



Skill Development and Industrial Training Department, Haryana
Kaushal Bhawan, Plot No. I.P.2, Sector-3, Panchkula
Phone: 0172-5229202, e-mail: sdit.adapp@gmail.com

Issued through E-mail only

To

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

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

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

Kindly refer to the subject cited above.

In continuation to this directorate letter no. TA/NAPS/2016/Stipend/Part-II/886 dated 24.12.2021; it is informed that the **Second Round Schedule** for engagement of trade apprentices in designated trades in Govt. Departments and SPSUs in the **year 2022** have been fixed as below:

Phase-1

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

Phase-2

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

3. Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 21.06.2022
4. Joining of candidates for the apprenticeship training: - 30.06.2022

Phase-3

- Last date for creation/Updation of vacancies on apprenticeship portal www.apprenticeshipindia.gov.in:- 01.07.2022
- The Cut-off date for receiving/considering the applications from candidates through online portal :- 11.07.2022
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 21.07.2022
- Joining of candidates for the apprenticeship training: - 29.07.2022

Phase-4

- Last date for creation/Updation of vacancies on apprenticeship portal www.apprenticeshipindia.gov.in:- 01.08.2022
- The Cut-off date of receiving/considering the applications from candidates through online portal :- 10.08.2022
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 22.08.2022
- Joining of candidates for the apprenticeship training: - 31.08.2022

It is also advised to engage apprentice of following types:

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

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

It is also requested:

- To strictly follow all the provisions under the Apprentices Act, 1961 and Apprentices Rules, 1992 for engaging apprentices and their training.
- Apprentices in any trade should only be engaged if training facilities required under the Apprentices Act, 1961, in that trade are available in your office/establishment.

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

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

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

Nishant Sharma
18/4/22

(Nishant Sharma)

Assistant Director (Apprenticeship)

For Director General, Skill Development & Industrial
Training Department, Haryana, Panchkula

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

Dated: 18-04-2022

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

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

Nishant Sharma
18/04/22

(Nishant Sharma)

Assistant Director (Apprenticeship)

For Director General, Skill Development & Industrial
Training Department, Haryana, Panchkula.

CC:

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