



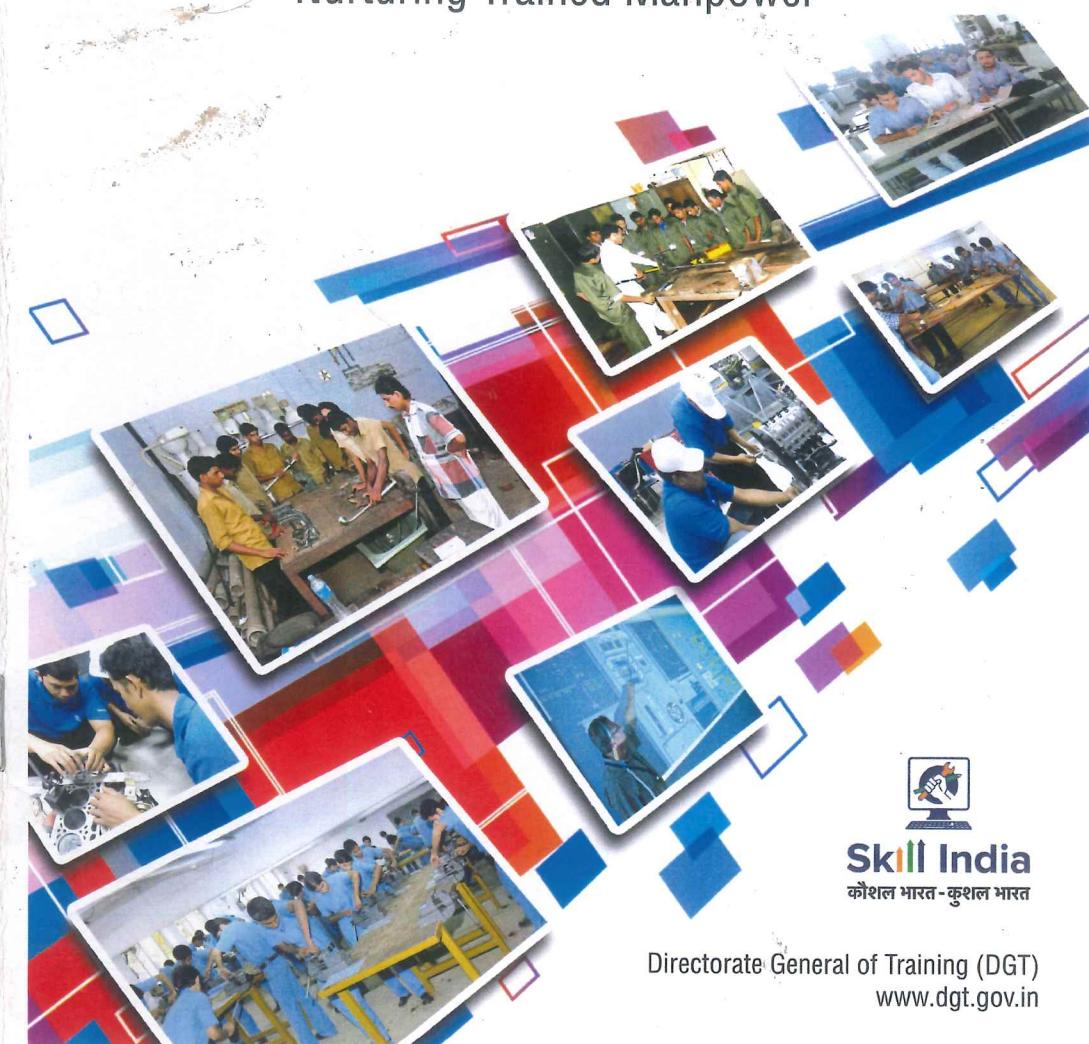
सत्यमेव जयते  
Government of India  
Ministry of Skill Development & Entrepreneurship

# Apprenticeship Training Scheme

## Nurturing Trained Manpower

Ministry of Skill Development & Entrepreneurship  
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Guidelines of the Scheme are available at  
<http://www.apprenticeship.gov.in>



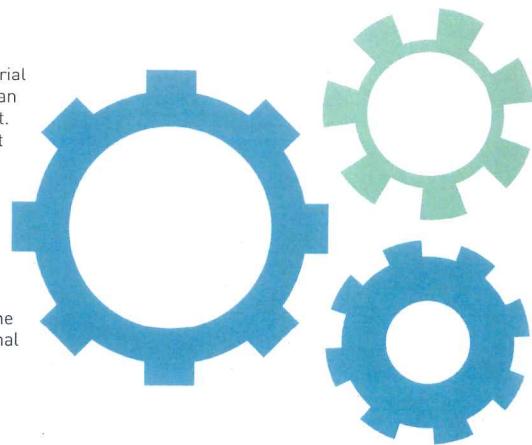
**Skill India**  
कौशल भारत - कुशल भारत

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

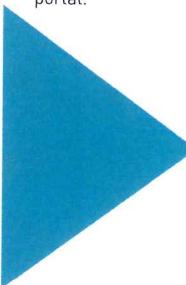
Designated trade means any trade or occupation as notified by the Government. At present, there are 259 designated trades available for apprenticeship training. List is given at Annexure-I.



### (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
189	Computer and Peripherals Hardware Repair and Maintenance Mechanic
190	Computer Networking Technician
191	Multimedia and Web Page Designer
192	Process Plant Operator
193	Utility Operator
194	Maintenance Mechanic
195	Electrical Mechanic
196	Instrument Controller
197	Technician Fabricator
198	Electrician (Steel Plant)
199	Electronics Mechanic(Steel Plant)
200	Fitter (Steel Plant)
201	Instrument Mechanic(Steel Plant)
202	Mechanic Communication Equipment Maintenance
203	Mechanic Radio, Audio, Video System and Appliances
204	Mechanic Repair and Maintenance of Electronics Test Equipment
205	Mechanic Automobile Electronics
206	Mechanic Mechanical Maintenance (Industrial Automation)
207	Mechanic Electrical Maintenance (Industrial Automation)
208	PLC Operator
209	Interior Decorator and Designer
210	Mechanic (Repair and Maintenance of Heavy vehicles)
211	Mechanic (Repair and Maintenance of Light vehicles)
212	Desk Top Publishing Operator
213	Operator (Steel Plant)
214	Assistant Fashion Designer (Garment)
215	Computer Operator and Programming Assistant
216	House Keeper-cum Accommodation Assistant
217	Knitter (Hosiery)
218	Digital Photographer
219	Architectural Assistant
220	House Keeper (Hospital)
221	Secretarial Assistant
222	Stenographer (English)
223	Health sanitary Inspector
224	Mechanic Sewing Machine
225	Senior Sales Person (Retail)
226	Battery Repairer

S.No.	Name of the Designated Trade
227	Lacquering and Powder Coating Operator
228	Wood Handicrafts Worker
229	House Keeper (Domestic)
230	House Keeper (Institution)
231	House Keeper (Corporate)
232	Cabin/Room Attendant
233	Computer Aided Embroidery and Needle Worker
234	Building Maintenance Technician
235	Mechanic (Repair and Maintenance of Two Wheeler)
236	Creche Management
237	Pre or Preparatory School Management (Assistant)
238	Florist and Landscaper
239	Tourist Guide
240	Insurance Agent
241	Hospital Waster Management Assistant
242	Library Assistant
243	Creel Boy-Cum-Warper
244	Screen Printing
245	Beautician Assistant
246	Cable Television Operator
247	Sales Person (Retail)
<b>Trades having entry qualification XII<sup>th</sup> Pass</b>	
248	Operator Advanced Machine Tool Maintenance
249	Mechanic Advanced Machine Tool Maintenance
250	Mechanic Industrial Electronics
251	Operator Cum Mechanic Pollution Control Equipment
252	Mechanic Medical Equipment for Hospitals and Occupational Health Centre
253	Medical Laboratory Technician (Pathology)
254	Medical Laboratory Technician (Radiology)
255	Medical Laboratory Technician (Cardiology and Physiology)
256	Brew Master
257	** Call Centre Assistant
<b>Trades having entry qualification B.Sc. pass</b>	
258	Advanced Attendant Operator (Process)
<b>Trades having entry qualification National Trade Certificate in "Computer Operator And Programming Assistant" issued by National Council for Vocational Training</b>	
259	Programming And Systems Administration Assistant

\* 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
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.

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

### 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

# 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: rdatfb@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: rdatmumbai@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

