



GOVERNMENT OF MAHARASHTRA

THE APPRENTICESHIP RULES, 1962

(As amended upto 31st December 1978)

PRINTED IN INDIA BY THE MANAGER, GOVERNMENT PRESS, AURANGABAD AND
PUBLISHED BY THE DIRECTOR, GOVERNMENT PRINTING AND STATIONERY
AND PUBLICATIONS, MAHARASHTRA STATE, BOMBAY-400 004

1978

~~ADM.0.62~~

[Price — Re. 0-80]

***THE APPRENTICESHIP RULES, 1962.....**
(AS AMENDED UPTO 31st DECEMBER 1978)

In exercise of the powers conferred by sub-section (1) of Section 37 of the Apprentices Act, 1961 (52 of 1961), and after consulting the Central Apprenticeship Council, the Central Government hereby makes the following rules namely:—

1. *Short title and commencement*—(1) These rules may be called the Apprenticeship Rules, 1962.

(a) They shall come into force at once.

2. *Definitions*—In these rules, unless the context otherwise requires;

(a) “Act” means the Apprentices Act, 1961 (52 of 1961).

**[(b) “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.

**[(bb) “Engineering Graduate” means a person, who.—

(1) holds a degree in engineering or technology granted by.—

(i) a statutory University,

OR

(ii) by an institution empowered to grant such degree by an Act of Parliament.

(2) has passed the Graduateship examination of professional bodies recognised by the Central Government as equivalent to a degree;

OR

(3) holds the qualifications which exempt him from Sections A and B Examinations of the Institution of Engineers (India).

(c) “National Classification of Occupations” means the National Classification of Occupations adopted by the Government of India, Ministry of Labour and Employment, Directorate General of Employment and Training.

(d) “Registered Medical Practitioner” means a person whose name is entered in the register maintained under any law for time being in force in any State regulating the registration of practitioners of medicine.

* G. S. R.—1134 dated 27th August 1962.

**Substituted by G. S. R.—297(E) dated 27th May 1975.

* (dd) "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.

(e) "Schedule" means a Schedule to these rules.

** [(f) Omitted.]

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 I.

@ (2) A person shall be eligible for being engaged as a graduate or technician apprentice if he satisfies one of the minimum educational qualifications specified in Schedule 1A:

Provided that.—

(i) no Engineering Graduate or Diploma Holder who had undergone training or job experience for a period of one year or more, after the attainment of these qualifications, shall be eligible for being engaged as an apprentice, under the Act;

(ii) 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;;

(iii) a person who has been a graduate or 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 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 acquire a degree or diploma in engineering or technology 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.

* Inserted by G.S.R.—297 (E), dated 27th May 1975.

** Omitted by G.S.R.—297 (E), dated 27th May 1975.

*** Rule 3 renumbered as sub-rule 3 (1) and the expressions "a trade apprentice" and "specified" substituted for "an apprentice" and "prescribed" respectively by G.S.R.—297 (E), dated 27th May 1975.

@ Inserted by G.S.R.—297 (E) dated 27th May 1975.

£ Rule 4 substituted by G.S.R. 1538 dated 28th September 1966.

(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 Exchange 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.

*4A. *Reservation of training places*—In respect of each of the States specified in column (2) of Schedule IIA, training places shall be reserved by the employer for the Scheduled Castes and the 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 shall be as specified in columns** (3) and (4) of the said Schedule :

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 fulfilled by persons belonging to the Scheduled 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 by persons not belonging to the Scheduled Castes or the Scheduled Tribes.

*4B. *Registration of the contract of Apprenticeship*—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.

@5. (1) *Period of Apprenticeship Training*—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 follows :—

* Inserted by GSR—297 (E) dated 27th May 1975.

** Substituted by GSR—459 (E) dated 23rd August 1975, for “Columns (2) and 3”.

@ In rule 5, the words “trade apprentice” substituted for “apprentice” by GSR—297 (E) dated 27th May 1975.

Trades	Code number (s) National Classification of Occupations 2	Period of training 3
Group No. 1—Machine—shop trades group :		
1. Fitter ..	750.10, 750.15	Three Years
2. Turner ..	751.10	—do—
*3. Machinist ..	751.30, 751.22	—do—
	751.20, 751.26	
4. Machinist (Grinder) ..	751.55	—do—
*5. (Omitted)		
Group No. 2—Foundry trades group :		
1. Pattern Maker ..	770.70	Three Years
2. Moulder ..	734.10, 734.40	—do—
Group No. 3—Metal Working Trades group :		
1. Blacksmith ..	733.10	Three Years
2. Sheet Metal Worker ..	754.00	—do—
3. Welder (Gas & Electric) ..	756.10, 756.20	Two Years**
†4. Motor Vehicle Body Builders ..	815.10	—do—
Group No. 4—Electrical Trades group :		
1. Electrician ..	760.10, 761.35	Three Years
2. Lineman ..	764.20	—do—
3. Wireman ..	764.25	—do—
†4. Auto Electrician ..	855.30	Two Years
†5. Electrician Aircraft ..	855.20	Four Years
Group No. 5—Building and furniture trades group :		
1. Carpenter ..	770.00, 770.10	Three Years
@2. Plumber ..	755.10	—do—
3. Brick Mason/Building Constructor ..	791.20	—do—
4. Brick Layer ..	791.20	One Year
†5. Furniture Maker and Designer ..	171.30, 812.10	Three Years
†6. Cabinet Maker ..	812.20	—do—
†7. Sports Goods (Wood) Maker ..	819.70	Two Years
Group No. 6—Maintenance Trades group :		
1. Millwright/Mechanic (Maintenance) ..	753.58	Four Years
∫2. Mechanic Maintenance (Textile Machinery) ..	753.64	Three Years
+3. Mechanic Maintenance (Chemical Plant) ..	753.58	—do—
†4. Mechanic, Dairy Maintenance ..	753.69	—do—
†5. Mechanic, Sewing Machine ..	845.82	One Years
Group No. 7—Precision Machining Trades group :		
1. Tool and Die Maker ..	750.20, 750.35	Four Years

* Substituted by GSR-780, dated 9th June 1975. Omitting Item No. 5.

** Substituted by GSR-1714, dated 27th October 1967. for "Three Years".

† Inserted by GSR-2462, dated 19th September 1975.

@ Inserted by GSR-594, dated 28th March 1964.

+ Inserted by GSR-152, dated 24th January 1967.

∫ Substituted by GSR-459 (E), dated 23rd August 1975, for "Mechanic (Textile Machinery).

†† Inserted by GSR-1553, dated 12th August 1968.

	1	2	3
<i>Group No. 8—Instrument Trades group :</i>			
* [1. Instrument Mechanic ..	740.00		Three years
2. Mechanic Instrument aircraft ..	841.15		Four years)
<i>Group No. 9—Refrigeration and Air Conditioning trades group :</i>			
1. Refrigeration and Air Conditioning ..	753.68		Three years
Mechanic			
<i>Group No. 10—Heat Engine trades group :</i>			
1. Mechanic (Motor Vehicle) ..	753.27		Three years
2. Mechanic (Diesel) ..	753.35		do
3. Mechanic (Tractor) ..	753.40		do
4. Mechanic (Earth Moving Machinery) ..	753.41		Four years
<i>£ Group No. 11—Draughtsmen and Surveyors trades group :</i>			
1. Draughtsman Civil ..	090.15		Three years
2. Draughtsman Mechanical ..	090.25		do
3. Surveyor ..	007.10, 007.30		do
	007.35, 007.40,		
<i>Group No. 12—Construction trades group :</i>			
1. Fitter Structural ..	757.55		Three years
<i>Group No. 13—Power Plant trades group :</i>			
1. Boiler Attendant ..	871.20, 871.30		Three years
<i>Group No. 14—Printing trades group :</i>			
(i) <i>Typesetting group</i>			
1. Compositor Hand ..	801.10		Two years†
2. Lino Operator ..	800.10		Three years
3. Mono Operator ..	800.20		do
4. Mono Caster ..	800.30		Two years†
(ii) <i>Printing group</i>			
@ 5. Letterpress Machineminder ..	803.20, 803.30		Three years
(Platen & Cylinder)			
(iii) <i>Photo Mechanic group</i>			
6. Process Cameraman ..	805.10		Three years
7. Retoucher Lithographic ..	806.30		do
8. Engraver ..	806.20		do
(iv) <i>Binding group</i>			
9. Book Binder ..	808.10		Two years†
** (v) <i>Litho offset group</i>			
10. Plate Maker (Lithographic) ..	926.40		Two years
11. Litho Offset Machineminder ..	923.50, 923.60		Three years]

* Subs. by GSR-2462, dated 19-9-75.

† Subs. by G. S. R. 125, dt. 9-1-76 for "Three Years".

** Ins. by the above GSR.

£ Group 11 (Items 1 to 3) subs. by GSR-61, dt. 30-12-70

@ Subs. by ibid for "Machineman".

Groups 11 to 14 Ins. by GSR-152, dt. 24-1-67.

	1	2	3
Group No. 15—Hotel and Catering trades group :			
†	1. Cook (General)	.. 520.20	Three years
	2. Cook (Vegetarian)	... 520.20	One year & six months
	3. Steward	.. 521.40, 539.20	Two years
	4. Baker or Confectioner	.. 539.30	
	5. House Keeper	.. 770.10	Two years & six months
	6. Hotel Clerk or Receptionist	.. 510.10	Two years
	*7. Linen Keeper	.. 352.10	do
	8. Canteen Services Supervisor	.. 510.70	One year
	9. Restaurent Hostess	.. 260.30	do
	10. Bill Clerk	.. 521.20, 539.30	do
	11. Pantry Man	.. 350.10	do
	12. Barman/Bartender	.. 520.60	do
	.. 522.20	Two years	
Group No. 16—Textile trades group ;			
	1. Weaver	.. 704.50	Six months
XX	2. Doffer-cum-Piecer	.. 702.35, 702.60	
	3. Tenter (Drawing and Speed/Fly frames)	.. 702.10, 702.13	do
	@4. Winder	.. 702.16	do
	*5. Knitter (Hosiery)	.. 702.40	Six months
		.. 757.10, 757.15	One year & six months
		.. 757.20, 757.25	
		.. 757.30	
Group No. 17—Power Plant trades group :			
	1. Steam Turbine Operator	.. 870.25	Three years
	2. Switch Board Attendant	.. 760.30	do
Group No. 18—Chemical trades group :			
	1. Attendant (Operator)	.. 810.10, 810.30	Three years
		815.40, 822.10	
		822.20, 822.40	
		822.50, 823.15	
		823.20, 823.25	
		823.27, 823.30	
		823.40, 823.43	
		823.45, 823.50	
		823.55, 823.60	
		823.65, 826.20	
		826.25, 826.30	
		826.65, 826.70	
		830.10, 830.20	
		830.30, 831.10	
		831.15, 831.20	
		831.25, 831.30	
		831.35, 831.40	
		831.50, 831.60	
		831. 0, 832 10	
		832.15, 832.20	
		832.30, 832.50	

* Ins. by GSR-2462, dated 19-9-75

XX Group 16 (items 2 & 3) inserted by

@ Ins. by GSR-459 (E), dated 23-8-75.

GSR-570, dt. 7-4-71.

† Group 15 (item 1 to 6) subs. by GSR-1224, dt. 5-10-74.

£ Group 18 (items 1 to 3 Ins. by GSR-469 dt. 11-3-70

	1	2	3
		832.60, 832.70, 832.72, 832.75, 833.10, 833.30, 833.40, 833.50, 833.55, 833.60, 833.65, 833.70, 833.75, 833.90, 834.10, 834.15, 834.25, 834.80, 839.30, 839.33, 839.35, 839.45, 839.48, 839.55, 830.60, 839.65, 839.70, 839.75, 839.78, 839.80, 839.82, 839.85, 851.10, 851.14, 851.18, 851.20, 851.25, 851.27, 851.32.	
2. Instrument Mechanic (Chemical)	..	740.10, 740.30, 740.45	Three Years
3. Laboratory Assistant	..	091.15, 091.20, 091.25, 091.55, 091.60, 091.70, 091.75.	Three Years
Group No. 19— Commercial trades group :			
*1. Book Keeping and Accountancy	..	071.10, 200.00, 200.10, 200.20, 200.30.	One Year
*2. Store Keeper (including purchaser)	..	289.20, 289.30, 289.40.	One Year
*3. Sales Assistant (General)	..	320.10, 320.20, 320.30, 320.40, 320.50, 321.20, 321.30, 329.10, 330.10, 330.20, 330.30, 339.10, 339.20.	One Year
*4. Cashier (General)	..	201.10, 201.20, 201.30.	One Year
*5. Clerk (General)	..	200.20, 280.12, 280.15, 280.22, 280.24, 280.26, 280.30, 280.36, 280.38, 280.45, 280.50, 280.52, 280.80.	One Year
***6. Export Assistant		350.10	Two Years
***7. Retail Distribution Assistant	..	401.10, 430.70	One Year

*Group 19 (item 1 to 5) ins. by GSR-1394, dated 23-10-72.

** Ins. by GSR-2462, dated 19-9-75.

	1	2	3
Group No. 20 Cutting and Tailoring group :			
@1. Designer and Master Cutter	..	794.60, 794.40	Two Years
*[2. Tailor (Men)	..	791.30, 791.40,	One Year & Six months.
		791.50.	
3. Tailor (Women)	..	791.20	One Year & six months
4. Tailor (General)	.	791.10, 791.90.	Two Years
Group No. 21 Agriculture trades group :			
1. Agricultural Mechanic	..	845.20.	Two Years
2. Farm Organisation and Management.	..	600.10.	—do—
3. Horticulturist	..	053.20.	—do—
Group No. 22 Leather Craft trades group :			
1. Sports Goods Maker (Leather)	..	809.90	Two Years
2. Leather Goods Maker	..	809.10, 809.20,	Two Years
		809.30, 809.40.	
3. Footwear Maker	..	801.10.	Two Years
4. Finished Leather Maker	..	761.00	—do—
5. Maintenance Mechanic for Leather Machinery.	..	845.81	Three Years
Group No. 23 Ship Building trades group :			
1. Shipwright (Steel)	..	874.65	Three Years
2. Pipe Fitter	..	871.20	—do—
3. Rigger	..	972.10	Two Years
4. Gas Cutter	..	872.40	—do—
5. Shipwright (Wood)	..	816.20	—do—
6. Painter	..	932.10	—do—
Group No. 24 Electronics trades group :			
1. Mechanic Radio and Radar Aircraft.	..	852.30, 854.50,	Four Years
		854.60.	—do—
2. Electronics Mechanic	..	852.20	Three Years
Group No. 25 Photography trades group :			
1. Photographer	..	173.10	One Year & Six months.
Group No. 26 Iron and Steel trades group :			
1. Millwright (Rolling Mills)	..	845.50	Four Years
2. Bricklayer (Refractory)	..	951.30	Three Years]

@ Ins. by GSR-459 (E), dated 23-8-75.

* Ins. by GSR-2462, dated 19-9-75 (inserting items 2 to 4 Group 20, item 1 to 3 under Group 21, item 1 to 5 under Group 22, item 1 to 6 under Group 23, items 1 to 2 under Group 24, item 1 under Group 25, items 1 to 2 under Group 26.)

*(2) Where a trade apprentice is unable to complete the full apprenticeship course within the period 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.

** (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) (i) The period of apprenticeship training in the case of Engineering graduates and Diploma holders shall be one year.

(ii) In the case of Sandwich Course Students, the period of practical training they undergo as part of their course of studies shall be the period of apprenticeship training.

6. *Compensation for termination of apprenticeship* :— Where the contract of apprenticeship is terminated through failure on the part of an employer to carry out the terms and conditions of contract, he shall be liable to pay to the apprentice compensation in accordance with the following rates :—

‡ Graduate apprentices	: Rs. 750.00
Technician apprentices	: Rs. 450.00
Trade apprentices :	

(i) For termination before the expiry of twelve months from the date of joining apprenticeship. : Rs. 300.00

(ii) For termination after expiry of twelve months but before the expiry of twenty-four months. : Rs. 400.00

(iii) For termination after the expiry of twenty four months. : Rs. 500.00]

‡6A *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.

* Substituted by GSR-383, dated 10-3-71.

** Inserted by GSR-594 dated 28-3-64.

† Inserted by GSR-297 (E), dated 27-5-75.

‡ Substituted by the above GSR.

†6B. *Maintenance of record of work by apprentice* :— Every graduate or technician 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.

7. *Payment of stipend to apprentices* :—†(1) The minimum rate of stipend payable to trade apprentices shall be as follows :—

During the first year of training	: Rs. 130 per month
During the second year of training	: Rs. 140 per month
During the third year of training	: Rs. 150 per month
During the fourth year of training	: Rs. 200 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.

** (1A) The minimum rates of stipend payable to graduate or technician apprentices shall be as follows :—

(i) Engineering Graduates	: Rs. 280 per month (for post-Institutional training).
(ii) Sandwich course student from Degree Institutions	: Rs. 180 per month.
(iii) Diploma Holders	: Rs. 180 per month (for post-Institutional training).
(iv) Sandwich course student from Diploma Institutions	: Rs. 150 per month.

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

(3) No deduction shall be made from the stipend for the period during which an apprentice remains on casual or medical leave. Stipend shall, however, not be paid for the period for which an apprentice remains on extraordinary leave.

(4) 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 the 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.

* Substituted by GSR-297 (E), dated 27-5-75.

** Substituted by GSR-38 (E), dated 23-1-76.

* (5) The continuance of payment of stipend to an apprentice shall be subject to the work and conduct of the apprentice being satisfactory.

* (6) 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 :

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.

* (7) On report being made by the employer under sub-rule (6) 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.

* 8. *Hours of work*—(1) The weekly hours of work of**[a trade apprentice] while undergoing practical training shall be as follows:—

(i) The total number of hours per week shall be 42 to 48 hours including the time spent on Related Instruction.

(ii) [Trade apprentices] undergoing basic training shall ordinarily work for 42 hours per week including the time spent on Related Instruction.

(iii) [Trade apprentices] during the second year of apprenticeship shall work for 42 to 45 hours per week including the time spent on Related Instruction.

(iv) Trade apprentices 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 11.00 p. m. and 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 r technician apprentices shall work according to the normal hours of work of the department in the establishment to which they are attached for training.

* Substituted by G. S. R. 1538, dated 28th September 1966.

The words in brackets [] substituted by GSR—297 [E] dated 27th May 1975.

@ Ins. by GSR 297—(E) dated 27th May 1975.

*9. (1) *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 such kind of leave.

(a) *Casual leave* :—

(i) Casual leave shall be admissible for 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 the availing of leave.

(b) *Medical leave* :—

(i) Medical leave upto 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 fourty 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 exceed 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 his attendance.

* (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 and 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 a establishment which works for $5\frac{1}{2}$ days or 6 days in a week shall put in a minimum attendance of 240 days in a year, out of which one sixth, namely, 40 days shall be devoted to related instruction 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 short—fall in the following year and shall be eligible to take the test conducted by the National Council:—

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

* Substituted by GSR-383 dated 10th March 1971.

** Substituted by GSR-1713 dated 27th October 1967.

@ Opening paragraph substituted by GSR-297 (E), dated 27th May 1975.

(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 according as the period of training is three years or four years:

@ *(3) If a 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 grounds for short-fall in attendance and certifies 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 attendance 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 5, extend his period of training until he completes the full apprenticeship course and the next text is held.

£**10. *Record and Returns:—*

(1) Establishments referred in items (b) and (c) of sub-clause (i) of clause (d) of section 2 of the Act shall submit returns as hereinafter provided to the respective Regional Director.

(2) Establishments referred 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.

* Substituted by GSR-1713 dated 27th October 1967.

** Rule 10 Subs. by GSR-2057, dated 9th October 1970.

@ The words “ a Trade apprentice ” and “ clause (c) of the proviso to sub-rule ” substituted for the words “ an apprentice ” and “ clause (c) of sub-rule (2) ” by GSR-297 (E), dated 27th May 1975.

£ In rule 10 “ trade apprentice ” is substituted for “ apprentice ” wherever it occurred by GSR—297 (E), dated 27th May 1975.

(3) Within seven days from the date of a trade apprentice joins an establishment, the employer shall prepare the return in Form APP-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 APP-1 in Schedule III in duplicate and shall submit one of the said cards to the Regional Director or State Apprenticeship Adviser, as the case may be, within a period of fifteen days of the 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 APP-1A 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 APP-1.

(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 APP-1A in duplicate.

(c) The details relating to "Trade Theory", "Workshop calculation and Science", "Engineering Drawing" and "Social Studies" shall be entered periodically in APP-1A, in Schedule III by the establishments on the basis of half-yearly report which is furnished by the authorities imparting related instructions in APP-1 (Supplementary).

(6) At the end of each half year ever **[establishment shall in respect of trade apprentices receiving training in the establishments] submit a report in Form APP-2 in Schedule III to the Regional Director or the State Apprenticeship Adviser, as the case may be, according to the table below along with the relevant half yearly report in Form APP-1A in Schedule III.

*[] Substituted by GSR-297 (E), dated 27th May 1975 for "apprentice".

** Words in brackets substituted by GSR-297 (E), dated 27th May 1975 for the words "establishment shall".

TABLE

Report for period ending		Date by which to be sent
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 APP—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 APP—1 and APP—1A in Schedule III of the eligible trade apprentices to the trade testing officer in advance and not after 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 apprentice joining an establishment, the employer shall prepare index cards in Form APP—5 set out in Schedule III with complete bio-data and return 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 a 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 and technician apprentices, engaged in his establishment, for each quarter and at the end of each quarter shall send a report in Form APP—6 set out in Schedule III to the Director, Regional Board of Apprenticeship Training concerned.

* Instituted by GSR—297 (E), dated 27th May 1975.

* SCHEDULE I

Serial No.	Designated Trade	Minimum Educational Qualifications	
		Essential	Desirable
1	2	3	4
1.	Instrument Mechanic (Chemical)	Pass in Matriculation Examination or its equivalent, or the tenth class under the 10 + 2 system with Physics, Chemistry and Mathematics.	
2.	Laboratory Assistant		
3.	Attendant Operator		
4.	Book Keeping and Accountancy.	Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system with Commerce as special subject.	
5.	Store Keeper (including Purchaser)		
6.	Cashier (General)		
7.	Sales Assistant (General)	Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system.	
8.	Clerk (General)		
9.	Cook (General)		
10.	Cook (Vegetarian)		
11.	Steward		
12.	Baker or Confectioner		
13.	House Keeper		
14.	Hotel Clerk or Receptionist		
15.	Process Cameraman	Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system with Physics and Chemistry.	
16.	Retoucher Lithographic		
17.	Engraver		
18.	Mechanic (Maintenance Chemical Plant)	Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system with Science as one of the subject's.	
19.	Boiler Attendant		
20.	Fitter Structural	Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system with Science and Drawing as subjects.	
21.	Draughtsman Civil	Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system with Science and Mathematics as elective subjects.	
22.	Draughtsman Mechanical		
23.	Surveyor		

* Substituted by GSR-459 (E) dated 23-8-75.

(Na) 30-3

SCHEDULE I—contd.

1	2	3	4		
24.	Millwright/Mechanic (Maintenance)	} Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system	} Should have had Science as one of the subjects.		
25.	Tool and Die Maker				
26.	Instrument Mechanic				
27.	Refrigeration and Air Conditioning Mechanic.				
28.	Electrician				
29.	Compositor Hand	} Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system with proficiency in English and any Regional Language.			
30.	Lino Operator				
31.	Mono Operator				
32.	Mono Caster				
33.	Steam Turbine Operator	} Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system.			
34.	Switch Board Attendant				
35.	Mechanic Maintenance (Textile Machinery)				
36.	Designer and Master Cutter				
37.	Fitter	} Passed in the 8th class Examination or its equivalent.	} Pass in Matriculation Examination or its equivalent or 10th class under the 10 + 2 system with Science as one of the subjects. (For Sl. Nos. 37 to 47 (both inclusive only).		
38.	Turner				
39.	Machinist				
40.	Machinist (Grinder)				
41.	Lineman				
42.	Wireman				
43.	Mechanic (Motor Vehicle)				
44.	Mechanic (Diesel)				
45.	Mechanic (Tractor)				
46.	Mechanic (Earth Moving Machinery)				
47.	Plumber				
*48.	Blacksmith			} Passed the 8th class Examination or its equivalent.	
*49.	Pattern Maker				
*50.	Moulder				
*51.	Sheet Metal Worker				
*52.	Carpenter				
*53.	Welder (Gas & Electric)				
*54.	Brick Mason/Building Constructor.				
*55.	Letter Press Machineminder	} Pass in Matriculation or its equivalent or the tenth class under the 10 + 2 system.			
*56.	Book Binder		} Passed the 8th class Examination or its equivalent.		
*57.	Mechanic (Dairy Maintenance)				

* Serial Nos. 48 to 57 substituted by GSR-125, dated 9-1-76.

SCHEDULE I—*contd.*

1	2	3	4
58.	Weaver	..	Passed the 7th class Examination or its equivalent.
59.	Bricklayer	..	} Passed the 5th class Examination.
60.	Doffer-cum-Piecer	..	
61.	Tenter (Drawing and Speed Fly Frames).	..	
62.	Winder	..	
*63.	Agricultural Mechanic	..	Passed the 8th class Examination or its equivalent.
64.	Farm Organisation and Management.	..	} Pass in Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system.
65.	Horticulturist	..	
66.	Motor Vehicle Body Builder	..	Passed the 8th class Examination or its equivalent.
67.	Auto Electrician	..	Passed the 8th class Examination or its equivalent with Science.
68.	Linen Keeper	..	} Pass in the Matriculation Examination or its equivalent or the tenth class under the 10 + 2 system.
69.	Canteen Services Supervisor	..	
70.	Restaurant Hostess	..	
71.	Bill Clerk	..	
72.	Pantry Man	..	
73.	Barman / Bartender	..	
74.	Tailor (Men)	..	} Passed the 8th class Examination or its equivalent.
75.	Tailor (Women)	..	
76.	Sewing Machine Mechanic	..	
77.	Tailor (General)	..	
78.	Knitter (Hosiery)	..	
79.	Export Assistant	..	} Pass in the Matriculation Examination or its equivalent or the 10th class under the 10 + 2 system.
80.	Retail Distribution Assistant	..	
81.	Sports Goods Maker (Leather).	..	} Passed the 8th class Examination or its equivalent.
82.	Leather Goods Maker	..	

* Serial Nos. 63 to 103 & entries inserted by GSR-2462, dated 19-9-75.

SCHEDULE I—*contd.*

1	2	3	4
83.	Footwear Maker	..	} Passed the 8th class Examination or its equivalent.
84.	Finished Leather Maker	..	
85.	Maintenance Mechanic for Leather Machinery.	..	
86.	Shipwright (Steel)	..	} Pass in the Matriculation Examination or its equivalent or the 10th class under the 10 + 2 system with science and drawing.
87.	Pipe Fitter	..	
88.	Rigger	..	} Passed the 8th class Examination or its equivalent.
89.	Gas Cutter	..	
90.	Shipwright (Wood)	..	
91.	Painter	..	
92.	Electrician Aircraft	..	} Pass in the Matriculation Examination or its equivalent or the 10th class under the 10 + 2 system, with science.
93.	Mechanic Radio and Radar Aircraft.	..	
94.	Mechanic Instrument Aircraft	..	
95.	Furniture Maker and Designer	..	Pass in the Matriculation Examination or its equivalent or the 10th class under the 10 + 2 system.
96.	Cabinet Maker	..	} Passed the 8th class Examination or its equivalent.
97.	Sports Goods Maker (Wood)	..	
98.	Photographer	..	Pass in the Matriculation Examination or its equivalent or the 10th class under the 10 + 2 system.
99.	Millwright (Rolling Mills)	..	} Passed the 8th class Examination or its equivalent.
100.	Bricklayer (Refractory)	..	
101.	Electronic Mechanic	..	Pass in the Matriculation Examination or its equivalent or the 10th class under the 10 + 2 system, with science.
102.	Plate Maker (Lithographic)	..	} Pass in the Matriculation Examination or its equivalent or the 10th class under the 10 + 2 system with Physics and Chemistry as subjects.
103.	Litho Offset (Machineminder)	..	

@ SCHEDULE IA

(See rule 3 (2))

Category of Apprentices	Minimum Educational Qualification
1	2
1.. Graduate apprentices	<ul style="list-style-type: none"> <li data-bbox="306 401 982 451">.. (a) A degree in engineering or technology granted by a statutory University. <li data-bbox="306 492 982 569">.. (b) A degree in engineering or technology granted by an institution empowered to grant such degrees by an Act of Parliament. <li data-bbox="306 609 982 656">.. (c) Graduate examination of professional bodies recognised by the Central Government as equivalent to degree. <li data-bbox="306 691 982 769">.. (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.
2.. Technician apprentices	<ul style="list-style-type: none"> <li data-bbox="306 804 982 881">.. (a) A diploma in engineering or technology granted by a State Council or Board of Technical Education established by a State Government. <li data-bbox="306 921 982 969">.. (b) A diploma in engineering or technology granted by a University. <li data-bbox="306 1003 982 1080">.. (c) A diploma in engineering or technology granted by an institute recognised by the State Government or Central Government as equivalent to (a) & (b) above. <li data-bbox="306 1103 982 1212">.. (d) A diploma or certificate in a vocational course involving two years of study after the completion of the Secondary stage of school education recognised by a State Government or Central Government as equivalent to (a) and (b) above. <li data-bbox="306 1246 982 1321">.. (e) A Sandwich Course Student who is undergoing training in order that he may hold a diploma mentioned in (a), (b) and (c) above, or a diploma or certificate mentioned in(d) above.

@ Inserted by GSR-297 (E), dt. 27-5-1975.

(Na) 30-4

SCHEDULE II

(See rule 4)

Standard or Physical fitness for training.— 1. A candidate should be free from 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 to endanger the health or the public. He should also be free from evidence of tuberculosis in any form active or health.

* 2. *Height, Weight and Chest.* — Candidates should satisfy the following minimum

Height 137 Centimetres; Weight 25.4. Kilogram, Chest expansion should not be less than 3.8 Centimetres irrespective of size of chest.

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

Standard of Vision. (A) Visual acuity — The minimum standard of visual acuity for all trades shall be: 6/18 in each eye or 6/12 in one eye and 6/24 in the other eye without glasses or 6/19 with glasses in both eyes.

Candidates with vision in one eye only shall be rejected.

(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 urine.
- (6) Candidates should not be suffering from haemorrhoids, fissures in and fistulae anal hernia or bubonocoele or ischio-rectal abscess or hydrocele.

8. *Cardio Vascular System.*—

- (1) Blood pressure should not exceed 85 diastolic and 140 systolic.
- (2) Candidates with low blood pressure (i. e. systolic below 100) should be rejected.
- (3) There should be no sign of any cardio-vascular 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 4a)

Serial No.	Name of State	Ratio of Scheduled Castes Apprentices to the total Apprentices	Ratio of Scheduled Tribes Apprentices to the total Apprentices
1	2	3	4
1.	Andhra Pradesh	.. 1:8	1:20
2.	Assam	.. 1:17	1:9
3.	Bihar	.. 1:7	1:11
4.	Gujrat	.. 1:14	1:7
5.	Haryana	.. 1:5	1:20
6.	Himachal Pradesh	.. 1:5	1:20
7.	Jammu and Kashmir	.. 1:12	1:20
8.	Karnataka	.. 1:8	1:20
9.	Kerala	.. 1:11	1:20
10.	Madhya Pradesh	.. 1:8	1:5
11.	Maharashtra	.. 1:17	1:17
12.	Manipur	.. 1:50	1:3
13.	Meghalaya	.. 1:100	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.	Tripura	.. 1:8	1:3
20.	Uttar Pradesh	.. 1:5	1:20
21.	West Bengal	.. 1:5	1:17
22.	Andaman and Nicobar Islands	.. —	1:6
23.	Arunachal Pradesh	.. —	1:2
24.	Chandigarh	.. 1:8	1:20
25.	Dadar and Nagar Haveli	.. 1:50	1:2
26.	Delhi	.. 1:6	1:13
27.	Goa, Daman and Diu	.. 1:50	1:20
28.	Lakshadweep	.. —	1:2
29.	Mizoram	.. —	1:2
30.	Pondicherry	.. 1:6	1:20

*Subs. by GSR-459(E), dated 23-8-75

* SCHEDULE III

(See Rule 10)

FORM APP-1

Front Side

PERSONAL DETAILS

(Envelope Size 23 cms X 15 cms) 1 *Subs. by GSR-2057, dt. 9-12-70

Name and address of
the Establishment

Registration No. and Date of execu- tion of contract of Apprenticeship	Designated Trade	Date/Year of Birth	Whether belongs to Scheduled Caste/ Scheduled Tribe
---	---------------------	-----------------------	--

Photo of Apprentice
(Passport size)

Period of Training as per contract	Date of commencement of Training	Date of completion of Training	Date of comple- tion, if period of training extended
--	--	--------------------------------------	--

*Details of previous
training if any*Name of Industrial
Training Institute/
Centre.Name and address of
ApprenticeName and address of
Father/Guardian

Designated Trade :

Period of Training.

From To From

EDUCATIONAL QUALIFICATION AT ENTRY

Examination passed	Name of School/ Institute	Date	Remarks

Examination passed
by National Council
for Training in
Vocational Trade
1st year/2nd yearSignature of appren-
tice.

Basic Training imparted at

Related Instruction imparted at

Signature of Train-
ing Officer.

APP-1 (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 for apprentices is being carried out.....

Serial No.	Name of Apprentices	Registra- tion No.	Designa- ted trades	Work- shop (Calcu- lation & Sc.)	Engg. Draw- ing	Trade Theory	Social Study	Attendance in days	
								Actual 9	Possible 10
1	2	3	4	5	6	7	8		

- Note :-**
1. A—Average, BA—Below Average, AA—Above Average AA—Above 70%. A—50 to 69%, BA—Below 50%.
 2. In case Basic Training is imparted at the ITI, Form APP-1A of such apprentices, completed upto March/September may be attached with this report, in duplicate.

FORM APP—1A

(To be kept inside Form APP—1)

Record of Practical Training and Related Instructions

Name of Establishment :

Report for the Half year ending.....

Name of Apprentice

Registration No.

Designated Trade

S. No. of Operation as per prescribed list of operations	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. Cal. and Science	Engineering Drawing	Social Studies	Practical	Practical	Related Instructions
				Actual Possible		Actual Possible
Grading	Related Instructions	Practical		Signature of Apprentice		Signature of Training Officer
AA	Above 70 per cent	Above 80 per cent				
A	50 to 69 per cent	60 to 79 per cent				
BA	Below 50 per cent	Below 60 per cent				

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

FORM APP-2

(Report for the half year ending)

Name and address of the establishment

Nature of Industry and Standard Industrial

Classification Code No. (Minor)

Nature of Product

Total number of workers

Name of the Manager/Director

Name and designation of the
Officer incharge of Training

Telex and Telephone No.

Telegraphic Address

PART—I

Sl. No.	Designated Trade	No. of workers other than unskilled workers	No. of apprentices to be engaged	No. of apprentices under training					Remarks/reasons for short fall if any
				Freshers under Basic Training	Freshers under Shop Training	1 year ex-ITI	2 year ex-ITI	Total	
1	2	3	4	5	6	7	8	9	10

1.
2.
3.
4.
5.
etc.

NUMBER OF APPRENTICES UNDER TRAINING

	I st year	II nd year	III rd year	4th year	Total
Arrangement of Related Instructions on					
(i) Day Release Basis					
(ii) Block Release Basis					
(iii) Any other Basis					
Total No. of Apprentices ..					
Scheduled Caste Apprentices ..					
Scheduled Tribe Apprentices ..					
Apprentices under column 5 above are undergoing Basic Training at					
(Name of the Basic Training Centre)					
Apprentices under column 9 above are undergoing Related Instructions at own Establishment in trades at S. Nos. at I. T. I.					
..... in Trades at Serial Nos.					

PART—II

Sl. No.	Name of Apprentices	Registration No. and date of contract of apprenticeship	Designated Trade	Remarks
1	2	3	4	5

SECTION—I (Apprentices who joined during the half year)

- 1.
- 2.
- 3.
- 4.
- 5.
- etc.

SECTION—II (Apprentices who continued their training throughout the half year)

- 1.
- 2.
- 3.
- 4.
- 5.
- etc.

SECTION—III (Apprentices who completed training during the half year. Emoluments of passed out apprentices employed, if any, may be given in the remarks column)

- 1.
- 2.
- 3.
- 4.
- 5.
- etc.

SECTION—IV (Apprentices whose contracts were terminated during the half year)

- 1.
- 2.
- 3.
- 4.
- 5.
- etc.

Form APP—1A of the above mentioned apprentices completed upto March/September are inclosed/are being submitted separately.

Signature of Employer

Date.....

Note. — Fresher apprentices should be marked (*) in column 1 in all the Sections.

APP-3 (Half yearly)

NOTIFICATION OF THE 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/September.....

Sr. No.	Name of the apprentice and his father's name	Registration Number	Designated Trade	Date of commencement of training	Date of completion of training
1	2	3	4	5	6

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

Progress record of these Apprentices in Form APP-1 and APP-1A 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 therefor. These Apprentices have been informed accordingly*.

Signature of Employer.

* In case the period of Apprenticeship of these apprentices is being extended under sub-rule (2) of rule 5 of the Apprenticeship Rules, 1962, same may be indicated.

APP-4 (Half yearly)

Name and address of Establishment.....

The Apprentices whose names 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.

Sr. No.	Name of Apprentices	Educational Qualification	If ex-ITI boy the particulars of trade and ITI			Name of corresponding designated trade joined	Date of joining	REMARKS
			Name of Trade I. T. I.	Period of Training				
				From	To			
1	2	3	4	5	6	7	8	9

N. B.—The contracts of Apprenticeship in respect of the above mentioned Apprentices are in the process of execution and will be forwarded within one month.

Signature of Employer/Training 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 institute.

***FORM APP-5**

(To be submitted within ten days from the date of engagement of apprentice applicable only to graduate or technician apprentice).

Please state whether the apprentice is a student of Sandwich Course.

Yes/No.

Personal Details

Name and address of Establishment	Nature of Industry and Standard Industrial Classification Code No.
1	2

Registration No. & date of contract of apprenticeship	Subject field in engineering/technology	Date of commencement of Training
3	4	5

Name & address of apprentice	Name & address of guardian	Photo of apprentice (pass-port size)	Educational qualification at
6	7	8	9

Date and year of birth	Examination passed	Name of Institution	Date of passing	Remarks
10	11	12	13	14

Period of Training ..

Date of completion of training ..

Rate of stipend to be paid ..

*Inserted by GSR-297 (E), dt. 27-5-75.

APP-6

Record of Progress of Apprentice

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

Name.....Registration No.

Subject field in Engineering or Technology

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.

**Sub. National Systems Unit,
National Institute of Education
Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi-110
DCC, New Delhi-110
Date.....**

I. In the case of Trade Apprentices:—

(a) Must possess a degree or diploma in engineering or technology or equivalent qualification recognised by Government of India.

OR

(b) National Apprenticeship Certificate with a minimum 5 Years' experience.

II. In the case of Graduate Apprentices:—

Must hold a degree in engineering or technology or equivalent qualification as recognised by Government of India.

III. In the case of Technician Apprentices:—

Must hold degree or diploma in engineering or technology or equivalent qualification recognised by Government of India.

The person placed in over-all charge of training of the apprentices may be assisted by such number, as is considered necessary, of shop floor or workshop personnel who have the practical know-how to guide the apprentices. It is desirable that the person-in-charge should have industrial experience.

Desirable qualification in the case of I, II and III above.

Training in Central Staff Training and Research Institute/Technical Teacher Training Institute/Central Training institute.

*Inserted by GSR 297 (E), dt. 27.5.75.