

CONTRACT OF APPRENTICESHIP TRAINING IN CASE OF MAJOR APPRENTICE
(To be submitted in Triplicate)

1. **Name of the Apprentice** :
(as in ITI Provisional Certificate and a copy of the Certificate should be enclosed)
2. **Father's Name** :
3. **Address –**
- (i) **Permanent** :
- (ii) **Temporary** :
4. **Date of Birth** :
5. **Whether belongs to SC/ST/PH (or) Minority Community** :
6. **Qualification** :
7. **Trade** :
8. **Date of Joining** :
9. **Rate of Stipend** : I year Rs /II Year Rs
III year Rs / IV year Rs
10. **Period of Training** : **From** **To**
11. **Name of the Employer/ Establishment** :
12. **Name and Address of the Surety** :
13. We, the Employer, Apprentice and the Surety solemnly declare that we have read the Apprentice Act, 1961 and Apprenticeship Rules, 1991 regarding the Contract of Apprenticeship Training including obligations and agree to abide by all the provisions made there under. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1991. (Main Provisions of the rules may be seen on the reverse page)

**Signature
of the Employer**

**Signature
of the Apprentice**

**Signature
of the Surety**

14. Witness and their Address

(1)

(2)

(To be filled in by the Office of the Deputy Apprenticeship Adviser)

Registration No :

Date :

Place : Puducherry

**Signature of the
Deputy Apprenticeship**

MAIN PROVISIONS OF THE APPRENTICESHIP RULES RELATING TO THE CONTRACT OF APPRENTICESHIP TRAINING

1. The Employer shall pay stipend to the apprentices at the rate of (as per the provision of clause 6 of Apprenticeship Rules, 1991):-

Rs. **1090** per month during **I year**;
Rs. **1240** per month during **II year**;

Rs. **1440** per month during **III year**.
Rs. **1,620** per month during **IV year**.

- (b) The stipend for a particular month shall be paid by the 10th day of the following month. No deductions shall be made from the stipend for the period during which the apprentices remain on casual or medical leave as per provisions of the rules. Stipend shall, however, not be paid for the period for which the apprentice remains on extraordinary leave.

2. Where the contract of Apprenticeship is terminated through failure on the part of the Employer to carry out the terms of Contract and Condition (as notified under the Apprenticeship Rules 8), he shall pay to the apprentice compensation as prescribed.

3. (a) In the event of premature termination of contract of Apprenticeship for failure on the part of apprentices to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1991), the surety at the request of apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

(b) The liability of the surety is limited to Rs. 750 (Rupees Seven hundred and fifty only) with interest @ 12% per annum.

4. It shall not be obligatory on the part of employer to offer employment to the passed out trade apprentice on completion of period of Apprenticeship Training in his establishment, Not shall it be obligatory on the part of apprentice to accept an employment under the employer.

5. **Leave to Apprentice:** The Employer can grant leave to apprentice as per the Leave Rules prevailing in the establishment, provided that this rule is not inferior to that prescribed under Rule of Apprenticeship Rules, 1991.

The Apprenticeship Rules, 1991 prescribed leave as per the following:

Casual Leave	12 days in a year;
Medical Leave	15 days in a year;
Extraordinary Leave	10 days in a year;

6. **Daily Diary:** The apprentice has to maintain the daily diary and work diary when he is working on the shop – floor. The daily diary gives the brief report of all his work during the day, where as work diary gives details of jobs such as job drawing, skill covered operations performed, various tools used etc., The apprentice shall complete his daily diary and work diary and work regularly and get it approved by the Training Officer/Training Incharge of the Establishment.

7. **Attendance:** The attendance is regulated as per the provisions under Rule 13[c] of Apprenticeship Rules, 1991. However, in the establishment which works for **5 days** of 45 hrs. in a week, every apprentice shall put in a minimum attendance of **200 days in a year**. In case where the establishment works for **5 1/2 or 6 days** in a week, the minimum attendance required for an apprentice is **240 days in a year**.

//Name and address of establishment//

Telephone No:

Telex/Fax No :

Telegram

e Mail address :

To
The Deputy Apprenticeship Adviser
Office of the Technical Officer,
Gandhi Nagar, Puducherry -9.

Sir,

Sub: Intimation regarding engaged of apprentices and forwarding their contracts for registration.

Following apprentices have been engaged in our establishment. Their contracts are forwarded for registration.

Sl. No.	Name	Father's/Mother's/Husband's Name	Trade
1			
2			
3			
4			

We have satisfied ourselves that they fulfill eligibility criteria as per the provisions of Apprentices Act 1961 and Rules made there under. Copies of attested certificates are also enclosed.

Yours faithfully,

Signature of Employer with
Designation and Seal.

Encl: As stated above.

NOTE: Last date for forwarding the contracts for registration

For the apprentices engaged form 16th January to 15th April :30th April
For the apprentices engaged from 16th April to 15th July :31st July
For the apprentices engaged from 16th July to 15th October :31st October
For the apprentices engaged from 16th October to 15th January :31st January

**Application Form for appearing at the All India Trade Test to be held in.....
(Month)(Year) under the Apprentices Act 1961 as regular candidates.**

1. Name (in Block letters) :
2. Father's / Mother's / Husband's Name :
3. Mailing address :
4. Name and Address of Establishment
Where undergoing Apprenticeship
Training :
5. Name of the designated trade :
6. Contract Registration Number :
7. Period of Apprenticeship Training : From To
8. Whether passed in the subject of
Social Studies? If so, please give
Following details
 - a) All India Trade Test for
Craftsmen held in : (Month) (Year)
 - b) Marks obtained in the subject of
Social Studies (Please enclose
Attested copies of certificate) :

Signature of employer with seal

Signature of the Apprentice
With date.

(for office use in Deputy Apprenticeship Adviser)

May be allowed subject to fulfillment of Eligibility criteria,
If not allowed, reason thereof:

Deputy Apprenticeship Adviser

Note: Last date for forwarding the application:

For the All India Trade Test to be held in April/May : 31st December of previous year

For the All India Trade Test to be held in October/ November : 30th June

Name & Address of Establishment

Telephone No :
Telegrams :

Telex/Fax No :
E – Mail address :

To
The Deputy Apprenticeship Adviser
Office of the Technical Office
Puducherry.

Sir,

Sub:- Forwarding of Application Forms of Apprentices for All
India Trade Test to be held in _____ (month)
_____ (year).

The application forms in respect of the following apprentices are forwarded for appearing in
All India Trade Test to be held in _____ (month)
_____ (years)

Sl: No	Designated Trade	Name of the Apprentice	Contract. No.	Registration

A demand draft / drawn in favour Deputy Apprenticeship Adviser of is also forwarded
towards examination fee of above apprentices @ Rs._____.

Certified that the progress and attendance of above apprentices are satisfactory.

Date:

Signature of Employer with
Designation and seal

NOTE:

Last date for forwarding of Application:

For the All India Trade Test to be held in April / May: 31st of December of previous year

For the All India Trade Test to be held in October / November : 30th June

**ELIGIBILITY CERTIFICATE FOR APPEARING AT ALL INDIA TRADE TEST ALONG
WITH ASSESSMENT OF THE APPRENTICES**

Name & Address of Establishment

Telephone No
Telegram

Telex Fax No :
E-Mail address :

Name & Address of trade Testing Centre

All India Trade Test to be held in (month) (year)

Sl. No	Name of the Apprentice	Contract Regn.No.	Designated trade	Sessional marks obtained of maximum marks			
				Trade Theory	Workshop Calculation & Science.	Engineering Drawing.	Practical
				20	10	20	100

Certified that the above mentioned apprentices fulfill all the stipulated conditions laid down in the enclosure and are eligible to appear in the All India Trade Test to be held in---
------(month) -----(year).

The above candidates have been allowed to appear at All India Trade Test by the D.A.A as indicated on their application form enclosed herewith.

Date

Signature of the Employer with
Designation and seal

Note: This information should be sent to the Trade Testing Centre fifteen days prior to the commencement of All India Trade Test.

(Please see overleaf)

Instructions and Guidance to determine eligibility of a candidate for appearing at All India Trade Test under the Apprentices Act 1961.

For determining the eligibility of a candidate to appear at All India Trade Test (AITT), the following points are to be taken into account:

1. Only those Apprentices whose contracts have been registered are eligible for appearing at AITT.
2. The apprentices who will complete contractual period of training on or before the **15th April or 15th October** of the calendar year would be eligible for appearing at AITT to be held in April /May or Oct/Nov, respectively.
3. A candidate who has completed/will be completing Apprenticeship Training on or before the dates as stated at Sl.No. 2 above and put in the minimum attendance i.e. **200 days per year** of apprenticeship training for establishments working for 5 days in a week and **240 days of attendance per year** of apprenticeship training for establishments working for 6 days in a week is eligible for appearing at AITT.
4. A candidate who has completed / will be completing Apprenticeship Training as stated above but failed/will be failing to acquire minimum attendance for circumstances beyond his control and the employer is satisfied with the grounds for shortfall in attendance and certifies that the apprentices has otherwise completed the full apprenticeship course, he shall be considered as having completed the full period of training and shall be eligible for appearing at AITT.
5. A candidate who has completed/will be completing Apprenticeship Training on or before the dates as stated above but failed/will be failing to put in the minimum period of attendance 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 of Apprenticeship Rules, 1992 extend his period of training until he completes the full Apprenticeship Course and the next test is held if so required by the Apprenticeship Adviser. Similar extension of period of training may also be allowed in case of those apprentices who having completed but failed in the AITT. An apprentice who fails in the second test shall not be allowed for any extension of the period of training.

ELIGIBILITY CERTIFICATE FOR APPEARING AT ALL INDIA TRADE TEST ALONG WITH ASSESSMENT OF THE APPRENTICES

Name & Address of Establishment

Telephone No
Telegram

Telex Fax No :
E-Mail address :

Name & Address of trade Testing Centre :

All India Trade Test to be held in (month) (year)

Sl. No	Name of the Apprentice	Contract Regn.No.	Designated trade	Sessional marks obtained of maximum marks				Attendance			Conduct	Remarks
				Trade Theory	W/shop Calculation & Science.	Engg Drawing.	Practical	Possible	Present	Percentage		
				20	10	20	100					

Certified that the above mentioned apprentices fulfill all the stipulated conditions laid down in the enclosure and are eligible to appear in the All India Trade Test to be held in (month) (year).

The above candidates have been allowed to appear at All India Trade Test by the D.A.A as indicated on their application form enclosed herewith.

Date :

Signature of the Employer with
Designation and seal

Note: This information should be sent to the Trade Testing Centre fifteen days prior to the commencement of All India Trade Test.

(Please see overleaf)

//Name and address of establishment//

Telephone No:

Telex/Fax No :

Telegram

e Mail address :

To
The Deputy Apprenticeship Adviser
Office of the Technical Officer,
Gandhi Nagar, Puducherry -9.

Sub:- Intimation regarding engaged of apprentices – Regarding.

Following apprentices have been engaged in our establishment. The details is furnished as below.

S:No	Name	Father Name	Trade	Date of Joining	Remarks

We have satisfied ourselves that they fulfill eligibility criteria as per the provisions of Apprentices Act 1961 and rules made therunder.

Yours faithfully,

Signature of Employer with
Designation and Seal.

QUARTERLY REPORT
//ESTABLISHMENT NAME AND ADDRESS//

To
Office of the Technical Officer,
Labour Complex, Gandhi Nagar,
Puducherry -9.

Sir,

Sub:- Apprenticeship Training Scheme – Engagement of Apprentices under Apprentices Act, 1961 –
Quarterly Progress Report called for reg.

With reference to the letter cited, the Quarterly Progress Report on the implementation of the Apprenticeship training under the Apprentices Act,1961.

STATEMENT – I

Sl: No	Name of the Apprentices	Contract No of register	Trade	Date of joining	Attendance Particular			Leave Particulars		Remark
					Possible	Present	Percentage	No of Days Leave	No of Days Absent	

STATEMENT – II

Name of Month/ year	Seats Located	Seats Utilized	Excess	Number of Apprentices Undergoing Apprenticeship Training					Reason of short fall (If any)
				SC	ST	Minorities	PH	Women	

Yours faithfully,

Signature of Employer with
Designation and Seal

Note: Quarterly return should reach this office on or before 29th of March, June, September, December of every year with out fail.