

SOUTH CENTRAL RAILWAY

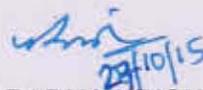
Headquarters Office.
Personnel Branch/SC.
Date: 27.10.2015

No.P(R)/96/III

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR NO. 118 /2015

Copy of Board's letter No.E[MPP]/2009/6/14 dated 06.10.2015 is forwarded for information, guidance and necessary action. Board's letters dated 22.07.2002 and 30.07.2012 quoted therein were circulated under SC Nos. 177/2002 and 85/2012, respectively.



(P.RADHA KRISHNA)
Secretary to CPO
for Chief Personnel Officer.

Board's letter No. E[MPP]/2009/6/14 dated 06.10.2015 [RBE No.120/2015]

Sub: System improvement regarding selection of Apprentices for training under the Apprentices Act, 1961.

Apprenticeship training programme in the industry was made statutory with the enactment of the Apprentices Act, 1961. The Apprentices Act, 1961 has the following objectives:-

- (i) To regulate the programme of training of apprentices in the industry so as to conform to the prescribed syllabi, period of training etc. prescribed by the Central Apprenticeship Council; and
- (ii) To utilize fully the facilities available in the industry for imparting practical training with a view to meeting the requirement of skilled workers in the industries.

As per the Act, it is not obligatory on the part of the Railways to offer any employment to the Apprentices on completion of their Apprenticeship training. Accordingly, the Act Apprentices imparted training in Railway establishments, will have no claim to seek employment on Railways on the basis of such training.

2. Guidelines such as the number of apprentices to be engaged, schedule of engagement, age etc. have been elaborated in the Master Circular issued vide Board's letter No.E(MPP)/2001/6/7 dt. 22.07.2002 and as amended from time to time.

3. On review of the entire system including procedure for engagement for imparting training, certain inconsistencies have been noticed, which has also drawn the attention of the Vigilance Directorate. In view of the above and as a system improvement measure, guidelines as detailed hereunder at Para 4 (A to G) are being issued, for guidance. Zonal Railway administration may keep these in view while deciding the procedure on their jurisdiction.

4. (A) Selection of Units:

- (i) The provisions of the Apprentices Act, 1961 apply on the Railways to various units like Workshops, Production Units, Loco Sheds, Carriage and Wagon Depots and Electrification projects and the number of apprentices to be engaged for training are decided through joint survey with RDAT and keeping in view the provisions of the Act.
- (ii) Instructions detailing the names of the Railway Establishments and the actual number of training slots (as decided through a joint survey with RDAT officials) have been issued vide RBE No.85/2012 dt. 30.07.2012 and subsequently, on the basis of the joint survey reports, the slots of various railway establishments have been revised vide Board's Lr. No. E(MPP)97/6/7/Vol.IV dt. 15.02.2013, 07.06.2013, 01.08.2013, 30.10.2013 and 17.07.2014.

- (iii) The general philosophy would be decentralized notification by the Unit concerned, where Act Apprentices are to be engaged for training. However, General Managers of the Zonal Railways, Production Units and RE may decide if it is necessary to club various units for the purpose of selection of apprentices for training, and if so, the specific units to be clubbed for this purpose. Where certain Units are clubbed, General Managers would also decide the nodal unit, which would issue notification on behalf of all clubbed units.
- (iv) Wherever, General Managers decide on centralized notification as opposed to decentralized notification suggested herein, guidelines for such Zonal Railways/PUs shall be as under:
 - (a) A Centralized Notification for all the Units in the Railway may be issued. A JA/SG Grade officer of Personnel Department may be nominated by the CPO of the Railway to coordinate and monitor the work of issuing this notification. Indents from each Unit for the vacant slots to be notified trade wise/category wise will reach the nominated Dy.CPO in HQrs at least one month in advance to facilitate timely issue of notification. The Notification should clearly mention that last date of application, probable date of display of list of selected candidates and tentative date of commencement of training. Railways can call the applications online also. In case applications are called online, the procedure detailed below in Para B(v) and (vi) be followed.
 - (b) The notification should be sent to the CPRO of the Railway 10 days in advance for publishing in the local dailies of the region where the respective Railway training establishment is located. **All the selection procedures mentioned below for decentralized notification, will also hold good, for centralized notification as well, with necessary modification for centralized notification.**

(B) Selection Procedure for Decentralized Notification:

As per the guidelines below for selecting Act Apprentices for training, notification is to be issued by each of the concerned Unit individually where Act Apprentices are to be engaged for training and all the procedures for selecting Act Apprentices for training will continue to be handled by the units concerned in a decentralized manner.

- (i) A JA/SG Grade officer of Personnel Department may be nominated by the CPO of the Railway to monitor the issuing of notifications and to ensure that all Units where Act Apprentices are to be engaged for training, issue their notifications timely. All individual notifications trade wise/category wise of individual units will be vetted by this nominated officer. A report giving compliance of issue of full notification by all the concerned Units in the Zonal Railway, Production Units, RE where Act Apprentices are to be engaged for training, should be put up to General Manager for his information.
- (ii) The notification should clearly mention the last date of application, probable date of display of list of selected candidates and tentative date of commencement of training.
- (iii) The notification should be published in the local daily where the concerned Unit is located, where Act Apprentices are to be engaged for training. In addition, copy of the notification should be sent to local employment exchanges, SC/ST Associations of the Railway, controlling Board's office of ITI's and the recognized Railway Trade Unions for giving wide publicity and also for information to the prospective candidates. The applications from wards of Railway employees may be forwarded by the authorities prescribed by the Railway Administration.
- (iv) Receipt of applications will be done at one centralized place in each of the Units, where the Apprentices are to be engaged for being imparted training. Addresses of these Units in full along with pin code should be mentioned in the notification. A