

## **7. SIGNING OF CONTRACT OF APPRENTICESHIP FORM (ACRF) & REGISTRATION OF ACRF**

### **8.1 Submission / Uploading of Contract of Apprenticeship**

The Contract of Apprenticeship (Form F3 & F4) / online created through National Web portal duly filled in and signed and sealed at specified place by the employer/apprentices (or his guardian in case of minor) and surety, shall be submitted / uploaded online ([www.mhrdnats.gov.in](http://www.mhrdnats.gov.in)) by the employer in compliance of The Apprentices Act, 1961 as amended in 1973, 1986 & 2014 every year to BOPT-ER Kolkata within a stipulated time from the date of signing of Contract to BOPT-ER Kolkata for registration.

However, for the ease of doing e-business, it is desirable that the employer shall submit the Contracts of Apprenticeship immediately after commencement of the training through online mode (within 10 days of commencement of training) so that registration of Contract of Apprenticeship is done by BOPT-ER Kolkata at an early date.

Before registration of the Contract of Apprenticeship, BOPT-ER Kolkata shall verify the particulars provided by the apprentice and employer in the Contract of Apprenticeship Form. Subject to fulfilment of the provisions mentioned under the Act, the Contract of Apprenticeship shall be considered for registration by BOPT-ER Kolkata. After registration, a registration number shall be allotted against each apprentices. The registration number shall be quoted by the employer in all future references in respect of the particular apprentice including at the time of raising bills for claiming 50% Central Govt. share of stipend on minimum prescribed rate. However, the Regional Central Apprenticeship Advisor or his nominee shall not register a Contract of Apprenticeship unless he is satisfied that the person(s) described as an apprentice in the Contract is qualified under the Act for being engaged as an apprentice. Further wherever needed the apprentice will provide a declaration (Form 8) that he/she did not undergo any training / job for a period of one year or more and also has not signed any Contract of Apprenticeship with other employer under the Act in the past.

### **8.2 Clauses in the Contract of Apprenticeship**

It shall not be obligatory on the part of the employer to offer any employment 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 apprentices shall, after the successful completion of training serve 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 Regional Central Apprenticeship Advisor.