

APPRENTICESHIP RULES, 1991

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APPRENTICESHIP RULES, 1991

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 in supersession of the Apprenticeship Rules, 1962, except as respects things done or omitted to be done before such supersession, namely:-

1. Short title and commencement :-

(1) These Rules may be called the Apprenticeship Rules, 1991

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(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions :-

In these rules, unless the context otherwise requires,-

(1) "Act" means the Apprentices Act, 1961 ;

(2) "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;

(3) "Engineering Graduate" means a person, who-

(a) 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;

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

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

(4) "Vocational certificate holder" means a person who holds a certificate in a Vocational Course, involving two years of study after the completion of secondary stage of school education, recognised by the All India Council for Technical Education;

(5) "National Classification of Occupations" means the National Classification of Occupations adopted by the Government of India, Ministry of Labour, Directorate General of Employment and Training;

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

(7) "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;

(8) "Schedule" means the Schedule appended to these rules;

(9) "Standard Industrial Classification" means the Standard Industrial Classification adopted by the Government of India, Ministry of Labour, Directorate-General of Employment and Training;

(10) All the words and expressions, not defined here in these rules, but defined in the Act, shall have the same meaning as given to them in the said Act.

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 1.

(2) A person shall be eligible for being engaged as a graduate or technician or Technician Vocational apprentice if he satisfies one of the minimum educational qualifications specified in Schedule IA; Provided that-

(a) no Engineering Graduate or Diploma Holder or vocational certificate holder who had 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;

(b) 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, unless so approved by the Regional Central Apprenticeship Advisor;

(c) a person who has been a Graduate or Technician or Technician (Vocational) 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 certificate in vocational course 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.

(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 Exchanges 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.

5. Reservation of training places :-

In respect of each of the States specified in column (2) of Schedule HA training places shall be reserved by the employer for the scheduled castes and 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 or trades shall be specified in columns (3) and (4) of the said Schedule (and where there is more than one designated trade in an establishment, such training places shall be reserved also on the basis of total number of apprentices in all designated trades in such establishments): 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 filled 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 given manner, then the training places so lying unfilled may be filled by persons not belonging to the scheduled castes or the scheduled tribes.

6. Registration of contract of apprenticeship :-

(1) 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.

(2)

(a) The Central Government may specify model contract forms for the following categories of apprentices :-

(i) trade apprentices;

(ii) graduate, technician and technician (vocational) apprentices;

(b) The model contract form as may be specified by the Central Government with such variation as the circumstances of each case may require, be used for the respective purposes therein mentioned.

(3) The obligation of the employer and that of the trade apprentice shall be as specified in Schedule V. The terms and conditions in respect of graduate, technician and technician

(vocational) apprentices shall be as specified in Schedule VI

7. Period of apprenticeship training :-

(1) 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 :-

Sl. No.	Trades	Code number(s) of National Classification of Occupations	Period of Training
1	2	3	4
Group No. 1 - Machine-shop trades group			
1.	Fitter	842.10,842.15	Three years
2.	Turner	835.15	Three years
3.	Machinist	835.10	Three years
4.	Machinist (Grinder)	836.10,836.25,	Three years
		836.30,836.35,	
		836.40,836.55	
Group No. 2 Foundry trades group			
1.	Pattern Maker	819.20	Three years
2.	Moulder	725.10,725.70	Three years
Group No. 3 Metal Working trades group			
1.	Forger and Heat Treater	723.80,726.90	
		831.10,831.30,	
		831.50	Three year
2.	Sheet Metal Worker	837.10	Three year
3.	Welder (Gas and Electric)	872.10,872.20	Two years
4.	Motor Vehicle Body Builder	815.10	Two years
Group No. 4 Electrical trades group			
	Electrician	851.10,851.30	Three year:
2.	Lineman	857.10	Three year:
3.	Wireman	855.10	Three year
4.	Auto Electrician	855.30	Two years
5.	Electrician Aircraft	855.20	Four years
6.	Winder (Armature)	859.50	Three year
7.	Cable jointer	857.30	Three year
8.	Electrician (Mines)	851.15	Three year
9.	Electroplater	728.10	Three year
Group No. 5 Building and furniture trades group			
1.	Carpentre	811.10,811.20	Three year;
2.	Plumber	871.10	Three years
3.	Mason (Building Constructor)	951.20	Two years
4.	Furniture and Cabinet Maker	812.10,812.20	Three year
5.	Sports Goods Maker (Wood)	819.70	Two years
Group No. 6 Maintenance trades group			
1.	Millwright/ maintenance mechanic	845.50	Three year
2.	Mechanic Maintenance (Textile Machinery)	845.63	Three years
3.	Mechanic Maintenance (Chemical plant)	845.53	Three years
4.	Mechanic, Dairy Maintenance	845.55	Three years
5.	Sewing Machine Mechanic	845.82	One year
6.	Mechanic Mining Machinery	845.60	Three years
Group No. 7 Precision Machining trades group			
1[1	Tool and die maker (Die and Moulds)	833.10, 833.40	Four years
(A)	Tool and die maker (press tools, jigs and fixtures')	833.10 833.40]	Four years
2	Plastic Mould Maker	833.40,901.30	Four years

Group No. 8 Instrument trades group			
1.	Instrument Mechanic	841.15	Three years
2.	Mechanic Instrument Aircraft	841.15	Four years
3	² [Mechanic watch and clock]	841.10	Three years
Group No. 9 Refrigeration and Air-Conditioning trades group			
1.	Refrigeration and Air		
	Conditioning Mechanic	845.70	Three years
Group No. 10 Heat Engine trades group			
1.	Mechanic (Motor Vehicle)	843.30	Three years
2.	Mechanic (Diesel)	845.13	Three years
3.	Mechanic (Tractor)	845.20	Three years
4.	Mechanic (Earth Moving		
	Machinery)	845.23	Four years
5.	Mechanic (Marine Diesel Engines)	845.14	Three years
6.	Driver-curn-Fitter	843.50,986.55	Three years
³ [7.	Auto Mechanic (Two wheeler/	843.20	Two years
	Three wheeler)	843.30	
		843.50	
		843.60]	
Group No. 11 Draughtsman and Surveyors trades group			
1.	Draughtsman Civil	030.20	Three years
2.	Draughtsman Mechanical	030.40	Three years
3.	Surveyor	028.10,037.10,	
		037.20	Three years
Group No. 12 Construction trades group			
1.	Fitter Structural	874.65	Three years
Group No. 13 Power plant trades group			
1.	Boiler Attendant	962.20	Three years
2.	Steam Turbine-cum-Auxiliary		
	Plant operator	961.30	Three years
3.	Switch Board Attendant	961.50	Three years
Group No. 14 Printing trades group			
(i)	Typesetting group:		
1.	Hand Compositor	921.20	Two years
2.	Lino Operator	922.10	Three years
3.	Mono Key Board operator	922.20	Three years
4.	Mono Caster Operator	922.30	Two years
(ii)	Printing group:		
1.	Letter Press Machine Minder	923.20,923.30	Three years
(iii)	Photo Mechanic group:		
1.	Process Cameraman	926.10	Three years
2.	Retoucher Lithographic	925.10	Three years
3.	Engraver	926.50	Three years
(iv)	Binder group:		
1.	Book Binder	927.10	Two years
(v)	Litho offset group:		
1.	Plate Maker (Lithographic)	926.40	Two years
2.	⁴ [* * *] Offset (Machine Minder)	923.50,923.60	Three years
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	One year &
		539.30	six months
4.	Baker or confectioner	770.10	Two years

5.	House Keeper	510.10	One year & six months
6.	Hotel Clerk or Receptionist or Front Office Assistant	352.10	One year & six months
Group No. 16 Textile trades group			
1.	Weaver	755.50	Six months
2.	Doffer-cum-Piecer	702.35,702.60	Six months
3.	Tenter (Drawing and Speed/ Fly Framers)	702.10,702.13, 702.16	Six months
4.	Winder	752.70	Six months
5.	Knitter(Hosiery)	757.10,757.15, 757.20,757.25, 757.30	One year & six months
6.	Printing(Textile)	758.30,758.32, 758.34	Six months
7.	Creel Boy-cum-Warper	753.10,753.20	Six months
8.	5[* * *]		
Group No. 17 Mining trades group			
1.	Sirdar(Colliery)	710.50	Three years
2.	Shotfirer/Blaster (Mines)	714.10	Two years
3.	5[* * *]		
4.	Mate (mines)	710.40,715.90	Three years
Group No. 18 Chemical trades group			
1.	Attendant Operator (Chemical Plant)	733.10,733.15,733.20, 733.35,733.40,733.45, 733.50,733.55,733.60, 733.90,734.10,734.15, 734.25,739.20,741.10, 741.15,741.20,741.30, 741.60,741.70,742.10, 742.20,742.30,742.40, 742.60,742.90,743.10, 743.30,743.40,744.10, 744.20,744.30,744.40, 744.50,745.10,749.30 749.34,749.38,749.42, 749.62,749.64,749.68, 749.72,749.74,749.76, 749.80,749.82,749.84, 749.86,749.88,773.13, 773.23,773.33,773.40, 773.43,773.45,773.50, 773.57,773.60,773.65, 775.30,775.35,775.40 775.45,775.65,776.20, 776.30,776.50,776.70, 893.10,893.30,899.33, 902.10,902.20,902.30 902.40,902.50,903.10, 903.20	Three years
2.	Instrument. Mechanic (Chemical Plant)	841.20,841.70,851.20	Three years
3.	Laboratory Assistant (Chemical Plant)	010.30,010.90,034.10, 034.20,034.50,035.10, 083.10	Three years

6[4.	Fibre Reinforced Plastic Processor	901.15,901.20,901.25, 901.30,901.35,901.40,	Two years
		901.45,901.50,901.55	
5.	Plastic Processing	901.30,901.35,901.40,	Two years
	Operator	901.45,901.50,901.55,	
		901.60,901.65]	
Provided that in respect of persons who have passed B.Sc. degree examination with Physics, Chemistry and Mathematics, the period of training shall be reduced to 18 months as apprentices for trades under the Group.			
Group No. 19 Cutting and Tailoring trades group			
1.	Designer and Master Cutter	794.60,794.40	Two years
2.	Tailor(Men)	791.30,791.40	One year &
		791.50	six months
3.	Tailor(Women)	791.20	One year &
			six months
4.	Tailor(General)	791.10,791.90	Two years
Group No. 20 Agriculture trades group			
1.	Mechanic (agricultural machinery)	845.20	Three years
2.	Horticulture Assistant	053.20	Two years
3.	Stockman(Dairy)	082.10,082.20	Two years
4.	Attendant Operator (Dairy)	776.10,776.20,776.30, 776.40,776.60,776.70	Three years
5.	Pump Mechanic	845.57	Two years
Group No. 21 Leather Craft trades group			
1.	Sports Goods Maker(Leather)	809.90	Two years
2.	Leather Goods Maker	809.10,809.20,809.30, 809.40	Two years
3.	Footwear Maker	801.10	Two years
4.	Finished Leather Maker	761.00	Two years
5.	Maintenance Mechanic for Leather Industry	854.81	Three years
Group No. 22 Ship building trades group			
1.	Shipwright (Steel)	816.20	Three years
2.	Pipe Fitter	871.20	Three years
3.	Rigger	872.10	Two years
4.	Gas Cutter	872.40	Two years
5.	Shipwright (Wood)	816.20	Three years
6.	7[* * *]		
Group No. 23 Electronics trades group			
1.	Mechanic Radio and Radar Aircraft	852.30,854.50,854.60	Four years
2.	Electronics Mechanic	852.20	Three years
3.	Mechanic Television (Video)	854.20	Three years
Provided that in respect of candidates who have successfully undergone training under the Craftsman Training Scheme and awarded National Trade Certificate in the trade of Mechanic. Radio and television and electronics mechanic, the period of apprenticeship training shall be one year.			
Group No. 24Photography trades group			
1.	Photographer	173.10	Two years
Group No. 25 Iron and Steel trades group			
1.	8[* * *]		
2.	Bricklayer (Refractory)	951.30	Three years
3.	Furnace Operator (Steel Industry)	721.55,721.60	Two years
4.	Crane Operator (Overhead) (Steel Industry)	973.45	Two years
5.	Steel Melting hand	723.15,723.20,723.30	Two years
6.	Mill hand	722.15,722.25,722.35	Two years
7.	8[* * *]		

Group No. 26 Beautician trades group			
1.	Beautician	560.30	Two years
2.	Hair Dresser	560.10,560.20	Two years
3.	Health and Slimming Assistant	089.50	Two years
Group No. 27 Glass and Ceramics trades group			
1.	Ceramic Moulder	892.25	Two years
2.	Ceramic Caster	892.20	Two years
3.	Ceramic Kiln Operator	893.30	Two years
4.	Ceramic Press Operator	892.60	Two Years
5.	Ceramic Modeller	892.10	Two years
6.	Ceramic Decorator	895.30	Two years
7.	9[* * *]		
8.	Moulder (Refractory)	892.65	Two years
9.	Enamel Glazer	895.50	Two years
10.	Insulator Maker / Machine Operator (Ceramic)	899.44,899.45	Three years
11.	Optical Worker	891.48	Three years
Group No. 28 Painting Trades Group			
1.	Painter General	932.10	Three years
2.	Painter Marine	931.20	Two years
10 [Group No. 29 Computer Trades Group			
1.	Data Preparation and Computer Software	103.10,103.20	Two years]
11 [Group No. 30 Hi-Tech Trade			
1.	Advanced attendant operator (Process)	730.20,740.10,740.90, 770.90,900.10,730.90, 740.20,770.40,890.20	One and half year
2.	Operator-cum-mechanic- Pollution control equipment	039.10,039.90	Two years
3.	Mechanic medical equipment for hospitals and occupational health centre	086.10,088.10,089.90, 090.90	Two years]

(2)

(a) 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 Advisor. 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;

(b)

(i) Where a trade apprentice is unable to complete the period of apprenticeship training due to strike or lock-out or lay-off in an establishment where he is undergoing training and is not instrumental for the same, the period of his apprenticeship training shall be extended for a period equal to the period of strike or lock-out or lay-off, as the case may be, and he shall be paid stipend during the period of such strike or lock-out or lay-off or for a maximum period of six months, whichever is less;

(ii) If the strike or lock-out or lay off is likely to continue for a longer period, the employer shall follow the procedure for novation of contract of apprenticeship of a trade apprentice referred to in clause (i) with the other employer as specified in section 5 of the Act.

(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)

(a) The period of apprenticeship training in the case of Engineering Graduates, Diploma holders and Vocational Certificate holders shall be one year.

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

(c) Where a Graduate/Technician/Technician (Vocational) Apprentice is unable to complete the period of Apprenticeship training due to strike/lockout/lay off in an establishment where he is undergoing training and is not instrumental in the same, the period of his Apprenticeship Training would be extended equal to the period of strike/lockout/lay off and he shall be paid stipend during the period of such strike/lockout/lay off or for a maximum period of six months, whichever is less.

(d) If the strike/lock-out/lay off is likely to continue for a longer period, the employer shall follow the procedure for novation of contract of apprenticeship for the apprentices referred to in clause (c) with the other employer as specified in section 5 . of the Act.

""(5) Notwithstanding anything contained in these rules, a person who has passed All India Trade Test of Craftsmen conducted by the National Council for Vocational Training in the trade shown in column (2) of the Table given below upto the session indicated in column (3) of the said Table shall be eligible for rebate in period of apprenticeship training as shown in column (4) of the said Table in respect of the trades under Apprenticeship Training Scheme shown in column (5) of the said Table even if such person does not possess the minimum educational qualification of 10th standard under the 10+2 system of education or its equivalent.

8. Compensation for termination of apprenticeship :-

Whereas the contract of apprenticeship is terminated through failure on the part of any employer in carrying out the terms and conditions thereof, such employer shall be liable to pay the apprentice compensation of an amount equivalent to his three months last drawn stipend; and when the said termination is due to failure on the part of an apprentice in the above manner, then, a training cost of an amount equivalent to his three months last drawn stipend shall be made recoverable from such apprentice or from his guardian in case he is a minor.

9. 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 to these rules. The person so appointed shall be of the appropriate level commensurate with the number of seats located for apprenticeship training and size of the establishment.

9A. Staffing pattern and qualifications of instructional staff for practical and basic training of apprentices :-

Staffing Pattern and qualifications of instructional staff for imparting practical and basic training to apprentices shall be as specified in Schedule IV-A.

10. Maintenance of record of work by apprentices :-

Every Graduate or Technician or Technician (Vocational) 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.

11. Payment of stipend to apprentices :-

(1) The minimum rate of stipend payable to trade apprentices shall be as follows, namely:- ["(a) During the First Year of training Rs 820 per month (b) During the Second Year of training Rs 940 per month (c) During the Third Year of training Rs 1090 per month (d) During the Fourth Year of training Rs 1230 per month.".] 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.

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(2) The minimum rates of stipend payable to graduate, technician and technician (vocational) apprentices shall be as follows, namely:-- "(a) Engineering Graduates Rs 1970 per month (for post-institutional training) (b) Sandwich Course Rs 1400 per month (Students from Degree Institutions) (c) Diploma Holders Rs 1400 per month (for post-institutional training) (d) Sandwich Course Rs 1140 per month (Students from Diploma Institutions) (e) Vocational Certificate Holder Rs 1090 per month,"

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

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

(5) 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 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.

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

(7) Where the work and conduct of the apprentice is not satisfactory, the employer shall report the matter to the Apprenticeship Advisor and with his consent may stop the continuance of payment of stipend to the apprentices : 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.

(8) On report being made by the employer under sub-rule (7), the Apprenticeship Adviser shall give his decision thereon within 30 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.

1. Substituted by the Apprenticeship (Amendment) Rules, 1996, w.e.f. 1-8-1996. Earlier sub-rule (2) was amended by the Apprenticeship (Second Amendment) Rules, 1993, w.e.f. 20-4-1993.

12. Hours of work :-

(1) The weekly hours of work of a trade apprentice while undergoing practical training shall be as follows, namely:-

(a) The total number of hours per week shall be 42 to 48 hours (including the time spent on related instruction).

(b) Trade apprentices undergoing basic training shall ordinarily work for 42 hours per week including the time spent on related instruction.

(c) Trade apprentices during the second year of apprenticeship shall work for 42 to 48 hours per week including the time spent on related instruction.

(d) Trade apprentice 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 10.00 p.m. to 6.00 a.m. except with the prior approval of the Apprenticeship Advisor 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, Technician and Technician (Vocational) Apprentices shall work according to the normal hours of work of the department in the establishment to which they are attached for training.

13. 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 each kind of leave.

(a) Casual leave.

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

(b) Medical leave:

(i) Medical leave up to 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 up to a maximum of forty 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 exceeds 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 attendance.

(c) Extraordinary leave. (i) Extraordinary leave up to a maximum of ten days or more in a year maybe 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 an establishment which works for 5@ days or six 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 instructions 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 shortfall in the following year and shall be eligible to take the test conducted by the National Council-

(i) if he is engaged in an 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 accordingly as the period of training is three years or four years;

(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 900 days accordingly as the period of training is three years or four years.

3) If the 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 shortfall in attendance and certifies that 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 apprenticeship 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 7, extend his period of training until he completes the full apprenticeship course and the next test is held.

14. Records and returns :-

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

(2) Establishments referred to in item (b) of sub-clause (2) of clause (d) of section 2 of the Act submit returns as hereunder provided to the respective State Apprenticeship Advisor.

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

(b) In a 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 Apprenticeship IA in duplicate.

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

(6) At the end of each half-year every establishment shall in respect of trade apprentices receiving training in the establishment submit a report in Form Apprenticeship-2 in Schedule III to the Regional Director or the State Apprenticeship Advisor, as the case may be, according to the table below along with the relevant half-yearly report in Form Apprenticeship IA in Schedule III.

(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 Apprenticeship 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 of 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 Form Apprenticeship I and Apprenticeship IA in Schedule III of the eligible trade apprentices to the trade testing officer in advance and not later 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 or Technician (Vocational) apprentice joining an establishment, the employer shall prepare index cards in Form Apprenticeship 5 set out in Schedule III with complete bio-data and retain 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 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, technician and technician (vocational) apprentices engaged in his establishment for each quarter and at the end of each quarter shall send a report in Form Apprenticeship-6 set out in Schedule III to the Director, Regional Board of Apprenticeship Training concerned.

SCHEDULE 1

1

[See rule 3(1)]			
SL No	Designated Trade	Minimum Educational Qualification	
		Essential	Desirable
1	2	3	4
	Futter	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
2.	Turner	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
3.	Machinist	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
4.	Machinist (Grinder)	Passed Matriculation with Science (Physics and Chemistry) and	
		Mathematics or 10th class under 10+2 system with Science and	
		Mathematics as subjects.	
5.	Pattern Maker	Passed the 8th class examination or its equivalent.	
6.	Moulder	Passed the 8th class examination or its equivalent.	
7.	Forger and Heat Treater	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
8.	Sheet Metal Worker	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
9.	Welder (Gas and Electric)	Passed the 8th class examination or its equivalent.	
10.	Motor Vehicle Body builder	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
11.	Electrician	Passed Matriculation with Science (Physics and Chemistry) or its	
		equivalent or 10th class under 10+2 system with Science as one of the	
		subjects.	
12.	Lineman	Passed the 8th class examination or its equivalent.	
13.	Wireman	Passed the 8th class examination or its equivalent.	
14.	Auto Electrician	Passed Matriculation with Science (Physics and Chemistry) or its	
		equivalent	
		or 10th class under 10+2 system with Science and Mathematics as	
		subjects	
15.	Electrician (Aircraft)	Passed Matriculation with Science (Physics and Chemistry) and	
		Mathematics or its equivalent or 10th class under 10+2 system with	
		Science and Mathematics as subjects.	
16.	Winder (Armature)	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
17.	Cable jointer	Passed Matriculation or its equivalent or 10th class under 10+2 system.	Passed Matriculation or its equivalent or 10th class under
			10+2 system with
			Science subjects.
18.	Electrician (Mines)	Passed Matriculation with Science (Physics and	

		Chemistry) as one of the subjects or its equivalent or 10th class with Science as one of the subjects.	
19.	Electroplater	S.S.L.C. or 10th class under 10+2 system with Science subjects.	
20.	Carpenter	Passed the 8th class examination or its equivalent.	Passed Matriculation with Science
			(Physics and Chem
			istry) or its equivalent or 10th class
			under 10+2 system with Science as one
			of the subjects.
21.	Plumber	Passed the 8th class examination or its equivalent.	Passed Matriculation with Science
			(Physics and Chem
			istry) or its equivalent or 10th class
			under 10+2 system
			with Science as one
			of the subjects.
22.	Mason (Building Constructor)	Passed the 8th class examination or its equivalent.	
23.	Furniture and Cabinet maker.	Passed the 8th class examination or its equivalent.	Passed Matriculation with Science
			(Physics and Che-
			mistry) or its equiva
			lent or 10th class
			under 10+2 system
			with Science as one
			of the subjects.
24.	Sports Goods Maker (Wood)	Passed the 8th class examination or its equivalent.	
25.	Millwright Maintenance	Passed Matriculation with Science (Physics and Chemistry) and Math	
	mechanic	ematics or its equivalent or 10th class under 10+2 system with Science	
		and Mathematics as subjects.	
26.	Mechanic Maintenance	Passed Matriculation with Science (with Physics and Chemistry) as	
		one of (Textile Machinery) the subjects or its equivalent or 10th class	
		with Science as one of the subjects.	
27.	Mechanic Maintenance	Passed Matriculation with Science (with Physics and Chemistry) as	
		one of (Chemical Plant) the subjects or its equivalent or 10th class with	
		Science under 10+2 system.	
28.	Mechanic Dairy Maintenance	Passed Matriculation with Science (with Physics and Chemistry) and	
		Mathematics or its equivalent or 10th class under 10+2 system with	
		Science and Mathematics as subjects,	
29.	Sewing Machine Mechanic	Passed the 8th class examination or its equivalent.	
30.	Mechanic Mining Machinery	Passed Matriculation with Science (with Physics and Chemistry) as	
		one of the subjects or its equivalent or 10th class with Science as one	
		of the subjects.	

1[31.	Tool and die Maker (die and moulds)	Passed 10th class with Science and Mathematics under 10+2 system of education or its equivalent]	
32.	Plastic Mould Maker	Passed Matriculation with Science and Mathematics or its equivalent or 10th class under 10+2 system.	Passed pre-University Course with Science and Mathematics or its equivalent under 10+2 system.
33.	Instrument Mechanic	Passed Matriculation with Science (Physics and Chemistry) or its equivalent or 10th class under 10+2 system.	
34.	Mechanic Instrument Aircraft	Passed Matriculation with Science (Physics and Chemistry) and Mathematics or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
2[35.	Mechanic watch and clock	Passed 10th class examination under 10+2 system of education or its equivalent]	
36.	Refrigeration and Air-conditioning	Passed Matriculation with Science (Physics and Chemistry) and Mechanic Mathematics or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
37.	Mechanic (Motor Vehicle)	Passed the 8th class Examination or its equivalent.	Passed Matriculation or its equivalent or tenth class under 10+2 system with Science as one of the subjects.
38.	Mechanic (Diesel)	Passed the 8th class Examination or its equivalent.	Passed Matriculation or its equivalent or tenth class under 10+2 system with Science as one of the subjects.
39.	Mechanic (Tractor)	Passed the 8th class Examination or its equivalent.	Passed Matriculation or its equivalent or tenth class under 10+2 system with Science as one of the subjects.
40.	Mechanic (Earth Moving Machinery)	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
41.	Mechanic (Marine Diesel Engines)	Passed the 8th class Examination or its equivalent.	Passed Matriculation or its equivalent or 10th class under 10+2 system.
42.	Driver-cum-Fitter	Passed the 8th class Examination or its equivalent. Medical Fitness: Should satisfy medical fitness requirements specified by the transport licensing authority	Passed Matriculation or its equivalent or 10th class under 10+2 system.
43	Draughtsman (Civil)	Passed Matriculation or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
44.	Draughtsman (Mechanical)	Passed Matriculation or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
45.	Surveyor	Passed Matriculation or its equivalent or 10th class	

		under 10+2 system with Science and Mathematics as subjects.	
46	Fitter Structural	Passed Matriculation with Science and Mathematics or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
47.	Boiler Attendant	Passed Matriculation with Science (Physics and Chemistry) and Math ematics as subjects or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
48.	Steam Turbine-cum-Auxiliary Plant Operator	Passed Matriculation with Science (Physics and Chemistry) and Mathematics as subjects or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
49.	Switch Board Attendant	Passed Matriculation with Science (Physics and Chemistry) and Mathematics as subjects or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
50.	Hand Compositor	Passed Matriculation or its equivalent or 10th class under 10+2 system with proficiency in English and any regional language.	
51.	Lino Operator	Passed Matriculation or its equivalent or 10th class under 10+2 system with proficiency in English and any regional language.	
52.	Mono Key Board Operator	Passed Matriculation or its equivalent or 10th class under 10+2 system with proficiency in English and any regional language.	
53.	Mono Caster Operator	Passed Matriculation or its equivalent or 10th class under 10+2 system with proficiency in English and any regional language.	
54.	Letter Press Machine Minder	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
55.	Process Cameraman	Passed Matriculation or its equivalent or 10th class under 10+2 system with Physics and Chemistry.	
56.	Retoucher Lithographic	Passed Matriculation or its equivalent or 10th class under 10+2 system with Physics and Chemistry.	
57.	Engraver	Passed Matriculation or its equivalent or 10th class under 10+2 system with Physics and Chemistry.	
58.	Book Binder	Passed 8th class examination or its equivalent.	
59.	Plate Maker (Lithographic)	Passed Matriculation or its equivalent or 10th class under 10+2 system with Physics and Chemistry as subjects.	
60.	3[* * *] Offset Machine Minder	Passed Matriculation or its equivalent or 10th class under 10+2 system with Physics and Chemistry as subjects.	
61.	Cook (General)	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
62.	Cook (Vegetarian)	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
63.	Steward	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
64.	Baker and Confectioner	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
65.	House Keeper	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
66.	Hotel Clerk or Receptionist or Front Office Assistant	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
67.	Weaver	Passed 8th class Examination or its equivalent.	Passed Matricula

			tion or its equivalent or passed 10th class
			under 10+2 system.
68.	Doffer-cum-Piecer	Passed 8th class Examination or its equivalent.	
69.	Tender (Drawing/speed fly / frames)	Passed 8th class Examination or its equivalent.	
70.	Winder (Textile)	Passed 8th class Examination or its equivalent.	
71.	Knitter (Hosiery)	Passed Matriculation or its equivalent or passed 10th class under 10+2 system.	
72.	Printing textile	Passed 8th class Examination or its equivalent.	Passed Matricula tion or its equivalent or 10th class under 10+2 system with Science and Mathe matics as subjects.
73.	Creel boy-cum-warper	Passed 8th class Examination or its equivalent.	
74.	Back sizer-cum-Front sizer	Passed Matriculation or its equivalent or passed 10th class under 10+2 system.	
75.	Sirdar (Colliery)	Passed Matriculation with Science (with Physics and Chemistry) as one of the subjects or 10th class with Science as one of the subjects.	
76.	Shotfirer / blaster (mines)	Passed Matriculation or its equivalent or 10th class under 10+2 system	
77.	Rigger (Engineering and chemical industry)	Passed 8th class Examination or its equivalent.	Passed Matricula tion or its equivalent or 10th class under 10+2 system.
78.	Mate (Mines)	Passed Matriculation with Science (Physics and Chemistry) as one of the subjects or its equivalent or 10th class with Science as one of the subjects.	
79.	Attendant operator	Passed Matriculation with Science (with Physics and Chemistry) and Mathematics as subjects or its equivalent or 10th class subjects or its equivalent or 10th class with Science and Mathematics under 10 + 2 system. OR Passed B.Sc. with Physics, Chemistry and Mathematics as subjects.	
80.	Instrument Mechanic (Chemical plant)	Passed Matriculation with Science (with Physics and Chemistry) and Mathematics as subjects or its equivalent or 10th class with Science and Mathematics under 10+2 system. OR Passed B.Sc. with Physics, Chemistry and Mathematics as subjects.	
81.	Laboratory assistant (Chemical plant)	Passed Matriculation with Science (with Physics and Chemistry) and Mathematics as subjects or its equivalent or 10th class with Science	

		and Mathematics under 10+2 system.	
		OR	
		Passed B. Sc. with Physics, Chemistry and Mathematics as subjects.	
82.	Designer and master cutter	Passed Matriculation or its equivalent or 10th class under 10 + 2 system.	
83.	Tailor (Men)	Passed 8th class Examination or its equivalent.	
84.	Tailor (Women)	Passed 8th class Examination or its equivalent.	
85.	Tailor (General)	Passed 8th class Examination or its equivalent,	
86.	Mechanic (Agricultural machinery)	Passed 8th class Examination or its equivalent.	Passed Matricula
			tion or its equivalent
			or 10th class under
			10 + 2 system.
87.	Horticulture assistant	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
88.	Stockman (Dairy)	Passed 10th class examination under 10+2 system with Science or its equivalent.	
89.	Attendant Operator (Dairy)	Passed 10th class examination under 10+2 system with Science and Mathematics or its equivalent.	
90.	Pump Mechanic	Passed Matriculation or its equivalent or 10th class under 10+2 system.	
91.	Sports Goods Maker (Leather)	Passed 8th class Examination or its equivalent.	
92.	Leather goods maker	Passed 8th class Examination or its equivalent.	
93.	Footwear maker	Passed 8th class Examination or its equivalent.	
94.	Finished leather maker	Passed 8th class Examination or its equivalent.	
95.	Maintenance Mechanic	Passed Matriculation with Science (Physics and Chemistry) as subjects or its equivalent or passed 10th class under 10+2 system with Science and Mathematics as subjects.	
96.	Shipwright (Steel)	Passed Matriculation or its equivalent or 10th class under 10+2 system.	Passed Matricula
			tion with Science
			(Physics and Chem
			istry) and Mathemat
			ics or its equivalent
			or passed 10th class
			under 10+2 system
			with Science and
			Mathematics as
			subjects.
97	Pipe Fitter	Passed Matriculation with Science (Physics and Chemistry) and Math ematics or 10th class under 10 + 2 system with Science and Mathemat ics as subjects.	
98.	Rigger	Passed 8th class Examination or its equivalent.	Passed 8th class
			Exami-nation with
			Science (Physics and
			Chemistry) and

			Mathematics as subjects or its equivalent.
99.	Gas Cutter	Passed Matriculation or its equivalent or 10th class under 10 + 2 system.	Passed Matriculation with Science (Physics and Chemistry) and Mathematics or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.
100.	Shipwright (wood)	Passed Matriculation or its equivalent or 10th class under 10 + 2 system.	Passed Matriculation with Science (Physics and Chemistry) and Mathematics or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.
101.	Boat builder	Passed 8th class Examination or its equivalent.	
102.	Mechanic radio and radar aircraft	Passed Matriculation with Science (Physics and Chemistry) and Mathematics or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
103.	Electronics Mechanic	Passed Matriculation or its equivalent or 10th class under 10 + 2 system with Science and Mathematics,	
104.	Mechanic Television (Video)	Passed 10th class under 10 + 2 system with Science (Physics and Chemistry) and Mathematics as subjects or its equivalent.	
105.	Photographer	Passed Matriculation with Science (Physics and Chemistry) as one of the subjects or its equivalent or passed 10th class under 10 + 2 system with Science as one of the subjects.	
106.	Millwright (Rolling Mills)	Passed 8th class Examination or its equivalent.	
107.	Brick layer (Refractory)	Passed 8th class Examination or its equivalent.	
108.	Furnace Operator (Steel industry)	Passed Matriculation with Science (Physics and Chemistry) and Mathematics or its equivalent or 10th class under 10+2 system with Science and Mathematics as subjects.	
109.	Steel Melting Hand	Passed Matriculation or its equivalent or 10th class under 10 + 2 system with Physics, Chemistry and Mathematics.	
110.	Mill Hand	Passed Matriculation or its equivalent or 10th class under 10 + 2 system with Physics, Chemistry and Mathematics.	
111.	Crane Operator (Overhead) (Steel industry)	Passed Matriculation with Science (Physics and Chemistry) and Mathematics or its equivalent or 10th class under	

		10+2 system with Science and Mathematics as subjects.	
112.	Turner (Steel Industry)	Passed 8th class Examination or its equivalent.	Passed Matricula
			tion or its equivalent
			or 10th class under
			10 + 2 system.
113.	Beautician	Passed Matriculation or its equivalent or 10th class under 10 + 2	Passed Higher
		system with Biology as one of the subjects.	Secondary or Pre-
			University Course or
			+2 under 10 + 2 sys
			tem with Biology.
114.	Hair Dresser	Passed Matriculation or its equivalent or 10th class under 10 + 2	Passed Higher
		system with Biology as one of the subjects.	Secondary or Pre-
			University Course-
			or +2 under 10 + 2
			.system with Biology.
115.	Health and Slimming Assistant	Passed Matriculation or its equivalent or 10th class under 10+2	Passed Higher
		system with Biology as one of the subjects	Secondary or Pro-
			University Course or
			+2 under 10 + 2 sys
			tem with Biology.
116.	Ceramic Moulder	Passed 8th class Examination or its equivalent.	
117.	Ceramic Caster	Passed 8th class Examination or its equivalent.	
118.	Ceramic Kiln Operator	Passed 8th class Examination or its equivalent.	
119.	Ceramic Press Operator	Passed 8th class Examination or its equivalent.	
120.	Ceramic Modeller	Passed 8th class Examination or its equivalent.	
121.	Ceramic Decorator	Passed 8th class Examination or its equivalent.	
122.	Clay Toy Maker	Passed 8th class Examination or its equivalent.	
123.	Moulder (Refractory)	Passed 8th class Examination or its equivalent.	
124.	Enamel Glazer	Passed 8th class Examination or its equivalent.	
125.	Insulator Maker/Machine Operator (Ceramic)	Passed Matriculation with Science (Physics and Chemistry) as subjects or its equivalent or 10th class with Science as one of the subjects under 10+2 system.	
126.	Optical Worker	Passed Matriculation or its equivalent or 10th class under 10 + 2	
		system	
127.	Painter (General)	Passed 8th class Examination or its equivalent.	
128.	Painter (Marine)	Passed 8th class Examination or its equivalent.	Passed 8th class with Science (Physics and Chemistry) and Mathematics or its
			equivalent.
4[129	Auto Mechanic (Two-wheeler/Three-wheeler)	Passed 8th class examination or its equivalent.	
130.	Fiber Reinforced Plastic processor	Passed 10th class examination under 10+2 system of education or its equivalent.	
131.	Plastic Processing operator	Passed 10th class examination under 10+2 system of education or its equivalent.]	
132.	5[1. Advanced attendant operator	Passed B.Sc. with physics and chemistry as compulsory and mathematics as desirable subject.	

	(Process)		
	2. Operator-cuw-mechanic-Pollution control equipment	Passed Higher Secondary examination with physics, chemistry and biology under (10+2) system of education or its equivalent.	
	3. Mechanic medical equipment for hospital and occupational health centre.	Passed Higher Secondary examination under (10+2) system of education with physics, chemistry and biology,]	
6[133.	Tool and die maker (press tools, jigs and fixtures)	Passed 10th class with Science and Mathematics under 10 + 2 system of education or its equivalent.]	

SCHEDULE 1A

1A

[See rule 3(2)]

	Category of Apprentices	Minimum Educational Qualification
1.	Graduate apprentices	(a) A degree in engineering or technology granted by a statutory University.
		(b) A degree in engineering or technology granted by an institution empowered to grant such degrees by an Act of Parliament.
		(c) Graduate examination of professional bodies recognised by the Central Government as equivalent to a degree.
		(d) A sandwich course student who is under-going training in order that he may hold a degree in engineering or technology as mentioned at (a) and (b) above.
2.	Technician apprentices	(a) A diploma in engineering or technology granted by a State Council or Board of Technical Education established by a State Government.
		(b) A diploma in engineering or technology granted by a University.
		(c) A diploma in engineering or technology granted by an institute recognised by the State Government or Central Government as equivalent to (a) and (b) above.
		(d) A sandwich course student who is under-going training in order that he may hold a diploma mentioned in (a), (b) and (c) above.
3.	Technician (Vocational) Apprentices	(a) A certificate in vocational course involving two years of study after the completion of the secondary stage of school education recognised by the All India Council for Technical Education.
		(b) A sandwich course student who is under-going training in order that he may hold a certificate mentioned in (a) above.

SCHEDULE 2

2

[See rule 4] (1) Standard of physical fitness for training 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 endanger the health of the public. He should also be free from evidence of tuberculosis in any form, active or healed. (2) Height, Weight and Chest Candidates should satisfy the following minimum standards, namely:- Height 137 centimetres; Weight 25.4 kilograms; 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 [Candidates having vision in one eye shall be eligible to undergo apprenticeship training, except in the following seventeen trades, namely :- (1) Electrician aircraft (2) Watch and clock mechanic (3) Driver-cum-fitter (4) Surveyor (5) Process cameraman (6) Sirdar (7) Rigger (Engineering and Chemical Industry) (8) Shotfirer/Blaster (Mines) (9) Mate (Mines) (10) Mechanic radio and radar aircraft (11) Ceramic moulder (12) Ceramic caster (13) Ceramic kiln operator (14) Ceramic press operator (15) Ceramic modeller (16) Ceramic decorator (17) Optical worker.] (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 the 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) Skeleton 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 2A

2A

\\ [See rule 5] \\

SCHEDULE IIA		
[See rule 5]		
SL No.	Name of State Scheduled	Ratio of Scheduled
	Castes Tribes	
	Apprentices to the total	Apprentices
	Apprentices	Apprentices
1	2	3
1.	Andhra Pradesh	1 : 8
2.	Assam	1 : 17
3.	Bihar	1 : 7
4.	Gujarat	1 : 14
5.	Haryana	1 : 5
6.	Himachal Pradesh	1 : 5
7.	Jammu & Kashmir	1 : 12
8.	Karnataka	1 : 8
9.	Kerala	1 : 11
10.	Madhya Pradesh	1 : 8
11.	Maharashtra	1 : 17
12.	Manipur	1 : 50
13.	Meghalaya	1 : 10
14.	Nagaland	
15.	Orissa	1 : 7
16.	Punjab	1 : 4
17.	Rajasthan	1 : 6
18.	Tamil Nadu	1 : 6
19.	Uttar Pradesh	1 : 5
20.	Tripura	1 : 8
21.	West Bengal	1 : 5
22.	Andaman and Nicobar Islands	
23.	Arunachal Pradesh	
24.	Chandigarh	1 : 8
25.	Dadra and Nagar Haveli	1 : 50
26.	Delhi	1 : 6
27.	Goa, Daman and Diu	1 : 50
28.	Lakshadweep	-
29.	Mizoram	
30.	Pondicherry	1 : 6

SCHEDULE 3

FORM APPRENTICESHIP 5

(Front Side) Personal Details (Envelope size 23 cms. X 15 cms.)

_____ Name

_____ and address of the Establishment

_____ Registration No. Designated Trade Date/Year of Whether Photo of Apprentice and date of Birth belongs

to (Passport size) execution of SC/ST contract of Apprenticeship \ \ \

_____ Period of training Date of com Date of comple Date of completion, as per Contract mencent of tion of training if period \ training extended \ \ of training \

_____ \ \ \ \ Name and address of Apprentice Name and address Details of previous \ \ \ \ of Father/Guardian training, if any

**EDUCATIONAL QUALIFICATION AT ENTRY **

Examination Name of Date Remarks Name of Industrial passed \ School/ Training Institute \ \ Institute \ Centre. _____ Designated Trade: _____ Period of Training From To Examination passed by National Council for Training in Vocational Trade 1 year/2 years.

_____ Basic Training imparted at \ \ Related Instruction imparted at Signature of apprentice Signature of Training Officer (I, II, and III to be completed by the employer before submitting it to the Trade Testing Officer) I. Total No. of days of attendance during II. Consolidated assessment of half-yearly the entire period of apprenticeship report(APP-IA)During the entire period training of apprenticeship training (i) Practical.....days out Subject % of Sessional Marks of..... Trade Theory (ii) Related instruction..... W. Cal. and Science days out of..... Engg. Drawing (iii)Total..... Social Studies days out of..... Practical (Basic Training and Shop Training) III. Conduct during apprenticeship IV. Exemptions obtained by failed candidates. in NCVT Trade Test with Date/Dates Subject Minimum Exemptions marks re- obtained with \quired of ex- marks emption \ I II \ \chance Date chance Date Practical (in- cluding ses- sional work) \ 280 \ Trade Theory (including sessional \ 72 \ \ \ \ \ work) \ \ Workshop calculation 36 \ and Science \ \ (including sessional \ \ work) \ \ Engineering Drawing (including sessional 42 \ work) \ \

Signature of Training Officer (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 of apprentices is being carried out

Sl. No.	Name of Apprentice	Registration No.	Designated trades	Workshop Calculation and Science	Engg. Drawing	Trade Theory	Social Study	Attendance in days	
								Actual	Possible
1	2	3	4	5	6	7	8	9	10

SCHEDULE 4

4

[See rule 9] 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 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 the Government of India. III.In the case of technician and technician (vocational) apprentices : Must hold degree or diploma in engineering or certificate in vocational courses or equivalent qualification recognised by the Government of India. IV.The person placed in overall charge of training of apprentices may be assisted by such number, as is considered necessary, of shop floor or workshop personnel who have practical know-how to guide the apprentices. It is desirable that the person in charge should have industrial experience. V. Desirable qualification in the cases of I, Hand III above: Training in Central Staff Training and Research Institute/Technical Teacher Training Institute/Central Training Institute.

SCHEDULE 4A

SCHEDULE 4A

(See Rule 9-A) I. STAFFING PATTERN(a) BASIC TRAINING CENTRE1. One Trade Instructor for every 16 apprentices. 2. One Drawing Instructorfor every 150 apprentices. 3. One Instructor (Workshop Calculation and Science) for every 150 apprentices. 4. One Social Study Instructor for every 400 apprentices. (b) SHOP FLOOR TRAINING INCLUDING RELATED INSTRUCTIONS 1. One Trade Instructorfor every 40 apprentices. 2. One Drawing Instructorfor every 150 apprentices. 3. One Workshop Calculation and Science Instructor for every 150 apprentices. II. QUALIFICATIONS OF INSTRUCTIONAL STAFF FOR BASIC TRAINING CENTRE AND SHOP FLOOR TRAINING INCLUDING RELATED INSTRUCTIONS. TRADE INSTRUCTOR/DRAWING INSTRUCTOR/WORKSHOP CALCULATION AND SCIENCE INSTRUCTOR - Essential: (a)(i) Passed 10th Standard.(ii)Passed National Apprenticeship Certificate Examination in relevant trade with five years

experience in industry. OR (b) Diploma in Engineering/Technology in appropriate branch with three years experience. Desirable: "or 'Passed Advanced Training Course in the relevant trade followed by training in Principle of Teaching from any Regional Vocational Training Institute for Women or National Vocational Training Institute for Women under Directorate General of Employment and Training, Ministry of Labour." Passed Instructor Training Course in relevant trade from any of the Advanced Training Institute or Central Training Institute for Instructors under the Directorate General of Employment and Training, Ministry of Labour.

SCHEDULE 5

II. OBLIGATIONS OF TRADE APPRENTICE (BOTH IN CASE OF MAJOR AND MINOR TRADE APPRENTICES)

(Under section 11 of the Apprentices Act, 1961) (1) The employer shall make suitable arrangements in the workshop for imparting a course of practical training to the apprentice in accordance with the programme approved by the Central/State Apprenticeship Adviser and the syllabus approved by the Central Government in consultation with the Central Apprenticeship Council. (2) (a) Such of those employers as specified in sub-section (4) of section 9 shall make suitable arrangements to impart course of basic training to the apprentice in accordance with the syllabus approved by the Central Government in consultation with the Central Apprenticeship Council, either in separate parts of the workshop building or in a separate building set up by the employer. (b) Such of those employers as specified in sub-section (5) of section 9 shall make suitable arrangements in a training institute set up by the Government for imparting a course of basic training to the trade apprentice in accordance with the syllabus approved by the Central Government in consultation with the Central Apprenticeship Council. (3) The employer shall release the apprentice for receiving related instructions as required by section 10 of the Apprentices Act, 1961, treating any time spent in attending such classes as part of his paid period of work. (4) (a) The employer shall pay stipend to the apprentice at the rate as specified from time to time under rule 11 of Apprenticeship Rules, 1991. (b) The stipend for a particular month shall be paid by the 10th day of the following month. No deductions shall be made from the stipend for the period during which the apprentice remains on casual or medical leave. Stipend shall, however, not be paid for the period for which the apprentice remains on extraordinary leave. (5) (a) The weekly hours of work of an 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 instructions); (ii) apprentice undergoing basic training shall ordinarily work for 42 hours per week including the time spent on related instructions; (iii) apprentice during the second year of apprenticeship shall work for 42 to 45 hours per week including the time spent on related instructions; (iv) apprentice 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 apprentice is undergoing apprenticeship training: Provided, however, that short term apprentice may be engaged to work up to a limit of 40 hours per week. (b) No apprentice other than a short term apprentice shall be engaged on such training between the hours of 10 P.M. and 6 A.M. except with the prior approval of the Apprenticeship Adviser who may give his approval if he is satisfied that it is in the interest of the training of the apprentice or in public interest. (6) Where the contract of apprenticeship is terminated on account of failure on the part of the employer to carry out the terms and conditions of the contract, he shall pay to the apprentice or his guardian (in the case of a minor) compensation in accordance with the rates as specified under rule 8 of the Apprenticeship Rules, 1991. (7) The employer shall allow leave to the apprentice as under:- (i) Casual leave for a maximum period of 12 days in a year. Any holidays intervening during the period of casual leave shall not be counted for the purpose of the limit of 12 days. Casual leave not used during any year shall stand lapsed at the end of the year. (ii) Medical leave up to 15 days for each year of training shall be granted to the apprentice who is unable to attend duty owing to illness. The unused leave may be allowed to accumulate up to a maximum of 40 days. Any holidays intervening during the period of medical leave shall be treated as medical leave. The employer may call upon the apprentice to produce a medical certificate from a registered medical practitioner, as defined in the Apprenticeship Rules, 1991, in support of his medical leave. A medical certificate shall, however, be necessary if the leave exceeds 6 days. It shall be opened to the employer to arrange a special medical examination of the 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. (iii) 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 as either 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. (iv) Extraordinary leave up to a maximum of 10 days or more in a year may be granted to the apprentice, after he has taken the entire medical or casual leave if the employer is satisfied with the genuineness of the grounds on which the leave is applied for. (v) (a) The 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 on training, out of which one-sixth, namely, 33 days, shall be devoted to related instructions and 167 days to practical training; (b) The apprentice engaged in an establishment which works for 5 1/2 days or 6 days in a week shall put in a minimum attendance of 240 days in a year on training, out of which one-sixth, namely 40 days, shall be devoted to related instructions and 200 days to practical training. (vi) The apprentice, who for any reason is not able to undergo training for the period specified in sub-clause shall be given an opportunity to make up for the shortfall in the following year and shall be eligible to take the test conducted by the National Council- (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 years or four years, as the case may be, in an

establishment which works for 5 days in a week. OR (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, as the case may be, in an establishment which works for 5 1/2 days or 6 days in a week. (vii) If the apprentice is not able to put in the minimum period of attendance specified in sub-clause (v) during the period of training for circumstances beyond his control and the employer is satisfied with the grounds for shortfall in attendance and certifies that 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. (viii) If the apprentice is not able to put in the minimum period of attendance specified in sub-clause (vi) during the period of training and has 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 7 extend his period of training unless he completes full apprenticeship course and the next test is held. (8) The employer shall allow to the apprentice such holidays as are observed in the establishment. (9) If personal injury is caused to an apprentice by accident arising out of and in the course of his training as an apprentice, the employer shall pay to the apprentice compensation in accordance with the provisions of the Workmen's Compensation Act, 1923, subject to the modifications specified in the Schedule to the Apprentices Act, 1961. (Under section 12 of Apprentices Act, 1961) (1) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and carry out all lawful orders of the employer and superiors in the establishment. (2) The apprentice shall conduct himself as a trainee and not as a worker, learn his trade conscientiously and diligently and endeavour to qualify himself as a skilled craftsman in his trade before the expiry of the period of the period of training. Save as provided in the Apprentices Act, 1961, provisions of any law with respect to labour will not be applicable to him. (3) The apprentice shall attend practical (basic and shopfloor) training and related instructions classes regularly. (4) The apprentice shall appear for periodical tests that may be conducted by the employer or other authorities concerned by the National Council for Vocational Training for award of a certificate of proficiency in the trade. (5) In the event of premature termination of contract of apprenticeship for failure on the part of the apprentice to carry out the terms and conditions of contract, the surety or the guardian may be bound to pay the employer such amount as may be determined by the Central/State Apprenticeship Adviser as and towards the cost of training in accordance with rates as specified under rule 8 of the Apprenticeship Rules, 1991. (6) Except in case of extreme urgency the apprentice shall submit applications for all leave except medical leave to the appropriate authority and obtain sanction before the leave is taken. (7) The apprentice, his/her guardian (in case of minor) declares that no other contract of apprenticeship subsists already between him and any other employer (in respect of, minor apprentice by the guardian) and undertakes that he shall not enter into any other contract of apprenticeship with any other employer (in respect of minor apprentice, by the guardian) before the expiry or termination of the contract of apprenticeship. (8) The apprentice or his/her guardian (in case of minor) shall not enter into any other contract of apprenticeship with any other employer in respect of the apprentices mentioned in the first recital before the expiry or termination of the contract of apprenticeship. (9) The first six months of the period of apprenticeship training shall be treated as period on probation. Either party may make an application to the Central/State Apprenticeship Adviser for the earlier termination of contract and when such an application is made the party making the application shall send by post a copy thereof to the other party to the contract. The Central/ State Apprenticeship Adviser after considering the contents of the application and objections, if any, filed by the other party, may terminate the contract, if he is satisfied that the parties to the contract, if any, of them have or has failed to carry out the terms and conditions of the contract and that it is desirable in the interests of the parties or any of them to terminate the same : Provided that the amount as stated in paras 1(6) and 11(5) of this Schedule shall become payable by one party to the other according as the failure is on the part of the employer or the apprentice: Provided further that no compensation shall be payable by the employer to the guardian of the apprentice if the employer makes an application to the Central/State Apprenticeship Adviser during the period the apprentice is on probation for the termination of the contract on the ground that the apprentice on the trade in which he has been engaged and that his guardian has refused to allow him to undergo apprenticeship training in another designated trade for which he is found suitable by the employer and if the Central/State Apprenticeship Adviser, after considering the contents of the application of the employer and the objections, if any, filed by the other party is satisfied that it is desirable in the interests of the parties or any of them to terminate the contract. (10) It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment, nor shall it be obligatory on the part of the apprentice to accept an employment under the employer. (11) Any disagreement or dispute between the employer and the guardian of the apprentice arising out of the contract shall be referred to the Central/State Apprenticeship Adviser for decision and any person aggrieved by the decision of the Central/State Apprenticeship Adviser may, within 30 days from the date of communication to him of such decision, prefer an appeal against the decision to the Central/State Apprenticeship Council and such appeal shall be heard and determined by the Committee of that Council appointed for the purpose. The decision of such committee shall be final.

SCHEDULE 6

TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE, TECHNICIAN AND TECHNICIAN (VOCATIONAL) APPRENTICES

1. The period of training shall be one year (in the case of Sandwich students, the period of training shall be as stipulated in curriculum). 2. It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer. Note.-If, however, there is a condition in the contract of apprenticeship that the apprentice shall, after the successful completion of training serve the employer, the employer shall, on such completion, be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser. 3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labour shall not apply to or in relation to such apprentice. 4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry out all lawful orders of the employer and superiors in the establishment. (ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly. (iii) The apprentice shall maintain a record of his work during the period of his apprenticeship training in a proforma approved by the Apprenticeship Adviser. (iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice to carry out the terms of contract, the apprentice shall refund to the employer as cost of training such amount as may be determined by the Apprenticeship Adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the Act with any other employer. (v) The contract of apprenticeship can be terminated without compensation payable to the apprentice- (a) if he/she secures gainful employment (on production of copy of the appointment order); and (b) if he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a Medical Officer not below the rank of Civil Surgeon). (vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice in accordance with rates specified under rule 8 of these Rules. (vii) Continuance of payment of stipend shall depend on satisfactory performance of the apprentice during the training period. 5. (i) The employer shall make suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions of the Act and Rules made thereunder and with the approval of the respective Regional Central Apprenticeship Adviser. (ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician/Technician (Vocational) apprentices and get it approved by the respective Regional Central Apprenticeship Adviser. (iii) The employer will arrange for a suitable person to be placed in charge of training of apprentices as laid down under the Act and the rules made thereunder. 6. (i) A Graduate, Technician and Technician (Vocational) apprentice shall work according to the normal hours of work of the department in the establishment to which he/she is attached for training. They will be eligible for 12 days of Casual Leave and 15 days of Medical Leave with payment of stipend. Extraordinary Leave up to 10 days with or without payment of stipend may be granted at the discretion of the establishment. (ii) The stipend for a particular month shall be paid before the 10th day of the following month.