

BOARD OF PRACTICAL TRAINING (EASTERN REGION), KOLKATA
Guidelines for engagement of apprentices

1. QUALIFICATIONS:

- a) Graduate Apprentice: Degree in Engineering/Technology from a recognized University.
- b) Technician Apprentice: Diploma in Engineering/Technology from Board of Technical Education of a State.
- c) Technician (Vocational) Apprentice: Pass out of designated Vocational Subjects at 10+2 level.
- d) Sandwich Apprentice: Students who are undergoing Sandwich Courses of Degree/ Diploma in Engineering/Technology in the recognized Technical institutions.

2. DATE OF COMMENCEMENT OF TRAINING:

The training can be started on any date of the year.

3. PERIOD OF TRAINING:

One year for Graduate/Technician, and Technician (Vocational) Apprentices, while for Sandwich Apprentices, the period is as per the approval of the Board.

4. RATE OF STIPEND:

i) Graduate Apprentice	Rs. 3,560/- p.m.
ii) Technician Apprentice	Rs. 2,530/- p.m.
iii) Technician (Vocational) Apprentice	Rs. 1,970/- p.m.
iv) Graduate Sandwich Apprentice	Rs. 2,530/- p.m.
v) Technician Sandwich Apprentice	Rs. 2,070/- p.m.

It is compulsory to pay the above said minimum stipend to the apprentice by the establishment every month. Only after the payment of stipend on monthly basis to the apprentice, 50% of the above mentioned stipend will be reimbursed to the establishment by this Board on quarterly basis, on submission of the claims. The establishments are allowed to pay higher rate of stipend, but the reimbursement will be done on the basis of the minimum rate payable under The Apprentices Act.

5. AGE LIMIT:

To undergo Apprenticeship Training, the minimum age limit is 14 years and there is no upper age limit. However, the candidates between the ages of 14-18 years are not eligible to sign the Contracts, being the minor. Their Contracts are required to be signed by their Guardians.

6. PROCEDURE FOR ENGAGING APPRENTICE:

The establishment can issue advertisements in the local newspapers, approach Employment Exchanges or engineering colleges/polytechnics/colleges conducting vocational courses at +2 level to get the list of passed out candidates. The establishments can also contact this Board for getting suitable candidatures, and participate in Apprentices Engagement Camp (Centralised Selection) organized by this Board, time to time.

7. REGISTRATION OF CONTRACT OF APPRENTICESHIP TRAINING:

As soon as the apprentice joins the apprenticeship training, Apprentice Contract Registration Card (ACRC) is to be prepared in triplicate. The candidate has to give a Declaration that he has not undergone apprenticeship training elsewhere, under the Act. The Declaration format is provided in the ACRC. If the gap between the declaration of the result and the commencement of training is less than one year, a self Affidavit as provided in the ACRC is sufficient, and if the gap is between one to three years, a Court Affidavit should be submitted in the same format. A candidate is not eligible to under-go the apprenticeship training if the gap is more than three years.

The establishment is expected to send one copy of the ACRC along with the xerox copy of the final year mark sheet of the qualifying examination to this office for necessary registration under the Act. The above documents should reach preferably to this office within 30 days from the date of commencement of training. Senior officer of the establishment should affix his signature along with seal such that half of the signature and seal appear on the photograph. Also the same officer is required to sign the enclosed xerox copy of the mark sheet and affix his seal.

8. PROCEDURE FOR CLAIMING REIMBURSEMENT:

At the end of every Calendar Quarter year, the establishment is expected to send to this office the Claim for Reimbursement of Stipend in the prescribed format along with the Quarterly Progress Report (Form APP-6) separately for each quarter, completed in all respects including the Advanced Stamped Receipt & Certificate. The Claim will not be entertained after the expiry of three years from the date of completion of training. The last Claim Bill in respect of the apprentice should also enclose the Employment Information in the prescribed proforma for award of Proficiency Certificate to the apprentice. Employers should note that the grade to be awarded to the apprentice is to be mentioned clearly against the relevant clause of the Employment Information Proforma.

9. TERMINATION OF CONTRACT:

The Contract of Apprenticeship Training of an apprentice can be terminated as per the provisions of The Apprentices Act, 1961 (amended in 1973 & 1986).

10. PROFICIENCY CERTIFICATE:

On the basis of the information furnished by the employers, this Board issues a Proficiency Certificate to the Apprentice who successfully completes one year of apprenticeship training.

11. GENERAL:

The employers are advised to refer the relevant sections of The Apprentices Act, 1961 (amended in 1973 & 1986) and The Apprenticeship Rules 1991, while implementing the Apprenticeship Training Scheme for Graduate, Technician, Technician (Vocational) apprentices. The said Act and Rules are made available at the Board's web portal www.bopter.com

The employers are suggested to send the contracts of apprentices for registration within one month of engagement, so as to enable the Board's office to expeditiously register the contracts after due verification. All employers shall note that the apprentices are required to be paid monthly stipend regularly and then only the claim for 50% reimbursement can be made to this Board on quarterly basis. This Board organizes various events to create awareness and disseminate information on the Apprenticeship Training Scheme. All the employers should participate in such events to know the latest developments in regard of the scheme, and seek clarifications on their queries, from the Apprenticeship Advisors in this Board.

12. CONTACT INFORMATION:

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