



शिक्षा प्रशिक्षण मंडल (पश्चिमी क्षेत्र), मुंबई
BOARD OF APPRENTICESHIP TRAINING
(WESTERN REGION), MUMBAI

शिक्षा मंत्रालय, उच्चतर शिक्षा विभाग, भारत सरकार का स्वायत्त संगठन

An autonomous organisation of
Ministry of Education, Department of Higher Education, Government of India

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Ref No: BOATWR/IMP-IX/NOTICE/WMHPUP000930/2022/ 2107
Speed Post

Date: 28/07/2022

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Subject: Notice for engagement of Graduate /Technician apprentices under Section 8 of The Apprentices Act, 1961 (amended in 1973, 2014, & 2019).

I, the Regional Central Apprenticeship Advisor, the implementing authority in respect of Graduate, and Technician apprentices for the Western Region of India, hereby issues this Notice under Section 8 of The Apprentices Act, 1961 (amended till date) – herein after referred as 'Act', requiring your registered establishment located in **Pune** to engage the following number of Graduate and Technician apprentices on **Pan India** basis for the projects like facility Management, Emergency Medical Services, Solid Waste Management Services. PMPML Bus Operations, Delhi Bus Operations, Horticulture and Landscaping / Construction Management.

The number of the apprentices in each subject field has been worked out on the basis of your request of **central allocation (National Approval)** of quota to your **Pune Office** and the information provided by your establishment for all your offices / locations in India viz. **Banglore, Bihar, Delhi, Goa, Gujarat, Haryana and Jammu and Kashmir, Kolkata, Madhya Pradesh, Mumbai, Pune, Rajasthan, Uttarkhand, and Uttar Pradesh**, in the Assessment Form of this office, forwarded with your establishment's email dated 18/07/2022.

I	Subject field of Graduate / Diploma courses	Number of apprentices to be engaged		Date of quota allocation 28/07/2022
		Graduate	Technician	
	Automobile Engg	10	05	
	Civil Engg	10	05	
	Electrical Engg	10	05	
	Electronics Engg	05	05	
	Mechanical Engg	10	05	
II	General Stream Graduates*	500	-	
	TOTAL	545	25	

*Please see overleaf for the qualifications

It should be ascertained that the training places shall be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes, and Other Backward Classes, in accordance with the **Section 3A and 3B** of the Act, and **Rule 5** of The Apprenticeship Rules, 1992 (herein after referred as 'Rules'), on the basis of total number of apprentices [in all the two designated categories viz. Graduate and Technician] by you in your establishment and are to be filled up with the candidates belonging to the respective category, and as prescribed in the said Rule.

Opportunity of apprenticeship training may be given on priority to Physically Challenged candidates.

It should be ascertained that the stipend to be paid to the apprentices during the period of training shall be paid by you for a particular month at a rate not less than the minimum prescribed stipend rate and at the prescribed intervals **by the tenth day of the following month** in accordance with the **Section 13** of the Act, and **Rule 11** of the Rules. It should also be ascertained that the above number of apprentices are on your roll at any given point of time. Further, it should be noted that non – compliance of the provisions under the Act, is liable for penal action under **Section 30 and 31** of the Act. Therefore, you shall discharge your obligations as an employer, as per the relevant Sections of the Act, and Rules.

Action taken must be reported within 4 weeks time, from the receipt of this Notice. You may note that for the apprentices engaged in excess of quota notified as above, without prior permission, the claim for reimbursement of Government share of 50% limited to minimum prescribed rate, shall not be entertained on any ground(s) whatsoever. This office considers the request of allocation of additional quota for a financial year only on examining a detailed proposal from the establishments in this regard.

To facilitate the engagement of the apprentices regularly, relevant guidelines have been provided overleaf which may be referred. An account has been instituted for your establishment on Board's web portal with an URL www.mhrdnats.gov.in where you can access the related information pertaining to the apprentices engaged in your establishment. The login id is **WMHPUP000930**, you are advised to change the said password immediately under confidentiality.

The claim of stipend shall be processed subject to availability of grants-in-aid made available by Government of India and / or decisions made by the authorities from time to time.

This Notice only shall be considered for all purpose in case automated notification, if any is also released.

P.N. Jumle
Director, and Regional Central Apprenticeship Adviser

Enclosure: Sample Generic Training Program for reference

To,
The Manager-HR
BVG India Limited
Midas Tower, 4th Floor, Rajiv Gandhi Infotech Park,
Phase-I, Hinjawadi,
Pune- 411057 (Maharashtra)

Guidelines for Employers for implementation of Apprenticeship Training Scheme for Graduate, and Technician apprentices

1. QUALIFICATIONS :

- a. Graduate Apprentice : :Degree in Engineering / Technology or Degree in General Streams (as given at 15 below) from a recognized University
- b. Technician Apprentice : :Diploma in Engineering / Technology from Board of Technical Education of a State.
- c. Sandwich Apprentice : : Students who are undergoing Sandwich Courses of Degree / Diploma in Engineering / Technology in the recognised technical institutions.

2. **DATE OF COMMENCEMENT OF TRAINING:** The training can be started on any date of the year.

3. **PERIOD OF TRAINING:** One year for Graduate, and Technician Apprentices, while for Sandwich Apprentices, the period is as per the approval of this Board.

4. RATE OF STIPEND:

- a. Graduate Apprentice Rs. 9,000/- p.m.
- b. Technician Apprentice Rs. 8,000/- p.m.
- c. Graduate Sandwich Apprentice Rs. 8,000/- p.m.
- d. Technician Sandwich Apprentice Rs. 7,000/- p.m.

It is compulsory to pay the above said minimum stipend to the apprentice by the establishment every month. Only after the payment of stipend on monthly basis to the apprentice, 50% of the above mentioned stipend will be reimbursed to the establishment by this Board on quarterly basis, on submission of the claims. The establishments are allowed to pay higher rate of stipend, but the reimbursement will be done on the basis of minimum rate payable under The Apprentices Act.

5. **AGE LIMIT:** To undergo Apprenticeship Training, the minimum age limit is 14 years and there is no upper age limit. However, the candidates between the age of 14 – 18 years are not eligible to sign the Contracts, being the minor. Their Contracts are required to be signed by their Guardians.

6. **PROCEDURE FOR ENGAGING APPRENTICES:** The establishments can issue advertisements in the local newspapers, approach Employment Exchanges or engineering colleges / polytechnics / The establishments can also contact this Board for getting suitable candidatures, and participate in Apprentices Engagement Camp (*Bharti Mela*) organised by this Board.

7. **REGISTRATION OF CONTRACT OF APPRENTICESHIP TRAINING :** As soon as the apprentice has joined the apprentice training, the Apprentices Contract Registration Card (ACRC) is to be created online on the portal www.mhrdnats.gov.in (portal). A candidate is not eligible to undergo apprenticeship training if the gap is more than two years.

8. **Procedure for submitting Record of Progress** – The establishment is expected to submit Baseline Input as soon as the apprentice had joined for apprenticeship training and at the end of every quarter, Quarterly Progress Report online on the portal.

9. **PROCEDURE FOR CLAIMING REIMBURSEMENT:** At the end of every Calendar Quarter year, the establishment is expected to submit to this office the Claim for Reimbursement of Stipend online on the portal and also to submit the Hard copy of the claims along with the Advanced Stamped Receipt & Certificate to this board. The Claim will not be entertained after the expiry of three years from the date of completion of training.

10. **TERMINATION OF CONTRACT:** The Contract of Apprenticeship Training of Apprentice can be terminated as per the provisions of The Apprentices Act, 1961 (amended in 1973, 1986 & 2014).

11. **PROFICIENCY CERTIFICATE:** On the basis of the training completion report generated online this Board will issue a Proficiency Certificate to the Apprentice who successfully completes one year of apprenticeship training.

12. **GENERAL:** The employers are advised to refer the relevant sections of The Apprentices Act, 1961 (amended in 1973 & 1986) and The Apprenticeship Rules, 1992, while implementing the Apprenticeship Training Scheme for Graduate, Technician apprentices. The said Act and Rules are made available at the Board's web portal www.apprentice-engineer.com.

All employers shall note that the apprentice are required to be paid monthly stipend regularly and then only the claim for 50% reimbursement can be made to this Board on quarterly basis. This Board organizes various events to create awareness and disseminate information on the Apprenticeship Training Scheme. All the employers should participate in such events to know the latest developments in regard to the scheme, and seek clarifications on their queries, from the Apprenticeship Advisors in this Board.

13. Employers are required to submit Record for each quarter for each apprentice as per the Rule 14 (04) of the Apprenticeship Rules, 1992, so that on that basis on successful completion of the apprenticeship training, the apprentice is issued a certificate of Proficiency.

14. **NOTE:** Please visit the NATS web-portal www.mhrdnats.gov.in for recent notifications, advisories, user manual etc.

15.

*Qualifications for General Streams					
Sr.No.	Discipline	Sr.No.	Discipline	Sr.No.	Discipline
1	Bachelor of Arts	7	Bachelor of Fashion Designing	13	Bachelor of Business Studies
2	Bachelor of Science	8	Bachelor of Management Science	14	Bachelor of Travel and Tourism Management
3	Bachelor of Commerce	9	Bachelor of Fine Arts (BFA)	15	Bachelor of Design
4	Bachelor of Computer Applications	10	Bachelor of Event Management (BEM)	16	Bachelor of Performing Arts
5	Bachelor of Business Administration	11	Bachelor of Journalism and Mass Communication	-	-
6	Bachelor of Hotel Management	12	Bachelor of Social Work	-	-