

**Model Contract of Apprenticeship Training for Major/Minor Apprentices  
(To be prepared in Triplicate)**

- [illegible]

Fax No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- [illegible]

- [illegible]

- [illegible]

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| SC |  | ST |  | PH |  | OBC |  | MINORITY |  | GENERAL |  |
|----|--|----|--|----|--|-----|--|----------|--|---------|--|

- (a) General Education

- (b) Technical

Name of the Trade/Course	From	To
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Duration of Training:

Name of the Institute: \_\_\_\_\_

Name of the Board/Council

8. Name of the Apprenticeship Trade \_\_\_\_\_

- | (a) Duration of Apprenticeship Training |        |
|---|--------|
| years                                   | months |

- (b) Period of Apprenticeship From 

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 To 

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**Note:-** Apprentices should appear in All India Trade Test immediately in order to qualify themselves with in consecutive six(6) chances.

- ### 9. Rates of Stipend

First year: Rs per month

Second year:                      Rs                      per month

Third year: Rs \_\_\_\_\_ per month

Second year: Rs \_\_\_\_\_ per month  
Fourth year: Rs \_\_\_\_\_ per month

10. (a) Name and Address of Guardian

- (b) Relationships with the Apprentice

11. Name and Address of the Surety

[illegible]

12. We, the Employer, Apprentice/Guardian\* and the Surety solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 regarding the contract of Apprenticeship Training including obligations and agree to abide by all the provisions made thereunder. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main provisions of the rules may be seen in the Enclosure).

Signature of the Employer with seal

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Signature of Apprentice

Signature of Guardian\*

Signature of Surety \_\_\_\_\_

- ### 13. Witness Name and their Address

- [illegible]

- [illegible]

14. To be filled in by the office of the apprenticeship adviser

- (i) Registration No

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- (ii) Date \_\_\_\_\_

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- (iii) Place

MUMBAI-400022

Dy. Central Apprenticeship Adviser (Regional)  
Regional Directorate of Appr. Training (W. R.)  
V.N. Purav Marg, Sion, Mumbai - 400022

\* Guardian, in case of minor apprentices

**Main provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training**

- I. (a) The employer shall pay stipend to the trade apprentices at the minimum rate of [As per the provision of Rule 11(1) of Apprenticeship Rules, 1992] (Revised stipend rate as per notification no. G.S.R. 662(E) dated 27/09/2013)  
Rs 2100 per month during first year.  
Rs 2400 per month during second year.  
Rs 2800 per month during third year.  
Rs 3100 per month during fourth year.  
Rates are liable to change.
- (b) The stipend for a particular month shall be paid by the tenth day of the following month, No deduction shall be made from the stipend for the period during which an apprentice remains on casual or medical leave as per provision of the rule. Stipend shall however, not be paid for the period for which the apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the contract (As notified under the Apprenticeship Rules. 1992). He shall pay to the apprentice compensation as prescribed.
3. (a) In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and conditions of the contract (As notified under the Apprenticeship Rules, 1992), the surety at the request of apprentice hereby guarantees to employer the payment of such amount as is determined by the Apprenticeship Adviser as and towards the cost of training.  
(b) The liability of the surety is limited to Rs. 2500 (Rupees Two thousand five hundred only) with interest at twelve per cent per annum.
4. It shall not be obligatory on the part of employer to offer any employment to the passed out trade apprentice on completion of the 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.

**The guideline /Check list for filling Apprenticeship Contract Form**

Sr. No.	Contract Form filling Instructions
1.	Write Name and full address of Establishment with Pin code, Telephone Number, Fax Number, e-mail address etc.
2.	a) Name of Apprentice as per SSC/SSLC mark list in Block (capital) Letter
	b) Write Father's/Mother's/Husband's Name correctly.
3.	Write full correspondence address of Apprentice with Pin Code
4.	Date of Birth : DD/MM/YYYY
5.	a) Date of execution of contract: DD/MM/YYYY
	b) Age on the date of execution of contract : Years and Months
6.	Tick in proper Box , whether belongs SC/ST/PH/OBC/MINORITY/GENERAL (enclose a attested photocopy of Caste/PH certificate : SC/ST/OBC/SBC/PH)
7.	Present Qualification
	a) General Education : SSC/HSC/BA/BCOM/BSc etc.
	b) Technical : NTC(ITI)- ____trade, from MM/YYYY to MM/YYYY
	Duration of training : Six Months/One Year/ Two /Three Years/ NA for fresher (NA stand for Not Applicable)
	Name of the Institute: Govt./Pvt. ITI _____/ NA for fresher
8.	Name of the Board/Council : NCVT ,New Delhi/SCVT_____/ NA for fresher
	Name of the <b>Apprenticeship Trade</b> : _____
	a)Duration of <b>Apprenticeship Training</b> Years:___ Months ___
9.	b) Period of <b>Apprenticeship</b> From: DD/MM/YYYY To DD/MM/YYYY
	Minimum Rates of Stipend: As per Gazette notification no. G.S.R. 662(E) dated 27 <sup>th</sup> Sept, 2013 First year: Rs: 2100 /- per month Second year: Rs: 2400/ per month Third year: Rs :2800/-per month Fourth year: Rs :3100/- per month
10.	a) Name and full Address with pin code of Guardian [in case of minor apprentice(if age is below 18 years)], if completed /above 18 years write : NA
	b) Relationships with the Apprentice : Father/Mother/Uncle / Husband/NA
11.	Name and full Address with Pin code of the Surety (Surety should be different than Guardian & Two Witnesses ) If Apprentice is major then Father/Mother/Uncle/Husband /Relative /Friend etc. may be surety
12.	Signature of employer with seal , signature of apprentice , signature of Guardian [in case of minor apprentice (if age is below 18 years)]and signature of Surety .
13.	Write full name of Witness and their full Addresses with Pin Code(Two Witness should be different than Guardian & Surety )
Imp. Note	<b>Before signatures of employer with seal , Apprentice , Guardian( if applicable ) Surety, First fill one copy of contract form then make two photocopy of filled contract form, then signature [ employer with seal , Apprentice , Guardian ( if applicable ) Surety ] in all three contact forms and paste recent passport size colour photo on each contract form .</b>