



सत्यमेव जयते

Ministry of Education  
Government of India



# NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS)

ESTABLISHMENT BROCHURE

**BOARD OF PRACTICAL TRAINING**  
(EASTERN REGION)

Ministry of Education  
Department of Higher Education  
Government of India

NATS HELPS YOU TO GROW YOUR BUSINESS - MAKE THE RIGHT CONNECTIONS

**TIME SAVING**

**COST EFFECTIVE**

**RECRUITMENT**

**HASSLE FREE**

**CLAIM**

**HUMAN RESOURCE**

**APPRENTICE**

**SKILLED**

**STIPEND**

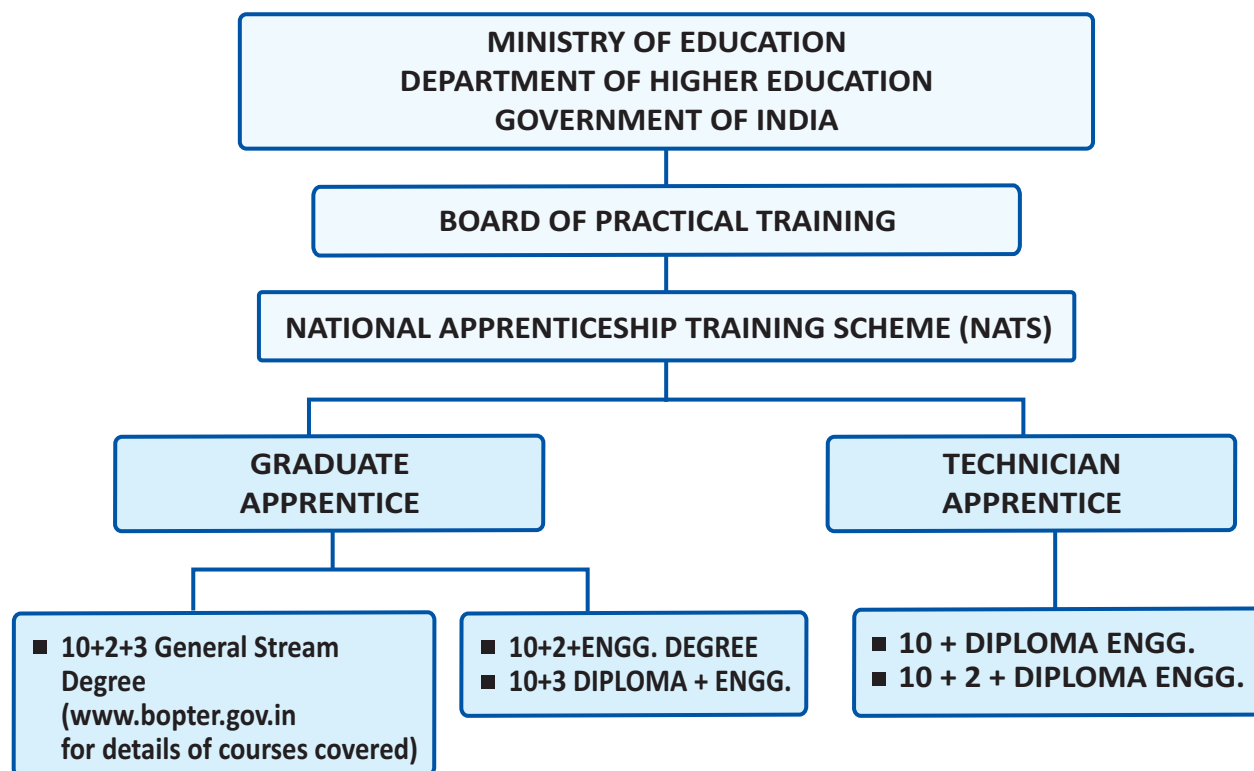
[www.bopter.gov.in](http://www.bopter.gov.in)

## About The Scheme

The importance of industrialization was emphasized by the Government of India in order to provide job opportunities for the vast majority of the people and to achieve economic growth. The various skills needed for the industries were identified.

In order to meet the requirements of the industries, the Government of India decided to utilize the facilities available in the industries for training of fresh graduates, diploma holders in Engineering / Technology, Pharmacy, Architecture, Hotel Management & Catering Technology, Library Science, and Graduates in General Stream and students of sandwich courses of engineering colleges and polytechnic colleges under the category of Graduate, Technician, Graduate sandwich, Technician sandwich Apprentices respectively under the purview of the Apprentices Act 1961 as amended in 1973, 1986, and 2014 and the Apprenticeship Rule 1992 (as amended in 2015). The Schematic representation of National Apprenticeship Training Scheme is as under;

## Implementation Methodology of NATS

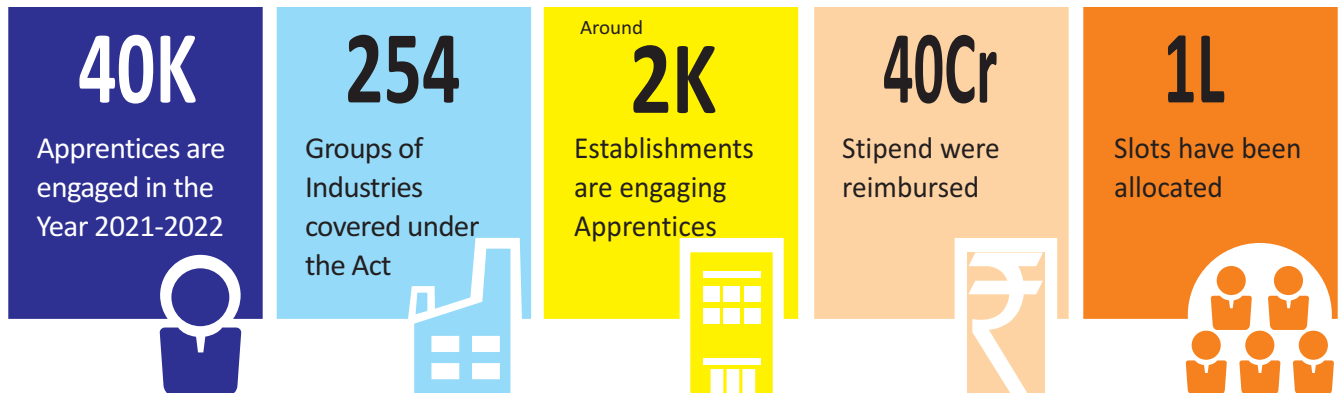


- SKILL ENHANCEMENT FOR A PERIOD OF ONE YEAR FOR ENGINEERING APPRENTICES  
06-36 MONTHES FOR NON-ENGINEERING APPRENTICES
- APPRENTICE GET MONTHLY STIPEND PAID BY EMPLOYER AND CENTRAL GOVT. IN EQUAL SHARE  
CERTIFICATE OF PROFICIENCY ISSUED BY GOVT. OF INDIA WHICH IS EQUIVALENT TO ONE YEAR  
JOB EXPERIENCE.

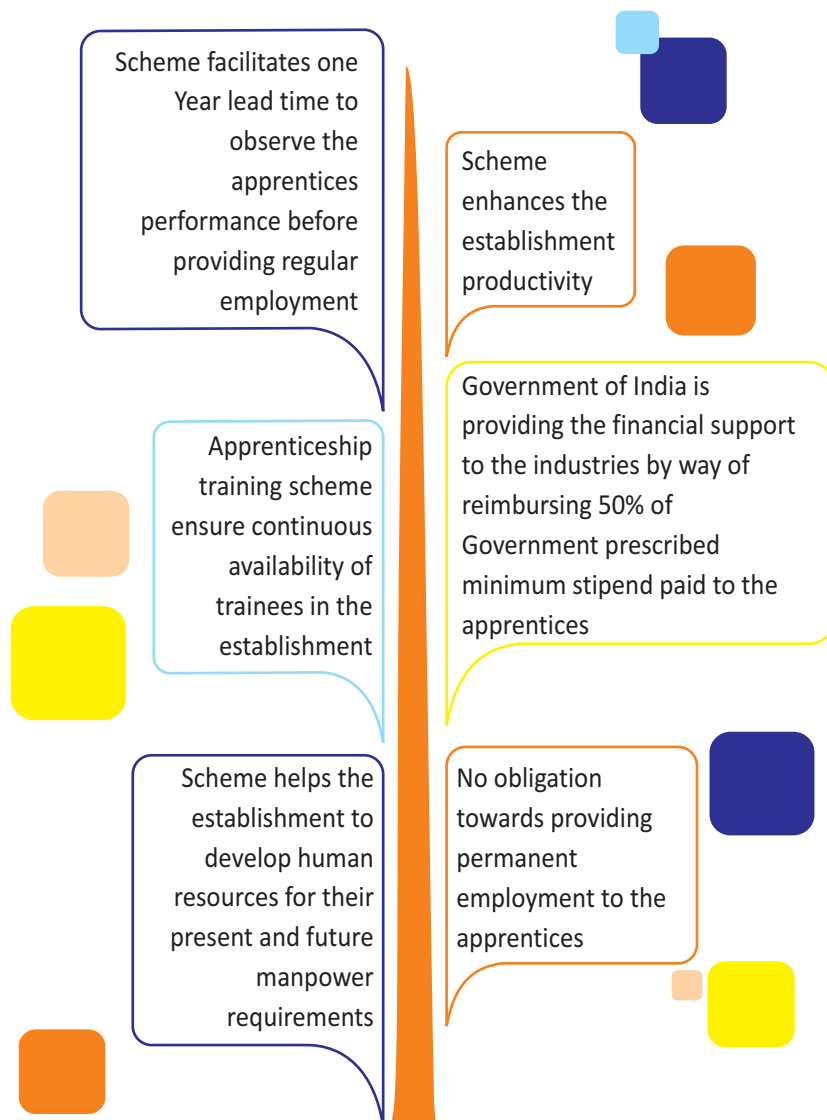


## Coverage

It is obligatory on part of the every employer from Central, State and Private Sector Establishments having requisite training Infrastructure as laid down in the Act to engage the Apprentices.



## Benefits of The Scheme



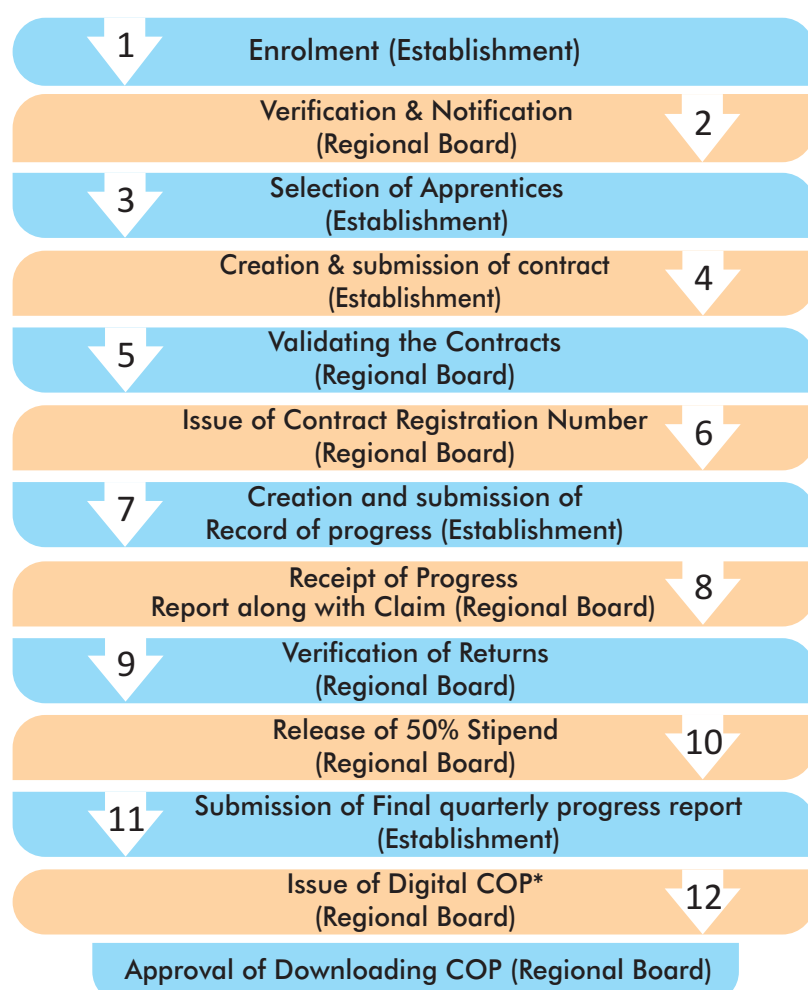
## Objectives of The Scheme

- To bridge any gaps, the practical/hands on Skill of fresh graduates, diploma holders in engineering & technology and graduates in general stream pass-outs that they do not acquire during their study in colleges.
- Facilitate the employers to develop disciplined & regulated skilled manpower to meet the present and future manpower requirement which will help them to face the challenges of technology growth in the industries at the competitive cutting edge in global market.
- Help prospective employers in making better selection for regular employment.



# Implementation Procedure of National Apprenticeship Training Scheme

## FLOW DIAGRAM (ONLINE)



### SURVEY AND NOTIFICATION

The Board of Practical Training / Boards of Apprenticeship Training identify the Industries for notification as per the Section 8 (1) of The Apprentices Act 1961 (as amended in 2014) and Rule 7(B) of The Apprenticeship Rule, 1992, (as amended in 2015).

For Notification the eligible establishments shall enrol / register online through the National web portal.

1. Request Letter/E-mail
2. Brief profile about establishment
3. Latest Income Tax Return
4. Structured Training Module
5. Certificate of Incorporation / Memorandum of Association

\*COP- Certificate of Proficiency

## Salient Features of NATS

Several employees may join together either themselves or through an agency approved by Regional Central Apprenticeship Advisor for the purpose of providing apprenticeship Training to the apprentices engaged by them

Also for general streams students should not completed five years after passing qualifying examination

All transactions are made online by launch of National Web Portal (Enrolment, Contract Submission, Claim Submission, Record of Progress, Training completion report, Issue of Digital Certificate of Proficiency)

Period of training is one year for Establishment can engage apprentices at any point of time throughout the year apprentices engineering and 06-36 months for non-engineering apprentices.

Students should not have work experience of one year or more and not undergone Apprenticeship Training else where

Apprentices are entitled for leave and holiday as observed in the Establishment in which he/she is undergoing training

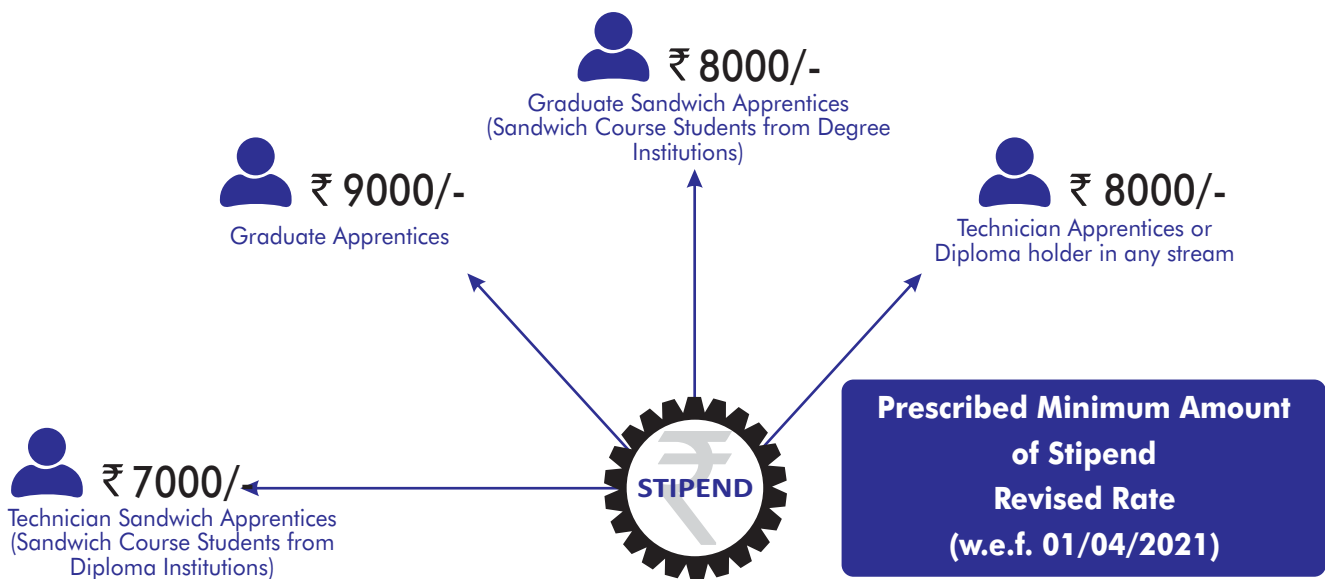
Establishment can engage apprentices from any part of the country considering the eligibility criteria

Subject fields have been designated for the category of Graduate / Technician Apprentices and Graduate in general stream Apprentices, in addition to that optional trades are also available

Employers have to fulfill their obligation under the Act

Establishment operating business through different regions of India can implement the scheme from any one of the Boards under PAN India basis





*\*The stipend to be paid before 10th day of the following month as per the Apprenticeship Rules 2015 Rule 11(3)*

- Government of India revises the monthly rate of stipend periodically.
- Establishments are free to pay higher stipend.

## Apprentice Selection Process

### Establishment Mode of Selection Process

- From the database of aspirants enrolled on the National Portal
- Establishment may publish their own advertisement
- Campus Recruitment in Technical and Vocational Institutes
- Participating in Centralized Pattern of Selections organised by Boards of Apprenticeship / Practical Training
- Candidates approaching directly to the Establishments

**Note :** The selection of apprentices is prerogative of the training establishments. If selection of apprentices is done as per the method above, establishment will ensure that the selected candidates are enrolled in the national portal before commencement of their training .

(For Role of Establishment in NATS please visit [www.bopter.gov.in](http://www.bopter.gov.in))

## How to Register in Web Portal

- Step 1** : Visit National Apprenticeship Training Scheme Portal
- Step 2** : Click Register, select establishment and click register
- Step 3** : Enrolment type select category - Establishment
- Step 4** : Fill all the details. Hence all communication will be sent to factory / place of training e-mail-id.  
A unique e-mail-id will be given to you for login and it cannot be changed
- Step 5** : Fill manpower, infrastructure for imparting training and apprentices requirement details
- Step 6** : Before declaration ensure all the details entered are correct & click submit button
- Step 7** : After completion of 7 steps, the system will generate a user name, e-mail-id and password
- Step 8** : Enrolled establishment can login on portal
- Step 9** : Establishment can see training & placement, job fair and contract details in the Home page

## Required Documents for Registration

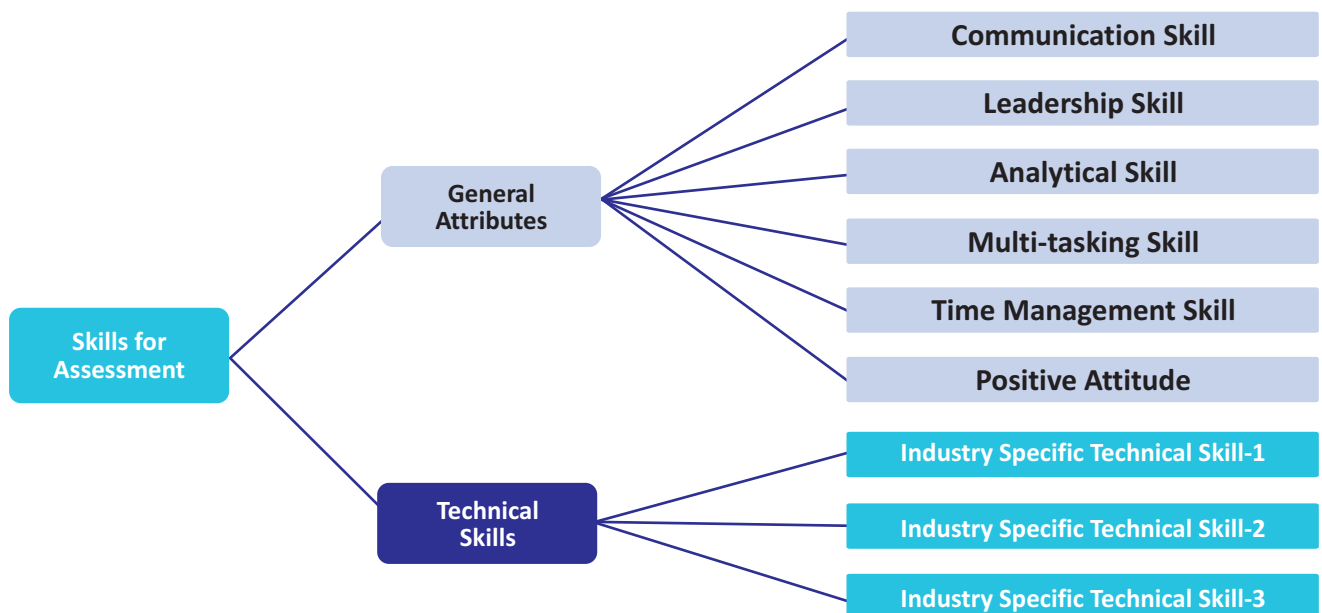
1. Head office / Corporate office / Factory address, Contact person, Phone, Mobile & e-mail id details
2. Current Manpower, Infrastructure for imparting training & Apprentices requirement details
3. After registration, please submit the scanned copies of the documents as mentioned in Survey & Notification to the concerned Regional Board for validation

## Creation of Apprenticeship Contract

- Every contract of apprenticeship entered into under sub-section (1 of section 4 of the Act) shall be sent by the employer within thirty days to the Apprenticeship Adviser until a portal-site is developed by the Central Government and thereafter the details of contract of apprenticeship shall be entered on the portal-site within seven days, for verification and registration.
- In the case of objection in the contract of apprenticeships, the Apprenticeship Adviser shall convey the objection to the employer within fifteen days from the date of its receipt.
- The Apprenticeship Adviser shall register the contract of apprenticeship within thirty days from the date of its receipt.

## Imparting Training To The Apprentices:

- Every employer is required to ensure continuous development of six most important General Skills benchmarked with the best practices mentioned as Skill Sub-sets under each skills and it will be implemented by all employers for assessment and certification purpose.
- Every employer is required to formulate and implement training program for developing technical skills categorized in different areas of specialization. The employer is to offer training to apprentices for development of technical skills in maximum three areas of specialization.
- The formulated training program in different areas of specialization for development of technical skill is required to be approved by the concerned Regional Central Apprenticeship Adviser.
- The training programs over a period of one year should have the provisions for development of general skills under Communication Skill, Leadership Skill, Multi Tasking Skill, Analytical Skill, Time Management Skill and Positive Attitude as well as in area of specialization under Technical Skills. The training establishment is to conduct quarterly skill assessment and ensure that the requisite inputs in terms of classroom/lectures/audiovisual programs/journals/literatures are provided time to time to the apprentices so as to develop the combo of general skill as well as technical skills to the extent defined in the Certification & Assessment model.



## Quarterly Assessment of The Skills

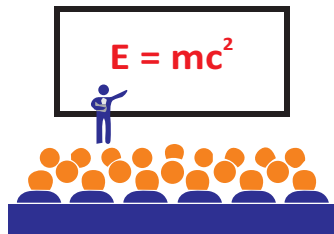


Apprentice Progress shall be recorded Online, on a quarterly basis in a format indicating the skill imparted to the Apprentices and shared with the Apprentices too

A continuous system of skill development & Assessment is followed



It shall be endeavor of the establishment to provide additional training and inputs to apprentices so as to ensure 100% success rate



In case of no improvement in the skill set of the apprentices the training establishment shall take adequate corrective measures to ensure the progress in skill development in the subsequent quarters

## General Attribute Development Programme (GADP) & Faculty Industry Attachment Programme (FIAP)

| CHALLENGES  | DESCRIPTION  | SOLUTION  |
|---|--|---|
| <b>Lack of Skill</b>  | Mere possession of an institutional degree is not enough to compete in this challenging world. Most of the freshers do not get immediate employment due to lack of soft skills.                  | To integrate the new entrants in the industry in a more compatible and dynamic way to fulfill the present needs BOPT(ER) Kolkata introduces General Attribute Development Programme (GADP), the platform for Skill Development (including Soft Skills) & Career Growth which aims at the new incumbents who are graduates, Trainees, Apprentices, Fresh Company Executives as well as MSME leaders. |
| <b>Improvement of professional development in education</b> | Every proposal for educational reform emphasizes the need for high quality professional development that will enable faculties to keep abreast of a rapidly growing knowledge base in education. | Most of the faculty Development Programs running in India are primarily classroom, laboratory and workshop oriented. The Faculty Industry Attachment Programme (FIAP) is primarily a 100 hours on-job Faculty Development Program fully discipline oriented in relevant industries.   |

## SUPPORT FROM BOPT (ER)

Establishment engaging bulk apprentices can get the following support

- Uploading of Contract
- Uploading of Record of Progress





## BOARD OF PRACTICAL TRAINING (EASTERN REGION)

**Ministry of Education  
Department of Higher Education  
Government of India**

**Regional Office: Block – EA, Sector – I, Salt Lake City,  
Kolkata – 700064**

**Jurisdiction of Eastern Regional Board - Kolkata :**

**States : Orissa, Assam, Bihar, Jharkhand, West Bengal, Manipur, Meghalaya, Mizoram,  
Nagaland, Arunachal Pradesh, Tripura, Sikkim**

**Union Territories : Andaman & Nicobar Islands**

### EXTENSION CENTRE ADDRESS AND CONTACT DETAILS :

| Office                          | Address   | Contact Details                                    |
|---------------------------------|---|--|
| Bhubaneswar<br>Extension Centre | Government Polytechnic, Plot No:1, Xavier Road, Rail vihar Chandrasekharpur, Bhubaneswar, Odisha - 751023.  | osd2.odisha@boptr.in<br>osd1.odisha@boptr.in       |
| Guwahati<br>Extension Centre    | Directorate of Technical Education, Assam Kahilipara, Guwahati, Assam – 781019.   | osdne@boptr.gov.in<br>osd1.ne@boptr.in             |
| Patna Extension<br>Centre       | Room No. 111, First Floor, Directorate of Science & Technology, Govt. of Bihar, Technology Bhawan, Vishveshvaraiah Bhawan Complex, Bailey Road, Rajbansi Nagar, Patna, Bihar-800001 | osd2.bihar@boptr.in<br>osd1.bihar@boptr.in         |
| Jamshedpur<br>Extension Centre  | Al-Kabir Polytechnic, Kabir Nagar, Kopali, Via – Mango Jamshedpur – 831012, Jharkhand   | osd2.jharkhand@boptr.in<br>osd1.jharkhand@boptr.in |
| Durgapur<br>Extension Centre    | NSHM- Knowledge Campus, Durgapur Arrah, Shibhala via Muchipara, Durgapur, Burdwan, Westbengal-713212  | osd2.westbengal@boptr.in                           |

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