

**OFFICE OF STATE APPRENTICESHIP ADVISOR**  
**-cum-**  
**DIRECTOR TECHNICAL EDUCATION & INDUSTRIAL TRAINING,**  
**PUNJAB**  
**(IT WING), PLOT NO. 1A, SECTOR 36 A, CHANDIGARH. [www.dtepunjab.gov.in](http://www.dtepunjab.gov.in)**

**ADMISSION NOTICE**

They should engage apprentices to their required capacity against the vacant assessed seats available with them by preferably before 30-09-2011. Following are some instructions which are to be followed for admission. For more details Assistant Apprenticeship Advisor-cum-Principal of the nearest Industrial Training Institute may be contacted.

- 1 The duration of training for trade apprentices varies from 6 months to four years depending upon the recognition of trade under the said act.
- 2 The Training consists of Basic Training in the case of fresher apprentices followed by on job shop floor training, to be imparted by the Industry. Where an apprentice is engaged, he will be paid stipend by the employer at the rate prescribed by Govt. of India vide their notification during the period of Basic Training/Shop Floor Training.
- 3 Rebate of institutional training period is to be provided as per the Apprentice rules 1992(see rule 3(1) and rule 7(1) to the trainees who obtain National Trade Certificate, State Trade Certificate in corresponding trades.
- 4 All the establishments which are not having approved Basic Training Centers of their own but their number of workers in the establishments are 250 or more some seats remain vacant after engaging ITI pass candidate as apprentice such establishments can engage fresher candidates of Punjab bonafied residence and it should be ensured that maximum number of vacant seats of apprentices are utilized. It is mandatory for the employers concerned to provide Basic Training to the fresher apprentices engaged for Apprenticeship training and the training cost as well as stipend should be given by them as per rates fixed by the DGE&T Govt. of India as per details given in para 10 of this notice. Preference should be given to the NTC holders who completed their training in the Industrial Training Institutes situated in Punjab.
- 5 Following candidates are eligible to undergo Apprenticeship Training in any designated trade.
  - a) He should be minimum 14 years of age
  - b) He should satisfy the standards of education and physical fitness as prescribed under the rules.
- 6 25% of seats are reserved for Scheduled Caste/Scheduled Tribes, 3% for Handicapped (Visually impaired 1% Deaf 1% Orthopaedically Handicapped 1%) and 10% for Women candidates. Compliance of notification dt. 28-1-2008 may be assured.
- 7 Establishments can engage apprentices in one of the following manner:-
  - i By giving open advertisement in the newspaper.
  - ii By contacting Assistant Apprenticeship Adviser-cum-Principal of the concerned Area Institute.
  - iii By Directorate of Industrial Training (Apprenticeship Branch).
  - iv By contacting local employment exchange
- 8 Desirous candidates may get their names registered in the concerned Employment Exchange and contact the Assistant Apprenticeship Advisor-cum-Principals of nearest Industrial Training Institute, Centre and Directorate of Industrial Training (Apprenticeship and Placement Branch) Punjab in this regard.
- 9 Candidates should bring their original certificates at the time of interview (to be called by an employer) without which their candidature is liable to be rejected.
- 10 An apprentice engaged by an establishment will be given free training. Hostel accommodation (where ever available) besides stipend ranging from 1st year Rs. 1490/-, 2nd year Rs.1700/-, 3rd year Rs.1970/-, 4th year Rs.2220/-per month.
- 11 The Related Instructions to the Fresher Apprentices to be imparted by the

- employer concerned at their own cost. Where an apprentice is engaged.
- 12 Desirous candidates should approach the concerned Assistant Apprenticeship Advisor-cum-Principal ITI up to 31-8-2011. After sorting of application employer should select and engage the eligible candidates as apprentices in the concerned trade up to 30-09-2011.
  - 13 It will be the responsibility of the employer, Apprentice and Assistant Apprenticeship Adviser-cum-principal to get the contract registered ITI Passout & Fresher (as per act) upto 31/10/2011. If the contract are not received by Assistant Apprenticeship Adviser-cum-Principal upto 15/10/2011, then he will visit establishment personally to get the contract registered. Assistant Apprenticeship Adviser should inform to headquarter about admission along with 1) Attested copies of registered contract 2) Industry wise, trade wise, assessed seats, detail of admitted students of one year and two years apprentices and other records of admission. The format of information may be download from website of the department [www.dtepunjab.gov.in](http://www.dtepunjab.gov.in). The registration of Apprentices with Punjab State Board of Technical Education and Industrial Training will be done. Absolutely as per schedule Amritsar (w), Patti, Gurdaspur & Batala on 9/11/2011, Jalandhar(W), Phagwara(W), Hoshiarpur & Nawanshar on 11/11/2011, Ropar, Rajpura, Patiala & Malerkotla on 14/11/2011. Ludhiana, Moga, Samrala & Sunam on 15/11/2011, Bathinda, Faridkot & Ferozepur on 16/11/2011. No registration thereafter be done. The concerned Assistant Apprenticeship Adviser-cum-principal will be personally responsible for the delay & fine etc.
  - 14 Fresher Apprentices should be relieved timely for basic Training after registration of contract.
  - 15 Record of Apprenticeship Training is to be maintained by the concerned employer and necessary Reports of Apprenticeship Training are to be submitted by them on prescribed forms, well in time to the concerned Assistant Apprenticeship Advisor-cum-Principal Industrial Training Institutes.
  - 16 All the establishments concerned should implement the Apprenticeship Training Scheme vigorously as per the provision of the Apprentices Act. 1961
  - 17 The establishment contravening the provisions of this Act and Rules are liable to be punished under Section 30 of the said Act.
  - 18 Those establishments who are having less than 250 workers, such employers should only engage the ITI Pass candidates as apprentice who process & submit Punjab domicile/residence certificate.
  - 19 In case, ITI Pass candidate of Punjab domicile are not available, then fresher Punjab Domicile/ Bonafide resident candidate can be engaged after obtaining "non availability certificate" of ITI pass candidate from State Apprenticeship Adviser.

Dated: 10-8-2011  
Chandigarh

STATE APPRENTICESHIP ADVISOR/DIRECTOR  
TECHNICAL EDUCATION & INDUSTRIAL  
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