

## **APPRENTICESHIP RULES, 1992<sup>1</sup>**

In exercise of the powers conferred by, subsection of section 37 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 recognised by the State Government concerned or the Central Government.
- (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 recognised 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).
- (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;
- (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.

<sup>2</sup>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)

**(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).

**<sup>3</sup>(h) Group No.1-Machine Shop Trades Group:**

1. Fitter
2. Turner.

**(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) 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:-**

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.

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

- (1) Every employer shall send to the Apprenticeship Adviser the contract of apprenticeship for registration within three months of the date on which it was signed.
- (2)(a) The Central Government may specify, model contract forms for the following categories of apprentices:-
  - (i) Trade Apprentices:
  - (ii) Graduate, Technician and Technician (Vocational) 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.
- (3) 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.
- (3) 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.
- (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.

**8<sup>4</sup> 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<sup>5</sup> 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.

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

(1)<sup>6</sup> The minimum rate of stipend payable to trade apprentices shall be as follows, namely:-

- |                                       |                    |
|---------------------------------------|--------------------|
| a. During the First Year of Training  | Rs.820/-per month. |
| b. During the Second year of Training | Rs.940/-per month. |
| c. During the Third year of Training  | Rs.1090/-per month |
| d. During the Fourth year of Training | Rs.1230/-per month |

Provided 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)<sup>7</sup> The minimum rates of stipend payable to Graduate, Technician and Technician (Vocational) Apprentices shall be as follows namely:-

- |   |                     |
|---|---------------------|
| a. Engineering graduates<br>(for post-institutional training) | Rs.1970/-per month  |
| b. Sandwich course<br>(Students from Degree institutions)     | Rs.1400/-per month. |
| c. Diploma holders<br>(for post-institutional training)       | Rs.1400/-per month  |
| d. Sandwich course<br>(Students from Diploma institutions)    | Rs.1140/-per month. |
| e. Vocational Certificate holder.                             | Rs.1090/-per month. |

(3) The stipend for a particular month shall be paid by the tenth day of the following month.

(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:-**

- (1) In establishments where proper leave rules do not exist or the total leave of different types admissible to their workers is less than thirty seven days in a year, the apprentice shall be entitled to the following kinds of leave and subject to the conditions specified under each kind of leave.
  - (a) Casual leave:-
    - (i) Casual leave shall be admissible for a maximum period of twelve days in a year.
    - (ii) Any holiday intervening during the period of casual leave shall not be counted for the purpose of the limit of twelve days.
    - (iii) Casual leave not utilised during any year shall stand lapsed at the end of the year.
    - (iv) Casual leave shall not be combined with medical leave. If casual leave is preceded or followed by medical leave, the entire leave taken shall be treated either as medical or casual leave, provided that it shall not be allowed to exceed the maximum period prescribed in respect of medical or casual leave, as the case may be.
    - (v) Except in case of extreme urgency applications for such leave shall be made to the appropriate authority and sanction obtained prior to availing of leave.
  - (b) Medical leave.
    - (i) Medical leave up to fifteen days for each year of training may be granted to the apprentice who is unable to attend duty owing to illness. The unused leave shall be allowed to accumulate upto a maximum of forty days.
    - (ii) Any holiday intervening during the period of medical leave shall be treated as medical leave and accounted for in the limits prescribed under clause(i) above.
    - (iii) The employer may call upon the apprentice to produce a medical certificate from a registered medical

practitioner in support of his medical leave. A Medical certificate shall, however, be necessary if the leave exceeds six days.

(iv) It shall be open to the employer to arrange a special medical examination of an apprentice if he has reason to believe that the apprentice is not really ill or the illness is not of such a nature as to prevent attendance.

(v)<sup>8</sup> A female apprentice with one surviving child may be granted maternity leave for a period of 90 days from the date of its commencement without payment of stipend and the apprenticeship training period shall be extended accordingly. The monthly stipend shall be paid to the apprentice during such extended period.

(c) Extraordinary leave:-

(i) Extraordinary leave upto a maximum of ten days or more in a year may be granted to the apprentice, after he has exhausted the entire casual & medical leave, if the employer is satisfied with the genuineness of the grounds on which the leave is applied for.

(2) In establishments where proper leave rules exist for workers, the leave to apprentices shall be granted by the employers in accordance with those rules.

Provided that in the case of trade apprentices grant of such leave shall be subject to the following conditions, namely:-

(a) That every apprentice engaged in an establishment which works for five days in a week (with a total of 45 hours per week) shall put in a minimum attendance of 200 days in a year out of which one sixth, namely 33 days shall be devoted to related instructions and 167 days to practical training.

(b) That every apprentice engaged in an establishment which works for 5<sup>1/2</sup> days or six days in a week shall put in minimum attendance of 240 days in a year, out of which one sixth, namely 40 days shall be devoted to related instructions and 200 days to practical training.

(c) an apprentice who for any reason is not able to undergo training for the period specified in clause (a) or clause (b) shall be given an opportunity to make up for the shortfall in the following year and shall be eligible to take the test conducted by the National Council:-

(i) If he is engaged in an establishment referred to in clause (a) only if he has completed the period of training and has put in minimum attendance of 600 days or 800 days accordingly as the period of training is three years or four years;

(ii) if he is engaged in an establishment referred to in clause (b) only if he has completed the period of training and has put in a minimum attendance of 720 days or 960 days accordingly as the period of training is three years or four years.

(3) If the trade apprentice is not able to put in the minimum period of attendance specified in clause (c) of the proviso to sub-rule (2) during the period of training for circumstances beyond his control and the employer is satisfied with the ground 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 to take the test conducted by the National Council.

(4) If a trade apprentice is not able to put in the minimum period of apprenticeship specified in clause (c) of the proviso to sub-rule (2) during the period of training and 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, extend his period of training until he completes the full apprenticeship course and the next test is held.

**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 returns 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 returns as hereinunder provided to the respective State Apprenticeship Adviser.
- (3) Within seven days from the date a trade apprentice joins an establishment, the employer shall prepare the return in form Apprenticeship – 4 in Schedule-III in duplicate and shall submit one return to the Regional Director or State Apprenticeship Adviser as the case may be, and the other to the Principal or Head of the Institute where Basic Training or Related Instructions shall be imparted.
- (4) As soon as a trade apprentice joins the establishment, the employer shall prepare an index card (Envelope) in Form Apprenticeship -I in Schedule-III in duplicate and shall submit one of the cards to the Regional Director or State Apprenticeship Adviser, as the case may be, within a period of fifteen days of the date of registration of the contract of apprenticeship and retain the other one with him.
- (5) (a) Every employer shall maintain a record of Basic Training or Practical Training and Related Instructions in Form Apprenticeship-IA in Schedule-III, Information regarding Basic Training or Practical Training shall be based on the syllabus approved by the Central Apprenticeship Council and operations actually performed by the trade apprentice during the half year under review, every employer shall send a copy of this report to the Regional Director or the State Apprenticeship Adviser, as the case may be, at the end of every half year, and the said report shall be kept inside form Apprenticeship-I.  
(b) In case where the Basic Training is given to the Trade Apprentices at an institute set up by the Government, reports during the period of such training, giving the required information shall be furnished to the establishment by the Head of the Institute concerned in form Apprenticeship-IA in duplicate.  
(c) The details relating to "Trade Theory" "Workshops Calculation and Science" "Engineering Drawing " and "Social Studies " shall be entered periodically in form Apprenticeship-IA, in Schedule-III by the establishments on the basis of half yearly report which is furnished by the authorities imparting relating instructions in Apprenticeship-I (Supplementary).
- (6) 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-2 in Schedule-III to the Regional Director or the State Apprenticeship Adviser, as the case may be, according to the table below alongwith the relevant half yearly report in form Apprenticeship - IA in Schedule-III.

**TABLE**

<u>Report for period ending</u>	<u>Date by which to be sent</u>
March	15th April
September	15th October

- (7)(a) Every employer shall during the months of November and May, submit to the Regional Director or the State Apprenticeship Adviser, as the case may be, the particulars of such trade apprentices who satisfy the minimum conditions of eligibility to appear in the ensuing trade test in March or September and the particulars so submitted shall be in form Apprenticeship-3 in Schedule-III.

- (b) Having scrutinised the eligibility of such trade apprentices, the Regional Director or the State Apprenticeship Adviser, as the case may be, shall inform the employer the programme of the trade test and name of the trade testing centre.
- (c) After receiving the information under clause (b) the employer shall furnish the progress reports in Apprenticeship-I and Apprenticeship-IA in Schedule-III of the eligible trade apprentices to the trade testing officer in advance and not later than seven days before the commencement of the trade test.
- (8) 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.
- (9) On a Graduate or Technician or Technician (Vocational) apprentice joining an establishment, the employer shall prepare index cards in Form Apprenticeship-5 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:-
- (i) The Central Apprenticeship Adviser:
  - (ii) The Director, Regional Board of Apprenticeship Training concerned; and
  - (iii) In the case of Sandwich course student, the technical Institution concerned.
- (10) 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-6 set out in Schedule-III to the Director, Regional Board of Apprenticeship Training concerned.

**\*Schedule I**

[See Rule 3(1) and Rule 7 (1)]

**LIST OF DESIGNATED TRADES UNDER THE APPRENTICES ACT, 1961**

**SCHEDULE-IA**

**(See rule 3(2))**

Category of Apprentices	Minimum Educational Qualification
1	2

Graduate Apprentices	(a) A degree in engineering or technology granted by a statutory University.
	(b) A degree in engineering or technology granted by an institution empowered to grant such degrees by an Act of Parliament.
	(c) Graduate examination of professional bodies recognised by the Central Government as equivalent to a degree.
	(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.
Technician Apprentices	a) A diploma in engineering or Technology granted by a State Council or Board of Technical Educational established by a State Government.
	(b) A diploma in engineering or technology granted by a University.
	(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.
	(d) A sandwich course student who is undergoing training in order that he may hold a diploma mentioned in (a), (b)& (c) above.
Technician (Vocational ) Apprentices	(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.
	(b) A sandwich course student who is undergoing training in order that he may hold a certificate mentioned in (a) above

**SCHEDULE-II**

**(See rule 4)**

(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: <sup>9</sup>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<br>Aircraft |
| (11) Ceramic Moduler               | (12) Ceramic Caster                  |
| (13) Ceramic Kiln Operator         | (14) Ceramic Press Operator          |
| (15) Ceramic Modeller              | (16) Ceramic Decorator               |
| (17) Optical worker                |                                      |

(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 bubonocele 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)**

Sl. No.	Name of the State	Ratio of Scheduled Caste Apprentices to Total Apprentices	Ratio of Scheduled Tribes Apprentices to Total Apprentices
1	Andhra Pradesh	1:8	1:20
2	Assam	1:17	1:9
3	Bihar	1:7	1:11
4	Gujarat	1:14	1:7
5	Haryana	1:5	1:20
6	Himachal Pradesh	1:5	1:20
7	Jammu & Kashmir	1:12	1:20
8	Karnataka	1:8	1:20
9	Kerala	1:11	1:20
10	Madhya Pradesh	1:8	1:58
11	Maharashtra	1:17	1:17
12	Manipur	1:50	1:3
13	Meghalaya	1:10	1:2
14	Nagaland	---	1:2
15	Orissa	1:7	1:4

16	Punjab	1:4	1:20
17	Rajasthan	1:6	1:8
18	Tamilnadu	1:6	1:20
19	Uttar Pradesh	1:5	1:20
20	Tripura	1:8	1:3
21	West Bengal	1:5	1:17
22	Andman.& Nicobar Islands	----	1:6
23	Arunachal Pradesh	----	1:2
24	Chandigarh	1:8	1:20
25	Dadar & Nagar Haveli	1:50	1:2
26	Delhi	1:6	1:13
27	Goa,Daman & Diu	1:50	1:20
28	Lakshadweep	----	1:2
29	Mizoram	---	1:2
30	Pondicherry	1:6	1:30

**SCHEDULE-III**

**(See rule 14)**

**FORM APPRENTICESHIP - I**

**Front Side**

**PERSONAL DETAILS (Envelope Size 23 cms x 15 cms)**

Name and address of the establishment:

Registration No. and date of execution of contract of Apprentice	Designated Trade	Date/Year of Birth	Whether belongs SC/ST	Photo of Apprentice (passport size)
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Period of training as per contract	Date of commencement of training	Date of completion of training	Date of completion, if period of training extended
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Name and address of apprentices	Name and address of Father/Guardian	<u>Details of previous training, if any</u> Name of Industrial Training Institute/Centre
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Educational qualifications at entry

Designated Trade

Examination passed	Name of School/ Institute	Date	Remarks	<b>Period of Training</b>	
				From	To
				Examination passed from National Council for Training School in Vocational Trade - 1 year/2 years	

Basic Training imparted at	Related Instruction imparted at	Signature of Apprentice
		Signature of Training Officer

**Back Side**

(I, II & III to be completed by the employer before submitting it to the Trade Testing Officer)

I. Total No. of days of attendance during the entire period of apprenticeship training i) Practical ..... days out of..... ii) Related Instruction....days out of ..... iii) Total.....days out of.....	II. Consolidated assessment of half yearly report (APP-IA) during the entire period of apprenticeship training.
	Subject % of Sessional Marks
	Trade Theory .....
	W/Shop Cal. & Science .....
	Engg. Drawing .....
	Social Studies .....
	Practical (Basic Training and Shop Training) .....
III. Conduct during apprenticeship	IV. Exemptions obtained by failed candidates in the NCVT Trade Test with Date/Dates

Subject	Minimum marks required for exemption	Exemption obtained with marks
		I Chance                      II Chance

		Date	Date
Signature of Training Officer	Practical (including sessional work)	280	
	Trade theory (including sessional work)	72	
	Workshop Calculation and Science (including sessional work)	36	
	Engineering Drawing	42	

**FORM APPRENTICESHIP-I  
(Supplementary)**

Report on Related Instruction for the half year ending .....

From: Name and address of Industrial Training Institute

To: Name and Address of the Establishment for which Related Instruction of Apprentices is being carried out.....

Sl. No.	Name of Apprentices	Registration No.	Designated Trades	W/Shop Cal. & Science	Engg. Drg.	Trade Theory	Social Study	Attendance in days	
								Actual	Possible
1	2	3	4	5	6	7	8	9	10

Note :

- A-Average,            BA-Below Average        AA-Above Average  
AA-Above 70%        A-50% to 69%            BA-Below 50%
- In case Basic Training is imparted at the ITI., Form Apprenticeship-IA of such apprentices, completed upto March/September may be attached with this report, in duplicate.

**FORM APPRENTICESHIP - IA**

To be kept inside Form Apprenticeship-I

Record of Practical Training & Related Instruction



Name of Establishment .....

Report for the half year ending.....

Name of apprentice.....

Registration No. ....

Designated Trade .....

Name of the ITI for R.I., if the same is not imparted in the establishment.....

Serial number of operation as per prescribed list	Name of Operation	Months in which operations performed during the half year					
		1	2	3	4	5	6

GRADING		ATTENDANCE IN DAYS					
Trade Theory	W/Shop Cal. & Science	Engineering Drawing	Social Studies		Practical		Related Instruction
			Actual	Possible	Actual	Possible	

Grading	Related Instruction	Practical	Signature of Apprentice	Signature of Training officer
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- AA    Above 70%      Above 80%
- A     50 to 60%      60 to 70%
- BA    Below 50%      Below 60%

**Note :**

Operations performed during half year should be indicated by putting a tick mark in the month column in which performed.

**FORM APPRENTICESHIP – 2**

Name & address of the establishment      Report for the half year ending \_\_\_\_\_

\_\_\_\_\_ (Name of the Manager/Director) \_\_\_\_\_

\_\_\_\_\_ (Name & Designation of the Incharge Officer of Trg.)

Name of Industry \_\_\_\_\_

& Standard Industrial Classification Code No. \_\_\_\_\_

(Minor)

Telex & Telephone No.

Telegraphic Address

Name of product \_\_\_\_\_

Total number of workers \_\_\_\_\_

Sl. no.	Designated Trade	Number of workers other than unskilled workers	Number of apprentices to be engaged	No. of apprentice under training				Remarks/Reasons for shortfall if any
				Fresher under Basic trg.	Fresher under Shop trg.	Ex-ITI	Total	
1	2	3	4	5	6	7	8	9

- 1.
- 2.
- 3.
- 4.
- etc.

*Apprentices joined during half year	*Apprentices completed training during half year	*Apprentices whose contracts terminated during half year
10	11	12

- 1.
- 2.
- 3.
- 4.
- etc.

Number of apprentice under training

Arrangement of Related Instructions on

- (i) Day Release Basis
- (ii) Block Release Basis
- (iii) Any other Basis

Total number of Apprentices  
 Scheduled Castes Apprentices  
 Scheduled Tribes Apprentices  
 Physically Handicapped Apprentices  
 Women Apprentices

Apprentices under column 5 above are undergoing Basic Training at \_\_\_\_\_  
 (Name of the Basic Training Centre)

Apprentices under column 8 above are undergoing Related Instructions at own establishments in trades at Sl. Nos. \_\_\_\_\_ at ITI \_\_\_\_\_ in Trades at Sl. Nos. \_\_\_\_

Dated :

Signature of Employer

**FORM APPRENTICESHIP – 3 (HALF YEARLY)**

**NOTIFICATION OF DUE COMPLETION**

Name of Establishment \_\_\_\_\_

The apprentices whose particulars are given below are due to complete their period of training on dates shown against each in accordance with the provisions of the Apprentices Act, 1961.

They are being sponsored to appear in the All India Trade Test to be held in March/Sept. ....

Sl. No.	Name of the apprentice & his father's name	Registration number	Designated trade	Date of commencement of trg.	Date of completion
1	2	3	4	5	6

Attendance (Likely) on the date of completion training		Maximum possible attendance i.e. total working days of the establishment	Conduct (Very good/ Good/Satisfactory)	Remarks
Practical	Related Instruction			
7	8	9	10	11

Progress record of these apprentices in Form APP-I and APP-IA will be submitted to the Trade Testing Officer for evaluation of sessional marks at the time of Trade Test.

Apprentices who also complete their period of training in March/September, but whose candidature has been withheld, due to other conditions of eligibility not being fulfilled, are given below, with the reasons therefore. These apprentices have been informed accordingly.\*

Signature of Employer

\* In case the period of apprenticeship of these apprentices is being extended under Rule 7(2) of the Apprenticeship Rules, 1992, same may be indicated.

**FORM APPRENTICESHIP – 4 (Half Yearly)**

Name and Address of the Establishment : \_\_\_\_\_

The apprentices whose name and particulars are noted below have been engaged for undergoing apprenticeship training under the Apprentices Act, 1961 at this Establishment during February/August, 19\_\_\_\_. They are qualified to be engaged as apprentices and satisfy the minimum requirements as laid down under the rules.

Sl. No.	Name of Apprentice	Educational Qualification	If Ex-ITI boy particulars of trade and ITI			Name of corresponding designated trade joined	Date of
			Name of ITI	Trade	Period of Trg.		
					From		

N.B. : The contracts of apprenticeships in respect of the above mentioned apprentices are in the process of execution and will be forwarded within one month.

Signature of Employer/Trg. Officer  
(Name and Designation)

To

1. The State Apprenticeship Adviser or the Regional Director
2. The Principal, Industrial Training Institute where Basic Training/

Related Instructions is proposed to be imparted to the apprentice.

The apprentices marked(\*) will be released on Day/Block release basis for Related Instruction at your Institution.

**FORM APPRENTICESHIP - 5**

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**

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Name & Address of Establishment	Nature of Industry and Standard Industrial Classification Code No.	Registration No. & Date of contract of apprenticeship	Subject field in engineering/technology/vocational course	Date of commencement of training
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Name & address of apprentice	Name & address of guardian	Photo of apprentice passport size
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**Educational qualification at entry**

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Date & year of birth	Examination passed	Name of Institution	Date of passing	Remarks
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Period of training :

Date of completion of training :

Rate of stipend to be paid

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**APPRENTICESHIP - 6**

**RECORD OF PROGRESS OF APPRENTICE :**

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

Name ..... Registration No. ....

Subject field in Engineering or Technology or Vocational Course .....

under training at .....

Date of commencement.....

Area of Training during the quarter .....

Progress report for quarter ..... to .....

(i) Aptitude for training \_\_\_\_\_

(ii) Performance during the quarter \_\_\_\_\_

(iii) Shortcomings, if any  
\_\_\_\_\_

(iv) 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.

**<sup>10</sup>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 for every 150 apprentices  
(W/Shop Calculation and Science)
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 every 150 apprentices  
(W/Shop Calculation and Science)

**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.