

## **APPRENTICESHIP RULES, 1992\***

In exercise of the powers conferred by, subsection (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 supersession of the Apprenticeship Rules, 1962, except as respects things done or omitted to be done before such supersession, namely:-

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

- (1) These rules may be called the Apprenticeship Rules, 1992.
- (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 recognized by the State Government concerned or the Central Government.
- (2A) "Diploma in non-engineering" means a person who holds a diploma in non-engineering or equivalent qualification granted by a Board or University or recognised by the concerned State Government or the Central Government, as the case may be;
- (3) "Engineering Graduate" means a person, who-
  - (a) holds a degree in engineering or technology granted by-
    - (i) a statutory University, or
    - (ii) an institution empowered to grant such degree by an Act of Parliament;
  - (b) has passed the graduateship examination of professional bodies recognized by the Central Government as equivalent to degree;  
or
  - (c) holds the qualifications which exempt him from Sections A and B examinations of the Institution of Engineers (India).

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\* Vide GSR No. 188(E), dated 20<sup>th</sup> March 2001

- (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, recognized 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;
- (5A) "Non-engineering graduate" means a person who holds a degree in any subject other than engineering or technology granted by a statutory University or an institution empowered to grant such degree by an Act of Parliament or passed the graduateship examination of professional bodies recognised by the Central Government as equivalent degree;
- (5B) "Optional trade apprentice" means an apprentice who is not undergoing apprenticeship training in a designated trade;
- (6) "Registered Medical Practitioner" means a person whose name is 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 Education -**

- (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 or Technician or Technician (Vocational) apprentice if he satisfies one of the minimum educational qualifications specified in Schedule-IA:

**Provided that: -**

- (a) no Engineering Graduate or Diploma Holder or Vocational Certificate holder who had training or job experience for a period 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 require 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.

\*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 Cabinet Maker.
  - 4. Sports Goods Maker. (Wood)
- (b) Draughtsmen and Surveyors Trades Group
  - 1. Draughtsman(Civil)

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\* Inserted vide GSR No. 338, dated 15th September 1997

- (c) Printing Trades Group.
  1. Process Cameraman.
  2. Retoucher Lithographic.
  3. Engraver.
  4. Book Binder.
  
- (d) Hotel & 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) Agriculture Trades Group
  1. Horticulture Assistant.
  
- (g) Painting Trades Group
  1. Painter (General).
  
- \* (h) Group No.1-Machine Shop Trades Group:
  1. Fitter
  2. Turner.
  3. Machinist\*\*
  
- (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. Electrician\*\*
  
- \*\* (k). Group No. 5 -Building And Furniture Trade Group
  1. Mason (Building Constructor)
  
- (l). Group No. 10 - Heat Engines Trades Group
  1. Mechanic (Diesel)
  2. Mechanic Tractor
  3. Mechanic (Motor Vehicle)
  
- (m). Group No. 11 - Draughtsmen and Survey Trades Group
  1. Draughtsman (Mechanical)
  2. Surveyor

- (n). Group No. 18 – Chemical Trades Group
  - 1. Plastic Processing Operator
  - 2. Instrument Mechanic (Chemical Plant)
  - 3. Laboratory Assistant (Chemical Plant)
  - 4. Attendant Operator (Chemical Plant)
- (o). Group No. 20 –Agriculture Trades Group
  - 1. Pump Operator cum Mechanic
- (p). Group No. 21 - Leather Crafts Trades Group
  - 1. Upholsterer
  - 2. Leather Goods Maker
- (q). Group No. 23 – Electronics Trades Group
  - 1. Electronics Mechanic
- (r). Group No. 24 – Photography Trades Group
  - 1. Photographer
- (s). Group No. 26 – Beautician Trades Group
  - 1. Hair and Skin Carer
- (t). Group No. 29 – Computer Trades Group
  - 1. Desk Top Publishing Operator
  - 2. Programming and Systems Administration Assistant”

\*\* Provided further that the standards of fitness specified for item (3) relating to “Eyes” shall not apply in the case of a person with low vision ( Low vision means a person with impairment of vision of less than 6/18 to 6/10 with best correction in the better eye or impairment of field in any one of the following categories : i) Reduction of fields less than 50 degrees, ii) Heminaopia with macular involvement, iii) Altitudinal defect involving lower fields) for the following trades namely:-

- (a). Group No. 1-Machine Shop Trades Group
  - 1. Fitter
  - 2. Turner
  - 3. Machinist
  - 4. Machinist (Grinder)
- (b). Group No. 2 -Foundry Trade Group
  - 1. Foundryman
- (c). Group No. 3 -Metal Working Trades Group
  - 1. Forger and Heat Treater
  - 2. Sheet Metal Worker
  - 3. Motor Vehicle Body Builder
- (d). Group No. 4 - Electrical Trade Group
  - 1. Electrician
  - 2. Wireman
  - 3. Winder (Armature)

- 4. Electroplater
- (e). Group No. 5-Building and Furniture Trades Group
  - 1. Carpenter
  - 2. Plumber
  - 3. Sports Goods Maker (Wood)
  - 4. Furniture and Cabinet Maker
- (f). Group No. 6- Maintenance Trades Group
  - 1. Mechanic Sewing Machine
- (g). Group No. 9-Refrigeration and Air Conditioning Trades Group
  - 1. Refrigeration and Air-Conditioning Mechanic
- (h). Group No. 10-Heat Engines Trades Group
  - 1. Mechanic Diesel
  - 2. Tractor Mechanic
  - 3. Mechanic (Earth Moving Machinery)
  - 4. Auto Mechanic (Two Wheeler/Three Wheeler)
- (i). Group No. 14-Printing Group of Trades
  - 1. Book Binder
- (j). Group No. 15-Hotel and Catering Trades Group
  - 1. Apprentice Food Production (General)
  - 2. Apprentice Food Production (Vegetarian)
  - 3. Steward
  - 4. Baker and Confectioner
  - 5. Hotel Clerk/Receptionist/Front Office Assistant
  - 6. Fruit and Vegetable Processor
- (k). Group No. 16-Textile Trades Group
  - 1. Weaver
  - 2. Knitter (Hosiery)
  - 3. Printing Textile
- (l). Group No. 19-Cutting and Tailoring Trades Group
  - 1. Designer and Master Cutter
  - 2. Tailor (Men)
  - 3. Tailor (Women)
  - 4. Tailor (General)
- (m). Group No. 20-Agriculture Trades Group
  - 1. Mechanic (Agricultural Machinery)
  - 2. Horticulture Assistant
  - 3. Stockman (Dairy)
  - 4. Attendant Operator (Dairy)
  - 5. Pump Operator cum Mechanic

- (n). Group No. 21-Leather Crafts Trades Group
  1. Sport Goods Maker (Leather)
  2. Leather Goods Maker
  3. Footwear Maker
  4. Finished Leather Maker
  5. Maintenance Mechanic for Leather Machinery
  6. Upholsterer
  
- (o). Group No. 25-Iron and Steel Trades Group
  1. Brick Layer (Refractory)
  2. Furnace Operator (Steel Industry)
  3. Steel Melting Hand
  
- (p). Group No. 26-Beautician Trades Group
  1. Beautician
  2. Hair Dresser
  3. Health and Slimming Assistant
  4. Hair and Skin Carer
  
- (q). Group No. 28-Painting Trades Group
  1. Painter (General)
  
- ( r ). Group No. 29-Computer Trades Group
  1. Desk Top Publishing Operator
  2. Programming & Systems Administration Assistant
  
- (s). Group No. 30-Hi-Tech Trades Group
  1. Advanced Attendant Operator (Process)
  2. Operator Cum Mechanic Pollution Control Equipment
  3. Mechanic Medical Equipment for Hospitals and Occupational and Health Centres
  
- (t). Group No. 31-Multi Skill Trades Group
  1. Mechanic Advanced Machine Tool Maintenance
  2. Operator Advanced Machine Tool

Provided further that the standards of fitness specified for item (11) relating to “skeletal system” will be relaxed in the case of a Orthopadically handicapped person for the following trades as mentioned against each trade, namely:-

- (a) Group No. 1-Machine Shop Trades Group
 

Fitter	Lower limb partially damaged from one side can join
Turner	Lower limb partially damaged from one side can join.

- Machinist                      Only small finger damaged can join.
- Machinist (Grinder)        Only small finger damaged can join.
- (b)    Group No. 2 - Foundry Trades Group
- Pattern Maker            One upper & lower limb partially damaged can join.
- (c)    Group No. 3 - Metal Working Trades Group
- Welder (Gas and Electric)    A person with out leg and without three finger of one hand can be accommodated
- Sheet Metal Worker            Both Lower limb damaged can be accommodated.
- (d)    Group No. 4 - Electrical Trades Group
- Electrician                      Partially lower limb students can be accommodated.
- (e)    Group No. 5 - Building & Furniture Trades Group
- Plumber                            A person without one or two finger of foot & hand can be accommodated.
- Carpenter                      One upper & lower limb partially damaged.
- (f)    Group No.6 - Maintenance Trades Group
- Mechanic Maintenance (Chemical Plant)    With one lower limb partially damaged can be accommodated.
- (g)    Group No. 7-Precision Machining Trades Group
- Tool and Die Maker (Die and Moulds)    Lower limb partially damaged only one side can be accommodated. Small finger of each hand damaged can be accommodated.
- Tool and Die Maker (Press Tools, Jigs and Fixtures)    Lower limb partially damaged only one side can be accommodated. Small finger of each hand damaged can be accommodated.
- (h)    Group No. 8 - Instrument Trades Group
- Mechanic Watch And Clock                      Both lower limbs



- (i) Group No. 9- Refrigeration and Air Conditioning Trades Group
- |   |  |
|---|--|
| Refrigeration and Air Conditioning Mechanic | Only one lower limb partially working can be accommodated. |
|   | Small finger of each hand damaged can be accommodated      |
- (j) Group No. 10 - Heat Engines Trades Group
- |                        |  |
|------------------------|--|
| Mechanic (Diesel)      | Upper limb partially damaged (Little finger and Ring Finger) can be accommodated for both hands. |
|                        | Lower limb partially damaged only one side can be accommodated.                                  |
| Tractor Mechanic       | Upper limb partially damaged (Little finger and Ring Finger) can be accommodated for both hands  |
|                        | Lower limb partially damaged only one side can be accommodated.                                  |
| Mechanic Motor Vehicle | Upper limb partially damaged (Little finger and Ring Finger) can be accommodated for both hands. |
|                        | Lower limb partially damaged only one side can be accommodated                                   |
- (k) Group No. 11- Draughtsmen and Surveyor Trades Group
- |                          |   |
|--------------------------|---|
| Draughtsman (Civil)      | Partially without both legs or without one leg & upper left limb damaged. |
| Draughtsman (Mechanical) | Partially without both legs or without one leg & upper left limb damaged. |
| Surveyor                 | One lower limbs partially damaged   |
- (l) Group No. 14-Printing Group of Trades
- |                       |                              |
|-----------------------|------------------------------|
| Offset Machine Minder | One lower or one upper limb. |
| Process Cameraman     | One lower or one upper limb. |



- (q) Group No. 23-Electronics Trades Group  
 Electronics Mechanic Without legs or leg.
- (r) Group No. 26 - Beautician Trades Group  
 Hair and Skin Carer Partially without one lower limb & one/two lower limbs totally damaged can be adjusted.
- (s) Group No. 28 – Painting Trades Group  
 Painting General One upper & lower limb partially damaged.
- (t) Group No. 29 - Computer Trades Group

Desk Top Publishing Operator	Both lower limbs
Programming and Systems Administration Assistant”	Both lower limbs

- (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.

## 5. **Reservation of Training Places:-**

- (1) 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 Schedule 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 Caste and if the prescribed training places can not 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.

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\* Inserted vide GSR No. 107, dated 27th May 1998

\*\* Inserted vide GSR No. 300, dated 23<sup>rd</sup> August 2003

2. The training places for the Other Backward Classes in designated trades shall be reserved by the employer according to the prescribed norms followed in the respective State or Union territory and if training places can not be filled from the Other Backward Classes, then the training places so lying unfilled may be filled by persons not belonging to the Other Backward Classes.

**6. Registration of Contract of Apprenticeship:-**

- 1(a) The Central Government may specify model contract form for all 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.
- (2) 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) The period of apprenticeship training in the case of trade 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 periods 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 lockout or layoff 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 lockout or layoff, as the case may be, and he shall be paid stipend during the period of such strike or lockout or layoff or for a maximum period of six months, whichever is less;
- (ii) If the strike or lockout or layoff 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.

- (2) 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.
- 3A(1)\* Keeping in view seasonality in operation or business or flexibility desired by trade apprentice, a trade apprentice may complete his period of apprenticeship training within five years or double the duration of apprenticeship training whichever is less from the date of starting of his apprenticeship training.
- (2) The flexibility referred to in sub-rule(1) shall be permissible in the following manner, namely:-
- (a) Maximum one break for trades having duration two years or less than two years;
- (b) Maximum two breaks for trades having duration more than two years.
- (3) The start and end date of his apprenticeship training shall be reported on portal-site by the employer.
- (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 part 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/ layoff 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/ layoff and he shall be paid stipend during the period of such strike/ lock out / layoff or 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 employer as specified in section 5 of the Act.

**[7A\*\* Regulation of optional trade.-**

- (1). A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any optional trade, unless he-
- (a) is not less than fourteen years of age, and for optional trades related to hazardous industries, not less than eighteen years of age; and
- (b) satisfies such physical fitness as determined by the employer.

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\* Inserted vide GSR No. 502, dated 18<sup>th</sup> June, 2015

\*\* Inserted vide GSR No. 502, dated 18<sup>th</sup> June, 2015

- (3) The minimum educational qualification for person to undergo apprenticeship training in optional trade shall be eighth class pass from a recognised school.
- (3) The period of apprenticeship training in the case of non-engineering graduates, diploma in non-engineering and vocational certificate holder shall be maximum one year and the period of apprenticeship training for other apprentices undergoing apprenticeship training in optional trade shall be minimum of six months and maximum of two years.
- (4) The training places shall be reserved by the employer for the Scheduled Castes and the Scheduled Tribes in every optional trade in accordance with the sub-rule (1) of rule 5 and Schedule-IIA of said rule.
- (5) The training places for the Other Backward Classes shall be reserved by the employer in every optional trade in accordance to the sub-rule (2) of rule 5.
- (6) It shall be obligatory on the part of employer to disclose the duration and syllabi of the optional trades on the portal-site.
- (7) The work diary in Format-2 as specified in Schedule-III shall be maintained by each apprentice and countersigned by his supervisor once in a week.
- (8) Weekly hours of work provided in sub-rule (3) of rule 12 shall be applicable for those apprentices possessing a degree of three or four years after secondary or higher secondary education or diploma of three years after 10th class or diploma of two years after 12th pass or a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade and for all other apprentices undergoing apprenticeship training in optional trade, the weekly hours of work provided in sub-rule (1) and (2) of rule 12 shall be applicable.
- (9) No person shall be engaged as an apprentice to undergo apprenticeship training in optional trade unless such person or, if he is minor, his guardian has entered into a contract of apprenticeship with the employer and such contract of apprenticeship shall be uploaded on portal-site by the employer.
- (10) The minimum rates of stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education.

- (11) The minimum rates of stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass.
- (12) The minimum rates of stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education.
- (13) The minimum rates of stipend prescribed for trade apprentices shall be paid by the employer to other apprentices undergoing training in optional trade according to their period of apprenticeship training.
- (14) Every apprentice possessing a degree of minimum three years or a diploma of three years after 10th class or diploma of two years after 12th pass or a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade shall follow the terms and conditions of contract of apprenticeship for graduate, technician and technician(vocational) apprentices as provided in Schedule-VI.
- (15) Every employer and other apprentices undergoing training in optional trade shall have the obligations as provided in Schedule-V respectively.
- (16) The employer shall not run a trade as optional which is a designated trade under the Act.
- (17) The progress in apprenticeship training of every apprentice in optional trade shall be assessed by the employer from time to time and every apprentice who completes his apprenticeship training to the satisfaction of the employer shall be granted a certificate of proficiency by that employer.

**7B Number of apprentices for designated and optional trade.-**

- (1) The employers having six or more workers shall only be eligible to engage apprentices and engagement of apprentices by establishment having number of workers not exceeding forty shall not be obligatory.
- (2) The strength of workers shall be calculated on the basis of average strength in the preceding financial year.
- (3) Within a financial year, each establishment shall engage apprentices in a band of 2.5 per cent. to 10 per cent. of the total strength of the establishment including contractual staff.

- (4) In no month, number of apprentices should be less than 2 per cent. of the total strength of the establishment and more than 15 per cent. of the total strength of the establishment subject to the condition that he shall fulfill apprentice months corresponding to 2.5 per cent. obligation in a financial year.
- (5) Every employer shall disclose their intention of engagement of apprentices both in designated and optional trade on portal site as well as establishment's portal-site (if existing) as per quarters given below:-
- (a) the 1st April to the 30th June;
  - (b) the 1st July to the 30th September;
  - (c) the 1st October to the 31st December;
  - (d) the 1st January to the 31st March..

**7C Inspection of establishment.-**

An Officer not below the rank of Assistant Apprenticeship Adviser shall inspect an establishment and such inspection shall be after prior approval of the Central or the State Apprenticeship Adviser, as the case may be].

**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.

**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.

**9\*\* a 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 IV A

**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.

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\* Substituted vide GSR No. 404, dated 25th November 1997

\*\* Inserted vide GSR No. 190(E) dated 26<sup>th</sup> February, 1999



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

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

- (a) During the first year of training : Seventy per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory
- (b) During the second year of training : Eighty per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory
- (c) During the third and fourth year of training : Ninety per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory:

Provided that in the case where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade:

Provided further 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”.

(2)\*\* The minimum rates of stipend payable to Graduate, Technician and Technician (Vocational) Apprentices shall be as follows namely:-

- a. Graduates Apprentices Rs. 4984/-per month
- b. Sandwich course  
(Students from Degree institutions) Rs.3542/-per month.
- c. Technician Apprentices Rs.3542/-per month
- d. Sandwich course  
(Students from Diploma institutions) Rs.2890/-per month.
- e. Technician (Vocational) Apprentices. Rs.2758/-per month.

3. The stipend for a particular month shall be paid by the tenth day of the following month and the stipend shall be paid through the bank account of apprentices from a date notified by the Central Government.

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\* Substituted by GSR No. 680(E), dated 22<sup>nd</sup> September, 2014

\*\* Substituted by GSR No. 910(E), dated 23<sup>rd</sup> December, 2014

- (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 apprentice 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 the 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 thirty 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

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

- (1) The weekly hours of work of a trade apprentice 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 45 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:-**

**14\*\*. Record 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 in respect of trade apprentices returns and other information 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 shall submit in respect of trade apprentices returns and other information as herein under provided to the respective State Apprenticeship Adviser.
- (3) Contracts of Apprenticeship Training in Format – 1 as specified in schedule III shall be forwarded along with a forwarding letter in Format – 1A as specified in Schedule III, by the establishment to the Regional Director or State Apprenticeship Adviser, as the case may be, as per following schedule:
 

For the apprentices engaged from 16 <sup>th</sup> January to 15 <sup>th</sup> April	<u>:30<sup>th</sup> April</u>
For the apprentices engaged from 16 <sup>th</sup> April to 15 <sup>th</sup> July	<u>:31<sup>st</sup> July</u>
For the apprentices engaged from 16 <sup>th</sup> July to 15 <sup>th</sup> October	<u>:31<sup>st</sup> October</u>
For the apprentices engaged from 16 <sup>th</sup> October to 15 <sup>th</sup> January	<u>:31<sup>st</sup> January</u>
- (4) Work diary in Format – 2 as specified in Schedule III shall be maintained by each trade apprentice and countersigned by his supervisor once a week.
- (5) Every employer shall maintain a register of attendance of the trade apprentices undergoing apprenticeship training in his establishment and action taken for irregular and unauthorised absence shall be recorded in the said register at the end of each month.
- (6)(a) Application forms of regular trade apprentices for appearing at All India Trade Test in Format – 3 as specified in Schedule III shall be forwarded with a forwarding letter in Format–3A as specified in Schedule III by the establishment to the Regional Director or State Apprenticeship Adviser, as the case may be as per following schedule:
  - (i) For All India Trade Test to be held in April/May: 31<sup>st</sup> December of previous year.
  - (ii) For All India Trade Test to be held in October/November: 30<sup>th</sup> June.

- (b) Having scrutinized the application forms of such trade apprentices, the Regional Director or State Apprenticeship Adviser, as the case may be, shall return the application forms to the employer with remarks whether or not the apprentice is allowed to appear in the All India Trade Test. If allowed it should be subject to fulfilment of eligibility criteria and if disallowed the reasons therefore should be recorded in the application form. The programme of the All India Trade Test and name of the trade testing centres for each apprentice should also be sent along with the application forms of such apprentices.
- (c) After receiving the information under clause (b), the employer shall furnish eligibility certificate in respect of the eligible trade apprentices in Format - 4 as specified in Schedule III alongwith the application forms of such apprentices to the trade testing centres, fifteen days prior to the commencement of All India Trade Test.
- (7) At the end of each half year, every establishment shall in respect of trade apprentices receiving training in the establishment submit a report in Form Apprenticeship-1 in Schedule-III to the concerned Apprenticeship Adviser as per the following schedule :
- For half year ending June: By 15<sup>th</sup> July.  
For half year ending December: By 15<sup>th</sup> January.
- (8) At the end of each half year, every Regional Director shall in respect of trade apprentices in the establishments referred to in items (b) and (c) of sub clause (1) of clause (d) of section 2 of the Act submit returns in forms ATS-1 & ATS-2 in Schedule-III to the Directorate General of Employment Training as per the following schedule:
- For half year ending June : By 31<sup>st</sup> July.  
For half year ending December : By 31<sup>st</sup> January.
- (9) At the end of each half year, every State Apprenticeship Adviser shall in respect of trade apprentices in the establishments referred to in item (b) of sub-clause (2) of clause (d) of section 2 of the Act submit returns in forms ATS-1 & ATS-3 in Schedule-III to the Directorate General of Employment Training as per the following schedule :
- (i) For half year ending June : By 31<sup>st</sup> July.  
(ii) For half year ending December : By 31<sup>st</sup> January.
- (10) On a Graduate or Technician or Technician (Vocational) apprentice joining an establishment, the employer shall prepare index cards in Form Apprenticeship-2 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:-
- (a) The Central Apprenticeship Adviser;
- (b) The Director, Regional Board of Apprenticeship Training concerned; and

(c) In the case of Sandwich course student, the technical Institution concerned.

- (11) 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- 3 set out in Schedule-III to the Director, Regional Board of Apprenticeship Training concerned.”

**Note: Sub-rule(1), sub-rule(2) and sub-rule(3) (b), Sub-rule(6), Sub-rule(7), sub-rule (8), sub-rule(9) and sub-rule(10) of Rule 14 shall be omitted with effect from such date as may be notified by the Central Government.**

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\* Omitted vide GSR No. 502(E) dated 18<sup>th</sup> June, 2015

\*\* Substituted vide GSR No. 502(E) dated 18<sup>th</sup> June, 2015

**List of Designated Trades under the Apprentices Act, 1961**

SCHEDULE – I  
[ See rule 3 (1) and rule 7 (1)]

Sl. No.	Designated Trades	N.C.O. Code No.	Period of Apprenticeship Training	Relevant ITI trades/ Apprenticeship Trades	Rebate allowed in Apprenticeship Training	Essential/ Desirable Educational Qualifications
1	2	3	4	5	6	7
<b>Group No.1 – Machine Shop Trades Group:</b>						
1.	Fitter	842.10, 842.15	3 years	1. Fitter 2. Millwright Maintenance Mechanic 3. Tool and Die-Maker 4. Maintenance Mechanic (Textile Machinery) 5. Mechanic (Dairy-Maintenance) 6. Fitter Structural 7. Boiler Attendant	2 years 1 year 1 year 1 year 1 year 1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

				8. Motor Mechanic Body Builder	1 year	
				9. Millwright (Rolling Mills)	1 year	
				10. Mechanic Mining Machinery	1 year	
				11. Rigger (Engineering & Chemical Industries)	1 year	
				12. Maintenance Mechanic (Leather Machinery)	1 year	
2.	Turner	835.15	3 years	Turner	2 years	Passed in 10 <sup>th</sup> class under 10+2 system of education or its equivalent.
3.	Machinist	835.10	3 years	Machinist	2 years	Passed in 10 <sup>th</sup> class under 10+2 system of education or its equivalent.
4.	Machinist (Grinder)	836.10, 836.25 836.30, 836.35 836.40, 836.55	3 years	1. Machinist (Grinder) 2. Turner 3. Machinist	2 years 1 year 1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No.2 – Foundry Trades Group:</b>						
1.	Pattern Maker	819.20	3 years	Pattern Maker	2 years	Passed 8 <sup>th</sup> class Examination under 10+2 system of education or its equivalent.
2.	Foundryman	726.10	3 years	1. Foundryman 2. Moulder	1 year 1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent. (passed 7 <sup>th</sup> class where terminal

						examination is in class 7 <sup>th</sup> )
<b>Group No.3 – Metal Working Trades Group:</b>						
1.	Forger and Heat Treater	723.80, 726.90 831.10, 831.30 831.50	3 years	Forger and Heat Treater	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system or its equivalent.
2.	Sheet Metal Worker	837.10	3 years	Sheet Metal Worker	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent. (passed 7 <sup>th</sup> class where terminal examination is in class 7 <sup>th</sup> )
3.	Welder (Gas and Electric)	872.10,872.20	2 years	Welder (Gas and Electric)	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent. (passed 7 <sup>th</sup> class where terminal examination is in class 7 <sup>th</sup> )
4.	Motor Vehicle Body Builder	815.10	2 years	1. Forger and Heat Treater 2. Sheet Metal Worker 3. Welder (Gas and Arc).	1 year 1 year 1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No.4 –Electrical Trades Group:</b>						
1.	Electrician	851.10,851.30	3 years	Electrician	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system with Science as one of the subject or its equivalent.
2.	Lineman	857.10	3 years	1. Wireman 2. Electrician	1 year 1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.



3.	Wireman	855.10	3 years	Wireman	2 years	Passed 8 <sup>th</sup> class examination under 10+2 system with Science as one of the subject or its equivalent.
4.	Auto Electrician	855.30	2 years	1. Mechanic (Motor Vehicle) 2. Electrician 3. Electronics Mechanic	1 year 1 year 1 year	Passed 10 <sup>th</sup> class examination under 10+2 system with Science as one of the subject or its equivalent.
5.	Electrician Aircraft	855.20	4 years	Electrician	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math as subject or its equivalent.
6.	Winder (Armature)	859.50	3 years	Electrician	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math as a subject or its equivalent.
7.	Cable Jointer	857.30	3 years	Wireman	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system with Science as a subject or its equivalent.
8.	Electrician (Mines)	851.15	3 years	Electrician	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science (Physics and Chemistry) as one of subject or its equivalent.
9.	Electroplater	728.10	3 years	Electroplater	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

<b>Group No.5 – Building and Furniture Trades Group:</b>						
1.	Carpenter	811.10,811.20	3 years	Carpenter	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent. (passed 7 <sup>th</sup> class where terminal examination is in class 7 <sup>th</sup> )
2.	Plumber	871.10	3 years	Plumber	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Mason (Building Constructor)	951.20	2 years	Building Constructor	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
4.	Furniture and Cabinet Maker	812.10, 812.20	3 years	Carpenter	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education with science as subject or its equivalent. 'Desirable':- Passed in 10 <sup>th</sup> class examination under 10+2 system of education with Science as one of the subject or its equivalent.
5.	Sports Goods Maker (Wood)	819.70	2 years	Sports Goods Maker (Wood)	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6,	Lift Mechanic	8333.70	3 years	Lift Mechanic	2 Years	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
7.	Building Maintenance Technician	3112.90	1 year	Building Maintenance	6 months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

8.	Architectural Assistant	3118.10	1 year & 6 months	Architectural Assistant	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Mathematics or its equivalent.
9.	Sanitary Hardware Fitter	7233.10	1 year	Sanitary Hardware Fitter	6 months	Passed 8 <sup>th</sup> class examination from recognized school or its equivalent.
10.	Interior Decorator and Designer	3471.10	2 years	Interior Decorator and Designer	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No.6 – Maintenance Trades Group:</b>						
1.	Mechanic Machine Tool Maintenance	845.50	4 years	1. Millwright Maintenance Mechanic 2. Mechanic Machine Tool Maintenance	2 years 3 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math as subjects or its equivalent.
2.	Mechanic Maintenance (Textile Machinery)	845.63	3 years	Fitter	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science (Physics and Chemistry) as subjects or its equivalent.
3.	Mechanic Maintenance (Chemical Plant)	845.53	3 years	Mechanic Maintenance (Chemical Plant)	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math as subjects or its equivalent
4.	Mechanic (Dairy Maintenance)	845.55	3 years	1. Fitter 2. Tool & Die Maker 3. Refrigeration and Air-conditioning Mechanic	1 year 1 year 1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math as subjects or its equivalent.

5.	Mechanic Sewing Machine	945.82	1 year	Fitter	6 months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6.	Mechanic(Mining Machinery)	845.60	3 years	Fitter	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science (Physics and Chemistry) as subjects or its equivalent.
7.	Material Handling Equipment Mechanic-cum-Operator	973.35, 973.40 973.70, 974.45 974.55, 979.20 979.90	3 years (including 2 years basic training)	Millwright Mechanic Maintenance	2 years	Passed 10 <sup>th</sup> class examination of 10+2 system of education or its equivalent.
<b>Group No.7 – Precision Machining Trades Group:</b>						
1.	Tool and Die Maker (Die and Moulds)	833.10, 833.40	4 years	1. Tool and Die Maker (Die and Moulds) 2. Fitter 3. Turner 4. Machinist 5. Machinist (Grinder) 6. Tool and Die Maker (Press Tools, Jigs and Fixtures) 7. Tool and Die Maker	3 years  1 year  1 year  1 year  18 months  2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math as subjects or its equivalent.

2.	Tool and Die Maker (Press Tools, Jigs and Fixture)	833.10, 833.41	4 years	1. Tool and Die Maker (Press Tools, Jigs and Fixtures) 2. Fitter 3. Turner 4. Machinist 5. Machinist (Grinder) 6. Tool and Die Maker 7. Tool and Die Maker (Die and Moulds)	3 years  1 year 1 year  1 year  2 years  18 months	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math as subjects or its equivalent
3.	Plastic Mould-Maker	833.40, 901.30	4 years	1. Tool and Die-Maker 2. Fitter	3 years  1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math as subjects or its equivalent.
<b>Group No.8 – Instrument Trades Group:</b>						
1.	Instrument Mechanic	841.15	3 years	Instrument Mechanic	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science as one of the subjects or its equivalent.
2.	Mechanic (Instrument Aircraft)	841.15	4 years	Instrument Mechanic	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Mathematics as subjects or its equivalent
3.	Mechanic Watch and Clock	841.10	3 years	Mechanic Watch and Clock	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system or its equivalent.

<b>Group No.9 – Refrigeration and Air-Conditioning Machine Shop Trade Group:</b>						
1.	Refrigeration and Air-Conditioning Mechanic	845.70	3 years	Refrigeration & Air-Conditioning Mechanic	2 years	Passed 10 <sup>th</sup> class examination with Science (Physics and Chemistry) and Mathematics under 10+2 system of education or its equivalent.
<b>Group No.10 – Heat Engines Trades Group:</b>						
1.	Mechanic (Motor Vehicle)	753.27	3 years	Mechanic (Motor Vehicle)	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Mechanic Diesel	845.13	3 years	Mechanic (Diesel)	1 year	Passed 10 <sup>th</sup> class examination or its equivalent.
3.	Tractor Mechanic	845.20	3 years	1. Tractor Mechanic 2. Farm Mechanic Machinery 3. Mechanic Agricultural Machinery	1 year 1 year 1 year	Passed 8 <sup>th</sup> class examination or its equivalent.  Desirable : Passed 10 <sup>th</sup> class examination under 10+2 system with Science (Physics & Chemistry) as one of the subjects or its equivalent.
4.	Mechanic (Earth Moving Machinery)	845.23	4 years	1. Mechanic (Tractor) 2. Mechanic (Agricultural Machinery)	1 year 1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Mechanic (Marine Diesel)	845.14	3 years	Mechanic Diesel	1 year	Passed 8 <sup>th</sup> class examination or its equivalent.

6.	Driver-cum-Fitter	843.50, 986.55	3 years	Mechanic (Motor Vehicle)	1 year	Essential – Passed 2 standard below SSLC or passed 8 <sup>th</sup> class examination or its equivalent under 10+2 system of education Desirable - Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
7.	Auto Mechanic (Two Wheeler/ Three Wheeler)	843.20, 843.30 843.50, 843.60	2 years	Mechanic (Motor Vehicle)	1 year	Passed 8 <sup>th</sup> class examination or its equivalent.
8.	Construction Machinery Mechanic-cum-Operator	843.30, 843.40 843.50, 973.30 973.35, 973.50 973.55, 973.65 973.70, 974.10 974.17, 974.45 974.70	3 years (including 2 years Basic Training)	Mechanic (Motor Vehicle )	2 years	Passed 10 <sup>th</sup> class examination of 10+2 system of education or its equivalent.
9.	Mechanic (Repair and Maintenance of Heavy Vehicles)	7231.10	2 years	Mechanic (Repair and Maintenance of Heavy Vehicles)	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
10.	Mechanic (Repair and Maintenance of Two Wheelers)	7231.10	1 year	Mechanic (Repair and Maintenance of Two Wheelers)	6 months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
11.	Mechanic (Repair and Maintenance of Light Vehicles)	7231.10	2 years	Mechanic (Repair and Maintenance of Light Vehicles)	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

<b>Group No.11 – Draughtsman and Survey Trades Group:</b>						
1.	Draughtsman (Civil)	030.20	3 years	Draughtsman (Civil)	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system with Science & Mathematics as subjects.
2.	Draughtsman (Mechanical)	030.40	3 years	Draughtsman (Mechanical)	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system with Science and Mathematics as subjects.
3.	Surveyor	028.10, 037.10 037.20	3 years	Surveyor	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system with Science and Mathematics as subjects.
<b>Group No.12 – Construction Trades Group:</b>						
1.	Fitter Structural	874.65	3 years	Fitter	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system with Science and Mathematics as subjects.
<b>Group No.13 – Power Plant Trades Group:</b>						
1.	Boiler Attendant	962.20	3 years	Fitter	6 months	Passed 10 <sup>th</sup> class examination under 10+2 system with Physics, Chemistry and Mathematics as subjects.
2.	Steam Turbine cum Auxiliary Plant Operator	961.30	3 years	----	----	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Switch Board Attendant	961.50	3 year	Steam Turbine cum Auxiliary Plant Operator	6 months	Passed 10 <sup>th</sup> class exam. under 10+2 system of education with Science or its equivalent.
<b>Group No.14 – Printing Trades Group:</b>						
<b>(i) Type Setting Group:</b>						
1.	Lino Operator	922.10	3 years	Hand Compositor	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with



						proficiency in English and any regional language or its equivalent.
2.	Mono Keyboard Operator	922.20	3 years	Hand Compositor	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with proficiency in English and any regional language or its equivalent.
3.	Mono Castor Operator	922.30	2 years	Hand Compositor	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with proficiency in English and any regional language or its equivalent.
<b>(ii) Photo Mechanic Group</b>						
1.	Process Cameraman	926.10	3 years	---	---	Passed 10 <sup>th</sup> class examination with Physics and Chemistry as subject under 10+2 system of education or its equivalent.
2.	Retoucher Lithographic	925.10	3 years	---	---	Passed 10 <sup>th</sup> class examination with Physics and Chemistry as subject under 10+2 system of education or its equivalent.
3.	Engraver	926.50	3 years	---	---	Passed 10 <sup>th</sup> class examination with Physics and Chemistry as subject under 10+2 system of education or its equivalent.
<b>(iii) Binding Group</b>						
1.	Book Binder	927.10	2 years	Book Binder	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

<b>(iv) Litho Offset Group</b>						
1.	Plate Maker (Lithographic)	926.40	2 years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Physics and Chemistry as subject or its equivalent.
2.	Offset Machine Minder	923.50, 923.60	3 years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Physics and Chemistry as subject or its equivalent.
<b>Group No.15 – Hotel and Catering Trades Group:</b>						
1.	Apprentices Food Production (General)	520.20	3 years	1. Cook (Vegetarian) 3. Craftsman Food Production (General) 3. Craftsman Food Production (Vegetarian)	1 year 1 year 1 year	Passed Matriculation or its equivalent or 10 <sup>th</sup> class pass under 10+2 system of education.
2.	Apprentice Food Production (Vegetarian)	520.20	2 years	Craftsman Food Production (Vegetarian)	1 year	Passed Matriculation or its equivalent or 10 <sup>th</sup> class pass under 10+2 system of education.
3.	Steward	521.40	2 years	Steward	1 year	Passed in Matriculation examination or its equivalent or 10 <sup>th</sup> class pass under 10+2 system of education.
4.	Baker and Confectioner	777.10	2 years	Baker and Confectioner	6 months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	House Keeper -cum- Accommodation Assistant	5121.10 5121.25	1½ years	1. Hospital House Keeping 2. Institution House Keeping	One year Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

				3. Corporate Keeping	House	Six months	
				4. Domestic Keeping	House	Six months	
6.	Hotel Clerk/ Receptionist/ Front Office Assistant	352.10	2 years	—	—	—	Passed in Matriculation class examination under 10+2 system of education or its equivalent.
7.	Fruit and Vegetable Processor	775.90	2 years	Preservation of Fruit and Vegetables		1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science as one of the subjects or its equivalent.
8.	House Keeper (Domestic)	5121.20	One year	Domestic House Keeping		Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
9.	House Keeper (Hospital)	5121.35	One year and six months	Hospital House Keeping		One year	Passed 12 <sup>th</sup> class examination under 10+2 system of education with Physics, Chemistry and Biology or its equivalent.
10.	House Keeper (Institution)	5121.10	One year	Institution House Keeping		Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
11.	House Keeper (Corporate)	5121.10	One year	Corporate House Keeping		Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
12.	Cabin/Room Attendant	5121.70	One year	Cabin/Room Attendant		Six months	Passed 10 <sup>th</sup> class exam. under 10+2 system of education or its equivalent.

13.	Brew Master	7137.10	Six Months	----	----	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No.16 – Textile Trades Group:</b>						
1	Weaver	755.50	6 months	---	---	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	752.65,752.40	6 months	---	---	Passed 8 <sup>th</sup> class or its equivalent.
3.	Tenter (Drawing Speed/Fly Frames)	752.10, 752.15, 752.20	6 months	---	---	Passed 8 <sup>th</sup> class or its equivalent.
4	Winder (Textile)	752.70	6 months	---	---	Passed 8 <sup>th</sup> class or its equivalent.
5	Knitter (Hosiery)	757.10, 757.15, 757.20, 757.25, 757.30	1 ½ years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6	Printing Textile	758.30, 758.32, 758.34	6 months	---	---	Passed 8 <sup>th</sup> class examination under 10+2 system of education.
7	Creel Boy-cum-Warper	753.40, 753.50	6 months	---	---	Passed matriculation or 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.





3.	Laboratory Assistant (Chemical Plant)	010.30, 034.10 034.30, 034.50 035.10, 083.10	3 years (for 10 <sup>th</sup> Pass)  1 & ½ years (for B.Sc Pass)	Laboratory Assistant (Chemical Plant)  Laboratory Assistant (Chemical Plant)	2 years ( for 10 <sup>th</sup> pass)  6 months (for B.Sc. Pass)	Passed 10 <sup>th</sup> class under 10+2 system of education with Science (Physics & Chemistry) and Maths as subjects or its equivalent. Passed B.Sc. with Physics and Chemistry as subjects.
4.	Fibre Reinforced Plastic Processor	901.15, 901.20, 901.25, 901.30, 901.35, 901.40, 901.45, 901.50, 901.55	2 years	Plastic Process Operator	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Plastic Processing Operator	901.20, 901.25, 901.30, 901.35, 901.40, 901.45, 901.50, 901.55 901.60, 901.65	2 years	Plastic Process Operator	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No.19 – Cutting and Tailoring Trades Group:</b>						
1.	Designer and Master Cutter	794.40, 794.60	2 years	1. Cutting and Tailoring 2. Cutting and Sewing	1 year 1 year	Passed 8 class examination or its equivalent
2.	Tailor (Men)	791.30, 791.40 791.50	1 & ½ years	1. Cutting and Tailoring 2. Cutting and Sewing	1 year 1 year	Passed 8 <sup>th</sup> class examination or its equivalent.
3.	Tailor (Women)	791.20	1 & ½ years	1. Cutting and Tailoring 2. Cutting and Sewing	1 year 1 year	Passed 8 <sup>th</sup> class exam. or its equivalent.
4.	Tailor (General)	791.10, 791.90	2 years	1. Cutting and Tailoring 2. Cutting and Sewing	1 year 1 year	Passed 8 <sup>th</sup> class examination or its equivalent.

5.	Dress Maker	781.20	2 years (including one year Basic Training)	1. Dress Making 2. Cutting & Tailoring 3. Cutting and Sewing	1 year 1 year 1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6.	Embroidery & Needle Worker	795.40	2 years (including one year Basic Training)	Embroidery & Needle Work	1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
7.	Cutting and Sewing Machine Operator	7433.10 7435.30 7435.40	Two years	Cutting and Sewing	One year	Passed 8 <sup>th</sup> class examination or its equivalent.
8.	Assistant Fashion Designer (Garment)	7435.10	Two years	Fashion Technology	One year	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
9.	Computer Aided Embroidery and Needle Worker	8263.45	One year	Computer Aided Embroidery and Needle Work	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No.20 – Agriculture Trades Group:</b>						
1.	Mechanic (Agriculture Machinery)	345.20	3 years	1. Farm Mechanic 2. Tractor Mechanic	2 years  1 year	Passed 10 <sup>th</sup> class Examination under 10+2 system of education or its equivalent.  Desirable – Passed 10 <sup>th</sup> class exam. with Science (Physics & Chemistry ) as one of the subjects.
2.	Horticulture Assistant	053.20	2 years	---	---	Passed 10 <sup>th</sup> class Exam. under 10+2 system or its equivalent.
3.	Stockman (Dairy)	082.10, 082.20	2 years	---	---	Passed 10 <sup>th</sup> class Exam. 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	3 years	---	---	Passed 10th class Examination under 10+2 system of education with Science and Mathematics or its equivalent.
5.	Pump Operator Cum Mechanic	845.57	2 years	1. Pump Mechanic 2. Pump Operator Cum Mechanic	1 year 1 year	Passed 10th class under 10+2 system of education with Science or its equivalent.
6.	Florist and Landscaper	2213.20	One year	Florist and Landscaping	Six months	Passed 12 <sup>th</sup> class examination under 10+2 system of education with Biology or its equivalent.
<b>Group No. 21 – Leather Crafts Trades Group</b>						
1.	Sports Goods Maker (Leather)	809.90	2 years	Sports Goods Maker (Leather)	1 year	Passed 10th class examination under 10+2 system of education or its equivalent.
2.	Leather Goods Maker	809.10, 809.20 809.30, 809.40	2 years	Manufacturer 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	2 years	Manufacture of Footwear	1 year	Passed in 8 <sup>th</sup> examination under 10+2+3 or 2 class below Matriculation examination or its equivalent.
4.	Finished Leather Maker	761.00	2 years	---	---	Passed in 8 <sup>th</sup> examination under 10+2+3 or 2 class below Matriculation

						examination or its equivalent.
5.	Maintenance Mechanic for Leather Machinery	845.50	3 years	Fitter	1 year	Passed 10 <sup>th</sup> under 10+2 system (Physics and Chemistry) and Math as subjects or its equivalent.
6.	Upholsterer	796.10	2 years	1. Upholsterer 2. Leather Goods Maker	1 year 1 year	Pass in 8 <sup>th</sup> class examination under 10+2 system of education or 2 class below Matriculation examination or its equivalent.
<b>Group No. 22- Ship Building Trades Group</b>						
1.	Shipwright(Steel)	816.20	3 years	Fitter	1 year	Passed 10 <sup>th</sup> class under 10+2 system of education or equivalent.  Desirable – Passed SSLC with Science (Physics and Chemistry) and Math or its equivalent or passed 10 <sup>th</sup> class examination under 10+2 system with Science & Mathematics as subjects.
2.	Pipe Fitter	871.20	3 years	Plumber	1 year	Passed 10 <sup>th</sup> class under 10+2 system with Science( Physics and Chemistry) & Mathematics or its equivalent.
3.	Rigger	972.10	2 years			Pass the 8 <sup>th</sup> examination under 10+2 system or its equivalent.

						Desirable – Passed 8 <sup>th</sup> class examination with Science and Math as subject under 10+2+3 system of education or two standard below matriculation.
4.	Gas Cutter	872.40	2 years	Welder (Gas and Electric)	1 year	Pass the 8 <sup>th</sup> examination under 10+2 system of education or its equivalent. Desirable – Passed 8 <sup>th</sup> class examination with Science and Math as subject under 10+2+3 system of education or two standard below matriculation.
5.	Shipwright (Wood)	816.70	3 years	Carpenter	1 year	Essential - Passed 10 <sup>th</sup> under examination under 10+2 system of education or its equivalent. Desirable - Passed 10 <sup>th</sup> under 10+2 with Science (Physics and Chemistry) and Mathematics or its equivalent.
<b>Group No. 23 – Electronics Trades Group</b>						
1.	Mechanic Radio and Radar Aircraft	852.30, 854.50 854.60	4 years	1. Mechanic Radio and T.V. 2. Electronics Mechanic	2 years 2 years	Passed 10 <sup>th</sup> class exam. under 10+2 system with Science (Phy. Chemistry) and Mathematics or its equivalent.
2.	Electronics Mechanic	852.20	3 years	1. Electronics Mechanic	2 years	Passed 10 <sup>th</sup> class under 10+2 system with

				2. Mechanic (Radio and T.V.)	2 years	Science( Physics and Chemistry) and Mathematics or its equivalent.
3.	Mechanic Television (Video)	854.20	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.
4.	Mechanic –cum- Operator Electronics Communication System	7243.10 7243.20 7243.75 7243.80 7244.10 7244.20	3 years	1. Mechanic –cum-Operator Electronics Communication System 2. Electronics Mechanic 3. Information Technology and Electronic System Maintenance	2 years 2 years 2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Mechanic Communication Equipment Maintenance	7244.20	Two years	1. Mechanic Communication Equipment Maintenance 2. Mechanic Radio and T.V. 3. Mechanic cum Operator Electronic Communication System	One year One year One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6.	Mechanic Radio and T.V.	7243.70	Three years	Mechanic Radio and T.V.	Two year	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science as one of the subject or its equivalent.
<b>Group No. 24 – Photography Trade Group</b>						
1.	Photographer	173.10	2 years	Photographer	1 year	Passed 10 <sup>th</sup> class under 10+2 system with Science( Physics and Chemistry) as one of the subjects or its equivalent.

2.	Digital Photographer	3131.25	One year and six months	Digital Photographer	One year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No. 25 – Iron and Steel Trades Group</b>						
1.	Brick Layer (Refractory)	951.30	3 years	Mason (Building Constructor)	1 year	Passed 10th under 10+2 system with Science( Phy. and Chemistry) as one of the subjects or its equivalent.
2.	Furnace Operator (Steel Industry)	721.55, 721.60	2 years	---	---	Passed 10th under 10+2 system with Science ( Phy. and Chemistry) and Mathematics or its equivalent.
3.	Steel Melting Hand	723.15, 723.20, 723.30	2 years	---	---	Passed 10th under 10+2 system with Science( Phy. and Chemistry) & Mathematics or its equivalent.
4.	Crane Operator (Overhead Steel Industry)	973.45	2 years	---	---	Passed 10th under 10+2 system with Science ( Phy. and Chemistry) & Mathematics or its equivalent.
5.	Operator (Steel Plant)	8121.15 8121.55 8121.60 8122.50 8122.52 8159.10 8159.12 8161.45	2 years	---	---	Passed 10th under 10+2 system with Physics, Chemistry and Mathematics or its equivalent.
6.	Electrician (Steel Plant)	7137.10	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its

						equivalent.
7.	Electronics Mechanic (Steel Plant)	7243.10	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
8.	Fitter (Steel Plant)	7233.10	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
9.	Instrument Mechanic (Steel Plant)	7311.10	Two years	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
10	Operator Coal Handling Equipment	8162.40	Two years	---	---	Passed 8 <sup>th</sup> class examination from a recognized school or its equivalent.
11	Operator Locomotive and Rail Cranes in Steel Plant	8162.50, 8333.30	Two years	---	---	Passed 8 <sup>th</sup> class examination from a recognized school or its equivalent.
12	Operator Material Handling at Raw Material Handling Plant	8121.90	Two years	---	---	Passed 8 <sup>th</sup> class examination from a recognized school or its equivalent.
13	Operator Coke Ovens Battery Equipments	8159.16	Two years	---	---	Passed 8 <sup>th</sup> class examination from a recognized school or its equivalent.
14	Operator Blast Furnace Iron Making Equipments	8223.60, 8121.15	Two years	---	---	Passed 8 <sup>th</sup> class examination from a recognized school or its equivalent.

15	Operator Steel Melting Equipments	8121.35	Two years	---	---	Passed 8th class examination from a recognized school or its equivalent.
16	Operator Sinter Plant Equipments	8121.90	Two years	---	---	Passed 8th class examination from a recognized school or its equivalent.
17	Operator Rolling Mills Equipment (Long Products)	8122.20	Two years	---	---	Passed 8th class examination from a recognized school or its equivalent.
<b>Group No. 26 – Beautician Trades Group</b>						
1.	Beautician	560.30	2 years			<p>Passed Matriculation examination or its equivalent or 10th class examination under 10+2 system with Biology as one of the subjects.</p> <p>Desirable – Passed Higher Secondary or Pre-University Course or plus 2 of 10+2 system with Biology as one of the subjects.</p>
2.	Hair Dresser	560.10, 560.20	2 years			<p>Passed 10th class examination under 10+2 system with Biology as one of the subjects.</p> <p>Desirable – Passed Higher Secondary or Pre-University Course or plus 2 of 10+2 system with Biology as one of the</p>

						subjects.
3.	Health and Slimming Assistant	089.50	2 years			<p>Passed Matriculation examination or its equivalent or 10th class examination under 10+2 system with Biology as one of the subjects.</p> <p>Desirable – Passed Higher Secondary or Pre-University Course or plus 2 of 10+2 system with Biology as one of the subjects.</p>
4.	Hair and Skin Carer	560.10, 560.30	2 years	Hair and Skin Carer	1 year	<p>Passed Matriculation examination or its equivalent or 10th class examination under 10+2 system with Biology as one of the subjects.</p> <p>Desirable – Passed Higher Secondary or Pre-University Course or plus 2 of 10+2 system with Biology as one of the subjects.</p>
<b>Group No. 27 – Glass and Ceramic Trades Group</b>						
1.	Ceramic Moulder	892.25	2 years			Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its equivalent.
2.	Ceramic Caster	891.20	2 years			Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its



						equivalent.
3.	Ceramic Kiln Operator	893.30	2 years			Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its equivalent.
4.	Ceramic Press Operator	892.60	2 years			Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its equivalent.
5	Ceramic Decorator	895.30	2 years			Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its equivalent.
6.	Moulder (Refractory)	892.65	2 years			Passed 8 <sup>th</sup> class of 10+2 system of education or 2 standard below or its equivalent.
7.	Enamel Glazer	895.50	2 years			Passed 10 <sup>th</sup> class examination under 10+2 system with Science as subject or its equivalent.
8.	Insulator Maker/ Machine Operator (Ceramic)	899.44, 899.45	3 years			Passed 10 <sup>th</sup> class under 10+2 system of education with Science or its equivalent.
9.	Optical Worker	891.48	3 years	1. Machinist 2. Millwright Maintenance Mechanic 3. Turner 4. Fitter 5. Machinist(Grinder)	1 year 1 year 1 year 1 year 1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

<b>Group No. 28 – Painting Trades Group</b>						
1.	Painter (General)	932.10	3 years	Painter (General)	2 years	Passed 8 <sup>th</sup> class or its equivalent.
2.	Painter (Marine)	931.20	2 years	Painter (General)	1 year	Passed 8 <sup>th</sup> class examination under 10+2 system preferably with Math and Science or two standard below.
<b>Group No. 29 – Computer Trades Group</b>						
1.	Data Preparation & Computer Software	103.10, 103.20	2 years	Data Preparation & Computer Software	1 year	Passed 12 <sup>th</sup> class examination under 10+2 system of education with Science/Commerce as subjects or its equivalent. (Other things being equal, preference will be given to candidates with higher qualification)
2.	Desk Top Publishing Operator	922.65	2 years	Desk Top Publishing Operator	1 year	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.
3.	Programming and Systems Administration Assistant	103.70, 103.80	1 year	---	---	National Trade Certificate issued by National Council for Vocational Training in “Computer Operator and Programming Assistant”

4.	Information Technology and Electronic System Maintenance	7243.10	3 years	1. Information Technology and Electronic System Maintenance 2. Electronics Mechanic	2 years  1 year	Passed 10 <sup>th</sup> class examination under 10+2 system of education
5.	Computer Operator and Programming Assistant	4112.20	2 years	Computer Operator and Programming Assistant	1 year	Passed 12 <sup>th</sup> class examination under 10+2 system of education with Science or Commerce or duly recognized diploma in engineering (other than computers) from any polytechnic of three years duration.”.
<b>Group No. 30 – Hi-Tech Trades Group</b>						
1.	Advanced Attendant Operator (Process)	730.20, 740.10, 740.90, 900.10, 740.20, 890.20, 770.90, 730.90, 770.40	1 & ½ years			Passed B.Sc with Physics and Chemistry as compulsory and Mathematics as desirable subject.
2.	Operator Cum Mechanic Pollution Control Equipment.	039.10, 039.90	2 years			Passed Higher Secondary Examination with Physics, Chemistry and Biology under 10+2 system of Education or its equivalent.
3.	Mechanic Medical Equipment for Hospitals and Occupational Health Centre.	086.10, 088.10, 089.90, 090.90	2 years			Passed Higher Secondary examination under 10+2 system of education with Physics, Chemistry and Biology.
<b>Group No. 31 – Multi Skill Trades Group</b>						

1	Mechanic Industrial Electronics	852.10, 852.20	3 years	-	-	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	3 years	-	-	Passed 10+2 with Physics, Chemistry and Mathematics
3.	Operator Advanced Machine Tool	835.10, 835.15 835.25, 835.30 835.40, 835.45 835.90	3 years	-		Passed 10+2 with Physics, Chemistry and Mathematics.
4.	Power Electrician	851.10, 851.20 851.30	4 years	Electrician	2 years	Passed 10 <sup>th</sup> class with Science as one of the subject or its equivalent.
5.	Operator Cum Mechanic (Power Plant)	842.10, 842.15 842.20, 842.65	4 years (combined strength including Basic Training of Mechanic and Operator of Power Plant)	Millwright Maintenance Mechanic & or Fitter	2 years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science and Math.
6.	Mechanic Medical Electronics	7243.30	Three years	Mechanic Medical Electronics	Two years	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Mathematics and Science or its equivalent.
7.	Mechanic Consumer	7243.10	Three years	Mechanic Consumer Electronics	Two year	Passed 10 <sup>th</sup> class examination under 10+2

	Electronics					system of education with Mathematics and Science or its equivalent.
8.	Mechanic Mechatronics	7243.10	Three years	Mechanic Mechatronics	Two years	Passed 12 <sup>th</sup> class examination under 10+2 system of education with Physics, Chemistry and Mathematics or its equivalent.
<b>Group No. 32 – Information Sector Trades Group</b>						
1.	Jewellery and Precious Metal Worker	889.90	1 year (including one week Basic Trg.)	----	----	Passed 8 <sup>th</sup> Class Examination under 10+2 System of education or its equivalent.
2.	Gardener (Mali)	652.10	1 year (including one week Basic Trg.)	----	----	Passed 8 <sup>th</sup> class examination from recognized school or its equivalent.
3.	Call Centre Assistant	599.90	6 months (including one week Basic Trg.)	----	----	Passed 10+2 examination or Passed National Trade Certificate issued by National Council for Vocational Council in Electronics Communication System, Computer Operator and Programming Assistant, Information Technology and Electronics System Maintenance, Radio and Television, Instrument Mechanic.
4.	Barber/Hair Cutter/ Dresser	560.20	6 months (including one week Basic Trg.)	----	----	Passed 8 <sup>th</sup> class examination

5.	Battery Repairer	859.65	1 year (including one week Basic Trg.)	----	----	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
6.	Tyre Repairer	903.60	6 months (including one week Basic Trg.)	----	----	Passed 8 <sup>th</sup> class examination
7.	Screen Printing	929.50	6 months (including one week Basic Trg.)	----	----	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
8.	Beautician Assistant	560.30	6 months (including one week Basic Trg.)	----	----	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
9.	Medical Laboratory Technician (Pathology)	060.10	6 months (including one week Basic Trg.)	----	----	Passed 12 <sup>th</sup> class examination under 10+2 system of education with Physics, Chemistry and Biology
10.	Medical Laboratory Technician (Radiology)	086.10	6 months (including one week Basic Trg.)	----	----	Passed 12 <sup>th</sup> class examination under 10+2 system of education with Physics, Chemistry and Biology
11.	Medical Laboratory Technician (Cardiology and Physiology)	069.90	6 months (including one week Basic Trg.)	----	----	Passed 12 <sup>th</sup> class examination under 10+2 system of education with Physics, Chem. and Biology.
12.	Pruner Tea Gardens	640.10	6 months (including one week Basic Trg.)	----	----	Passed 8 <sup>th</sup> class

13.	Cable Television Operator	861.10	6 months (including one week Basic Trg.)	----	----	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No. 33 – Retail Sector Trades Group</b>						
1.	Sales Person (Retail)	5220.35	Six months	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Senior Sales Person (Retail)	5220.15, 5220.35	One year	Sales Person (Retail)	Six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No. 34 – Glassware / Metal ware Trades Group</b>						
1.	Lacquering and Powder Coating Operator	7422.60 7422.62	One year	---	---	Passed 10 <sup>th</sup> class exam. under 10+2 system of education or its equivalent.
2.	Wood Handicrafts Worker	7422.42 7422.48 7423.20	One year	---	---	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Glass Former and Processor	7142.60 7322.38 7322.40 7322.45 7323.10	One year	---	---	Passed 8 <sup>th</sup> class examination from recognized school or its equivalent.
<b>Group No. 35 – Centre of Excellence Trades Group</b>						
1.	Mechanic Automobile (Advance Petrol Engine)	7233.22	Two years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Servicing and Overhauling of Automobiles (Petrol).	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

2.	Mechanic Automobile (Advance Diesel Engine)	7233.24	Two years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Servicing and Overhauling of Automobiles (Diesel).	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Mechanic Auto Electronics	7242.10	Two years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Auto Electrical, Auto Electronics and Air-conditioning in Automobiles.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
4.	Mechanic (Denting, Painting and Welding)	7142.20 7213.30	Two years	Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Denting(Painting and Welding).	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	TIG/MIG Welder	7212.10 7212.20 7212.30 7212.65 8231.35	Two years	Broad Based Basic Training in Fabrication (Fitting & Welding) Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.



				TIG/MIG Welding.		
6.	Structural Welder	7212.10 7212.20 7212.30 7212.65 8231.35	Two years	Broad Based Basic Training in Fabrication (Fitting & Welding) Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Structural Welding.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
7.	Welder (Pipe and Pressure Vessels)	7212.10 7212.20 7212.30 7212.65 8231.35	Two years	Broad Based Basic Training in Fabrication (Fitting and Welding) Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Pressure Vessels and Pipe Welding.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
8.	Chemical Laboratory Assistant	3111.30	Two years	Broad Based Basic Training in Chemical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Laboratory Assistant.	One year and six months	Passed 10 <sup>th</sup> class exam. under 10+2 system of education or its equivalent.
9.	Advance Mechanic (Instruments)	7311.10 7311.30 7241.10	Two years	Broad Based Basic Training in Chemical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Instruments Mechanic.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

10.	CAD-CAM Operator cum Programmer	3121.20	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in CAD/CAM.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
11.	Advance Welder	7212.10 7212.20 7212.30 7212.65 8231.35	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Advanced Welding.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
12.	Jigs and Fixtures Maker	7222.30	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Manufacturing of Jigs and Fixtures.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
13.	Quality Assurance Assistant	3152.90	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Quality Engineering.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
14.	CNC	3121.20	Two years	Broad Based Basic Training	One year and	Passed 10 <sup>th</sup> class

	Programmer cum Operator			in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in CNC Machining.	six months	examination under 10+2 system of education or its equivalent.
15.	Operator PLC System	8211.90	Two years	Broad Based Basic Training in Production and Manufacturing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in PLC and Automation.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
16.	Mechanic (Electrical Domestic Appliances)	7233.58	Two years	Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of Domestic Appliances.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
17.	Mechanic (HT, LT Equipments and Cable Jointing)	7245.20	Two years	Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Operation and Maintenance of equipments used in HT, LT Substation and Cable Jointing.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
18.	Mechanic (Electrical Power	7241.20 7242.10	Two years	Broad Based Basic Training in Electrical Sector under	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2

	Drives)			Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of Electrical machines and Power Supply.		system of education or its equivalent.
19.	Mechanic (Embedded Systems and PLC)	8211.90	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Embedded Systems and PLC.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
20.	Mechanic Power Electronics (Inverters, UPS and Maintenance of Drives)	7241.10 7242.10	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Inverters, UPS, Voltage Stabilizer and Industrial Drives.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
21.	Mechanic (DTH and other Communication System)	7243.10 7244.20	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Communication System.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
22.	Mechanic (Domestic, Commercial Refrigeration and Air Conditioning	7233.50	Two years	Broad Based Basic Training in Refrigeration and Air-conditioning Sector under Centre of Excellence Scheme and Advanced	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

	Machines)			module of Centre of Excellence Scheme in Domestic, Commercial Refrigeration and Air Conditioning.		
23.	Mechanic (Central Air conditioning Plant, Industrial cooling and Package Air conditioning)	8281.25 8169.30	Two years	Broad Based Basic Training in Refrigeration and Air-conditioning Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Central Air conditioning Plant, Industrial cooling and Package Air-conditioning.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
24.	Mechanic (Cold storage, Ice plant and Ice candy plant)	7413.50 8169.30	Two years	Broad Based Basic Training in Refrigeration and Air-conditioning Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Cold storage, Ice plant and Ice candy plant.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
25.	Computer Aided Pattern Maker	7222.80 7422.38 7434.20 7435.10 7442.16	Two years	Broad Based Basic Training in Apparel Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Computer Aided and Pattern Making.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

26.	Fashion Designing Assistant	3471.40	Two years	Broad Based Basic Training in Apparel Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Fashion Designing.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
27.	Shirts and Trousers Maker	7433.25 7433.30	Two years	Broad Based Basic Training in Apparel Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Shirts and Trousers.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
28.	Mechanic (Non-conventional Power Generation, Battery and Inverter)	8282.10	Two years	Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Non-conventional Power Generation, Battery and Inverter.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
29.	Mechanic (Repair and Maintenance of instruments used in Electrical Engineering)	7241.10	Two years	Broad Based Basic Training in Electrical Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of instruments used in Electrical Engineering.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
30.	Extrusion Machine	8232.20	Two years	Broad Based Basic Training in Plastic Processing Sector	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2

	Operator (Plastic)			under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Extrusion Process.		system of education or its equivalent.
31.	Injection Moulding Machine Operator	8232.25	Two years	Broad Based Basic Training in Plastic Processing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Injection Moulding Process.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
32.	Blow Moulding Machine Operator	8232.35	Two years	Broad Based Basic Training in Plastic Processing Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Blow Moulding Process.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
33.	House Keeper (Hotel)	5121.10	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Accommodation Operation/ House Keeping.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
34.	Assistant Front Office Manager	5121.25	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Front Office Management.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

35.	Apprentice Food Production (Cookery)	5122.20	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Food Production (Cookery).	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
36.	Apprentice Food and Beverage Service (Stewardship)	5123.20	Two years	Broad Based Basic Training in Hospitality Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Food and Beverage Service (Stewardship).	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
37.	Computer and Peripherals Hardware Repair and Maintenance Mechanic	3114.10 5220.25	Two years	Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Repair and Maintenance of Hardware of Computer and Peripherals.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
38.	Computer Networking Technician	4122.10 4112.20 4113.35	Two years	Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Computer Networking.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
39.	Multimedia and Web Page Designer	4113.30	Two years	Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.



				Advanced module of Centre of Excellence Scheme in Multimedia and Web Page Designing.		
40.	Process Plant Operator	8152.10	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Operator Chemical Plant.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
41.	Utility Operator	8161.30	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Operation and Maintenance of Boiler and Steam Turbine.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
42.	Maintenance Mechanic	8159.79	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Mechanical Maintenance of Process Plant.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
43.	Electrical Mechanic	7241.20	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

				module of Centre of Excellence Scheme in Electrical Maintenance of Process Plant.		
44.	Instrument Controller	7241.10	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Electronic and Instrument Maintenance of Process Plant.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
45.	Technician Fabricator	7212.30	Two years	Broad Based Basic Training in Process Plant Maintenance Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Fabrication and Designing of Steel Structure.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
46	Mechanic Radio, Audio, Video System and Appliances	7243.70 7243.90	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Radio, Audio, Video System and Appliances	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
47.	Mechanic Repair and Maintenance of Electronics Test Equipment	7243.10	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

				Repair and Maintenance of Electronics Test Equipment		
48.	Mechanic Automobile Electronics	7231.10	Two years	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Automobile Electronics	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
49.	Mechanic Mechanical Maintenance (Industrial Automation)	7233.38	Two years	Broad Based Basic Training in Industrial Automation Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Mechanical Maintenance for Automation	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
50.	Mechanic Electrical Maintenance (Industrial Automation)	7241.70	Two years	Broad Based Basic Training in Industrial Automation Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Electrical Maintenance for Automation	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
51.	PLC Operator	7233.38	Two years	Broad Based Basic Training in Industrial Automation Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Automation and PLC.	One year and six months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

<b>Group No. 36 – Hospitality Trades Group</b>						
1.	Tourist Guide	5113.20	One year	Tourist Guide	Six months	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Old Age Care Taker	5131.20	One year	Old Age Care	Six months	Pass 8 <sup>th</sup> class examination from recognized school or its equivalent.
3.	Creche Management Assistant	5121.40	1 year	Creche Management	6 months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
4.	Pre or Preparatory School Management (Assistant)	3222.10	1 year	Pre or Preparatory School Management (Assistant)	6 months	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
5.	Insurance Agent	3412.10	1 year	Insurance Agent	6 months	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No. 37 – Office Management Trades Group</b>						
1.	Secretarial Assistant	4115.10	One year and six months	1. Stenography (English) 2. Secretarial Practice	One year  One year	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
2.	Stenographer (English)	4111.10	One year and six months	Stenography (English)	One year	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent".
<b>Group No. 38 – Health Allied Trades Group</b>						
1.	Dental Laboratory	7311.80	3 years	Dental Technician Laboratory	2 years	Passed 10 <sup>th</sup> class examination under 10+2

	Technician					system of education or its equivalent.
2.	Heath Sanitary Inspector	3222.10	1 years and 6 months	Heath Sanitary Inspector	1 year	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
3.	Hospital Waste Management Assistant	3222.10	1 year	Hospital Waste Management Assistant	6 months	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.
<b>Group No. 39 – library and Information Science Trades Group</b>						
1.	Library Assistant	4141.10	1 year	Library and Information Science	6 months	Passed 12 <sup>th</sup> class examination under 10+2 system of education or its equivalent.

**SCHEDULE-IA**  
**(See rule 3(2))**

Category of Apprentices	Minimum Educational Qualification
1.	2.
1. Graduate Apprentices	<p>(a) A degree in engineering or technology granted by a statutory University.</p> <p>(b) A degree in engineering or technology granted by an institution empowered to grant such degrees by an Act of Parliament.</p> <p>(c) Graduate examination of professional bodies recognised by the Central Government as equivalent to a degree.</p> <p>(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.</p>
2. Technician Apprentices	<p>(a) A diploma in engineering or Technology granted by a State Council or Board of Technical Educational established by a State Government.</p> <p>(b) A diploma in engineering or technology granted by a University.</p> <p>(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.</p> <p>(d) A sandwich course student who is undergoing training in order that he may hold a diploma mentioned in (a), (b)&amp; (c) above.</p>
3. Technician (Vocational) Apprentices	<p>(a) A certificate in vocational Course involving two years of study after the completion of the secondary stage of school education recognised by the All India Council for Technical education.</p> <p>(b) A sandwich course student who is undergoing training in order that he may hold a certificate mentioned in (a) above</p>

**SCHEDULE-II**  
**(See rule 4)**

**Standard of physical fitness for training**

(1) A candidate should be free 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 centimeters; Weight:25.4 Kilogram; Chest expansion should not be less than 3.8 centimeters irrespective of size of chest:

Provide 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 of the lids of either eye which may be liable to risk of aggravation of recurrence.

**Standard of Vision**

(A) Visual acuity: \*Candidates having vision in one eye shall 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(Engg. & Chem. Industry) | (8) Shortfirer/Blaster(Mines)     |
| (9) Mate(Mines)                    | (10) Mech. Radio & Radar Aircraft |
| (11) Ceramic Moduler               | (12) Ceramic Caster               |
| (13) Ceramic Kiln Operator         | (14) Ceramic Press Operator       |
| (15) Ceramic Modeller              | (16) Ceramic Decorator            |
| (17) Optical worker                |                                   |

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\* Substituted vide GSR 221 dated 21<sup>st</sup> April 1993

(b) Colour vision: Not required

(4) EARS

Hearing must be good in both ears 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 haemorrhoids, fissures in and testis anal hernia or bubonocoele 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) SKELETAL 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.

**SCHEDULE-IIA****(See rule 5)**

S. No.	Name of State/ Union territory	Ratio of Scheduled Caste apprentices to the total apprentices in designated trade	Ratio of Scheduled Tribe apprentices to the total apprentices in designated trade
1.	Andhra Pradesh	1:7	1:15
2.	Arunachal Pradesh	---	1:2
3.	Assam	1:15	1:9
4.	Bihar	1:7	1:100
5.	Chattisgarh	1:9	1:4
6.	Gujarat	1:15	1:7
7.	Goa	1:50	1:8
8.	Haryana	1:5	---
9.	Himachal Pradesh	1:4	1:25
10.	Jammu and Kashmir	1:12	1:9
11.	Jharkhand	1:9	1:4
12.	Karnataka	1:7	1:15
13.	Kerala	1:10	1:100
14.	Madhya Pradesh	1:7	1:5
15.	Maharashtra	1:10	1:11
16.	Manipur	1:33	1:3
17.	Mizoram	---	1:2
18.	Meghalaya	---	1:2
19.	Nagaland	---	1:2
20.	Odisha	1:7	1:4
21.	Punjab	1:4	---
22.	Rajasthan	1:6	1:8
23.	Sikkim	1:20	1:5
24.	Tamil Nadu	1:5	1:100
25.	Tripura	1:6	1:3
26.	Telangana	1:16	1:32
27.	Uttar Pradesh	1:5	1:100
28.	Uttarakhand	1:6	1:3
29.	West Bengal	1:5	1:20
30.	Andaman and Nicobar Islands	---	1:13
31.	Chandigarh	1:6	---
32.	Dadra and Nagar Haveli	1:50	1:2
33.	Delhi	1:6	1:13
34.	Daman and Diu	1:3	1:11
35.	Lakshadweep	---	1:2
36.	Puducherry	1:7	---

**Schedule-III**  
**(See rule 14)**

FORMAT-1

Model Contract of Apprenticeship Training for Major/Minor\* Apprentices

Photograph of  
Apprentice

1. Name and address of establishment : \_\_\_\_\_  
with Tel. no., Fax No. and E-mail address : \_\_\_\_\_  
\_\_\_\_\_
  
2. (a) Name of apprentice (Block Letters) : \_\_\_\_\_  
  
(b) Father's/Mother's /Husband's Name : \_\_\_\_\_
  
3. Address of apprentice : \_\_\_\_\_  
\_\_\_\_\_
  
4. Gender (please √) : Male/Female/Transgender
  
5. Date of birth : \_\_\_\_\_
  
- 6a) Whether belongs to SC/ST/OBC/PwD/Minority : Yes/No  
(please √)
  
- b) Name of the category : \_\_\_\_\_
  
7. Educational Qualification  
(a) Academic Qualification : \_\_\_\_\_  
  
(b) Technical qualification :  
(i) Name of the Trade or Course: \_\_\_\_\_  
(ii) Duration of Training or Course : From \_\_\_\_\_ To \_\_\_\_\_  
(iii) Name of the Institute or College : \_\_\_\_\_  
(iv) Name of the Council or University : \_\_\_\_\_
  
8. (a) Date of execution of contract : \_\_\_\_\_  
(b) Age on the date of execution of contract : \_\_\_\_\_
  
9. Name of the trade for which apprentice is for : \_\_\_\_\_

apprenticeship training

10. (a) Duration of apprenticeship training : \_\_\_\_ years \_\_\_\_ months  
(b) Period of apprenticeship training : From \_\_\_\_ To \_\_\_\_
11. Rates of Stipend: The minimum prescribed stipend per month to be paid by the employer to apprentice  
(a) During 1<sup>st</sup> year of training : Rs. \_\_\_\_\_  
(b) During 2<sup>nd</sup> year of training : Rs. \_\_\_\_\_  
(c) During 3<sup>rd</sup> and 4<sup>th</sup> year of training : Rs. \_\_\_\_\_
12. (a) Name and address of Guardian : \_\_\_\_\_  
(in case of apprentice is minor)
- (b) Relationship with the apprentice : \_\_\_\_\_
13. Name and Address of the Surety : \_\_\_\_\_  
\_\_\_\_\_
14. We, the Employer, Apprentice or Guardian\*\* and the Surety solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 regarding the contract of apprenticeship training including obligations and agree to abide by all the provisions made thereunder. In case of default by the either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Enclosure).

\_\_\_\_\_  
Signature of the  
Employer with seal

\_\_\_\_\_  
Signature of  
Apprentice

\_\_\_\_\_  
Signature of Guardian\*\*

\_\_\_\_\_  
Signature of  
Surety

15. Name of Witnesses with their Address  
(1) \_\_\_\_\_  
(2) \_\_\_\_\_

\*\*\*16. Contract Registration Number : \_\_\_\_\_  
(To be given by the Office of the Apprenticeship Adviser)

\* Minor apprentice is an apprentice who has not completed eighteen years of age.

\*\* Guardian, in case of minor apprentices

\*\*\* Mandatory only for designated trades

Enclosure to Contract of Apprenticeship Training

**The main provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are**

-

1. The employer shall pay stipend per month to the trade apprentices at the minimum rates (as per the provision of sub-rule(1) of rule 11 of the Apprenticeship Rules, 1992)

- |   |   |   |
|---|---|---|
| (a) During 1 <sup>st</sup> year of training                     | : | Seventy per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory |
| (b) During 2 <sup>nd</sup> year of training                     | : | Eighty per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory  |
| (c) During 3 <sup>rd</sup> and 4 <sup>th</sup> year of training | : | Ninety per cent. of minimum wage of semi-skilled workers notified by the respective State or Union territory: |

Provided that in the case where the minimum rate of wage for a trade is not notified by the State Government or Union territory, then, the maximum of minimum wages of the Scheduled Employment notified by such State Government or Union territory for semi-skilled workers shall be taken into account for paying the stipend in respect of that trade:

Provided further 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”.

2. The employer shall pay stipend per month to the Graduate, Technician and Technician (Vocational) apprentices at the minimum rates (as per the provisions of sub-rule (2) of rule 11 of the Apprenticeship Rules, 1992)

- |   |   |          |
|---|---|----------|
| (a) Graduate Apprentices                                    | : | Rs. 4984 |
| (b) Sandwich Course<br>(Students from Degree Institutions)  | : | Rs. 3542 |
| (c) Technician Apprentices                                  | : | Rs. 3542 |
| (d) Sandwich course<br>(Students from Diploma Institutions) | : | Rs. 2890 |
| (e) Technician (Vocational) Apprentices                     | : | Rs. 2758 |

3. The stipend prescribed for graduate apprentices shall be paid by the employer to those apprentices who possess a degree of minimum three years duration after 10+2 system of education and undergoing apprenticeship training in optional trade.

4. The stipend prescribed for technician apprentices shall be paid by the employer to those apprentices who possess a diploma of three years after 10th class or diploma of two years after 12th pass and undergoing apprenticeship training in optional trade.

5. The stipend prescribed for technician (vocational) apprentices shall be paid by the employer to those apprentices who possess a certificate in vocational course involving two years of study after completion of secondary stage of school education and undergoing apprenticeship training in optional trade.
6. The stipend prescribed for trade apprentices shall be paid by the employer to all other apprentices undergoing apprenticeship training in optional trade according to their period of apprenticeship training.
7. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remain on leave as observed in the establishment.
8. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice such compensation as may be provided by the Central Government.
9. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), 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.
10. The liability of the surety is limited to an amount of two thousand five hundred rupees with interest at twelve per cent. per annum

**Last date for forwarding the Contracts for registration**

For the apprentices engaged from 16<sup>th</sup> January to 15<sup>th</sup> April : 30<sup>th</sup> April  
For the apprentices engaged from 16<sup>th</sup> April to 15<sup>th</sup> July : 31<sup>st</sup> July  
For the apprentices engaged from 16<sup>th</sup> July to 15<sup>th</sup> October : 31<sup>st</sup> October  
For the apprentices engaged from 16<sup>th</sup> October to 15<sup>th</sup> January : 31<sup>st</sup> January

Name and Address of Establishment :  
Telephone No. : Telex/Fax No. :  
Telegram : E-Mail Address :

To

The State/Union Territory Apprenticeship Adviser/  
The Regional Director of Apprenticeship Training

Subject: Intimation regarding engagement of apprentices and forwarding their Contracts for registration.

Sir/Madam,

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

<b>Serial Number</b>	<b>Name</b>	<b>Father's/Mother's/Husband's Name</b>	<b>Trade</b>

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

Yours faithfully,

Encl. : as stated above

Signature of Employer with  
Designation and Seal

Proforma of Work Diary

Name and Address of Establishment :  
Name of Apprentice :  
Trade :  
Registration Number :

Serial Number	Date (Week)		Competencies covered during the week	Signature of Supervisor
	From	To		

Note: The list of competencies to be indicated as laid down in the course of trade.

The work diary shall be maintained by the Apprentice and countersigned by his supervisor once a week.”.



**Last date for forwarding the Application:**

For the All India Trade Test to be held in April/May : 31<sup>st</sup> December of previous year  
For the All India Trade Test to be held in October/November: 30<sup>th</sup> June

**Application Form for appearing at the All India Trade Test to be held in \_\_\_\_\_(Month)  
\_\_\_\_\_ (Year) under the Apprentices Act, 1961 as Regular Candidate**

Photograph of  
Apprentice

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 Employability:  
Skill/Social Studies? If so, please give following details
  - (a) All India Trade Test for Craftsmen : \_\_\_\_\_(Month) \_\_\_\_\_(Year)  
held in
  - (b) Marks obtained in the subject of Social:  
Studies /Employability Skill  
(Please enclose attested copies of certificate)

**Signature of employer with seal**  
(for office use in RDAT/SAA)

**Signature of the Apprentice with Date**

May be allowed subject to fulfillment of eligibility criteria  
If not allowed reason therefore :

**Name and Signature of Regional Director/SAA**

**Format-3A**

**Last date for forwarding of Application**

For the All India Trade Test to be held in April/May : 31<sup>st</sup> December of previous year For the All India Trade Test to be held in October/November: 30<sup>th</sup> June

Name and Address of Establishment :  
Telephone No.: Telex/Fax No. :  
Telegrams : E-Mail Address :

To

The State/Union Territory Apprenticeship Adviser/  
The Regional Director of Apprenticeship Training

Subject: Forwarding of Application Forms of apprentices for All India Trade Test to be held in \_\_\_\_\_(Month) \_\_\_\_\_(Year)

Sir/Madam

The application forms in respect of the following apprentices are forwarded for appearing in All India Trade Test to be held in \_\_\_\_\_(Month) \_\_\_\_\_ (Year)

Serial Number	Designated Trade	Name of the Apprentice	Contract Registration Number

A Demand Draft drawn in favour of \_\_\_\_\_ is also forwarded towards examination fee of above apprentices @ Rs. \_\_\_\_\_.

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

**Date:**

**Signature of the Employer with  
Designation and Seal**



## **Enclosure to Eligibility Certificate**

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

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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 Apprentice whose Contracts have been registered are eligible for appearing at (AITT).
2. The apprentices who will complete contractual period of training on or before 15<sup>th</sup> April or 15<sup>th</sup> October of the calendar year would be eligible for appearing at AITT to be held in April/May or October/November 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 has put in the minimum attendance i.e. 200 days per year of apprenticeship training which includes 33 days attendance in Related Instruction Classes for establishments working for 5 days in a week and 240 days of attendance per year of apprenticeship training which includes 40 days of attendance in R.I Classes 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 apprentice 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 the 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.



<b>Out of Apprentices undergoing Training</b>								
Scheduled Castes	Scheduled Tribes	Other Backward Class	Persons with Disability				Women	Minorities
			Visually Impaired	Hearing Impaired	Orthopadically handicapped	Total (14+15+16)		
11.	12.	13.	14.	15.	16.	17.	18.	19.

**Date:**

**Name and Signature of Employer**

Note: This information should be sent to the concerned Apprenticeship Adviser every six month.



<b>Out of Apprentices undergoing Training</b>								
Scheduled Castes	Scheduled Tribes	Other Backward Class	Persons with Disability				Women	Minorities
			Visually Impaired	Hearing Impaired	Orthopadically handicapped	Total (14+15+16)		
11.	12.	13.	14.	15.	16.	17.	18.	19.

**Date:**

**Name and Signature of Apprenticeship Adviser**





Out of Apprentices undergoing Training								
Scheduled Castes	Scheduled Tribes	Other Backward Class	Persons with Disability				Women	Minorities
			Visually Impaired	Hearing Impaired	Orthopadically handicapped	Total (15+16+17)		
12.	13	14.	15.	16.	17.	18.	19.	20.

**Date:**

**Name and Signature of Regional Director**



<b>Out of Apprentices undergoing Training</b>								
Scheduled Castes	Scheduled Tribes	Other Backward Class	Persons with Disability				Women	Minorities
			Visually Impaired	Hearing Impaired	Orthopadically handicapped	Total (15+16+17)		
12.	13.	14.	15.	16.	17.	18.	19.	20.

**Date:**

**Name and Signature of State/Union Territory Apprenticeship Adviser**

## **FORM APPRENTICESHIP - 2**

(To be submitted within ten days from the date of engagement of apprentices 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 Number 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 father/ guardian
1.	2.	3.	4.	5.	6.	7.

### **Educational qualification at entry**

Date, month 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 - 3**

**RECORD OF PROGRESS OF APPRENTICE :**

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

- (1). Name of Apprentice.....
- (2). Registration Number .....
- (3). Subject field in Engineering or Technology or Vocational Course.....
- (4). Under training at .....
- (5). Date of commencement of training..
- (6). Area of training during the quarter .....
- (7). Progress report for quarter ..... to .....
- (i) Aptitude for training \_\_\_\_\_
- (ii) Performance during the quarter \_\_\_\_\_
- (iii) Shortcomings, if any \_\_\_\_\_
- (iii) 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 Incharge of Training

Remarks

Signature of Manager of the Industry/Establishment.”

**SCHEDULE-IV**  
**(See Rule 9)**

1. In case of Trade Apprentices;-
  - (a) Must possess a degree or diploma in engineering or technology or equivalent qualification recognised by Government of India.
  - (b) National Apprenticeship Certificate with minimum five 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 over all charge of training of apprentices may be assisted by such number, as is considered necessary, of shop floor or 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/Technical Teacher Training Institute/Central Training Institute.

**\*SCHEDULE IV A**  
**(See rule 9 A)**

**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<br>(W/Shop 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 Instructor for<br>(W/Shop Calculation and Science) | 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.

Desirable : 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.

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\* Inserted vide GSR 190(E) dated 26<sup>th</sup> Feb. 1999



**SCHEDULE-V**  
**(See Rule 6)**

- I. Obligations of Employer (both in the case of Major and Minor Trade Apprentices. (Under section II 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. 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.
  - 3.(a) The employer shall pay stipend to the apprentice at the rate as specified from time to time under rule II of the Apprenticeship Rules 1992.
    - (b) The stipend for a particular month shall be paid by the 10<sup>th</sup> 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.
  - 4.(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 during basic training shall ordinarily work for 42 hours per week including the time spent on related instruction;
    - (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: of hours per week as the workers in the trade in the establishment in which the apprentice is undergoing apprenticeship training:

Provided, however, that short term apprentice may be engaged to work upto a limit of 48 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.
- (5). 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, 1992.
- (6) The employer shall allow to the apprentice such holidays as are observed in the establishment.
- (7) 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 Compensation Act, 1923, subject to the modifications specified in the Schedule to 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 Craftsmen 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,1992.

- (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 undertake 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 as application to the Central/State Apprenticeship Adviser for the earlier termination of contract and when such an application is made the party making the 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 objectives, 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 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 of 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:

Provided that if there is any recruitment, employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment in terms of sub-section(1) of section 22 of the Act”;

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

Provided that if there is any recruitment, employer shall formulate its own policy for recruiting any apprentice who has completed the period of apprenticeship training in his establishment in terms of sub-section(1) of section (22) of the Act

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 apprentices 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 apprentices 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 apprentices:-

- (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 (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 or she is attached for training
- (ii) The stipend for a particular month shall be paid before the 10th day of the following month.