given, provided the industry/employer has the required facilities/infrastructure for providing basic training. All such BTCs will have to go through a verification process before being designated as a BTC.

It can also be provided in government or private industrial training institutes ITIs provided they have spare seats (within overall affiliation) for running basic training. Spare shifts may also be used for basic training. In case these institutes have the required capacity to conduct basic training, they will be designated as BTCs. It can also be imparted in BTCs set up/supported by Industry clusters.

## What is on-the-job-training?

Practical training imparted at workplace in an industry.

## What are benefits of apprenticeship to employers?

- Initial investment is recovered many times over
- Fills the skills gap that exist within their current workforce as apprentices begin to learn sector specific skills from day one.
- Employers can have a training program relevant to their requirements
- Judging soft skills
- No contribution for EPF, ESI etc. for apprentice under Apprentices Act, as apprentice is a trainee and not a worker.
- Reduction in recruitment cost due to availability of vast pool of trained apprentices.

## Who can undergo apprenticeship training?

Any individual, who has completed 14 years of age, is physically fit and having minimum educational qualification prescribed for a trade can undergo apprenticeship training.

## Who is an apprentice?

An apprentice is a person who has entered into a contract of apprenticeship with the employer for apprenticeship training under the Apprentices Act,1961.

## Where can apprenticeship training be undertaken?

One can undergo apprenticeship training in industry/establishments under the Central/State Government or in private sector establishments.

## Which all sectors are covered under apprenticeship training?

The following sectors are covered under apprenticeship training:

Agriculture and Allied Services	Apparel	Automobile	Aviation
Bamboo Jute and Green Technology	Banking Financial Service and Insurance	Capital Goods	Ceramics
Chemical	Coating and Painting	Construction	Domestic Workers
Electrical (Including New and Renewable Energy)	Electronics	Entertainment and Media	Fabrication
Gems and Jewellery	Furniture and Fittings	IT and ITES	Leather
Food Processing and Preservation	Industrial Automation and Instrumentation	Plumbing and Sanitation Technology	Refrigeration and Air Conditioning
Glass	Infrastructure	Life Science	Marine
Healthcare and Wellness	Iron & Steel	Mining and Minerals	Plastics
Production and Manufacturing	Services including Repair and Maintenance	Tourism and Hospitality	Rubber
Retail and Logistics	Soft Skills and Entrepreneurship	Textile and Handlooms	Security

## **Which all trades are covered under apprenticeship training?**

Apprenticeship training can be provided in designated and optional trades. These trades cover all the sectors listed above.

### **What is a designated trade?**

Designated trade means any trade or occupation as notified by the Government. At present, there are 259 designated trades available for apprenticeship training. List is available on apprenticeship portal.

### **What is an optional trade?**

Optional trade means any trade or occupation decided by an employer. Optional trades can be from the following categories -

**PMKVY/MES** – Courses under PMKVY/MES (Prime Minister Kaushal Vikas Yojana/ Modular Employable Skills) can be treated as equivalent to basic training component. A one year practical content for on-the-job-training can be designed by the concerned Sector Skill Council(SSC)/NCVT for such courses.

**Created by employer** – In a trade decided & designed by employer with a duration of minimum 500 hrs. as basic training component and a one year practical content for on-the-job-training. This option is given to employers to design their own courses relevant to their requirements. All such courses have to be loaded on the apprenticeship portal.

### **What is the procedure for registration of candidate on the apprenticeship portal?**

Candidate may access the apprenticeship portal <http://www.apprenticeship.gov.in/Pages/Apprenticeship/ApprenticeRegistration.aspx>

### **How a candidate can undergo apprenticeship training?**

- Candidate may access the apprenticeship portal for registration indicating sectors/trades of his choice
- Search for potential employers
- Send applications to potential employers for apprenticeship training,
- Online receipt and acceptance of offer letters from establishments
- Process all necessary contractual obligations online.

### **When the apprenticeship training shall be deemed to have commenced?**

The date on which the contract of apprenticeship has been entered between employer and apprentice.

### **Is registration of contract of apprenticeship required?**

Yes, registration of contract of apprenticeship is required for designated trades but it is not required for optional trades. However, for getting benefits under National Apprenticeship Promotion Scheme (NAPS), registration of contract of apprenticeship for optional trades has been made mandatory.

### **Who registers the contract of apprenticeship?**

Contract of apprenticeship can be registered by State or Central Apprenticeship Advisers. Contracts are submitted for registration in an online mode and they are approved by the registering authority.

### **What is the procedure for online registration of contract of apprenticeship?**

- Candidate applies to an establishment for apprenticeship training.

- The establishment views the application of candidate in its MIS account
- Offers a seat to the candidate.
- An establishment can contact a candidate on its own also.
- Candidate receives the offer and accepts it.
- The acceptance is again reflected in the MIS account of establishment.
- The establishment approves the accepted offer from the candidate. A contract having a unique contract number is generated between the establishment and candidate.
- Now the candidate gets the status of an apprentice.
- This contract of apprenticeship is now reflected in the account of approving authority for approval. The approving authority approves the contract.

### **Who are the employers?**

An employer is a person/entity who has business in any trade or occupation.

### **What is the procedure for registration of establishment/employer on the apprenticeship portal?**

Employers have to access the apprenticeship portal

<http://www.apprenticeship.gov.in/Pages/Apprenticeship/EstablishmentRegistration.aspx>

### **How many apprentices can be engaged by an industry/establishment?**

Establishment shall engage apprentices in a band of 2.5% to 10% of the total manpower strength of the establishment including contractual staff. An establishment with total strength of 100 can engage a maximum of 10 apprentices and a minimum of 3 apprentices.

### **What are the benefits of apprenticeship training for apprentices?**

Apprentices get an opportunity of undergoing 'on the job' training and are exposed to real working conditions. They get a chance to work on advanced machines and equipments and learn more about their field. Apprentices become skilled workers once they have acquired the knowledge and skills in a trade or occupation, which helps them in getting wage or self-employment.

### **Is there any rebate/concession for ITI pass-outs?**

ITI pass-outs get suitable rebate in the period of apprenticeship training.

### **What certification is provided to trade apprentice after completion of training?**

At the end of training, the apprentice appears for the All India Trade Test conducted by the National Council for Vocational Training in designated trade. Successful apprentice is awarded National Apprenticeship Certificate, which is recognized qualification for employment.

### **Is there any stipend paid to trade apprentices?**

Yes. The minimum rate of stipend per month payable to trade apprentices is as follows, namely:-

1<sup>st</sup> year: 70% of minimum wage of semi-skilled workers notified by the respective State or Union territory.

2<sup>nd</sup> year: 80% of minimum wage of semi-skilled workers notified by the respective State or Union territory.

3<sup>rd</sup> & 4<sup>th</sup> year: 90% of minimum wage of semi-skilled workers notified by the respective State or Union territory.

**Who pay the stipend to trade apprentice?**

Employers pay the stipend to trade apprentices.

**Who is called graduate apprentice?**

A person who holds a degree in engineering/non-engineering and undergoing apprenticeship training in designated trade.

**Who is called technician apprentice?**

A person who holds a diploma in engineering/non-engineering and undergoing apprenticeship training in designated trade.

**Who is called technician (vocational) apprentice?**

A person who holds certificate in vocational course after the completion of the secondary stage of school education recognised by the All-India Council.

**How many designated trades are available for graduate and technician apprentices?**

163.

**How many designated trades are available for technician (vocational) apprentices?**

137.

**What is the duration of apprenticeship training of graduate, technician and technician (vocational) apprentice?**

One year.

**What are the rates of stipend for graduate, technician and technician (vocational) apprentices?**

Graduate	: Rs. 4984 per month
Technician	: Rs. 3542 per month.
Technician (Vocational)	: Rs. 2758 per month.

**Who pay the stipend to graduate, technician & technician (vocational) apprentices?**

Stipend for the categories of graduate, technician & technician (vocational) apprentices is shared equally between the employer and the Central Government.

**How apprenticeship benefits employers?**

Although employers pay for apprenticeship training, the actual cost to company is minimal. The program includes both classroom and on-the-job training, so apprentices will be producing for the employer while they learn. Apprenticeship improves productivity. The completion of an apprenticeship program results in highly trained professionals who contribute noticeably to the employers' bottom line and ensures a high level of quality production.

**Which Ministry is responsible for monitoring the implementation of the Act Centrally with respect to trade apprentices?**

Ministry of Skill Development & Entrepreneurship is responsible for monitoring the implementation of the Act.

**Who is responsible for monitoring the implementation of the Act for trade apprentices in Central Government Undertakings/Departments?**

Regional Directorates of Apprenticeship Training (RDATs) are responsible for monitoring the implementation of the Act for trade apprentices in Central Government Undertakings/Departments.

**Who is responsible for monitoring the implementation of the Act for trade apprentices in State Government Undertakings/Departments and Private establishments?**

State Apprenticeship Advisers are responsible for monitoring of implementation of the Act in respect of trade apprentices in State Government Undertakings/Departments and Private Establishments in their respective State.

**Who is responsible to monitor the implementation of the Act in respect of Graduate, Technician and Technician (Vocational) Apprentices?**

Department of Education, Ministry of Human Resource Development is responsible for implementation of the Act in respect of Graduate, Technician & Technician (Vocational) Apprentices. The monitoring is done through four Boards of Apprenticeship Training located at Kanpur, Kolkata, Mumbai & Chennai.

**Is there any reservation under apprenticeship training?**

Seats are reserved for Schedule Castes, Scheduled Tribes and Other Backward Classes candidates.

**Can a person undergo apprenticeship in States other than his home State?**

Yes.

**Can an industry engage apprenticeship in from other States also?**

Yes.

**Whether apprentices are trainees or workers?**

Apprentices are trainees.

**What are the obligations of employers?**

Provide the training to apprentice in his trade in accordance with the provisions of this Act, to provide adequate instructional staff for imparting practical and theoretical training and facilities for trade test of apprentices.

**What are the obligations of apprentices?**

Learn his trade carefully and diligently, to attend practical and instructional classes regularly.

**What are leave and holidays for apprentices?**

An apprentice shall be entitled to such leave and holidays as are observed in the establishment in which he is undergoing training.

**Who advise the Government on laying down of policies and prescribing norms & standards with respect to Apprenticeship Training Scheme?**

Central Apprenticeship Council is an apex statutory body that advises Government

**When was the Apprentices Act enacted and implemented?**

The Apprentices Act was enacted in 1961 and implemented w.e.f. 01.03.1962. It extends to the whole of India.

**When was the Apprentices Act, 1961 first amended?**

The Act was first amended in 1973 to include training of graduate and diploma engineers as "graduate" and "technician" apprentices.

**When the technician (vocational) apprentices brought**

### **under the purview of the Apprentices Act, 1961?**

The Act was further amended in 1986 to bring within its purview the training of the 10+2 vocational stream trainees as "technician (vocational)" apprentices.

### **How many times the Apprentices Act, 1961 has been amended so far?**

Five times (1973, 1986, 1997, 2007 and 2014).

### **Whom to Contact?**

The employer and apprentices for registering under the scheme may visit <http://www.apprenticeship.gov.in>. Employer may kindly contact the following addresses for further details in relation to Central Government and Central PSUs establishment. Establishments operating business or trade from different location situated in four or more States are required to contact Regional Director.

Addresses of RDATs	Area of Jurisdictions
<b>Regional Director</b> Regional Directorate of Apprenticeship Training, 3 <sup>rd</sup> Floor, A-Wing, New CGO Bldg. NH-IV, Faridabad – 121001, Ph. No. 0129-2413890, 2421973, 9654300773, E-mail: rdatfbd@nic.in	Delhi, Haryana, Rajasthan, Himachal Pradesh, Punjab, Chandigarh, Jammu & Kashmir
<b>Regional Director</b> Regional Directorate of Apprenticeship Training, ATI Campus, P.O. Udyog Nagar, Kanpur-208022, Ph. No. 0512-2296088, 2225072, 8765170013, E-mail: rdatkanpur@gmail.com	Uttar Pradesh, Madhya Pradesh, Chhattisgarh, Uttarakhand
<b>Regional Director</b> Regional Directorate of Apprenticeship Training, VN Purav Marg, Sion, Mumbai-400022, Ph. No./Fax No.: 022-24057519, 09819531961, E-Mail: rdatmum@nic.in	Maharashtra, Gujarat, Daman & Diu, Goa, Dadra & Nagar Haveli
<b>Regional Director,</b> Regional Directorate of Apprenticeship Training ATI-EPI Campus Ramanthapur, Hyderabad-500013 Ph. No.: 040- 27031783, Fax No.: 040-27038264, 09701203815, E-Mail: rdat_hyd@yahoo.co.in	Andhra Pradesh, Telangana, Karnataka
<b>Regional Director,</b> Regional Directorate of Apprenticeship Training MSO Building 'E' wing, 1st Floor, D.F. Block , Sector-1, Salt Lake City, Kolkata-700064, Ph. No.: 033-23340364, 033-40066301 Fax No. 033-23210322 , 984559330, E-mail: rdatkolkata_er@yahoo.in	West Bengal, Bihar, Jharkhand, Tripura, Assam, Meghalaya, Sikkim, Arunachal Pradesh, Manipur, Mizoram, Nagaland, Odisha, Andman & Nicobar Islands
<b>Regional Director,</b> Regional Directorate of Apprenticeship Training (RDAT) CTI Campus, Guindy, Chennai-600032, Ph. No.: 044- 22500091, Fax No.: 044-22500989, 09444158766 E-Mail: rdatchen@nic.in	Tamil Nadu, Kerala, Lakshadweep and Puducherry



**Ministry of Skill Development & Entrepreneurship**  
**2nd Floor, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi -110001**  
**(T) - 01123450841; Email: contactmsde@gov.in**  
**www.msde.gov.in, www.skilldevelopment.gov.in**

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**Guidelines of the Scheme are available at**  
**<http://www.apprenticeship.gov.in>**



# **Brief Note on Apprentices**

**Act - 1961**



# ALL YOU NEED TO KNOW ABOUT APPRENTICES ACT 1961

## INTRODUCTION

The National Apprenticeship Act was launched in the year 1959 at first on voluntary cause. The Apprentices Act 1961 was presented in the Parliament during 1961 and came into effect from 1st January 1963. The act was eventually amended in 1973 and 1986. In the starting, the Act was meant for the training of trade apprentices.

The onus of administering the Apprentices Act, 1961 in relation to Trade Apprentices under Central Government and Departments lies with the Central Apprenticeship Adviser/Director of Apprenticeship Training in the DGE&T, Ministry of Labour and Employment with the help of six Regional Directorates of Apprenticeship Training (RDATs).

## PRIMARY OBJECTIVE OF THE ACT

The main objective of the Apprentices Act, 1961 is to meet the rising need for proficient craftsman. Giving experimental training to the people who are specialized in their crafts is the primary aim of the Apprentice Act. Candidates holding Diploma and Engineering Graduates can likewise benefit from this plan. As per the announcement of Central Government, any industry or any area the provisions of the act are applicable. It is assumed by means of the Government, to use, the infrastructure, space and provisions to be had for instruction of apprentices and to ensure that their preparation is concurring with a ponder program. With the progressive advancement of industries, different question initiated to manifest between the businesses and the students and to recoup from them. This Act should control and screen the preparation of students in exchanges and issues related with them.

*The act envisages clarifying the connection between the various employers and apprentices. The apprentices are not dealt with as employees. This Act endeavors to make provisions for health, protection, welfare and many others for the apprentices. It additionally includes provisions for settling disputes bobbing up out of the agreement between the employers and the apprentices.*

## SCHEME OF THE ACT

There are 38 Sections in generally and Schedule. This Schedule is in regards to the adjustments in the Workmen's Compensation Act, 1923 with reference to its application to students under the Apprentices Act, 1961.

## WHO ARE APPRENTICES?

An apprentice is someone who takes training in some company to master the competencies and crafts of a specific craft. The Apprenticeship Act explains apprentices to be the ones who receive apprenticeship or practical training under an apprenticeship scheme for a specified duration. The main requisites for a person to receive an apprentice training are that he/she should have attained an age of 14 years and for the trades where safety issues are concerned to the apprentice should have attained 18 years. Other than the above-prescribed qualification, extra qualifications may be prescribed for special trades and special categories of apprentices.

The phrases and conditions of an apprenticeship are mandated with the aid of an apprenticeship agreement. The agreement is entered into among a business enterprise and an apprentice. In case, an apprentice hired is a minor, his/her mother or father could enter right into a settlement with the company.

The terms and conditions, which are mentioned in the agreement/contract, should be mutually agreed to with the help of the parties for settlement. In any case, those phrases and conditions can't be detracted under this Act or be varying with the provisions of this Act.



## APPLICABILITY

As per the Apprentice Act 1961, for the industries and trades which were informed by the Central Government in the Official Gazette, the act is applicable. The date of application may follow those particular circulars. Almost all the industries fall under the purview of the act. The Apprentice Act moreover may not be applicable to the special Apprenticeship programs of the government unless and until informed by the Central Government in the Official Gazette. For clearing the doubts, this act applies to those categories of apprenticeship where the practical education is necessary to the trade. 'Internships' are not covered under this act.

## WHAT IS THE DURATION OF APPRENTICESHIP TRAINING?

The duration of apprenticeship training, which shall be clearly mentioned in the agreement of apprenticeship, will be as follows:-

- The apprentices related to any trade who, having gone through institutional schooling in a school or any institution-affiliated by the National Council, have cleared the trade exam or any examinations conducted that particular Council or by means of any institute affiliated with that particular Council, the period of apprenticeship training will be which include can be determined via that Council or via an group recognized through that Council.
- In an event any apprentices who have received training through any institute or school or college or other group affiliated to or recognized by using a Board or State Council of Technical Education or every other authority which the Central Government may via notification in the Official Gazette specify in this behalf, have cleared the trade exams or tests organized by that Board or State Council or authority, the period of apprenticeship education shall be along with can be prescribed.
- In an event of other apprentices, the length of apprenticeship training will be along with may be prescribed.
- The period/duration of the apprenticeship training shall be all-inclusive and may be prescribed for graduate engineer trainee or technician apprentices or any vocational apprentices.
- Duration of the training period and the ratio of apprentices to skilled employees for distinctive trades have been prescribed in Apprenticeship Rules, 1991. Duration of Apprenticeship may be from six months to four years depending on the alternate, as prescribed in Rules. Period of training is decided via National Council for Education in Vocational Trades (hooked up through Government of India).

## WHAT ARE THE DUTIES OF AN APPRENTICE?

- An apprentice must master the selected trade with utmost attentiveness and awareness. He ought to strive exceptionally to qualify himself as a skilled person in the related trade for the period of apprenticeship.
- He has to attend all the practical and instructional sessions given by the employer or someone particular on his behalf on a normal basis.
- An apprentice must obey all lawful orders of the employer and other superiors in the organization.
- An apprentice should work for duration as specified by the employer, which might be subject matter to the prescribed period of the training period.
- He should carry out all of the responsibilities, which are mentioned in the apprenticeship agreement.
- The apprentice's behavior and the knowledge or skills will be assessed with the help of the person who set the guidelines and regulations that practice to corresponding employees in an establishment.



## WHAT ARE THE RESPONSIBILITIES OF AN EMPLOYER?

- An employing company is obligated to deliver a duplicate of every apprenticeship agreement that he enters into within 30 days from the date of entering to the Apprenticeship marketing consultant. Once a portal internet site is made with the aid of the imperative government for this reason, then the business enterprise would possibly send the info of contracts within seven days from the date of entering.
- He shall reserve training locations for apprentices who belong to Scheduled Castes, Scheduled Tribes, and other backwards categories. The size of places reserved for these classes must as per the provisions prescribed by the government, keeping in mind the population of every category in the country.
- The apprentices ought to be furnished with sufficient training in lines with the provisions of the act and also by means of the terms of the apprenticeship agreement. For this purpose, an enterprise must make good enough preparations for the cause of providing practical schooling.
- Good enough Instructors should be appointed for the purpose of training if the employer is not in a position of training the apprentices himself. The team of workers so appointed ought to have prescribed qualifications for the purpose of training the apprentice practically and theoretically to ease the trade test of the apprentices.
- The organization might be liable to compensate for any non-public accidents that an apprentice may suffer during the duration of apprenticeship. The compensation should paid as per the provisions of the Workmen's Act 1923 as applicable.
- The organization is obligated to pay the prescribed minimum wages to every apprentice or the prescribed minimum wages
- The provisions of the Manufacturing Unit's Act, 1948 and Mines Act, 1952 shall apply to apprentices running in factories and mines, respectively, insofar because the matters relating to fitness, safety and welfare of the apprentices is concerned.
- An employer cannot compel apprentice to work overtime until and unless he has a due permission from the concerned Apprenticeship Advisor, who shall not permit until he is contented that an apprentice should work time beyond the prescribed time in his own interest or public interest.
- An apprentice must be allowed by the organization to take leaves or vacations weekly as per the company's policy.

## CONTRACT WITH APPRENTICE

Apprentice appointed has to execute a contract of apprenticeship with the employer. The agreement must be registered with Apprenticeship Adviser. If an apprentice is minor, an agreement has to be signed via his father or mother. Apprentice is eligible for a Casual leave of 12 days, Medical Leave of 15 days and other leaves of 10 days in 12 months.

## LEGAL ROLE OF APPRENTICES

- An apprentice is not a workman throughout the apprentice training program. Statutory benefits like Bonus, PF, ESI Act, Gratuity, Industrial Disputes Act and so forth aren't applicable to the apprentice trainee.
- However, provisions of Factories Act concerning fitness, safety and welfare are applicable to the trainee. Apprentice is also entitled to get compensation from the employer for any kind of injuries happens during the period of employment.
- An employer is not obliged to employ the apprentice after of completion of apprenticeship.



## **SETTLEMENT OF DISPUTES**

Any argument or dispute which could rise under the apprenticeship agreement shall be raised to the Apprenticeship Advisor for resolution.

## **NOVATION OF THE CONTRACT OF APPRENTICESHIP**

In case an enterprise with whom the contract of apprenticeship has been signed, is not able to keep its promise under the agreement and with Apprenticeship Advisor's consent it is accepted by the apprentice, company and apprentice's guardian and any other company that the candidate shall be appointed as apprentice under the company for the portion of apprenticeship which is not expired. The agreement after registration with Apprenticeship Advisor, shall be considered as the contract apprenticeship among the apprentice or his/her guardian and any other company, and at the time of registration, the agreement with the previous employer shall be dissolved or terminated and no responsibility under the agreement or contract shall be applicable at the instance of any party to the agreement or contract opposite the other party thereto.

## **CONDUCTING THE TEST AND GRANT OF CERTIFICATE AND CONCLUSION OF TRAINING**

After successful completion of the apprenticeship training, every apprentice shall appear for an exam held by the National Council to evaluate his/her capabilities in related trade in which he/she has taken an apprenticeship training.

1. As per the sub-section (1), every apprentice who clears the apprentice test shall be awarded a certificate of skillfulness in the trade by the National Council.
2. The employer will evaluate the development of every Graduate or Technician apprentice, or Vocational apprentice periodically.
3. After successful completion of the apprenticeship training, each graduate or technician apprentice or Vocational Apprentice will be awarded a proficiency certificate by the regional board.

On successful completion of the apprenticeship training, the apprentice shall serve the employer despite whatever mentioned in sub-section (1), where there is a clause in the contract/ agreement. The employer is responsible for offering a suitable job to the apprentice and the apprentice is bound to work for the employer in that ability for that duration and on the remuneration which is specified in the agreement/contract. The Apprenticeship Advisor should find the remuneration and duration reasonable; If not reasonable he may revise the duration and remuneration. The revised duration and remuneration shall be assumed to be the duration or remuneration accepted by both the employer and the apprentice.

## **COMMON MISUSES OF APPRENTICE ACT**

- Some employers are engaging the apprentices who are not qualified enough for hiring and also failing to execute the terms and conditions of a contract/agreement of apprenticeship or breach the provisions of the Act regarding the number of apprentices which he is supposed to hire as per the provisions of the act.
- The Employer is supposed to make appropriate arrangements in his workshop for offering the practical training to the apprentice in compliance with the apprentice act. Most of the employers do not adhere to it. They do not obtain permission from central and state Apprenticeship Advisor.
- Sometimes apprentice is not allowed by the employer to learn the work related to their trade, which is mandatory as per the Section 10 of Apprentice Act, 1961. The employers may not treat the time spent by the apprentice in attending such kind of workshops as part of their paid period of work.
- Most of the employers are not paying the stipend to the apprentice as per the Rule 11 of the Apprenticeship Rules, 1991.



- The employers are violating the provisions of the act and are not paying the stipend for the month before the 10th day of the following month.
- If an apprentice takes a casual leave or medical leave, some of the employers are deducting from the stipend, which is against the act.
- Some companies are engaging the apprentices to work in night shifts between 10 p.m. to 6 a.m. without the permission of the Apprenticeship Adviser.
- In some cases, the total number of hours per week is more than the prescribed hours i.e. 42 to 48 hours.
- The employer may not allow the apprentices to take any leaves.
- The employers are not allowing the apprentice any holidays which are followed in the establishment.
- During apprenticeship training, if any apprentice meets with any accident or personal injury, the employer is responsible for paying the compensation to the apprentice as per the provisions of the Workmen's Compensation Act.
- An employer may not be concerned about health, safety and welfare of an apprentice as per the provisions of the Factories Act.
- The employer may appoint an apprentice on any work, which is not related or connected with the training of the apprentice.
- The employer may not extend his cooperation to the concerned authority for visiting, inspecting, examining or inquiring.
- The employer may pay to an apprentice on hourly work rate basis, which is in the provision of the act.
- The employer may not encourage an apprentice to participate in any schemes like output bonus or incentive schemes.
- The employer may not allow the Central Apprenticeship Advisor to enter the organization to check whether the training rendered to the apprentices is an approved program.
- Some employers are employing apprentices who are untrained and not taken any training in any institute or school which is recognized or affiliated by the National Council or state council or any recognized board.
- As per Section 3(A), employers aren't reserving a training site for SC and ST apprentices for every assigned trade, training.

## **AMENDMENT TO THE APPRENTICES ACT – SIGNIFICANT CHANGES**

- To make sure that the Apprentice Act is implemented effectively, some changes were also made by the Apprentices (Amendment) Act, 2014 and it came into effect on 22 December 2014.
- Below given are some of the main modifications which are brought about by the Amendment.
- To include agency workers and contractual workers the definition of 'worker' has been widened. That is applicable because the number of employees in a status quo is one of the constituents which might be considered even as determining the number of apprentices to be appointed within the company.
- The amendment to the apprentice Act has paved the way for the transformation of conventional methods of records to electronic records and information systems by launching a portal. The portal would allow certain activities like registering the apprenticeship contract, maintenance of records and filing the returns etc., which can be done online now.
- Due to the amendment in the apprentice act, there is a change in the procedure of checking the strength of apprentices to be employed.
- If anyone violates the Apprentice Act imprisonment is no more a penalty. Following the amendment, if anyone is not abiding the provisions of the Act payment of a fine is the only punishment.
- The main objective behind these changes seems to make sure that employers employ more and more apprentices, and to encourage the organizations abide by the provisions of the Apprentices Act.



## WHY SHOULD EMPLOYERS ENCOURAGE APPRENTICESHIP

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By participating in apprenticeship schemes the organization or employer are getting skilled and trained employees, which serves as an investment in coming times. Employer's participation in apprenticeship programs aids the organization in attracting top talent. The employer can hire competent and well-qualified employees, who are capable enough of progressing to more responsible and challenging positions. By participating in apprenticeship programs the employer can make sure that the training standards are met and are revamped. The cost incurred on training is also minimized and employee turnover also lessened.

## CONCLUSION

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The Apprenticeship Act helps in settlement of disputes between the employer and apprentice and the Apprenticeship Advisor is the judging authority. They should make an appeal before the committee formed by the council. The employer will be penalized if he is not abiding with the provision of the act. To protect the rights of the employer and safeguard the rights of apprentice the Apprentice Act, 1961 can be treated as an extensive law. The Apprentice act can be executed to safeguard the rights of the apprentice and succeed over the problems faced by the apprentice throughout the training period.



એકમ અને ઉમેદવારની પોર્ટલ  
નોંધણીની માહિતી પુસ્તિકા



2018

# Guideline for Apprenticeship Training Scheme

Apprentice Act (Amendment -2014)

<http://apprenticeship.gov.in>

Director of Employment & Training  
Block No-01, 3<sup>rd</sup> Floor  
Dr.Jivraj Mehta Bhavan  
Gandhinagar



# Apprenticeship Training Scheme

## (1) Background:-

Development of human resource is crucial for the industrial development of any nation. Up gradation of skills is an important component of Human Resource Development. Training imparted in Institutions alone is not sufficient for acquisition of skills and needs to be supplemented by training in the actual work place.

## (2) Objectives:-

**Apprentices Act, 1961 was enacted with the following objectives:-**

- To regulate the programme of training of apprentices in the industry so as to conform to the syllabi, period of training etc. as laid down by the Central Apprenticeship Council; and
- To utilize fully the facilities available in industry for imparting practical training with a view to meeting the requirements of skilled manpower for industry.

## (3) Evolution of apprenticeship:-

- National Apprenticeship Scheme started in **1959 on Voluntary Basis**.
- Apprentices Act was enacted in **1961 and implemented w.e.f. 1.3.1962**.
- Initially the Act envisaged training of Trade Apprentices.
- The Act was amended in **1973 to include training of Graduate and Diploma Engineers** as "Graduate" & "Technician" Apprentices.
- The Act was further amended in **1986 to bring within its purview the training of the 10+2 vocational stream** as "Technician (Vocational)" Apprentices.
- It was further amended in **1997 to amend various sections of the Act** as regards definition of "establishment" and "worker", termination of apprenticeship contract, number of apprentices for a designated trade, practical and basic training of apprentices, obligation of employers, penalty for contravening the provisions of the Act and cognizance of offences.
- The Act was again amended in **2008 to amend various sections of the Act** as regards reservation for candidates belonging to Other Backward Classes (OBCs), expenditure on related instruction shall be imparted at the cost of employer and the employer shall, when so required, afford all facilities for imparting such instructions and to provide flexibility in respect of ratios prescribed for apprenticeship seats.
- The act was further amended in **2014** replacing Trade-wise regulation by a band of 2.5% to 10% of the total strength of the workers, introduction of optional trades, extending the scope to Non-engineering occupations, doing away with imprisonment for non compliance and limiting the penalties to fine only. Allowing outsourcing of Basic Training and bringing the establishments operating in four or more states into the fold of Central authorities for easy interface, etc.

## (4) Monitoring of the implementation of the act: -

- DGE&T is also responsible for implementation of the Act in respect of Trade Apprentices in the Central Govt. Undertakings & Departments. This is done through six Regional Directorates of Apprenticeship Training located at Kolkata, Mumbai, Chennai, Hyderabad, Kanpur & Faridabad.
- **State Apprenticeship Advisers are responsible for implementation of the Act in respect of Trade Apprentices in State Government Undertakings/ Departments and Private Establishments.**
- Department of Education in the Ministry of HRD is responsible for implementation of the Act in respect of Graduate, Technician & Technician (Vocational) Apprentices. This is done through four Boards of Apprenticeship Training located at Kanpur, Kolkata, Mumbai & Chennai.

## (5) Central apprenticeship council:-

- It is an apex statutory body. It advises the Government on laying down policies and prescribing norms & standards in respect of Apprenticeship Training Scheme (ATS).
- It is tripartite by constitution with members from Govt. both Central and State/UTs, Employers & Trade Unions.

#### **(6) Qualification for being engaged as an Apprentice.-**

- A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any designated trade, unless he-
  - (a) Is not less than fourteen years of age, and for designated trades related to hazardous industries, not less than eighteen years of age; and
  - (b) Satisfies such standards of education and physical fitness as may be prescribed.
  - (c) The minimum educational qualification is different for different trades. For some trades, educational qualification is SSC passed or equivalent, whereas for some it is two classes below SSC.
  - (d) Fresher/ ITI Pass-outs in related trades can join apprenticeship training apply to be engaged as trade apprentices.

(Passed out trainees in the particular trade of NCVT pattern designated by D.G.T. as well as GCVT pattern designated by D.E.T. is also allowed rebate in the duration of Apprenticeship Training.)

#### **(7) Trades.-**

##### **Designated Trades:-**

- Designated trade is any trade/occupation/any subject field in engineering/non-engineering/technology/ any vocational course as notified by the Government.
- 259 trades in 39 trade groups have been designated.

##### **Optional Trades:-**

- Instead of being confined to 259 designated apprenticeship trades of NCVT, the industry can have onboard apprentices in Optional Trades based on state technologies and new generation businesses.
- An optional trade is any trade/ occupation/any subject field in engineering/ non-engineering/technology/ any vocational course as may be determined by the employer.

#### **(8) Number of apprentices for designated and optional trade:-**

- The employers having six or more workers shall only be eligible to engage apprentices and engagement having numbers of workers not exceeding forty (40) shall not be obligatory.
- The strength of workers shall be calculated on the basis of average strength in preceding financial year.
- Within a financial year, each establishment shall engage apprentices in a band of 2.5 % to 10 % of the total strength of the establishment including contractual staff in the trade of their requirement appropriate to the industry. For Example, An establishment with total strength 100 can engage maximum of 10 apprentices and minimum of 3 apprentices.
- In no month, number of apprentices should be less than 2 % of the total strength of the establishment and more than 15 % of the total strength of the establishment subject to the condition that he shall fulfill apprentice months corresponding to 2.5 % obligation in a financial year.

#### **(9) Duration of Training:-**

- For most of the trades, the duration of Apprenticeship Training including Basic Training is of 3 Years and other trades; the duration varies from 6 months to 4 years. Duration of every trade is included in the trade list attached herewith.

#### **(10) Hours of work, overtime, leave and holidays:-**

- The weekly and daily hours of work of an apprentice while undergoing practical training in a workshop shall be as determined by the employer subject to the compliance with the training duration, if prescribed.
- An apprentice shall be entitled to such leave and holidays as are observed in the establishment in which he is undergoing training.
- No apprentice shall be required or allowed to work overtime except with the approval of the Apprenticeship Adviser who shall not grant such approval unless he is satisfied that such overtime is in the interest of the training of the apprentice or in the public interest.

**(11) Health, safety and Welfare of apprentices:-**

- Where any apprentices are undergoing training in a factory, the provisions of Chapters III, IV and V of the Factories Act, 1948, shall apply in relation to the health, safety and welfare of the apprentices as if they were workers within the meaning of that Act and when any apprentices are undergoing training in a mine, the provisions of Chapter V of the Mines Act, 1952, shall apply in relation to the health and safety of the apprentices as if they were persons employed in the mine.

**(12) Employer's liability for Compensation for injury:-**

- If personal injury is caused to an apprentice, by accident arising out of and in the course of his training as an apprentice, his employer shall be liable to pay compensation which shall be determined and paid, so far as may be, in accordance with the provisions of the Workmen's Compensation Act, 1923, subject to the modifications specified in the Schedule.

**(13) Training Programme:-**

- Training Programme for Trade Apprentices in each designated trade is comprised of:

**Basic Training**

- It is imparted to a learner for acquiring a reasonable ability to handle Instruments/ Machineries/ Equipments independently prior to being moved to Shop Floor/Work Area for furthering trade skills. Basic Training is imparted either in a recognized Industrial Training Institute or in a separate building set up by an employer. It is obligatory to set up Basic Training Centre for the establishment employing 250 or more workers and have to engage fresher apprentices.

**On the Job or Shop Floor Training (In plant Training)**

- The shop floor training is to be given to the apprentices by the employer in the workshop.

**Related Instructions**

- The trade apprentice who is undergoing apprenticeship training, in an establishment, during the period of training, shall be given a course of Related Instruction appropriate to the trade, which shall be approved by the State Government. Related Training includes Trade Theory, Workshop Calculation and Engineering Drawing. Such knowledge is required to be given to the Apprentices to become fully qualified as a skilled craftsman. Related Instruction shall be imparted at the cost of the appropriate Government but the employer shall, when so required, afford all facilities for imparting such instructions.

**(14) Stipend:-**

- The minimum rate of stipend per month payable to trade apprentices is as follows:

Stipend (Year wise)	
Year	Minimum Rate of Stipend
First Year	70% of minimum wage of semi-skilled workers notified by the respective State or Union territory.
Second Year	80% of minimum wage of semi-skilled workers notified by the respective State or Union territory.
Third & Fourth Year	90% of minimum wage of semi-skilled workers notified by the respective State or Union territory.

- The expenditure on stipend for trade apprentices is borne by the employers.
- The Stipend for a particular month shall be paid by the tenth day of the following month and the stipend shall be paid through the bank account of apprentices.
- Incentive Stipend to Apprentice:** - From August-2013 onwards Rs.1500/- per month as an incentive stipend to Apprentice Candidates is given by Government of Gujarat.

#### (15) Contract of Apprenticeship:-

- Every person regarded as an apprentice or if he is a minor his guardian shall have to execute a contract of apprenticeship with the employer in the prescribed form, which will be registered with the Apprenticeship Adviser. The Apprenticeship Training will be imparted in pursuance of this contract. The apprentices and the employer shall carry out their obligation under this contract.

##### **Obligations of the three parties involved in the contract**

###### **Government:**

- To bear the cost on Related Instructions to be imparted to apprentices.
- To provide Basic Training to apprentices engaged by employer employing less than 250 workers other than unskilled workers.
- To inspect the progress of training of apprentices.
- To conduct final examination and issue certificates on behalf of NCVT.
- To register the contracts of apprenticeship executed between apprentices/guardian and employer and to look into complaints, if any, between them.

###### **Employer:**

- To engage apprentices as per intention.
- To provide Shop Floor Training and Related Instruction to apprentices with his trade.
- To submit periodical reports and returns to the Government.
- To meet his share of expenditure in imparting training including payment of stipend to apprentices.
- To look after the health, safety and welfare of apprentices.

###### **Apprentices:**

- To learn his trade conscientiously and diligently.
- To attend the practical and Related Instruction classes regularly.
- To carry out his obligations under the contract of Apprenticeship, to be executed by him at the time of admission.
- To follow the rules and regulations of the establishments.

**Note:** - Details of contract of apprenticeship shall be entered on the [portal-site within seven days](#), for verification and registration.

#### (16) Testing and certification of trade apprentices:-

- All India Trade Tests (AITT) for trade apprentices are conducted by National Council of Vocational Training (NCVT) twice a year (October/ November and April/May).
- National Apprenticeship Certificates (NAC) is awarded to those who pass the AITT.
- NAC is recognized for employment under Govt. /Semi-Government departments/ organizations.

#### (17) Offer and acceptance of employment:-

- Every employer shall formulate [its own policy](#) for recruiting any apprentice who has completed the period of apprenticeship training in his establishment.

#### (18) Reservation of Training Places:-

- Reservation chart for Gujarat is as follow.

Name of State	Ratio of <b>SC</b> apprentices to total apprentices in designated trade	Ratio of <b>ST</b> apprentices to total apprentices in designated trade	Ratio of <b>OBC</b> apprentices to total apprentices in designated trade
<b>Gujarat</b>	<b>1:15 (07 %)</b>	<b>1:07 (14 %)</b>	<b>1:04 (27 %)</b>

For user manual of Apprenticeship Portal kindly visit:

[https://ncvtmis.gov.in/Help/DGET-Apprenticeship\\_User\\_Manual.pdf](https://ncvtmis.gov.in/Help/DGET-Apprenticeship_User_Manual.pdf)

For details of Apprenticeship Training Scheme kindly visit:

<http://www.dget.nic.in/content/innerpage/apprenticeship-training-scheme-ats.php>

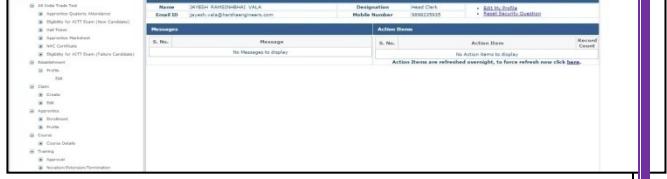
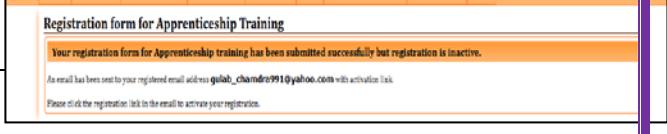
## Brief on recent amendments in the Apprenticeship Act, 1961

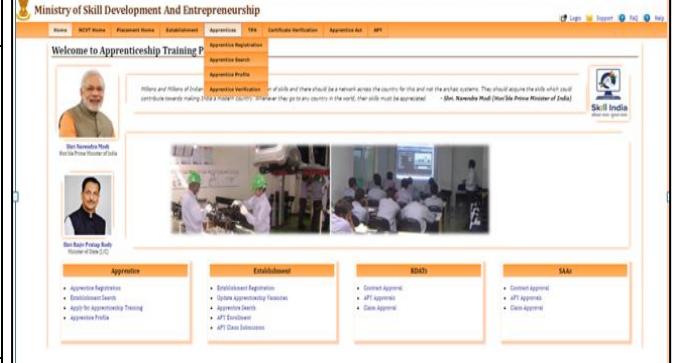
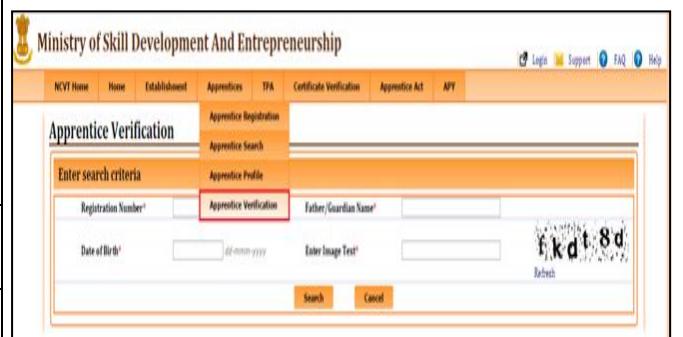
1. The outdated system of trade-wise and unit-wise regulation of apprentices under a prescriptive regime has been dismantled and substituted with a minimum target equivalent to 2.5% of employees (maximum permissible apprentices – 10% of employees, which is also being considered for further relaxation).
2. Instead of being confined to 259 designated apprenticeship trades of NCVT, the industry can have onboard apprentices in Optional Trades based on state technologies and new generation businesses.
3. Scope of apprenticeship has been expanded to include all undergraduate, post-graduate and other approved vocational courses.
4. Deployment of apprentices in service sector has also been made compulsory now.
5. Penalties like imprisonment have been removed and industry has been allowed to self-regulate and report its achievements vis-à-vis the targets. Defaulting units would be subject to a token financial fine for non-compliance.
6. In house infrastructure for Basic Training is no longer compulsory and companies are now allowed to outsource Basic Training. Third Party Agencies would be encouraged to undertake Basic Training wherever some companies do not have internal facilities to do so. Not only this, if an MSME unit does not have all facilities to run the complete Practical Training in-house, it would be allowed to split it across 2-3 industrial units.
7. Duration of apprenticeship has been rationalized and would now be 6 months (minimum) to 3 years (maximum) whereas efforts are in progress to restrict the upper limit to 2 years.
8. Inspection of apprenticeship matters by authorities can only be done very selectively and after prior written approval of senior officers.
9. Restrictions on deployment of apprentices from outside the state have been removed and they are now allowed to seek apprenticeship in any unit anywhere in India.
10. A web-based Apprenticeship Portal (<https://ncvtmis.gov.in/Pages/Apprenticeship/Home.aspx>) was recently launched by Hon'ble Prime Minister, which can be used by the companies to host their trade wise requirement of apprentices. Apprentices would also be encouraged to apply online. Apprenticeship contract approval would also be online. This would enable online interaction among apprenticeship applicants, companies and the Government. Companies would also publish apprenticeship details on this portal (instead of submitting tedious returns) and Government would get data directly from the portal.
11. Stipend payable to trade apprentices is now directly linked to minimum wages of semi skilled worker at the state level (70%, 80% and 90% of the minimum wages in year 1, 2 and 3 respectively). Industry should be free to pay higher stipend to apprentices.

## Web based portal for Apprenticeship Training Scheme

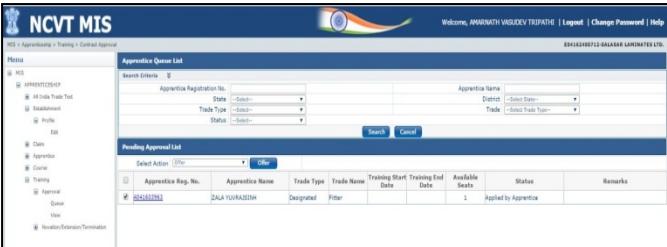
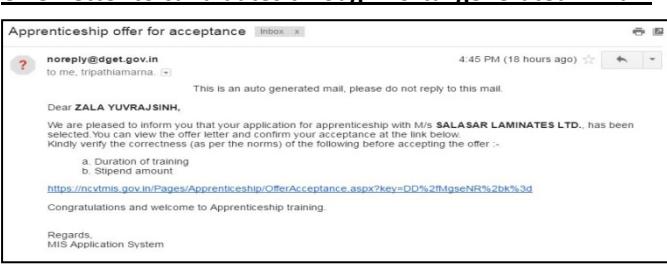
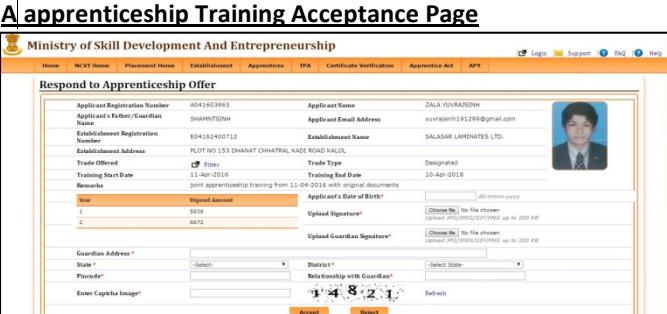
Public Portal of MIS application has been designed as a comprehensive platform for external as well as internal users of DGT to allow timely and transparent flow of information. The web portal will have information such as, details of establishments and apprentices if they want to participate in the Scheme, period of training, trade of training, tracking of apprentice after training etc.

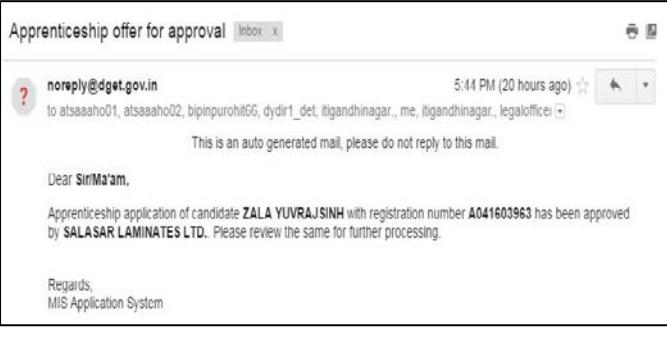
Step No	Details	Instruction	Remarks
1	How to Access portal	<p>1 To access, type the address in the address bar as:</p> <p style="background-color: #f2f2f2; padding: 5px;"><a href="http://www.apprenticeship.gov.in">www.apprenticeship.gov.in</a></p> <p>User will be redirected to the Home page of the Public Portal of Apprenticeship Training Scheme.</p>	<b>Home page is as shown as below</b> 
2	Establishment Registration	<p>1 For New Establishment Registration Click on (a) Establishment tab on upper tab bar. <b>Or</b> (b) Establishment Registration on Establishment block.</p> <p>2 Enter the all required details.</p> <p>3 Click on Submit to register the establishment for apprenticeship training.</p> <p>4 After Submitting all details, the <b>mail would be triggered to the registered email ID of Contact Person for Apprenticeship</b> with the <b>activation link</b> and will display a notification.</p>	<b>Page for Registration of Establishment for Apprentice Training will open as shown below.</b>  Establishment Registration Notification display on portal page. 
3	Activation (Establishment)	<p>1 The triggered email will be displayed <b>Activation Link</b></p> <p>2 After clicking on Activation Link user will be <b>redirected to MIS page</b> along with system generated <b>Establishment Registration number</b> and a message.</p> <p>3 A new mail will be triggered to the registered email ID with the <b>login Credentials</b> to the MIS page for Internal/Registered users.</p>	<b>E-mail with Activation Link.</b>  <b>Establishment Registration message.</b>  <b>login Credentials Message</b> 

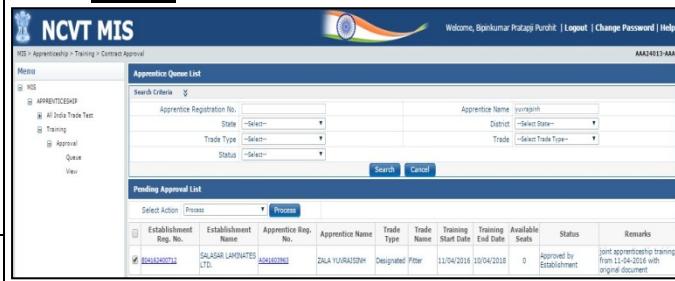
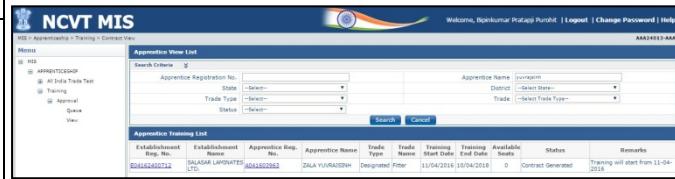
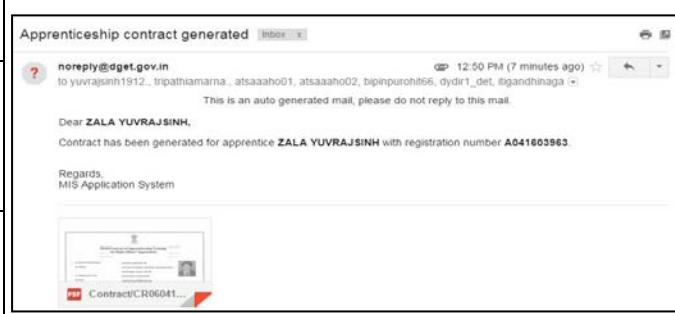
Step No	Details	Instruction	Remarks
4	Login & Modify user (Establishment)	1 Clicking on Login at Apprenticeship home page on the top, Login page will open.	
		2 With the use of "User ID" and "Password" user can successfully login the portal.	
		3 By clicking "Edit My Profile" on Establishment Login Home page, user can <u>modify User details</u> .	
5	Upload Signature Image of Authorized signature	1 See Menu Colum on right side of your Establishment Login Page.	
		2 Select <b>MIS&gt;Apprenticeship&gt;Establishment&gt;Profile&gt;Edit&gt;</b>	
		3 Edit details if necessary.	
		4 Upload image of authorized Signature for establishment	
		5 save	
6	Course Creation (Establishment)	1 See Menu Colum on right side of your Establishment Login Page.	
		2 Select <b>MIS&gt;Apprenticeship&gt;Course&gt;Course details&gt;Create</b>	
		3 Enter the details regarding <u>required</u> Apprenticeship trade & seat.	
		4 save	
7	Apprentice Registration	1 Apprentice <u>need to register</u> themselves on Public Portal under Apprentices Registration option for Apprenticeship	
		2 For New Registration Click on (a) <u>Apprentice Registration</u> of Apprentice tab on upper tab bar of portal Home page. <b>Or</b> (b) Apprentice Registration on <u>Apprentice block</u> .	
		3 Enter the all required details with uploading photo.	
		4 Click on Submit button to register the apprentice for apprenticeship training	

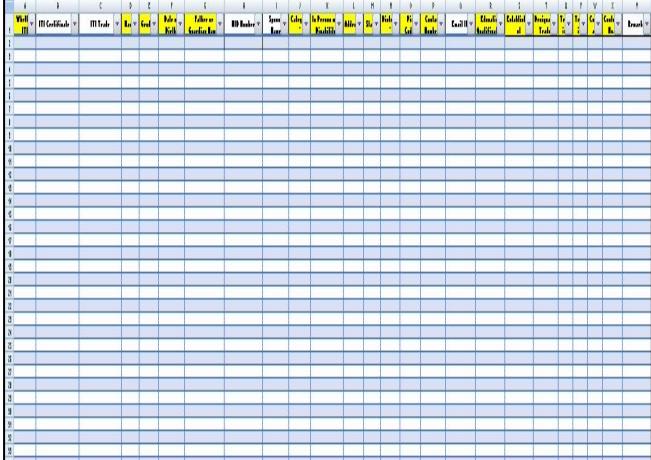
Step No	Details	Instruction	Remarks
8 Activation (Apprentice)		<p>Once Registration process is complete, an <u>email will be triggered to the registered email ID of apprentice with activation link.</u></p>	 <p><b>Apprentice Registration Mail</b></p> <p>DGT &lt;reply@dgftt.gov.in&gt; To: hareshkumarreddy@yahoo.com Sent: Sep 10 at 5:30 am Subject: Registration for Apprenticeship Training</p> <p>Registration for Apprenticeship Training</p> <p>Greetings from NCVT MIS Portal!!</p> <p>Thanks for your Registration for Apprenticeship Training. In order to complete your registration please click following link:</p> <p><a href="#">Activate Registration</a></p> <p>Thanks!! NCVT MIS Portal</p> <p>This is an auto generated email. Please do not reply to this email.</p> <p>Reply   Reply all   Forward   More</p>
		<p>Once apprentice will <u>click on Activation link</u>, A <u>new mail will be triggered</u> to the registered email ID of apprentice with <u>unique Registration Number for Apprenticeship Training.</u></p>	 <p><b>Confirmation Mail with Apprenticeship Registration Number</b></p> <p>DGT &lt;reply@dgftt.gov.in&gt; To: hareshkumarreddy@yahoo.com Sent: Sep 10 at 5:30 am Subject: Registration for Apprenticeship Training</p> <p>Registration for Apprenticeship Training</p> <p>Greetings from NCVT MIS Portal!!</p> <p>Thanks for your Registration for Apprenticeship Training. Your registration is now complete.</p> <p>Your unique Registration Number for Apprenticeship Training is : <b>A091500020</b></p> <p>Thanks!! NCVT MIS Portal</p> <p>This is an auto generated email. Please do not reply to this email.</p> <p>Reply   Reply all   Forward   More</p>
9 Update Apprentice profile		<p>With <u>unique Registration Number</u> Apprentice may update his/her profile.</p>	<p><b>Portal Home Page:-</b></p> 
		<p>To update Apprentice profile Click on</p> <p>(a) <u>Apprentice Profile</u> of Apprentice tab on upper tab bar of portal Home page. <u>Or</u></p> <p>(b) <u>Apprentice Profile</u> of Apprentice block on block menu at lower of portal Home page.</p>	
		<p>3 <u>Apprentice Authentication page</u> will display</p>	<p><b>Apprentice Authentication page</b></p> 
		<p>4 Enter the required details for the authentication of apprentice profile.</p>	
		<p>5 Select authenticate, on successful authentication the trainee will be <u>able to view own personal details, contact details and qualification details.</u></p>	
10 Apprentice Verification		<p>1 To validate the apprentice profile for enables public to validate a particular apprentice Click on <u>Apprentice&gt;Apprentice verification</u> On portal Home page.</p>	<p><b>Apprentice Verification</b></p> 
		<p>2 Enter the details</p>	
		<p>3 select the search, on successful validation the profile of apprentice will be displayed.</p>	

Step No	Details	Instruction	Remarks
9 <b>Apply for Apprenticeship (Apprentice)</b>		<p>1 To Apply for Apprenticeship candidates have to search Establishment.</p> <p>2 To search for registered Establishment for apprenticeship training click on (c) <b>Establishment search</b> of Establishment tab on upper tab bar of portal Home page. <u>Or</u> (d) <b>Establishment search</b> of Apprentice block on block menu at lower of portal Home page.</p> <p>3 Enter the required details as Establishment Name, Region, State (mandatory), district, trade type, trade, Seat Available or Hostel facility.</p> <p>4 click on Search button, the details of establishments will be displayed</p> <p>5 Click on Establishment Name in which user want to apply, establishment details page will be open.</p> <p>6 As per the required trade &amp; seat available, click on "<b>Apply</b>" button on establishment details page under establishment details tab.</p> <p>7 Clicking on "Apply" button, registration form will display</p> <p>8 Enter the required details in registration form.</p> <p>9 Click on Apply after completing registration form.</p> <p>10 Application of candidate for Apprenticeship Training will be sent concern establishment through portal.</p>	<p><b>Establishment search</b> (from home page)</p> <p><b>Details of Establishments</b></p> <p><b>Establishment details page</b></p> <p><b>Registration form.</b></p>

Step No	Details	Instruction	Remarks
10  Offering Apprenticeship Training to candidates. (Establishment)	1	After Applying for Apprenticeship in concern Establishment through registration form by candidates, concern establishment will show his/her application on own portal page.	<b>MIS&gt;apprenticeship&gt; Training&gt;approval&gt;Queue</b> 
	2	To show received application <u>under pending approval list</u> under status " <u>Apply by Apprentice.</u> " Select <b>MIS&gt;apprenticeship&gt; Training&gt;approval Queue.</b>	<b>Page for details of candidates</b> 
	3	Under pending approval list, <u>clicking on underlined blue colored Apprentice Reg. No.</u>	
	4	User will enable to show complete details of candidates with his/her photo & attached documents.	
	5	If establishment found appropriate candidate, than <b>✓ (tick out)</b> on <b>□ button</b> before Apprentice Reg. No. & select " <u>offer</u> " under selection action drop-down list.	<b>New window after select "offer"</b> 
	6	Selecting particular candidates for offering Apprenticeship Training, a <u>window will open</u> . Enter training period i.e. <u>starting date &amp; completion date</u> of training & <u>rate of stipend</u> as per norms & click on " <u>Save</u> "	
		Offer letter will be send to candidates through Portal generated E-mail.	<b>Offer letter to candidates through Portal generated E-mail.</b> 
			<b>Apprenticeship Training Acceptance Page</b> 
11  Acceptance for Apprenticeship Training. (Apprentice)	1	After saving the page by establishment, an <u>email will be triggered to</u> the candidates regarding Apprenticeship offer for acceptance with <u>link for confirm acceptance.</u>	
	2	Clicking on link by candidate, a page will be open on portal site regarding offer for Apprenticeship Training & its acceptance.	<b>Offer accepted message</b> 
	3	Required details must be entered by candidate & <u>uploaded his/her signature.</u>	
	4	Click on " <u>Accept</u> " Offer accepted message will be display.	

Step No	Details	Instruction	Remarks
12	Approve candidates for Apprenticeship training. (Establishment)	<p>1 After accepting offer for Apprenticeship training by candidates, his/her request for Apprenticeship Training in particular establishment will be shown on concern establishment's dashboard.</p> <p>2 To show received request <u>under pending approval list</u> under status "<u>Accepted by Apprentice.</u>" Select <b>MIS&gt;apprenticeship&gt;Training&gt;approval&gt;Queue.</b></p> <p>3 ✓ (tick out) on <input type="checkbox"/> button place on just before Apprentice Reg. No. &amp; select "<u>Approve</u>" under selection action drop-down list.</p> <p>4 After approving candidates for Apprenticeship Training, details of such candidates not shown in "<u>Queue</u>" menu but shown in "<u>View</u>" menu under status "<u>Approved by Establishment.</u>" (MIS&gt;apprenticeship&gt;Training&gt;approval&gt;View)</p> <p>5 Through portal generated E-mail, details of candidate approved by establishment will sent to concern <u>designated authority for further processing.</u></p>	<p><b>MIS&gt;apprenticeship&gt; Training&gt;approval&gt;Queue</b> Status "<u>Accepted by Apprentice.</u>" select "<u>Approve</u>"</p>  <p><b>E-mail to designated authority for further processing.</b></p> 
13	Apprenticeship Contract (Establishment)	<p>1 Select <b>MIS&gt;apprenticeship&gt;Training&gt;approval&gt;View</b></p> <p>2</p> <p>(a) Click on Blue colored Apprentice reg. no.</p> <p>(b) Page for details of approved candidates will be displayed.</p> <p>(c) Under Training details tab click on "<u>Registered Contract</u>"</p> <p>(d) Portal generated Contract of Apprenticeship Training for Establishment approved candidates will be downloaded in pdf format.</p>	<p><b>Establishment dashboard</b> <b>MIS&gt;apprenticeship&gt;Training&gt;approval&gt;View</b></p>  <p><b>Portal generated contract</b></p> 

Step No	Details	Instruction	Remarks
14	Approval for Apprenticeship contract (Designated authority)	1 Designated authority will get details of candidate approved by establishment through portal generated E-mail.	<b>An auto generated Mail to designated authority</b>   <p>This is an auto generated mail, please do not reply to this mail.</p>
		2 To show candidates for approval by designated authority under " <u>Pending approval list</u> " Select <b>MIS&gt;apprenticeship&gt;Training&gt;approval&gt;Queue</b>	<b>Designated authority dashboard</b> <b>MIS&gt;apprenticeship&gt;Training&gt;approval&gt;Queue</b> 
		3 Under pending approval list, <u>clicking on underlined blue colored Apprentice Reg. No.</u>	
		4 On that page, Under Training details tab click on " <u>Registered Contract</u> " Portal generated Contract of Apprenticeship Training for Establishment approved candidates will be downloaded in pdf format.	<b>Select "process"</b> 
		5 Concern designated authority would <u>Print downloaded contract &amp; check details</u> of establishment approved contract.	<b>A new window for upload manually signed contract for approval.</b> 
		6 If it found ok, than designated authority would <u>sign the contract &amp; scan</u> that contract in pdf format.	
		7 Select <b>MIS&gt;apprenticeship&gt;Training&gt;approval&gt;Queue</b>	<b>Designated authority dashboard- After Contract upload</b> <b>MIS&gt;apprenticeship&gt;Training&gt;approval&gt;View</b> <b>Status-Contract generated</b> 
		8 ✓ (tick out) on <input type="checkbox"/> button place on just before Apprentice Reg. No. & select " <u>process</u> " under selection action drop-down list.	
		9 A new window will open for upload manually signed contract for approval.	<b>Final contract to Apprentice, concern Establishment &amp; concern designated authority through them E-mail.</b> 
		10 Upload manually signed contract for approval & save page. Now final contract will replace on exiting contract.	
		11 Final contract will be sent to Apprentice, concern Establishment & concern designated authority through them E-mail.	

Step No	Details	Instruction	Remarks
15	Legacy data upload	<p>1 For uploading legacy data of Apprentices (Apprentices who were joins in Apprenticeship Training previously), submit data for such apprentices in prescribed Excel sheet given herewith)</p> <p>2 Such data will be uploaded in bulk through login from state Apprenticeship Advisor at head office level.</p>	

# નેશનલ એપ્રેન્ટિસશીપ પ્રમોશન સ્કીમ

## ની ગાઇડલાઇન



## **GUIDELINES FOR IMPLEMENTATION OF NATIONAL APPRENTICESHIP PROMOTION SCHEME**

### **1. BACKGROUND**

1.1 The Apprentices Act, 1961 was enacted with the objective of regulating the program of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. Ministry of Skill Development and Entrepreneurship is the administrative ministry responsible for implementation of the Act.

1.2 The National Policy of Skill Development and Entrepreneurship 2015, launched by the Hon'ble Prime Minister on 15<sup>th</sup> July, 2015, focuses on apprenticeship as one of the key program for creating skilled manpower in India. The policy proposes to pro-actively work with industry including MSME sector to facilitate a tenfold increase in apprenticeship opportunities in the country by 2020.

1.3 Apprenticeship training is one of the most efficient ways to develop skilled manpower for industry by using training facilities available in the establishments without putting any extra burden on exchequer to set up training infrastructure. Persons after undergoing apprenticeship training can easily adapt to industrial environment at the time of regular employment. The other advantages of apprenticeship training are as follows:

- It is one of the most important schemes in terms of quality of training, experiential learning and the enhanced employability that it provides.
- It is the most promising skills delivery vehicle in the industrial/training ecosystem of the country as it provides for a structured and rigorous training programme which helps apprentices becomes skilled.
- It gives apprentices a real chance to put skills into practice and helps them to gain confidence in a working environment.

1.4 Apprenticeship Training consists of Basic Training and On-the-Job-Training/Practical Training at workplace in the industry. The basic training is an essential component of apprenticeship training for those who have not undergone any institutional training/skill training before taking up on-the-job-training/practical training. It accounts for 20-30% of overall duration of Apprenticeship Training. Apart from basic training, there is a component of on-the-job training which is performed in the establishments and undertaken by the establishment itself.

1.5. The Apprentices Act, 1961 makes it obligatory for employers to engage apprentices in designated trades and in optional trades. Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship monitors the implementation of the scheme of apprenticeship training. For CPSUs and establishment operating business in 4 or more States, it is done through six Regional Directorates of Apprenticeship Training. State Apprenticeship Advisers monitor the Scheme in State Government Undertakings and Private Establishments.

1.6 There are five categories of apprentices namely; trade apprentices, graduate apprentices, technician apprentices, technician(vocational) apprentices and optional trade apprentices.

## **2.0 Current status**

2.1 Only 2.30 lakh trade apprentices are undergoing apprenticeship training in 30,165 establishments throughout the country under the Apprentices Act, 1961 which is minuscule as compared to the total number of establishments in the country. Out of these, 36,000 apprentices are in Central Public Sector Undertakings/Central Government and 1.94 lakh apprentices are in State Public Sector Undertaking/State Government Departments and Private Sector

## **3.0. Amendments in the Apprentices Act, 1961**

3.1 The government has brought comprehensive amendments in the Act in December 2014 to make it more attractive for both industry and youth. Major changes introduced in the amendment are: replacing the outdated system of trade

wise and unit wise regulation of apprentices with a band of 2.5% to 10% of the total workforce (including contractual workers), introduction of optional trades, removing stringent clauses like imprisonment & allowing industries to out-source basic training.

#### **4.0 Potential available for Apprenticeship Training**

4..1 There are a large number of establishments where training facilities are available but these facilities have not been utilized because such establishments express their inability to come under the Act citing lack of support from Government. Compared to the size and rate of growth of economy of India, the performance of Apprenticeship Training is not satisfactory and a large number of training facilities available in the industry are going unutilized depriving unemployed youth to avail the benefits of Apprenticeship Training.

4.2 There are about 50 lakh employees in Central Public Sector Undertaking, Central Government and Banking Sector. If these establishment engage apprentices even up to the mandatory minimum limit of 2.5% of the total manpower strength, the number could reach 1,25,000. According to the fifth economic census, there are 20,62,124 MSMEs having 6 or more workers. If each establishment engages even one apprentice, the number could be 20 lakh. Therefore, there is a huge potential in apprenticeship training which remains untapped.

#### **5.0 Incentivizing Employers**

5.1 Apprenticeship training provides for an industry-led, practice-oriented, effective and efficient mode of formal training and as such strengthening of apprenticeship training needs to be given a high priority.

5.2 Although On-the-Job-Training/Practical Training facilities are available with the employers but they are not able to engage apprentices as they do not have basic training facilities. Employers are not interested to outsource apprentices for basic training to other training providers, as they have to bear the basic training

cost to be paid to the basic training providers and the stipend payable to apprentices during the basic training period.

5.3 Keeping in view the importance of Apprenticeship Training, the scheme for “Promoting Apprenticeship Training” was placed before the Cabinet for its approval and the Cabinet approved **“National Apprenticeship Promotion Scheme”**.

## **6.0 National Apprenticeship Promotion Scheme**

The scheme is for

- (i) Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to all apprentices with the employers.
- (ii) Sharing of cost of basic training with Basic Training Providers (BTP).

### **6.1 Objective of the Scheme**

The main objective of the scheme is to promote apprenticeship training and to increase the engagement of apprentices from present 2.3 lakh to 50 lakh cumulatively by 2020.

### **6.2 Components of the Scheme**

The scheme has the following two components:

- 6.2.1 Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice with the employers. The stipend support would not be given during the basic training period for fresher apprentices.
- 6.2.2 Sharing of basic training cost in respect of apprentices who come directly to apprenticeship training without any formal trade training. Basic training cost will be limited to Rs. 7500/- for a maximum of 500 hours/3 months.

### **6.3 Scope of the Scheme**

This scheme will cover all categories of apprentices except the Graduate, Technician and Technician (Vocational) apprentices which are covered by the scheme administered by Ministry of Human Resource Development

### **6.4 Scheme Targets**

Target under the scheme shall be 5 lakh apprentices in 2016-17, 10 lakh apprentices in 2017-18, 15 lakh apprentices in 2018-2019 and 20 lakh apprentices in 2019-20. The engagement of fresher apprentices shall be 20% of total annual target.

### **6.5 Implementing Agencies**

6.5.1 Regional Directorates of Apprenticeship Training (RDATs) under the control of Directorate General of Training will act as implementing agencies in their regions for Central Public Sector Undertaking and establishments operating their business in 4 or more States.

6.5.2 State Apprenticeship Advisers will act as implementing agencies for state public sector and private establishments under their jurisdiction.

### **6.6 Key features**

#### **6.6.1 Wider options for the apprentices- integration with other schemes**

Courses under PMKVY/MES will be linked with apprenticeship training. These courses will be given the status of optional trades & the relevant practical content for On-the-Job training will be added by SSC/NCVT as the case may be. The total duration of On-the-Job/Practical training for these courses will be of one year (excluding the period of basic training)

### **6.6.2 Ease of Administering through technology**

(i) Online portal would be used for administering the implementation of the Apprenticeship Training. It will address the requirements of all key stakeholders.

(ii) Portal will facilitate:

#### **For Industry**

- On-line registration
- Declare apprenticeship seats/vacancies
- Search & shortlist candidates specific to sector, trades, region etc.
- Issue offer letters to candidates for engaging as apprentices
- Submit contract of apprenticeship on-line for approval by respective RDAT/State Apprenticeship Advisor
- Monitoring of apprenticeship training.
- On-line submission of returns and records
- On-line submission of claims.
- Online payment of Government share

#### **For candidates**

- On-line registration indicating their sector/trades of choice
- Sending application to potential employers for apprenticeship training,
- Online receipt and acceptance of offer letters from establishments
- Process all necessary contractual obligations online.
- Search and select Basic Training Provider (BTP) specific to sector, trades and region

**For Regional Directorates of Apprenticeship**  
**Training/State Apprenticeship Advisers(SAA)**

- Review & approve contracts of apprenticeship
- Monitor the implementation of apprenticeship training
- Receipt and review of claims from employers
- Online payment of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to the employers
- Receipt and review of applications from BTP by RDATs
- Receipt of Inspection report and approval of BTP by RDATs
- Receipt and review of claims from BTP on-line.
- Payment of cost of basic training to BTPs

**For Basic Training Provider (BTP)**

- On-line registration
- Declare basic training seats/vacancies
- Search & shortlist candidates specific to sector, trades, region etc.
- Provide basic training to apprentices who have been sponsored by a employer after execution of contract with apprentice
- Placement of apprentices for on-the-job training with employer after basic training.
- On-line submission of claims.

(iii) Portal will also facilitate for time bound approval of contract of apprenticeship, centralized database for compliance and monitoring, online verification of candidates profile, management of on-line examination for generation and issue of hall tickets.

### **6.6.3 Involvement of States/UTs**

As per the Apprentices Act, monitoring of apprenticeship training in State Public Sector Undertakings and Private Sector Establishments is done by the respective State Governments. Generally, it has been seen that State Governments do not play an active role in promoting apprenticeship training so it has been decided to involve the states in implementing the new scheme. State Apprenticeship Council will be entrusted to setup an Apprenticeship Cell in each State and their responsibilities will include monitoring the implementation of this scheme.

### **6.6.4 Promoters and facilitators for Apprenticeship Training**

(i) Facilitators/Promoters in the system are essential for mobilizing the apprentices. Since this scheme involves multiple stakeholders, the role of facilitators becomes important. Facilitators can also create awareness among the employers which is generally lacking in our country. The facilitators can also play a major role in coordinating between basic training providers and the employers for on-the-job training.

## **7.0. Communication campaign**

### **(i) Workshop/Seminars**

Meetings/Workshops will be organized with all stakeholders including CII, FICCI, ASSOCHAM, Sectoral Associations and local industry chambers/clusters.

### **(ii) Publicity & advertisements using both print and electronic media.**

### **(iii) Brand Ambassadors**

Appointing Brand Ambassadors for states and for local industrial clusters to act as facilitators and promoters to promote apprenticeship training. Brand Ambassadors may be from large, medium and small industries. These will be actual practitioners & will include those

employers who have/are engaging apprentices. Brand ambassadors will be formally recognized by granting them certificates/badges.

## **8.0 Implementation plan**

### **8.1 Eligibility of Employer**

- Employer is any person/entity who has business in any trade or occupation.
- The employers interested to avail the benefits of the scheme must fulfill the following:
  - Employer shall engage apprentices in a band of 2.5% to 10% of the total strength of the establishment
  - Employers must be registered with EPFO/ESIC/LIN/UDYOGAADHAR
  - Employers must have TIN number.
  - Employers must register on the apprenticeship portal.
  - Employers must have an aadhaar linked bank account

### **8.2 Eligibility of Apprentice**

- An apprentice is a person who has made contract of apprenticeship with the employer for apprenticeship training under the Act.
- Apprentices can be engaged from the following four categories:
  - (i) Trainees passed out from ITI courses
  - (ii) Trainees under dual-learning mode from ITIs
  - (iii) Trainees who have completed PMKVY/MES courses
  - (iv) Candidates who possess minimum educational qualification required for a trade and have not undergone any formal trade training (Fresher apprentices)
- Apprentice must fulfill the following:
  - He/she has completed 14 years of age and fulfills other requirements of the Apprentices Act, 1961.

- Every apprentice has to register on the portal.
- Every apprentice must have an aadhaar number.
- Must possess minimum age, educational and physical qualification prescribed for the trade
- Maximum age in respect of apprentices mentioned at (iv) above shall be 21 years.
- Number of apprentices mentioned at (iv) above may be upto 20% of the target in a year.

### **8.3 Eligibility of Basic Training Providers**

- (I) Basic Training Provider (BTP) is an entity who has the facilities for imparting basic training to apprentices.
- (II) Types of BTPs:
  - Government & Private Industrial Training Institutes.
  - Industries/ establishments with in-house basic training facilities.
  - BTP set up/supported by Industry clusters
- (III) Selection of BTP:
  - Government/Private ITI will automatically get selected as a BTP provided that they have spare seats (within overall affiliation) for running basic training. Spare shifts may be used for basic training.
  - BTP will have to apply through portal for registration
  - RDAT will review the application of BTP
  - RDAT will arrange for physical inspection of BTP by a committee constituted for this purpose.
  - Submission of Inspection report on-line by the committee.
  - Review of inspection report and approval of BTP by RDAT
  - Selection and offer to BTP on-line by RDAT.

- (IV) BTPs interested to avail the benefits of the scheme must fulfill the following:
- After approval, they can get registered
  - BTP must be registered on the apprenticeship portal.
  - BTP must have an aadhaar linked Bank Account.

#### **8.4. Fields of apprenticeship training**

Apprenticeship training can be provided to apprentices both in designated and optional trades.

*(i) Designated trade*

Designated trade means any trade or occupation as notified by the Government. At present, there are 259 designated trades are available for apprenticeship training (List is in annex-I).

*(ii) Optional trade*

- (a) PMKVY/MES–Courses under PMKVY/MES with a duration of minimum 500 hrs. as basic training component and a one year practical content for on-the-job component designed by SSC/NCVT will be declared as optional trades.
- (b) Created by employer –In a trade decided by employer with a duration of minimum 500 hrs. as basic training component and a one year practical content for on-the-job component, designed by employer and uploaded on the apprenticeship portal.

List of courses under PMKVY/MES, which have been declared as optional trades, is given at Annexure-II (will be uploaded soon).

## **8.5 Duration of Apprenticeship Training**

Apprenticeship Training consists of Basic Training and On-the-Job-Training/Practical Training at the workplace in the industry. Duration of apprenticeship training for different routes for getting the financial benefits of the scheme will be as follows:

Routes of apprenticeship training	Duration of Basic Training	Duration of Practical Training/On-the-job-Training	
		Maximum	Minimum
ITIs pass-outs	Not required	1 year	2 years
PMKVY/SDI	„	1 year	2 years
Dual-learning mode from it is	„	5 to 9 months	
Fresher apprentices	3 months	1 year	2 years

## **8.6. Contract of apprenticeship**

Employer may shortlist candidates' specific to sector, trades, region etc. and offer letters to candidates for engaging through portal. Employer may also select apprentices off-line and upload the details of apprentices before start of apprenticeship training on the portal. Contract of apprenticeship must be entered between apprentice and the employer. The contract of apprenticeship must be registered with concerned Apprenticeship Adviser through the portal.

## **9.0 Processing of Claims**

### **9.1 Payment of reimbursement claims towards stipend to the Employers**

- (i) Payment of full rate of prescribed stipend, including Government of India's share shall be paid to apprentices by

- the establishment through the aadhaar linked bank accounts of apprentices. For this purpose, the employers are required to seek bank details from the apprentices.
- (ii) Establishments are required to upload a proof for payment of full amount of stipend to the apprentice alongwith the attendance particulars. Government of India's share will be reimbursed on a quarterly basis by the respective RDAT or SAA.
  - (iii) Concerned RDATs/States will verify the information uploaded by the establishment and on confirmation of the training conducted and full amount of stipend paid, they will reimburse the payment to establishments' bank account within 10 days from the receipt of claims from the employers.
  - (iv) Payment for the last quarter shall be made only after passing the final trade test by the apprentice and adjusting for dropouts.
  - (v) Employers will have to sign a undertaking to inform the concerned RDAT/SAA about any dropouts.

## **9.2 Sharing of Basic Training Cost to Basic training Providers**

The following procedure shall be adopted under the scheme for payment of basic training cost i.e. Rs. 7500/- per apprentice for 500 hours/3 months:

- (i) RDATs/States will make the payment towards cost of basic training to Basic Training Providers through their bank account. Rs. 5000/- per apprentice as a basic training cost shall be made after successful completion of basic training and the remaining basic training cost i.e. Rs. 2500/- per apprentice shall be paid after completion of apprenticeship training by the apprentice.

## **10.0 Monitoring of the establishments**

Monitoring is required to ascertain the status of implementation of the scheme. Therefore, it is expected that 5% to 10% of the total beneficiary establishments under the scheme would be subject to actual physical verification every year. They will be selected on a computerized random basis.

## **11.0 Eligibility and role of Brand Ambassadors**

- Have undergone apprenticeship training and are successful in their field.
- Employers engaged or engaging apprentices.
- They will be selected/appointed by respective RDAT's.
- Brand ambassadors will be paid @ 2500/- per day whenever they are called for any workshops/seminar/meeting. They would also be reimbursed travel expenses at actuals whenever they are required to travel.

# નેશનલ એપ્રેન્ટિસશીપ ટ્રેનિંગ સ્કીમ

## (N.A.T.S.) નું Brochure





# NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS)

## ESTABLISHMENT BROCHURE

Ministry of Human Resource Development  
Department of Higher Education  
Government of India

NATS HELPS YOU TO GROW YOUR BUSINESS - MAKE THE RIGHT CONNECTIONS



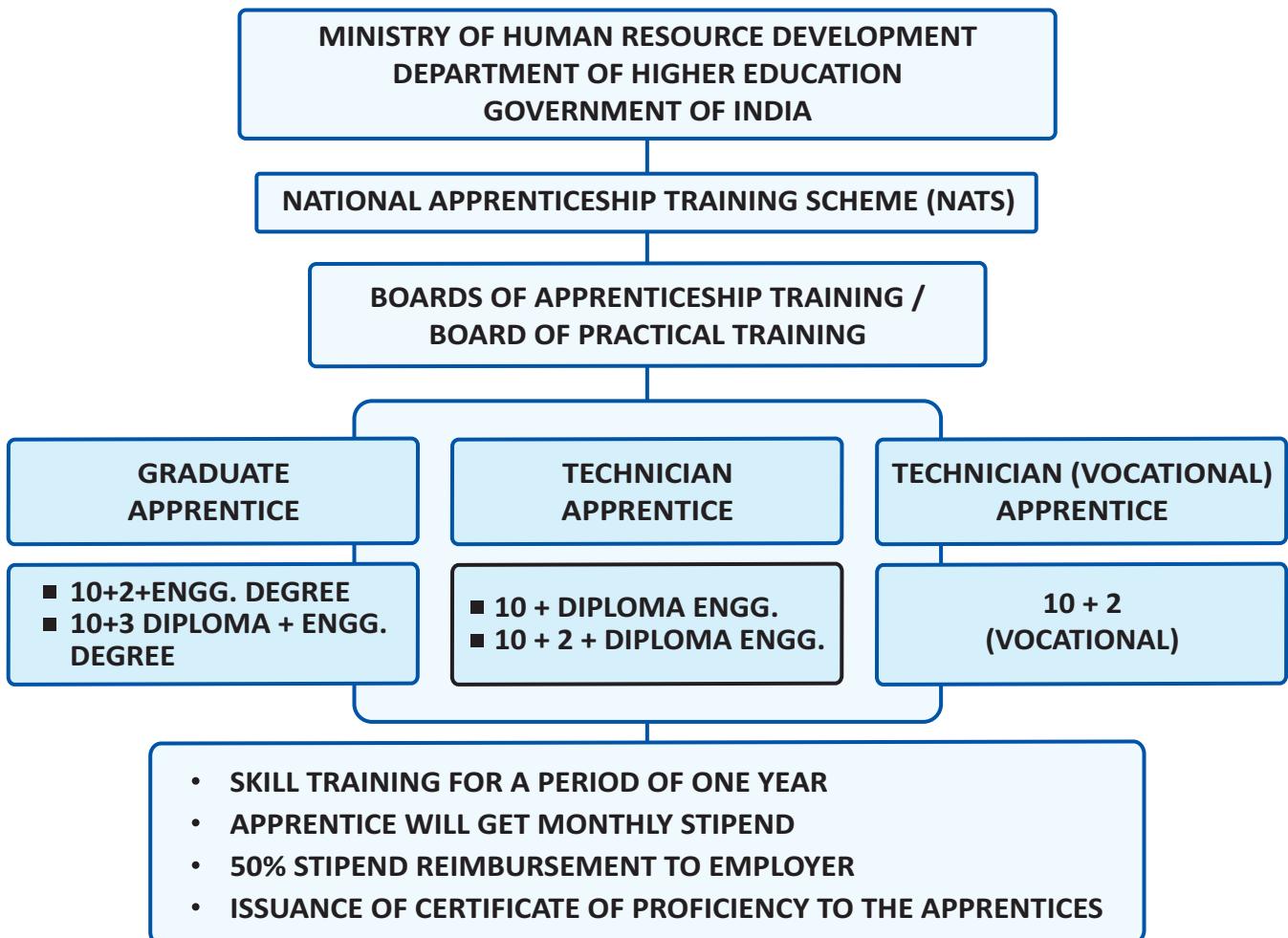
[www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)

## About The Scheme

The importance of industrialization was emphasized by the Government of India in order to provide job opportunities for the vast majority of the people and to achieve economic growth. The various skills needed for the industries were identified.

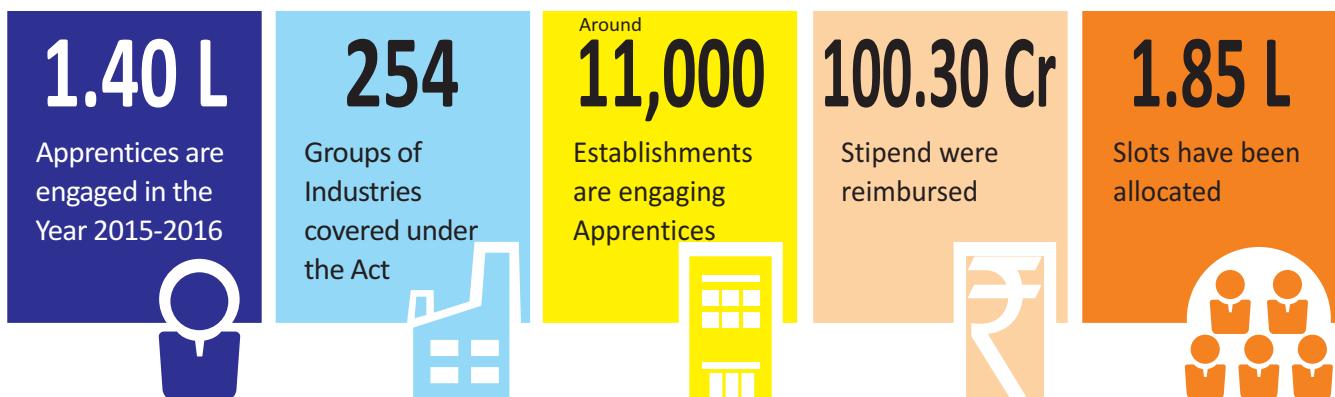
In order to meet the requirements of the industries, the Government of India decided to utilize the facilities available in the industries for training of fresh graduates, diploma holders in Engineering / Technology, Pharmacy, Architecture, Hotel Management & Catering Technology, Library Science, and pass out of 10 + 2 level vocational courses and students of sandwich courses of engineering colleges and polytechnic colleges under the category of Graduate, Technician, Technician (Vocational), Graduate sandwich, Technician sandwich Apprentices respectively under the purview of the Apprentices Act 1961 as amended in 1973, 1986, and 2014 and the Apprenticeship Rule 1992 (as amended in 2015). The Schematic representation of National Apprenticeship Training Scheme is as under;

## Implementation Methodology of NATS

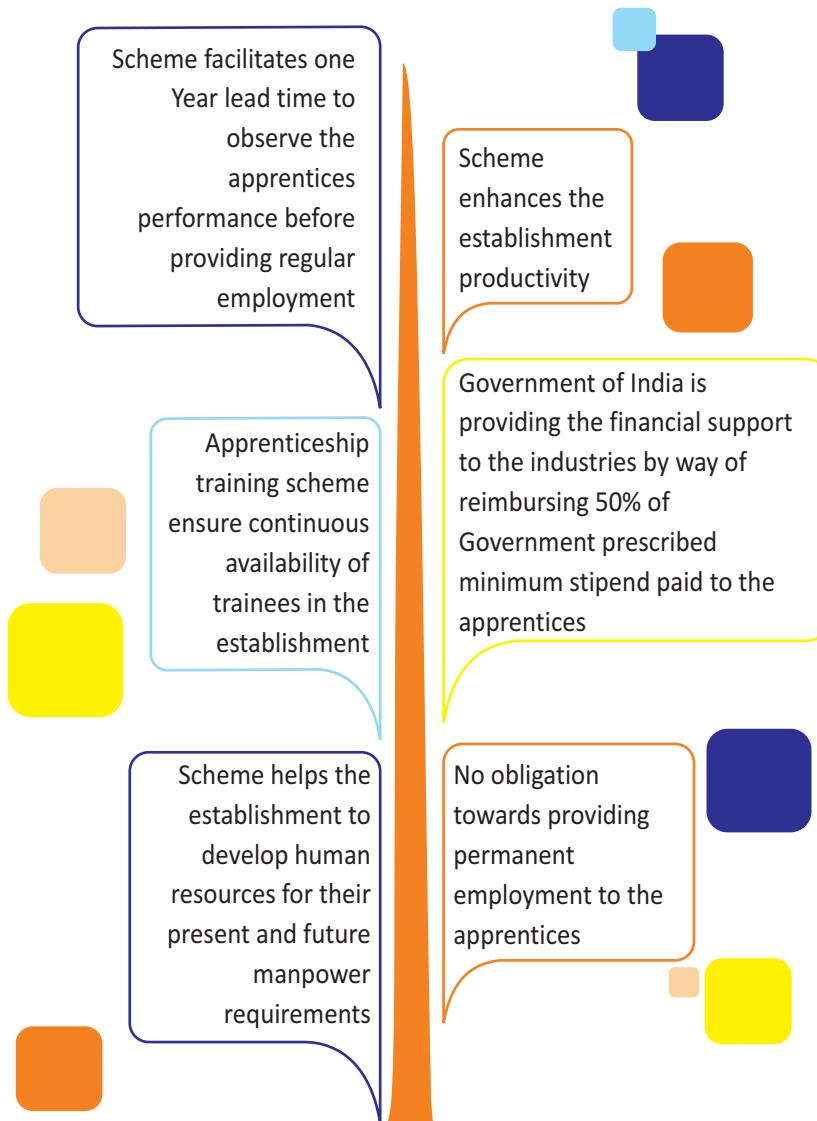


## Coverage

It is obligatory on part of the every employer from Central, State and Private Sector Establishments having requisite training Infrastructure as laid down in the Act to engage the Apprentices.



## Benefits of The Scheme

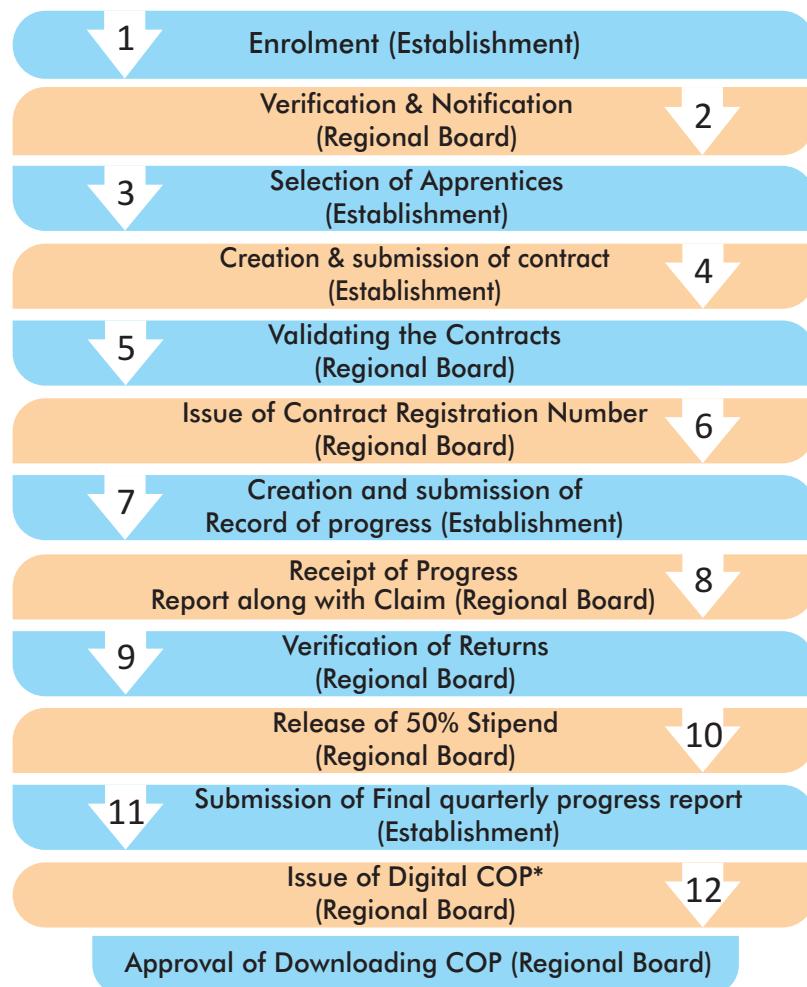


## Objectives of The Scheme

- To bridge any gaps, the practical/hands on Skill of fresh graduates, diploma holders in engineering & technology and + 2 vocational pass-outs that they do not acquire during their study in colleges.
- Facilitate the employers to develop disciplined & regulated skilled manpower to meet the present and future manpower requirement which will help them to face the challenges of technology growth in the industries at the competitive cutting edge in global market.
- Help prospective employers in making better selection for regular employment.

# Implementation Procedure of National Apprenticeship Training

## SCHEME FLOW DIAGRAM (ON LINE) [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)



### SURVEY AND NOTIFICATION

The Boards of Apprenticeship Training/Board of Practical Training identify the Industries for notification as per the Section 8(1) of The Apprenticeship Act 1961(as amended in 2014) and Rule 7(B) of The Apprenticeship Rule 1992, (as amended in 2015).

For Notification the eligible establishments shall enrol / register online through the National web portal [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in) After registration the establishments are requested to submit the scanned copies of the following documents to the concerned Regional Boards for validation.

1. Request Letter/ E-mail
2. Brief profile about establishment
3. Latest Income Tax Return
4. Structured Training Module
5. Certificate of Incorporation / Memorandum of Association

\*COP- Certificate of Proficiency

### Salient Features of NATS

Several employees may join together either themselves or through an agency approved by Regional Central Apprenticeship Advisor for the purpose of providing apprenticeship Training to the apprentices engaged by them

Students should not have completed three years after passing of the qualifying examination

All transactions are made online by launch of National Web Portal (Enrolment, Contract Submission, Claim Submission, Record of Progress, Training completion report, Issue of Digital Certificate of Proficiency)

Period of training is one year. Establishment can engage apprentices at any point of time throughout the year

Students should not have work experience of one year or more and not undergone Apprenticeship Training elsewhere

Apprentices are entitled for leave and holiday as observed in the Establishment in which he/she is undergoing training

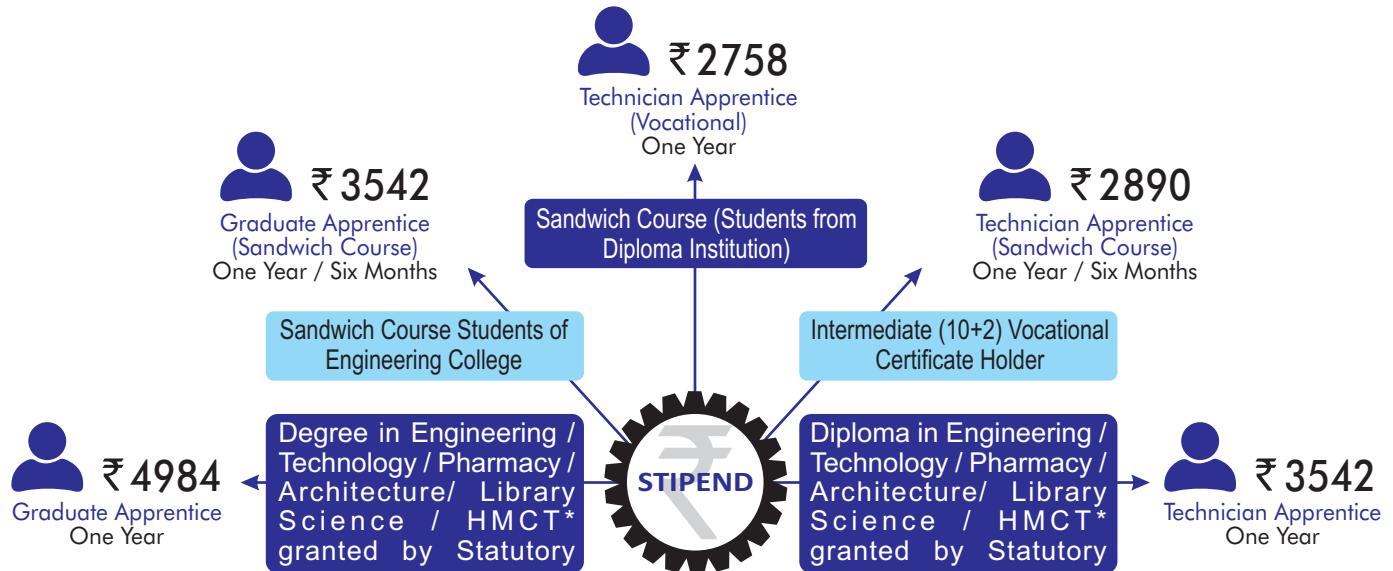
Establishment can engage apprentices from any part of the country considering the eligibility criteria

Subject fields have been designated for the category of Graduate / Technician Apprentices and Technician (Vocational) Apprentices, in addition to that optional trades are also available

Employers have to fulfill their obligation under the Act

Establishment operating business through different regions of India can implement the scheme from any one of the Boards under PAN India basis

## Stipend



\*The stipend to be paid before 10th day of the following month as per the Apprenticeship Rules 2015 Rule 11(3)

- Government of India revises the monthly rate of stipend periodically.
- Establishments are free to pay higher stipend.

## Apprentice Selection Process

### Establishment Mode of Selection Process

- From the database of aspirants enrolled on the National Portal [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)
- Establishment own advertisement
- Campus Recruitment in Technical and Vocational Institutes
- Participating in Centralized Pattern of Selections organised by Boards of Apprenticeship / Practical Training
- Candidates approaching directly to the Establishments

**Note :** The selection of apprentices is prerogative of the training establishments. If selection of apprentices is done as per the method above, establishment will ensure that the selected candidates are enrolled in the national portal : [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in) before commencement of their training .  
(For Role of Establishment in NATS please visit [www.bopter.gov.in](http://www.bopter.gov.in))



The screenshot shows the official website for the National Apprenticeship Training Scheme (NATS). The header includes the NATS logo, the text "National Apprenticeship Training Scheme (NATS)", "Instituted by Board of Apprenticeship Training / Practical Training", "Ministry of Human Resource Development, Government of India", and links for "Home", "About Us", "Students", "Industries", "Institutions", "Login", and "Register". A small Indian flag icon is also present. The main banner features the text "Apprenticeship Training : A step towards employment" and a subtext box stating "A National Scheme For Providing Skill Training To Fresh Graduates, Diploma Holders In Engg. & Tech. And +2 Vocational Pass Outs." Below the banner is a collage of several photographs showing various apprenticeship training activities.

## How to Register in Web Portal

- Step 1** : Enter [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in) in a web browser
- Step 2** : Click Register, select establishment and click register
- Step 3** : Enrolment type select category - Establishment
- Step 4** : Fill all the details. Hence all communication will be sent to factory / place of training e-mail-id. A unique e-mail-id will be given to you for login and it cannot be changed
- Step 5** : Fill manpower, infrastructure for imparting training and apprentices requirement details
- Step 6** : Before declaration ensure all the details entered are correct & click submit button
- Step 7** : After completion of 7 steps, the system will generate a user name, e-mail-id and password
- Step 8** : Enrolled establishment can login [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)
- Step 9** : Establishment can see training & placement, job fair and contract details in the Home page

## Required Documents for Registration

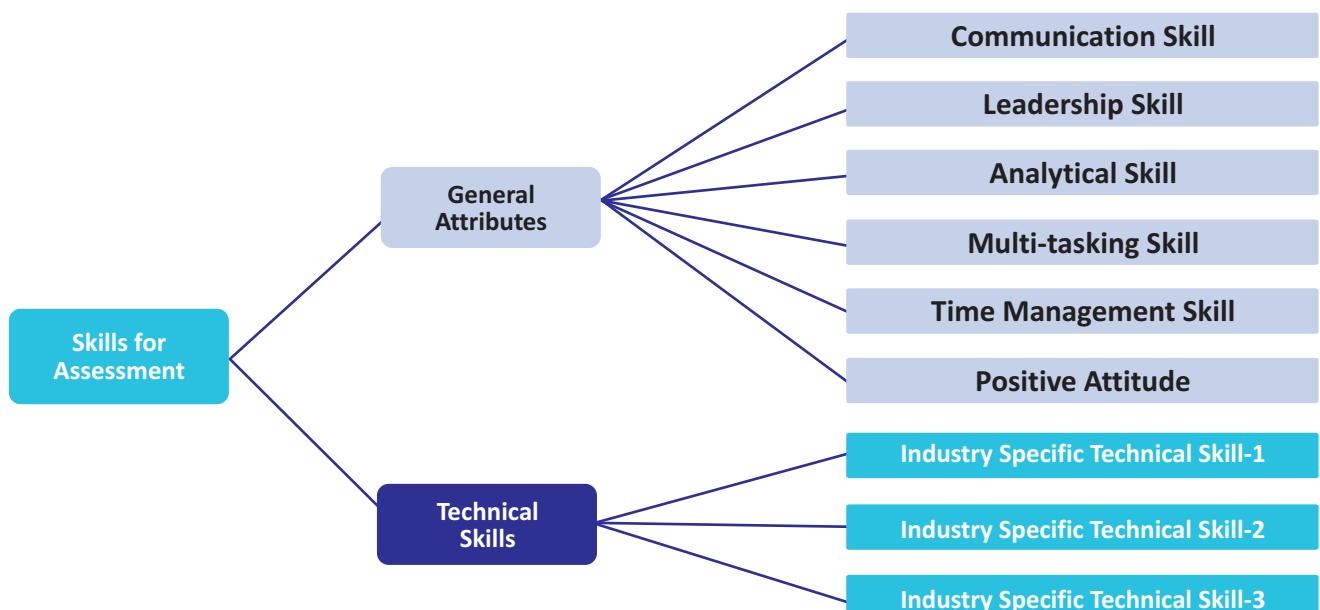
1. Head office / Corporate office / Factory address, Contact person, Phone, Mobile & e-mail id details
2. Current Manpower, Infrastructure for imparting training & Apprentices requirement details
3. After registration, please submit the scanned copies of the documents as mentioned in Survey & Notification to the concerned Regional Board for validation

## Creation of Apprenticeship Contract

- Every contract of apprenticeship entered into under sub-section (1 of section 4 of the Act) shall be sent by the employer within thirty days to the Apprenticeship Adviser until a portal-site is developed by the Central Government and thereafter the details of contract of apprenticeship shall be entered on the portal-site within seven days, for verification and registration.
- In the case of objection in the contract of apprenticeships, the Apprenticeship Adviser shall convey the objection to the employer within fifteen days from the date of its receipt.
- The Apprenticeship Adviser shall register the contract of apprenticeship within thirty days from the date of its receipt.

## Imparting Training To The Apprentices:

- Every employer is required to ensure continuous development of six most important General Skills benchmarked with the best practices mentioned as Skill Sub-sets under each skills and it will be implemented by all employers for assessment and certification purpose.
- Every employer is required to formulate and implement training program for developing technical skills categorized in different areas of specialization. The employer is to offer training to apprentices for development of technical skills in maximum three areas of specialization.
- The formulated training program in different areas of specialization for development of technical skill is required to be approved by the concerned Regional Central Apprenticeship Adviser.
- The training programs over a period of one year should have the provisions for development of general skills under Communication Skill, Leadership Skill, Multi Tasking Skill, Analytical Skill, Time Management Skill and Positive Attitude as well as in area of specialization under Technical Skills. The training establishment is to conduct quarterly skill assessment and ensure that the requisite inputs in terms of classroom/lectures/audiovisual programs/journals/literatures are provided time to time to the apprentices so as to develop the combo of general skill as well as technical skills to the extent defined in the Certification & Assessment model.



## Quarterly Assessment of The Skills

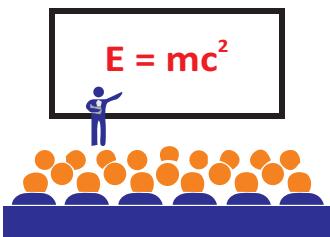


Apprentice Progress shall be recorded Online, on a quarterly basis in a format indicating the skill imparted to the Apprentices and shared with the Apprentices too

A continuous system of skill development & Assessment is followed



It shall be endeavor of the establishment to provide additional training and inputs to apprentices so as to ensure 100% success rate



In case of no improvement in the skill set of the apprentices the training establishment shall take adequate corrective measures to ensure the progress in skill development in the subsequent quarters



Ministry of Human Resource Development  
Department of Higher Education  
Government of India



IMPLEMENTING AUTHORITY

REGIONAL BOARDS	STATES UNDER PURVIEW	CONTACT DETAILS
 <b>Eastern Region, Kolkata</b>	Nagaland, Sikkim Orissa, Mizoram Manipur Jharkhand Bihar, Assam Andaman & Nicobar Arunachal Pradesh Meghalaya Tripura West Bengal	Director & Regional Central Apprenticeship Adviser <b>Board of Practical Training (ER)</b> Block-EA, Sector-1, Salt Lake City (Opp. To Labony Estate), Kolkata - 700064  Phone : 033-2337 0750 / 2337 0751 E-mail : inf@bopter.gov.in Website : <a href="http://www.bopter.gov.in">www.bopter.gov.in</a> Portal : <a href="http://www.mhrdnats.gov.in">www.mhrdnats.gov.in</a>
 <b>Northern Region, Kanpur</b>	Delhi Haryana Himachal Pradesh Uttar Pradesh Jammu & Kashmir Punjab Rajasthan Uttarakhand Chandigarh	Director & Regional Central Apprenticeship Adviser <b>Board of Apprenticeship Training (NR)</b> Plot No.16, Block-1 Lakanpur, G.T.Road, Kanpur - 208 024  Phone : 0512-2584056 / 2584057 / 2580349 E-mail : admin@boatnr.org / info@boatnr.org Website : <a href="http://www.bopter.org">www.bopter.org</a> Portal : <a href="http://www.mhrdnats.gov.in">www.mhrdnats.gov.in</a>
 <b>Southern Region, Chennai</b>	Tamil Nadu Telangana Andhra Pradesh Karnataka Kerala Puducherry Lakshadweep	Director & Regional Central Apprenticeship Adviser <b>Board of Apprenticeship Training (SR)</b> 4th Cross Road, CIT Campus, Taramani, Chennai - 600 113  Phone : 044-2254 2236 / 2254 2703 E-mail : boat_sr@vsnl.net Website : <a href="http://www.boatsr-apprentice.tn.nic.in">www.boatsr-apprentice.tn.nic.in</a> Portal : <a href="http://www.mhrdnats.gov.in">www.mhrdnats.gov.in</a>
 <b>Western Region, Mumbai</b>	Chattisgarh Maharashtra Madhya Pradesh Gujarat Goa Daman Diu & Dadra Nagar Haveli	Director & Regional Central Apprenticeship Adviser <b>Board of Apprenticeship Training (WR)</b> 2 <sup>nd</sup> Floor, Administrative building, ATI Campus, V.N. Purav Marg, Sion, Mumbai - 400022  Phone : 0512-2584056 / 2584057 / 2580349 E-mail : admin@boatnr.org / info@boatnr.org Website : <a href="http://www.bopter.org">www.bopter.org</a> Portal : <a href="http://www.mhrdnats.gov.in">www.mhrdnats.gov.in</a>

# બેઝિક ટ્રેનિંગ પ્રોવાઇડરની

## ગાઇડલાઇન



## **NATIONAL APPRENTICESHIP PROMOTION SCHEME (NAPS)**

### **GUIDELINES FOR BASIC TRAINING PROVIDERS**

#### **BACKGROUND**

Apprenticeship training is one of the most efficient ways to develop skilled manpower for industry by using training facilities available in the establishments without putting any extra burden on exchequer to set up training infrastructure. Persons after undergoing apprenticeship training can easily adapt to industrial environment at the time of regular employment. The other advantages of apprenticeship training are

- It provides quality of training, experiential learning and the enhanced employability.
- It provides for a structured and rigorous training programme which helps apprentices becomes skilled.
- It gives apprentices a real chance to put skills into practice and helps them to gain confidence in a working environment.

Apprenticeship training consists of Basic Training and On-the-Job-Training/Practical Training at workplace in the industry. The basic training is an essential component of apprenticeship training for those who have not undergone any institutional training/skill training (Fresher Apprentices) before taking up on-the-job-training/practical training. It accounts for 20-30% of overall duration of apprenticeship training. On-the-job training is performed in the establishments.

Keeping in view the importance of Apprenticeship training for Promoting Apprenticeship Training A new scheme “National Apprenticeship Promotion Scheme (NAPS)” launched by the Honorable Prime minister on 19.12.2016. The scheme provides the

- Reimbursement of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to all employers. The stipend support would not be given during the basic training period for fresher apprentices.
- Sharing of basic training cost in respect of apprentices who come directly to apprenticeship training without any formal training. Basic training support would be Rs. 7500/- for a maximum of 500 hours/3 months.

Target under the scheme shall be 5 lakh apprentices in 2016-17, 10 lakh apprentices in 2017-18, 15 lakh apprentices in 2018-2019 and 20 lakh apprentices in 2019-20. The engagement of fresher apprentices shall be 20% of total annual target.

Fresher apprentices are those apprentices who possess minimum educational qualification required for a trade and have not undergone any formal Institutional training.

## **1.0 Basic Training Provider (BTP)**

- 1.1. Basic Training Provider (BTP) is an entity who has adequate/necessary facilities for a trade and providing basic training to apprentices engaged by an establishment as a fresher apprentices.
- 1.2. Basic Training is imparted to the fresher apprentices by a BTP for acquiring a reasonable ability to handle Instruments/Machineries/Equipment independently prior to being moved to Shop Floor/Work Area for practical training / On-Job-Training.
- 1.3. Types of BTPs
  - a. Government & Private Industrial Training Institutes( ITIs) affiliated to NCVT
  - b. Industries/ establishments with “In-House Basic Training facility”
  - c. Basic Training Centre set up/supported by Industry clusters/ Sector Skill Councils

## **2.0 Procedure for registration and Selection of BTP:**

### **2.1 Government/Private ITI s affiliated to NCVT:**

- a. Government & Private Industrial Training Institutes (ITIs) already affiliated to NCVT can register to become a BTP.
- b. ITIs to apply through apprenticeship portal using their NCVT affiliation MIS code. For this purpose, a separate BTP module is available in the portal for registration.

- c. ITIs can act as BTP only for the NCVT affiliated trades/units..
- d. ITIs can use only the spare seats (available within overall affiliation)/ units for BTP purpose or can opt for a separate shift in the NCVT affiliated trades for apprentices.
- e. The ITI registering to act as a BTP must have a Bank account.
- f. On submission of relevant details through portal by the Industry/establishment, their application will be shown in the concerned RDAT page under the portal
- g. RDAT will take action to verify/ cross check using the MIS portal the following details:
  - i. status of affiliation, list of trades/ units affiliated
  - ii. list of active trades in the ITI
  - iii. present status of admission
  - iv. availability of spare seats, if any.
- h. On fulfillment of above requirements concerned RDAT shall approve and allot the ITI a BTP registration number online.
- i. On allotment of BTP registration number, concerned ITI can conduct Basic Training in trades allotted by RDAT.
- j. Establishment deputes its apprentices to a BTP after signing of apprenticeship contract.
- k. Institute Management Committee (IMC) of Government ITI can also register as a BTP using the MIS code Government ITI

## **2.2 Industries/ establishments with “In-House Basic Training facility”**

- a. “In-House Basic Training facility” includes staff, space, tools and equipment and other allied infrastructure in an Industry/establishment. For providing basic training in “designated trade” or “Optional trade” the Industry/establishment are required to refer to the prescribed syllabus made available in the portal before applying to register as a BTP. Also, Industry/establishment is invited to refer to section 3 of this guideline.
- b. Industries/ establishments having “In-House Basic Training facility” will register through apprenticeship portal.
- c. The applicant Industry/ establishment can opt to provide basic training for one or more sector(s) along with the designated trade or an optional trade corresponding to that/those sector(s).
- d. The Industry/establishment registering to act as a BTP must have a Bank account.

- e. On submission of relevant details through portal by the Industry/establishment, their application will be shown in the concerned RDAT page under the portal
- f. RDAT will take action to review the application and before grant of approval will verify for adequate availability of staff, space, tools & equipment, power connection to administer basic training. In addition to the above, requisite computer facilities with internet and other accessories must be available.
- g. On fulfillment of above requirements RDAT shall approve and allot a BTP registration number online to the Industry/establishment. However, the BTP Registration number will be linked with the establishment registration code under the apprenticeship portal.
- h. On allotment of BTP registration number, concerned establishment can conduct Basic Training in trades allotted by RDAT.
- i. Establishment deputes its apprentices to its “In-House Basic Training facility” through the portal.

### **2.3 Basic Training Centre set up/supported by Industry clusters association / Sector Skill Council\***

\*Notified under NSDC, Govt of India

- a. “Industry cluster association”/ Sector Skill Council is required to refer to the prescribed syllabus made available in the portal before applying to register as a BTP. Also, it is invited to refer to section 3 of this guideline.
- b. Industry cluster associations / Sector Skill Council will apply through apprenticeship portal for registration.
- c. The applicant Industry cluster association / Sector Skill Council is required to opt for sector(s) along with a designated trade or an optional trade corresponding to that sector.
- d. The Industry clusters association/Sector Skill Council registering to act as a BTP must have a Bank account.
- e. Industry cluster Associations registering as a BTP, in case if they do not possess the required space, staff and necessary tools and equipment as per syllabus can tie-up with nearby NCVT affiliated ITIs (One or more NCVT affiliated ITI as the case may be), Polytechnic Colleges. Industry cluster associations may also tie-up with Commercial training/skilling provider accredited/ approved for conducting Government run skill development schemes like Pradhan Mantri Kaushal Vikas Yojana

(PMKVKY), Udaan, Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) under Ministry of Rural Development (MoRD) etc. In the case of Sector Skill Councils, they can utilize the affiliated Training partners under them. However, Industry cluster association / Sector Skill Councils must take into account the distance between such external Institutions (ITIs/Polytechnic Colleges/ Commercial Training/ Skilling Centre/ Skill provider/ Training Partner) and the Industry cluster or the establishment as the case may be.

- f. On submission of relevant details through portal by the Industry cluster association, their application will be shown in the concerned RDAT page under the portal.
- g. RDAT will take action to review the application and before grant of approval will verify for adequate availability of staff, space, tools & equipment, power connection to administer basic training. In addition to the above, requisite computer facilities with internet and other accessories must be available. RDAT will verify the external training partners as stated in para-2.2.e; as the case may be.
- h. On fulfilment of above requirements RDAT shall approve and allot a BTP registration number online to the Industry cluster association / Sector Skill Council. Also, RDAT will allocate External Institution registration no. for the external Institutions (EIs) associated with the BTPs. However, for NCVT affiliated ITI, the EI Registration number will be the ITI code under NCVT portal.
- i. On allotment of BTP registration number, Industry cluster association / Sector Skill Council can conduct Basic Training in trades allotted by RDAT.
- l. Establishment deputes its apprentices to a BTP after signing of apprenticeship contract.

### **3.0 Payment of Basic Training Cost**

- a. The establishment engaging the “fresher” apprentices must first have the apprenticeship contract signed with the apprentices.
- b. After signing of contract of apprenticeship, employer shall depute apprentices to the approved BTP for basic training.
- c. BTP will be provided with a Basic training support of Rs. 7500/- for 500 hours/3 months per apprentice. However, Sector Skill Council (SSC) acting as BTP will be provided basic training support only for those courses for which they are not getting any financial support from Central Government.

- d. For an apprentice undergoing 2 year training, a BTP can claim basic training support for a period not more than 3 months during a year.
- e. During the period of basic training, monthly attendance of apprentices will be uploaded by the BTP in the apprenticeship portal.
- f. BTP shall upload the details of completion of basic training and the claim of basic training cost in the apprentice portal.
- g. RDAT shall scrutinize the claim and make the payment of Rs 5000 per apprentices towards cost of Basic Training to BTP through their bank account in the first instance.
- h. Under normal circumstances, claim cannot be fragmented among many BTPs.
- i. A BTP cannot cease to function during the mid of a basic training session. However, if it ceases from operating during the course of a training, it cannot make a claim for basic training cost on any circumstances.
- j. If a BTP ceases from operating during the course of training, the establishment or Industry cluster association has to make a fresh arrangement with another BTP near to the vicinity so that the basic training for apprentices are not affected. However, the new BTP can make a claim only for the period of actual basic training it has offered on a pro-rata basis in both instances viz. first instance Rs 5000/- and 2<sup>nd</sup> instance Rs. 2500/-

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શ્રમ અને રોજગાર વિભાગનો

તા. ૦૬/૦૪/૧૮નો ઠરાવ ક્રમાંક :

તલમ/૧૨/૨૦૧૮/ ૫૧૬૬૦/આર-૨



વિભાગ-૧ નવી બાબતવર્ષ-૨૦૧૮-૨૦૧૯  
“મુખ્યમંત્રી એપ્રેન્ટીસશીપ તાલીમ યોજના” અંતર્ગત  
સાપેક્ષ એપ્રેન્ટીસ તરીકે રાખનાર એકમને પ્રોત્સાહન  
આપવા બાબત.

ગુજરાત સરકાર  
ગ્રમ અને રોજગાર વિભાગ,  
નાચ ક્રમાંક : તલમ/૧૨/૨૦૧૮/૬૧૬૫૦/આર-૨  
સચિવાલય, ગાંધીનગર  
તારીખ-૦૬/૦૪/૨૦૧૮

#### વચાણે લીધો:

- (૧) નિયામક, રોજગાર અને તાલીમ, ગાંધીનગરનો તા-૨૮/૦૧/૧૮નો પત્ર ક્રમાંક:રોતાનિ/એ.ટી.એસ./૭/૧૮/૪૨૪.  
(૩) સરખા ક્રમાંકની ફાઇલ પર નિયામક, રોજગાર અને તાલીમ, ગાંધીનગરની તા-૦૭/૦૩/૨૦૧૮ની નોંધ.

#### પ્રસ્તાવના:-

કોઈ પણ રાષ્ટ્રના ઔદ્યોગિક વિકાસ માટે માનવસંસાધનનો વિકાસ અત્યંત મહત્વનો હોય છે. કૌશલ્યમાં સુધાર એ માનવસંસાધનનું મહત્વનું અંગ છે. માત્ર સંસ્થામાં આપેલ તાલીમ કૌશલ્ય મેળવવા માટે પૂર્તી નથી હોતી, પરંતુ તેના માટે કામના સ્થળે પ્રત્યક્ષ તાલીમની જરૂર મહત્વની હોય છે. ઉદ્ઘોગોને કુશળ માનવશક્તિ પૂરી પાડવાની જરૂરિયાતને પહોંચી વળવાના આશય સાથે ઉદ્ઘોગો પાસે ઉપલબ્ધ સગવડોનો મહત્વામં ઉપયોગ કરીને પ્રત્યક્ષ તાલીમ મળી રહે તે માટે એપ્રેન્ટીસ અધિનિયમ ૧૯૬૧માં સુધારો કરવામાં આવ્યો હતો. શરૂઆતમાં આ ધારામાં એપ્રેન્ટીસશીપ તાલીમ માટે માત્ર ટ્રેડ એપ્રેન્ટીસોનો જ સમાવેશ થતો હતો. પરંતુ સમય જતાં તેમાં અનુક્રમે વર્ષ-૧૯૭૩, ૧૯૮૮, અને ૨૦૧૪માં જરૂરી સુધારો કરાયા અને ગ્રેજ્યુએટસ, ટેકનિશિયન, ટેકનિશિયન (વોકેશનલ) અને ટેકલ્યિક ટ્રેડ એપ્રેન્ટીસોને પણ એપ્રેન્ટીસશીપ તાલીમ હેઠળ આવરી લેવામાં આવેલ છે..

એપ્રેન્ટીસ અધિનિયમની જોગવાઈ મુજબ ૪૦ થી વધારે (કોન્ટ્રાક્ટચ્યુઅલ સહિત) માનવબળ ધરાવતા એકમોએ કુલ માનવબળની સંખ્યામાં ૨.૫% થી ૧૦% ની મર્યાદામાં એપ્રેન્ટીસ ભરતી કરવી ફરજીયાત છે. તે જ રીતે જ થી ૩૮ સુધીનું માનવબળ ધરાવતા એકમો માટે એપ્રેન્ટીસ એન્જેઝમેન્ટ જરૂરીયાત છે. પરંતુ આ જોગવાઈ અનુસાર એપ્રેન્ટીસ એન્જેઝમેન્ટ કરવામાં એકમો એ ઉત્સાહ દાખલેલ નથી. મોટી સંખ્યામાં એકમો પોતાના એકમનું એપ્રેન્ટીસ અધિનિયમન અંતર્ગતનું રજીસ્ટ્રેશન પણ ધરાવતા નથી. સરકારશ્રીએ આ પરીસ્થિતિ ધ્યાને લઈ એકમો એપ્રેન્ટીસ એન્જેઝમેન્ટ માટે પહેલ કરે તે માટે એકમોને પ્રોત્સાહિત કરવાનો નિર્ણય કરેલ છે. ભારત સરકાર ધ્વારા “નેશનલ એપ્રેન્ટીસ પ્રમોશન સીમ” (NAPS) ના માધ્યમથી એપ્રેન્ટીસની એન્જેઝમેન્ટ કરતા એકમો માટે પ્રોત્સાહન યોજના ઓગસ્ટ -૨૦૧૬ થી અમલમાં છે.

#### યોજનાનું સ્વરૂપ:-

ગુજરાતમાં ઔદ્યોગિક તેમજ સેવાકીય ક્ષેત્રના વિકાસને ધ્યાનમાં લઈ એપ્રેન્ટીસ કાયદાની જોગવાઈ પ્રમાણે એપ્રેન્ટીસ રોકટા એકમને ભારત સરકાર દ્વારા આપવામાં આવતા પ્રોત્સાહન ઉપરાંત પ્રોત્સાહન આપવાની બાબત વિચારણા હેઠળ હતી. પુણ્ણ વિચારણાને અંતે નીચે મુજબ “મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના”ને આથી મંજૂરી આપવામાં આવે છે.

એપ્રેન્ટીસ અધિનિયમ - ૧૯૬૧ ની જોગવાઈ તળે આવરી લેવાયેલ તમામ એકમોને આ યોજના લાગુ પડે છે. રોકવામાં આવતા એપ્રેન્ટીસની શૈક્ષણિક લાયકાત અનુસાર નીચે મુજબ પ્રોત્સાહન એપ્રેન્ટીસ રોકતા એકમોને પ્રોત્સાહનકુપે આપવા આથી ઠરાવવામાં આવે છે.

ક્રમ	એપ્રેન્ટીસ તરીકે રોકવામાં આવતા ઉમેદવારની શૈક્ષણિક લાયકાત	પ્રતિ એપ્રેન્ટીસ / પ્રતિ માસ એકમને આપવાના પ્રોત્સાહનની રકમ
૧	ગ્રેજ્યુએટ કે તેથી વધુ લાયકાત ધરાવતા	રૂ. ૩,૦૦૦/-
૨	ડીપ્લોમા	રૂ. ૨,૦૦૦/-
૩	ડીપ્લોમાથી નીચે તમામ પ્રકારની લાયકાત ધરાવતા	રૂ. ૧,૪૦૦/-

લક્ષ્યાંક:- આ યોજના માટે વર્ષ ૨૦૧૮-૧૯ નો લક્ષ્યાંક તમામ પ્રકારના એકમો ખાતે ૧ લાખ એપ્રેન્ટીસોને તાલીમબધ્ય કરવાનો છે.

#### યોજના નો વ્યાપ:-

- એપ્રેન્ટીસ અધિનિયમ ૧૯૬૧ અંતર્ગત આવરી લેવાયેલ ન હોય તેવા એકમોને અધિનિયમની જોગવાઈ અનુસાર એપ્રેન્ટીસ અધિનિયમ અંતર્ગત આવરી લેવા. આવા આવરી લેવાયેલ નવા એકમો તેમજ અગાઉથી જે એકમો એપ્રેન્ટીસ અધિનિયમ ૧૯૬૧ અંતર્ગત આવરી લેવાયેલ છે તેવા તમામ એકમો ખાતે એકમની પસંદગી અનુસારના વ્યવસાયોમાં કુલ માનવબળના ૨.૫ % થી ૧૦% ની મર્યાદામાં વધુને વધુ સંખ્યામાં એપ્રેન્ટીસોનું એન્જોઇમેન્ટ કરી તાલીમબધ્ય કરવા.
- મેન્યુફેક્ચરરીંગ ક્ષેત્ર સિવાયના અન્ય ક્ષેત્રો જેવા કે બેન્કિંગ, ફાઇનાન્સિયલ સર્વિસ, ઇન્સ્યુરન્સ, લોજિસ્ટિક, હોટેલ, હોસ્પિટલ, ટુરિઝમ, સીક્યુરિટી વગેરે જેવા સેવા ક્ષેત્રો ખાતે ખૂબ મોટા પ્રમાણમાં એપ્રેન્ટીસની એન્જોઇમેન્ટ થવાની શક્યતાઓને ધ્યાને લઈ આ ક્ષેત્રોમાં એપ્રેન્ટીસોને રોકવાના રહેશે.
- એપ્રેન્ટીસશીપ તાલીમ યોજના માટેના NCVT માન્ય ડેગ્રીએડેડ તથા એપ્શાનલ વ્યવસાયોમાં એપ્રેન્ટીસની મોટા પ્રમાણમાં એન્જોઇમેન્ટ થાય તેમ કરવાનું રહેશે. આ ઉપરાંત માનવસંસાધન મંત્રાલય ભારત સરકારના નેશનલ એપ્રેન્ટીસશીપ ટ્રેનિંગ સ્કીમ (NATS) હેઠળ આવરી લેવાયેલ ગ્રેજ્યુએટ અને ટેકનીશિયન એપ્રેન્ટીસનું એન્જોઇમેન્ટ કરવાનું રહે છે.
- ભારત સરકારના "પ્રધાનમંત્રી કૌશલ્ય વિકાસ યોજના (PMKVY)" અને મોડિયુલર એપ્સ્લોયેબલ સ્કીમ (MES) કૌશલના પાસ-આઉટ તાલીમાર્થીઓને બેગીક તાલીમ મેળવવાની આવશ્યકતા નથી અને તેઓ સીધા જ એપ્રેન્ટીસશીપ તાલીમાં દાખલ થઈ શક છે. તેવી જોગવાઈ અનુસાર આવા તાલીમથીઓની એપ્રેન્ટીસ તરીકે જોડાય તે મુજબની કામગીરી પણ કરવાની રહેશે.
- કુલ ફ્રોપ આઉટ/ આઇ.ટી.આઇ. માં પ્રવેશ ન મેળવી શકેલ ઉમેદવારોને "ફેશર એપ્રેન્ટીસ" તરીકે ભરતી કરવા માટેની કામગીરી જુબેશ સ્વરૂપે લઈને એપ્રેન્ટીસોની સંખ્યામાં નોંધપાત્ર વધારો કરી શકાય. પ્રિન્ટ મિડીયા અને ઇલેક્ટ્રોનિક મિડીયા, સોશિયલ મિડીયા, OOH media, વર્કશોપ-સેમિનાર, પોસ્ટર, બેનર્સ, હોર્ડિંગ, વિગેરે ના માધ્યમથી "ફેશર એપ્રેન્ટીસ" બાબતે જગૃત્તા લાવી એપ્રેન્ટીસોની સંખ્યામાં વધારો કરવાનો રહેશે.
- એપ્રેન્ટીસ અધિનિયમ હેઠળની "Industry Friendly" જોગવાઈઓથી અને એપ્રેન્ટીસની એન્જોઇમેન્ટ બાબતે સરકારની સહય અંગે MSME કક્ષાના નાના-લધુ એકમોને જાણકારી મળે અને તેઓ એપ્રેન્ટીસની ભરતી બાબતે ઉત્સાહીત બને તે માટે વર્કશોપ/સેમિનાર આયોજીત કરીને MSME ને એપ્રેન્ટીસ અધિનિયમગાં આવરી લઈ એપ્રેન્ટીસોની સંખ્યામાં વધારો કરવાનો રહેશે.

## જુદા જુદા વિભાગોની લાગીદારી અને તેઓ દ્વારા હાથ ધરવાની થતી કામગીરી

### • ઉદ્યોગ અને ખાણ વિભાગ

- રાજ્યમાં આવેલ ૨૦૨ GIDC માં દર મહિને એપ્રેન્ટિસ ભરતીમેળા યોજુ GIDC માં કાર્યેરત એકમો ખાતે એપ્રેન્ટિસ અધિનિયમની જોગવાઈ અનુસાર ઉપલબ્ધ માનવબળ(કરાર આપાયિત સહિત)નાં ૨.૫% થી ૧૦% ના બેન્કમાં એપ્રેન્ટિસની ભરતી કરાવવી.
- આ ઉપરાંત ફેશર (નોન આઇ.ટી.આઇ.) ઉપેદવારના કિસ્સામાં આપવાની થતી પાચાની તાલીમ માટે GIDC માં કાર્યેરત સ્કીલ અપગેડેશન સેન્ટર, ઉદ્યોગ ગૃહો ખાતે ઉપલબ્ધ તાલીમી સુવિધા કે GIDC એસોશીએશન નો સહયોગ મેળવી જરૂરી વ્યવસ્થા ગોઠવવાની રહેશે.
- GIDC ના અધિકારીઓ, જિલ્લા ઉદ્યોગ કેન્દ્રના અધિકારીઓ તેમજ Special Economic Zone (SEZ) ના અધિકારીઓને નાયબ/ મદદનીશ એપ્રેન્ટિસશીપ સલાહકાર તરીકે અધિકૃત કરવા.
- વિવિધ પ્રોત્સાહન નિતિઓમાં એપ્રેન્ટિસ એન્ગેજમેન્ટની શરત ઉમેરવી

### • પ્રવાસન વિભાગ

- રાજ્યના પ્રવાસન ક્ષેત્રના વિકાસને ધ્યાને લઈ બનેલ દુરીઝમ પોલીસી અંતર્ગત રાજ્યમાં દુરીસ્ટ ગાઇડ માટે રોજગારીની વિપુલ તક્કેને ધ્યાને લેતા આ વ્યવસાય માટે એપ્રેન્ટિસ એન્ગેજમેન્ટ અને આપવાની થતી કેગ્રેક તાલીમ સુવિધા માટે દુરીઝમ કોપોરેશન ઓફ ગુજરાત લિમિટેડ હેઠળની માન્ય સંસ્થાઓ, હોટલો તેમજ મહત્વના પ્રવાસન સ્થળો ખાતે જરૂરી વ્યવસ્થા ઉલ્લે કરવી. આ ઉપરાંત રાજ્યની હોટલ ઈન્કસ્ટ્રીમાં કુડ પ્રોડક્શન(જનરલ), (વેશ્વાટેરીયન), સુર્ચર્ડ, હાઉસકીપર (હોટેલ), બેકર એન્ડ કન્ફેશનર, રીસેપ્શનનીસ્ટ / હોટલ કલાર્ક / ફન્ટ ઓફિસ આસીસ્ટન્ટ જેવા વ્યવસાયોમાં એપ્રેન્ટિસ એન્ગેજમેન્ટની કામગીરી કરવી. આ માટે TCGL કે પ્રવાસન વિભાગના અધિકારીઓને નાયબ/ મદદનીશ એપ્રેન્ટિસશીપ સલાહકાર તરીકે અધિકૃત કરવા.

### • શિક્ષણ વિભાગ

- ભારત સરકારના માનવ સંસાધન મંત્રાલય દ્વારા અમલીકૃત "નોશનલ એપ્રેન્ટીસ ટ્રેઇનિંગ સ્ક્રિમ" (NATS) અંતર્ગત એન્જિનિયરીંગ અને ટેકનોલોજી ગ્રેજ્યુએટ/ડિપ્લોમા પાસ વિદ્યાર્થીઓ માટે એપ્રેન્ટીસ યોજનાનો અમલ થઈ રહેલ છે. આ યોજનાની અમલવારી માટે શિક્ષણ વિભાગ બોર્ડ ઓફ એપ્રેન્ટીસશીપ ટ્રેનિંગ, વેસ્ટરન રીજ્યુયનની મુખ્ય સ્થિત કરેલી સાથે સંકલન કરી મોટી સંખ્યામાં ગ્રેજ્યુએટ અને ટેકનીશીયન એપ્રેન્ટીસની માન્ય ૧૯૩ વ્યવસાયોમાં ભરતી કરાવવી.
- રાજ્યમાં કાર્યેરત ખાનગી યુનિવર્સિટીઓ, તેમજ સ્વલ્પિંર આર્ટ્સ, કોમર્સ, સાયન્સ, એજ્મ્યુન્યુનિવર્સીટી કોલેજ અને પોલીટેકનિક ખાતે એપ્રેન્ટીસ તેમજ એકમોને "એપ્રેન્ટીસ ભરતી ક્રેપ્ચ" ના માધ્યમથી જરૂરી પ્લેટફોર્મ પ્રદ્યુસ પાડવું.
- B.A. / B.Com / BBA / LLB વિગેર વિદ્યાર્થીઓને ઓફશનલ ટ્રેડ એપ્રેન્ટીસ કેટેગરીમાં સમાવિષ્ટ વિવિધ વ્યવસાયોમાં એન્ગેજમેન્ટ માટે વિવિધ કોલેજો/ સંસ્થાઓ અને યુનિવર્સિટીઓનો સહયોગ મેળવવો.
- ઇજનેરી, પોલીટેકનિક, આર્ટ્સ અને કોમર્સ કોલેજોના આચાર્યશ્રીઓને તેમના અધિકાર ક્ષેત્ર માટે નાયબ/ મદદનીશ એપ્રેન્ટીસશીપ સલાહકાર તરીકે અધિકૃત કરવા.

- શહેરી વિકાસ અને શહેરી ચૂહ નિર્માણ વિભાગ
  - a) અર્બન લોકલ બોડી (ULB)ના રેવ્યુલેશનમાં આવતા મોટા એકમો જેવા કે મોલ, હોસ્પિટલ્સ, હોટેલ્સ, સિનેમા, ડેક્રોરેટર્સ, ડેવલપર્સ, બિલ્ડર્સ, મેન્યુફેક્ચરર્સ, વિગેરેમાં એપ્રેન્ટીસ એન્જોઇમેન્ટ કરાવવું.
  - b) રાજ્યની ૮ મહાનગરપાલિકાઓ ખાતે ફેશર (નોન આઇ.ટી.આઇ.) ઉમેદવારના કિસ્સામાં એપ્રેન્ટીસ અધિનિયમ અનુસાર આપવા પાત્ર બેગીક તાલીમ માટેની સુવિધા પૂરી પાડી શકાય.
  - c) Gujarat Urban Development Corporation (GUDC), ગુજરાત હાઉસિંગ બોર્ડ (GHB) અને Metro Link Express for Gandhinagar and Ahmedabad (MEGA) કંપની સાથે સંકળાયેલ કોન્ટ્રાક્ટરો ના માધ્યમથી એપ્રેન્ટીસ એન્જોઇમેન્ટ કરાવવું.
  - d) નાયબ મ્યુ. કમિશનર, મ્યુ. ક્રોપોરેશન, GUDC, GHB, અને MEGAને તેમના અધિકાર ક્ષેત્ર માટે નાયબ/મદદનીશ એપ્રેન્ટીસશીપ સલાહકાર તરીકે અધિકૃત કરવા.
- ઉજ્જ અને પેટ્રોકેમિકલ્સ વિભાગ
  - a) વિભાગ હસ્તકના ૨૫ PSUs માં તેમજ પાવર અને ગેસ સેક્ટરનાં ખાનગી એકમો ને પણ આ યોજના સાથે સાંકળી એપ્રેન્ટીસ એન્જોઇમેન્ટ કરાવવું. પાવર અને ગેસ સેક્ટરનાં જાહેર સાહસો તેમજ ખાનગી એકમોમાં આઇ.ટી.આઇ. પાસ આઉટ તથા એન્જિનીયરીંગ અને ટેકનોલોજી પાસચાઉટ માટે ગ્રેજ્યુએટ/ ટેકનિકલ એપ્રેન્ટીસ તરીકે એન્જોઇમેન્ટ કરાવવું.
  - b) DISCOM ના અધિકારીને તેમના અધિકાર ક્ષેત્ર માટે નાયબ/મદદનીશ એપ્રેન્ટીસશીપ સલાહકાર તરીકે અધિકૃત કરવા.
- આરોગ્ય અને કુટુંબ કલ્યાણ વિભાગ
  - a) આરોગ્ય સેવાઓ માટે પાચાના ક્ષેત્રીય કુશળ માનવબળની આવશ્યકતા ને ધ્યાને લેતા આરોગ્ય સેવાઓ પૂરી પાડતા મોટા ખાનગી એપ્રેન્ટીસ એન્જોઇમેન્ટ કરાવવું.
  - b) મેડિકલ લેબોરેટરી ટેકનીશિયન (પેથોલોજી), (રેડીયોલોજી), (કાર્ડીયોલોજી), (ફીજુયોથેરાપી), ડેન્ટલ લેબોરેટરી ટેકનીશિયન, હેલ્થ સેનેટરી ઇન્સપેક્ટર અને હોસ્પીટલ વેઝ મેનેજમેન્ટ આસીસટન્ટના ટ્રેડ માટે જરૂરી લાયકાત અનુસાર એપ્રેન્ટીસ એન્જોઇમેન્ટ કરાવવું. જે એપ્રેન્ટીસના કિસ્સામાં બેગીક તાલીમ આપવાની થતી હોય તેવા કિસ્સામાં રાજ્યની સરકારી તેમજ ખાનગી હોસ્પિટો, નસ્િંગ ઇન્સ્ટીટ્યુટ કે અન્ય તાલીમી સંસ્થાઓ ખાતે બેગીક તાલીમ સુવિધા પૂરી પાડવી. ઓલડ એજ કેર ટેકરની હાલની જરૂરીયાતને ધ્યાને લઈ આ માટે એપ્રેન્ટીસ એન્જોઇમેન્ટ અને જરૂર હોય તેવા કિસ્સામાં બેગીક તાલીમની વ્યવસ્થા ઉલ્લે કરવી.
  - c) કુડ એન્ડ ફ્રુગ કંટ્રોલ ઓથોરિટી મારકિટે હોટેલ્સ, રેસ્ટોરન્ટ, મોટા કુડ પ્રોડક્શન હાઉસમાં તેમજ ગુજરાત મેડિકલ સલિસિઝ ક્રોપોરેશન લિમિટેડમાં એપ્રેન્ટીસ રેકવા.
  - d) જિલ્લા આરોગ્ય અધિકારીને તેમના અધિકાર ક્ષેત્ર માટે નાયબ/મદદનીશ એપ્રેન્ટીસશીપ સલાહકાર તરીકે અધિકૃત કરવા.
- બંદરો અને વાહન વ્યવહાર વિભાગ
  - a) Gujarat State Road Transport Corporation (GSRTC) ખાતે ૧૦% ના બેન સુધી એપ્રેન્ટીસ રેકવા સાથોસાથ Gujarat Maritime Board (GMB) સાથે સંકળાયેલ પોર્ટ યુઝર્સ, શિપ બ્રેકર્સ અને અન્ય ટ્રેડર્સ તેમજ ખાનગી બંદરો તથા લોજિસ્ટિક વ્યવસાય સાથે સંકળાયેલ એકમો ખાતે એપ્રેન્ટીસ એન્જોઇમેન્ટ કરાવવું

- b) GSRTC ના ડિવિઝનલ મેનેજર અને ARTO તેમજ GMB ના બંદરો સાથે સંકળાયેલ અધિકારીઓને તેમના અધિકાર ક્ષેત્ર માટે નાયબ/મદદનીશ એપ્રેન્ટીસશીપ સલાહકાર તરીકે અધિકૃત કરવા.
- ફુલ્ફલ, ફેડુત કલ્યાણ અને સહકાર વિભાગ
  - a) એગ્રો બેઝ્ડ ઉદ્યોગમાં ગુજરાત એગ્રો ઇન્કસ્ટ્રીઓ કોરોનિશન (GAIC) ના ગ્રામ્ય / તાલુકા કક્ષાના સેન્ટરો દ્વારા વિવિધ પ્રોત્સાહનોનો લાભ લેતા એકમો, સુગર મિલ, દુધ ઉત્પાદક સંઘો, સહકારી બેન્કો, APMC, અમુલ, સુમુલ, વિગેરેમાં કુલ માનવબળ (કરાર આધારિત સહિત)ના 10% જેટલી એપ્રેન્ટીસ ભરતી કરવી એપ્રેન્ટીસ અધિનિયમ હેઠળ નિર્દિષ્ટ મિકેનીક(એગ્રીકલ્ચર મશીનરી), હોટીકલ્ચર આસીસન્ટ, સ્ટોકમેન(ડેરી), એટેન્ડન્ટ ઓપરેટર (ડેરી), ફ્લોરીસ્ટ એન્ડ લેન્ડ સ્કેપર જેવા વ્યવસાયમાં એપ્રેન્ટીસ એન્ગેજમેન્ટ મહત્વમાં થાય તેવા પ્રયત્ન કરવા.
  - b) સહકારી મંડળીઓ, સહકારી બેન્કો તેમજ વિ. માટે જિલ્લા રજુસ્ટિશ્રી ને તેમના અધિકાર ક્ષેત્ર માટે નાયબ/મદદનીશ એપ્રેન્ટીસશીપ સલાહકાર તરીકે અધિકૃત કરવા.
- માર્ગ અને મકાન વિભાગ
  - a) માર્ગ અને મકાન વિભાગ દ્વારા અપાતા કોન્ટ્રાક્ટોમાં, કોન્ટ્રાક્ટરનાં માધ્યમથી એપ્રેન્ટીસ એન્ગેજમેન્ટ કરાવવનું તેમજ પાક્સ એન્ડ ગાર્ડનમાં ગાર્ડનર વ્યવસાયમાં એપ્રેન્ટીસ એન્ગેજમેન્ટ કરાવવનું સાથોસાથ વિભાગ દ્વારા અપાતા કોન્ટ્રાક્ટોમાં કોન્ટ્રાક્ટર દ્વારા એપ્રેન્ટીસ એન્ગેજમેન્ટની શરત ઉમેરવી.
  - b) નાયબ/ મદદનીશ કાર્યપાલક ઇજનેરશ્રીઓ ને તેમના અધિકાર ક્ષેત્ર માટે નાયબ/મદદનીશ એપ્રેન્ટીસશીપ સલાહકાર તરીકે અધિકૃત કરવા.
- દરેક વિભાગ પોતપોતાના કાર્યક્ષેત્રમાં સંકળાયેલા ખાનગી તેમજ અર્ધ સરકારી એકમો દ્વારા એપ્રેન્ટીસ અધિનિયમ - ૧૯૯૧ ની જોગવાઈ અનુસાર એપ્રેન્ટીસ રોકે તે માટે સંબંધકર્તા યેમ્બર ઓફ કોમર્સ, એસોસીએશનો, ઔદ્યોગિક તેમજ સેવાકીય ક્ષેત્રે સંકળાયેલ એકમો સાથે સમયાંતરે બેઠકો યોજી/ રૂબરૂ મુલાકાત લઇ જે તે એકમ ખાતે એપ્રેન્ટીસ અધિનિયમની જોગવાઈ અનુસાર કરવાપાત્ર વધારાના એપ્રેન્ટીસ એન્ગેજમેન્ટ માટેની વિગતો મેળવશે તેમજ તેની સાપેક્ષ યોગ્ય ઉમેદવારોને ભરતી મેળા કે અન્ય માધ્યમથી જે તે એકમ ખાતે પોતાના વિભાગના એપ્રેન્ટીસ એડવાઇઝર તરીકે નિયુક્ત કરાયેલ અધિકારી મારફક્ત નિયુક્તિ કરાવશે. સરકારશ્રીના દરેક વિભાગ આ યોજનાનું અમલીકરણ અંગેની પોતાની જવાબદારી સ્વીકારશે. આ માટે જે તે વિભાગે જે અધિકારી/ કર્મચારીઓને નાયબ/મદદનીશ એપ્રેન્ટીસ એડવાઇઝર તરીકે નિયુક્ત કરવાના રહે તેમની યાદી શ્રમ અને રોજગાર વિભાગને ઉપલબ્ધ કરાવવાની રહેશે.

#### અમલવારીની પદ્ધતિ:-

- આ યોજનામાં એપ્રેન્ટીસ અધિનિયમ હેઠળ ટ્રેડ / ટેકનીશીયન (વોકેશનલ) એપ્રેન્ટીસના કિસ્સામાં ફેશર ઉમેદવારને આપવાની થતી બેઝીક તાલીમની સુવિધા જે તે સંબંધકર્તા વિભાગે પોતાના કાર્યક્ષેત્ર હેઠળની સંસ્થાઓ કે ઉપલબ્ધ માળખાડીય સવલતનો ઉપયોગ કરવાનો રહેશે.
- આ યોજનાની અમલવારી તથા ભારત સરકારની NAPS યોજના હેઠળ "Reimbursement" કરવા પાત્ર રકમ તેમજ મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજનાની પ્રોત્સાહનની રકમની ચુકવણી તેમજ એપ્રેન્ટીસ ઉમેદવારોની વર્ષ દરમિયાન યોજાતી ભારત સરકાર ની પરીક્ષા માટે શ્રમ અને રોજગાર વિભાગના તાબા હેઠળની ૮૫ કચેરીઓ ખાતે મોનીટરીંગ, રીવ્યુ તથા IA આનુષ્ઠાનિક કામગીરીની

વ्यवस्था કરશે. આવી પ્રત્યેક કચેરી ખાતે IT & MIS કન્સલટન્ટો માસિક રૂ. 30000 ના મહેનતાણાથી આઉટસોર્સના માધ્યમથી રાખવાના રહેશે. આ કચેરીને IT અને Office Automation સાધનોથી સજ્જ કરવાની રહેશે.

- એકમોને પ્રોત્સાહન મળી રહે તે હેતુસર શ્રમ અને રોજગાર વિભાગના સને ૨૦૧૮-૧૯ ના વર્ષના અંદાજપત્રમાં રૂપિયા ૨૭૧૬૬.૦૦ લાખ (અંકે રૂપિયા સત્તાવીસ હજાર એકસો છાસથ લાખ પુરા) ની વિભાગ-૧ હેઠળ રજુ કરેલ નવી બાબત નીચેની વિગતે અને શરતોને આધિન નીચેના બજેટ સદરે ખર્ચ કરવા માટે વહીવટી મંજુરી આપવામાં આવે છે.

માંગણી નં-૫૭,

મુખ્ય સદર-૨૨૩૦ શ્રમ અને રોજગાર,

ગૌણ સદર- ૧૦૨ એપ્રેન્ટીશિપ તાલીમ,

પદ્ધતિ સદર- (૦૧) EMP-૪ રાષ્ટ્રીય ઉમેદવારી તાલીમ યોજના

#### શરતો :-

- આ યોજના અંતર્ગત પ્રતિ જ્ઞાતક એપ્રેન્ટીસ માસિક રૂ.૩,૦૦૦/-, પ્રતિ ડિપ્લોમા ધારક એપ્રેન્ટીસ માસિક રૂ.૨,૦૦૦/- અને અન્ય પ્રતિ ડિપ્લોમાથી નીચેની કક્ષાના એપ્રેન્ટીસ માટે માસિક રૂ.૧,૫૦૦/- વળતર જે તે એપ્રેન્ટીસ રોકતા એકમને ચુકવવાનું રહેશે.આ યોજના અંતર્ગત એક વર્ષ સુધી પ્રોત્સાહક રકમની સહાય આપવામાં આવશે.
- જે યુવાનો અને યુવતીઓ એપ્રેન્ટીસ કાયદા હેઠળ આવરી લીધેલ કારખાના, હોટલો, હોસ્પિટલો, ડ્રાન્સપોર્ટ, બેડો, ખાણ ઉદ્યોગ, આઇ.ટી ઉદ્યોગ, ફાઇનાન્સિયલ સાર્વિસીસ જેવા વ્યાપક રોજગારી આપતા એકમોમાં એપ્રેન્ટીસ તરીકે જોડાશે તેવા એકમોને પેરા ૩(૧) મુજબનું વળતર ચુકવવાનું રહેશે.
- આ યોજનાના અમલીકરણ તેમ જ પ્રગતિ માટે અંતવિભાગીય સંકલન અંગે નિયામકશી, રોજગાર અને તાલીમે પૂરતી તકેદારી રાખવાની રહેશે.
- પ્રોત્સાહનની રકમ એપ્રેન્ટીસ રોકતાં જે તે એકમોને ડિ.બી.ટી ના માધ્યમથી ભારત સરકારની યોજના (એન.એ.પી.એસ) ની પદ્ધિત મુજબ ચુકવવાની રહેશે.
- ગૈઝ્યુએટ અને ટેકનીશય એપ્રેન્ટીસના ડિસ્સામાં એપ્રેન્ટીસ અધિનિયમ અનુસારના નિયત વ્યવસાયોમાં જોડાયેલ એપ્રેન્ટીસ ઉમેદવારની નોંધણી ભારત સરકારના માનવસંસાધન મંત્રાલયના • નેશનલ એપ્રેન્ટીસશીપ ટ્રેનિંગ સીમ્સ (NATS) પોર્ટલ અને ટેડ એપ્રેન્ટીસ તથા ટેકનીશયન એપ્રેન્ટીસના ડિસ્સામાં એપ્રેન્ટીસ અધિનિયમ અનુસારના નિયત વ્યવસાયોમાં જોડાયેલ એપ્રેન્ટીસ ઉમેદવારની નોંધણી ભારત સરકારના કૌશલ વિકાસ અને ઉદ્યમશીલતા મંત્રાલયના એપ્રેન્ટીસ પોર્ટલ પર કરેલી હોવી જોઈએ. આ ઉપરાંત તમામ પ્રકારના એપ્રેન્ટીસોની નોંધણી શ્રમ અને રોજગાર વિભાગ દ્વારા બનાવવામાં આવનાર પોર્ટલ પર પણ કરવાની રહેશે.
- આ યોજનાનો અમલ તારીખ-૦૧/૦૪/૨૦૧૮ થી કરવાનો રહેશે. તા. ૦૧-૦૪-૨૦૧૮ ની સ્થિતિએ જે તે એકમ દ્વારા જે એપ્રેન્ટીસને કરારબધ્ય કરેલ હશે તેવા અગાઉથી કરારબધ્ય કરાયેલ એપ્રેન્ટીસના ડિસ્સામાં આ યોજનાનો લાખ તા.૦૧-૦૪-૨૦૧૮ થી એપ્રેન્ટીસની શૈક્ષણિક લાયકાત અનુસાર મળવાપાત્ર થશે.

7. સદરહુ યોજના હેઠળ કરારબધ્ય થયેલ એપ્રેન્ટીસને નિયમોનુસાર સ્ટાઇપેન્ડ જે તે એપ્રેન્ટીસના ખાતામાં ડાયરેક્ટ બેનીફિટ ટ્રાન્સફર (DBT) થી ચુકવવાની કાર્યવાહી સંબંધિત એકમ દ્વારા કરવાની રહેશે. એકમ દ્વારા એપ્રેન્ટીસોને તેઓ દ્વારા ચુકવવાનું થતું સ્ટાઇપેન્ડ એપ્રેન્ટીસના ખાતામાં ચુકવાયેલ છે તેની ખાતરી કર્યા બાદ જ આ યોજનામાં કરવામાં આવેલ જોગવાઈ અનુસાર ચુકવવાપાત્ર રકમ સંબંધિત એકમને ડાયરેક્ટ બેનીફિટ ટ્રાન્સફરના ધોરણે સંબંધિત એકમોના બેંક ખાતામાં જમા આપવાની રહેશે. આ ચુકવણી સમયે એકમ દ્વારા એપ્રેન્ટીસ અધિનિયમ ૧૯૬૧ અને એપ્રેન્ટીસ નિયમો ૧૯૬૨ નું પાલન કરેલ છે તેની ખાત્રી અચુક કરવાની રહેશે.
8. તમામ કાર્યવાહી એપ્રેન્ટીસ અધિનિયમ, ૧૯૬૧ અને એપ્રેન્ટીસ નિયમો ૧૯૬૨ અને આ અંગે ભારત સરકારના માનવસંસાધન અને કૌશલ્ય વિકાસ અને ઉદ્યમશીલતા વિકાસ મંત્રાલયની વખતોવખત આપવામાં આવતી સુચનાઓ અનુસાર કરવાની રહેશે અને તદ્દનુસાદર રેકર્ડ નિભાવવાનો રહેશે.
9. એકમ દ્વારા આપવામાં આવતી પ્રાયોગિક તાલીમમાં એપ્રેન્ટીસની હાજરી અંગે નાયબ / મદદનીશ એપ્રેન્ટીસ એડવાગર દ્વારા ઓચિંતી ચકાસણી કરવાની રહેશે અને એપ્રેન્ટીસ પ્રાયોગિક તાલીમમાં નિયમિત રીતે જોડાયેલ છે તેમજ એકમ દ્વારા પ્રાયોગિક તાલીમની એપ્રેન્ટીસ અધિનિયમ, ૧૯૬૧ અને એપ્રેન્ટીસ નિયમો ૧૯૬૨ની જોગવાઈઓનું પાલન કરવામાં આવેલ છે તે અંગેની ખાત્રી કરવાની રહેશે.
10. શ્રમ અને રોજગાર વિભાગ દ્વારા વિવિધ વિભાગોને તેઓ દ્વારા એપ્રેન્ટીસ એન્જેઝમેન્ટની કાર્યવાહી પૂર્ણ કર્યા એકમને ફાળવવાની થતી રકમ અનુસારની ગ્રાન્ટ જે તે વિભાગને હવાલે મૂકવામાં આવશે. જેનું યુ.ટી.સી. સંબંધિત વિભાગોએ શ્રમ અને રોજગાર વિભાગને રજુ કરવાનું રહેશે. ત્યાર પણ વખતો વધારાની ગ્રાન્ટ ફાળવવામાં આવશે.
11. સણે ૨૦૧૮-૧૯ ના વર્ષના અંદાજપત્રમાં થયેલ જોગવાઈઓને આધિન રહીને નાણાં વિભાગ દ્વારા વખતો વખત ફાળવવામાં આવતી ગ્રાન્ટની મર્યાદામાં રહીને ખર્ચ કરવાનો રહેશે.
12. આ મંજુરી અન્વયે જો કોઈ પણ વસ્તુની ખરીદી/ખર્ચ કરવાનો હોય તો તે રાજ્ય સરકારશીના પ્રવર્તમાન ધારાધોરણ અને ખરીદનીતિ-નિયમોનુસાર કરવાનો રહેશે.
13. પુસ્તુત કામ માટે પ્રવર્તમાન નિયમોને આધીન ચાલુ તથા આગામી નાણાંકીય વર્ષમાં પર્યાપ્ત બજેટ જોગવાઈ કરાવી લેવાની રહેશે.
14. પુસ્તુત કામ માટે ટેન્કર પોસેસીંગ બાબતમાં ઉદ્ઘોગ અને ખાણ વિભાગના તા-૨૨/૧૧/૨૦૦૬ ના દાચ ક્રમાંક: એસપીઓ/૧૦૨૦૦૫/૧૪૦૭/૪ અન્વયે "ઇ" ટેન્કરીંગ બાબતમાં કરવામાં આવેલ જોગવાઈઓ સુચનાઓનું તથા વખતો વખત થયેલ સુધ્યારાઓનું ચુસ્તપણે પાલન કરવાનું રહેશે.
15. આ યોજના માટે કરવાની થતી ખરીદી રાજ્ય સરકારની ખરીદ પદ્ધતિ તથા પ્રવર્તમાન ધારાધોરણ અને નીતિ-નિયમોનુસાર કરવાની સંપૂર્ણ જવાબદારી નિયામકશ્રી, રોજગાર અને તાલીમની રહેશે.
16. આઇ.ટી સંબંધિત તમામ બાબતો અંગે સરકારશીની મંજુરી મેળવી તથા સાયન્સ એન્ટ ટેકનોલોજી વિભાગની વખતો વખતની સુચનાઓનું ચુસ્તપણે પાલન કરવાનું રહેશે.
17. આ યોજના અન્વયે ખર્ચ કરતી વખતે રાજ્ય સરકારની ઇ-ટેન્કરીંગ, પ્રવર્તમાન ખરીદ નીતિ અને આઇ.ટી સંબંધીત સુચનાઓનું પાલન કરવાનું રહેશે.

18. આ યોજના અન્વયે ખર્ચ કરતી વખતે નાણાંકીય ઔચિત્યના સિધ્યાંતોનું પાલન કરવાનું રહેશે.
19. આ યોજના અન્વયે બચત રહેતી રકમ વર્ષ આખરે જમા કરાવવાની રહેશે.
20. જે હેતુ માટે બજેટ જોગવાએ કરવામાં આવી હોય તે હેતુ માટે જ ખર્ચ કરવાનો રહેશે. ખર્ચ થઇ શકે તેમ ન હોય તો બચત સુપ્ત કરવા અંગેની તમામ નક્કેદારી નિયામક, રોજગાર અને તાલીમની રહેશે.

ગુજરાત રાજ્યના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે.

(જ.સી.પટેલ)

ઉપ સચિવ,

શ્રમ અને રોજગાર વિભાગ,

પ્રતિ,

- (૧)માનનીય મુખ્ય મંત્રીશ્રીના અગ્ર સચિવશ્રીનું કાર્યાલય, સ્વાધીન સંકુલ-૧, સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૨)અંગત સચિવશ્રી, માનનીય મંત્રીશ્રી,શ્રમ અને રોજગારનું કાર્યાલય, , સ્વાધીન સંકુલ-૧, સરદાર ભવન , સેક્ટર-૧૦, ગાંધીનગર
- (૩) ઉદ્યોગ અને ખાણ વિભાગ,બ્લોક નં-૫,૪ થી માણ., સરદાર ભવન , સેક્ટર-૧૦, ગાંધીનગર
- (૪)પ્રવાસન વિભાગ, બ્લોક નં-૫, ૪ થી માણ , સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૫)શિક્ષણ વિભાગ,બ્લોક નં- ૫, ૭ મો માણ , સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૬)શહેરી વિકાસ અને શહેરી ગૃહ નિર્માણ વિભાગ, બ્લોક નં-૧૪, ૬ મો માણ. સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૭) ઉર્જા અને પ્રોકેપીકલ્સ વિભાગ,બ્લોક નં-૫, ૫ મો માણ, સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૮)આરોગ્ય અને કુટુંબ કલ્યાણ વિભાગ,બ્લોક નં-૭, ૭ મો માણ, સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૯)બંદરો અને વાહન વ્યવહાર વિભાગ,બ્લોકનં-૨, ૮ મો માણ, સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૧૦)દુષ્ટ,મેડુન કલ્યાણ અને સહકાર વિભાગ,બ્લોક નં-૫, ૧ લો માણ, સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૧૧)માર્ગ અને મકાન વિભાગ,બ્લોક નં-૧૪, ૧ લો માણ, સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૧૨)નિયામકશ્રી, રોજગાર અને તાલીમ, બ્લોકનં-૧, ત્રીજોમાણ, ડા.જીવરાજ મહેતા ભવન, ગાંધીનગર.
- (૧૩) મહાલેખાકારશ્રી, અમદાવાદ/રાજકોટ
- (૧૪) નાણાં સલાહકારશ્રી(શ.રો), બ્લોક નં-૪, ૧ લો માણ, સરદાર ભવન, સેક્ટર-૧૦, ગાંધીનગર
- (૧૫)બજેટ શાખા, શ્રમ અને રોજગાર વિભાગ.
- (૧૬) નિવાસી ઓડીટ અધિકારીશ્રી, અમદાવાદ/રાજકોટ.
- (૧૭) પગાર અને હિસાબી અધિકારીશ્રી, ગાંધીનગર, અમદાવાદ.
- (૧૮)શાખા સિલેક્ટ ફાઇલ
- (૧૯)નાયબ સેક્શન અધિકારી, સિલેક્ટ ફાઇલ
- (૨૦) ૧-૮૧૧, ૫૮૫૫૫૫ ૧૯૮૧ (૫૩).

આપના વિભાગના તાબા હેઠળના  
ખાતાના વડાની કચેરીના એકમની  
મુલાકાત લેનાર અધિકારીશ્રીએ  
ભરવાના થતી Statement – I & II



## **STATEMENT - I**

## **Reporting format for field visit by visiting officer of \_\_\_\_\_ Department**



STATEMENT - II																															
Reporting format for field visit by visiting officer of _____ Department																															
Details of Old & New Engagement of Apprentice																															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA					
Details of Ex-Officio/ITI Principal & Concerned Assistant Apprenticeship Advisor of _____ Department			Details of Already Engaged Apprentices																				Details of New Engagement								
Sr. No.	Name of Ex-Officio/ITI Principal	Name of Concerned Assistant Apprenticeship Advisor	Trade Apprentice( Designated),Trade Apprentice(Optional) , Graduate/Technical	Trade	Qualification Details		No. Of Engaged Apprentices	Caste-wise			Gender-wise			Category-wise			Details of New Establishment Registration (if not registered on Portal)	Details of New Trade Seats													
					Basic Education Qualification	Qualification with Specialization		S.C.	S.T.	S.E.B.C.	General	Female	Male	Transgender	Any Gender	P.H		Ex-Service Men	Others	Apprenticeship Completion Date	New Registration No.	Trade Category	Trade Name	New Seat	Trade Category	Trade Name	New Seat				
* Please give Trade-wise Details for already engaged apprentices																		* Add New Columns based upon No. of New Trades Required													



એપ્રેન્ટીસ અધિનિયમ -૧૯૬૧ અંતર્ગત

આઇ.ટી.આઇ. પાસ કે નોન

આઇ.ટી.આઇ. ઉમેદવાર માટે ટ્રેડ

એપ્રેન્ટીસ કેટેગારી માટે Designated

તમજ Optional ટ્રેડની યાદી



## List of designated trades under the Apprentices Act, 1961

Sr. No.	Designated Trade
1	Advance Mechanic (Instruments)
2	Advance Welder
3	Advanced Attendant Operator (Process)
4	Apprentice Food and Beverage Service (Stewardship)
5	Apprentice Food Production (Cookery)
6	Architectural Assistant
7	Assistant Beautician
8	Assistant Fashion Designer
9	Assistant Front Office Manager
10	Attendant Operator (Chemical Plant)
11	Attendant Operator (Dairy)
12	Baker and Confectioner
13	Battery Repairer
14	Beautician
15	Beautician Assistant
16	Blow Moulding Machine Operator
17	Boiler Attendant
18	Book Binder
19	Brew Master
20	Brick Layer (Refractory)
21	Building Maintenance Technician
22	Cabin/Room Attendant
23	Cable Jointer
24	Cable Television Operator
25	CAD-CAM Operator cum Programmer
26	Carpenter
27	Ceramic Caster
28	Ceramic Decorator
29	Ceramic Kiln Operator
30	Ceramic Moulder
31	Ceramic Press Operator
32	Chemical Laboratory Assistant
33	CNC Programmer cum Operator
34	Computer Aided Pattern Maker
35	Computer and Peripherals Hardware Repair and Maintenance Mechanic
36	Computer Networking Technician
37	Computer Operator and Programming Assistant
38	Computerized Embroidery Machine Operator and Digitizer
39	Construction Machinery Mechanic-cum-Operator
40	Crane Operator Overhead (Steel Industry)

Sr. No.	Designated Trade
41	Creche Management Assistant
42	Creel Boy-cum-Warper
43	Customer Care Associate
44	Cutting and Sewing Machine Operator
45	Dental Laboratory Technician
46	Designer and Master Cutter
47	Desk Top Publishing Operator
48	Digital Photographer
49	Doffer-cum-Piecer
50	Draughtsman (Civil)
51	Draughtsman (Mechanical)
52	Dress Maker
53	Driver-cum- Mechanic (Light Motor Vehicle)
54	Electrical Winder
55	Electrician
56	Electrician (Mines)
57	Electrician (Steel Plant)
58	Electrician Aircraft
59	Electronics Mechanic
60	Electronics Mechanic (Steel Plant)
61	Electroplater
62	Embroiderer (Surface Ornamentation Techniques)
63	Enamel Glazer
64	Engraver
65	Extrusion Machine Operator (Plastic)
66	Fashion Designing Assistant
67	Fiber Reinforced Plastic Processor
68	Finished Leather Maker
69	Fitter
70	Fitter (Steel Plant)
71	Fitter structural
72	Florist and Landscaper
73	Food Production (General)
74	Food Production (Vegetarian)
75	Footwear Maker
76	Forger and Heat Treater
77	Foundryman
78	Fruit and Vegetable Processor
79	Furnace Operator (Steel Industry)
80	Furniture and Cabinet Maker
81	Gardener (Mali)
82	Gas Cutter

Sr. No.	Designated Trade
83	Glass Former and Processor
84	Hair and Skin Carer
85	Hair Cutter/ Dresser
86	Health and Slimming Assistant
87	Heath Sanitary Inspector
88	Horticulture Assistant
89	Hospital Waste Management Assistant
90	House Keeper (Corporate)
91	House Keeper (Domestic)
92	House Keeper (Hospital)
93	House Keeper (Hotel)
94	House Keeper (Hotel)
95	House Keeper (Institution)
96	Information and Communication Technology System Maintenance
97	Injection Moulding Machine Operator
98	Instrument Controller
99	Instrument Mechanic
100	Instrument Mechanic (Chemical Plant)
101	Instrument Mechanic (Steel Plant)
102	Insulator Maker/ Machine Operator (Ceramic)
103	Insurance Agent
104	Interior Designer and Decorator
105	Jewel Smith
106	Jigs and Fixtures Maker
107	Knitter (Hosiery)
108	Laboratory Assistant (Chemical Plant)
109	Lacquering and Powder Coating Operator
110	Leather Goods Maker
111	Library Assistant
112	Lineman
113	Lino Operator
114	Machine Tool
115	Machinist
116	Machinist (Grinder)
117	Maintenance Mechanic
118	Maintenance Mechanic (Chemical Plant)
119	Maintenance Mechanic for Leather Machinery
120	Marine Engine Fitter
121	Mason (Building Constructor)
122	Mate (Mines)
123	Material Handling Equipment Mechanic-cum-Operator
124	Mechanic Automobile (Advanced Diesel Engine)

Sr. No.	Designated Trade
125	Mechanic Electrical Instruments
126	Mechanic (Agriculture Machinery)
127	Mechanic (Central Air conditioning Plant, Industrial cooling and Package Air conditioning)
128	Mechanic (Cold storage, Ice plant and Ice candy plant)
129	Mechanic (Dairy Maintenance)
130	Mechanic (Denting, Painting and Welding)
131	Mechanic (Domestic, Commercial Refrigeration and Air Conditioning Machines)
132	Mechanic (DTH and other Communication System)
133	Mechanic (Electrical Domestic Appliances)
134	Mechanic (Electrical Maintenance of Process Plant)
135	Mechanic (Electrical Power Drives)
136	Mechanic (Embedded Systems and PLC)
137	Mechanic (HT, LT Equipments and Cable Jointing)
138	Mechanic (Lift and Escalator)
139	Mechanic (Marine Diesel)
140	Mechanic (Mining Machinery)
141	Mechanic (Motor Vehicle)
142	Mechanic (Non-conventional Power Generation, Battery and Inverter)
143	Mechanic Advanced Machine Tool Maintenance.
144	Mechanic Auto Electrical and Electronics
145	Mechanic Auto Electronics
146	Mechanic Automobile (Advanced Petrol Engine)
147	Mechanic Automobile Electronics
148	Mechanic Communication Equipment Maintenance
149	Mechanic Consumer Electronics Appliances
150	Mechanic –cum-Operator Electronics Communication System
151	Mechanic Diesel
152	Mechanic Earth Moving Machinery
153	Mechanic Electrical Maintenance (Industrial Automation)
154	Mechanic Industrial Electronics
155	Mechanic Instrument Aircraft
156	Mechanic Machine Tool Maintenance
157	Mechanic Maintenance (Textile Machinery)
158	Mechanic Mechanical Maintenance (Industrial Automation)
159	Mechanic Mechatronics
160	Mechanic Medical Electronics
161	Mechanic Medical Equipment for Hospitals and Occupational Health Centre.
162	Mechanic Motor Cycle
163	Mechanic Power Electronics (Inverters, UPS and Maintenance of Drives)
164	Mechanic Radio and Radar Aircraft
165	Mechanic Radio and T.V.

Sr. No.	Designated Trade
166	Mechanic Refrigeration and Air Conditioning
167	Mechanic Repair and Maintenance of Electronics Test Equipment
168	Mechanic Repair and Maintenance of Vehicle
169	Mechanic Sewing Machine
170	Mechanic Television (Video)
171	Mechanic Tractor
172	Mechanic Watch and Clock
173	Medical Laboratory Technician (Cardiology)
174	Medical Laboratory Technician (Pethology)
175	Medical Laboratory Technician (Radiology)
176	Medical Laboratory Technician
177	Mono Castor Operator
178	Mono Keyboard Operator
179	Motor Vehicle Body Builder
180	Moulder (Refractory)
181	Multimedia and Web Page Designer
182	Offset Machine Minder
183	Old Age Care Taker
184	Operator (Steel Plant)
185	Operator Advanced
186	Operator Blast Furnace Iron Making Equipments
187	Operator Coal Handling Equipment
188	Operator Coke Ovens Battery Equipments
189	Operator Cum Mechanic Pollution Control Equipment.
190	Operator Locomotive and Rail Cranes in Steel Plant
191	Operator Material Handling at Raw Material Handling Plant
192	Operator PLC System
193	Operator Rolling Mills Equipment (Long Products)
194	Operator Sinter Plant Equipments
195	Operator Steel Melting Equipments
196	Operator-cum-Mechanic Power Plant
197	Optical Worker
198	Painter (General)
199	Painter (Marine)
200	Pattern Maker
201	Photographer
202	Pipe Fitter
203	Plastic Mould Maker
204	Plastic Processing Operator
205	Plate Maker (Lithographic)
206	PLC Operator
207	Plumber

Sr. No.	Designated Trade
208	Power Electrician
209	Pre or Preparatory School Management (Assistant)
210	Printing Textile
211	Process Cameraman
212	Process Plant Operator
213	Programming and Systems Administration Assistant
214	Pruner Tea Gardens
215	Pump Operator Cum Mechanic
216	Quality Assurance Assistant
217	Receptionist/ Hotel Clerk/ Front Office Assistant
218	Retoucher Lithographic
219	Rigger
220	Sales Person (Retail)
221	Sanitary Hardware Fitter
222	Screen Printing
223	Secretarial Assistant
224	Senior Sales Person (Retail)
225	Sheet Metal Worker
226	Shipwright
227	Shipwright (Steel)
228	Shirts and Trousers Maker
229	Shotfirer/Blaster (Mines)
230	Sirdar (Colliery)
231	Sports Goods Maker (Leather)
232	Sports Goods Maker (Wood)
233	Steam Turbine-cum-Auxiliary Plant Operator
234	Steel Melting Hand
235	Stenographer (English)
236	Stenographer (Hindi)
237	Steward
238	Stockman (Dairy)
239	Structural Welder
240	Surveyor
241	Switch Board Attendant
242	Tailor (General)
243	Tailor (Men)
244	Tailor (Women)
245	Technician (Automotive Manufacturing)
246	Technician Fabricator
247	Technician Television and Audio System
248	Tenter (Drawing Speed/Fly Frames)
249	TIG/MIG Welder

Sr. No.	Designated Trade
250	Tool and Die Maker (Dies and Moulds)
251	Tool and Die Maker (Press Tools, Jigs and Fixtures)
252	Tourist Guide
253	Turner
254	Tyre Repairer
255	Upholsterer
256	Utility Operator
257	Weaver
258	Welder (Gas & Electric)
259	Welder (Pipe and Pressure Vessels)
260	Winder (Textile)
261	Wireman
262	Wood Handicrafts Worker

## Approved Optional Trade under the Apprentices Act, 1961

1	Accountant
2	Back Office Assistant
3	Banking Front Office Executive and Tele caller
4	Commodities Front Desk Apprentice
5	General Insurance Apprentice
6	Life Insurance Apprentice
7	Accounts Executive
8	Debt Recovery Agent
9	Equity Dealer
10	Life Insurance Agent
11	Mutual Fund Agent
12	Business Correspondent Business Facilitator
13	Mutual Fund Apprentice
14	Equity Front Desk Apprentice
15	Micro Finance Apprentice
16	Loan Processing Apprentice
17	Material Handler (Warehouse/Manufacturing Plant/EXIM)
18	Packer (Warehouse/Packaging House/ Manufacturing Plant)
19	Storage And Inventory Executive (Warehouse/Manufacturing Plant)
20	Retail Sales Associate
21	Distributor Salesman
22	Clinical Medical Laboratory Technician (Pathology)
23	Data Entry Operator
24	Store Keeper
25	Document Executive (Customs Clearance)
26	Field Executive (Custom Clearance)
27	International Freight Forwarding Executive
28	Mattress Manufacturing Operator
29	Security Guard (General Duty)
30	Boiler Maker
31	Computer Fitter
32	Electronic Fitter
33	Gas Turbine Fitter
34	Weapon Fitter
35	Cargo Handler
36	Cargo Surveyor
37	Cold Chain Engineering and Equipment Maintenance
38	Cold Chain Storage and Distribution Executive
39	Commercial Vehicle Driver (Warehouse, Land Transportation and Courier)
40	Customer Support & Vehicle Operations Executive (Warehouse & Land Transportation)
41	Data Feeder (All Logistics sub-sectors)
42	Documentation & Claims Management Executive (Warehouse, Land Transportation & Courier)

43	Order Processing Executive (E-Commerce)
44	Reverse Logistics Executive (E-Commerce)
45	Ground Operations Executive - Air Cargo
46	Hub Branch Operations Executive (Courier)
47	MHE Maintenance Executive (Ware house/ Packaging House/ Manufacturing Plant)
48	Mooring Operations Executive
49	Outbound & Gateway Operations Executive (Courier)
50	Sales Executive (Courier)
51	In-plant Logistics Executive (Supply chain)
52	Procurement and Order Fulfillment Executive (Supply Chain)
53	Warehouse Executive
54	Draftsman(Electrical)
55	Ticketing Consultant
56	Travel Consultant
57	Assistant (Human Resource)
58	Printing Operator
59	UPVC Door & Window making and Glazier Technology
60	Executive (Marketing)
61	Executive (Finance and Accounts)
62	Executive ( Human Resource)
63	Executive (Contracts & Procurement)
64	Executive (Computer Science)
65	BPO Executive (Voice)
66	Bar Bender & Steel Fixer
67	Formwork
68	Construction Electrician
69	Tiling
70	Concrete Lab Technician
71	Advanced Masonry
72	Construction Plumber
73	Construction Welder
74	Construction Surveyor
75	CCTV Camera Equipment Installation, Service & Maintenance
76	Fiber Optic Technician

**Note:** - Optional Trades with syllabus are available on

<http://www.dget.nic.in/content/innerpage/optional-trades-with-syllabus.php>



એપ્રેન્ટિસ અધિનિયમ -૧૯૬૧ અંતર્ગત

ગ્રેજ્યુએટ/ ડિપ્લોમા એન્જિનીયર

ઉમેદવાર માટે ગ્રેજ્યુએટ/ ટેકનીશીયન

એપ્રેન્ટિસ કેટેગરી માટેના ટ્રેડની યાદી



**DESIGNATED SUBJECT FIELDS IN ENGINEERING AND TECHNOLOGY  
COVERED UNDER THE APPRENTICES (AMENDMENT) ACT, 1973 UNDER  
THE APPRENTICES (AMENDMENT) ACT, 1973**

1	AERONAUTICAL ENGINEERING
2	AGRICULTURAL ENGINEERING
3	AGRICULTURE AND IRRIGATION ENGINEERING
4	AIRCRAFT MAINTENANCE ENGINEERING
5	APPLIED ELECTRONICS AND INSTRUMENTATION
6	APPLIED GEOLOGY
7	APPLIED GEOPHYSICS
8	ARCHITECTURAL ASSISTANTSHIP
9	ARCHITECTURE
10	AUTOMOBILE ENGINEERING
11	AVIONICS
12	BEAUTY CULTURE AND COSMETOLOGY
13	BIO-CHEMICAL ENGINEERING
14	BIO-GAS TECHNOLOGY
15	BIO-MEDICAL ENGINEERING
16	BIO-MEDICAL INSTRUMENTATION ENGINEERING
17	BIO-TECHNOLOGY
18	CAD/CAM/ROBOTICS APPLICATION
19	CATERING TECHNOLOGY
20	CEMENT TECHNOLOGY
21	CERAMIC TECHNOLOGY
22	CHEMICAL ENGINEERING
23	CINEMATOGRAPHY
24	CIVIL ENGINEERING
25	COMMUNICATION AND COMPUTER ENGINEERING
26	COMPUTER APPLICATIONS AND BUSINESS MANAGEMENT
27	COMPUTER ENGINEERING
28	COMPUTER HARDWARE MAINTENANCE
29	COMPUTER SCIENCE / COMPUTER APPLICATIONS
30	COMPUTER SCIENCE AND ENGINEERING
31	COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
32	COMPUTER SCIENCE AND SYSTEMS ENGINEERING
33	COMPUTER TECHNOLOGY
34	CONSTRUCTION ENGINEERING
35	COSTUME DESIGNS AND DRESS MAKING / GARMENT TECHNOLOGY
36	DAIRY ENGINEERING / TECHNOLOGY
37	DAIRY SCIENCE AND TECHNOLOGY
38	DRILLING ENGINEERING
39	DYESTUFF TECHNOLOGY
40	ELECTRICAL AND ELECTRONICS ENGINEERING
41	ELECTRICAL ENGINEERING
42	ELECTRONICS (ROBOTICS)
43	ELECTRONICS AND AVIONICS
44	ELECTRONICS AND BIO-MEDICAL ENGINEERING
45	ELECTRONICS AND COMMUNICATION ENGINEERING
46	ELECTRONICS AND COMPUTER
47	ELECTRONICS AND COMPUTER ENGINEERING
48	ELECTRONICS AND CONTROL ENGINEERING
49	ELECTRONICS AND ELECTRICAL COMMUNICATION ENGINEERING
50	ELECTRONICS AND INSTRUMENTATION ENGINEERING
51	ELECTRONICS AND INSTRUMENTATIONS CONTROL ENGINEERING

**DESIGNATED SUBJECT FIELDS IN ENGINEERING AND TECHNOLOGY  
COVERED UNDER THE APPRENTICES (AMENDMENT) ACT, 1973 UNDER  
THE APPRENTICES (AMENDMENT) ACT, 1973**

52	ELECTRONICS AND TELECOMMUNICATION ENGINEERING
53	ELECTRONICS DESIGN TECHNOLOGY
54	ELECTRONICS ENGINEERING
55	ELECTRONICS PRODUCTION TECHNOLOGY
56	EMBEDDED SYSTEM
57	ENERGY ENGINEERING
58	ENGINEERING PHYSICS
59	ENVIRONMENT POLLUTION AND CONTROL ENGINEERING
60	FABRICATION TECHNOLOGY
61	FASHION TECHNOLOGY
62	FINE ART / SCULPTURE / COMMERCIAL ART
63	FISHERIES AND NAVIGATION
64	FOOD PROCESS ENGINEERING
65	FOOD TECHNOLOGY
66	FOOTWEAR TECHNOLOGY
67	FOUNDRY TECHNOLOGY
68	GARMENT AND FASHION TECHNOLOGY
69	GENETIC ENGINEERING
70	GEO INFORMATICS
71	GLASS TECHNOLOGY
72	GROUND WATER ENGINEERING
73	HANDLOOM TECHNOLOGY
74	HERBAL TECHNOLOGY
75	HIGHWAY ENGINEERING
76	HOTEL MANAGEMENT AND CATERING TECHNOLOGY
77	INDUSTRIAL ELECTRONICS
78	INDUSTRIAL ELECTRONICS AND INSTRUMENTATION
79	INDUSTRIAL ENGINEERING
80	INDUSTRIAL ENGINEERING AND MANAGEMENT
81	INDUSTRIAL PRODUCTION ENGINEERING
82	INFORMATION AND COMMUNICATION TECHNOLOGY
83	INFORMATION SCIENCE AND ENGINEERING
84	INFORMATION SCIENCE AND TECHNOLOGY
85	INFORMATION TECHNOLOGY
86	INSTRUMENTATION AND CONTROL ENGINEERING
87	INSTRUMENTATION AND ELECTRONICS ENGINEERING
88	INSTRUMENTATION TECHNOLOGY
89	INTERIOR DECORATOR
90	JUTE TECHNOLOGY
91	KNITTING TECHNOLOGY
92	LEATHER GOODS AND FOOTWEAR MANUFACTURING
93	LEATHER TECHNOLOGY
94	LIBRARY SCIENCE
95	MACHINE TOOL TECHNOLOGY
96	MACHINE TOOLS AND MAINTENANCE
97	MAN-MADE FIBRE TECHNOLOGY
98	MANUFACTURING ENGINEERING
99	MANUFACTURING PROCESS AND AUTOMATION ENGINEERING
100	MARINE ENGINEERING
101	MATERIAL SCIENCE AND ENGINEERING
102	MATERIALS MANAGEMENT
103	MECHANICAL AND PRODUCTION ENGINEERING
104	MECHANICAL ENGINEERING

**DESIGNATED SUBJECT FIELDS IN ENGINEERING AND TECHNOLOGY  
COVERED UNDER THE APPRENTICES (AMENDMENT) ACT, 1973 UNDER  
THE APPRENTICES (AMENDMENT) ACT, 1973**

105	MECHANICAL ENGINEERING (REFRIGERATION AND AIR-CONDITIONING)
106	MECHANICAL ENGINEERING (TOOL AND DIE MAKING)
107	MECHATRONICS
108	MEDICAL ELECTRONICS
109	MEDICAL LABORATORY TECHNOLOGY
110	METALLURGY
111	MINERAL ENGINEERING
112	MINING
113	MINING MACHINERY ENGINEERING
114	MINING SURVEYING
115	MODERN OFFICE PRACTICE MANAGEMENT
116	NANO ENGINEERING
117	NAUTICAL ENGINEERING
118	NAVAL ARCHITECTURE
119	NUCLEAR ENGINEERING
120	OIL and SOAP TECHNOLOGY
121	OPTICS AND OPTOELECTRONICS
122	PACKAGING TECHNOLOGY
123	PAPER TECHNOLOGY
124	PETRO-CHEMICAL ENGINEERING / TECHNOLOGY
125	PETROLEUM ENGINEERING
126	PETROLEUM TECHNOLOGY
127	PHARMACEUTICAL SCIENCE
128	PIGMENT AND PAINT TECHNOLOGY
129	PLANT ENGINEERING / TECHNOLOGY
130	PLASTIC ENGINEERING
131	PLASTIC TECHNOLOGY
132	POLYMER TECHNOLOGY
133	POWER ENGINEERING
134	PRINTING TECHNOLOGY
135	PRODUCTION ENGINEERING
136	PRODUCTION ENGINEERING AND INDUSTRIAL MANAGEMENT
137	PUBLIC HEALTH ENGINEERING
138	RADIO AND ELECTRONICS ENGINEERING
139	RADIO PHYSICS AND ELECTRONICS
140	REFRIGERATION AND AIR-CONDITIONING
141	REGIONAL AND TOWN PLANNING
142	RUBBER TECHNOLOGY
143	SAFETY ENGINEERING
144	SECRETARIAL / COMMERCIAL PRACTICE
145	SHIPBUILDING TECHNOLOGY
146	SILICATE TECHNOLOGY
147	SOUND ENGINEERING
148	STRUCTURAL ENGINEERING
149	SUGAR TECHNOLOGY
150	TELECOMMUNICATION AND ENGINEERING
151	TELEVISION ENGINEERING
152	TEXTILE CHEMISTRY
153	TEXTILE DESIGNING
154	TEXTILE ENGINEERING
155	TEXTILE TECHNOLOGY
156	TOOL AND DIE TECHNOLOGY
157	TOOL ENGINEERING / TECHNOLOGY

**DESIGNATED SUBJECT FIELDS IN ENGINEERING AND TECHNOLOGY  
COVERED UNDER THE APPRENTICES (AMENDMENT) ACT, 1973 UNDER  
THE APPRENTICES (AMENDMENT) ACT, 1973**

158	TRANSPORTATION ENGINEERING
159	TRAVEL AND TOURISM MANAGEMENT
160	WATER MANAGEMENT
161	WATER RESOURCE ENGINEERING
162	WOOD / TIMBER TECHNOLOGY

# એપ્રેન્ટિસશીપ ઉમેદવારને ભરતીમેળા

## સમયે આપવાનું Brochure





Industrial Training Institute

Directorate of Employment and Training  
Government of Gujarat



सत्यमेव जयते  
Government of Gujarat



Skill India  
कौशल भारत - कुशल भारत

## મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના

### પ્રવેશ માટેની લાયકાત :-

#### વયમર્યાદા

- સ્થી કે પુરુષ
- ૧૪ વર્ષથી ઉપરની ઉંમર ધરાવતા ઉમેદવારો એપ્રેન્ટીસશીપ તાલીમ યોજનામાં જોડાઈ શકે છે.
- જોખમી પ્રકારના ઉધોગમાં ઓછામાં ઓછી ઉંમર ૧૮ વર્ષની રહેશે

#### શૈક્ષણિક લાયકાત

- લધુતમ શૈક્ષણિક લાયકાત જુદા જુદા વ્યવસાયો (ડ્રેડ) માટે જુદી જુદી હોય છે.
- ધોરણ - C પાસથી સ્નાતક પાસ સુધીની શૈક્ષણિક લાયકાત ધરાવતા ઉમેદવાર આ યોજના હેઠળ નિયત વ્યવસાયોમાં (ડ્રેડ) માં તાલીમ મેળવી શકે છે.
- ઓધોગિક /સેવાકીય એકમોમાં પોતાના એકમ ખાતે એપ્રેન્ટીસની ભરતી માટે નીચે મુજબના ઉમેદવારોની પસંદગી કરી શકે છે.
- (અ) આઇ.ટી.આઇ. / ડીપ્લોમા/ ડીગ્રી પાસ થયેલ ઉમેદવાર.
- (બ) ઉપરોક્ત (અ) મુજબની લાયકાત ન ધરાવતા પરંતુ ડ્રેડ માટેની લધુતમ શૈક્ષણિક લાયકાત ધરાવતા ઉમેદવાર (ફેશર ઉમેદવાર)

એપ્રેન્ટીસશીપ તાલીમ યોજના મુખ્યત્વે નીચે મુજબના ઉદ્દેશ અને હેતુ:

- શાળા છોડી ગયેલા ઉમેદવારો/ આઇ.ટી.આઇ./ડીપ્લોમા/ ડીગ્રી પાસ ઉમેદવારોને ખાનગી કે જહેર ક્ષેત્રના ઔધોગિક/ સેવાકીય એકમો ખાતેની On Job Training સુવિધાનો મહત્તમ લાભ આપી તેમને ક્રૈશલ્ય કુશળ બનાવવા.
- જુદા જુદા વ્યવસાયોમાં ઔધોગિક/ સેવાકીય એકમોના સહકારથી સૈધ્યાંતિક તેમજ પ્રાયોગિક તાલીમ આપી ઉધોગ/ સેવાકીય એકમો માટેનું કુશળ માનવબળ ઉભુ કરવું

#### તાલીમનું માળખું:-

એપ્રેન્ટીસશીપ તાલીમ યોજના અંતર્ગત એપ્રેન્ટીસોને: -

(૧) બેઝિક તાલીમ અને (૨) ઓન જોબ તાલીમ લેવાની રહે છે.

બેઝિક તાલીમ	
તાલીમ	બેઝિક તાલીમની જરૂરિયાત અને સમયગાળો
આઇ.ટી.આઇ./એન્જીનિયરીંગ કે ટેકનોલોજીમાં ડીપ્લોમા/ ડીગ્રી ધરાવનારને	મુલ્યિત છે
Pradhan Mantri Kaushalya Vikas Yojana (PMKVY)/Modular Employability Scheme (MES) પાસથયેલ ઉમેદવારો	ને તેઓના સંલગ્ન ડ્રેડમાં બેઝિક તાલીમ લેવાની આવશ્યકતા રહેતી નથી
અન્ય ઉમેદવારો માટે સમયગાળાના:	
1. ૦૧ વર્ષના તાલીમી	1. ૦૩ મહિનાના
2. ૦૨ વર્ષના તાલીમી	2. ૦૬ મહિનાનો
જે તે વ્યવસાયની બેઝિક તાલીમ દરમ્યાન જરૂરી સાધન સામગ્રી/હાથ ઓજારો તેમજ મશીનરીના ઉપયોગને લગતી પાયાની તાલીમ આપવામાં આવે છે. સેવાકીય ડ્રેડ માટે જે તે ડ્રેડનું પ્રારંભિક જ્ઞાન આપવામાં આવે છે.	
ઓન જોબ (શોપ ફ્લોર) તાલીમ	
બેઝિક તાલીમ પૂર્ણ કર્યા બાદ એપ્રેન્ટીસોએ જે તે એકમ ખાતે શોપ ફ્લોર એટલે કે પ્રેક્ટીકલ તાલીમ મેળવવાની રહે છે.	

## પ્રવેશ સત્ર (ભરતીસત્ર અને સમયગાળો):-

- એકમ ખાતે એપ્રેન્ટિસની ભરતી - સમગ્ર વર્ષ દરમ્યાન થાય છે
- સમયગાળો - ૦૬ માસથી ૦૨ વર્ષ સુધીનો ટ્રેડ મુજબ અલગ અલગ હોય છે

## ભરતીમાં અનામત

- ભારત સરકારે ગુજરાત રાજ્ય માટે અનુ. જાતિ માટે ૭ ટકા, અનુ. જન જાતિ માટે ૧૪ ટકા અને અન્ય પણત વર્ગ માટે ૨૭ ટકા નું પ્રમાણ નક્કી કરેલું છે.

## પ્રવેશ પ્રક્રિયા:-

- એપ્રેન્ટિસશીપ તાલીમમાં જોડાવવા માટે પોર્ટલ [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) પર રજીસ્ટ્રેશન કરવાનું રહે છે. જે માટે E-mail એકાઉન્ટ જરૂરી છે.
- આઇ.ટી.આઇ. ખાતે ઓફ-લાઇન રજીસ્ટ્રેશન કરવાની વ્યવસ્થા ઉપલબ્ધ

## એપ્રેન્ટિસને મળવા પાત્ર વૃત્તિકા (સ્ટાઇપેન્ડ):-

- એપ્રેન્ટિસ પાસેથી કોઈ પણ પ્રકારની તાલીમી ફી લેવામાં આવતી નથી.
- તાલીમની સાથો સાથ એપ્રેન્ટિસો ને એકમ ધ્વારા હાલના પ્રવર્તમાન નિયમો મુજબ નીચે મુજબની લધુતમ વૃત્તિકા (સ્ટાઇપેન્ડ) તરીકે આપવામાં આવે છે. અર્ધ કુશળ કારીગરોને આપવામાં આવતા લધુતમ વેતન દરનાઃ - પ્રથમ વર્ષ - ૭૦ ટકા; બીજુ વર્ષ - ૮૦ ટકા અને તૃતીય વર્ષ - ૯૦ ટકા
- આમ છતા એકમ સ્વેચ્છાએ ઉપરોક્ત રકમ કરતા પણ વધુ રકમની વૃત્તિકા (સ્ટાઇપેન્ડ) આપી શકે છે.

## પરિક્ષા પ્રમાણપત્ર :-

- તાલીમનો નિયત સમય પૂર્ણ થયા બાદ વ્યવસાયીક ધંધાની તાલીમ માટેની રાષ્ટ્રીય કાઉન્સીલ તરફથી વર્ષમાં બે વાર એપ્રિલ અને ઓક્ટોબર અંતિત અભિલ ભારતીય વ્યવસાય ક્સોટી યોજાવામાં આવે છે.
- સફળ થયેલા એપ્રેન્ટિસોને જે તે વ્યવસાયનું રાષ્ટ્રીય પ્રમાણપત્ર આપવામાં આવે છે. આ પ્રમાણપત્ર ભારત સરકારના સાહસો જેવા કે રેલ્વે, ઓ.એન.જી.સી.વિગેરેમાં કાયમી સેવા માટે પણ માન્ય છે.

## આવશ્યક દસ્તાવેજ

- શૈક્ષણિક લાયકાતના પ્રમાણ પત્રોની નકલ
- શાળા છોડ્યાના પ્રમાણ પત્રની નકલ
- આધાર કાર્ડની નકલ
- પાસપોર્ટ સાઇઝ નો ફોટો

નોંધ:-૧૮ વર્ષથી નીચેના ઉમેદવારોએ પોતાના વાલીને સાથે લાવવા

## :: સંપર્ક ::

- કોઇપણ ઉમેદવારો કે જેઓ એપ્રેન્ટિસ તરીકે જોડાવા ઇચ્છતા હોય, તેઓએ નજીકની આઇ.ટી.આઇ. / જુલ્લા રોજગાર કચેરીનો સંપર્ક કરી જરૂરી માર્ગદર્શન મેળવી શકે છે.
- વધારે માહીતી માટે સંપર્ક કરો :- કોલ સેન્ટરનો નંબર ૧૮૦૦-૨૫૮-૫૫૮૮

# મોટલ કોન્ટ્રાક્ટ ફોર્મ



**“Schedule-III**  
(See rule 14)

**Model Contract of Apprenticeship Training for Major/Minor\* Apprentices**

Photograph of  
Apprentice

1. Name and address of establishment : \_\_\_\_\_  
with Tel. no., Fax No. & E-mail address  
\_\_\_\_\_  
\_\_\_\_\_
2. (a) Name of Apprentice (Block Letters) : \_\_\_\_\_  
(b) Father's/Mother's /Husband's Name : \_\_\_\_\_
3. Address of apprentice : \_\_\_\_\_  
\_\_\_\_\_
4. Gender (please. ✓) : Male/Female/Transgender
5. Date of birth : \_\_\_\_\_
- 6a) Whether belongs to SC/ST/OBC/PwD/Minority (please. ✓ ) : Yes/No  
b) Name of the Category : \_\_\_\_\_
7. Educational Qualification  
(a) Academic Qualification : \_\_\_\_\_  
(b) Technical qualification  
(i) Name of the Trade/Course : \_\_\_\_\_  
(ii) Duration of Training/Course : From \_\_\_\_\_ To \_\_\_\_\_  
(iii) Name of the Institute/college : \_\_\_\_\_  
(iv) Name of the Council/University : \_\_\_\_\_

8. (a) Date of execution of contract : \_\_\_\_\_  
 (b) Age on the date of execution of contract : \_\_\_\_\_
9. Name of the trade for which apprentice is for apprenticeship training : \_\_\_\_\_
10. (a) Duration of apprenticeship training : \_\_\_\_\_ years \_\_\_\_\_ months  
 (b) Period of apprenticeship training : From \_\_\_\_\_ To \_\_\_\_\_
11. Rates of Stipend: The minimum prescribed stipend per month to be paid by the employer to apprentice  
 (a) During 1<sup>st</sup> year of training : Rs. \_\_\_\_\_  
 (b) During 2<sup>nd</sup> year of training : Rs. \_\_\_\_\_  
 (c) During 3<sup>rd</sup>& 4<sup>th</sup> year of training : Rs. \_\_\_\_\_
12. (a) Name and Address of Guardian : \_\_\_\_\_  
 (in case of apprentice is minor)
- (b) Relationship with the Apprentice : \_\_\_\_\_
13. Name and Address of the Surety : \_\_\_\_\_
14. We, the Employer, Apprentice/Guardian\*\* and the Surety solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 regarding the contract of apprenticeship training including obligations and agree to abide by all the provisions made thereunder. In case of default by the either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Enclosure).

\_\_\_\_\_  
 Signature of the  
 Employer with seal

\_\_\_\_\_  
 Signature of  
 Apprentice

\_\_\_\_\_  
 Signature of Guardian\*\*

\_\_\_\_\_  
 Signature of  
 Surety

15. Name of Witnesses with their Address  
 1) \_\_\_\_\_  
 2) \_\_\_\_\_

\*\*\*15. Contract Registration No. : \_\_\_\_\_  
 (To be given by the O/o the Apprenticeship Adviser)

\* **Minor apprentice is an apprentice who has not completed eighteen years of age.**

\*\* Guardian, in case of minor apprentices

\*\* Mandatory only for designated trades

### Enclosure to Contract of Apprenticeship Training

Main provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training.

1. The employer shall pay stipend per month to the trade apprentices at the minimum rates (as per the provision of Rule 11(1) of Apprenticeship Rule, 1992)
  - (a) During 1<sup>st</sup> year of training : Seventy per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory
  - (b) During 2<sup>nd</sup> year of training : Eighty per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory
  - (c) During 3<sup>rd</sup>& 4<sup>th</sup> year of training : Ninety per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory:

In the case where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade:

Further in the case of trade apprentices referred to in clause (a) of section 6 of the Act, the period of training already undergone by them in a school or other institution recognised by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable".

2. The employer shall pay stipend per month to the Graduate, Technician and Technician (Vocational) apprentices at the minimum rates (as per the provision of Rule 11(2) of Apprenticeship Rule, 1992)

- |     |   |            |
|-----|---|------------|
| (a) | Graduate Apprentices                                    | : Rs. 4984 |
| (b) | Sandwich Course<br>(Students from Degree Institutions)  | :Rs. 3542  |
| (c) | Technician Apprentices                                  | : Rs. 3542 |
| (d) | Sandwich course<br>(Students from Diploma Institutions) | :Rs. 2890  |
| (e) | Technician (Vocational) Apprentices                     | : Rs. 2758 |

3. The stipend prescribed for Graduate apprentices shall be paid by the employer to those apprentice who possess a degree of minimum three years duration after 10+2 system of education and undergoing apprenticeship training in optional trade.
4. The stipend prescribed for Technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10<sup>th</sup> class or diploma of two years after 12<sup>th</sup> pass and undergoing apprenticeship training in optional trade.
5. The stipend prescribed for Technician (Vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade.
6. The stipend prescribed for trade apprentices shall be paid by the employer to all other apprentices undergoing training in optional trade according to their period of apprenticeship training.
7. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remain on leave as observed in the establishment.
8. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as prescribed.
  - 9a) In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the surety at the request of apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.
  - 9b) The liability of the surety is limited to Rs.2500/- (Rupees Two thousand five hundred only) with interest at twelve percent per annum.

# એકમ પાસેથી મેળવવાનો થતો બાંહેધરીપત્ર



## બાંહેધરી

કુ ..... , હોદ્રો .....

ત .....  
એકમ, સરનામું, .....

..... માં ફરજ બજાવું છું.

અમારું ઉપર્યુક્ત દર્શાવેલ એકમ સરકારશ્રીના પોર્ટલ પર નોંધાયેલ છે અને તેનો નોંધણી નંબર - ..... છ. / આ એકમ સરકારશ્રીના પોર્ટલ પર નોંધાયેલું નથી.

આથી હું બાંહેધરી આપું છું કે, ઉપર્યુક્ત એકમમાં ..... (સંખ્યામાં) માનવબળ (કરાર આધારિત સહિત) રોકાયેલ છે. જેની સામે ..... (સંખ્યામાં) એપ્રેન્ટીસ રોકાયેલ છે. એપ્રેન્ટીસ અધિનિયમની જોગવાઈ મુજબ, કુલ માનવબળના ૨.૫ ટકા લેખે ..... (સંખ્યામાં) લઘુતમ એપ્રેન્ટીસ રોકવાની જરૂરિયાત છે. જેથી ..... (સંખ્યામાં) વધારાના એપ્રેન્ટીસની જગ્યા ભરવી જરૂરી છે. જે વધારાના એપ્રેન્ટીસની જગ્યા ભરવા એકમ વતી બાંહેધરી આપું છું.

ભારત સરકારની નેશનલ એપ્રેન્ટીસ પ્રોત્સાહન યોજના અંતર્ગત એમ્પ્લોયરને રૂ.૧૫૦૦/- પ્રતિ એપ્રેન્ટીસ પ્રતિ માસ મળવાપાત્ર છે. આ ઉપરાંત ગુજરાત સરકારની પ્રોત્સાહક યોજનાનો પણ લાભ મળવાપાત્ર છે. જેમાં અમારું એકમ જોડાવા ઉત્સુક છે.

સ્થળ -

તારીખ .....  
.....

અધિકૃત વ્યક્તિની સહી  
મોબાઇલ નંબર તથા ઈ-મેઇલ એડ્રેસ

મોબાઇલ નંબર .....  
ઈ-મેઇલ એડ્રેસ .....



# વિભાગે કરવાનો થતો નમુનાકુપ

## પરિપત્ર



ક્રમાંક: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
ની કચેરી

તા.

વંચાણે લીધો:

શ્રમ અને રોજગાર વિભાગ નો તા.૦૬-૦૪-૨૦૧૮ નો ઠરાવ ક્રમાંક: તલમ/૧૨/૨૦૧૮/ ૫૧૯૬૦/આર-૨

પરિપત્ર:-

એપ્રેન્ટિસશીપ તાલીમ યોજનાનો મુખ્ય ઉદેશ રાજ્યમાં આવેલ વિવિધ એકમોના વિવિધ વ્યવસાયો માં એકમોની માંગ અનુસાર યુવાનોને તાલીમ આપી રોજગારીની તકોમાં વધારો કરવાનો તથા ઔદ્યોગિક એકમોમાં ગુણવત્તાસભર ઉત્પાદનનું પ્રમાણ વધારવા માટે કુશળ કારીગરો પુરા પાડવા અને તેનું નિયમન કરવાનો છે. આ યોજનાની અમલવારી એપ્રેન્ટિસ અધિનિયમ-૧૯૬૧ હેઠળ કરાવવામાં આવી રહેલ છે.

ભારત સરકાર દ્વારા એપ્રેન્ટિસ અધિનિયમ (સુધારા)-૨૦૧૪ અને એપ્રેન્ટિસશીપ નિયમો (સુધારા)-૨૦૧૫ ની સાથે સાથે એપ્રેન્ટિસશીપ તાલીમ યોજનાના વ્યાપને વિસ્તારવા અને સન-૨૦૨૦ સુધીમાં ૫૦ લાખ એપ્રેન્ટિસની ભરતી કરવાના લક્ષ્યાંક સાથે “National Apprenticeship Promotion Scheme (NAPS)” શરૂ કરવામાં આવી જેનો અમલ ભારત સરકારના તા.૧૯-૦૮-૨૦૧૬ ના નોટીફિકેશન મુજબ કરવામાં આવી રહેલ છે.

રાજ્યમાં એપ્રેન્ટિસશીપ તાલીમ યોજનાના વ્યાપને વિસ્તારવા માટે ૦૧ લાખ એપ્રેન્ટિસોની ભરતીના લક્ષ્યાંક સાથેની “મુખ્યમંત્રી એપ્રેન્ટિસશીપ યોજના” શ્રમ અને રોજગાર વિભાગના ઠરાવ ક્રમાંક: તલમ/૧૨/૨૦૧૮/ ૫૧૯૬૦/આર-૨, તા.૦૬-૦૪-૨૦૧૮થી શરૂ કરવામાં આવેલ છે. ૦૧ લાખ એપ્રેન્ટિસોની ભરતીના લક્ષ્યાંકને રાજ્યના જુદા-જુદા વિભાગોની સહયોગલક્ષી કામગીરીથી ચરિતાર્થ કરવાનો રહે છે. રાજ્યના મહત્તમ એકમોને એપ્રેન્ટિસ અધિનિયમ, ૧૯૬૧ હેઠળ આવરી લઈ એકમો ખાતે મહત્તમ એપ્રેન્ટિસોની ભરતી કરવાની કામગીરીને “મિશન મોડ” માં લઈ “મુખ્યમંત્રી એપ્રેન્ટિસ યોજના” અંતર્ગત ૦૧ લાખ એપ્રેન્ટિસોની ભરતી કરવાના લક્ષ્યાંકને ચરિતાર્થ કરવાની પૂર્વ તૈયારી રૂપે નીચે જણાવ્યા મુજબની કામગીરી કરવા/કરાવવા આથી જણાવવામાં આવે છે.

A. \_\_\_\_\_ ખાતે વણવપરાયેલ એપ્રેન્ટિસ ભરતીની ક્ષમતાની વિગતો મેળવવાની ક્ષેત્રીય કામગીરી: -

a. જે તે વિભાગીય વડાઓએ તેમના કાર્યક્ષેત્ર હેઠળ ના એપ્રે.અધિનિયમ હેઠળ આવરી લેવાયેલ એકમો, એપ્રે.અધિનિયમ હેઠળ આવરી લેવાના બાકી રહેતા એકમો તેમજ આ ઉપરાંતના ઉત્પાદન તેમજ સેવાકિય ક્ષેત્ર સાથે સંકળાયેલ નવા એકમો ખાતે રૂબરૂ મુલાકાત લેવા અર્થે જીલ્લાવાર/ તાલુકાવાર કાર્યક્ષેત્રના સંબંધિત અધિકારીશ્રીઓને શ્રમ અને રોજગાર વિભાગના ઠરાવથી નાયબ/આસી. એપ્રે.એડવાઇઝર તરીકે કામગીરી કરવા અધિકૃત કરાયેલ છે. આપના તાબા હેઠળની કચેરીઓના અધિકારીઓને નિયામક, રોજગાર અને તાલીમના આ સાથે સામેલ ટીમોના પત્રકની સામે જે તે જીલ્લા/ તાલુકા/ વિસ્તાર અનુસાર વિભાગના નાયબ

અને આસી. એપ્રો. એડવાઇઝર તરીકે કામગીરી કરવા અધિકૃત કરાયેલ અધિકારીશ્રીઓને ગોઠવવાના રહેશે. આ સાથે સામેલ “એટીએસ ટીમ પત્રક” માં આપના દ્વારા નિયત કરવામાં આવેલ ટીમની વિગતો અત્રેની કચેરીને મોકલી આપવાની રહેશે.

- b. એકમની રૂબરૂ મુલાકાત સમયે એકમના મુખ્ય જવાબદાર અધિકારીશ્રીને એપ્રેન્ટીસશીપ તાલીમ યોજના સંબંધિત જોગવાઈઓ અને ફાયદાઓથી માહિતગાર કરવાના રહેશે તેમજ જરૂર જણાય યોજનાકીય સાહિત્યની સોફ્ટ/હાર્ડ કોપી આપવાની રહેશે. “એપ્રેન્ટીસ ભરતી કરવા” બાબતે આ સાથે સામેલ બાંહેધરી પત્રકમાં એકમના જવાબદર અધિકારીશ્રીની સહી મેળવી એકમની જરૂરી વિગતો મેળવી એકમ ખાતે રહેલ “એપ્રેન્ટીસ ભરતી ક્ષમતા” ને નિણ્ણાત કરી એકમ કેટલા એપ્રેન્ટીસની ભરતી કરી શકશે તે બાબતનું બાંહેધરી પત્ર મેળવી લેવાનો રહેશે.
- c. એકમની રૂબરૂ મુલાકાત દરમ્યાન મેળવેલ બાંહેધરી પત્ર અને ટ્રેડ વાઇઝ ની બેઠકોની વિગતો આ કચેરી દ્વારા અપાયેલ “Reporting Format for Field Visit, Statement I & II” જે તે Visiting Officer શ્રીએ ભરીને તેની એન્ડ્રી \_\_\_\_\_ પોર્ટલ પર કરી આ ફોરમેટની હાર્ડ કોપી આપવાની રહેશે.
- d. ટીમના અધિકૃત અધિકારીશ્રીઓએ “Statement I & II” ને સંકલિત કરી પોતાના પ્રાદેશિક વડાને E-mail થી પાઠવવાની રહેશે. તેમજ તેની પ્રોગ્રામિસ્ટ ધોરણે જાળવણી કરવાની રહેશે. તેમજ મળેલ રિપોર્ટને આધારે તેમના કાર્ય વિસ્તાર માટે ભરતી કરવાપાત્ર એપ્રેન્ટીસની પ્રોગ્રામિસ્ટ વિગતો તાત્કાલિક ઉપલબ્ધ થાય તેમ કરવાનું રહેશે.

## B. એપ્રેન્ટીસશીપ તાલીમમાં જોડાવવા ઇચ્છુક ઉમેદવારો માટેનો નોંધણી મેળા:-

(a) ભરતી મેળા નું આયોજન (અમલીકરણ \_\_\_\_\_)

એપ્રેન્ટીસ ભરતી ક્ષમતા અને જરૂરી સગવડ/માળખાકીય સુવિધાને ધ્યાને લઈ \_\_\_\_\_ સ્થળો ખાતે તા. \_\_\_\_\_ થી તા. \_\_\_\_\_ દરમ્યાન “એપ્રેન્ટીસશીપ તાલીમમાં જોડાવવા ઇચ્છુક ઉમેદવારો માટેના ભરતીમેળા” નું આયોજન કરવાનું રહેશે.

(b) ભરતીમેળાની કામગીરી (અમલવારી \_\_\_\_\_)

- “એપ્રેન્ટીસશીપ તાલીમમાં જોડાવવા ઇચ્છુક ઉમેદવારો માટેનો ભરતીમેળા” ના આયોજન અનુસારના તમામ ભરતીમેળાની વિગત દર્શાવતી જાહેરાત દૈનિક વર્તમાન પત્રોમાં સ્થાનિક કક્ષાએથી કરવાની રહેશે.
- ભરતીમેળાનો પ્રચાર પ્રસાર સ્થાનિક કક્ષાએ શક્ય તેટલા વધુ માધ્યમથી કરવાનો રહેશે.
- સંબંધિત જીલ્લા રોજગાર કચેરી/સ્કુલ વગેરે ખાતે થી ધો.૧૦ પાસ/નાપાસ, ધો.૧૨ પાસ/નાપાસ વગેરેનો ડેટા મેળવી લેવાનો રહેશે. આવા ઉમેદવારોનો સંપર્ક કરી એપ્રેન્ટીસશીપ તાલીમ યોજનામાં જોડાવા માટે તેઓને પ્રોત્સાહિત કરવા. તેઓને ટેલીફોનિક/SMS/E-mail/પત્ર થી ભરતીમેળામાં હાજર રહેવા અંગેની જાણ કરવાની રહેશે.
- રોજગાર કચેરીના Live Register (LR) પરથી વિવિધ શૈક્ષણિક લાયકાત ધરાવતા તમામ ઉમેદવારોની વિગત મેળવી તેઓને ભરતીમેળામાં ઉપસ્થિત રહેવા અંગેની જાણ કરવાની રહેશે.

- v. છલ્લા 03 વર્ષ દરમ્યાન આઇ.ટી.આઈ. માં પ્રવેશ મેળવવાથી વંચિત રહેલા ઉમેદવારો/કે.વી.કે. અને PMKVY કોર્સના પાસ આઉટ તાલીમાર્થાઓનો ડેટા મેળવી તેઓને ભરતીમેળામાં ઉપસ્થિત રહેવા અંગેની જાણ કરવાની રહેશે.
- vi. જિલ્લાની Arts/Commerce/Polytechnic/Engineering/Management કોલેજોમાં પણ ભરતીમેળાનો પ્રચાર-પ્રસાર કરવાનો રહેશે.
- vii. ભરતીમેળાના આયોજનના ભાગ રૂપે ઉપસ્થિત રહેનાર ઉમેદવારોની સંખ્યાના આધારે જરૂરી સગવડ/માળખાકીય સુવિધાનું આયોજન કરવાનું રહેશે.
- viii. ઉપસ્થિત રહેલ ઉમેદવારોની શૈક્ષણિક લાયકાત/ પસંદગીના ટ્રેડ વાઇઝ/સેક્ટર વાઇઝ યાદી બનાવવી.
- ix. ભરતીમેળામાં ઉપસ્થિત રહેલા ઉમેદવારો પાસેથી જરૂરી શૈક્ષણિક લાયકાતના પ્રમાણપત્રોની નકલ, શાળા છોડ્યાનું પ્રમાણપત્ર, પાસપોર્ટ સાઇઝનો ફોટોગ્રાફ વગેરે સાથે તેઓના એપ્રેન્ટીસશીપ તાલીમ અર્થેના ઉમેદવારની સહી સહિતના કરારનામા તૈયાર કરાવી લેવાના રહેશે.
- x. તૈયાર કરવામાં આવેલ કરારનામા સહિત ઉમેદવારને એપ્રેન્ટીસ તાલીમમાં જોડાવવા અર્થેનો ભલામણ પત્ર આપી યોગ્ય એકમ ખાતે મોકલી આપવાના રહેશે.
- xi. નોંધણી કરવામાં આવેલ ઉમેદવારો પૈકી જે ઉમેદવારોને તેમની શૈક્ષણિક લાયકાત અને પસંદગીના વ્યવસાયના સંદર્ભે “બેઝીક તાલીમ” ની આવશ્યકતા રહેવાની છે તેવા ઉમેદવારોની યાદી અલગથી બનાવવી. આવા ઉમેદવારોને બેઝીક તાલીમ કયાં આપી શકાય તેનું સત્વરે આયોજન \_\_\_\_\_ ના સંકલનમાં રહીને કરવાનું રહેશે.
- xii. આ સાથે સામેલ ભરતીમેળા માટે આપેલ પત્રક મુજબ ભરતીમેળા માં હાજર રહેલ ઉમેદવારોની વિગતો/માહિતી જે-તે સંસ્થા દ્વારા નિભાવવાની રહેશે. તેમજ પત્રક સાથે સામેલ પ્રફોર્મા મુજબની આંકડાકીય માહિતી ફૈનિક ધોરણે \_\_\_\_\_ ને મોકલી આપવાની રહેશે.
- xiii. \_\_\_\_\_ પોતાના વિભાગના તમામ ભરતીમેળાની આંકડાકીય વિગતોની સામેલ પ્રફોર્મા મુજબ ફૈનિક ધોરણે અત્રેની કચેરીને મોકલી આપવાની રહેશે.

ભરતી ક્ષમતા અને જરૂરિયાત પ્રમાણેના એપ્રેન્ટીસોની ભરતી કરવા માટે એકમ દ્વારા ફૈનિક અખબારપત્ર માં જાહેરખબર અપાય તે મુજબ તેઓને પ્રેરીત કરવાના રહેશે. સાથોસાથ તેઓ દ્વારા વધુ માત્રામાં એપ્રેન્ટીસની ભરતી કરવાની રહેતી હોય તેવા સંજોગોમાં \_\_\_\_\_ ખાતે આવા ખાસ કિસ્સાના એપ્રેન્ટીસ ભરતીમેળા ગોઠવવા જરૂરી પ્રબંધ કરી તે અંગે જાહેર ખબર તેમજ અન્ય પ્રચાર-પ્રસારના માધ્યમના ઉપયોગ દ્વારા વધુ ને વધુ માત્રમાં ઉમેદવારો આવા એપ્રેન્ટીસ ભરતીમેળા માં ઉપસ્થિત રહે તેવું આયોજન કરવું.

ઉપરોક્ત તમામ કામગીરી “મિશન મોડ” માં લઇ અગ્રતાના ધોરણે નિયત સમય મર્યાદામાં પૂર્ણ કરવા જણાવવામાં આવે છે.

ઓથોરીટીની સહી

પ્રતિ, \_\_\_\_\_



# કામગીરીનો ફ્લોચાર્ટ



# મુખ્યમંત્રી એપ્રેન્ટીસશીપ યોજના

## એપ્રેન્ટીસ ભરતી કાર્યક્રમ

