

Government of Odisha
Department of Higher Education

No. 27366 /H.E., Date: 02/07/2022

HE-SCH-POLICY-0002-2022

From

Ms. Rajashree Mohanty, OAS (SAG),

Special Secretary to Government

To

The Principals of All Colleges/ Institutions (Professional Colleges) [both Government/Non- Government] of the State.

Sub: Regarding skilling of Graduate or equivalent in General Streams such as B.A., B.Sc., & B. Com. under NATS (National Apprentice Training Scheme).

Ref: L.No.310, Dated 30.06.2022 Brochures and IOP of BOPT(ER)(soft copy enclosed).

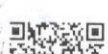
Madam/Sir,

In inviting a reference to the letter on the subject cited above, I am directed to say that the Apprentices(Amendment) Act,2014 has paved the way for Apprenticeship Training of Non Engineering Graduates in General Streams such as B.A., B.Sc. etc, which was earlier confined to Engineering Graduates only. The **Board of Practical Training(Eastern Region) BOPT(ER),Kolkata** is the regional office for implementation the same act in the Eastern Region which includes Odisha among others.

This will not only enhance the employability of our pass out Graduates but also help in bridging the gap between theoretical knowledge and practical (hands-on) experience required for employment at the same time. Therefore, we should grab this opportunity with both hands.

You are, therefore, requested to take the following measures at your level for implementation of this scheme and report compliance to this Department within 15 days..

1. At least 30% of total pass out graduates every year from your colleges/Institutions need to be registered/enrolled on NATS (National Apprentice Training Scheme) portal to strengthen the supply side. This will help registered industries/establishments to shortlist candidates from the portal database matching with their demand and engage them as apprentices in their establishments.
2. A Nodal Officer must be appointed/designated in your college/institution to co-ordinate/liaison with BOPT. Further, the College/Institute website should provide a



link with BOPT(ER) website for sharing information with their students.

You are further requested to attend the **Webinar** conducted by BOPT(ER) from **4th July 2022 onwards** in this regard for more information regarding this scheme.

Yours faithfully,

K. K. K.
2/7/22

Special Secretary to Government

Memo No.: 27367 /H.E., Dated: 02 / 07 /2022

Copy forwarded to the All Regional Directors of Education information and necessary action.

Deakin
2/7/22

Under Secretary to Government

Memo No.: 27368 /H.E., Dated: 02 / 07 /2022

Copy forwarded to the IT Section of this Department with a request to provide a link with BOPTER website in our Department website.

Deakin
2/7/22

Under Secretary to Government

BOARD OF PRACTICAL TRAINING (EASTERN REGION)

Ministry of Education, Government of India

extends cordial invitation to NON - ENGINEERING UNIVERSITIES / HEIs at

**"REGIONAL WEBINAR TO CREATE AWARENESS
ON**

NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS) "

'Skilling of General Graduates is equally important as of Engineering Graduates'

Chairperson:

Shri S. M. Ejaz Ahmed
Director, BOPT(ER), Kolkata

Webinar Schedule (Tentative):

Webinar	Date	Time
Webinar 1	04/07/2022 (Monday)	03.00 PM To 05.00 PM
Webinar 2	05/07/2022 (Tuesday)	03.00 PM To 05.00 PM
Webinar 3	06/07/2022 (Wednesday)	03.00 PM To 05.00 PM
Webinar 4	07/07/2022 (Thursday)	03.00 PM To 05.00 PM
Webinar 5	12/07/2022 (Tuesday)	03.00 PM To 05.00 PM
Webinar 6	13/07/2022 (Wednesday)	11.00 AM To 01.00 PM

*** Links of the Webinar will be published at www.bopter.gov.in

Please mention your Name, Name of your Institution and State

For any kind of help please contact Shri Akash Gangopadhyay - osd2.admin@bopter.in

For any technical queries to join the Webinar please contact

Shri S K Ismail - 9874450079 Shri Debasish Saha - 7686983973

Address: Board of Practical Training (ER)
Block - EA, Sector 1, Salt Lake City, Kolkata -700064



व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र)
BOARD OF PRACTICAL TRAINING (EASTERN REGION)

भारत सरकार के शिक्षा मंत्रालय के उच्चतर शिक्षा विभाग के अधीन
UNDER MINISTRY OF EDUCATION, GOVT. OF INDIA, DEPARTMENT OF HIGHER EDUCATION



सशक्त युवा, समर्थ भारत
www.mhirdnats.gov.in

BOPT/DT/2022-23/310

17.06.2022

Shri Saswat Mishra, IAS
Principal Secretary
Department of Higher Education
Govt. of Odisha
Lokseva Bhawan,
Bhubaneswar-751001



Sub: - Skilling of Graduate or equivalent in General Streams such as B. A., B.Sc. & B.Com. under NATS.

Sir,

At the outset I would like to convey a Warm Season Greetings to you.

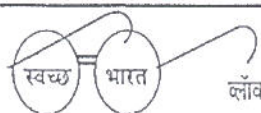
You may be aware of that Board of Practical Training (Eastern Region) [BOPT (ER)] is an organization under Ministry of Education, Govt. of India and has been carrying out responsibility of implementation and monitoring of The Apprentices Act in the 13 Eastern Regional States of the country pertaining to the skill development for freshly Graduate and Diploma holders in Engineering & Technology for last 50 years.

It is very heartening to share with you the fact that large number of establishments / industries contributed to the skill development in the recent past with full commitment. It is their dedication and commitments that during the year 2021-22 more than 1.40 lakhs of Engineering Graduates have been benefitted under NATS throughout the country. It is also worthwhile to mention here that many more organizations are likely to join in near future which is further expected to scale up the current skilling activities.

Although, BOPT (ER) has been implementing the provisions of "The Apprentices Act, 1961" as amended time to time for Engineering Graduates and Diploma Engineers since last 50 years, now, BOPT (ER) has been entrusted with additional responsibility of implementing the same Act for training of Graduates in General Streams such as B.A., B.Com., B.Sc. etc. i.e. Non-Engineering Graduates. The Apprentices (Amendment) Act 2014 under Section 2(j) and the Apprenticeship (Amendment) Rules 2015 under Rule 2(5A) governs the training of Non-Engineering Graduates.

I am writing this letter referring to the communication received from the Ministry of Education, Government of India regarding expansion of the current activities of Apprenticeship Training under NATS for Graduate or equivalent in general Streams such as B. A, B.Sc. & B. Com. Since the Ministry has entrusted BOPT(ER) with the responsibility of implementing apprenticeship training for general stream graduates which comes under the purview of The Apprentices (Amendment) Act 2014, unstinted support from Higher Education Institutions in Eastern Region is much needed by guiding their passing out Graduates every year to register / enroll on NATS portal to strengthen the supply side. This will help registered industries / establishments to shortlist candidates from the portal Database matching with their demand and engage them as apprentices in their establishments. This will certainly help in bridging the gap between theoretical knowledge and practical (hands-on) experience required for employment. Thus, it is expected to enhance the employability of Graduates.

Cont,d...p/2



ब्लॉक - ईए, सेक्टर - 1 (लावोनी संपदा के विपरीत), साल्ट लेक सिटी, कोलकाता - 700 064, दूरभाष / Phone - (033) 2337-0750/51, फैक्स / Fax - (033) 2321-6814
Block - EA, Sector - 1 (Opposite. Labony Estate), Salt Lake City, Kolkata - 700 064, ई-मेल / E-mail - inf@bopler.gov.in, वेबसाइट / website - www.bopler.gov.in

Download Mobile Ap



11668



व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र)
BOARD OF PRACTICAL TRAINING (EASTERN REGION)
एन सी ई आर के तहत भारत सरकार के उच्च शिक्षा विभाग के अधीन
UNDER MINISTRY OF EDUCATION GOVT. OF INDIA DEPARTMENT OF HIGHER EDUCATION



www.bopter.gov.in

- 2 -

I am writing this communication with a request to issue necessary directives to all such Higher Education Institutions (HEIs) offering Degree course (in Non-Engineering) under control of State Government to coordinate with BOPT (ER) and develop a continuous liaison for best interest of their passing out students.

Further, in this regard, you may please note the following: -

- 1) All Higher Education Institutions (HEIs) under your control must appoint/designate a Nodal Officer to co-ordinate/liaison with this Board. The institute website is to provide a link with BOPT(ER) website for sharing information with their students.
- 2) The period of the apprenticeship training for Graduate Apprentices (general streams such as B. A. B.Sc. & B. Com) shall be a minimum of six months to a maximum of three years period.
- 3) The establishments pay monthly stipend to the Graduate Apprentices (general streams such as B. A. B.Sc. & B. Com) greater than or equal to the prescribed amount as fixed by Government of India. The 50% Central Govt. share of stipend on minimum prescribed rate, will be released by this Board.

The minimum rates of stipend payable to Graduates apprentices w.e.f. 1st April, 2021 is Rs.9000/- per month.

- 4) Contact details of BOPT (ER) officer coordinating in the State of Odisha on the subject matter is mentioned below:-

Name of the Officer: Smt. Sushmita Ghosh
Designation: Assistant Director
Contact details:
Mobile No.: 9836912233
E-mail Id: ad3@bopter.gov.in

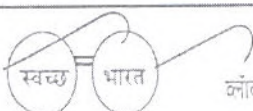
We hope that with your much needed support, we will be able to create a pool of aspiring Graduates from General Stream such as B.A., B.Com., B.Sc. etc., and develop employable skill among the Graduates envisaged by Govt. of India. This is expected to create a pool of trained human resource for the growth of establishments / industries and thereby enhance the employability of such graduates of the state.

Thanking you,

Yours faithfully,

(S.M. Ejaz Ahmed)
Director
&

Regional Central Apprenticeship Advisor



एक कदम स्वच्छता की ओर

ब्लॉक - ईए, सेक्टर - 1 (लाबोनी संपदा के विपरीत), साल्ट लेक सिटी, कोलकाता - 700 064, दूरभाष / Phone - (033) 2337-0750/51, फैक्स / Fax - (033) 2321-6814
Block - EA, Sector - 1 (Opposite. Labony Estate), Salt Lake City, Kolkata - 700 064, ई-मेल / E-mail - inf@bopter.gov.in, वेबसाइट / website - www.bopter.gov.in

Download Mobile App





**Important Operating Provisions (IOP) of The Apprentices Act, 1961 and The Apprenticeship Rules 1992
as amended from time to time pertaining to Practical Training of Fresh Degree and Diploma in
Engineering or Technology and Graduates or equivalent in General streams such as B.A., B.Sc., B. Com.**

As per the provisions of The Apprentices Act, 1961 and The Apprenticeship Rules 1992 as amended from time to time, it is statutory obligation on the part of every employer (State & Central Govt. Departments/Undertakings/Autonomous organizations and private organizations, etc.) to engage a prescribed number of fresh Degree and Diploma in Engineering or Technology and Graduates in General streams such as B.A., B.Sc., B. Com. or equivalent qualification granted by any institution recognized by the Government in any Designated or Optional subject fields as Graduate and Technician apprentices under the Act. The salient features of the National Apprenticeship Training Scheme (NATS) under the Act are given below:

1. MINIMUM EDUCATIONAL QUALIFICATIONS:

a) Graduate Apprentices:

- i. A Degree in Engineering or Technology granted by a Statutory University.
- ii. A Degree in Engineering or Technology granted by an Institution empowered to grant such degree by an Act of Parliament.
- iii. Graduate examination of professional bodies recognized by the Central Government as equivalent to degree.
- iv. A sandwich course student who is undergoing training in order that he may hold a degree in Engineering or Technology as mentioned at (ii) and (iii) above.
- v. Graduates or equivalent in General streams such as B.A., B.Sc., B. Com.

b) Technician apprentices:

- i. A Diploma in Engineering or Technology granted by a State Council or Board of Technical Education established by a State Government.
- ii. A Diploma in Engineering or Technology by a University.
- iii. A Diploma in Engineering or Technology granted by an Institute recognized by the State Govt. or Central Govt. as equivalent to (a) and (b) above.
- iv. A sandwich course student who is undergoing training in order that he may hold a diploma mentioned in (i), (ii), (iii) above.

2. CONDITIONS OF ELIGIBILITY:

A person shall be eligible for being engaged as Graduate/Technician apprentice if he/she satisfies one of the minimum educational qualifications defined at Para No. 1 provided that:

- a) The candidates aspiring for Apprenticeship training must get enrolled themselves in the NATS portal within three years after passing their qualifying examination.
- b) Degree and Diploma in Engineering or Technology and Graduates or equivalent in General streams such as B.A., B.Sc., B. Com. qualification as mentioned at Para. No. 1 (a) & 1 (b) has training or job experience for a period of one year or more after the attainment of any of these qualifications shall not be eligible for being engaged as an apprentice under the Act.
- c) 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 where in such student is undergoing the course, unless so approved by the Regional Central Apprenticeship Adviser.
- d) A person who has been a Graduate / Technician 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 once again under the Act without the prior approval of the Apprenticeship Adviser.

A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any Designated/Optional subject fields unless he

- (a) is not more than 18 years of age; and
- (b) satisfy such standards of educational and physical fitness as prescribed under the Act.

3. SUBJECT FIELDS

The facility for Apprenticeship training under the Act is available in both the Designated and Optional subject fields.

Designated subject fields: The subject fields approved by the Central Apprenticeship Council (CAC) are called as Designated subject fields. List of Designated subject fields in Engineering & Technology approved by CAC are available on www.boppter.gov.in

Optional subject fields: Any subject field which is not covered in Designated subject fields in Engineering or Non-Engineering or Technology as may be determined by the employer for the purpose of engagement of apprentices under the Act.

4. SELECTION OF APPRENTICES

As per provisions of the Act, it is the responsibility of the employers to make the selection of apprentices from the candidates who fulfil the minimum standard educational qualification and medical fitness for undergoing the apprenticeship training under the Act. However, the following methods may be adopted by the employer for selection of Apprentices as per their requirement.

- a) Through NATS portal by creating panel through FTP.
- b) Through press advertisement
- c) Through participation in Job fair / Centralized selection of apprentices.
- d) Seeking list of aspiring candidates from institutes located in an around the areas of the establishment.
- e) Seeking application directly through notice within internal departments or from the Directorate of Higher Education or Technical Education.
- f) Calling applications through an advertisement posted at their website or social media platforms.
- g) Any method of their choice by providing equal opportunity to the aspirants.

Note: The engagement of Apprentices is the prime responsibility of the establishment. They may adopt any suitable method for selection of Apprentices as per their choices.

5. RESERVATION OF TRAINING PLACES FOR SCHEDULED CASTES/SCHEDULED TRIBES CANDIDATES:

- a) Reservation of training places of Scheduled Castes and Scheduled Tribes should be made as per ratio given below:

Sl. No.	Name of the State	Ratio of SC apprentices to the total apprentices	Ratio of ST apprentices to the total apprentices
1	Andaman & Nicobar Islands	-----	1:13
2	Arunachal Pradesh	-----	1:2
3	Assam	1:15	1:9
4	Bihar	1:7	1:100
5	Jharkhand	1:9	1:4
6	Manipur	1:33	1:3
7	Meghalaya	-----	1:2
8	Mizoram	-----	1:2
9	Nagaland	-----	1:2
10	Odisha	1:7	1:4

Sl. No.	Name of the State	Ratio of SC apprentices to the total apprentices	Ratio of ST apprentices to the total apprentices
11	Sikkim	1:20	1:5
12	Tripura	1:6	1:3
13	West Bengal	1:5	1:20

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 up by persons belonging to Schedules Tribes or, as the case may be, to the Scheduled Castes and if the prescribed training places cannot be filled even in the above manner, then the training places so lying unfilled may be filled up by persons not belonging to the Scheduled Caste or Scheduled Tribe.

- b) The training places for the Other Backward Classes in designated Subject Fields shall be reserved by the employer according to the prescribed norms followed in the respective State or Union territory and if training places cannot 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**

The Contract of Apprenticeship is to be created by the employer through NATS portal (www.mhrdnats.gov.in), after verifying all the credentials of each candidate, every year, within a stipulated time from the date of commencement of training of an Apprentice, in compliance of the Act.

In the process of registration of the Contract of Apprenticeship through NATS portal, BOPT(ER) Kolkata shall verify the particulars provided by the employer and apprentice, subject to fulfilment of the provisions mentioned under the Act. A registration number shall be generated against each apprentice on approval of the Contract of Apprenticeship. The registration number shall be used by the employer in all future references in respect of each apprentice.

Note: Contract of Apprenticeship of Non-Engineering Apprentice through NATS portal is underdeveloped, till then the employer should send the contracts in specified format to the Regional Central Apprenticeship Adviser, Board of Practical Training, Eastern Region, Block: EA, Sector-I, Salt Lake City, Kolkata-700 064, for registration immediately after commencement of training of apprentices.

Clauses in the Contract of Apprenticeship

Section 22(1): It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer under the said section of the Act.

Section 22(1): It is a condition in the contract of apprenticeship that the apprentice shall, after the successful completion of training serve the employer, shall on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract, subject to the approval of the Regional Central Apprenticeship Advisor under Section the said section of the Act.

7. **SKILL DEVELOPMENT DURING TRAINING AND ASSESSMENT**

- The employer shall ensure the maintenance of the record of the work done and the studies undertaken by the Graduate/Technician apprentices engaged in the establishment for each quarter.
- The Apprentice shall also maintain a record of work done during the period of his apprenticeship training on daily basis.
- Every employer shall ensure that the training is provided to the apprentices as per the program approved by the Regional Central Apprenticeship Advisor in line with the policies of Central Govt. framed from time to time.

- d) Employers shall also ensure that requisite skill development takes place in the apprentices in each quarter during the period of training.
- e) Every employer shall ensure that the assessment of the skill development is conducted as per the frequency formulated by the Central Govt.
- f) The model for assessment is provided by Regional Central Apprenticeship Advisor.
- g) The Record of Progress in respect of each apprentice is to be submitted online through NATS portal on quarterly basis by every employer.

8. PERIOD OF TRAINING:

Sl. No.	Category	Period of Training
1	Graduate in non-engineering or equivalent in general Streams such as B.A., B.Sc., B. Com.	Minimum: 06 (Six) Months Maximum: 36 (Thirty-Six) Months
2	Graduates in Engineering or Technology	01 (One) Year
3	Diploma in Engineering or Technology	01 (One) Year
4	Sandwich course students	The period of practical training they undergo as part of their course of studies shall be the period of apprenticeship training.

9. OBLIGATIONS OF EMPLOYERS:

Without prejudice to the other provisions of this Act every employer shall have the following obligation in relation to an apprentice, namely:

- a) to provide the apprentice with the training in his/her Subject Fields in accordance with the provisions of this Act, and the rules made thereunder.
- b) If the employer is not himself qualified in the Subject Fields, to ensure that a person who possess the prescribed qualifications is placed in charge of the training of the apprentice and
- c) to carry out his obligations under the contract of apprenticeship.
- d) to carry out his obligations under the contract of apprenticeship which shall include the maintenance of such records of his work as may be prescribed.

10. OBLIGATIONS OF APPRENTICES:

Every Graduate and Technician apprentice undergoing apprenticeship training shall have the following obligations, namely:

- a) to learn his subject field in engineering or non-engineering or technology conscientiously and diligently at his place of training.
- b) to attend the practical and instructional classes regularly.
- c) to carry out all lawful orders of his employer and superiors in the establishment.
- d) to maintain a Work Dairy in specified format given below and countersigned by his supervisor once a week.

FORMAT- 2

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.”.

- e) to carry out his obligations under the contract of apprenticeship which shall include the maintenance of such records of his work as may be prescribed.

11. PAYMENT TO APPRENTICES:

The employer shall pay stipend to every apprentice through their bank account during the period of apprenticeship training, such amount of stipend at a rate not less than the prescribed minimum rate. However, Establishments are free to pay higher stipend rate, or as specified in the contract of apprenticeship whichever is higher, and the stipend so specified shall be paid at such intervals and subject to such conditions as may be prescribed.

The minimum rates of stipend payable to Graduates & Technician apprentice are as under: (w.e.f. 01st April 2021)

a)	Graduate Apprentice (Engineering/ Non-Engineering/Technology)	: ₹ 9,000
b)	Technician Apprentice (Engineering/Technology)	: ₹ 8,000
c)	Graduate Sandwich Apprentice (Students from Degree Engineering Institutions)	: ₹ 8,000
d)	Technician Sandwich Apprentice (Students from Diploma Engineering Institutions)	: ₹ 7,000

Note: Reimbursement against the Engagement of Apprentices through NATS in Non-Engineering category will be made effective from 20th December 2021 for a maximum period of 12 (Twelve) months.

- As per provisions of the Act stipend are to be paid by the employer for a particular month by the 10th day of the following month. The continuance of payment of stipend to an apprentice shall be subject to the work and conduct of the apprentice being satisfactory.
- 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 continuance of payment of stipend to the apprentice.
- Employers are however free to pay stipends higher than these minimum rates as prescribed under 13.1 above. However, the reimbursement from Central Government will be restricted to 50% of minimum rate of stipends as specified under 13.1 above.

12. PROCEDURE TO CLAIM FOR RE-IMBURSEMENT

The claim should be preferred on quarterly basis in arrears i.e., the apprentices engaged under the Act are to be paid full amount of stipend by the employers in the first instance and claims are raised later on quarterly basis.

- The claims should be generated online and to be submitted to BOPT-ER, Kolkata, after duly affixing signature with date and seal by the authorities concerned, on the printed copies of generated bill through NATS portal.
- While forwarding claim bill to Board of Practical Training for reimbursement, it should be ensured that ECS mandate Form authorized by bank filled in (one time only) is submitted to the Board for effecting reimbursement through NEFT.
- In no case, the claim bills shall be reimbursed, if submitted two (02) years after completion of the apprenticeship training of an apprentice.

13. ISSUANCE OF CERTIFICATE OF PROFICIENCY (COP):

Every Graduate & Technician apprentice, who completes his/her apprenticeship training to the satisfaction of the concerned Regional Board shall be granted a “certificate of proficiency” by that Board on behalf of Central Govt.

For the above purpose, every apprentice, who has successfully completed apprenticeship training shall be entitled to download/receive Certificate of Proficiency online/offline subject to the condition that his/her last quarter assessment is completed and uploaded / forwarded by the employer. However, the employer may issue a certificate to the apprentices of their own.

14. HEALTH, SAFETY AND WELFARE OF APPRENTICES:

Where any apprentices are undergoing training in a factory, the provisions of Chapters III, IV and V of the Factories Act, 1948, shall apply in relation to the health, safety and welfare of the apprentices as if they were workers within the meaning of that Act and when any apprentices are undergoing training in a mine, that provisions of Chapter V of the Mines Act, 1952, shall apply in relation to the health and safety of the apprentices as if they were persons employed in the mine.

15. HOURS OF WORK, OVERTIME, LEAVE AND HOLIDAYS:

- a) The weekly and daily hours of work of an apprentice while undergoing practical training in workplace shall be as determined by the employer subject to the compliance with the training duration, if prescribed
- b) No apprentice shall be required or allowed to work overtime except with the approval of the Apprenticeship Adviser who shall not grant such approval unless he is satisfied that such overtime is in the interest of the training of the apprentice or in the public interest.
- c) An apprentice shall be entitled to such leave and holidays as are observed in the establishment in which he is undergoing training.

16. EMPLOYER’S LIABILITY FOR COMPENSATION FOR INJURY:

If personal injury is caused to an apprentice, by accident arising out of and in the course of his training as an apprentice, his employer shall be liable to pay compensation which shall be determined and paid, so far as may be, in accordance with the provisions of the Workmen's Compensation Act, 1923, subject to the modifications specified in the Schedule.

17. CONDUCT AND DISCIPLINE:

In all matters of conduct and discipline, the apprentice shall be governed by the rules and regulations applicable to employees of the corresponding category in the establishment in which the apprentice is undergoing training.

18. PREMATURE TERMINATION OF CONTRACT OF APPRENTICESHIP:

- a) If the Contract of Apprenticeship is terminated through the failure on the part of Employer to carry out the terms and conditions of the Contract, he/she shall be liable to pay to the apprentice, compensation of an amount equivalent to his/her three months’ last drawn stipend, and when the said termination is due to failure on the part an apprentice in the above manner then a training cost of an amount equivalent to his/her three months’ last drawn stipend shall be made recoverable from such apprentice.
- b) However, a Contract of Apprenticeship can be terminated without payment of compensation.
 - i. provided both the parties are agreeable for the earlier termination of contract.
 - ii. provided the apprentices got a regular employment, and
 - iii. provided the apprentice quits apprenticeship on medical ground. A medical certificate shall, however, be necessary.

19. REGULARISATION OF LOSS OF TRAINING DUE TO LOCK-OUT/STRIKE ETC.

- a. Where Graduate / Technician apprentice is unable to complete the period of Apprenticeship Training due to Strike / Lock-out / Lay-off 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 / Lock-out / Lay-off and he shall be paid stipend during the period of such Strike / Lock-out / Lay-off or for a maximum period of six months whichever is less.
- b. 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 21(a) above with the other employer as specified in Section 5 of the Act.

20. APPRENTICES ARE TRAINEES NOT WORKERS:

Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and as such any provisions of the law with respect to labour shall not apply to or in relation to such apprentice.

21. OFFENCE & PENALTIES

- a) **Section 30 Sub-Section (1)** If any employer contravenes the provisions of this Act relating to the number of apprentices which he is required to engage under those provisions, he shall be given a month's notice in writing, by an officer duly authorized in this regard by the appropriate Government, for explaining the reasons for such contravention.
- b) **Section 30 Sub-Section (1A)** In case the employer fails to reply the notice within the period specified under sub-section(1), or the authorized officer, after giving him an opportunity of being heard, is not satisfied with the reasons given by the employer, he shall be punishable with fine of five hundred rupees per shortfall of apprenticeship month for first three months and thereafter one thousand rupees per month till such number of seats are filled up.
- c) **Section 30 Sub-Section (2)**

If any employer or any other person

- i. required to furnish any information or return-
- ii. refuses or neglects to furnish such information or return, or
- iii. furnishes or causes to be furnished any information or return which is false and which he either knows or believes to be false or does not believe to be true, or
- iv. refuses to answer, or gives a false answer to any question necessary for obtaining any information required to be furnished by him, or
- v. refuses or wilfully neglect to afford [the Central or the State Apprenticeship Adviser or such other person, not below the rank of an Assistant Apprenticeship Adviser, as may be authorized by the Central or the State Apprenticeship Adviser in writing in this behalf] any reasonable facility for making any entry, inspection, examination, or inquiry authorized by or under this Act, or
- vi. requires an apprentice to work overtime without the approval of the Apprenticeship Adviser, or
- vii. employs an apprentice on any work which is not connected with his training, or
- viii. makes payment to an apprentice on the basis of piecework, or
- ix. requires an apprentice to take part in any output bonus or incentive scheme,
- x. engages as an apprentice a person who is not qualified for being so engaged, or
- xi. fails to carry out the terms and conditions of a contract of apprenticeship,

he/she shall be punishable with fine of one thousand rupees for every occurrence.

- d) **Section 30 Sub-Section (2-A)**

The provisions of this section shall not apply to any establishment or industry which is under the Board for Industrial and Financial Reconstruction established under the Sick Industrial Companies (Special Provisions) Act, 1985 (1 of 1986).

e) **Section 31 [Penalty where no specific penalty is provided]**

If any employer or any other person contravenes any provision of this Act for which no punishment is provided in Section 30, he shall be punishable with fine which shall not be less than one thousand rupees but may extend to three thousand rupees.

f) **Section 32 [Offences by companies]**

Sub-section (1) – If the person committing an offence under this Act is a company, every person who, at the time the offence was committed was in charge of, and was responsible to, the company for the conduct of business of the company, as well as the company, shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

Provided that nothing contained in this sub-section shall render any such person liable to such punishment provided in this Act if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

Sub-Section (2) – Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any negligence on the part of, any director, manager, secretary, or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

22. REGULAR EMPLOYMENT TO THE APPRENTICES AFTER COMPLETION OF TRAINING:

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”. However, 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 under above mentioned section of the Act.

23. SURVEY & NOTIFICATION

The Regional Central Apprenticeship Advisor or his nominee shall locate the industries for survey and notification in the Eastern Region and in other Regions also for such companies aspiring for PAN India operation. The establishments shall forward the detail information online/offline in the prescribed format (Form F2). After survey the Board shall inform by a notice (Online/Offline) to the industry containing the number of training seats to be created for engagement of apprentices in the current/subsequent years in exercise of powers conferred under Section 8(1) of The Apprentices (Amendment) Act, 2014. The notice shall contain the total number of Graduate & Diploma holder engineers to be engaged every year by the Employer under Section 11(a) of the Act.

24. USE OF ICT IN IMPLEMENTATION OF THE APPRENTICES ACT

Skills and knowledge are the driving forces of economic growth and social development for any country. Countries with higher and better levels of skills adjust more effectively to the challenges and opportunities of world of work. Potentially, the target group for skill development comprises in the labour market including those entering the labour market for the first time (12.8 million annually), those employed in the organized sector (26.0 million), and those working in the unorganized sector (433.0 million) [2004-05]. The current capacity of Skill Development Programme is 3.1 million against which India has set a target of skilling 500 million people by 2022. As the proportion of working age group of 15 to 59 years is steadily increasing, India has an advantage of demographic dividend. Harnessing the demographic dividend through appropriate skill development efforts would provide an opportunity to achieve inclusion and productivity within the country and a reduction in the global skill shortages. Large scale development is thus an imminent imperative.

There are many major challenges of skill development initiative to address the needs of the huge population of the country. National Apprenticeship training Scheme of Govt. of India is one of the ways forward achieving such target, comprising of on job training to freshly qualified graduates and diploma holders in engineering, non-engineering, and technology. Some of the measures taken by Govt. of India for the expansion of skill development are:

1. Adaptation of Innovative approaches to raise the capacity of the system extensively over a limited period.
2. Development of mechanism to encourage private sector participation.
3. Expansion of public training institutions, particularly in rural, border and hilly and difficult areas.
4. Development of innovative delivery models using mobile training, distance learning, e-learning etc.
5. Promotion of skill development in villages and block level, encouraging participation of Panchayat, Municipalities and other local bodies including co-operatives and NGOs.
6. The expansion coverage by establishment to 1 lakh (for 1 million apprentices) from existing 23,800 establishments (for 2.58 lakhs apprentices)

Now, we can understand the role of employers'/training establishments in building the capacity of skill development to reach the national target of development of 500 million skilled manpower by 2022.

Ministry of Education, Department of Higher Education, Govt. of India through the four Regional Boards of Practical/Apprenticeship Training situated in Kolkata, Mumbai, Kanpur & Chennai is implementing The Apprentices Act aiming to create a pool of skilled manpower in the country through On- the-Job Training for Graduates in Engineering or Non-Engineering or Technology or Equivalent qualification granted by any institution recognized by the Government and Diploma Holders in Engineering or Technology, in any Designated or Optional subject fields. All the four Boards are implementing the Apprenticeship Training Scheme on Regional basis.

The National Web Portal-site is developed based on four board perspectives:

1. Integration of existing four portals of Regional Boards
2. User friendly portal-site for Students, Industries, Institutions & other stakeholders
3. Auto Skill Mapping of Demand & Supply
4. Provide capacity building for vertical & horizontal growth of regions.

One of the components of such initiative to reach the target is contribution through structured National Apprenticeship Training Scheme of Govt. of India under The Apprentices Act, 1961 as amended time to time.

Note: The information provided under this heading are for easy understanding of stakeholders; all cares are taken to ensure that the content herein is as per the provisions of the Apprentices Act as amended from time to time, however, in case of any dispute the provisions of the said Act will prevail over this content.



NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS)

A PLATFORM FOR SKILL DEVELOPMENT AND CAREER GROWTH

BOARD OF PRACTICAL TRAINING (EASTERN REGION)

Ministry of Education
Department of Higher Education
Government of India

BROCHURE FOR STUDENTS / ASPIRANTS



www.bopter.gov.in



Apprenticeship Training Scheme

Objective

The basic objective of the scheme is to bridge, any gap, in so far practical/ hands on experience of fresh graduate engineers, diploma holders and general streams students such as B.A, B.Sc., B.Com. etc. and also to enhance their skills for making their suitability in job absorption as per the needs of the industry.

Educational Qualifications

General streams students such as B.A, B.Sc., B.Com. etc. granted by recognised institution / statutory university

or

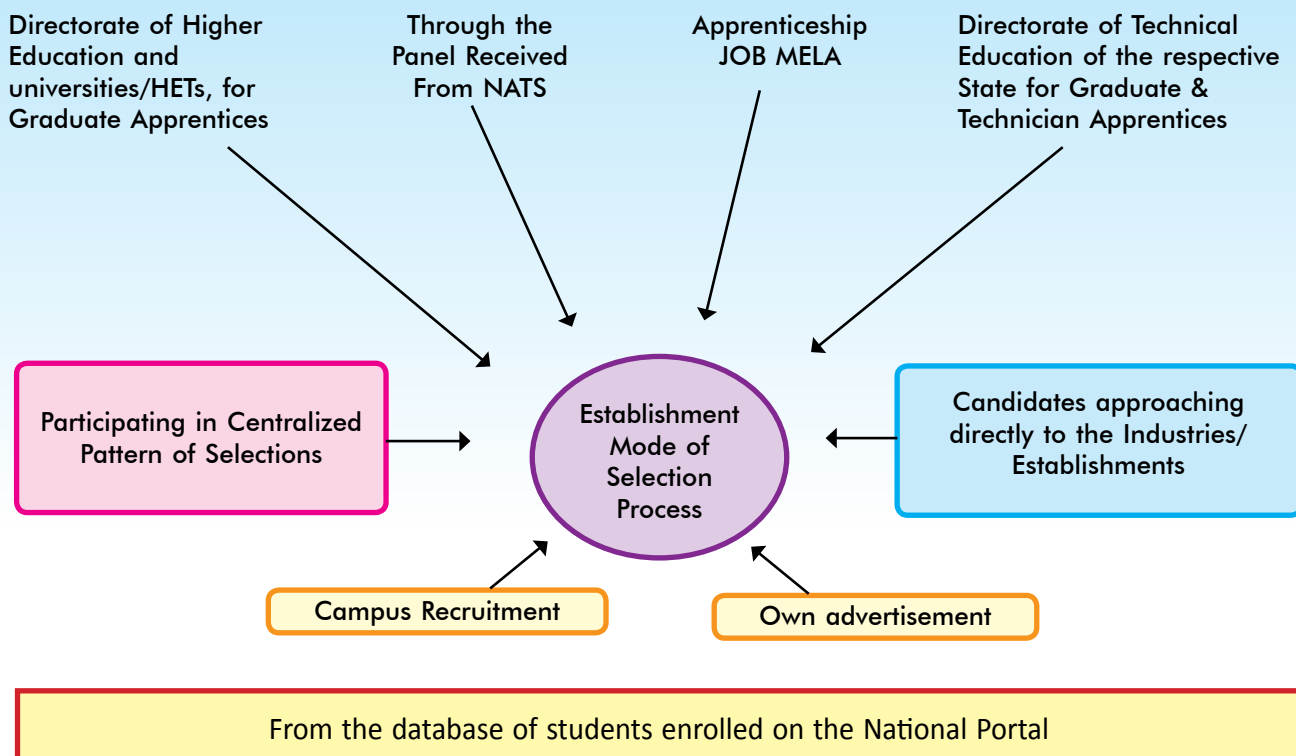
Student pursuing Degree in Engineering under Sandwich pattern that he may hold a degree in engineering or technology

Diploma in engineering or technology granted by recognised institution / statutory University

or

Student pursuing diploma of Engineering under Sandwich pattern in order that he may hold a diploma in engineering or technology

Apprentice Selection Process



How to Apply/Enrol

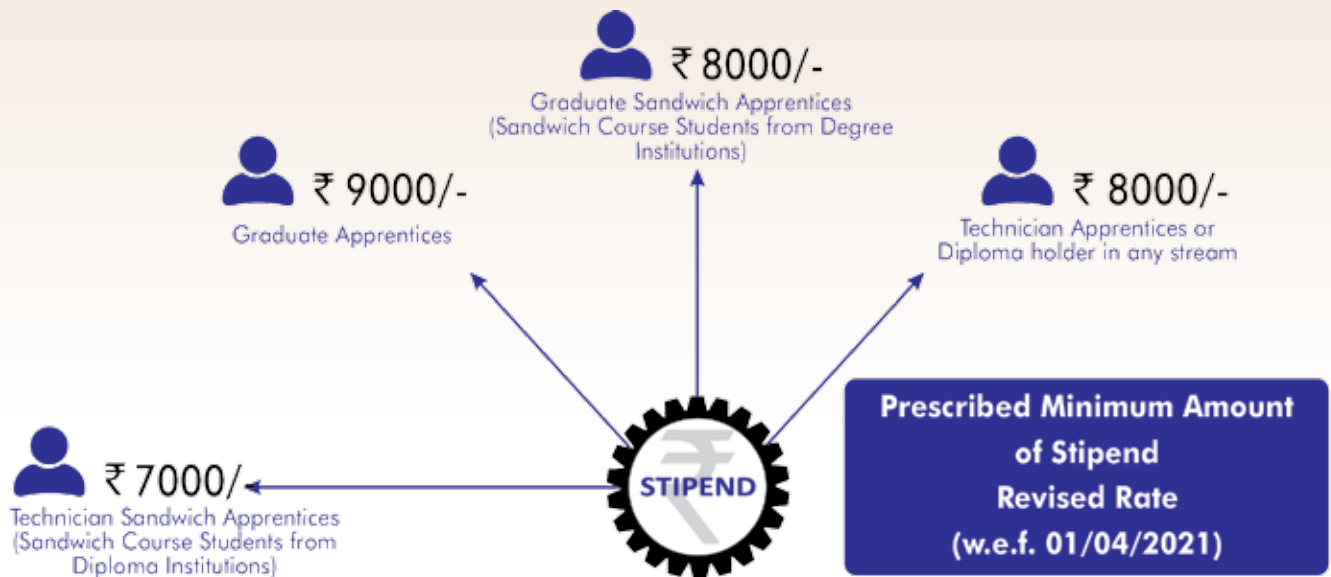
- Step 1** : Visit NATS portal
- Step 2** : Click Register, then Home Page appears, select student and click Register
- Step 3** : In Enrolment Type Select Category-Student
- Step 4** : Fill Students Educational Details. And student should enter the % of Marks of CGPA
- Step 5** : Fill in all personal details. E-mail id Mandatory. Hence all communication will be through email-id. A Unique email id should be given and it cannot be changed
- Step 6** : Before declaration ensure all the details entered are correct
- Step 7** : Preview the details before submit. Once all details entered is correct as per your knowledge click submit button
- Step 8** : After completion of the above mentioned 7 steps, the system will generate a User id & password. Students can also use their e-mail id instead user name / user id
- Step 9** : Enrolled Student can Login in National Portal using the User name / E-mail id & Password to view status
- Step 10** : Student can see Job Advertisement / Job openings in the Home Page. Students can access establishment details across country and apply directly

Required Documents For Enrolment

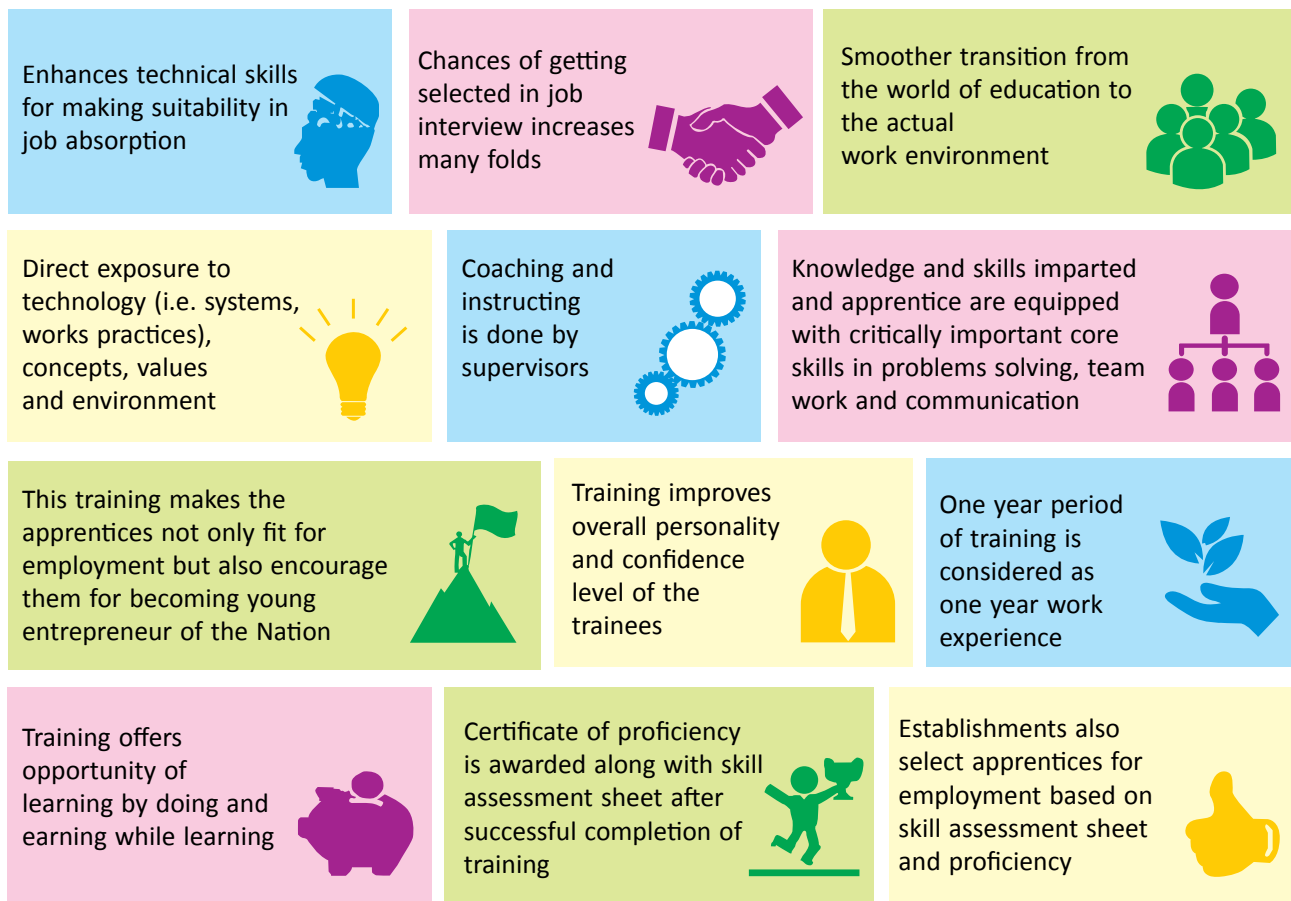
1. University / Polytechnic / Registration Number
2. Percentage % of Marks of CGPA obtained in Degree Engineering/ Diploma Engineering / Graduation
3. Branch of Study with month and year of passing
4. Aadhar Number Except in the State of Assam (Not mandatory) & Meghalaya (Not mandatory)
5. E-mail Id
6. Keep your personal mobile with you, at the time of enrolment to enter (OTP) for validation
7. List of elective subjects studied during Diploma /Degree in Engineering / Technology / Graduation in general stream
8. Details of additional short term / Certificate courses

Stipend

The apprentices are paid a monthly stipend by the 10th day of following month. The minimum prescribed rate of stipend are given below. However, the employer may pay stipend at higher rate. Apart from stipend, within the means available, the employer may also extend additional facilities to the apprentices.



Benefits of Apprenticeship Training



Student Information

The students have to enrol in National Web Portal with valid e-mail id and mobile number for further correspondence

The student / aspirant should not have training or job experience for one year or more

The opportunity of training is available only once

To qualify for training, the minimum age should be 14 years. For training in hazardous industries, the age should not be less than 18 years

The training slots are reserved for SC, ST, OBC and PwD

Students / aspirants can join for training in any establishment throughout India

The aspirants have to check vacancies of various training establishments in the National Web Portal from time to time until he / she finds selected as an apprentice in any establishment

Apprentice Information



The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline, as well as safety, and carry out all lawful orders of the employer and superiors in the establishment



The apprentice are entitled for leave as prescribed in the Apprentices Act, and holidays as are followed in the establishment



The apprentice shall maintain a daily record of their work during the period of training



The apprentice has to enter into a non - binding contract of apprenticeship with the employer and he/she can discontinue apprenticeship training without paying any penalty to the employer on Medical grounds (on production of medical certificate) or on production of document substantiating gainful employment or higher education



The apprentices may have to undergo periodical skill assessment test as per the schedule fixed by the employer



The employer shall formulate its own policy for recruiting any apprentice who has completed training in his establishment



The apprentice may seek redressal of their grievance related to apprenticeship training by registering their grievance on the national web portal

SUCCESS STORIES - INSTITUTIONS

M. N. Dastur & Co. (P) Ltd.

The main aim of the training was to develop skill to excel in professional career from being a fresh engineering graduate. It provided the basic understanding of how this organization works in several projects and how various departments work together to achieve a common goal. The training program was very helpful for me as a beginner in professional field..



Manish Ch Baranwal
West Bengal

Mankind Pharma Ltd.

Thankful to National Apprentices Scheme to provide a career path for job seekers with stipend. During the training period, learned a lot of technical skill which improves the capacity of initial career of a fresh engineer.



Divya Sikha
Sikkim

Government Engineering College, Munger

NATS helps freshers to gain knowledge of different areas and through it get next better opportunity for different establishments. During this apprenticeship training learned more practical knowledge in technical field. After completion of one year training period got opportunity to work as Technical Assistant in the Department of Civil Engineering.



Md. Ejaz
Bihar

Government Engineering College, Jamui

Apprenticeship training provides an opportunity to gain knowledge and practical experience in various area of the establishment. It had enhanced the technical knowledge and new innovative ideas as well as personality development.



Raja Vishal Chauhan
Bihar

Numaligarh Refinery Limited

The training is very interesting and helpful in every way. I got to understand the jobs practically and learn how to troubleshoot any kind of problems in practical field, as there is a huge difference between practical and theoretical knowledge, which is very helpful for me in future reference too. Overall, the training under NATS exceeded my expectations.



Panchami Bora
Assam

M. N. Dastur & Co. (P) Ltd.

The training program was really helpful for understanding the basics of each department and how they were interlinked in the steel plant and for that matter of fact for any manufacturing plant. It also helped me to understand how these departments work together for any assignments may it be a TEF, TEVR. Due Diligence and valuation projects. The training program was no doubt a great start for my professional career in this field of work.



Ritwick Ghosh
West Bengal

Government Engineering College, Lakhisarai

NATS provide me an opportunity to gain some practical experiences in areas of Mechanical Department. The training helps to enhance the technical and soft skills knowledge to get the employment as "Lab Assistant" at Government Engineering College, Lakhisarai.



Abhilash Kumar
Bihar

Numaligarh Refinery Limited

The training is giving me an opportunity to learn different aspects of working and thus improving my practical skill. This training is going to help in my skill development, which will be beneficial for me in the long term.



Janmee Gogoi.
Assam

GENERAL ATTRIBUTE DEVELOPMENT PROGRAMME (GADP) & FACULTY INDUSTRY ATTACHMENT PROGRAMME (FIAP)

CHALLENGES	DESCRIPTION	SOLUTION
Lack of Skill	Mere possession of an institutional degree is not enough to compete in this challenging world. Most of the freshers do not get immediate employment due to lack of soft skills.	To integrate the new entrants in the industry in a more compatible and dynamic way to fulfill the present needs BOPT(ER) Kolkata introduces General Attribute Development Programme (GADP), the platform for Skill Development (including Soft Skills) & Career Growth which aims at the new incumbents who are graduates, Trainees, Apprentices, Fresh Company Executives as well as MSME leaders.
Improvement of professional development in education	Every proposal for educational reform emphasizes the need for high quality professional development that will enable faculties to keep abreast of a rapidly growing knowledge base in education.	Most of the faculty Development Programs running in India are primarily classroom, laboratory and workshop oriented. The Faculty Industry Attachment Programme (FIAP) is primarily a 100 hours on-job Faculty Development Program fully discipline oriented in relevant industries.

Some of Our Major Training Partners



Apprenticeship training is for a period of only one year and for the sandwich course students, the period of apprenticeship training shall be as per their course curriculum. The apprenticeship training programmes will be formulated by the concerned industries / establishments and the Regional Central Apprenticeship Adviser. The apprenticeship training programmes can be available throughout the year as and when required by the industries / establishments.





BOARD OF PRACTICAL TRAINING (EASTERN REGION)

Ministry of Education
Department of Higher Education
Government of India

Regional Office: Block – EA, Sector – I, Salt Lake City,
Kolkata – 700064

Jurisdiction of Eastern Regional Board - Kolkata :

States : Orissa, Assam, Bihar, Jharkhand, West Bengal, Manipur, Meghalaya, Mizoram,
Nagaland, Arunachal Pradesh, Tripura, Sikkim

Union Territories : Andaman & Nicobar Islands

EXTENSION CENTRE ADDRESS AND CONTACT DETAILS :

Office	Address	Contact Details
Bhubaneswar Extension Centre	Government Polytechnic, Plot No:1, Xavier Road, Rail vihar Chandrasekharpur, Bhubaneswar, Odisha - 751023.	osd2.odisha@boptr.in osd1.odisha@boptr.in
Guwahati Extension Centre	Directorate of Technical Education, Assam Kahilipara, Guwahati, Assam – 781019.	osdne@boptr.gov.in osd1.ne@boptr.in
Patna Extension Centre	Room No. 111, First Floor, Directorate of Science & Technology, Govt. of Bihar, Technology Bhawan, Vishveshvaraiyah Bhawan Complex, Bailey Road, Rajbansi Nagar, Patna, Bihar-800001	osd2.bihar@boptr.in osd1.bihar@boptr.in
Jamshedpur Extension Centre	Al-Kabir Polytechnic, Kabir Nagar, Kopali, Via – Mango Jamshedpur – 831012, Jharkhand	osd2.jharkhand@boptr.in osd1.jharkhand@boptr.in
Durgapur Extension Centre	NSHM- Knowledge Campus, Durgapur Arrah, Shibhala via Muchipara, Durgapur, Burdwan, Westbengal-713212	osd2.westbengal@boptr.in

Email: inf@boptr.gov.in

Website: www.boptr.gov.in

Phone: (033) 2337-0750/





NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS)

INSTITUTION BROCHURE

**BOARD OF PRACTICAL TRAINING
(EASTERN REGION)**

Ministry of Education
Department of Higher Education
Government of India

POWER TO EMPOWER YOU



www.bopter.gov.in

Introduction

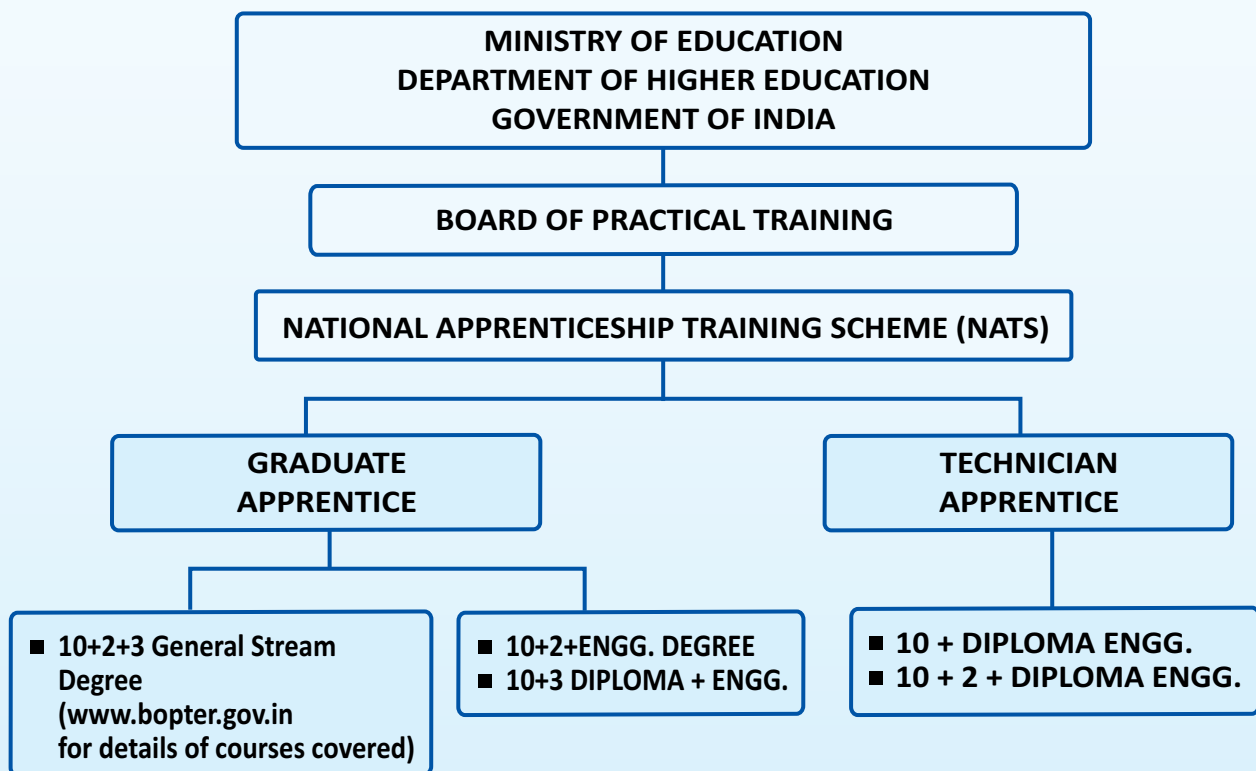
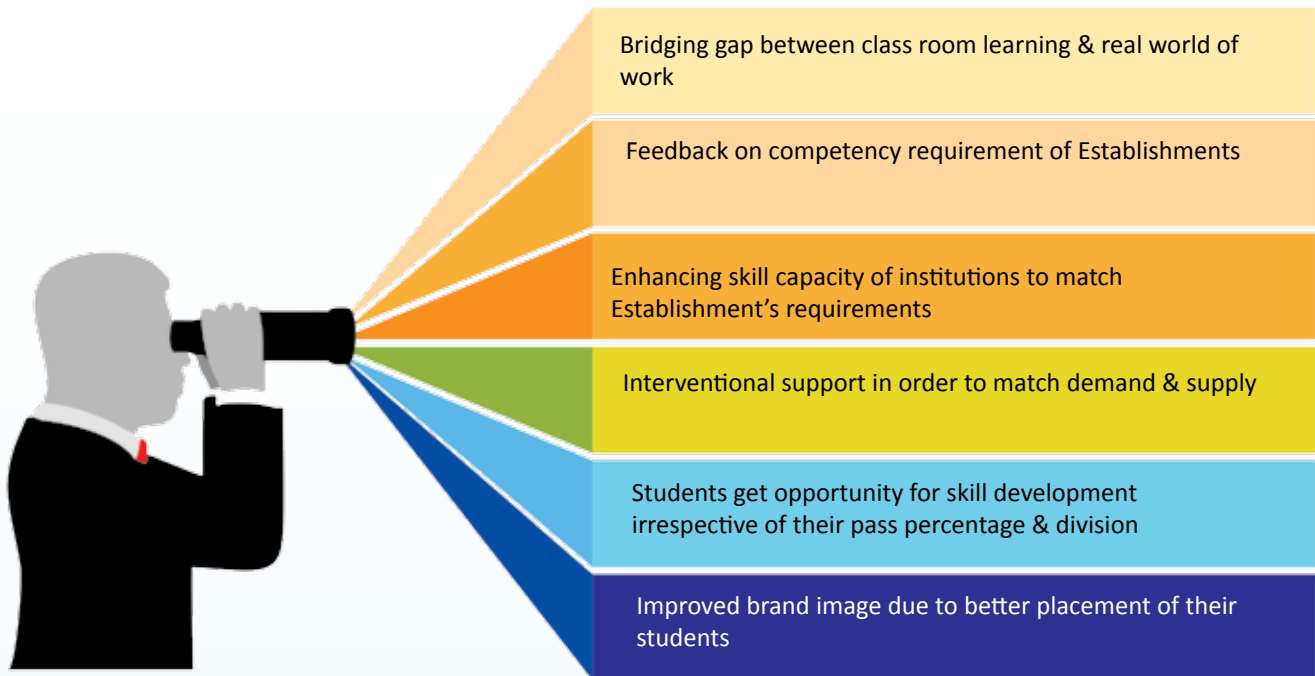
National Apprenticeship Training Scheme is one of the flagship programmes of Government of India. Ministry of Education, Department of Higher Education, Government of India implements the National Apprenticeship Training Scheme through Board of Practical Training at Kolkata and Boards of Apprenticeship Training located at Chennai, Mumbai, Kanpur for providing skill training by utilizing the facilities available in the industries to Graduates & Diploma Holders in Engineering & Technology and Graduate in General Stream pass outs as Graduate and Technician apprentices under the Apprentices Act 1961.

Apprentices are provided on the job training by employers using the facilities / resources available under the supervision of trainers, through structured training modules to ensure the apprentices acquire skills and competencies after the training which will enhance their confidence and employability. During the period of apprenticeship, the apprentices are paid monthly stipend, 50% of minimum stipend rate reimbursable to employer from Government of India. After successful completion of training, the apprentices are issued a Certificate of Proficiency by Government of India which is considered as one year experience when they go for further employment.

OBJECTIVES OF THE SCHEME

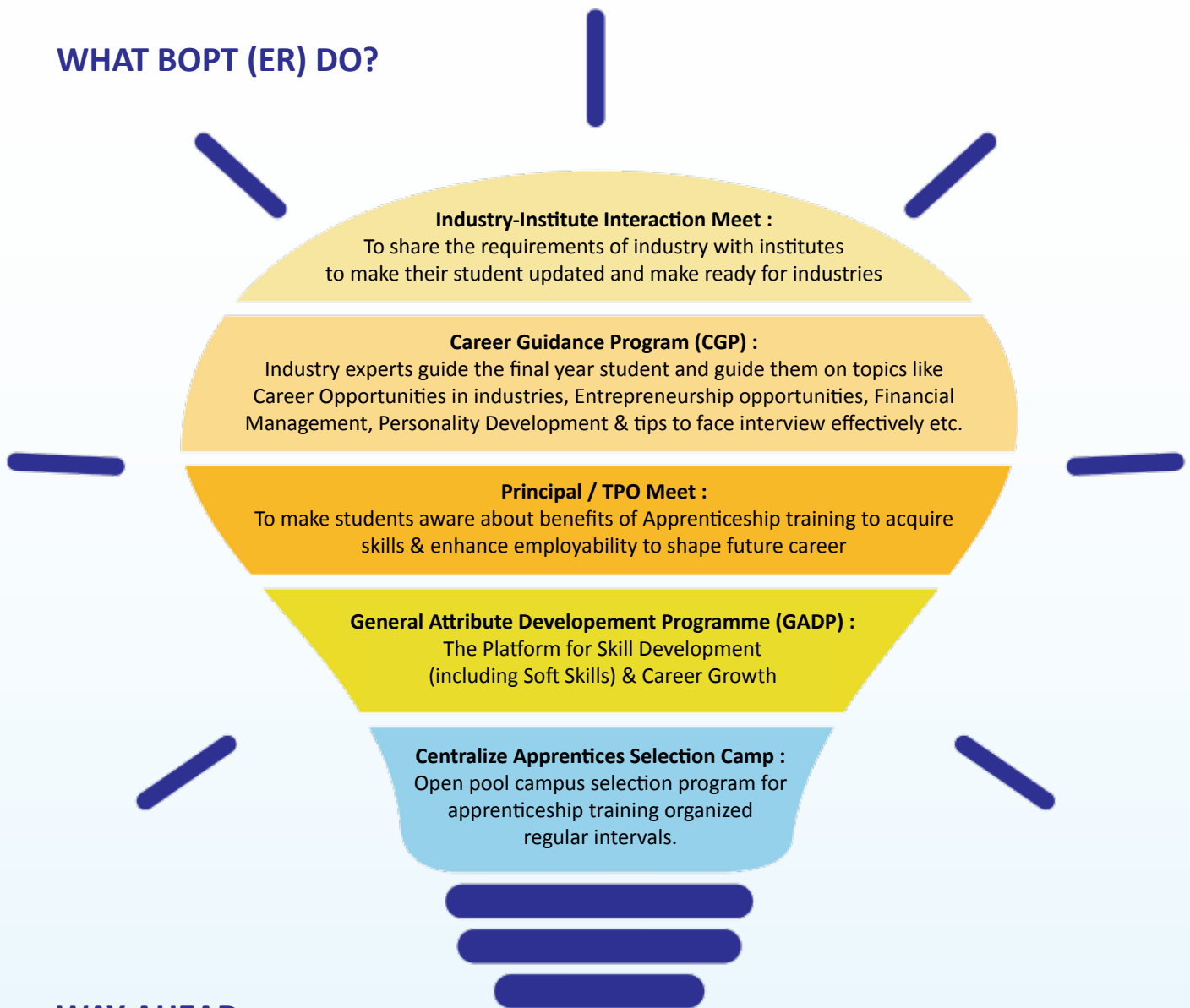
1	To bridge any gaps, enhance employability of fresh graduates & diploma holders in Engineering and Technology and Graduate in general stream pass outs that they do not acquire during their regular studies
2	Development of effective establishment institution interaction
3	To create skilled technical manpower for the Nation by utilizing the training facilities available in industries / organizations to the maximum possible extent by imparting quality training to the apprentices
4	To facilitate fresh graduates, diploma holders in engineering and Graduate in general stream pass-outs for acquiring practical training in industries / organizations and thus to make them more employable





- **SKILL ENHANCEMENT FOR A PERIOD OF ONE YEAR FOR ENGINEERING APPRENTICES**
06-36 MONTHES FOR NON-ENGINEERING APPRENTICES
- **APPRENTICE GET MONTHLY STIPEND PAID BY EMPLOYER AND CENTRAL GOVT. IN EQUAL SHARE**
CERTIFICATE OF PROFICIENCY ISSUED BY GOVT. OF INDIA WHICH IS EQUIVALENT TO ONE YEAR
JOB EXPERIENCE.

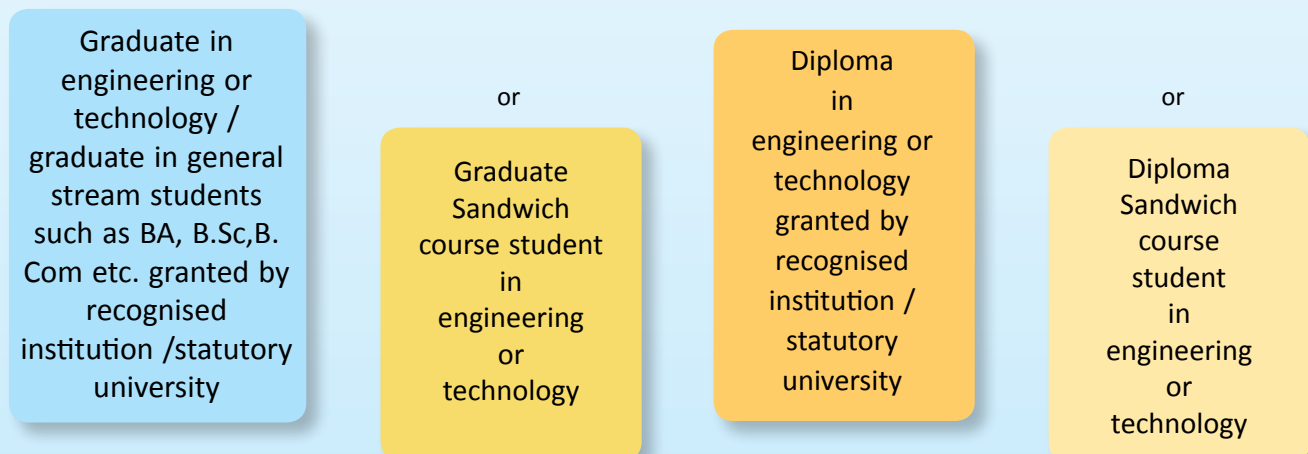
WHAT BOPT (ER) DO?



WAY AHEAD

1. Signing of MOU with institutions to organise various programme conducted for apprenticeship training in the region
2. Annual demand-supply GAP Analysis by lead institutions in the region
3. Institute shall have a page related to apprenticeship training on their website and a linkage window is to be provided with the website of BOPT (ER)

EDUCATIONAL QUALIFICATIONS



NEED FOR COLLABORATIONS WITH BOPT (ER)

CHALLENGES	DESCRIPTION	SOLUTION
Demand & Supply mismatch	The World of Education and World of Work has huge gap in various skills like soft, technical and interpersonal etc., in fresh graduates / diplomas. This mismatch is leading to higher unemployability among the fresh pass out students	NATS extends people centric approach for skill development which connects industries and institutions by adopting the changes with industry specific training program
Geographical location	Institution located at remote locations are finding it difficult to make their students ready for employment	NATS provides opportunity to the institutions located in remote area to access establishments data across the country. Institutions may enroll their pass out students to reap the benefit of on the job training
Infrastructure	Development of training infrastructure needs high investment and is dynamic in nature which may not be possible for institutions	NATS provides opportunity to interact with industries and keep abreast the latest trend & changes happening in the industry at regular interval
Training of Trainers	Training of trainers is one of the important challenges in skill development frame work and it is a serious bottle neck in that of skilling educated youth. Similarly establishment may train entrants in institutions related to various aspects of the course relevant in the establishments	Up skilling of trainers in the identified areas of skills by the board is achieved through various workshops conducted by the industry experts NATS provide a platform where Career Guidance Program (CGP) & awareness programs conduct in collaboration with industries in institutions to keep abreast the knowledge & skill level of trainers, which will lead to minimum efforts & maximum coverage in promoting skill development. Establishments sponsored research program can be undertaken by institutions also
Lack of Skill	Mere possession of an institutional degree is not enough to compete in this challenging world. Most of the freshers do not get immediate employment due to lack of soft skills.	To integrate the new entrants in the industry in a more compatible and dynamic way to fulfill the present needs BOPT(ER) Kolkata introduces General Attribute Development Programme (GADP), the platform for Skill Development (including Soft Skills) & Career Growth which aims at the new incumbents who are graduates, Trainees, Apprentices, Fresh Company Executives as well as MSME leaders.
Improvement of professional development in education	Every proposal for educational reform emphasizes the need for high quality professional development that will enable faculties to keep abreast of a rapidly growing knowledge base in education.	Most of the faculty Development Programs running in India are primarily classroom, laboratory and workshop oriented. The Faculty Industry Attachment Programme (FIAP) is primarily a 100 hours on-job Faculty Development Program fully discipline oriented in relevant industries.

OPPORTUNITY FOR TRAINING

The training is imparted in an establishment across —
GOVERNMENT DEPARTMENTS (CENTRAL & STATES)
PUBLIC SECTOR UNDERTAKINGS (CENTRAL & STATES)
PRIVATE INDUSTRY / ESTABLISHMENT

HOW TO APPLY

- Step 1 : Visit National Apprenticeship Training Scheme Portal
- Step 2 : Click Register, select your category as Institution and click Register
- Step 3 : In Institution Enrolment, Provide Institution Type
- Step 4 : Fill Institution Academic Details and subject wise intake adding rows by clicking on + symbol
- Step 5 : Fill in all Address details & E-mail id is Mandatory. All communication will be through email-id. An Unique email id should be given and it cannot be changed
- Step 6 : Fill in details of the officials of Institution for being in contact at any time to regional boards
- Step 7 : Before declaration ensure all the details entered are correct
- Step 8 : Submit after preview. Once all details entered is correct as per your knowledge click submit button
- Step 9 : After successful completion of the above mentioned 8 steps, the system will generate a Username / User id, password and publish e-mail id as provided by you
- Step 10: Enrolled Institution can Login in to the portal using the Username / Email id and Password to view their status
- Step 11: After getting Approval from regional boards Institution can see various activities scheduled by regional boards
- Step 12: Bulk Enrolment can also be done by the Institution by providing data in the form of template provided in the system and same to be uploaded in the system to generate User Id & password for each Student
- Step 13: Institute should provide User Id & Password to their students for accessing all relevant information in their home page e.g Job Advertisements / Job openings

REQUIRED DOCUMENT FOR REGISTRATION

1. Institute Name, Affiliated University
2. AICTE / UGC/DOTE / DTE / Government Approval Number
3. Total Student Strength - Branch Wise
4. Details of Chairman / Principal / Placement Officer

SOME OF OUR MAJOR TRAINING PARTNERS



SUCCESS STORIES - INSTITUTIONS

M. N. Dastur & Co. (P) Ltd.

The main aim of the training was to develop skill to excel in professional career from being a fresh engineering graduate. It provided the basic understanding of how this organization works in several projects and how various departments work together to achieve a common goal. The training program was very helpful for me as a beginner in professional field..

Manish Ch Baranwal
West Bengal



Mankind Pharma Ltd.

Thankful to National Apprentices Scheme to provide a career path for job seekers with stipend. During the training period, learned a lot of technical skill which improves the capacity of initial career of a fresh engineer.

Divya Sikha
Sikkim



Government Engineering College, Munger

NATS helps freshers to gain knowledge of different areas and through it get next better opportunity for different establishments. During this apprenticeship training learned more practical knowledge in technical field. After completion of one year training period got opportunity to work as Technical Assistant in the Department of Civil Engineering.

Md. Ejaz
Bihar



Government Engineering College, Jamui

Apprenticeship training provides an opportunity to gain knowledge and practical experience in various area of the establishment. It had enhanced the technical knowledge and new innovative ideas as well as personality development.

Raja Vishal Chauhan
Bihar



Numaligarh Refinery Limited

The training is very interesting and helpful in every way. I got to understand the jobs practically and learn how to troubleshoot any kind of problems in practical field, as there is a huge difference between practical and theoretical knowledge, which is very helpful for me in future reference too. Overall, the training under NATS exceeded my expectations.

Panchami Bora
Assam



M. N. Dastur & Co. (P) Ltd.

The training program was really helpful for understanding the basics of each department and how they were interlinked in the steel plant and for that matter of fact for any manufacturing plant. It also helped me to understand how these departments work together for any assignments may it be a TEFRR, TEVR. Due Diligence and valuation projects. The training program was no doubt a great start for my professional career in this field of work.

Ritwick Ghosh
West Bengal



Government Engineering College, Lakhisarai

NATS provide me an opportunity to gain some practical experiences in areas of Mechanical Department. The training helps to enhance the technical and soft skills knowledge to get the employment as "Lab Assistant" at Government Engineering College, Lakhisarai.

Abhilash Kumar
Bihar



Numaligarh Refinery Limited

The training is giving me an opportunity to learn different aspects of working and thus improving my practical skill. This training is going to help in my skill development, which will be beneficial for me in the long term.

Janmee Gogoi.
Assam



WHY APPRENTICESHIP TRAINING IS IMPORTANT FOR FRESH GRADUATES?

Every company has its own approach for evaluating new recently graduated students and for onboarding after training them to get the best results. What consistent is; a great deal of patience and hand-holding. Year after year, fresh graduates, young talent who have just completed their studies are stepping into the world of work for the first time. Some organizations value them enough to actively prioritize hiring them; others are more conservatives and recruit through a system consisting of assessment for a long period what is called "Period of Apprenticeship".

Whichever the case, fresh graduates present certain challenges in hiring. To begin with, they are difficult to differentiate. In terms of skills, technical skillsets are for the most part very similar and hence are distinguished mainly by academic performances - which is not necessarily the best indicator of work performance. Their professional skills are mostly formal. Their non-academic knowledge is hit and miss. So how should recruiters and hiring managers choose from within this large group of more or less identical candidates.

The answer is through "Apprenticeship Training"; wherein the employers get enough of time to teach/demonstrate the skills on the job and continuously monitor and assess students performance including soft skill and culture fit. Those who continuously perform well during the assessment are absorbed by the employers. National Apprenticeship Training Scheme (NATS) is a new wheel for many recruiters and hiring managers to get best of hiring and retention.

It is concluded that the "Apprenticeship Training" is a gateway to professional career and "A Step Towards Employment"



BOARD OF PRACTICAL TRAINING (EASTERN REGION)

Ministry of Education
Department of Higher Education
Government of India

Regional Office: Block – EA, Sector – I, Salt Lake City,
Kolkata – 700064

Jurisdiction of Eastern Regional Board - Kolkata :

States : Orissa, Assam, Bihar, Jharkhand, West Bengal, Manipur, Meghalaya, Mizoram,
Nagaland, Arunachal Pradesh, Tripura, Sikkim

Union Territories : Andaman & Nicobar Islands

EXTENSION CENTRE ADDRESS AND CONTACT DETAILS :

Office	Address	Contact Details
Bhubaneswar Extension Centre	Government Polytechnic, Plot No:1, Xavier Road, Rail vihar Chandrasekharpur, Bhubaneswar, Odisha - 751023.	osd2.odisha@boptr.in osd1.odisha@boptr.in
Guwahati Extension Centre	Directorate of Technical Education, Assam Kahilipara, Guwahati, Assam – 781019.	osdne@boptr.gov.in osd1.ne@boptr.in
Patna Extension Centre	Room No. 111, First Floor, Directorate of Science & Technology, Govt. of Bihar, Technology Bhawan, Vishveshvaraiyah Bhawan Complex, Bailey Road, Rajbansi Nagar, Patna, Bihar-800001	osd2.bihar@boptr.in osd1.bihar@boptr.in
Jamshedpur Extension Centre	Al-Kabir Polytechnic, Kabir Nagar, Kopali, Via – Mango Jamshedpur – 831012, Jharkhand	osd2.jharkhand@boptr.in osd1.jharkhand@boptr.in
Durgapur Extension Centre	NSHM- Knowledge Campus, Durgapur Arrah, Shibhala via Muchipara, Durgapur, Burdwan, Westbengal-713212	osd2.westbengal@boptr.in

Email: inf@boptr.gov.in

Website: www.boptr.gov.in

Phone: (033) 2337-0750/





NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS)

ESTABLISHMENT BROCHURE

BOARD OF PRACTICAL TRAINING
(EASTERN REGION)

Ministry of Education
Department of Higher Education
Government of India

NATS HELPS YOU TO GROW YOUR BUSINESS - MAKE THE RIGHT CONNECTIONS

TIME SAVING

COST EFFECTIVE

RECRUITMENT

HASSLE FREE

CLAIM

HUMAN RESOURCE

APPRENTICE

SKILLED

STIPEND

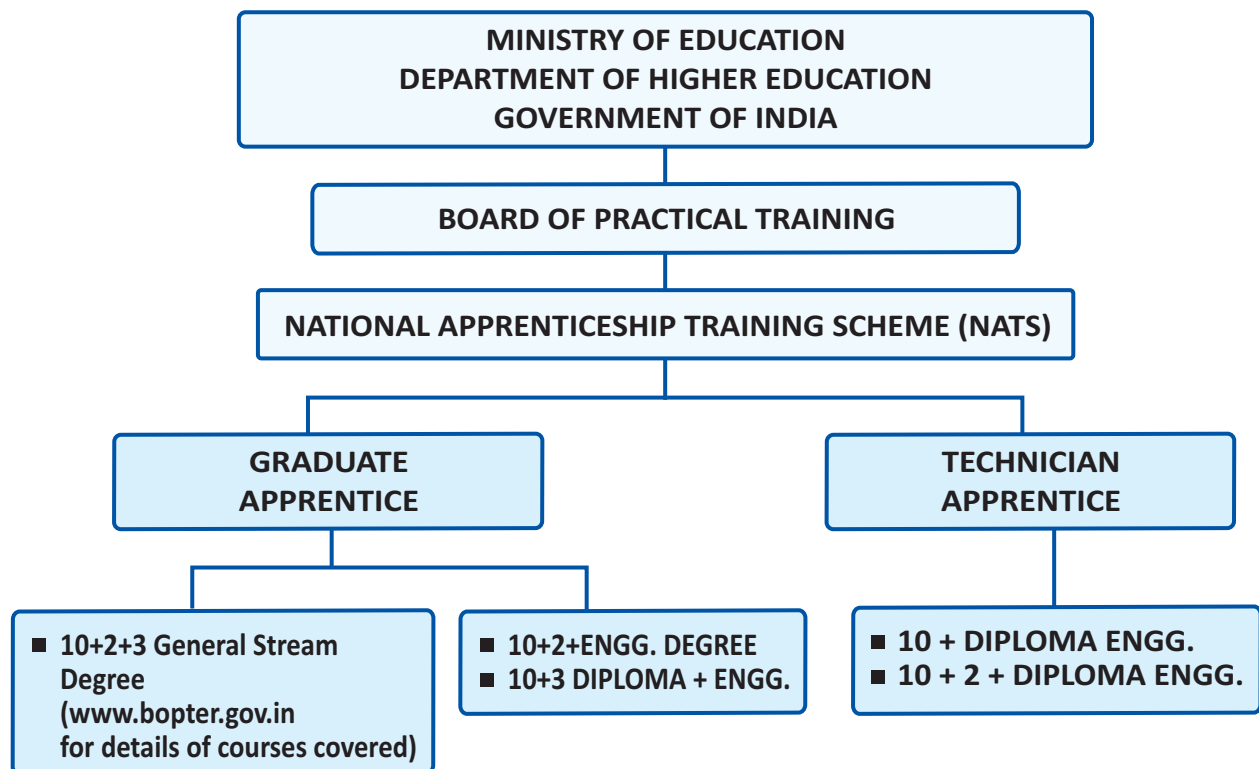
www.bopter.gov.in

About The Scheme

The importance of industrialization was emphasized by the Government of India in order to provide job opportunities for the vast majority of the people and to achieve economic growth. The various skills needed for the industries were identified.

In order to meet the requirements of the industries, the Government of India decided to utilize the facilities available in the industries for training of fresh graduates, diploma holders in Engineering / Technology, Pharmacy, Architecture, Hotel Management & Catering Technology, Library Science, and Graduates in General Stream and students of sandwich courses of engineering colleges and polytechnic colleges under the category of Graduate, Technician, Graduate sandwich, Technician sandwich Apprentices respectively under the purview of the Apprentices Act 1961 as amended in 1973, 1986, and 2014 and the Apprenticeship Rule 1992 (as amended in 2015). The Schematic representation of National Apprenticeship Training Scheme is as under;

Implementation Methodology of NATS

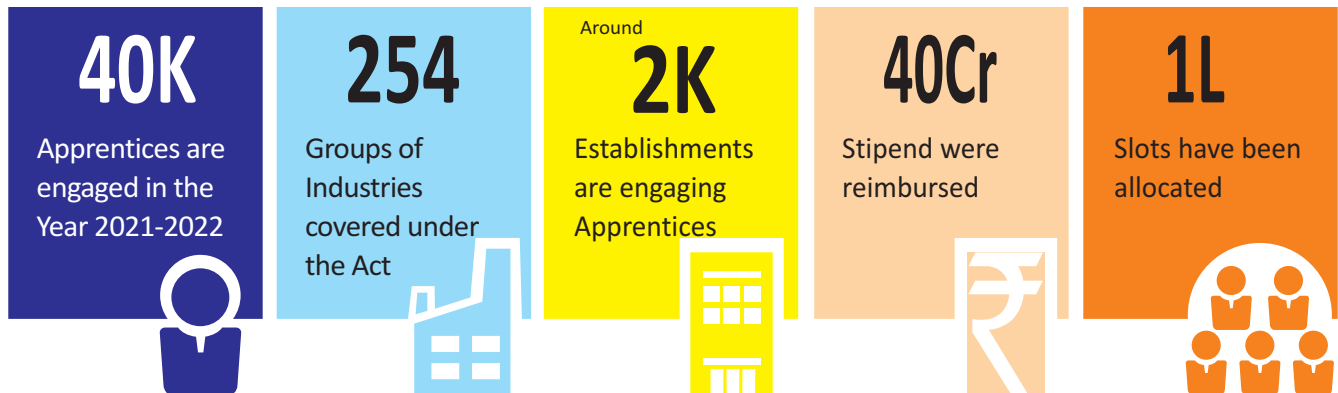


- SKILL ENHANCEMENT FOR A PERIOD OF ONE YEAR FOR ENGINEERING APPRENTICES
06-36 MONTHES FOR NON-ENGINEERING APPRENTICES
- APPRENTICE GET MONTHLY STIPEND PAID BY EMPLOYER AND CENTRAL GOVT. IN EQUAL SHARE
CERTIFICATE OF PROFICIENCY ISSUED BY GOVT. OF INDIA WHICH IS EQUIVALENT TO ONE YEAR
JOB EXPERIENCE.

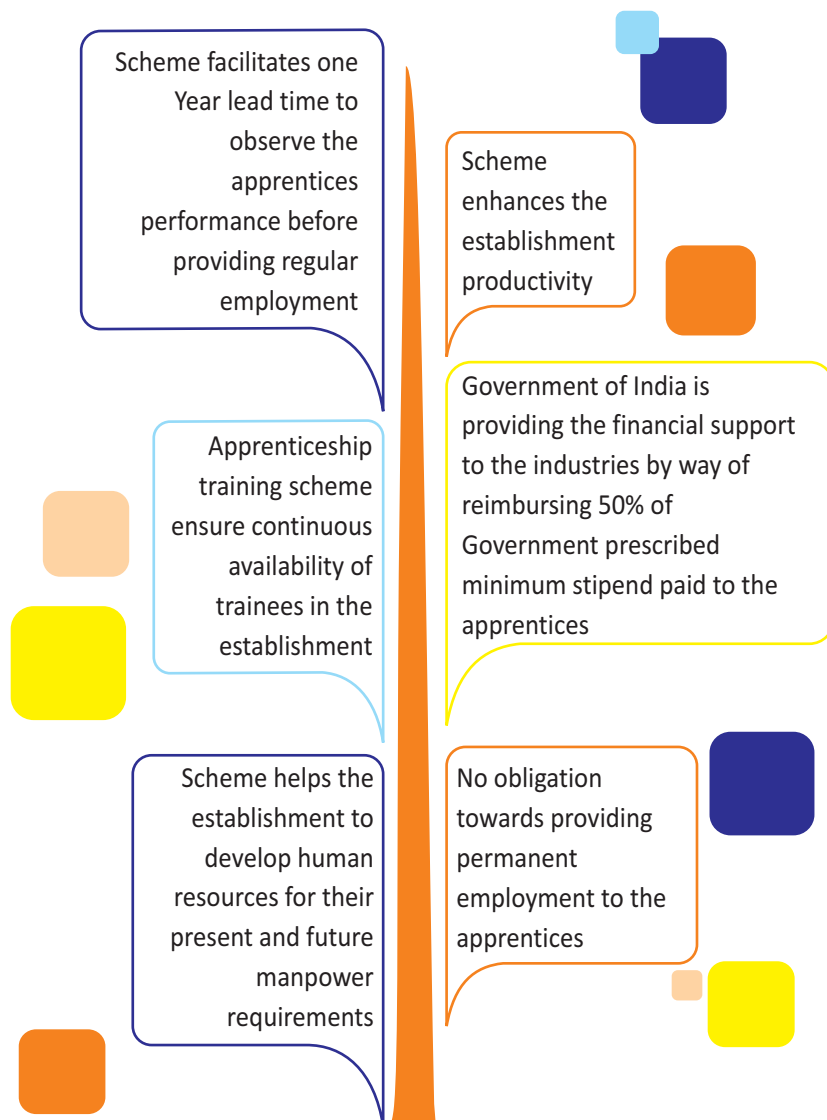


Coverage

It is obligatory on part of the every employer from Central, State and Private Sector Establishments having requisite training Infrastructure as laid down in the Act to engage the Apprentices.



Benefits of The Scheme



Objectives of The Scheme

- To bridge any gaps, the practical/hands on Skill of fresh graduates, diploma holders in engineering & technology and graduates in general stream pass-outs that they do not acquire during their study in colleges.
- Facilitate the employers to develop disciplined & regulated skilled manpower to meet the present and future manpower requirement which will help them to face the challenges of technology growth in the industries at the competitive cutting edge in global market.
- Help prospective employers in making better selection for regular employment.

Implementation Procedure of National Apprenticeship Training Scheme

FLOW DIAGRAM (ONLINE)



SURVEY AND NOTIFICATION

The Board of Practical Training / Boards of Apprenticeship Training identify the Industries for notification as per the Section 8 (1) of The Apprentices Act 1961 (as amended in 2014) and Rule 7(B) of The Apprenticeship Rule, 1992, (as amended in 2015).

For Notification the eligible establishments shall enrol / register online through the National web portal.

1. Request Letter/E-mail
2. Brief profile about establishment
3. Latest Income Tax Return
4. Structured Training Module
5. Certificate of Incorporation / Memorandum of Association

*COP- Certificate of Proficiency

Salient Features of NATS

Several employees may join together either themselves or through an agency approved by Regional Central Apprenticeship Advisor for the purpose of providing apprenticeship Training to the apprentices engaged by them

Also for general streams students should not completed five years after passing qualifying examination

All transactions are made online by launch of National Web Portal (Enrolment, Contract Submission, Claim Submission, Record of Progress, Training completion report, Issue of Digital Certificate of Proficiency)

Period of training is one year for Establishment can engage apprentices at any point of time throughout the year apprentices engineering and 06-36 months for non-engineering apprentices.

Students should not have work experience of one year or more and not undergone Apprenticeship Training else where

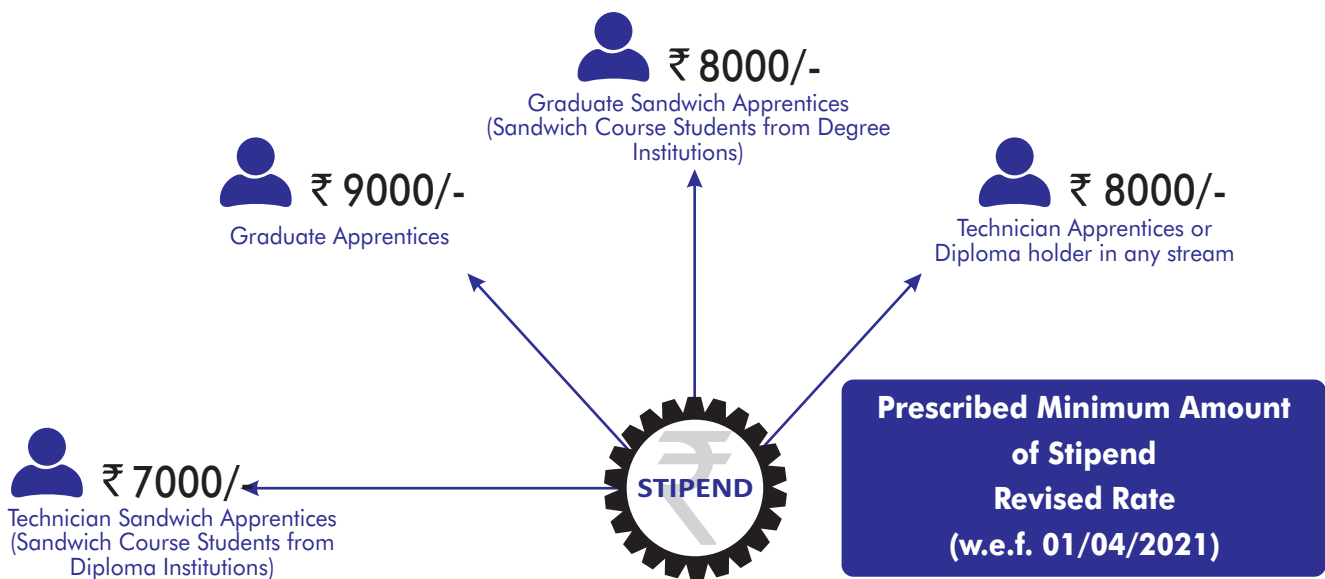
Apprentices are entitled for leave and holiday as observed in the Establishment in which he/she is undergoing training

Establishment can engage apprentices from any part of the country considering the eligibility criteria

Subject fields have been designated for the category of Graduate / Technician Apprentices and Graduate in general stream Apprentices, in addition to that optional trades are also available

Employers have to fulfill their obligation under the Act

Establishment operating business through different regions of India can implement the scheme from any one of the Boards under PAN India basis



**The stipend to be paid before 10th day of the following month as per the Apprenticeship Rules 2015 Rule 11(3)*

- Government of India revises the monthly rate of stipend periodically.
- Establishments are free to pay higher stipend.

Apprentice Selection Process

Establishment Mode of Selection Process

- From the database of aspirants enrolled on the National Portal
- Establishment may publish their own advertisement
- Campus Recruitment in Technical and Vocational Institutes
- Participating in Centralized Pattern of Selections organised by Boards of Apprenticeship / Practical Training
- Candidates approaching directly to the Establishments

Note : The selection of apprentices is prerogative of the training establishments. If selection of apprentices is done as per the method above, establishment will ensure that the selected candidates are enrolled in the national portal before commencement of their training .

(For Role of Establishment in NATS please visit www.bopter.gov.in)

How to Register in Web Portal

- Step 1 :** Visit National Apprenticeship Training Scheme Portal
- Step 2 :** Click Register, select establishment and click register
- Step 3 :** Enrolment type select category - Establishment
- Step 4 :** Fill all the details. Hence all communication will be sent to factory / place of training e-mail-id.
A unique e-mail-id will be given to you for login and it cannot be changed
- Step 5 :** Fill manpower, infrastructure for imparting training and apprentices requirement details
- Step 6 :** Before declaration ensure all the details entered are correct & click submit button
- Step 7 :** After completion of 7 steps, the system will generate a user name, e-mail-id and password
- Step 8 :** Enrolled establishment can login on portal
- Step 9 :** Establishment can see training & placement, job fair and contract details in the Home page

Required Documents for Registration

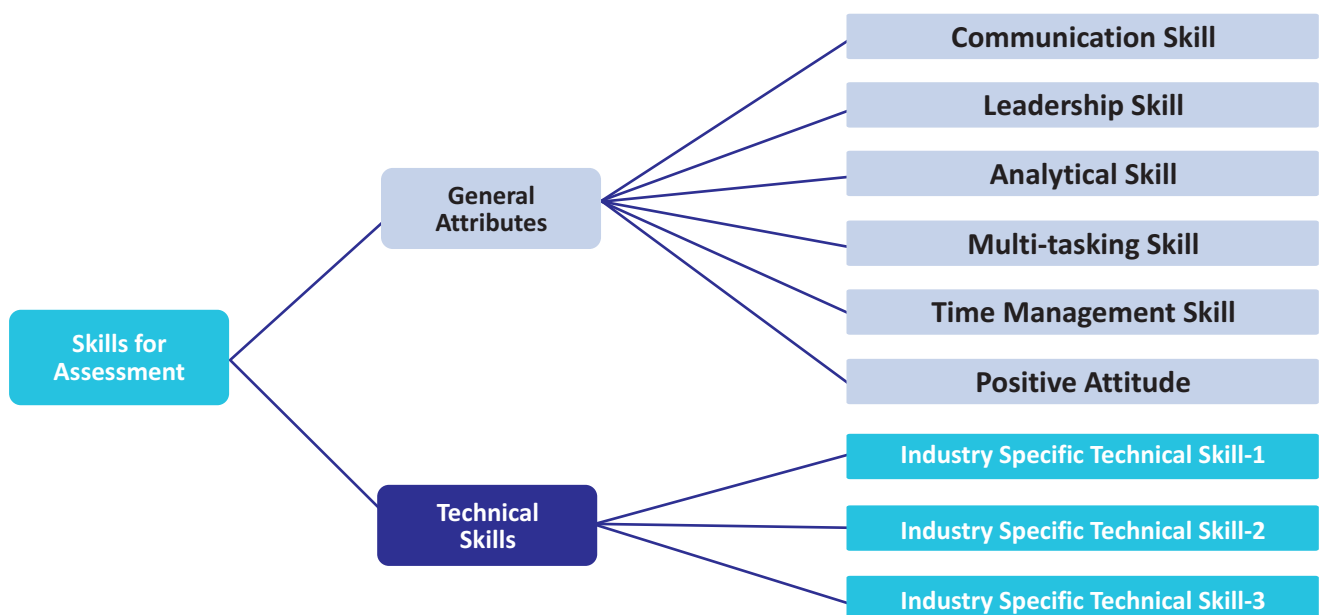
1. Head office / Corporate office / Factory address, Contact person, Phone, Mobile & e-mail id details
2. Current Manpower, Infrastructure for imparting training & Apprentices requirement details
3. After registration, please submit the scanned copies of the documents as mentioned in Survey & Notification to the concerned Regional Board for validation

Creation of Apprenticeship Contract

- Every contract of apprenticeship entered into under sub-section (1 of section 4 of the Act) shall be sent by the employer within thirty days to the Apprenticeship Adviser until a portal-site is developed by the Central Government and thereafter the details of contract of apprenticeship shall be entered on the portal-site within seven days, for verification and registration.
- In the case of objection in the contract of apprenticeships, the Apprenticeship Adviser shall convey the objection to the employer within fifteen days from the date of its receipt.
- The Apprenticeship Adviser shall register the contract of apprenticeship within thirty days from the date of its receipt.

Imparting Training To The Apprentices:

- Every employer is required to ensure continuous development of six most important General Skills benchmarked with the best practices mentioned as Skill Sub-sets under each skills and it will be implemented by all employers for assessment and certification purpose.
- Every employer is required to formulate and implement training program for developing technical skills categorized in different areas of specialization. The employer is to offer training to apprentices for development of technical skills in maximum three areas of specialization.
- The formulated training program in different areas of specialization for development of technical skill is required to be approved by the concerned Regional Central Apprenticeship Adviser.
- The training programs over a period of one year should have the provisions for development of general skills under Communication Skill, Leadership Skill, Multi Tasking Skill, Analytical Skill, Time Management Skill and Positive Attitude as well as in area of specialization under Technical Skills. The training establishment is to conduct quarterly skill assessment and ensure that the requisite inputs in terms of classroom/lectures/audiovisual programs/journals/literatures are provided time to time to the apprentices so as to develop the combo of general skill as well as technical skills to the extent defined in the Certification & Assessment model.



Quarterly Assessment of The Skills

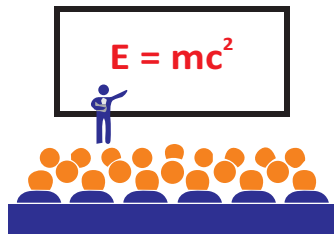


Apprentice Progress shall be recorded Online, on a quarterly basis in a format indicating the skill imparted to the Apprentices and shared with the Apprentices too

A continuous system of skill development & Assessment is followed



It shall be endeavor of the establishment to provide additional training and inputs to apprentices so as to ensure 100% success rate



In case of no improvement in the skill set of the apprentices the training establishment shall take adequate corrective measures to ensure the progress in skill development in the subsequent quarters

General Attribute Development Programme (GADP) & Faculty Industry Attachment Programme (FIAP)

CHALLENGES	DESCRIPTION	SOLUTION
Lack of Skill	Mere possession of an institutional degree is not enough to compete in this challenging world. Most of the freshers do not get immediate employment due to lack of soft skills.	To integrate the new entrants in the industry in a more compatible and dynamic way to fulfill the present needs BOPT(ER) Kolkata introduces General Attribute Development Programme (GADP), the platform for Skill Development (including Soft Skills) & Career Growth which aims at the new incumbents who are graduates, Trainees, Apprentices, Fresh Company Executives as well as MSME leaders.
Improvement of professional development in education	Every proposal for educational reform emphasizes the need for high quality professional development that will enable faculties to keep abreast of a rapidly growing knowledge base in education.	Most of the faculty Development Programs running in India are primarily classroom, laboratory and workshop oriented. The Faculty Industry Attachment Programme (FIAP) is primarily a 100 hours on-job Faculty Development Program fully discipline oriented in relevant industries.

SUPPORT FROM BOPT (ER)

Establishment engaging bulk apprentices can get the following support

- Uploading of Contract
- Uploading of Record of Progress



BOARD OF PRACTICAL TRAINING (EASTERN REGION)

Ministry of Education
Department of Higher Education
Government of India

Regional Office: Block – EA, Sector – I, Salt Lake City,
Kolkata – 700064

Jurisdiction of Eastern Regional Board - Kolkata :

States : Orissa, Assam, Bihar, Jharkhand, West Bengal, Manipur, Meghalaya, Mizoram,
Nagaland, Arunachal Pradesh, Tripura, Sikkim

Union Territories : Andaman & Nicobar Islands

EXTENSION CENTRE ADDRESS AND CONTACT DETAILS :

Office	Address	Contact Details
Bhubaneswar Extension Centre	Government Polytechnic, Plot No:1, Xavier Road, Rail vihar Chandrasekharpur, Bhubaneswar, Odisha - 751023.	osd2.odisha@boptr.in osd1.odisha@boptr.in
Guwahati Extension Centre	Directorate of Technical Education, Assam Kahilipara, Guwahati, Assam – 781019.	osdne@boptr.gov.in osd1.ne@boptr.in
Patna Extension Centre	Room No. 111, First Floor, Directorate of Science & Technology, Govt. of Bihar, Technology Bhawan, Vishveshvaraiah Bhawan Complex, Bailey Road, Rajbansi Nagar, Patna, Bihar-800001	osd2.bihar@boptr.in osd1.bihar@boptr.in
Jamshedpur Extension Centre	Al-Kabir Polytechnic, Kabir Nagar, Kopali, Via – Mango Jamshedpur – 831012, Jharkhand	osd2.jharkhand@boptr.in osd1.jharkhand@boptr.in
Durgapur Extension Centre	NSHM- Knowledge Campus, Durgapur Arrah, Shibhala via Muchipara, Durgapur, Burdwan, Westbengal-713212	osd2.westbengal@boptr.in

Email: inf@boptr.gov.in

Website: www.boptr.gov.in

Phone: (033) 2337-0750/

