Frequently Asked Questions

Apprenticeship Training Scheme (ATS)

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National Apprenticeship Promotion Scheme (NAPS)

Apprenticeship Training Scheme (ATS) under the Apprentices Act, 1961

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Introduction

This FAQ document is prepared to provide one stop answers for most common queries from ITIs received at Help Desk. The document will be continuously revised and enhanced as per queries received and direction from DGET.

For any queries not covered in document you are requested to reach out to NCVT MIS Help Desk (support.dget@wipro.com | 0120 440 5610).

- When writing to help desk, please ensure you always mention your MIS ITI code and Login ID.
- Please write your queries in English Language.
- Please write your queries in details with relevant screenshots.

Any policy related matter can be enquired from DGET at pmu.dget@nic.in.

1. Where can I find instructions and User Manual for help?

For latest instructions from DGET you may **News and Updates** section on **Home Page** of NCVT MIS portal.

All the latest material, news and updates from DGET are posted in this section.

Detailed User Manual are also available for both public portal and MIS for internal users. User Manual can be accessed from top right corner of both public portal and NCVT MIS for internal users.

Figure 1. NCVT MIS Home Page

Figure 2. Top Header of Public Portal

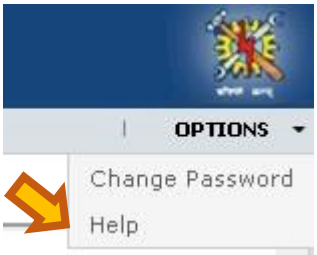
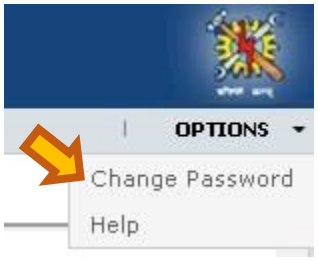


Figure 3. Top Header of MIS

2. Why is my session signing out repeatedly?

NCVT MIS has default timeout of 30 min, which means your session will expire after 30 minutes of inactivity. However, it will not expire if you are working continuously.

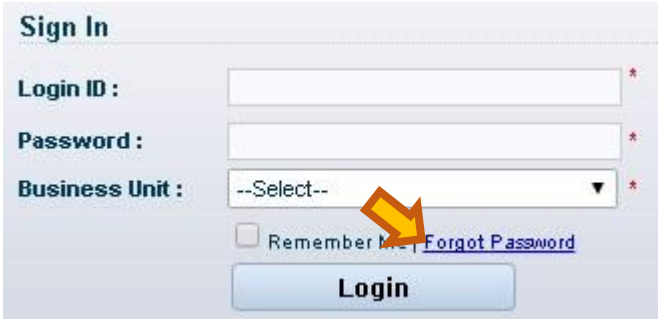


If you session expires while you are working that means someone else has logged in from your user id. In this case you should:

- Change your password immediately.
- You should not share password for your account with anyone else.
- Make sure you are not trying to login from different browser using same login id.

3. I forgot my password, what to do?

If you have forgotten your password, you can changes it through change password functionality on login page. System will ask you to answer security questions and password will be sent to your registered email id.



Security questions are typically set when login to system initially, if you want to change your security questions you can reach Help Desk, they will enable security password change on your profile.

If you want to change you email id, you can use Edit Profile feature on Home Page.

4. My account is locked what to do?

Typically more than 5 invalid login attempts with incorrect password can lock your account. In this case you should reach help desk to get your account unlocked.

5. When I enter my login id business unit drop down stays empty and I am not able to login?

Business Unit identifies to which ITI or ITIs you have access to. If your business unit is not populating that means your login Id is incorrect, please reach out to Help Desk or refer DGET's instructions to find out your login id.

6. What is apprenticeship training?

Apprenticeship training refers to a course of training in any industry or establishment. Apprenticeship training consists of basic training (theoretical instructions) and practical on the job training at actual work place.

7. Who is called an apprentice?

An apprentice is a person who is undergoing apprenticeship training.

8. Who can undergo apprenticeship training?

Any individual, who has completed 14 years of age, is physically fit and having minimum educational qualification prescribed for a trade can undergo apprenticeship training.

9. What are the benefits of apprenticeship training?

Apprentices get an opportunity of undergoing 'on the job' training and are exposed to real working conditions. They get a chance to work on advanced. machines and equipment's, industry specific best practices and learn more about their field. Apprentices become skilled workers once they have acquired the knowledge and skills in a trade or occupation, which help them in getting wage or self-employment. In addition apprentices get stipend at the prescribed rates during the training.

10. Where can apprenticeship training be undertaken?

One can undergo apprenticeship training in any industry/establishments in the Central/State Public Sector or Private Sector, where apprenticeship seats are available.

11. What is a designated trade?

Designated trade is any trade/occupation/any subject field in engineering/ non engineering/ technology/any vocational course as notified by the Government.

12. Who is called trade apprentice?

A person undergoing apprenticeship training in any designated trade.

13. What is qualification for trade apprentices in designated trades?

8th, 10th, 12th standard and ITI pass-outs are eligible to undergo apprenticeship in designated trades for trade apprentices. In certain trades, B.Sc. pass is also a prescribed qualification.

14. How many designated trades are available for trade apprentices?

259

15. What is the period of training for trade apprentices (8^{th}, 10th, 12th and ITI pass-outs) in designated trade?

Period of apprenticeship training varies according to designated trade. It is 6 month to 3 years. It could last up to 4 years in few trades.

16. Is there any rebate/concession for ITI pass-outs?

ITI pass-outs get rebate in the period of apprenticeship training. (For example the duration of training of apprentices in Fitter trade is 3 years ITI pass-outs in Fitter trade will undergo apprenticeship training for only one year. Because rebate for 2 years of training for Fitter trade is provided as the duration of Fitter trade in ITI is 2 years.

17. What certification is provided to trade apprentice after completion of training?

At the end of training, the apprentice appears at an All India Trade Test conducted by the National Council for Vocational Training in designated trade. Successful apprentice is awarded National Apprenticeship Certificate, which is recognized qualification for employment. For apprentices in optional trade the assessment shall be done with the establishment where they are undergoing the apprenticeship programme.

18. Is there any stipend paid to trade apprentices?

Yes. The minimum rate of stipend per month payable to trade apprentices is as follows, namely:-

1st year	: :	70% of minimum wage of semi-skilled workers notified by the respective State or Union territory.
2nd year	:	80% of minimum wage of semi-skilled workers notified by the respective State or Union territory.
3rd & 4th year		90% of minimum wage of semi-skilled workers notified by the respective State or Union territory.

19. Who pays the stipend to trade apprentice?

Employers pay the stipend to trade apprentices.

20. Who is called graduate apprentice?

A person who holds a degree in engineering/non-engineering and undergoing apprenticeship training in designated trade.

21. Who is called technician apprentice?

A person who holds a diploma in engineering / non-engineering and undergoing apprenticeship training in designated trade.

22. Who is called technician (vocational) apprentice?

A person who holds certificate in vocational course after the completion of the secondary stage of school education recognised by the All-India Council.

23. How many designated trades are available for graduate and technician apprentices?

163

24. How many designated trades are available for technician (vocational) apprentices?

137

25. What is the duration of apprenticeship training of graduate, technician and technician (vocational) apprentice?

One year.

26. What are the rates of stipend for graduate, technician and technician (vocational) apprentices?

Graduate	:	Rs. 4984 per month
Technician	:	Rs. 3542 per month.
Technician (Vocational)	:	Rs. 2758 per month.

27. Who pay the stipend to graduate, technician & technician (vocational) apprentices?

Stipend for the categories of graduate, technician & technician (vocational) apprentices is shared equally between the employer and the Central Government.

28. What is an optional trade?

An optional trade is any trade/ occupation/any subject field in engineering/ non engineering/ technology/ any vocational course as may be determined by the employer.

29. What is the qualification for apprentice in optional trade?

The minimum qualification prescribed is 8th class pass.

30. What is duration of apprenticeship training in optional trade?

06 months to 02 years depending upon trade.

31. How apprenticeship benefits employers?

Although employers pay for apprenticeship training, the actual cost to company is minimal. The program includes both classroom and on-the-job training, so apprentices will be producing for the employer while they learn. Apprenticeship improves productivity. The completion of an apprenticeship program results in highly trained professionals who contribute noticeably to the employers' bottom line and ensures a high level of quality production.

32. Can an employer outsource training?

An employer can outsource classroom training.

33. How many apprentices can be engaged by an industry/establishment?

In a financial year, establishment shall engage apprentices within a band of 2.5% to 10% of the total strength of the establishment including contractual staff. An establishment with total strength 100 can engage maximum of 10 apprentices and minimum of 3 apprentices.

34. For enrolling/engaging apprentices where to apply?

For enrolling/engaging apprentices kindly apply on:

http://www.ncvtmis.gov.in/Pages/Apprenticeship/Registration.aspx

35. Which Ministry is responsible for monitoring the implementation of the Act Centrally with respect to trade apprentices?

Ministry of Skill Development & Entrepreneurship is responsible for monitoring the implementation of the Act.

36. Who is responsible for monitoring the implementation of the Act for trade apprentices in Central Government Undertakings/Departments?

Regional Directorates of Apprenticeship Training (RDATs) are responsible for monitoring the implementation of the Act for trade apprentices in Central Government Undertakings/Departments.

37. Where the RDATs are located?

RDATs are located at Chennai (Tamilnadu), Faridabad (Haryana), Hyderabad (Andhra Pradesh), Kanpur (Uttar Pradesh), Kolkata (West Bengal), and Mumbai (Maharashtra).

38. How many States comes under RDAT Chennai?

Kerala, Lakshadweep, Puducherry and Tamil Nadu.

39. How many States comes under RDAT Faridabad?

Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, and Rajasthan.

40. How many States comes under RDAT Hyderabad?

Andhra Pradesh, Karnataka and Telangana.

41. How many States comes under RDAT Kanpur?

Chhattisgarh, Madhya Pradesh, Uttar Pradesh and Uttarakhand.

42. How many States comes under RDAT Kolkata?

A & N Island, Arunachal Pradesh, Assam, Bihar, Jharkhand, Meghalaya, Mizoram, Manipur, Nagaland, Odisha, Tripura, West Bengal.

43. How many States comes under RDAT Mumbai?

Daman & Diu, Dadra & Nagar Haveli, Goa, Gujarat and Maharashtra.

44. Who is responsible for monitoring the implementation of the Act for trade apprentices in State Government Undertakings/Departments and Private establishments?

State Apprenticeship Advisers are responsible for monitoring of implementation of the Act in respect of trade apprentices in State Government Undertakings / Departments and Private Establishments in their respective State.

45. Who is responsible for monitoring the implementation of the Act in respect of Graduate, Technician and Technician (Vocational) Apprentices?

Department of Education, Ministry of Human Resource Development is responsible for implementation of the Act in respect of Graduate, Technician & Technician (Vocational) Apprentices. The monitoring is done through four Boards of Apprenticeship Training located at Kanpur, Kolkata , Mumbai & Chennai.

46. Is there any reservation under apprenticeship training?

Seats are reserved for Schedule Castes, Scheduled Tribes and Other Backward Class candidates.

47. Can a person undergo apprenticeship in States other than his home State?

Yes.

48. Can an industry engage apprentices from other States also?

Yes.

49. Whether apprentices are trainees or workers?

Apprentices .

50. Who can enter contract of apprenticeship training with whom?

Contract of apprenticeship is an agreement entered between the employer and the apprentice.

51. For minor who can enter the contract?

The employer and the guardian.

52. When the apprenticeship training shall be deemed to have commenced?

On the date on which the contract of apprenticeship training have been entered.

53. Who registers the contract of apprenticeship?

Contract of apprenticeship is registered by State or Central Apprenticeship Advisers.

54. Can an apprentice leave apprenticeship training in between?

Yes. He can leave apprenticeship training before completion, if he gets employment or gets admission for higher studies.

55. What are the obligations of employers?

Provide the training to apprentice in his trade in accordance with the provisions of this Act, to provide adequate instructional staff for imparting practical and theoretical training and facilities for trade test of apprentices. For any establishment with more than 40 employees (including contractual workers), it is obligatory to engage apprentices.

56. What are the obligations of apprentices?

Learn his trade carefully and diligently, to attend practical and instructional classes regularly.

57. What are leave and holidays for apprentices?

An apprentice shall be entitled to such leave and holidays as are observed in the establishment in which he is undergoing training.

58. Who advises the Government on laying down of policies and prescribing norms & standards with respect to Apprenticeship Training Scheme?

Central Apprenticeship Council is an apex statutory body that advises Government.

59. Which Act regulates apprenticeship training?

The Apprentices Act, 1961 regulates the Apprenticeship Training.

60. When was the Apprentices Act enacted and implemented?

The Apprentices Act was enacted in 1961 and implemented w.e.f. 01.03.1962. It extends to the whole of India.

61. When was the Apprentices Act, 1961 first amended?

The Act was first amended in 1973 to include training of graduate and diploma engineers as “graduate” and “technician” apprentices.

62. When the technician (vocational) apprentices brought under the purview of the Apprentices Act, 1961?

The Act was further amended in 1986 to bring within its purview the training of the 10+2 vocational stream trainees as “technician (vocational)” apprentices.

63. How many times the Apprentices Act, 1961 has been amended so far?

times (1973, 1986, 1997, 2007 and 2014)

64. Where to visit to get details on apprenticeship training?

Kindly visit at:

http://www.dget.gov.in/content/innerpage/apprenticeship-trainingschemeats.php

65. What is the process for an establishment to engage apprentices?

An Establishment can engage apprentices directly with in the band of 2.5% to 10% of its manpower strength including contractual workers.

66. What is the process for an establishment to engage apprentices through online portal?

Establishments should registerthemselvesonhttp://www.ncvtmis.gov.in/Pages/Apprenticeship/Registration.aspx after registration the establishment has to enter the details of contract with the apprentice. This contract shall be registered by Regional Apprenticeship Advisor for Central sector establishments and State Apprenticeship Advisor for State and Private sector establishments.

67. Where can an establishment find apprentices?

Establishments can search for apprentices who have registered themselves online on the website http://www.ncvtmis.gov.in/Pages/Apprenticeship (data creation is under process).

Apprentices could also be identified through the TPA. and as listed in http://www.ncvtmis.gov.in/Pages/Apprenticeship

68. Where can a candidate find establishment details for apprenticeship?

A candidate can search for establishments who have registered themselves online on the website http://www.ncvtmis.gov.in/Pages/Apprenticeship (data creation is under process).

A candidate could also register with a TPA and as listed in http://www.ncvtmis.gov.in/Pages/Apprenticeship

69. What is NAPS?

National Apprenticeship Promotion Scheme is a Scheme launched by Ministry of Skill Development and Entrepreneurship.

70. Why do I register my establishment in NAPS Portal?

In order to get benefits of NAPS establishment have to register their establishment in NAPS Portal.

71. What is TIN No.?

The Tax Payer's Identification Number (TIN) is new unique registration number that is used for identification of dealers registered under VAT. It consists of 11 digit numerals and is unique throughout the country.

72. What is TAN?

TAN or Tax Deduction and Collection Account Number is a 10 digit alpha numeric number required to be obtained by all persons who are responsible for deducting or collecting tax. It is issued by Income Tax department.

73. What is EPFO No.?

EPFO or Employee Provident Fund Organization no. issued by Ministry of Labor and Employment. It is a 14 Digit account no. used to keep provident fund related details of an employee.

74. What is ESIC No.?

ESI or Employee State Insurance Corporation No. is a number issued by Govt. of India to provide medical facility and insurance to all the employees whose wages are less than 15000 per month.

75. What is LIN No?

LIN Number (Labor Identification Number or Shram Pehchaan Sankhya) LIN is to simplifying business regulations and bringing in transparency and accountability in labor inspections by various agencies and bodies under the administrative control of Labor Ministry. This no is issued by Ministry of Labor in India.

76. What is “Establishment Dealing with Natural Resources”?

Establishments having business in Environment and Forest, Land, Mineral, Mines, Petroleum, Water Resources etc. are called natural resources establishments.

77. What is in-house Basic Training Facility?

An establishment having facility to provide training to Fresher students within its premises, is called In-House Basic Training Provider. This facility is called In-house Basic Training Facility.

78. What is Outsource Basic Training Facility?

An establishment not having facility to provide training to Fresher students within its premises, is called Outsource Basic Training Provider. If an establishment is Outsourced Basic Training provider, then its students have to go to some other BTP for Training.

79. What is a Fresher apprentice in NAPS?

An apprentice who has age less or equal to 21 Years is a fresher.

80. What is a Dual mode trainee?

An apprentice who is admitted by ITI under Dual Mode and is sent to an establishment for NAPS training is called Dual Mode trainee.

81. What are ITI Pass out apprentice in NAPS?

An apprentice who has passed its ITI and have a valid NCVT/SCVT Registration No, is called as ITI Pass out.

82. What are MES apprentices?

MES or Military Engineer Services apprentice are those who have cleared MES exam and have a Unique Student Profile No/Certificate No. with them.

83. What is PMKVY?

PMKVY or Pradhan Mantri Kaushal Vikas Yojana is a scheme started by Ministry of Skill Development and Entrepreneurship, in order to improve skills of students by providing short term trainings to them.

84. What are BTPs?

BTP or Basic Training Providers are ITIs, Establishments or Individual Institutes who provide training to apprentices registered as Fresher under NAPS.

85. What are the benefits of registering under NAPS?

Registering a trainee or establishment under NAPS, facilitate user with stipend and claims declared in the module.

86. Can Fresher apprentice get stipend from BTP or establishment?

No. A Fresher apprentice is not paid any stipend during the BTP Training. But, during apprenticeship training fresher candidate will get stipend as per declared by establishment.

87. Who can claim stipend amount from govt. of India?

There are two type of claims in NAPS i.e. BTP Claim and establishment Claim. Only establishment and BTP can claim this amount.

88. What is the claim amount in NAPS?

Establishment Claim: Establishment can claim 25 % of declared wages OR max. 4500 (whichever is less) from Govt. of India under NAPS.

BTP Claim: BTP can claim 50 % of declared wages OR max. 7500 (whichever is less) from Govt. of India under NAPS.

----------**End of Document**----------