

## APPRENTICESHIP CONTRACT REGISTRATION FORM

GRADUATE APPRENTICE       TECHNICIAN APPRENTICE       TECHNICIAN (Vocational) APPRENTICE

1. Whether Sandwich Course student or not, State Yes / No.

2. Name of the Apprentice  
(in Capital Letters)

3. Father's Name

4. Male

Female

Age

PHOTO

5. Date of Birth

D	D	M	M	Y	Y	Y	Y
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6. Address

Address for Communication	
<div style="text-align: right; margin-bottom: 10px;">PIN <input style="width: 40px;" type="text"/></div> E-mail ID : Mobile No. :	

Whether He/She belong to :

Scheduled Caste

Scheduled Tribe

OBC

Physically Handicapped

Minority Community

(Please specify)

Muslim/Christian/Parsi/Jain/Sikh

7. Education Qualification considered for apprenticeship training under the Act:

Name of the Institution / College University	Qualification (Specify Subject field)	Year & Month of Passing

8. Date of Commencement of Training

D	D	M	M	Y	Y	Y	Y
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Period of Training

Rate of stipend ₹ Per month

9. Name & Address of the Employer

<div style="text-align: right; margin-bottom: 10px;">PIN <input style="width: 40px;" type="text"/></div>	
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We, the Employer, Apprentice (the Guardian in the case of Minor Apprentices) hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from

time to time and agree to abide by all the provisions made there under. We also declare that all the provisions of the Apprentices Act 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. (A certified Specimen Copy of Contract entered into is enclosed). According to the apprentice, it is inferred, that the apprentice had not undergone apprenticeship training elsewhere or had work experience of one year or more, to the best of our knowledge.

Signature of Employer (with seal)

Signature of Apprentice / Guardian

Place :

Date :

FOR BOARD'S USE : Registered under Sec. 4 of the Apprentices Act

Vide Regn. No.

REGIONAL CENTRAL APPRENTICESHIP ADVISER

### NOTE

Before forwarding this form to Board of Apprenticeship Training (SR), Chennai kindly ensure the following; otherwise contract may not be registered.

1. All the columns are duly filled and signatures are affixed
2. Enclose Xerox copy of pass certificate of Degree or Diploma or +2 (Voc) examination (as the case may be)

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 stiputed in curriculum.
- 2 It shall be not be obligatory on the part of the employer to offer any employed 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 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 all lawful order 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 the apprenticeship training in al proforma approved by the Apprenticeship Adviser.
  - (iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice to carryout 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 by 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 an amount equivalent to his three months last drawn stipend.
  - (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 period, 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 (Vocational) apprentices and get it approved by the respective Regional Central Apprenticeship Adviser.
  - (iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down under the Act and Rules 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 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 upto 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 10<sup>th</sup> of the following month.