

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 Name:**
3. **Address – (with mobile number)**
(i) **Permanent** :
(ii) **Temporary** :
4. **Date of Birth** :
5. **Whether belongs to OBC/MBCSC/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** :

Affix your recent passport size photograph

Affix Rs.5/- court fee stamp in original copy

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(with seal)

Signature of the Apprentice

Signature of the Surety

14. **Witness Signature, Name & 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 Adviser

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 rule 11, in sub-rule (1) for clauses (a), (b), (c) and (d) of Apprenticeship Rules, 1991):-

Rs.1490/- per month during **I year**;
Rs.1970/- per month during **II year**;

Rs. 1700/- per month during **III year**.
Rs. 2220/- 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**.

Format -1A

//Name and address of establishment//

Telephone No:

Telex/Fax No :

Telegram

e Mail address :

To
The Assistant Director (Training) –cum-
Deputy Apprenticeship Adviser,
Labour Department,
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 Assistant Director (Training)-cum-
Deputy Apprenticeship Adviser,**
Labour Department,
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

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 FOR APPEARING IN THE ALL INDIA TRADE TEST UNDER THE APPRENTICES ACT
1961 PRIVATE CANDIDATE:**

1. Only those candidates will be allowed to appear in the Test as Private Candidate who have already acquired the National Trade Certificate.
2. The experience of the candidates wishing to appear as Private Candidate after obtaining NTC should be in the same trade in which he proposed to acquire the National Apprenticeship Certificate.
3. Private candidates possessing the minimum educational qualification required for engagement as a regular apprentice in that particular trade and the minimum experience as stated above would only be permitted.
4. No RI Classes are required to be held for candidates for acquiring NAC privately.
5. Candidates are to be sponsored by an establishment and should not be entertained directly.
6. Only, the experience acquired by the candidate in an establishment implementing Apprentices Act, 1961 should be considered and such certificate should be issued the Officer Incharge of Training of that establishment.
7. The Candidates must pay an examination fee of Rs.50/-. This could be enhanced as per the discretion of the Central Government. Private Candidates satisfying the above conditions should apply to the State Apprenticeship Adviser, in case he is employed in a private/State Sector establishment and concerned Regional Director, if he is employed in a Central Sector. Candidates permitted to take the AITT for apprentices will have to be present at the specified trade testing centre at their own expenses, at the time and on the date which will be intimated to them in writing by the above concerned authorities. The concerned Regional/State Apprenticeship Adviser will verify the authenticity of the particulars of private candidates before permitting them to appear in the test. Private candidates who fall in the first attempt can appear for subsequent tests on payment of examination fee of Rs.75/- each time they appear.
8. Application of the candidates in the prescribed form should reach the concerned Regional Director/State Apprenticeship Adviser, latest by the end of November/April for exams scheduled in April/October.

//Name and address of establishment//

Telephone No:

Telex/Fax No :

Telegram

e Mail address :

To
The Assistant Director (Training)-cum-
Deputy Apprenticeship Adviser,
Labour Department,
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 Assistant Director(Training)-cum-
Deputy Apprenticeship Adviser,
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	
					Possible	Present	Percentage	No of Days Leave	No of D Absen

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	

Your
s 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.

ANNEXURE XXIV
APPLICATION FORM FOR APPEARING AS A PRIVATE CANDIDATE IN THE ALL INDIA TRADE TEST
UNDER THE APPRENTICES ACT,1961

To

The State Apprenticeship Adviser,
Labour Department,
Puducherry.

Sir,

I request for permission to appear in the Trade Test to be held in the month of _____ as a Private Candidate in the following trade. I have noted the Rules and Regulations concerning the said Trade Test and I agree to abide by the same.

Name of the Designated Trade:

My Personal Details are as under

1. Name in full (block letters) :
2. Father's Name :
3. Residential Address /Cell No. :
4. Date of Birth and Age :
(enclose true copy of school leaving certificate)
5. Educational Qualification :
(enclose true copy of certificates from the concerned authority)
6. Name of ITI & Year from which the NTC under CTS passed & name of trade (enclose true copy of the certificate) :
7. Name and Address of the Establishment where working at present and its Government Registration No. :
8. Present Designation period of employment with the employer and nature of work carried out during last 3 years :
(enclose certificate in original from the present employer to this effect.)

Contd...2/-

:2:

9. Details of past experience :
pertaining to trade indicating post
held, period etc after passing NTC
Examination
10. Whether appeared Trade Test :
previously. If so how many times?
State the month and year. (enclose
Statement of marks of last test)

I certify that the application has been filled by me and the statement made therein are correct and complete.

Yours faithfully,

SIGNATURE OF THE APPLICANT

Instructions:

The application shall be rejected if:-

- it is not filled in properly or if the information given is incomplete or false
- attested Xerox copies of certificates as required vide item Nos.3,4,7 are not enclosed (Original certificates if sent shall not be returned)
- it is not accompanied by the certificate from the present employer
- the candidate is not presently employed or experience is less
- the establishment where the candidate is presently working is not registered with the government under the Factories Act, compulsory Notifications etc
- if the application is not submitted latest by end of November/April for exams scheduled in April/October.