

# GOVERNMENT COLLEGE, BAHU (JHAJJAR)

(Affiliated to Maharshi Dayanand University, Rohtak, AISHE Code: C-50431)

Tel: 01259-279010 E-Mail - gcwbahu@gmail.com Website- gcbahu.ac.in

## Engagement of Apprentice

O/o. Principal Govt. College, Bahu  
Diary No. 5751  
Date: 07-07-2021  
Distt. Jhajjar (Haryana)

Sh. Narendra, Assistant Professor  
and Incharge, APPRENTICES.  
Please D.N.A.  
07.07.2021

Department of Skill Development and Industrial Training, Haryana  
Kaushal Bhawan, Plot No IP-2, Sector-3, Panchkula  
Phone: 0172-5229202, E-mail: gsa.itiharyana@gmail.com

Issued through E-mail only

To:

1. All Head of the Departments, in the State of Haryana
2. All Divisional Commissioners, in the State of Haryana
3. All Managing Directors/ Chief Administrator/ Chief Executive Officer of all Boards/ Corporations/ Nigams/ Agencies/ Councils and others SPSUs in the State of Haryana.
4. Registrars of all the Universities, in the State of Haryana.
5. All Deputy Commissioners, in the State of Haryana

Memo No: TA/NAPS/2016/Stipend/Part-III/413 Dated: 25-06-2021

Subject: Engagement of trade Apprentices under the Apprentices Act-1961. Second Schedule for engaging designated trade apprentices in year 2021.

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Kindly refer to the subject cited above.

In continuation to this directorate letter no. TA/NAPS/2016/Stipend/562 dated 29-12-2020, it is informed that the Second Schedule for engagement of trade apprentices in the designated trades in Govt. Departments and SPSUs during year 2021 has been fixed as below:

Phase-1

- Last date for creation/updation of vacancies on apprentices portal [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) :- 01.07.2021
- Cut-off date of receiving/considering applications from candidates through online portal :- 11.07.2021
- Selection of the candidates, approval and generation of apprenticeship training contract bond of apprenticeship portal by the respective department/ SPSUs - 21.07.2021\*
- Joining of candidates for apprenticeship training - upto 30.07.2021

Phase-2

- Last date for creation/updation of vacancies on apprentices portal [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) :- 02.08.2021
- Cut-off date of receiving/considering applications from candidates through online portal :- 11.08.2021

(Page: 1)

Selection of the candidates, approval and generation of apprenticeship training contract bond of apprenticeship portal by the respective department/SPSUs.

Joining of candidates for apprenticeship training - upto 30.08.2021

**Phase 3**

Last date for creation/update of vacancies on apprentices portal [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) :- 01.09.2021.

Cut-off date of receiving/considering applications from candidates through online portal - 10.09.2021.

Selection of the candidates, approval and generation of apprenticeship training contract bond of apprenticeship portal by the respective department/SPSUs - 20.09.2021

Joining of candidates for apprenticeship training - upto 30.09.2021

It is also advised to engage the apprentice of the following types

Directorate of Departments/SPSUs and their field Offices	Trade apprentices in COPA, Steno English and Steno Hindi
Field offices having Technical work	Trade apprentices in technical trades strictly as per nature of technical work and Trade apprentices in COPA, Steno English and Steno Hindi.

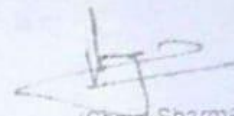
The apprentices already completed apprenticeship training are not eligible for re-appointment in the same trade.

It is also requested:

- To strictly follow all the provisions under the Apprentices Act, 1961 and the Apprentices Rules, 1992 for engaging apprentices and their training.
- The apprentices in any trade should only be engaged if the training facilities required under the Apprentices Act, 1961, in that trade are available in your office/establishment.
- To engage the apprentices upto 10% of total staff working in the office/ sub offices including contractual officials, subject to availability of training facilities/trainers in the respective trade in the offices.
- To arrange and provide the funds for payment of stipend to the apprentices for Head Quarters and sub-offices.
- To follow the Standard Operating Procedures (SOP)/guidelines of COVID-19 & physical distancing norms.

It is further requested to complete the process of engagement of apprentices as per the schedule mentioned above. For convenience of all stakeholders, an advertisement in the leading newspaper is being published by this Department for wide publicity of the above schedule. It is therefore requested to kindly issue the instructions to all the Nodal Officers of your department at H.Q. level as well as in field offices for taking necessary action in this matter.

This is for your kind information and further necessary action, please



(Sanjay Sharma)  
Joint Director Apprenticeship  
for State Apprenticeship Advisor-cum-Director General  
Skill Development & Industrial Training  
Department, Haryana, Panchkula

Encl. No. - TA/NAPS/2016/Skibend/Part-II/414

Date :- 25.05.2021

A copy of the above is forwarded to the following for information and necessary action

1. All Deputy Commissioners-cum-Chairman, District Apprenticeship & Administrative Committee, in the State of Haryana
2. All Assistant Apprenticeship Advisors/ Principal of Govt. ITI at all District HQ in the State, with the direction to coordinate and ensure to organize one meeting under Chairmanship of Deputy Commissioner-Cum-Chairman, DAAC inviting all Head of the Offices/Institutions in the district in every fortnight to review and pursue the registration of Govt. establishments/SPSUs and the engagement of apprentices.
3. Principal of all Govt. ITIs/Govt. ITI(W), in the State of Haryana.



(Sanjay Sharma)  
Joint Director Apprenticeship  
for State Apprenticeship Advisor-cum-Director General  
Skill Development & Industrial Training  
Department, Haryana, Panchkula

CC: PS/ACSSD&IT PS/DGSD&IT, Nodal Officers website at H.Q.

**Office of the Principal Government College Bahu (Jhajjar)**

To

The Director General  
Higher Education Haryana  
Shiksha Sadan, Sector-5  
Panchkula

Memo No: 6455

Dated: 31-08-2021

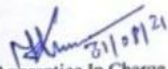
**Sub: Regarding engagement of apprentice.**

R/Sir,

With Reference to your letter no 21/114-2020ME (3) dated 07.07.2021 regarding apprentice, it is submitted that Govt. College Bahu has advertised 03 vacancies for apprentice as 10% of total staff working in the institute. A committee was constituted for the selection of apprentices on 05.08.2021. Following Students were selected for the apprentice in Govt. College Bahu (Jhajjar) on merit base and their skill communication.

Sr No.	Name of Participant	Father Name	Designation	Tech. Qualification
1	Suman Kumari	Surender Singh	Computer Operator and Programming Assistant	ITI, COPA Trade
2	Nancy	Harnod	Computer Operator and Programming Assistant	ITI, COPA Trade
3	Preeti Kumari	Hariom	Computer Operator and Programming Assistant	ITI, COPA Trade

This is for your kind information and necessary action please.

  
ITI Apprentice In Charge  
Sh. Narender Kumar  
Assistant Professor  
G C Bahu, Jhajjar

  
Principal  
G C Bahu, Jhajjar  
Govt. College, Bahu  
Distt. Jhajjar (Hr.)

Son  
Ravi  
7/9/21

**Office of the Principal Government College Bahu**  
**(Jhajjar)**

To  
The Director General  
Higher Education Haryana  
Siksha Sadan, Sector-05  
Panchkula

Memo No: ...65.67

Dated: 23-10-2021

**Sub: Regarding engagement (Joining) of apprentice.**

R/Sir

With Reference to your letter no 21/114-2020ME(3) dated 07.07.2021, regarding apprentice it is submitted that Govt. College Bahu has advertised 03 vacancies for apprentice as 10% of total staff working in the institute. A committee was constituted (Copy Enclosed) for the selection of participants on 05.08.2021 their merit base and communication skill.

Sr No.	Name of Participant	Father Name	Designation	Tech. Qualification	Remarks
1	Preeti Kumari	Hariom	Computer Operator and Programming Assistant	ITI, COPA Trade	Joined on 27-08-2021
2	Akshay	Rajender	Computer Operator and Programming Assistant	ITI, COPA Trade	Joined on 23-10-2021

This is for your kind information and necessary action please.

*NK*  
23/10/21  
ITI Apprentice In Charge  
**Sh. Narender Kumar**  
Sh. Narender Kumar  
H.E.S-II  
G.C. Bahu, Jhajjar  
Assistant Prof. History  
Govt. College Bahu  
Distt. Jhajjar (HR.)

*RG*  
23/10/21  
Principal  
Govt. College Bahu  
Distt. Jhajjar (Hr.)

CN082154185

Model Contract of Apprenticeship Training for Major/Minor\* Apprentices

1. Name and Registered Address of Establishment : GOVT COLLEGE BAHU (E02210600075)
- with Telephone no. & E-mail address : GOVT COLLEGE BAHU, JHAJJAR Jhajjar, Haryana  
: 01251-230357  
: gcbahu@hajjar.ha-hry@gov.in
2. (a) Name of Apprentice (Block Letters) : PREETI KUMARI (A072141099)  
(b) Father's/Mother's /Spouse's Name : MARIOM
3. Address of apprentice : VPO SASROLI TEH MATANHAIL DISTT JHAJJAR HR 124106,  
JHAJJAR, Jhajjar, Haryana
4. Gender : Female
5. Date of Birth : 16-04-1990
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No  
(b) Name of the Category : General
7. Educational Qualification (Highest) : ITI - NCVT
8. (a) Category of Apprenticeship : Designated  
(b) Name of the trade for which Apprentice is training : Computer Operator and Programming Assistant
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No  
(b) If Basic Training is exempt - reason for exemption  
(i) Name of the Course : ITI  
(ii) Duration of Training/Course : From 2020-07-04 00:00:00 To 2021-06-01 00:00:00  
(iii) Name of the Institute : GOVT ITI MATANHAIL  
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 2080 Hours  
(a) Duration of Basic Training : N/A  
Period of Basic Training : N/A  
(b) Duration of On-the-Job Training : 2080 Hours  
Period of On-the-Job Training : From 27-08-2021 to 26-08-2022  
(c) Training Type : Sequential
11. Apprenticeship Training Location : BAHU  
(a) Name and address of facility where Basic Training is to be provided : N/A  
(b) Name and address of the facility where On-the-Job Training is to be provided : GOVT COLLEGE BAHU  
BAHU  
Jhajjar  
Haryana
12. (a) Date of execution of contract : 31-08-2021  
(b) Age of Apprentice on the date of execution of contract : 31 years, 4 months and 10 days
13. Is the establishment opting for benefits under NAPS\*? : Yes  
\*If yes, Annexure 2 to this contract will also be applicable.
14. Monthly stipend amount : 7700  
(a) During 1st year of training



- (b) During 2nd year of training : 8050  
(c) During 3rd and 4th year of training : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than those minimum rates.


If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A  
(b) Relationship with the Apprentice : N/A
16. (a) Whether Apprentice was identified through approved Third Party Aggregator : No  
(b) Name of TPA (if applicable) : N/A

17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.
18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time
19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.
20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).
21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.

  
Principal  
Govt. College, Bahi  
Dist. Bahi (Hr)

Signature of the  
Employer with seal



Signature of Apprentice

  
Signature of Guardian

CN102144776

Model Contract of Apprenticeship Training for Major/Minor\* Apprentices

1. Name and Registered Address of Establishment : GOVT COLLEGE BAHU (E0221060075)
- with Telephone no. & E-mail address : GOVT COLLEGE BAHU, JHAJJAR/Jhajar, Haryana  
: 01251-230357  
: gcbahujhajar.he-hry@gov.in
2. (a) Name of Apprentice (Block Letters) : AKSHAY (A0821127288)  
(b) Father's/Mother's /Spouse's Name : RAJENDER
3. Address of apprentice : VPO KHORRA, JHAJJAR, Jhajar, Haryana
4. Gender : Male
5. Date of Birth : 15-03-2001
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : Yes  
(b) Name of the Category : St
7. Educational Qualification (Highest) : ITI - NCVT
8. (a) Category of Apprenticeship : Designated  
(b) Name of the trade for which Apprentice is training : Computer Operator and Programming Assistant
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No  
(b) If Basic Training is exempt - reason for exemption :  
(i) Name of the Course : ITI  
(ii) Duration of Training/Course : From 2019-08-01 00:00:00 To 2020-07-31 00:00:00  
(iii) Name of the Institute : Government ITI Matanhail Jhajar  
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 2080 Hours  
(a) Duration of Basic Training : N/A  
Period of Basic Training : N/A  
(b) Duration of On-the-Job Training : 2080 Hours  
Period of On-the-Job Training : From 23-10-2021 to 22-10-2022  
(c) Training Type : Sequential
11. Apprenticeship Training Location : BAHU  
(a) Name and address of facility where Basic Training is to be provided : N/A  
(b) Name and address of the facility where On the-Job Training is to be provided : GOVT COLLEGE BAHU  
BAHU  
Jhajar  
Haryana
12. (a) Date of execution of contract : 25-10-2021  
(b) Age of Apprentice on the date of execution of contract : 20 years, 7 months and 8 days
13. Is the establishment opting for benefits under NAPS\*? : Yes  
\*If yes, Annexure 2 to this contract will also be applicable.
14. Monthly stipend amount  
(a) During 1st year of training : 7700  
(b) During 2nd year of training : 8050





(c) During 3rd and 4th year of training : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A  
(b) Relationship with the Apprentice : N/A
16. (a) Whether Apprentice was identified through approved Third Party Aggregator : No  
(b) Name of TPA (if applicable) : N/A


17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.

18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time

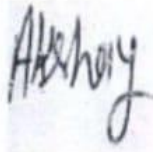
19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.

20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).

21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS), if applicable.

  
Principal  
Govt. College, Bahu  
(Distt. Hoshiarpur)

Signature of the  
Employer with seal



Signature of Apprentice

  
24/10/21

Signature of Guardian



ईमेल

प्रेषक

निदेशक उच्चतर शिक्षा, हरियाणा,  
शिक्षा सदन, सैक्टर-5, पंचकूला।

सेवा में

✓ प्राचार्य।

हरियाणा राज्य में स्थित सभी राजकीय महाविद्यालय।

10.6.2022  
Mr. Narinder  
10/6/2022

यादी क्रमांक 21/114-2022 ME (3)

दिनांक, पंचकूला :- 10/6/2022

विषय: Engagement of the Trade Apprentics under the Apprentics  
Act-1951, Second Round Schedule for Engaging Designated  
Trade Apprentics in the Year 2022

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उपरोक्त विषय के सन्दर्भ में

विषयाकित मामले में आप को सूचित किया जाता है कि  
अधीक्षक तालमेल शाखा से Engagement of the Trade Apprentics under  
the Apprentics Act- 1951, Second Round Schedule for Engaging  
Designated Trade Apprentics in the Year 2022 बारे प्राप्त पत्र  
अनुसार सूचना आज ही निदेशालय की ईमेल  
[hechryme@gmail.com](mailto:hechryme@gmail.com) पर भेजे।

संलग्न: उपरोक्तानुसार

अधीक्षक एम0ई0

कृते: निदेशक उच्चतर शिक्षा,  
हरियाणा पंचकूला

Issued through E-mail only

received To  
Lushy the letter  
AD  
27-05-2022

1. All Head of the Departments, in the State of Haryana.
2. All Divisional Commissioners, in the State of Haryana.
3. All Managing Directors/ Chief Administrator/ Chief Executive officer of all Board Corporations/ Nigams/ Agencies/ Councils and other SPSUs in the State of Haryana.
4. Registrars of all Universities, in the State of Haryana.
5. All Deputy Commissioners, in the State of Haryana.

S. Co.

Memo No: TA/NAPS/2016/Stipend/Part-II/ 211 Dated: 18-04-2022

AD  
27/05/22

Subject: Engagement of the Trade Apprentices under the Apprentices Act-1961. Second Round Schedule for engaging Designated Trade apprentices in the Year 2022.

Kindly refer to the subject cited above.

In continuation to this directorate letter no TA/NAPS/2016/Stipend/Part-II/866 dated 24.12.2021, it is informed that the Second Round Schedule for engagement of trade apprentices in designated trades in Govt. Departments and SPSUs in the year 2022 have been fixed as below:

Phase-1

- Last date for creation/Updation of vacancies on apprenticeship portal [www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in) - 02.05.2022
- The Cut-off date for receiving/considering the applications from candidates through online portal - 11.05.2022
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs - 20.05.2022
- Joining of candidates for the apprenticeship training - up to 31.05.2022

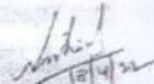
Phase-2

1. Last date for creation/Updation of vacancies on apprenticeship portal [www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in) - 01.06.2022
2. The Cut-off date for receiving/considering the applications from candidates through online portal - 10.06.2022

- To engage apprentices up to 10% of total staff working in their office/ sub offices including contractual officials, subject to availability of training facilities in their trade in their offices and keeping in view the social distancing norms.
- To arrange and provide the funds for payment of stipend to the apprentices for Head Quarters and sub offices.
- To strictly follow the Standard Operating Procedures (SOP)/guidelines of COVID-19.

It is further requested to complete the process of engagement of apprentices as per above schedule above on new portal [www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in). For convenience of all stakeholders, the advertisement in the leading newspapers is being published by this Department for wide publicity of the above schedule. It is, therefore, requested to kindly issue instructions to all Nodal Officers in your department at H.Q as well as in field offices for taking immediate necessary action in this matter.

This is for your kind information and further necessary action please

  
(Nishant Sharma)

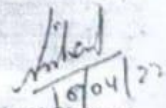
Assistant Director (Apprenticeship)  
For Director General, Skill Development & Industrial  
Training Department, Haryana, Panchkula

Endst. No. TA/NAPS/2016/Stipend/Part-II/ 212

Dated: 18-04-2022

A copy of the above is forwarded to the following for information and necessary action:

1. All Deputy Commissioners-Cum-Chairman, District Apprenticeship & AatmaNirbhar Committee (DAAC), in the State of Haryana.
2. All Assistant Apprenticeship Advisors/ Principal of Govt. ITIs at all District HQ. in the State with the direction to co-ordinate and ensure to organize one meeting under Chairmanship of Deputy Commissioner-Cum-Chairman, DAAC inviting all Head of the Offices/Institutions in the district in every fortnight to review and pursue the registration of Govt. establishments/ SPSUs and the engagement of apprentices.
3. Principal of all Govt. ITIs/Govt. ITI's (W), in the State of Haryana.
4. All Nodal Officers of various Departments/ SPSUs.

  
(Nishant Sharma)

Assistant Director (Apprenticeship)  
For Director General, Skill Development & Industrial  
Training Department, Haryana, Panchkula

CC:

PS/ACSSD&IT, PS/DSD&IT, Nodal Officer website at H.Q.

ई-मेल

प्रेषक

निदेशक उच्चतर शिक्षा, हरियाणा,  
शिक्षा सदन, सैक्टर-5, पंचकूला।

सेवा में

✓ हरियाणा राज्य के सभी राजकीय महाविद्यालयों के प्राचार्य।

यादी क्रमांक 21/114-2020 एम0ई0(3)

दिनांक, पंचकूला 11-5-2023

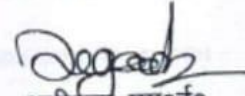
विषय:

Engagement of Trade Apprentices under the Apprentices Act- 1961,  
Second Round Schedule for engaging designation trade Apprentices  
in the year 2023.

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उपरोक्त विषय के सन्दर्भ में।

विषयांकित मामले बारे आपको सूचित किया जाता है कि Additional Director (Apprenticeship) Director, Skill Development & Industrial Training Department, Haryana, Panchkula से जारी पत्र दिनांक 18.04.2023 की छायाप्रति भेजकर अनुरोध है कि इस अनुसार आपके महाविद्यालय में फेस-1 के तहत नियुक्त किये गये Apprentices की सूचना प्रोफार्मा में भरकर निदेशालय को ई-मेल hechryme@gmail.com के माध्यम से भेजे।  
संलग्न: उपरोक्तानुसार।



अधीक्षक एम0ई0

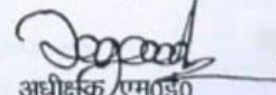
कृते: निदेशक उच्चतर शिक्षा,

हरियाणा पंचकूला

पृ0 क्र0 सम-

दिनांक, पंचकूला 11-5-2023.

इसकी एक प्रति अधीक्षक तालमेल को उनके अशा10 क्रमांक DHE-010001/49/2020 Coordination (2) दिनांक 11.05.2023 के संदर्भ में सूचनार्थ/आवश्यक कार्यवाही प्रेषित है।



अधीक्षक एम0ई0

कृते निदेशक उच्चतर शिक्षा,

हरियाणा, पंचकूला



15.3.2023  
Mr. Narinder

16.05.2023

7/10/20  
23/7/23

Skill Development and Industrial Training Department, Haryana  
Kaushal Bhawan, Plot No. I.P.2, Sector-3, Panchkula  
Phone: 0172-2586072, e-mail: [sdit.edapp@gmail.com](mailto:sdit.edapp@gmail.com)

Issued through E-mail only

To

1. All Head-of the Departments, in the State of Haryana.
2. All Divisional Commissioners, in the State of Haryana.
3. All Managing Directors/ Chief Administrator/ Chief Executive officer of all Board/ Corporations/ Nigams/ Agencies/ Councils and other SPSUs in the State of Haryana.
4. All Registrars of Universities, in the State of Haryana
5. All Deputy Commissioners, in the State of Haryana

CHK  
19.04.23  
Bm  
J.D. Admin  
21/04/23  
A.D. Admin

Memo No.: TA/NAPS/2016/Stipend/Part-II/732-1 Dated: 18-04-2023

Subject: Engagement of the Trade Apprentices under the Apprentices Act-1961. Second Round Schedule for engaging Designated Trade apprentices in the Year 2023.

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Kindly refer to the subject cited above.

In continuation to this directorate letter no. TA/NAPS/2016/Stipend/Part II/732 dated 23.12.2022, it is informed that the Second Round Schedule for engagement of the trade apprentices in the designated trades in All Govt. Departments and SPSUs in the Year 2023 have been fixed as below.

JD (Admin)  
No. 1025  
Date 20/4/23

Phase-1

Last date for creation/ updation of vacancies on the apprenticeship portal ([www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in)):- 01.05.2023

The Cut-off date of receiving/considering applications from candidates through online portal - 11.05.2023

Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs - 23.05.2023

Joining of candidates for apprenticeship training - upto 31.05.2023

Phase-2

Last date for creation/ updation of vacancies on the apprenticeship portal ([www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in)):- 01.06.2023

The Cut-off date of receiving/considering applications from candidates through online portal - 12.06.2023

Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs - 21.06.2023

Joining of candidates for apprenticeship training - 30.06.2023

It is related to  
COP  
12.05.23  
-2

Devi  
Dharmendra  
Sita  
Malkhela  
to G. M. S.  
R. S. S.  
AD-Admin

25/4/23  
25/4/23  
26/4/23

### Phase-3

Last date for creation/ updation of vacancies on the apprenticeship portal [www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in) 03.07.2023

The Cut-off date of receiving/considering applications from candidates through online portal 12.07.2023

Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs -21.07.2023

Joining of candidates for apprenticeship training : 28.07.2023

### Phase-4

Last date for creation/updation of vacancies on the apprenticeship portal [www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in) 01.08.2023

The Cut-off date of receiving/considering applications from candidates through online portal : 11.08.2023

Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs - 21.08.2023

Joining of candidates for apprenticeship training : 31.08.2023

It is also advised to engage apprentice of following types:

Directorate of Departments/ SPSUs and their field Offices	Trade apprentices in COPA, Steno English and Steno Hindi
Field offices having Technical work/office work	Trade apprentices in technical trades strictly as per nature of technical work and Trade apprentices in COPA, Steno English and Steno Hindi

The apprentices already completed apprenticeship training is not eligible for re-engagement in the same trade for Apprenticeship Training. Further, only those qualified eligible candidates are to be engaged who are either Domicile of the Haryana or passed 10<sup>th</sup> class from any recognized school of Haryana.

It is also requested:

- To strictly follow all the provisions under the Apprentices Act, 1961 and Apprenticeship Rules, 1992 for engaging apprentices and their training.
- The Apprentices in any trade should only be engaged if training facilities required under the Apprentices Act, 1961, in that trade are available in your office/establishment
- To engage apprentices up to 10% of total staff working in their office/ sub offices including contractual officials, subject to availability of training facilities in respective trade in their offices and keeping in view the social distancing norms
- To arrange and provide the funds for payment of stipend to the apprentices for Head Quarters and sub-offices.
- To strictly follow the Standard Operating Procedures (SOP)/guidelines of COVID 19

It is further requested to complete the process of engagement of apprentices as per above schedule above on new portal [www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in). For convenience of all stakeholders, the advertisement in the leading newspapers is being published by this Department for wide publicity of the above schedule. It is therefore, requested to kindly issue instructions to all Nodal Officers in your department at H.Q as well as in field offices for taking immediate necessary action in this matter.

This is for your kind information and further necessary action please

(Sanjay Sharma)  
Additional Director (Apprenticeship)  
For Director, Skill Development & Industrial  
Training Department, Haryana, Panchkula

Endst. No. TA/NAPS/2016/Stipend/Part-II/ 228

Dated. 18-04-2013

A copy of the above is forwarded to the following for information and necessary action.

1. All Deputy Commissioners-Cum-Chairman, District Apprenticeship & AatmaNirbhar Committee (DAAC), in the State of Haryana.
2. All Assistant Apprenticeship Advisors/ Principal of Govt. ITIs at all District HQ in the State, with the direction to co-ordinate and ensure to organize one meeting under Chairmanship of Deputy Commissioner-Cum-Chairman, DAAC inviting all Heads of the Offices/Institutions in the district in every fortnight to review and pursue the registration of Govt. establishments/ SPSUs and the engagement of apprentices.
3. Principal of all Govt. ITIs/Govt. ITIs (W), in the State of Haryana
4. All Nodal Officers of various Departments/ SPSUs.

(Sanjay Sharma)  
Additional Director (Apprenticeship)  
For Director, Skill Development & Industrial  
Training Department, Haryana, Panchkula

CC:

PS/Commissioner & Secretary SDIT  
PS/DSDIT  
Nodal Officer website at H.Q.



**Office of the Principal Government College Bahu (Jhajjar)**

To  
The Director General  
Higher Education Haryana  
Siksha Sadan, Sector-05  
Panchkula

Memo No: ..7875..

Dated: 23-05-2023

Sub: Regarding engagement (Joining) of apprentice.

R/Sir,

With reference to your kind office letter no 21/114-2020 ME (3) dated 15.05.2023, regarding apprentice it is submitted that Govt. College Bahu has advertised 02 vacancies for apprentice as 10% of total staff working in this institute. A committee was constituted (Copy Enclosed) for the selection of participants on 23.05.2023 their merit base and communication skill. Two students were joined apprentice in month May, 2023. (Copy enclosed). The details of the candidates are given below:

Sr No.	Name of Participant	Father Name	Designation	Tech. Qualification	Remarks
1.	Rakesh Kumar	Attar Singh	Computer Operator and Programming Assistant(COPA)	ITI, COPA Trade	Joined on 23.05.2023
2.	Nancy	Harmod	Computer Operator and Programming Assistant(COPA)	ITI, COPA Trade	Joined on 23.05.2023

This is for your kind information and necessary action please.

ITI Apprentice In Charge  
Sh. Narender Kumar  
G C Bahu, Jhajjar

Committee:-  
1. [Signature] (Narendra k.)  
2. [Signature] (Sukhvi - Singh)  
3. [Signature] (Dr. Ranvijay)  
4. [Signature] (Kaput. Sh. Praveen)

[Signature] 23.5.2023  
Principal  
GOVT COLLEGE, BAHU  
Distt. Jhajjar (Hry.)

Seen  
[Signature]