



Skill Development and Industrial Training Department
Haryana, Panchkula
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Issued through E-mail only

To

1. All Head of the Departments, in 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. Registrar of all Universities, in the State of Haryana.
5. All Deputy Commissioners, in the State of Haryana.

Memo No.: TA/NAPS/2016/Stipend/2716

Dated: 08.08.2019

Subject:- Engagement of trade Apprentices under Apprenticeship Act-1961.
Third schedule for engaging designated trade apprentices in year 2019-20.

Kindly refer to the subject cited above.

In continuation to this directorate letter no. TA/NAPS/2016/Stipend/2450 dated 05.03.2019, it is informed that the Third Schedule for engagement of trade apprentices in designated trades in Govt. Departments and SPSUs has been fixed as below:

Phase-1

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeship.gov.in :- 20.08.2019
- Cut-off date of receiving/considering applications from candidates through online portal:- 30.08.2019
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 10.09.2019
- Joining of candidates for apprenticeship training: - upto 15.09.2019

Phase-2

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeship.gov.in :- 20.09.2019
- Cut-off date of receiving/considering applications from candidates through online portal :- 30.09.2019
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 10.10.2019
- Joining of candidates for apprenticeship training: - 15.10.2019

Phase-3

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeship.gov.in :- 20.10.2019
- Cut-off date of receiving/considering applications from candidates through online portal :- 30.10.2019
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 08.11.2019
- Joining of candidates for apprenticeship training: - 18.11.2019

Phase-4

- Last date for creation/updation of vacancies on apprentices portal www.apprenticeship.gov.in :- 25.11.2019
- Cut-off date of receiving/considering applications from candidates through online portal :- 05.12.2019
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 16.12.2019
- Joining of candidates for apprenticeship training: - 24.12.2019

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	Trade apprentices in technical trades strictly as per nature of technical work and Trade apprentices in COPA, Steno English and Steno Hindi

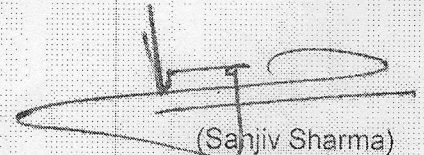
The apprentices already completed apprenticeship training are not eligible for re-appointment in the same trade.

It is also requested:

1. to strictly follow all provisions under Apprentices Act, 1961 and Apprentices Rules, 1992 for engaging apprentices and their training.
2. Apprentices in any trade should only be engaged if training facilities required under Apprentices Act, 1961, in that trade are available in your office/establishment.
3. to engage apprentices upto 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.
4. to arrange and provide the funds for payment of stipend to the apprentices for Head Quarters and sub-offices.

It is further requested to complete the process of engagement of apprentices as per above schedule. For convenience of all stakeholders, the advertisement in the leading newspapers is being published by this Department for 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 the matter.

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



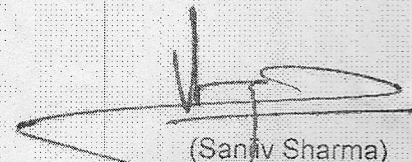
(Sanjiv Sharma)
Joint Apprenticeship Advisor
For State Apprenticeship Advisor-cum-
Director, Skill Development & Industrial
Training Department, Haryana, Panchkula.

Endst. No. TA/NAPS/2016/Stipend/ 2716

Dated: 08.08.2019

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

1. All Deputy Commissioners-Cum-Chairman, District Apprenticeship 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, DAC 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. f
3. Principal of all Govt. ITIs/Govt. ITI(W), in the State of Haryana.
4. All Nodal Officers of various Departments / SPSUs.



(Saniv Sharma)
Joint Apprenticeship Advisor
For State Apprenticeship Advisor-cum-
Director, Skill Development & Industrial
Training Department, Haryana, Panchkula.

CC:

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

OFFICE OF THE LABOUR COMMISSIONER, HARYANA, CHANDIGARH

Endst. No./ Estt./03/2019/

Dated:

✓ A copy is forwarded to All DDO's of Labour Department, Haryana for information and necessary action.



Superintendent (Estt.)
for Labour Commissioner, Haryana.