

OFFICE OF STATE APPRENTICESHIP ADVISOR
-cum-
DIRECTOR TECHNICAL EDUCATION & INDUSTRIAL TRAINING,
PUNJAB
(IT WING), PLOT NO. 1A, SECTOR 36 A, CHANDIGARH.

ADMISSION NOTICE

**APPRENTICE TRAINING UNDER THE APPRENTICES ACT 1961
FOR THE ATTENTION OF THE EMPLOYERS**

Employers of the private, Govt. and public sectors (which include Boards, Corporations, Municipalities of Punjab State) practicing business in the occupations concerning various designated trades under Apprentices Act, 1961 are under statutory obligation to engage Apprentices as per prescribed ratio of apprentices to workers other than un-skilled, prescribed under the said act.

They should engage apprentices to their required capacity against the vacant assessed seats available with them by preferably before 30-9-2010. 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 there notification during the period of Basic Training/Shop Floor Training.
- 3 Rebate of institutional training period is to be provided as per the act 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 there 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% Orthopedically 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 the newspaper.
 - ii By connecting Assistant Apprenticeship Adviser-cum-Principal of the concerned Area Institute.
 - iii By Directorate of Industrial Training (Apprenticeship and Placement Branch).
 - iv By connecting 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 Ist year Rs. 1090/-, 2nd year Rs.1240/-, 3rd .year 1440/-, 4th.year 1620/-per month.
 - 11 The Related Instructions of 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 31-8-2010. After sorting of application employer should select and engage the eligible candidates as apprentices in the concerned trade up to 30-9-2010.
 - 13 Apprenticeship contracts are to be submitted by the employer with required documents for registration to the concerned Assistant Apprenticeship Advisor within a month of engagement of apprentices .It will be responsibility of the Employer and the Apprentice concerned to get the contract registered due time as mentioned above.
 - 14 Fresher Apprentices are to be relieved for Basic Training by the concerned employer well in time.
 - 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 the Punjab domicile candidate are not available, then fresher (Punjab Domicile/Bonafide resident) can be engaged after obtaining non availability certificate" of ITI pass candidate from State Apprenticeship Adviser.

Dated: 2.8.2010
Chandigarh

V.K.SHARMA, IAS
STATE APPRENTICESHIP ADVISOR/ DIRECTOR
INDUSTRIAL TRAINING, PUNJAB.