



Ministry of Skill  
Development and Entrepreneurship

# SOPs

## For The Implementation of 'Technician (Vocational) Apprenticeship Training'

## Technician (Vocational) Apprenticeship Training

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# Technician (Vocational) Apprenticeship Training

## SOP for Establishments

1. Meeting with RDSDE for the purposes of:
  - i) Identification of vocational institutes and courses running in by the state
  - ii) Identification of the number of candidates in vocational institutes
2. Participating in promotional apprenticeship workshops to get awareness about implementation of technician (Vocational) apprenticeship training.
3. Establishments will register on apprenticeship portal and complete their profile along with supporting documents.
4. Sharing Establishment registration number with RDSDEs to get approval Letter for the engagement of technician (vocational) apprentices.
5. Participating in Apprenticeship mela organised by RDSDE to engage the technician (vocational) apprentices.
6. After selection of apprentices for this type of category, collecting contract letter from RDSDE.
7. Submitting duly filled and signed original copy of apprenticeship contract letter to RDSDE along with following documents of apprentice:
  - i) Education/Qualification certificates (10<sup>th</sup> & 10+2 Vocational certificate)
  - ii) Aadhar Card
8. Collecting approved contract letter from RDSDE.
9. Maintaining data tracker of technician (vocational) apprentices in a excel file as per prescribed format.
10. Facilitate the visit of RDSDE officials for the purpose of monitoring of the apprenticeship training.
11. Submitting quarterly progress reports to RDSDE.
12. Submitting quarterly claim report to RDSDE.

13. Request of Termination/extension will be sent to RDSDE.

14. Submitting final assessment report of apprentices to RDSDE at the end of the apprenticeship training.

15. Download the certificates from the apprenticeship portal by using Establishment ID.

16. Jurisdiction of Technician (Vocational) apprentices will be under the Central Government. Implementation & Monitoring of this category of apprenticeship training will be carried out through 22 Regional Offices (RDSDEs) of DGT under MSDE.

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# Technician (Vocational) Apprenticeship Training

## SOP for Technician (Vocational) Apprentices

1. Participating in promotional apprenticeship workshops to get awareness about technician (Vocational) apprenticeship training.
2. Participating in Apprenticeship mela organised by RDSDE to get opportunity for technician (vocational) apprenticeship training.
3. After selection, the candidate is required to fill the contract letter provided by the establishment and attach the supporting documents listed below:
  - i. Education/Qualification certificates (10<sup>th</sup> & 10+2 Vocational certificate)
  - ii. Aadhar Card
  - iii. Passbook/Bank Detail
  - iv. One passport size recent colour photograph
4. Submitting filled and duly signed original copy of apprenticeship contract letter along with supporting documents to Establishment.
5. Collecting approved copy of contract letter (in which contract number is mentioned) from their respective establishments.
6. Collecting certificates of Proficiency from establishment after completion of training and assessment.

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# Technician (Vocational) Apprenticeship Training

## SOP for RSDSEs

1. Meeting with State Board/Council of Education for the purposes of:
  - iii) Identification of Potential Sectors in the state
  - iv) Identification of vocational institutes and courses running in by the state
  - v) Identification of the number of candidates in vocational institutes
2. Industry Connect: Developing a strong industry connect for promotion and implementation of the technician (vocational) apprenticeship training in its state.
3. Include promotion of technician (Vocational) apprenticeship training in all awareness workshops which are being organized.
4. Registration and Profile completion of establishments on the apprenticeship portal (<https://www.apprenticeshipindia.gov.in/>).
5. Collecting filled & duly signed form along with Establishment registration number from the registered establishments.
6. Sending Annexure-A [Technician (Vocational) Apprentice Detail] and List of Subject Fields to Establishments for collecting the number of Apprentices to be engaged in each subject field.
7. Verification of Establishments.
8. Sending Approval Letter to verified establishments.
9. Organizing Apprenticeship mela for approved establishments to engage the technician (vocational) apprentices.
10. Sending apprenticeship contract letter (Apprenticeship Contract Registration Card) with the establishments who want to engage technician (vocational) apprentices.
11. Collecting filled and duly signed original copy of apprenticeship contract from the establishment along with following documents of apprentice:
  - iii) Education/Qualification certificates (10<sup>th</sup> & 10+2 vocational certificate)
  - iv) Aadhar Card
  - v) Bank detail/passbook
12. Verifying the contracts received from the establishments as per the checklist given below:
  - i) Apprentice's personal Information as per Aadhar
  - ii) 10+2 vocational subject field as per certificate
  - iii) Date of Joining
  - iv) Period of training

- v) Stipend as per prescribed in Apprenticeship Rule 1992 (in case they opt for stipend subsidy under NAPS)
  - vi) Signature of Establishment
  - vii) Signature of Apprentice
  - viii) Signature of Guardian
13. Issuing contract number to approved apprenticeship contract letters and sending it to the establishments. Format to generate contract number is RDTE-CNTV00000 wherein
    - RD-Regional Directorate
    - TE- First two letter of State (e.g., TELANGANA -TE]
    - CN-Contract
    - TV-Technician Vocational
    - 0000000-Contract Number
  14. The contracts in which corrections are required, will be sent back to the establishment with remark.
  15. Maintaining data tracker of technician (vocational) apprentices.
  16. Monitoring the apprenticeship training by visiting the establishments.
  17. Collecting quarterly progress reports from the establishments.
  18. Collecting quarterly claim report from the establishment.
  19. RDSDE will verify the claim made by the establishment and send it to MSDE office for further processing. In case RDSDE perceived that claim submitted by the establishment are not adequate/complete, then same will be returned to Establishment. It will be followed till the DBT process comes.
  20. Acting on approval/rejection of Termination/extension letters.
  21. Collecting final assessment report of apprentices from the establishments.
  22. The data of those apprentices who complete the training and assessment, will be sent to the MSDE office on every 5<sup>th</sup> of succeeding month for issuing the certificates through apprenticeship portal. Please refer Annexure-I.
  23. Informing Establishments to download the certificates from the apprenticeship portal. (sample format for 'Proficiency of Certificate' is attached)
  24. Jurisdiction of Technician (Vocational) apprentices and their establishments will be under the Central Government. Implementation & Monitoring of this category of apprenticeship training will be carried out through 22 Regional Offices (RDSDEs) of DGT under MSDE.

**Annexure-A**  
**[Technician (Vocational) Apprentice Detail]**

S. No.	Name of Subject Field	No. of Technician (Vocational) Apprentice Required



## Annexure-I

**Data of eligible Technician (Vocational) Apprentices who complete the training and assessment, will be sent in excel format.**

The format shall include below listed fields:

- 1) Contract Number
- 2) Salutation (Shri/Smt./Kumari)
- 3) Apprentice Name
- 4) Son/Wife/Daughter of (Choose any)
- 5) Guardian Name
- 6) Establishment ID
- 7) Establishment Name
- 8) Establishment Address
- 9) Training Start Date (DD/MM/YYYY)
- 10) Training End Date (DD/MM/YYYY)
- 11) Subject Field name
- 12) Performance Proficiency (Good/Excellent)

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Contract Number

Government of  
India Logo

Certificate Number

NAPS  
Logo

DGT  
Logo

**Government of India  
National Apprenticeship Promotion Scheme  
Ministry of Skill Development & Entrepreneurship**

**CERTIFICATE OF PROFICIENCY**

**This is to certify that**

Shri/Smt./Kumari **Apprentice Name**

son/wife/daughter of Shri **Guardian Name**

has successfully completed **Technician (Vocational) Apprenticeship Training** under Apprentices Act, 1961 at

**Establishment ID – Establishment Name, Address**

from **DD/MM/YYYY**

to **DD/MM/YYYY**

In the subject field of **Subject Field Name**

His progress and performance during the training has been assessed to be **Good/Excellent**

**Authorized Signature**

Place: New Delhi

Date of issuance certificate: DD/MM/YYYY

Controller of Examination, DGT

Ministry of Skill Development & Entrepreneurship