

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

**Guidelines for Establishments Participating in Apprenticeship-cum-Job Fair**

1. Establishments aspiring to participate in the Apprenticeship-cum-Job Fair (ACJF) must register through the link provided in the respective section of the Job Fair on the official website of BOPT prior to attending the Job Fair.
2. The establishments are required to furnish through email the list of selected/wait list candidates at **boptjobfairnats@gmail.com** within 12 days from the date of conduct of ACJF to BOPT for publishing on the website.
3. Establishment to note that the list of participating industries with the detail of the contact person shall be put on the official website of BOPT and the students who are not made aware of about the process are likely to contact them in regard to offer letter etc.
4. All the establishments must note that a window of 30 days from the date of conduct of ACJF is kept open for all establishments to issue offer letter/communication mail to the selected candidates. In case establishment fails to comply with these instructions, the students shall be writing communication to the contact person of the concerned establishment with a copy to this office. Efforts should be made to avoid causing inconvenience to the students in all such cases.
5. Establishment to note that the main purpose of conduct of Apprenticeship-cum-Job Fair is to enable the establishments with a platform where students are readily available for hiring as apprentices. Hence, any slot for apprentices if found vacant after 30 days from the date of conduct of ACJF, such establishments shall be issued Show-cause for not complying with the provisions of The Act on account of each vacant training slots.
6. All establishments are hereby requested to comply with the above instructions and maintain the sanctity of such an event conducted by BOPT with the prime objective of felicitation of industries in need of hiring apprentices.

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