

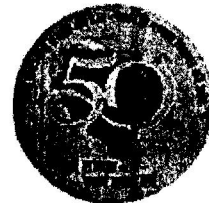


Himachal Pradesh Power Corporation Limited
(A State Govt. Undertaking)

Himfed Building, BCS, New Shimla, Shimla-171009.

Phone: 0177-2670633, Fax No.: 0177-2671589

CIN:U40101HP2006SGC030591



No. HPPCL/P&A/75th BOD/2021-

1222-48

Dated :- 31/05/2021

CIRCULAR NO. 01/21

Consequent upon the decision taken by Board of Directors in its 75th meeting held on 18th March 2021 vide Agenda item no. 75.14, the Management of HPPCL is pleased to notify **Scheme of Engaging Apprentices under 'The Apprentices Act, 1961 in HPPCL'**. The above scheme shall come into force from the date of decision of BoD i.e. 18th March 2021, a copy of which is also available on official website of HPPCL (www.hppcl.in).

Director (Personnel)

Copy for information and necessary action to:-

1. ES to the Managing Director, HPPCL, Corporate Office, Shimla for kind information of Worthy Managing Director please.
2. The Director (Civil), HPPCL, Corporate Office, Shimla-9.
3. The Director (Electrical), HPPCL, Corporate Office, Shimla-9.
4. The Director (Finance), HPPCL, Corporate Office, Shimla-9.
5. All the HoPs/HoDs in HPPCL.
6. The AGM (Finance)/DGM (Accounts), HPPCL, Corporate Office, Shimla-9.
- ✓ 7. The Sr. Manager (IT), HPPCL, Corporate Office, Shimla for uploading the same in the Official Website of HPPCL.
8. The Manager (EE), Manager (S&W), Manager (Trg&IR), Manager (PR)
9. The Deputy Controller- cum-Manager (Finance), HPPCL, Corporate Office, Shimla-9
10. The Deputy Manager/AE (Estate), HPPCL, Corporate Office, Shimla-9
11. Guard file.

Director (Personnel)

**SCHEME OF ENGAGING APPRENTICES UNDER 'THE
APPRENTICES ACT 1961' IN HPPCL**

1. Introduction

The Apprentices Act, 1961 aims to achieve the two important objectives i.e. promotion of new manpower skills and improvement/refinement of old skills, by utilizing the existing facilities & infrastructure available in the Industries across India through Basic training & On the Job Trainings. The Apprentices Act, 1961 makes it obligatory for employers to engage prescribed number of apprentices in designated trades and in optional trades. Further, to achieve the targets and to encourage the Industry-academia partnership, schemes like National Apprenticeship Promotion Scheme (NAPS) and National Apprenticeship Training Scheme (NATS) have been launched by the Govt.

Himachal Pradesh Power Corporation Limited being a State Public Sector Undertaking considers it a moral obligation to improve the knowledge and skill level of technically qualified persons with major focus on the youth of Himachal Pradesh; specifically from areas where power projects are situated. Further, to fulfill its obligations under the statute, social and moral responsibility, the HPPCL under the provisions of "The Apprentices Act, 1961" hereby brings this scheme into existence.

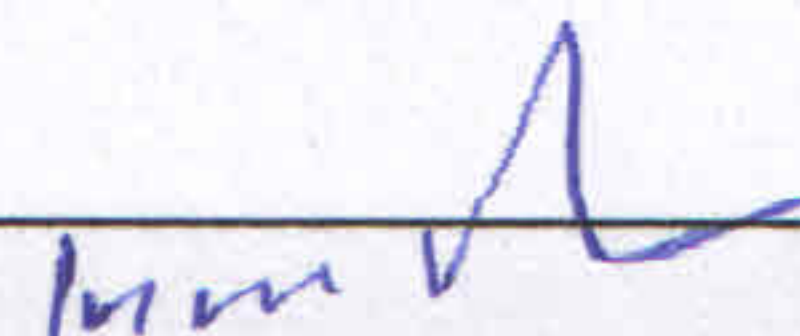
2. Objective of the Scheme:-

To comply with the provisions of The Apprentices Act, 1961 and to provide Apprenticeship training to ITI and Diploma/Degree pass candidates under schemes like NAPS and NATS with wider ambit of The Apprentices Act, 1961 in the below mentioned trades.

- a) **2 years ITI pass candidates in the following trades (Trade Apprentices) :-**
 - a) Fitter
 - b) Electrical
 - c) Welder
 - d) or any other ITI trade as considered at appropriate time

- b) **3 years Polytechnic Diploma holders in following trades (Technician Apprentices) :-**
 - a) Civil
 - b) Mechanical
 - c) Electrical
 - d) or any other Diploma course as considered at appropriate time

A



c) **4 years Engineering Degree holders in following trades (Graduate Apprentices) :-**

- a) Civil
- b) Mechanical
- c) Electrical
- d) or any other Degree course as considered at appropriate time

3. Number of Apprentice Trainees to be engaged:

As per the provisions of "The Apprentices Act, 1961" HPPCL will undertake Apprenticeship Programs in a range from 2.5% to 15% of its workforce (including contractual employees) every year, subject to a minimum of 5 per cent of the total to be reserved for fresher apprentices and skill certificate holder apprentices.

Further, as per Resettlement & Rehabilitation Plan (R&R Plan) of HPPCL, preference shall be given to candidates belonging to Project Affected Families/Project Affected Areas and Project Affected Zones in NAPS/NATS schemes. Further, in terms of the provisions enshrined in the R&R Plan of HPPCL special drive(s) for engagement of Apprentices exclusively from PAF/PAA/PAZ may also be initiated at appropriate times in future.

4. Duration of Apprenticeship Training:-

As per the provisions of the act the apprentice training shall be taken once in a year only and engagement shall also be on yearly basis.

5. Eligibility:-

The students who have completed 18 years of age with upper age limit of 30 years and having passed 2 years ITI in respective trade from any Industrial Training Institute recognized by Board of Technical Education of the State, shall be eligible for Trade Apprentices.

Candidates, who have passed 3 years full time Diploma from an Institute / University recognized by AICTE/Board of Technical Education of the State, shall be eligible for Technician Apprentices.

Candidates, who have passed 4 years full time Graduate Degree in Engineering/Technology from an Institute / University recognized by AICTE, shall be eligible for Graduate Apprentices.

Provided further that, the upper age limit in all the above cases shall be relaxed by 5 years or as applicable in the State of Himachal Pradesh in case of SC/ST/OBC/PWDs etc.

Q

100-11

6. Reservation

Reservation in seats shall be as per the provisions of The Apprentices Act, 1961 and the Rules framed there under from time to time and directions issued by GoHP, if any, in this regard.

7. Stipend:-

During the Apprenticeship, the candidates shall be paid the following stipend:-

Category	Rate of Stipend	Remarks
ITI pass candidates (Trade Apprentices)	₹ 7000/- per month.	These rates are notified by the Ministry of Skill Development and Entrepreneurship vide notification dated 25 th September 2019 and subject to revision by the MoSDE, GoI from time to time.
Engineering Diploma pass candidates (Technician Apprentices)	₹ 8000/- per month.	
Engineering Degree pass candidates (Graduate Apprentices)	₹ 9000/- per month.	

8. Selection Criteria:-

There shall be no interviews. The candidates for apprenticeship training will be shortlisted on the basis of marks obtained in Matric and /ITI/Diploma/Degree. If two candidates obtain equal marks in the merit list, then the preference shall be given to candidate who will be old in age.

- i.) The following shall be the selection criteria for **Trade/Technician Apprentices:-**

Weightage (100 %)	
25 % to the Matriculation	75 % to the ITI/Diploma

- ii.) The following shall be the selection criteria for **Graduate Apprentices:-**

Weightage (100 %)		
20 % to the Matriculation	20 % to 10+2 /Diploma whichever is higher	60 % to the Degree

9. Selection Procedure:-

- For selection of the apprentices, a notice will be published on HPPCL website/Local Newspapers. In addition, the Project affected Panchayats shall also be informed.
- On receipt of applications, a panel with the prior approval of the Competent authority at respective HEP/Corporate Office shall be constituted, which shall scrutinize the applications and shortlist the candidates.

Q

100000

- c) Selection process and other codal formalities under NAPS scheme shall be done at the level of concerned HEP/Office, however the selection process under NATS scheme shall be done at the level of Corporate Recruitment Cell and after short listing of the candidates, they shall be deployed at project site/office for further training and apprenticeship.
- d) All statutory compliances under NATS which is governed by Ministry of Education, GoI and NAPS scheme which is governed by Ministry of Skill Development & Entrepreneurship, GoI under the provisions of "The Apprentices Act, 1961" shall be done at the level of concerned HEP/Office and Corporate Industrial Relation (IR) section, and shall ensure the same periodically.

10. Other Terms and Conditions:-

- a) HPPCL shall advertise the posts of Graduate /Technician / Trade apprentices every year depending upon the requirement and within the ambit of approved vacancies.
- b) Each HEP/Office of HPPCL where the NATS scheme will run ,shall enroll themselves on www.mhrdnats.gov.in and wherever NAPS scheme will run, HEP/Office of HPPCL shall enroll themselves on www.apprenticeindia.org. Upon registration, a nominated officer shall maintain the User ID and password so created for this purpose.
- c) Degree/Diploma pass candidates shall apply in HPPCL through NATS portal (www.mhrdnats.gov.in) and ITI pass candidates shall apply through NAPS portal (www.apprenticeindia.org).
- d) The apprenticeship scheme is purely for a period of one year, which shall stand terminated automatically after completion of one year from the date of commencement.
- e) The Apprentice Trainee shall not be entitled to any other benefit/facilities/allowances apart from the consolidated stipend notified by MOSDE, GoI from time to time.
- f) Any candidate whose performance is unsatisfactory or he/she is indulged in anti social or illegal activities or exhibits behavior, which brings bad name to the organization, may be discontinued from apprenticeship by giving written notice of 7 days.
- g) The s scheme is for fresher's only, If the candidate has already undergone or undergoing training under the apprentices scheme in any organization, or has a job experience of one year or more after completion of ITI/Diploma/Degree course, in that event, candidate shall not be eligible for apprenticeship training under this scheme. Even if, the gap between declaration of result and

0

10/11/11

commencement of training is more than three years , candidates shall not be eligible for apprentices training.

- h) As per the provisions of the ibid act, it shall not be obligatory on the part of the HPPCL to offer any employment to the apprentice on completion of period of apprenticeship.
- i) Model Contract of Apprenticeship Training shall be executed between the trade apprenticeship & HoP concerned, through online system.
- j) On completion of one-year training period, certificate to the effect that the trade apprentice has successfully completed his one year apprenticeship training shall be awarded by the respective HoP.
- k) Apart from Gazetted holidays applicable in HPPCL, following leaves shall be granted to apprentices during their one year of apprentice training.

Casual Leave : - 12 days

Medical Leave : - 06 days

- l) The selected candidates have to undergo medical checkup from Local Government Hospital and subject to found fit they will be allowed to take Apprenticeship under the Apprenticeship Scheme.
- m) There shall be no statutory obligation upon HPPCL qua any provisions as envisaged under various Labour Laws under the ibid act, as an apprentice is not a workman throughout the apprentice training program. Statutory benefits like Bonus, EPF, ESIC Act, Gratuity, Industrial Disputes Act and so forth are not applicable to the apprentice trainee.
- n) Imparting training to Apprentices shall be a regular affair under "The Apprentices Act, 1961" and every year the apprentices shall be enrolled under the HEP/Office. Therefore, proper records shall be maintained for recording the entry and exit of Apprentices.
- o) The Apprentices by taking suitable Insurance policy shall be covered under "The Employees Compensation Act, 1923 for compensation due to death, injury or disability arising out of and in the course of his training as an apprentice.
- p) The Apprentices have to make their own arrangement for residential accommodation and transport from residence to their place of training, however, wherever available, bachelor accommodation on sharing basis may be provided to the apprentices.
- q) Further, in respect of any matter, claim or dispute arising out of or in any way under these provisions, the same shall be subjects to the jurisdiction of the courts within the State of Himachal Pradesh.

- r) Notwithstanding anything contained in this scheme, if found, repugnant to the provisions of the "The Apprentices Act, 1961" and the amendments made thereupon, then the provisions of the Act shall have overriding effect.

11. Amendment/Clarification:-

The Managing Director/Director (P) are authorized to make any amendments/issue clarifications in the said scheme, if need arises from time to time in future.

-----X-----X-----X-----X-----X-----X-----



Q

1000