



सत्यमेव जयते

Government of India  
Ministry of Skill Development & Entrepreneurship

# NATIONAL APPRENTICESHIP PROMOTION SCHEME (NAPS)



**Skill India**  
कौशल भारत - कुशल भारत

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# GUIDELINES FOR IMPLEMENTATION OF NATIONAL APPRENTICESHIP PROMOTION SCHEME

## 1. BACKGROUND

- 1.1 The Apprentices Act, 1961 was enacted with the objective of regulating the program of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. Ministry of Skill Development and Entrepreneurship is the administrative ministry responsible for implementation of the Act.
- 1.2 The National Policy of Skill Development and Entrepreneurship 2015, launched by the Hon'ble Prime Minister on 15<sup>th</sup> July, 2015, focuses on apprenticeship as one of the key program for creating skilled manpower in India. The policy proposes to pro-actively work with industry including MSME sector to facilitate a tenfold increase in apprenticeship opportunities in the country by 2020.
- 1.3 Apprenticeship training is one of the most efficient ways to develop skilled manpower for industry by using training facilities available in the establishments without putting any extra burden on exchequer to set up training infrastructure. Persons after undergoing apprenticeship training can easily adapt to industrial environment at the time of regular employment. The other advantages of apprenticeship training are as follows:
  - It is one of the most important schemes in terms of quality of training, experiential learning and the enhanced employability that it provides.
  - It is the most promising skills delivery vehicle in the industrial/training ecosystem of the country as it provides for a structured and rigorous training programme which helps apprentices becomes skilled.
  - It gives apprentices a real chance to put skills into practice and helps them to gain confidence in a working environment.
- 1.4 Apprenticeship Training consists of Basic Training and On-the-Job-Training/Practical Training at workplace in the industry. The basic training is an essential component of apprenticeship training for those who have not undergone any institutional training/skill training before taking up on-the-job-training/practical training. It accounts for 20-30% of overall duration of Apprenticeship Training. Apart from basic training, there is a component of on-the-job training which is performed in the establishments and undertaken by the establishment itself.
- 1.5 The Apprentices Act, 1961 makes it obligatory for employers to engage apprentices in designated trades and in optional trades. Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship monitors the implementation of the scheme of apprenticeship training. For CPSUs and establishment operating business in 4 or more States, it is done through six Regional Directorates of Apprenticeship Training. State Apprenticeship Advisers monitor the Scheme in State Government Undertakings and Private Establishments.
- 1.6 There are five categories of apprentices namely; trade apprentices, graduate apprentices, technician apprentices, technician (vocational) apprentices and optional trade apprentices.

## 2. Current status

- 2.1 Only 2.30 lakh trade apprentices are undergoing apprenticeship training in 30,165 establishments throughout the country under the Apprentices Act, 1961 which is miniscule as compared to the total number of establishments in the country. Out of these, 36,000 apprentices are in Central Public Sector Undertakings/Central Government and 1.94 lakh apprentices are in State Public Sector Undertaking/State Government Departments and Private Sector

## 3. Amendments in the Apprentices Act, 1961

- 3.1 The government has brought comprehensive amendments in the Act in December 2014 to make it more attractive for both industry and youth. Major changes introduced in the amendment are replacing the outdated system of trade wise and unit wise regulation of apprentices with a band of 2.5% to 10% of the total workforce (including contractual workers), introduction of optional trades, removing stringent clauses like imprisonment & allowing industries to out-source basic training.

## 4. Potential available for Apprenticeship Training

- 4.1 There are a large number of establishments where training facilities are available but these facilities have not be utilized because such establishments express their inability to come under the Act citing lack of support from Government. Compared to the size and rate of growth of economy of India, the performance of Apprenticeship Training is not satisfactory and a large number of training facilities available in the industry are going unutilized depriving unemployed youth to avail the benefits of Apprenticeship Training.
- 4.2 There are about 50 lakh employees in Central Public Sector Undertaking, Central Government and Banking Sector. If these establishment engage apprentices even up to the mandatory minimum limit of 2.5% of the

total manpower strength, the number could reach 1,25,000. According to the fifth economic census, there are 20,62,124 MSMEs having 6 or more workers. If each establishment engages even one apprentice, the number could be 20 lakh. Therefore, there is a huge potential in apprenticeship training which remains untapped.

## 5. Incentivizing Employers

- 5.1 Apprenticeship training provides for an industry-led, practice-oriented, effective and efficient mode of formal training and as such strengthening of apprenticeship training needs to be given a high priority.
- 5.2 Although On-the-Job-Training/Practical Training facilities are available with the employers but they are not able to engage apprentices as they do not have basic training facilities. Employers are not interested to outsource apprentices for basic training to other training providers, as they have to bear the basic training cost to be paid to the basic training providers and the stipend payable to apprentices during the basic training period.
- 5.3 Keeping in view the importance of Apprenticeship Training, the scheme for "Promoting Apprenticeship Training" was placed before the Cabinet for its approval and the Cabinet approved "**National Apprenticeship Promotion Scheme**".

## 6. National Apprenticeship Promotion Scheme

The scheme is for

- (i) Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to all apprentices with the employers.
- (ii) Sharing of cost of basic training with Basic Training Providers (BTP).

### 6.1 Objective of the Scheme

The main objective of the scheme is to promote apprenticeship training and to increase the engagement of apprentices from present 2.3 lakh to 50 lakh cumulatively by 2020.

### 6.2 Components of the Scheme

The scheme has the following two components:

- 6.2.1 Sharing of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice with the employers. The stipend support would not be given during the basic training period for fresher apprentices.
- 6.2.2 Sharing of basic training cost in respect of apprentices who come directly to apprenticeship training without any formal trade training. Basic training cost will be limited to Rs. 7500/- for a maximum of 500 hours/3 months.

### 6.3 Scope of the Scheme

This scheme will cover all categories of apprentices except the Graduate, Technician and Technician (Vocational) apprentices which are covered by the scheme administered by Ministry of Human Resource Development

### 6.4 Scheme Targets

Target under the scheme shall be 5 lakh apprentices in 2016-17, 10 lakh apprentices in 2017-18, 15 lakh apprentices in 2018-2019 and 20 lakh apprentices in 2019-20. The engagement of fresher apprentices shall be 20% of total annual target.

### 6.5 Implementing Agencies

- 6.5.1 Regional Directorates of Apprenticeship Training (RDATs) under the control of Directorate General of Training will act as implementing agencies in their regions for Central Public Sector Undertaking and establishments operating their business in 4 or more States.
- 6.5.2 State Apprenticeship Advisers (SAA) will act as implementing agencies for state public sector and private establishments under their jurisdiction.

### 6.6. Key features

- 6.6.1 Wider options for the apprentices- integration with other schemes

Courses under Pradhan Mantri Kaushal Vikas Yojana (PMKVY)/ Modular Employable Skill (MES) will be linked with apprenticeship training. These courses will be given the status of optional trades & the relevant practical content for On-the-Job training will be added by Sector Skill Council(SSC)/National Council for Vocational Training (NCVT) as the case may be. The total duration of On-the-Job/Practical training for these courses will be of one year (excluding the period of basic training)

- 6.6.2 Ease of Administering through technology

- (i) Online portal would be used for administering the implementation of the Apprenticeship Training. It will address the requirements of all key stakeholders.
- (ii) Portal will facilitate:

**For Industry**

- On-line registration
- Declare apprenticeship seats/vacancies
- Search & shortlist candidates specific to sector, trades, region etc.
- Issue offer letters to candidates for engaging as apprentices
- Submit contract of apprenticeship on-line for approval by respective RDAT/SAA
- Monitoring of apprenticeship training.
- On-line submission of returns and records
- On-line submission of claims.
- Online payment of Government share

**For candidates**

- On-line registration indicating their sector/trades of choice
- Sending application to potential employers for apprenticeship training,
- Online receipt and acceptance of offer letters from establishments
- Process all necessary contractual obligations online.
- Search and select Basic Training Provider (BTP) specific to sector, trades and region

**For Regional Directorates of Apprenticeship Training/State Apprenticeship Advisers**

- Review & approve contracts of apprenticeship
- Monitor the implementation of apprenticeship training
- Receipt and review of claims from employers
- Online payment of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to the employers
- Receipt and review of applications from BTP by RDATs
- Receipt of Inspection report and approval of BTP by RDATs
- Receipt and review of claims from BTP on-line.
- Payment of cost of basic training to BTPs

**For Basic Training Provider (BTP)**

- On-line registration
- Declare basic training seats/vacancies
- Search & shortlist candidates specific to sector, trades, region etc.
- Provide basic training to apprentices who have been sponsored by an employer after execution of contract with apprentice
- Placement of apprentices for on-the-job training with employer after basic training.
- On-line submission of claims.

- (iii) Portal will also facilitate for time bound approval of contract of apprenticeship, centralized database for compliance and monitoring, online verification of candidates profile, management of on-line examination for generation and issue of hall tickets.

**6.6.3 Involvement of States/UTs**

As per the Apprentices Act, monitoring of apprenticeship training in State Public Sector Undertakings and Private Sector Establishments is done by the respective State Governments. Generally, it has been seen that State Governments do not play an active role in promoting apprenticeship training so it has been decided to involve the states in implementing the new scheme. State Apprenticeship Council will be entrusted to setup an Apprenticeship Cell in each State and their responsibilities will include monitoring the implementation of this scheme.

#### 6.6.4 Promoters and facilitators for Apprenticeship Training

- (i) Facilitators/Promoters in the system are essential for mobilizing the apprentices. Since this scheme involves multiple stakeholders, the role of facilitators becomes important. Facilitators can also create awareness among the employers which is generally lacking in our country. The facilitators can also play a major role in coordinating between basic training providers and the employers for on-the-job training.

### 7. Communication campaign

- (i) Workshop/Seminars  
Meetings/Workshops will be organized with all stakeholders including CII, FICCI, ASSOCHAM, Sectoral Associations and local industry chambers/clusters.
- (ii) Publicity & advertisements using both print and electronic media.
- (iii) Brand Ambassadors  
Appointing Brand Ambassadors for states and for local industrial clusters to act as facilitators and promoters to promote apprenticeship training. Brand Ambassadors may be from large, medium and small industries. These will be actual practitioners & will include those employers who have/are engaging apprentices. Brand ambassadors will be formally recognized by granting them certificates/badges.

### 8. Implementation plan

#### 8.1 Eligibility of Employer

- Employer is any person/entity who has business in any trade or occupation.
- The employers interested to avail the benefits of the scheme must fulfill the following:
  - Employer shall engage apprentices in a band of 2.5% to 10% of the total strength of the establishment
  - Employers must be registered with EPFO/ESIC/LIN
  - Employers must have TIN/TAN number.
  - Employers must register on the apprenticeship portal.
  - Employers must have an aadhaar linked bank account

#### 8.2 Eligibility of Apprentice

- An apprentice is a person who has made contract of apprenticeship with the employer for apprenticeship training under the Act.
- Apprentices can be engaged from the following four categories:
  - (i) Trainees passed out from ITI courses
  - (ii) Trainees under dual-learning mode from ITIs
  - (iii) Trainees who have completed PMKVY/MES courses
  - (iv) Candidates who possess minimum educational qualification required for a trade and have not undergone any formal trade training (Fresher apprentices)
- Apprentice must fulfill the following:
  - He/she has completed 14 years of age and fulfills other requirements of the Apprentices Act, 1961.
  - Every apprentice has to register on the portal.
  - Every apprentice must have an aadhaar number.
  - Must possess minimum age, educational and physical qualification prescribed for the trade
- Maximum age in respect of apprentices mentioned at (iv) above shall be 21 years.
- Number of apprentices mentioned at (iv) above may be upto 20% of the target in a year.

#### 8.3 Eligibility of Basic Training Providers

- (I) Basic Training Provider (BTP) is an entity who has the facilities for imparting basic training to apprentices.
- (II) Types of BTPs:
  - Government & Private Industrial Training Institutes.
  - Industries/ establishments with in-house basic training facilities.
  - BTP set up/supported by Industry clusters

(III) Selection of BTP:

- Government/Private ITI will automatically get selected as a BTP provided that they have spare seats (within overall affiliation) for running basic training. Spare shifts may be used for basic training.
- BTP will have to apply through portal for registration
- RDAT will review the application of BTP
- RDAT will arrange for physical inspection of BTP by a committee constituted for this purpose.
- Submission of Inspection report on-line by the committee.
- Review of inspection report and approval of BTP by RDAT
- Selection and offer to BTP on-line by RDAT.

(IV) BTPs interested to avail the benefits of the scheme must fulfill the following:

- After approval, they can get registered
- BTP must be registered on the apprenticeship portal.
- BTP must have an aadhaar linked Bank Account.

#### 8.4. Fields of apprenticeship training

Apprenticeship training can be provided to apprentices both in designated and optional trades.

(i) Designated trade

Designated trade means any trade or occupation as notified by the Government. At present, there are 259 designated trades available for apprenticeship training. List is available on apprenticeship portal.

(ii) Optional trade

(a) PMKVY/MES–Courses under PMKVY/MES with a duration of minimum 500 hrs. as basic training component and a one year practical content for on-the-job component designed by SSC/NCVT will be declared as optional trades.

(b) Created by employer –In a trade decided by employer with a duration of minimum 500 hrs. as basic training component and a one year practical content for on-the-job component, designed by employer and uploaded on the apprenticeship portal.

List of courses under PMKVY/MES, which have been declared as optional trades, is being uploaded on apprenticeship portal.

#### 8.5 Duration of Apprenticeship Training

Apprenticeship Training consists of Basic Training and On-the-Job-Training/Practical Training at the workplace in the industry. Duration of apprenticeship training for different routes for getting the financial benefits of the scheme will be as follows:

Routes of apprenticeship training	Duration of Basic Training	Duration of Practical Training/ On-the-job-Training	
	Maximum	Minimum	Maximum
ITIs pass-outs	Not required	1 year	2 years
PMKVY/MES	„	1 year	2 years
Dual-learning mode from ITIs	„	5 to 9 months	
Fresher apprentices	3 months	1 year	2 years

#### 8.6. Contract of apprenticeship

Employer may shortlist candidates' specific to sector, trades, region etc. and offer letters to candidates for engaging through portal. Employer may also select apprentices off-line and upload the details of apprentices before start of apprenticeship training on the portal. Contract of apprenticeship must be entered between apprentice and the employer. The contract of apprenticeship must be registered with concerned Apprenticeship Adviser through the portal.

## 9. Processing of Claims

### 9.1 Payment of reimbursement claims towards stipend to the Employers

- (i) Payment of full rate of prescribed stipend, including Government of India's share shall be paid to apprentices by the establishment through the aadhaar linked bank accounts of apprentices. For this purpose, the employers are required to seek bank details from the apprentices.
- (ii) Establishments are required to upload a proof for payment of full amount of stipend to the apprentice alongwith the attendance particulars. Government of India's share will be reimbursed on a quarterly basis by the respective RDAT or SAA.
- (iii) Concerned RDATs/States will verify the information uploaded by the establishment and on confirmation of the training conducted and full amount of stipend paid, they will reimburse the payment to establishments' bank account within 10 days from the receipt of claims from the employers.
- (iv) Payment for the last quarter shall be made only after passing the final trade test by the apprentice and adjusting for dropouts.
- (v) Employers will have to sign a undertaking to inform the concerned RDAT/SAA about any dropouts.

### 9.2 Sharing of Basic Training Cost to Basic training Providers

The following procedure shall be adopted under the scheme for payment of basic training cost i.e. Rs. 7500/- per apprentice for 500 hours/3 months:

- (i) RDATs/States will make the payment towards cost of basic training to Basic Training Providers through their bank account. Rs. 5000/- per apprentice as a basic training cost shall be made after successful completion of basic training and the remaining basic training cost i.e. Rs. 2500/- per apprentice shall be paid after completion of apprenticeship training by the apprentice.

## 10. Monitoring of the establishments

Monitoring is required to ascertain the status of implementation of the scheme. Therefore, it is expected that 5% to 10% of the total beneficiary establishments under the scheme would be subject to actual physical verification every year. They will be selected on a computerized random basis.

## 11. Eligibility and role of Brand Ambassadors

- Have undergone apprenticeship training and are successful in their field.
- Employers engaged or engaging apprentices.
- They will be selected/appointed by respective RDAT's.
- Brand ambassadors will be paid @ 2500/- per day whenever they are called for any workshops/seminar/meeting. They would also be reimbursed travel expenses at actuals whenever they are required to travel.

# FREQUENTLY ASKED QUESTIONS ON NATIONAL APPRENTICESHIP PROMOTION SCHEME (NAPS)

## What is National Apprenticeship Promotion Scheme?

National Apprenticeship Promotion Scheme (NAPS) is a new scheme of Government of India to promote apprenticeship. It was launched on 19<sup>th</sup> August 2016.

## What are the components of NAPS?

The scheme has the following two components:

- Reimbursement of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice by the Government of India to all employers who engage apprentices.
- Reimbursement of cost of basic training (upto a limit of Rs. 7500/- for a maximum of 500 hours/3 months) by the Government of India to Basic Training Providers (BTPs) in respect of apprentices who come directly for apprenticeship training without any formal training.

## Why was NAPS required?

- To promote apprenticeship training
- To incentivize employers who wish to engage apprentices.
- To increase the engagements of apprentices from present 2.3 lakh to 50 lakh cumulatively by 2020.

## Who implement NAPS?

- Regional Directorates of Apprenticeship Training (RDATs) are the implementing agencies for Central Public Sector Undertakings and those private establishments operating in 4 or more States.
- State Apprenticeship Advisers are the implementing agencies for State Public Sector Undertakings and Private Sectors establishments in their respective States.

## What is apprenticeship training?

Apprenticeship training is a course of training in any industry or establishment. Apprenticeship training consists of basic training and On-the-Job-Training(OJT)/practical training at workplace.

## What is basic training?

Basic training consists of theoretical and practical instructions relating to the trade in which on-the-job-training is to be imparted. It is mandatory for those who have not done any formal training in an ITI or in those courses under PMKVY/MES which have been granted equivalence with basic training.

## What is the duration of basic training?

The duration of basic training is 1/5<sup>th</sup> to 1/4<sup>th</sup> of the overall duration of apprenticeship training. Remaining period will be utilised for on-the-job-training component.

## Where basic training can be done?

Basic training can be done in Basic Training Centre (BTC) which can be set up by the industry/employer where on-the-job-training is to be given, provided the industry/employer has the required facilities/infrastructure for providing basic training. All such BTCs will have to go through a verification process before being designated as a BTC.

It can also be provided in government or private industrial training institutes ITIs provided they have spare seats (within overall affiliation) for running basic training. Spare shifts may also be used for basic training. In case these institutes have the required capacity to conduct basic training, they will be designated as BTCs. It can also be imparted in BTCs set up/supported by Industry clusters.

## What is On-the-job-training?

Practical training imparted at workplace in an industry.

## Who can undergo apprenticeship training?

Any individual, who has completed 14 years of age, is physically fit and having minimum educational qualification prescribed for a trade can undergo apprenticeship training.

## Where can apprenticeship training be undertaken?

One can undergo apprenticeship training in industry/establishments under the Central/State Government or in private sector establishments.



## Which all sectors are covered under apprenticeship training?

The following sectors are covered under apprenticeship training:

Agriculture and Allied Services	Apparel	Automobile	Aviation
Bamboo Jute and Green Technology	Banking Financial Service and Insurance	Capital Goods	Ceramics
Chemical	Coating and Painting	Construction	Domestic Workers
Electrical (Including New and Renewable Energy)	Electronics	Entertainment and Media	Fabrication
Gems and Jewellery	Furniture and Fittings	IT and ITES	Leather
Food Processing and Preservation	Industrial Automation and Instrumentation	Plumbing and Sanitation Technology	Refrigeration and Air Conditioning
Glass	Infrastructure	Life Science	Marine
Healthcare and Wellness	Iron & Steel	Mining and Minerals	Plastics
Production and Manufacturing	Services including Repair and Maintenance	Tourism and Hospitality	Rubber
Retail and Logistics	Soft Skills and Entrepreneurship	Textile and Handlooms	Security

## Which all trades are covered under apprenticeship training?

Apprenticeship training can be provided in designated and optional trades. These trades cover all the sectors listed above.

### What is a designated trade?

Designated trade means any trade or occupation as notified by the Government. At present, there are 259 designated trades available for apprenticeship training. List is available on apprenticeship portal.

### What is an optional trade?

Optional trade means any trade or occupation decided by an employer. Optional trades can be from the following categories -

**PMKVY/MES** –Courses under PMKVY/MES (Prime Minister Kaushal Vikas Yojana/ Modular Employable Skills) can be treated as equivalent to basic training component. A one year practical content for on-the-job-training can be designed by the concerned Sector Skill Council(SSC)/NCVT for such courses.

**Created by employer** –In a trade decided & designed by employer with a duration of minimum 500 hrs. as basic training component and a one year practical content for on-the-job-training. This option is given to employers to design their own courses relevant to their requirements. All such courses have to be loaded on the apprenticeship portal.

### What is the procedure for registration of candidate on the apprenticeship portal?

Candidate may access the apprenticeship portal

<http://www.apprenticeship.gov.in/Pages/Apprenticeship/ApprenticeRegistration.aspx>

### How a candidate can undergo apprenticeship training?

- Candidate may access the apprenticeship portal for registration indicating sectors/trades of his choice
- Search for potential employers
- Send applications to potential employers for apprenticeship training,
- Online receipt and acceptance of offer letters from establishments
- Process all necessary contractual obligations online.

### Who is an apprentice?

An apprentice is a person who has entered into a contract of apprenticeship with the employer for apprenticeship training under the Apprentices Act.

### **When the apprenticeship training shall be deemed to have commenced?**

The date on which the contract of apprenticeship has been entered between employer and apprentice.

### **Is registration of contract of apprenticeship required?**

Yes, registration of contract of apprenticeship is required for designated trades but it is not required for optional trades. However, for getting benefits under NAPS, registration of contract of apprenticeship for optional trades has been made mandatory.

### **Who registers the contract of apprenticeship?**

Contract of apprenticeship can be registered by State or Central Apprenticeship Advisers. Contracts are submitted for registration in an online mode and they are approved by the registering authority.

### **What is the procedure for online registration of contract of apprenticeship?**

- Candidate applies to an establishment for apprenticeship training.
- The establishment views the application of candidate in its MIS account
- Offers a seat to the candidate.
- An establishment can contact a candidate on its own also.
- Candidate receives the offer and accepts it.
- The acceptance is again reflected in the MIS account of establishment.
- The establishment approves the accepted offer from the candidate. A contract having a unique contract number is generated between the establishment and candidate.
- Now the candidate gets the status of an apprentice.
- This contract of apprenticeship is now reflected in the account of approving authority for approval. The approving authority approves the contract.

### **What categories of apprentice are covered under the NAPS?**

Apprentices are covered under NAPS from the following four categories:

- Trainees passed out from ITI courses
- Trainees under “dual-learning mode of training” from ITIs
- Trainees who have completed PMKVY/MES courses
- Candidates who possess minimum educational qualification required for a trade and have not undergone any formal training in an ITI/PMKVY/MES–these candidates are designated as ‘fresher apprentices’.

### **What categories of apprentices are required to undergo basic training?**

Only fresher apprentices are mandatorily required to undergo basic training. The first two categories of apprentices are exempted from undergoing basic training. Third category of apprentices is also exempted provided that courses under PMKVY/MES are given equivalence to basic training component.

### **What is Pradhan Mantri Kaushal VikasYojana (PMKVY)?**

PMKVY is the flagship scheme of the Ministry of Skill Development & Entrepreneurship. The objective of this Skill Certification Scheme is to enable a large number of Indian youth to take up industry-relevant skill training that will help them in securing a better livelihood. PMKVY courses are run by Training Partners under the Sector Skill Councils (SSCs) set up by National Skill Development Corporation (NSDC).

### **What are Modular Employable Skills(MES) courses ?**

MES courses are short term courses designed by NCVT under the scheme SDI – Skill Development Initiative. Various State Governments & Central Government agencies are running MES courses through Vocational Training Providers (VTPs).

### **What is “dual-learning mode of training”?**

This mode of training has been introduced formally in all ITIs from this academic year. It has been introduced for improving the connect between industry and ITIs. Under the dual-learning mode of training, the theoretical instructions and basics about safety and tools, equipment along with foundation practical will be imparted in ITIs and relevant practical training for a trade will be given in the industry. ITIs are required to enter into MOUs with industries/employers where they want to send their trainees for practical training.

## **What are the eligibility criteria for apprentices under NAPS?**

- Apprentice must fulfill the following:
- He/she must possess minimum age, educational and physical qualification prescribed for the trade
- Apprentice must register on the portal.
- Apprentice must have an aadhaar number.
- Maximum age in respect of fresher apprentice shall be 21 years.

## **Who are the employers?**

An employer is a person/entity who has business in any trade or occupation.

## **What is the procedure for registration of establishment/employer on the apprenticeship portal?**

Employers have to access the apprenticeship portal. They need to supply information relating to their registration under ESIC/EPFO etc. which will be used for online validation.

<http://www.apprenticeship.gov.in/Pages/Apprenticeship/EstablishmentRegistration.aspx>

## **How many apprentices can be engaged by an industry/establishment?**

Establishment shall engage apprentices in a band of 2.5% to 10% of the total manpower strength of the establishment including contractual staff. An establishment with total strength of 100 can engage a maximum of 10 apprentices and a minimum of 3 apprentices.

## **What are the eligibility criteria for employers to avail the benefits of NAPS?**

The employers interested to avail the benefits of NAPS must fulfill the following:

- Employers must be registered with EPFO/ESIC/LIN
- Employers must have TAN/TIN number.
- Employers must register on the apprenticeship portal.
- Employers must have an aadhaar linked bank account

## **How an establishment can engage apprentices?**

- Employer may access <http://www.apprenticeship.gov.in> for on-line registration
- Select the option (NAPS or Non-NAPS) – to declare their intention of registering for NAPS.
- Declare apprenticeship seats/vacancies
- Search & shortlist candidates specific to sector, trades, region etc.
- Issue offer letters to candidates for engaging as apprentices
- Sign contract of apprenticeship with apprentice
- Submit contract of apprenticeship on-line for approval by respective Regional Directorate of Apprenticeship Training/ State Apprenticeship Adviser.

## **What are other benefits for employers to engage apprentices under the Apprenticeship Training?**

Employers who are engaging apprentices under the Apprentices Act, 1961 are exempted towards contribution of EPF and ESI for apprentices.

## **Who is Basic Training Provider?**

Basic Training Provider (BTP) is an entity who has the facilities for imparting basic training to apprentices.

## **Who can become BTP?**

The following can become BTP:

- Government & Private Industrial Training Institutes.
- Industries/ establishments with in-house basic training facilities ( subject to physical verification by RDATs)
- Basic Training Centres set up/supported by industry clusters ( subject to physical verification by RDATs)
- In case a industry/ establishment does not want support under the basic training component of NAPS ( Rs 7500/- for upto 500 hours) then it will not be required to go through the physical verification.

### **How the BTPs will be selected?**

BTPs will be selected in the following manner:

- Government/Private ITI will automatically get selected as a BTP provided that they have spare seats (within overall affiliation) for running basic training. Spare shifts may be used for basic training.
- BTP will have to apply through portal for registration
- RDAT will review the application of BTP
- RDAT will arrange for physical inspection of BTP by a committee constituted for this purpose.
- Submission of inspection report on-line by the committee.
- Review of inspection report and approval of BTP by RDAT
- Selection and offer to BTP on-line by RDAT.

### **What is the procedure for registration of BTP on the apprenticeship portal?**

BTP may access the apprenticeship portal

<http://www.apprenticeship.gov.in/Pages/Apprenticeship/BTPRegistration.aspx>

### **What are the roles of RDATs?**

- Review & approve contracts of apprenticeship
- Receipt and review of claims from employers
- Online payment of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to the employers
- Receipt and review of applications from BTP by RDATs
- Receipt of Inspection report and approval of BTP by RDATs
- Receipt and review of claims from BTP on-line.
- Payment of cost of basic training to BTPs

### **What are the roles of State Apprenticeship Advisers?**

- Review & approve contracts of apprenticeship
- Receipt and review of claims from employers
- Online payment of 25% of prescribed stipend subject to a maximum of Rs. 1500/- per month per apprentice to the employers.

### **How employer under NAPS will make the payment of stipend to apprentices?**

Employer will make the payment of stipend to apprentices through the Aadhaar linked bank accounts of apprentices.

### **What are procedures for payment of reimbursement claims stipend to the employers?**

- Payment of full rate of prescribed stipend, including Government of India's share shall be paid to apprentices by the establishment through the aadhaar linked bank accounts of apprentices. For this purpose, the employers are required to seek bank details from the apprentices.
- Establishments are required to upload a proof for payment of full amount of stipend to the apprentice alongwith the attendance particulars.
- Payment for the last quarter shall be made only after passing the final trade test by the apprentice and adjusting for dropouts.
- Employers will have to sign a undertaking to inform the concerned RDAT/SAA about any dropouts.

### **What certification will be provided to apprentice after completion of apprenticeship training?**

At the end of apprenticeship training, the apprentice will appear at an All India Trade Test conducted by the National Council for Vocational Training in designated trades or optional trades under NAPS. Successful apprentice will be awarded National Apprenticeship Certificate, which is qualification for employment.

## **What are amendments made in the Apprentices Act, 1961 in year 2014?**

The Apprentices Act has been amended from 22.12.2014. Main changes are:

- Engagement of apprentices in a band of 2.5% to 10% of total strength of establishment
- Introduction of optional trades
- Scope has been extended to non-engineering pass-outs.
- Outsourcing of basic training in an institute of employer's choice.
- Aggregation of apprentices through Third Party Agency (TPA)
- Penalty in the form of fine only
- Submission of returns, other information and contract of apprenticeship through apprenticeship portal and its time bound approval

## **What is mode of payment under NAPS?**

The mode of payment under NAPS shall be through Direct Benefit Transfer(DBT). The beneficiary under the NAPS scheme is the establishment. The payment shall be made to the same bank account of the establishment from which the establishment has made payment to the apprentices. The payment by the government shall be made after verification that the establishment has made 100% payment of stipend to the apprentices for the period for which the reimbursement claim has been raised. The entire process shall be paperless through apprenticeship portal.

## **How employer under NAPS will make the payment of stipend to apprentices**

- All payments made to the apprentices should be made using Aadhaar Payments Bridge (APB) through a Aadhaar linked bank account. Apprentices must provide their Aadhaar Number in their registration form.
- Establishment to generate a payment file for apprentices' payments using apprenticeship portal, in the 'APB Input File' format.
- Payment file generated using apprenticeship portal should include NAPS Scheme Code. (NAPS scheme code: AMGNW)
- Establishment to forward the payment file to the Establishment's banker to make onward payment to the apprentice in his/her Aadhaar linked account through APB.
- The 'Return / Response File' as generated by the Establishment's banker should be shared with the Establishment.

## **How the Government shall make payment to Establishment?**

1. On a monthly basis, National Payments Corporation of India (NPCI) to generate a report of transactions for NAPS in the prescribed format.
2. NAPS portal to reconcile the Return / Response File as received from the Establishment with the NAPS Monthly Report as received from NPCI, to validate payments made to apprentices.
  - a. The record of the apprentice should be flagged to capture that payment has been validated with the NAPS Monthly NPCI Report.
3. Establishment to generate claim for only those apprentices' whose record is flagged as validated from both the reports.
4. Claims by Establishments are raised under two categories:
  - a. Establishments under jurisdiction of Regional Directorate of Apprenticeship Training (RDAT) as per Apprentice Act
    - MSDE to make payment / budget allocation to RDAT (through payment advice / PFMS)
  - b. Establishments under jurisdiction of States as per Apprentice Act
    - MSDE to make payment / budget allocation to State Government / Societies (through budget allocation advice / PFMS)

## Whom to Contact?

Address of RDATs	Area of Jurisdictions
<b>Regional Director</b> Regional Directorate of Apprenticeship Training 3 <sup>rd</sup> Floor, A-Wing, New CGO Bldg. NH-IV, Faridabad – 121001 Ph. No. 0129-2413890, 2421973, 9654300773 E-mail: <a href="mailto:rdatfbd@nic.in">rdatfbd@nic.in</a>	Delhi, Haryana, Rajasthan, Himachal Pradesh, Punjab, Chandigarh, Jammu & Kashmir
<b>Regional Director</b> Regional Directorate of Apprenticeship Training ATI Campus, P.O. Udyog Nagar, Kanpur-208022 Ph. No. 0512-2296088, 2225072, 09219625046 E-mail: <a href="mailto:rdatkanpur@gmail.com">rdatkanpur@gmail.com</a>	Uttar Pradesh, Madhya Pradesh, Chhattisgarh, Uttarakhand
<b>Regional Director</b> Regional Directorate of Apprenticeship Training VN Purav Marg, Sion, Mumbai-400022 Ph. No./Fax No.: 022-24057519, 09819531961 E-Mail: <a href="mailto:rdatmum@nic.in">rdatmum@nic.in</a>	Maharashtra, Gujarat, Daman & Diu, Goa, Dadra & Nagar Haveli
<b>Regional Director,</b> Regional Directorate of Apprenticeship Training ATI-EPI Campus Ramanthapur, Hyderabad-500013 Ph. No.: 040-27031783, Fax No.: 040-27038264, 09701203815 E-Mail: <a href="mailto:rdat_hyd@yahoo.co.in">rdat_hyd@yahoo.co.in</a>	Andhra Pradesh, Telangana, Karnataka
<b>Regional Director,</b> Regional Directorate of Apprenticeship Training MSO Building 'E' wing, 1st Floor, D.F. Block, Sector-1, Salt Lake City, Kolkata-700064 Ph. No.: 033-23340364, 033-40066301 Fax No. 033-23210322 , 984559330 E-mail: <a href="mailto:rdatkolkata_er@yahoo.in">rdatkolkata_er@yahoo.in</a>	West Bengal, Bihar, Jharkhand, Tripura, Assam, Meghalaya, Sikkim, Arunachal Pradesh, Manipur, Mizoram, Nagaland, Odisha, Andaman & Nicobar Islands
<b>Regional Director,</b> Regional Directorate of Apprenticeship Training, CTI Campus, Guindy, Chennai-600032 Ph. No.: 044- 22500091, Fax No.: 044-22500989, 09444158766 E-Mail: <a href="mailto:rdatchn@nic.in">rdatchn@nic.in</a>	Tamil Nadu, Kerala, Lakshadweep, Puducherry

## Address of State Apprenticeship Advisers

<b>Director</b> Directorate of Employment & Training B.R.K. Rao Bhawan, 3 <sup>rd</sup> Floor, D-Block, Tankbund, Hyderabad-500063, Andhra Pradesh	<b>Director</b> Directorate of Employment & Training Rehabari, Guwahati-781008, Assam
<b>Director</b> Directorate of Technical Education Block 8, Old Sectt., Srinagar, Jammu and Kashmir.	<b>Director</b> Directorate of Technical Education & Industrial Training, Takniki Bhavan, Plot No.1, Sector 36-A, Chandigarh-160036, Punjab.
<b>Director</b> Directorate of Employment & Training, New Sectt., Vikas Bhavan, Patna-800015, Bihar.	<b>Director</b> Directorate of Employment & Training, 4th Floor, KSHB Building Santhi Nagar, Thiruvananthapuram - 695 001
<b>Director</b> Directorate of Technical Education 6, Residency Road, Jodhpur-342001, Rajasthan	<b>Director</b> Directorate of Skill Development, Narmda Road, Rampur Chowk, Jabalpur-482002, Madhya Pradesh
<b>Director</b> Commissionerate of Employment and Training Alandur Road, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai- 600032	<b>Director</b> Directorate of Vocational Education & Training, 3, Mahapalika Marg, Post Box No. 10036, Mumbai 400 001, Maharashtra
<b>Director</b> Directorate for Craftsmen Training Vorkund, Govt. PolytechnicDaman-396210 ( Daman & Diu)	<b>Director</b> Directorate of Employment & Training, Guru Gobind Singh Marg, Lucknow – 226004, Uttar Pradesh

<p><b>Director</b> Director of Craftsmen &amp; Training, D. C. Office Complex, Old Building Lamphelpat, Imphal, Manipur-7950045</p>	<p><b>Director</b> Directorate of Industries, Itanagar – 791 110, Arunachal Pradesh</p>
<p><b>Director</b> Directorate of Employment &amp; Training, Indrawati Bhawan, Block-4, First Floor, Naya Raipur, Chattisgarh.</p>	<p><b>Director</b> Directorate of Employment &amp; Training, “Kaushalya Bhavan”, Dairy Circle, Bannerghatta Road, Bangalore - 560 029, Karnataka</p>
<p><b>Director</b> Directorate of Industrial Training &amp; Vocational Education, 30, Bay’s Building, Sector-17, Chandigarh-160017 Haryana</p>	<p><b>Director</b> Directorate of Technical Education &amp; Vocational Training, District - Mandi, Sundernagar-174401, Himachal Pradesh.</p>
<p><b>Director</b> Directorate of Technical Education and Training Killa Maidan, Buxi Bazar, Cuttack 75300, Odisha</p>	<p><b>Director</b> Directorate of Employment &amp; Training, ITI Silbasa, Dadra &amp; Nagar Haveli (UT)</p>
<p><b>Director</b> Directorate of Employment and Training, Block No. 1, 3<sup>rd</sup> Floor, Dr. Jivraj Mehta Bhawan, Gandhinagar-382 010, Gujarat</p>	<p><b>Director</b> Directorate of Vocational Training &amp; Technical Education, K.G. Polytechnic, Muni Maya Ram Marg, Pitampura, Delhi-110088</p>
<p><b>Director</b> Directorate of Employment &amp; Craftsmen Training, Government of Nagaland, Kohima -797001, Nagaland.</p>	<p><b>Commissioner</b> Commissionerate of Labour, Secretariat Annexe, Puducherry- 650 005</p>
<p><b>Director</b> Directorate of Employment &amp; Training, Port Blair-744101, A &amp; N Islands</p>	<p><b>Director</b> Directorate of Employment &amp; Craftsmen Training, Lower Lachumiere, Shillong - 793001, Meghalaya</p>
<p><b>Director</b> Department. of Labour &amp; Employment, Upper Republic, Aizwal - 796001, Mizoram</p>	<p><b>Director</b> Department. of Industries and Commerce, Shilpudyog Bhawan, Gurkhabasti, Agartala-799006, Tripura</p>
<p><b>Director</b> Directorate of Employment and Training, Room No.- 104/2, 1st Floor, Nepal House, Doranda, Ranchi-834002, Jharkhand</p>	<p><b>Director</b> Directorate of Training &amp; Employment, ITI Haldwani Campus, Haldwani, Uttarakhand - 263139</p>
<p><b>Director</b> Directorate of Employment &amp; Training, Kavaratti, Lakshadweep (UT)</p>	<p><b>State Apprenticeship Adviser</b> Chandigarh Administration, Regional Employment Exchanges, Sector-17, Chandigarh-160 012</p>
<p><b>State Apprenticeship Adviser</b> State Directorate of Craftsmen Training, Shram Shakti Bhavan, Panaji – 403001, Goa</p>	<p><b>Director</b> Technical Education and Training Department, Directorate of Industrial Training, B/7, Action Area-III, 2nd Floor, New Town, Rajarhat, Kolkata-700156</p>



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Guidelines of the Scheme are available at  
<http://www.apprenticeship.gov.in>