

**the apprenticeship rules, 1991**

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**THE APPRENTICESHIP RULES, 1991<sup>1</sup>**

**1. Vide G.S.R. 356, dated 15<sup>th</sup> July 1992, published in the Gazette of India, Pt. II sec. 3(i), dated 1<sup>st</sup> August 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 super session of the Apprenticeship Rules, 1962, except as respects things done or omitted to be done before such super session, namely: -

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

- (1) These Rules may be called the Apprenticeship Rules, 1991.
- (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 recognised by the State Government concerned or the Central Government;
- (3) “Engineering Graduate” means a person, who-
  - (a) Holds a degree in engineering or technology granted by-
    - (i) A statutory University, or
    - (ii) By an institution empowered to grant such degree by an Act of Parliament;
  - (b) Has passed the Graduate ship examination of professional bodies recognised by the Central Government as equivalent to degree; or
  - (c) Holds the qualifications, which exempt him from Section A and B examinations of the Institution of Engineers (India);
- (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, recognised 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;
- (6) “Registered Medical Practitioner” means a person whose name 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 educational. -**

- (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, technician, or technician vocational apprentice if he satisfies one of the minimum educational qualifications specified in Schedule 1A.

Provided that-

- (a) No Engineering Graduate or Diploma holder or Vocational Certificate holder who had training or job experience for a period of 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 acquire 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.

<sup>1</sup>[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 Cabinetmaker.
4. Sports goods maker (Wood).

**(b) Draughts men and Surveyors trades group:**

Draughts men (Civil).

**(c) Printing trades group:**

1. Process Cameraman.
2. Retoucher Lithographic.
3. Engraver.
4. Book Binder

**(d) Hotel and 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) Agricultural trades group:**

Horticulture assistant.

**(g) Painting trades group:**

Painter (General)].

**<sup>2</sup>(h) Group No. 1-Machine Shop Trades Group:**

1. Fitter
2. Turner.

**(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) Without prejudice to the generality of the foregoing provision where a physically handicapped person registered at any Employment Exchange is declared, by either the medical Board attached to Special Employment Exchanges for the physically handicapped or the local Civil Surgeon (where such Medical Board has not been constituted) to be physically fit for being engaged as an apprentice in any of the designated trades under the Apprentices Act, 1961, he may be engaged as an apprentice in that trade.

1. **Ins. by G.S.R. 338 dated 15<sup>th</sup> September 1997 (w.e.f. 27-9-1997).**
2. **Ins. by G.S.R. 107 dated 27<sup>th</sup> May 1998 (w.e.f 6-6-98).**

**5. Reservation of training places.** -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 Scheduled 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 Castes and if the prescribed training places cannot 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.

**6. Registration of contract of apprenticeship.-**

- (1) Every employer shall send to the Apprenticeship Adviser the contract of apprenticeship for registration within three months of the date on which it was signed.
- (2) (a) The Central Government may specify model contract forms for the following categories of apprentices: -
  - (i) Trade Apprentices;
  - (ii) Graduate, Technician and Technician (Vocational) 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.
- (3) 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) <sup>1</sup>[The period of apprenticeship training in the case of trade of apprentices referred to in clause (b) of section 6 of the Act shall be as specified in Schedule I.]
- (2) (a) Where a trade apprentice is unable to complete the full apprenticeship course within the period 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 lock-out or lay-off 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 lock-out or lay-off, as the case may be, and he shall be paid stipend during the period of such strike or lock-out or lay-off or for a maximum period of six months, whichever is less;
- (ii) If the strike or lock-out or lay-off 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.
- (3) 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.

- (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 pan 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/lay off 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/lay off and he shall be paid stipend during the period of such strike/lockout/ lay off 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 employers as specified in section 5 of the Act.

1. Subs. by G.S.R. 123 dated 24<sup>th</sup> June 1998 (w.e.f. 4-7-1998).

**1[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.]

1. Subs. by G.S.R. 404 dated 25<sup>th</sup> November 1997 (w.e.f 13-12-1997).

**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.

**1[9A. 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 IVA.]

1. Ins. by G.S.R. 190 (E) dated 26<sup>th</sup> February 1999 (w.e.f. 28-2-1999).

**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.

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



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

	Rs. per month
<sup>1</sup> [a. During the first year of training	Rs. 680/-
b. During the second year of training	Rs. 780/-
c. During the third year of training	Rs. 900/-
d. During the fourth year of training	Rs. 1020/-]

Provided 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.

<sup>2</sup>[(2) The minimum rates of stipend payable to graduate, technician and technician (Vocational) apprentices shall be as follows, namely: -

<sup>3</sup> [(a) Engineering Graduates	Rs 1,630 per month (for post-institutional Training)
(b) Sandwich course students from institutions	Degree Rs. 1, 1 60 per month
(c) Diploma holders	Rs. 1,160 per month (for post-institutional Training)
(d) Sandwich course (Students From Diploma institutions	Rs. 940 per month
(e) Vocational Certificate holders	Rs. 900 per month.]

(3) The stipend for a particular month shall be paid by the tenth day of the following month.

(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 apprentices 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 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 30 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.

**1. Subs. by G.S.R. 806(E) dated 26<sup>th</sup> December 1995 (w.e.f. 26-12-1995) and again subs. by G.S.R. 534(E) dated 24<sup>th</sup> August 1998 (w.e.f 28-8-1998).**

**2. Subs. by G.S.R. 345 (E) dated 31<sup>st</sup> July 1996 (w.e.f 1-8-1996).**

**3. Subs. by G.S.R. 614(E), dated 12<sup>th</sup> October, 1998 (w.e.f 12-10-1998)**

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

(1) Weekly hours of work of a trade apprentice while 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 48 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. -**

(1) In establishments where proper leave rules do not exist or the total leave of different types admissible to their Workers is less than thirty-seven days in a year, the apprentice shall be entitled to the following kinds of leave and subject to the conditions specified under each kind of leave.

(a) Casual leave:

(i) Casual leave shall be admissible for a maximum period of twelve days in a year.

(ii) Any holiday intervening during the, period of casual leave shall not be counted for the purpose of the limit of twelve days.

(iii) Casual leave not utilized during any year shall stand lapsed at the end of the year.

(iv) Casual leave shall not be combined with medical leave. If casual leave is preceded or followed by medical leave, the entire leave taken shall be treated either as medical or casual leave, provided that it shall not be allowed to exceed the maximum period prescribed in respect of medical or casual leave, as the case may be.

(v) Except in case of extreme urgency, applications for such leave shall be made to the appropriate authority and sanction obtained prior to availing of leave.

(b) Medical leave:

(i) Medical leave up to fifteen days for each year of training may be granted to the apprentice who is unable to attend duty owing to illness. The unused leave shall be allowed to accumulate up to a maximum of forty days.

(ii) Any holiday intervening during the period of medical leave shall be treated as medical leave and accounted for in the limits prescribed under clause (i) above.

(iii) The employer may call upon the apprentice to produce a medical certificate from a registered medical practitioner in support of his medical leave. A Medical Certificate shall, however, be necessary if the leave exceeds six days.

(iv) It shall be open to the employer to arrange a special medical examination of an apprentice if he has reason to believe that the apprentice is not really ill or the illness is not of such a nature as to prevent attendance.

<sup>1</sup>[(v) A female apprentice with one surviving child may be granted maternity leave for a period of 90 days from the date of its commencement without payment of stipend and the apprenticeship training period shall be extended accordingly. The monthly

stipend shall be paid to the apprentice during such extended period.]

(c) Extraordinary leaves:

Extraordinary leave up to a maximum of ten days or more in a year may be granted to the apprentice, after he has exhausted the entire casual and medical leave, if the employer is satisfied with the genuineness of the grounds, on which the leave is applied for.

(2) In establishments where proper leave rules exist for workers, the leave to apprentices shall be granted by the employers in accordance with those rules

Provided that in the case of trade apprentices grant of such leave shall be subject to the following conditions, namely:-

(a) That every apprentice engaged in an establishment which works for five days in a week (with a total of 45 hours per week) shall put in a minimum attendance of 200 days in a year out of which one sixth, namely, 33 days shall be devoted to related instructions and 167 days to practical training;

(b) That every apprentice engaged in an establishment which works for 5.5 days or six days in a week shall put in a minimum attendance of 240 days in a year, out of which one-sixth, namely 40 days, shall be devoted to related instruments and 200 days to practical training;

(c) An apprentice who for any reason is not able to undergo training for the period specified in clause (a) or clause (b), shall be given an opportunity to make up for the shortfall in the following year and shall be eligible to take the test conducted by the National Council-

(i) If he is engaged in an establishment referred to in clause (a) only if he has completed the period of training and as put in a minimum attendance of 600 days or 800 days accordingly as the period of training is three years or four years;

(ii) If he is engaged in an establishment referred to in clause (b) only if he has completed the period of training and has put in a minimum attendance of 720 days or 900 days accordingly as the period of training is three years or four years.

(3) If the trade apprentice is not able to put in the minimum period of attendance specified in clause (c) of the proviso to sub-rule (2) during the period of training for circumstances beyond his control and the employer is satisfied with the grounds for shortfall in attendance and certifies that the apprentice has otherwise completed the full apprenticeship course, he shall be considered as having completed the full period of training and shall be eligible to take the test conducted by the National Council.

(4) If a trade apprentice is not able to put in the minimum period of apprenticeship specified in clause (c) of the proviso to sub-rule (2) during the period of training and has not completed the full apprenticeship course, he shall not be considered as having completed the full period of training and the employer shall, under sub-rule (2) of rule 7, extend his period of training until he completes the full apprenticeship course and the next test is held.

**1. Ins. by G.S.R. 293 dated 10<sup>th</sup> July 1997 (w.e.f 19-7-1997).**

**14. Records and Returns. -**

(1) Establishments referred to in items (b) and (c) of sub-clause (1) of clause (d) of section 2 of the Act shall submit returns as hereinafter provided to the respective Regional Director.

(2) Establishments referred to in item (b) of sub-clause (2) of clause (d) of section 2 of the Act submit returns as hereunder provided to the respective State Apprenticeship Adviser.

(3) Within seven days from the date a trade apprentice joins an establishment, the employer shall prepare the return in Form Apprenticeship 4 in Schedule III in duplicate and shall submit one return to the Regional Director or State Apprenticeship Adviser, as the case may be, and the other to the Principal or Head of the Institute where basic training or Related Instructions shall be imparted.

(4) As soon as trade apprentice joins the establishment, the employer shall prepare an index card (Envelope) in Form Apprenticeship I in Schedule III in duplicate and shall submit one of the cards to the Regional Director or State Apprenticeship Adviser, as the case may be, within a period of fifteen days of the date of registration of the contract of apprenticeship and retain the other one with him.

(5) (a) Every employer shall maintain a record of Basic Training or Practical Training and Related Instruction in Form Apprenticeship IA in Schedule III. Information regarding Basic Training or Practical Training shall be based on the syllabus approved by the Central Apprenticeship council and operations actually performed by the trade apprentice during the half year under review. Every employer shall send a copy of this report to the Regional Director or the State Apprenticeship Adviser, as the case may be, at the end of every half-year, and the said report shall be kept inside Form Apprenticeship 1.

(b) In a case where the Basic Training is given to the Trade apprentices at an institute set up by the Government, reports during the period of such training, giving the required information shall be furnished to the establishment by the Head of the Institute concerned in Form Apprenticeship IA in duplicate.

(c) The details relating to “Trade Theory”, “Workshop Calculation and Science”, “Engineering Drawing” and “Social Studies” shall be entered periodically in Apprenticeship IA, in Schedule III by the establishments on the basis of half-yearly report which is furnished by the authorities imparting related instructions in Apprenticeship I (Supplementary).

(6) At the end of each half-year every establishment shall in respect of trade apprentices receiving training in the establishment submit a report in the Form Apprenticeship-2 in Schedule III to the Regional Director or the State Apprenticeship Adviser, as the case may be, according to the table below along with the relevant half-yearly report in Form Apprenticeship IA in Schedule III.

TABLE

Report for period ending	Date by which to be sent
March	15 <sup>th</sup> April.
September	15 <sup>th</sup> October.

- (7) (a) Every employer shall, during the months of November and May, submit to the Regional Director or the State Apprenticeship Adviser, as the case may be, the particulars of such trade apprentices who satisfy the minimum conditions of eligibility to appear in the ensuing trade test in March or September and the particulars so submitted shall be in Form Apprenticeship 3 in Schedule III.
- (b) Having scrutinized the eligibility of such trade apprentices, the Regional Director or the State Apprenticeship Adviser, as the case may be, shall inform the employer the programme of the trade test and name of the trade-testing centre.
- (c) After receiving the information under clause (b) the employer shall furnish the progress report in Form Apprenticeship I and Apprenticeship IA in Schedule III of the eligible trade apprentices to the trade testing officer in advance and not later than seven day before the commencement of the trade test.
- (8) Every employer shall maintain a register of attendance of the trade apprentices undergoing apprenticeship training to his establishment and action taken for irregular and unauthorised absence shall be recorded in the said register at the end of each month.
- (9) On a Graduate or Technician or Technician (Vocational) apprentice joining an establishment, the employer shall prepare index cards in Form Apprenticeship 5 set out in Schedule III with complete bio-data and retain one card with himself and forward within ten days from the date of the engagement of the apprentice, one card to each of the following authorities, namely: -
- (i) The Central Apprenticeship Adviser;
- (ii) The Director, Regional Board of Apprenticeship Training concerned; and
- (iii) In the case of Sandwich course student, the technical institution concerned.
- (10) Every employer shall maintain a record of the work done and the studies 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-6 set out in Schedule III to the Director, Regional Board of Apprenticeship Training concerned.

## **1 [SCHEDULE I**

**[See rule 3(I) and rule 7(I)]**

1	2	3	4	5	6	7	8
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**1. Subs. by G.S.R. 123 dated 24<sup>th</sup> June 1998 (w.e.f 4-7-1998).**

**GROUP No. 1-MACHINE SHOP TRADE/GROUP:**

1	2	3	4	5	6	7	8
1.	Fitter	842.10 842.15	1:7	3 years	1. Fitter (+ship Wright steel) 2.Millwright maintenance mechanic 3.Tool and die maker 4.Maint. Mech. (textile machinery) 5.Mech.(Dairy-maintenance) 6.Fitter structural 7.Boiler attdt. 8.Motor mech- Body builder 9.Millwright (Rolling mills) 10.Mech mining 11.Rigger (engg. & chemical industries) 12.Maint.Mech. (Leather machinery)	2 years 1 year  1year 1 year  1 year 1year 1year 1year 1 year 1year 1year	Passed 10th Class examination under10+2 system of education or its equivalent.

						1 year	
2.	Turner	835.15	1:7	3 years	Turner	2 years	Passed 10 <sup>th</sup> Class examination under 10+2 system of education or its equivalent
3.	Machinist	835.10	1:7	3 years	Machinist	2 years	-Do-

4.	Machinist (Grinder)	836.10	1:7	3 years	Machinist (Grinder)	2 years	Passed 10 <sup>th</sup> Class examination
		836.25			2. Turner	1 year	With science & Maths
		836.30				1 year	Under 10+2 system of education or its equivalent.
		836.35					
		836.40					
		836.55					

**GROUP No. 2—FOUNDRY TRADES GROUP:**

1                      2                      3                      4                      5                      6                      7                      8



1.	Pattern Maker	819.20	1:7	3 years	Pattern Maker	2 years	Passed 8th Class examination  Under10+2 system of education or its equivalent.
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2.	Foundry man	726.10	1:7	3 year	Found	1 year	Passed 10th Class examination  Under10+2 system of education or its equivalent.
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**GROUP No. 3-METAL WORKING TRADES GROUP:**

1	2	3	4	5	6	7	8
1.	Forger and Heat Treater	723.80 726.90 831.10 831.30 831.50	1:7	3 years	Forger and Heat Treater	1 years	Passed 10th Class examination  Under10+2 system of education or its equivalent.
2.	Sheet Metal Worker	837.10	1:7	3 years	Sheet Metal Worker	1 year	-do-

3. Welder (Gas and Electric) 872.10 1:7 2 years Welder (Gas and Electric) 1 year Passed 10th Class examination  
872.20 Under10+2 system of education or its equivalent.

4. Motor Vehicle Body Builder 815:10 1:7 2 years 1. Forger and Heat Treater 1 year Passed 10th Class examination  
2. Sheet Metal Worker Under10+2 system of education or its equivalent.  
3. Welder (Gas & Arc)

**GROUP No. 4-ELECTRICAL TRADES GROUP:**

1	2	3	4	5	6	7	8
1.	Electrician	851.10 851.30	1:7	3 years	Electrician	2 years	Passed 10th Class examination  Under10+2 system with science as one of the subjects or its equivalent.  Passed 8th Class examination  Under10+2 system of education or its equivalent  Passed 10th Class examination  Under10+2 system with science as one of the subjects or its equivalent.  -do-

2.	Lineman	855.10	1:7	3 years	Wireman Electrician	1 year 1 year	
3.	Wireman	855.10	1:7	3 years	Wireman	2 years	
4.	Auto Electrician	855.30	1:7	2 years	1. Mechanic (M.V) 2. Electrician 3. Electronics (mechanic)	1 year  1 year	
5.	Electrician Aircraft	855.20	1:10	4 years	Electrician	2 years	Passed 10th Class examination  Under 10+2 system of education with science & math's as subjects or equivalent.
6.	Winder (Armature)	859.50	1:7	3 years	Electrician	2 year	-do-
7.	Cable jointer	857.30	1:2	3 years	Wireman	1 years	Passed 10th Class examination  Under 10+2 system of education with science as a subject or its equivalent.  -do-

8.	Electrician (Mines)	851.15	1:10	3 years	Electrician	2 year	Passed 10th Class examination  Under10+2 system of education with science (physics & chemistry) as one of the subjects or equivalent
9.	Electroplater	728.10	1:7	3 years	Electroplater	2 years	Passed 10th Class examination  Under10+2 system of education with science (physics & chemistry) as one of the subjects or equivalent

**GROUP No. 5—BUILDING AND FURNITURE TRADE GROUP:**

1	2	3	4	5	6	7	8
1.	Carpenter	811.10	1:7	3 years	Carpenter	1 years	Passed 10th Class examination  Under10+2 system of education with science as one of the subjects or its equivalent.

2.	Plumber	871.10	1:2	3 years	Plumber	1 year	Passed 8th Class examination  Under10+2 system of education or its equivalent.
3.	Mason (Building Constructor)	951.20	1:7	1 years	Building Constructor	1years	Passed 8th Class examination  Under10+2 system of education or its equivalent.
4.	Furniture and Cabinet Maker	812.10	1:7	3 years	Carpenter	1 year	Passed 8th Class examination  Under10+2 system of education with science or its equivalent.
5.	Sports Goods Maker (Wood)	819.70	1:5	2 years	Sports Goods Maker (Wood)	1 years	Passed 8th Class examination  Under10+2 system of education or its equivalent

**GROUP No. 6— MAINTANCE TRADE GROUP:**

1	2	3	4	5	6	7	8
1.	Millwright Maintenance Mechanic	845.50	1:7	3 years	Millwright Maintenance Mechanic	2 years	Passed 10th Class examination  Under10+2 system of education with science & math's as subjects or its equivalent.
2.	Mechanic Maintenance (Textile Machinery)	845.63	1:7	3 years		1 year	Passed 10th Class examination  Under10+2 system of education with science (physics & chemistry) as subjects or its equivalent
3.	Mechanic Maintenance (Chemical Plant)	845.53	1:7	3 years	Mechanic Maintenance (Chemical Plant)	2 years	Passed 10th Class examination  Under10+2 system of education with science & math's as subjects or its equivalent.

4.	Mechanic (Dairy Maintenance)	845.55	1:7	3 years	1. Fitter 2. Tool and Die Maker 3.Refrigeration and Air conditioning Mechanic	1 years	Passed 10th Class examination  Under10+2 system of education with science & math's as subjects or its equivalent.
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5.	Mechanic (Sewing Machine)	945.82	1:4	1 years	Fitter	6 Month	Passed 10th Class examination  Under10+2 system of education or its equivalent
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6.	Mechanic (Mining Machinery)	845.60	1:10	3 years	Fitter	1 years	Passed 10th Class examination with science (physics & chemistry) as one of the subjects under 10+2 system or equivalent
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**GROUP No. 7— PRECISION MACHINING TRADES GROUP:**

1	2	3	4	5	6	7	8
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1.	Tool and die-Maker (Die, and Moulds)	833.10 833.40	1:2	4 years	Tool and die-Maker	3 years	Passed 10th Class examination  Under10+2 system of education with science & math's as subjects or its equivalent.
					2. Fitter 3. Turner 4. Machinist 5. Machinist (Grinder)	1 year 1 year 1 year 1 year	
2.	Tool and Die-Maker (Press Tools, Jigs and Fixture)	833.10 833.41	1:2	4 years	Tool and Die-Maker	3 years	Passed 10th Class examination  Under10+2 system of education with science & math's as subjects or its equivalent.
					2. Fitter 3. Turner 4. Machinist 5. Machinist (Grinder)	1 year 1 year 1 year 1 year	-do-
3.	Plastic Mould Maker	833.40 901.30	1:7	4 years	1. Tool & Die Maker  2. Fitter	3 years  1 year	



**GROUP No. 8— INSTRUMENT TRADES GROUP:**

1	2	3	4	5	6	7	8
1.	Instrument Mechanic	841.15	1:3	3 years	Instrument Mechanic	2 years	Passed 10th Class examination  Under 10+2 system of education with science & math's as subjects or its equivalent.
				2. Fitter		1 year	
				3. Turner		1 year	
				4. Machinist		1 year	
				5. Machinist (Grinder)		1 year	
2.	Mechanic (Instrument Aircraft)	841.15	1:10	4 years	Instrument Mechanic	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent
3.	Mechanic Watch And Clock	841.10	1:3	3 years	Mechanic Watch And Clock	2 year	-Do-

**GROUP No. 9— REFRIGERATION AND AIR-CONDITIONING TRADES GROUP:**

1	2	3	4	5	6	7	8
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1.	Refrigeration and Air-conditioning  Mechanic	845.70	1:3	3 years	Refrigeration and Air-conditioning  Mechanic	2 years	Passed 10th Class examination  With science physics, chemistry and mathematics under 10+2 system of education.
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**GROUP No. 10—HEAT ENGINES TRADES GROUP:**

1	2	3	4	5	6	7	8
1.	Mechanic (Motor Vehicle)	753.27	1:4	3 years	Mechanic (Motor Vehicle)	2 years	Passed 10th Class examination  Or its equivalent  -Do-
2.	Mechanic (Diesel/Marine Diesel)	845.13	1:4	3 years	Mechanic (Diesel)	1 year	
3.	Tractor Mechanic	845.20	1:3	3 years	1. Tractor Mechanic 2. Farm Mechanic (Machinery)	1 year  1 year	Passed 8th Class examination  Or its equivalent  Desirable:  Passed 10 <sup>th</sup> class under 10+2 system with science as one of the subjects or its equivalent.

4.	Mechanic (Earth Moving Machinery)	735.45	1:1	4 years	1. Mechanic (Tractor)  2. Mechanic (Agricultural Machinery)	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Mechanic (Marine Diesel Engines)	845.14	1:4	3 years	Mechanic Diesel	1 year	Passed 8 <sup>th</sup> class examination or its equivalent.
6.	Driver-Cum-Fitter	843.50 986.55	1:15	3 Year	Mechanic (motor vehicle)	1 year	Essential:  Passed +2 std, below SSLC or passed 8 <sup>th</sup> class examination or its equivalent under 10+2 System of education  Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent. Passed 8 <sup>th</sup> class examination or its equivalent
1	Auto Mechanic(Two-Wheeler/Three-Wheeler)	843.20 843.30 843.50 843.60	1:4  1:10	2 year  3 year	Mechanic (motor vehicle)	1 year	Passed 8 <sup>th</sup> class examination or its equivalent

**Group No. 11- Draughts men and survey traders groups:**

1	2	3	4	5	6	7	8
1.	Draughtsman (Civil)	030.20			Draughtsman (Civil)	2 year	Passed in 10 <sup>th</sup> class examination under 10+2 system with science and mathematics as subject.

2.	Draughtsman (Mechanic)	030.40	1:10	3 year	Draughtsman (mechanic)	2 year	-do-
3.	Surveyor	028.10 037.10 037.20	1;14	3 year	surveyor	2 year	-do-

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

1	2	3	4	5	6	7	8
1.	Fitter structural	874.65	1:7	3 year	Fitter	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system with science and mathematics as subjects.

**Group No. 13. Power Plant Traders Group:**

1	2	3	4	5	6	7	8
1.	Boiler Attendant	962.20	1:2	3 year	Fitter	6 month	-Do-
2.	Steam Turbine-cum-Auxiliary Plant operator	961.30	1:4	3 year	-		Passed in 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Switch Board Attendant	961.50	1:4	3 year	-		Passed in 10 <sup>th</sup> class examination under 10+2 system of education with science or its equivalent.

**Group No. 14-Printing Group of Trades:**

1	2	3	4	5	6	7	8
(i)	Type setting Group:						

		922.10	:15	3 year	Hand Compositor	1 year	-do-
1.	Lino Operator						
2.	Mono Keyboard Operator	922.20	1:15	3 year	Hand Compositor	1 year	-do-
3.	Mono caster operator	922.30	1:15	2 year	Hand Compositor	1 year	passed in 10 <sup>th</sup> class examination under 10+2 system of education with science or its equivalent.

(ii)

1.	Photo mechanic group:  Process cameraman	926.10	1:5	3 year			Passed 10 <sup>th</sup> class examination with physics and chemistry as subjects under 10+2 system if education or its equivalent.
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2.	Retoucher Lithographic	925.10	1:4	3 year	1 year	do-
	Engraver					
3.	Binding group:	926.50	1:7	3 year	Book binder	-do-
(iii)	Book Binder	927.10	1:5	2 year		Passed 10 <sup>th</sup> class examination under 10+2 system or education with physics and chemistry as subject or its equivalent.
1.						
2.	Offset Machine minder	923.50	1:2	3 year		-do-
		923.60				

**Group No. 15-Hotel and Catering Traders Group:**

1	2	3	4	5	6	7	8

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1.	Cook(General)	520.20	1:5	3 year	Cook (Vegetarian)	1 year	Passed matriculation or its equivalent or 10 <sup>th</sup> class under 10+2 system of education.
2.	Cook (Vegetarian)	520.20	1:5	1 year and 6 months			-do-
3.	Steward	521.40	1:5	1 year and 6 months		1 year	Passed matriculation examination or its equivalent or 10 <sup>th</sup> class under 10+2 system of education.
				6 months			Equivalent or 10 <sup>th</sup> class under 10+2 system.
				6 months	Baker and Confectioner		Equivalent or 10 <sup>th</sup> class under 10+2 system.

4.	Baker and Confectioner	777.10	1:5	2 year			Passed 10 <sup>th</sup> class examination under 10+2 system or education or its equivalent.
5.	House Keeper	510.10	1:5	1 year and 6 months			Passed matriculation or 10 <sup>th</sup> class under 10+2 system of education.
6.	Hotel Clerk or Receptionist or Front Officer Assistant	352.10	15	1 year and 6 months			Essential-Passed in matriculation examination or its equivalent or 10 <sup>th</sup> class under 10+2 system.

**Group No. 16- Textile Trades Group:**

1	2	3	4	5	6	7	8
1.	Weaver	755.50	1:50	6 months			Essential-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	1:50	6 months	Essential- 8 <sup>th</sup> class or its equivalent.
	Tenter (Drawing/Speed/Fly	752.40			
3.	Frames)	752.10	1:25		
		752.15			-do-
		752.20			
4.	Winder (Textile)	752.70	1:50	6 months	-do-
5.	Knitter (Hosiery)	757.10	1:4	6 months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
		757.15			
		757.20			
		757.25			
6.	Printing Textile	757.30	1:10	1 ½ year	Passed 8 <sup>th</sup> class or equivalent under 10+2 system of education.

7.	Creel Boy-cum-Warper	758.30	1:5	6 months		Passed matriculation or 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
		758.32				
		758.34				
				6 months		
		753.40				
		753.50				

**Group No. 17- Mining Trades Group:**

1	2	3	4	5	6	7	8
1.	Sirdar (Colliery)	710.50	1:4	3 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.	Shot firer/Blaster (Mines)	714.10	1:7	2 year			-do-
3.	Mate (Mines)	710.40	1:10	3 years			Passed 10 <sup>th</sup> under 10+2 system with science (physics and chemistry) as one of the subjects or its equivalent.
		715.90					

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

1	2	3	4	5	6	7	8
1.	Attendant Operator (C.P)	733.10, 733.20, 733.50,	1:10 722.10, 733.40, 733.70,	3 years 733.15, 733.45, 733.90,	Attendant Operator (C.P)	2 years	Passed 10 <sup>th</sup> class under 10+2 system with science (physics, chemistry) and maths as subjects or its equivalent.  Or
		734.25, 741.10, 741.10  741.20 741.70 742.30 742.90 743.40 744.30 745.10 749.42 749.64 749.74 749.82 749.88 773.40 773.57 773.80 775.40 776.20 893.20	739.20 741.15  741.30 742.10 742.40 743.10 744.10 744.40 749.30 773.40 749.68 749.76 749.84 773.13 773.45 773.60 775.30 775.45 776.50 893.33	739.55 741.30  741.60 742.20 742.60 743.30 744.20 744.50 749.34 749.62 749.72 749.80 749.86 773.23 773.50 773.65 775.35 775.65 893.10 902.10	B.Sc.		Passed B.Sc. with physics, chemistry and Mathematics as subjects.

		902.20 903.10	902.30 903.20	902.50			
3.	Laboratory Assistant(C.P)	010.30 034.10 034.30 034.50 035.10 083.10	1:4	3 year (for 10 <sup>th</sup> Pass)	Laboratory (Assistant)  B.Sc	2 year (for 10 <sup>th</sup> Pass)	Passed B.Sc. with physics and chemistry as subject.
4.	Fibre Reinforced Plastic Processor	901.15 901.25 901.35 901.45 901.55	1:5 901.20 901.30 901.40 901.50.	1 ½ years (for. pass)	Plastic process operator	3 months (for B.Sc. pass)  1 year	Passed 10 <sup>th</sup> class examination under 10+2 system or its equivalent.
5.	Plastic Processing Operator	901.20 901.30 901.40 901.50 901.60	1:5 901.25 901.35 901.45 901.55 901.65	2 years	-do-	1 year	-do-

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

1	2	3	4	5	6	7	8
1.	Mechanic (Agricultural Machinery)	345.20	1:7	3 years	1.Farm Mechanic 2. Tractor Mechanic	2years  1 years	Passed 10 <sup>th</sup> class examination under 10+2 system or its equivalent.

2.	Horticulture Assistant	053.20	1:7	2 year			Passed 10 <sup>th</sup> class examination under 10+2 system or its equipment.
3.	Stockman(Dairy)	082.10 082.20	1:7	2 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	1:7	3 years			Passed 10 <sup>th</sup> class examination under 10+2 system of education with science and mathematics its equivalent.
5.	Pump Mechanic	845.57	1:5	2 years	1. Pump Mechanic 2. Fitter	1 year 1 year	Passed 10 <sup>th</sup> under 10+2 system with science or its equivalent.

**GROUP No. 21-LEATHER CRAFTS TRADES GROUP:**

1	2	3	4	5	6	7	8
1.	Sports Goods Maker (Leather)	809.90	1:5	2 year	Sports Goods Maker(Leather)	1 year	Passed 10 <sup>th</sup> under 10+2 system or its equivalent.
2.	Leather Goods Maker	809.10 809.20 809.30 809.40	1:7	2 years	Manufacture of suitcase and other leather goods	1 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	1:4	2 years	Manufacture of 1 year footwear	1 year	Passed 8 <sup>th</sup> class examination under 10+2+3 or 2 class below matriculation examination or its equivalent.
4.	Finished Leather Maker	761.00	1:3	2 years	Fitter	1 year	Passed 10 <sup>th</sup> under 10+2 system with science physics and chemistry) and maths, as subjects or its equivalent.

5.	Maintenance Mechanic for Leather Machinery	845.50	1:3	3 years	1. Upholsterer 2. Leather goods maker	1 years	Passed in 8 <sup>th</sup> class examination under 10+2 system of education or 2 classed below matriculation examination or its equivalent.
6.	Upholsterer	796.10	1:5	2 years		1 years	

**GRoup No. 22- SHIP BUILDING TRADEs GROUP:**

1	2	3	4	5	6	7	8
1.	Shipwright (Steel)	816,20	1:7	3 years	Fitter	1 year	Essential –Passed 10 <sup>th</sup> class under 10+2 system of education or equivalent.  Desirable-Passed SSCL with science (physics and chemistry and maths or tits equivalent or passed 10 <sup>th</sup> class under 10+2 system with science and mathematics as subjects.

2.	Pipe Fitter	871.20	1:7	3 years	Plumber	1 year	Passed 10 <sup>th</sup> under 10+2 system with science (physics and chemistry) and mathematics or its equivalent.
3.	Rigger	972.10	1:7	2 years			Passed 8 <sup>th</sup> class examination under 10+2 system or its equivalent.
4.	Gas Cutter	872.40	1:7	2 year	Welder (Gas and Electrical)	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system or its equivalent.
5.	Shipwright (Wood)	816.70	1:7	3 years	Carpenter	1 year	Essential-Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.  Desirable-Passed 10 <sup>th</sup> under 10+2 system with science (physics and chemistry) and mathematics or its equivalent.

**GROUP No. 23- ELECTRONics TRADE GROUP:**

1	2	3	4	5	6	7	8
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1.	Mechanic and Radar Aircraft	852.30 854.50 854.60	1:10	4 years	1. Mechanic Radio and T.V.  2.Electronics Mechanic	2 years  2 years	Passed 10 <sup>th</sup> under 10+2 system with science (physics and chemistry) and mathematics or its equivalent.
2.	Electronics Mechanic	852.20	1:5	3 years	1.Electronics Mechanic  2.Mechanic Radio and T.V.	2 years  2 years	Passed 10 <sup>th</sup> under 10+2 system with science (physics and chemistry) and mathematics or its equivalent.
3.	Mechanic Television (Video)	854.20	1:7	3 years	1.Electronics Mechanic  2.Mechanic Radio and T.V.	2 years  2 years	Passed matriculation under 10+2 system with mathematics and science or its equivalent.

**GROUP No. 24- PHOTOGRAPHY TRADEs GROUP:**

1                      2                      3                      4                      5                      6                      7                      8

1.	Photographer	173.10	1:4	2 years	Photographer	1 year	Passed 10 <sup>th</sup> under 10+2 system with science (physics and chemistry) as one of the subjects of its equivalent.
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**GROUP No. 25-IRON AND STEEL TRADEs GROUP:**

1	2	3	4	5	6	7	8
1.	Brick Layer (refractory)	951.30	1:10	3 year	Mason (Building Constructor)	1 year	-do-
	Furnace						
2.	Operator (Steel Industry)	721.55 721.60	1:15	2 years			Passed 10 <sup>th</sup> under 10+2 system with science (physics and chemistry) and mathematics or its equivalent.
3.	Steel Melting Hand	723.15 723.20 723.30	1:15	2 years			-do-
4.	Mill Hand	722.15 722.25 722.35	1:15	2 years			-do-
5.	Crane operator (overhead steel industry)	973.45	1:15	2 years			-do-

**GROUP NO.26-BEAUTICIAN TRADERS GROUP:**

1	2	3	4	5	6	7	8
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1.	Beautician	560.30	1:3	2 years	Essential-Passes matriculation examination or its equivalent or 10 <sup>th</sup> class under 10+2 system with biology as one of the subjects.
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Desirable-Passed  
higher secondary  
or pre-university  
course or plus 2  
of 10+2 system  
with biology as  
one the subjects.

2.	Hair Dresser	560.10	1:2	2 years	
		560.20			-do-

3.	Health and Slimming Assistant	089.50	1:3	2 years	-do-
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**GROUP No. 27- GLASS AND CERAMIC TRADES GROUP:**

1	2	3	4	5	6	7	8
1.	Ceramic Moulder	892.25	1:4	2 years			
2.	Ceramic Caster	891.20	1:4	2 years			

3.	Ceramic Kiln Operator	893.30	1:4	2 years			
4.	Ceramic Press Operator	892.60	1:4	2 years			Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its equivalent.
5.	Ceramic Modeler	892.10	1:4	2 years			
6.	Ceramic Decorator	895.30	1:4	2 years			
7.	Moulder (Re-fractory)	892.65	1:4	2 years			
8.	Enamel Glazer	895.50	1:4	2 years			Passed 10 <sup>th</sup> class examination under 10+2 system with science as subject or its equivalent.
9.	Insulator Maker/Machine Operator (Ceramic)	899.44	1:7	3 years			Passed 10 <sup>th</sup> class examination under 10+2 system with science as subject or its equivalent.

10.	Optical Worker	891.48	1:7	3 years			Passed 10 <sup>th</sup> class under 10+2 system of education or its equivalent.
					1.Machinist	1 year	
					2.Millwright Maintenance Mechanic	1 year	
					3.Turner	1 year	
					4.Fitter	1 year	
					5.Machinist (Grinder)	1 year	

**GROUP No. 28- PAINTING TRADES GROUP:**

1	2	3	4	5	6	7	8
1.	Painter (General)	932.10	1:7	3 years	Painter (General)	2 years	Passed 8 <sup>th</sup> class or its equivalent.
2.	Painter (Marine)	931.20	1:7	2 year	Painter (General)	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system preferable with maths and science or two standard below.

**GROUP No. 29- COMPUTER TRADEGROUP:**

1	2	3	4	5	6	7	8

1.	Data Preparation and Computer Software	103.10 103.20	1:5	2 years	Data Preparation and Computer Software	1 year	Passed 12 <sup>th</sup> class examination under 10+2 system of education with science/ commerce as subject or its equivalent (other thing being equal, preference will be given to candidates with higher qualification)
2.	Desk Top Publishing Operator	922.65	1:4	2 years	Desk Top Publishing Operator	1 years	Essential: (i) Passed class XII under 10+2 system. (ii) Typing speed of 30 words per minute in English.  Desirable :  Typing speed of 30 words per minute in any one of the languages specified in the Eighth Schedule to the Constitution of India.

**GROUP No. 30- HI-TECH TRADES:**

1                      2                      3                      4                      5                      6                      7                      8

1.	Advance Attendant Operator (Process)	730.20 740.10 740.90 900.10 740.20 890.20 770.90 730.90 770.40	1:7	1 year and 6 months	Passed B.Sc. with physics and chemistry as compulsory and mathematics as desirable subject.
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**GROUP No. 31- MULTI SKILL GROUP TRADES:**

	1	2	3	4	5	6	7	8
1.	Mechanic Industrial Electronics		852.10 852.20		1:7 3 years		Nil	Passed 10+2 with physics, chemistry and mathematics.
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					-do-

3.	Operator Advanced Machine tool	835.10	1:7	Nil	3 years	Passed 10+2 with physics, chemistry and mathematics.
		835.15				
		835.25				
		835.30				
		835.40				
		835.45				
		835.90				
4.	Power Electrician	851.10	1:10	Electrician	2years	Passed 10 <sup>th</sup> class with science as one of the subject or its equivalent.
		851.20				
		851.30			4 years	
5.	Operator-cum-Mechanic(Power Plant)	842.10	1:10	Millwright (combined strength including basic training of Mechanic and Operator of Power Plant)	2 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with science and mathematics.]
		842.15				
		842.20				
		842.65			4years	

**SCHEDULE IA****[See rule 3(2)]**

Category of Apprentices

Minimum Educational Qualification



1. 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.

2. Technician apprentices

(a) A diploma in engineering or technology granted by a State Council or Board of Technical Education 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) and (c) above.

3. Technician (Vocational)

(a) A certificate in vocational course involving apprentices 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 under going training in order that he may hold a certificate mentioned in (a) above.

**SCHEDULE II**

**(See rule 4)**

(1) Standard of physical fitness for training

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 centimetres; Weight 25.4 kilograms: Chest expansion should not be less than 3.8 centimetres irrespective of size of chest:

Provided 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 of the lids of either eye which may be liable to risk of

aggravation or recurrence.

## STANDARD OF VISION

(A) Visual acuity

<sup>1</sup>[The 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 (Engineer & Chemical Industry)
8. Shot firer/Blaster (Mines)
9. Mate (Mines)
10. Mechanic Radio and Radar Aircraft
11. Ceramic Moulder
12. Ceramic Caster
13. Ceramic Kiln Operator

14. Ceramic Press Operator
15. Ceramic Moulder
16. Ceramic Decorator
17. Optical Worker.]

The minimum standard of visual acuity for all trades shall be:

6/18 in each eye or 6/12 in one eye and 6/24 in the other eye without glasses or 6/9 with glasses in both eyes.

Candidates with vision in one eye only shall be rejected.

(B) Colour Vision-not required

(4) Ears

Hearing must be good in both ear 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 hamorrhoids, fissures in and fissures and hernia or bubonocle 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) Skeleton 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.

**1. Subs. by G.S.R. 221, dated 21st April, 1993 (w.e.f. 21-4-1993).**

**SCHEDULE IIA**

**(See rule 5)**

Sl.	Name of State	Ratio of Scheduled Castes Apprentices to the total Apprentices	Ratio of Scheduled Tribes Apprentices to the total Apprentices
1.	2	3	4
1.	Andhra Pradesh	1:8	1:20
2.	Assam	1:17	1:9
3.	Bihar	1:7	1:11
4.	Gujarat	1:14	1:7
5.	Haryana	1:5	1:20
6.	Himachal Pradesh	1:5	1:20
7.	Jammu & Kashmir	1:12	1:20
8.	Karnataka	1:8	1:20
9.	Kerala	1:11	1:20
10.	Madhya Pradesh	1:8	1:5
11.	Maharashtra	1:17	1:17
12.	Manipur	1:50	1:3
13.	Meghalaya	1:10	1:2
14.	Nagaland	-	1:2

15.	Orissa	1:7	1:4
16	Punjab	1:4	1:20
17	Rajasthan	1:6	1:8
18.	Tamil Nadu	1:6	1:20
19.	Uttar Pradesh	1:5	1:20
20.	Tripura	1:8	1:3
21.	West Bengal	1:5	1:17
22.	Andaman and Nicobar Islands	-	1:6
23.	Arunachal Pradesh	-	1:2
24.	Chandigarh	1:8	1:20
25.	Dadra and Nagar Haveli	1:50	1:2
26.	Delhi	1:6	1:13
27.	Goa, Daman and Diu	1:50	1:20
28.	Lakshadweep	-	1:2
29.	Mizoram	-	1:2
30	Pondicherry	1:6	1:20

### **SCHEDULE III**

**(See rule 14)**

### **FORM APPRENTICESHIP I**

**(Front Side)**

### **Personal Details**

**(Envelope size 23 cms. xi 5 cms.)**

Name and address of the Establishment				
Registration No. and date of contract of Apprenticeship	Designated Trade	Date/Year of Birth	Whether belongs to SC/ST	Photo of Apprentice (Passport Size)

Period of training as per Contract	Date of commencement of training	Date of completion of training	Date of completion, if period of training extended
---------------------------------------	--	-----------------------------------	---

Name and address of Apprentice

Name and address of Father/Guardian

Details of previous training if any	Name of industrial Training Institute/Centre	Designated Trade	Period of Training From      To	Examination passed by national Council for Training in Vocational Trade-1year/2year.
--	--	------------------	---------------------------------------	---

**EDUCATIONAL QUALIFICATION AT ENTRY**

Examination passed	Name of School/Institute	Date	Remarks
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Basic Training imparted at

Related Instruction imparted at



Signature of apprentice

Signature of Training Officer

(I, II and III to be completed by the employer before submitting it to the Trade Testing Officer)

I. Total No. of days of attendance during the entire period of apprenticeship training	II. Consolidated assessment of half yearly report (App-IA) during the entire period of apprenticeship training
(i) Practical.....days out of.....	Subject                      % of Sessional Marks
(ii) Related instruction.....days out of.....	Trade Theory.....
(iii) Total.....days out of.....	Workshop
	Calculation
	And Science.....
	Engg. Drawing.....
	Social Studies.....
	Practical
	(Basic Training and Shop Training)

III. Conduct during apprenticeship.....

IV. Exemptions obtained by failed candidates in NCVT Trade Test with Date/Dates

Subject	Minimum marks required for exemption	Exemptions obtained with marks	
		I chance	II chance Date
			Date

Particle (including sessional work) 280

Trade Theory                      72  
(including sessional work)

Workshop calculation and Science 36  
(Including sessional work)

Engineering Drawing                      42  
(Including sessional work)

Signature of Training Officer

**FORM APPRENTICESHIP 1**  
**(SUPPLEMENTARY)**

Report on Related Instruction for the half-year ending.....

From: Name and address of Industrial Training Institute.....

To

Name and address of the Establishment

For which Related Instruction of apprentices

is being carried out

Sl. No.	Name Apprentices	Registration No.	Designated trades	Workshop Calculation and Science
1	2	3	4	5
Engg. Drawing	Trade Theory	Social Study	Attendance in days	
			Actual	Possible
6	7	8	9	10

**Notes. -** (1) A-Average, BA-Below Average. AA-Above Average. AA-Above 70%, A - 50 to 69%, BA- Below 50.

(2) In case Basic Training is imparted at the ITI, Form Apprenticeship-IA of such apprentices, completed up to March/September may be attached with this report, in duplicate.

**FORM APPRENTICESHIP 1A**

**(To be kept inside Form Apprenticeship I)**

**Record of Practical Training and Related Instruction**

Name of Establishment .....Report for the Half Year ending.....

Name of Apprentice.....

Registration No.....

Designated Trade.....

Name of the In for Related Instructions,

if the same is not imparted in the

establishment.....

Sl. No. of operations	Name of operation	Months in which operations performed during the half year					
		1	2	3	4	5	6

Grading

Attendance in days

Trade Theory	Workshop Calculation & Science	Engg. Drawing	Social Studies	Practical	Related Instructions
				Actual    Possible	Actual    Possible

Grading	Related Instruction	Practical
AA	Above 70%	Above 80%
A	50% to 60%	60% to 79%
BA	Below 50%	Below 60%

Signature of Apprentice

Signature of Training Officer

**Note--**Operations performed during half year should be indicated by putting a tick mark in the month column in which performed.

**FROM APPRENTICESHIP 2**

Name &amp; Address of the establishment

Report for the half year ending.....

.....

(Name of the Manager/Director).....

Name &amp; Designation of the Officer

Name of Industry

incharge of Training.....

.....

and Standard Industrial Classification

Telex and Telephone No.

Code No. (Minor)

Telegraphic Address.

Name of Product.....

Total number of Workers.....

Sl. No.	Designated Trade	No. of workers other than unskilled workers	No. of apprentices to be engaged	No. of apprentices under training			Total
				Fresher under basic training	Fresher under shop training	Ex. ITI	
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
etc.							

Remarks/reasons Shortfall if any	*Apprentices joined during half year	*Apprentices completed training during half year	*Apprentices whose contracts terminated during half year
9	10	11	12
1.			
2.			
3.			
4.			
5.			
etc.			

Number of Apprentices under Training

Arrangement of Related Information on

- (i) Day Release Basis.....
- (ii) Block Release Basis.....
- (iii) Any other Basis.....

Total No. of apprentice.,;

Scheduled Castes Apprentices.....

Scheduled Tribes Apprentices.....

Physically Handicapped Apprentices.....

Women Apprentices.....

Apprentices under column 5 above are  
undertaking Basic Training at....

Apprentices under column 8 above are  
undergoing Related Information at own  
establishment in trade at Sl. Nos.....  
at ITI in trades at Sl. Nos.....

(Name of the Basic Training Centre)

Dated :

Signature of employer

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\*In case the period of apprenticeship of these apprentices is being extended under rule 7(2) of the Apprenticeship Rules, 1991, same may be indicated.

### **FORM APPRENTICESHIP 3 (HALF-YEARLY)**

#### **Notification of Due Completion**

Name of Establishment.....

The apprentices whose particulars are given below are due to complete their period of training on dates shown against each in accordance with the provisions of the Apprentices Act. 1961

They are being sponsored to appear in the All India Trade Test to be held in March/September.....

Sl. No.	Name of the apprentices and his father's name	Registration Number	Designated trade	Date of commencement of training	Date of completion of training
1	2	3	4	5	6

Attendance (Likely on the date of completion of training)	Maximum possible attendance i.e., total working days for the establishment	Conduct (Very Good/Good/Satisfactory)	Remarks
Practical	Related Instructions		
7	8	9	10
			11

Progress record of these apprentices in Form APP-1 and APP-IA will be submitted to the Trade Testing Officer for evaluation of sessional marks at the time of Trade Test.

Apprentices who also complete their period of training in March/September, but whose candidature has been withheld, due to other conditions of eligibility not being fulfilled are given below, with the reasons therefore. These apprentices have been informed accordingly. \*

Signature of Employer

\*In case the period of apprenticeship of these apprentices is being extended under rule 7(2) of the Apprenticeship Rule, 1991, same may be indicated.

### FORM APPRENTICESHIP 4 (HALF-YEARLY)

Name and address of Establishment.....

The apprentices whose names and particulars are noted below have been engaged for undergoing apprenticeship training under the Apprentices Act, 1961, at this Establishment during February/ August, 19..... They are qualified to be engaged as apprentices and satisfy the minimum requirements as laid down under the rules.

Sl. No.	Name of apprentice	Educational Qualification	If ex-ITI boy the particulars of trade and ITI			Name of corresponding designated	Date of joining	Remarks
			Name of ITI from to	Trade	Period of training trade joined			
1	2	3	4	5	6	7	8	9

**N.B.-** The contracts of apprenticeship in respect of the above mentioned apprentices are in the process of execution and will be forwarded within one month.

Signature of Employer/Training Officer

(Name & Designation)

To

1. The State Apprenticeship Adviser

OR

The Regional Director

2. The Principal, Industrial Training Institute where Basic Training/Related Instructions is proposed to be imparted to the apprentices. The apprentices marked (\*) will be released on Day/ Block release basis for Related Instructions at your institution.

### FORM APPRENTICESHIP 5

(To be submitted within ten days from the date of engagement of apprentice-applicable only

to Graduate or Technician or Technician (Vocational) Apprentices.

Please state whether the apprentice is a student of Sandwich Course

Yes/No

Personal details	
Name and address of establishment	Nature of Industry and Standard Industrial Classification Code No.

Registration No. and date of contract of apprenticeship	Subject field in engineering/technology/vocational course		Date of commencement of Training	
Name and address of apprentice	Name and address of guardian		Photo of apprentice (Passport Size)	
Educational qualification at entry				
Date and year of birth	Examination passed	Name of institution	Date of passing	Remarks
Period of Training				
Date of completion of training				
Rate of stipend to be paid				

### FORM APPRENTICESHIP 6

#### Record of Progress of Apprentice

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

Name..... Registration No.....subject field in Engineering or Technology or Vocational course.....under training at.....date of commencement.....area of training during the quarter..... progress report for quarter .....to.....

(i) Aptitude for training

.....

(ii) Performance during the quarter

.....

(iii) Shortcomings, if any

.....

(iv) 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

#### **SCHEDULE IV**

**(See rule 9)**

1. In the case of Trade Apprentices:

(a) Must possess a degree or diploma in Engineering or technology or equivalent qualification recognised by Government of India,

OR

(b) National Apprenticeship Certificate with minimum 5 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 overall charge of training of apprentices may be assisted by such number, as is considered necessary, of shop floor of 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/Teacher Training Institute/ Central Training Institute.

**<sup>1</sup>[SCHEDULE IVA**

(See rule 9A)

**1. Ins. by G.S.R. 190(E), dated 26th February, 1999 (w.e.f 28-2-1999).**

**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 (Workshop 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 Workshop Calculation and Science Instructor..... for 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.

Desireable: 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.]

## **SCHEDULE V**

**(See rule 6)**

### **I. Obligations of Employer (both in the case of Major and Minor Trade Apprentices)**

(Under Section 11 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)
  - (a) Such of those employer as specified in sub-section (4) of section 9 shall make suitable arrangements to impart course of basic training to the apprentice in accordance with the syllabus approved by the Central Government in consultation with the Central Apprenticeship Council, either in separate parts of the workshop building or in a separate building set-up by the employer.
  - (b) Such of those employers as specified in sub-section (5) of section 9 shall make suitable arrangements in a training institute set up by the Government for imparting a course of basic training to the trade apprentice in accordance with the syllabus approved by the Central Government in consultation with the Central Apprenticeship Council.
- (3) 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.
- (4)
  - (a) The employer shall pay stipend to the apprentice at the rate as specified from time to time under Rule 11 of Apprenticeship Rules, 1991.
  - (b) The stipend for a particular month shall be paid by the 10th 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.
- (5)
  - (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 undergoing basic training shall ordinarily work for 42 hours per week including the time spent on related instructions;
- (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:

Provided that, however, that short-term apprentice may be engaged to work up to a limit of 40 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.

- (6) 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, 1991.

- (7) The employer shall allow leave to the apprentice as under:

- (i) Casual leave for a maximum period of 12 days in a year. Any holidays intervening during the period of casual leave shall not be counted for the purpose of the limit of 12 days. Casual leave not used during any year shall stand lapsed at the end of the year.

- (ii) Medical leave up to 15 days for each year of training shall be granted to the apprentice who is unable to attend duty owing to illness. The unused leave may be allowed to accumulate upto a maximum of 40 days. Any holidays intervening during the period of medical leave shall be treated as medical leave. The employer may call upon the apprentice to produce a medical certificate from a registered medical practitioner, as defined in the Apprenticeship Rules, 1991, in support of his medical leave. A medical certificate shall, however, be necessary if the leave exceeds 6 days. It shall be open to the employer to arrange a special medical examination of the apprentice if he has reason to believe that the apprentice is not really ill or the illness is not of such a nature as to prevent his attendance.

- (iii) Casual leave shall not be combined with medical leave. If casual leave is preceded or followed by medical leave, the entire leave taken shall be treated as either medical or casual leave, provided that it shall not be allowed to exceed the maximum period prescribed in respect of medical or casual leave, as the case may be.

- (iv) Extraordinary leave up to a maximum of 10 days or more in a year [may be granted to the apprentice after he has taken the entire medical or casual leave, if the employer is satisfied with the genuineness of the grounds on which the leave is applied for.

- (v) (a) The apprentice engaged in an establishment which works for five days in a week (with a total of 45 hours per week) shall put in a minimum attendance of 200 days in a year on training, out of which one sixth, namely, 3' days, shall be

devoted to related instructions and 167 days to practical training;

(b) The apprentice engaged in an establishment which works 5 1/2 days or 6 days in a week shall put in a minimum attendance of 240 days in a year on training, out of which one sixth, namely 40 days, shall be devoted to related instructions and 200 days to practical training.

(vi) The apprentice, who for any reason is not able to undergo training for the period specified in sub-clause shall be given an opportunity to make up for the shortfall in the following, year and shall be eligible to take the test conducted by the National Council-

(a) Only if he has completed the period of training and has put in a minimum attendance of 600 days of 800 days according as the period of training is three years or four years, as the case may be, in an establishment which works for 5 days in a week, or

(b) Only if he has completed the period of training and has put in a minimum attendance of 720 days or 960 days according as the period of training is three years or four years, as the case may be, in an establishment which works for 5 1/2 days or 6 days in a week.

(vii) If the apprentice is not able to put in the minimum period of attendance specified in sub-clause (v) during the period of training for circumstances beyond his control and the employer is satisfied with the grounds for shortfall in attendance and certifies that the apprentice has otherwise completed the full apprenticeship course, he shall be considered as having completed the full period of training and shall be eligible to take the test conducted by the National Council.

(viii) If the apprentice is not able to put in the minimum period of attendance specified in sub-clause (vi) during the period of training and has completed the full apprenticeship course, he shall not be considered as having completed the full period of training and the employer shall under sub-rule (2) of Rule 7 extend his period of training unless he completes full apprenticeship course and the next test is held.

(8) The employer shall allow to the apprentice such holidays as are observed in the establishment.

(9) 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 , s Compensation Act, 1923, subject to the modifications specified in the Schedule or 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 Craftsman 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, 1991.
- (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 undertakes 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 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 objections, 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 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 or 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.

(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 an 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 as stipulated in 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 apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept as employment under the employer.

Note.-If, however, there is a condition in the contract of Apprenticeship that the apprentice shall, after the successful completion of 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 for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.

(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 apprentice 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 apprentice 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 apprentice-
  - (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/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/she is attached for training. They will be eligible for 12 days of Casual Leave and 15 days of Medical Leave with payment of stipend. Extraordinary Leave up to 10 days with or without payment of stipend may be granted at the discretion of the establishment.
- (ii) The stipend for a particular month shall be paid before the 10th day of the following month.