

प्रेषक

श्रम आयुक्त, हरियाणा।  
चण्डीगढ़।

सेवा में

सभी डी०डी०ओ०, श्रम विभाग,  
हरियाणा राज्य।

क्रमांक: स्था०/०४/२०२४/१२५२-९५

दिनांक: १०/०१/२४

विषय:

**Engagement of Trade Apprentices under the Apprentices Act-1961, First Round Schedule for engaging Designated Trade apprentices in the Year 2024.**

उपरोक्त विषय पर कौशल विकास एवं औद्योगिक प्रशिक्षण विभाग द्वारा जारी मैमों न० TA/NAPS/2016/Stipend/Part-II/54 दिनांक 02.01.2024 के संदर्भ में।

विषय संबंध में आपको सूचित किया जाता है कि उक्त संदर्भित पत्र के माध्यम से कौशल विकास एवं औद्योगिक प्रशिक्षण, हरियाणा, चण्डीगढ़ विभाग द्वारा अप्रैन्टिस नियुक्त करने हेतु प्रथम चरण का जारी Schedule जारी किया गया है।

आपको पत्र की प्रति इस पत्र के साथ संलग्न करते हुये निर्देश दिये जाते हैं कि दर्शाये गये Schedule की सख्ती से पालन करते हुये इस कार्यालय को सूचित करने का कष्ट करें।  
संलग्न/उपरोक्त

सहायक श्रम आयुक्त (मुख्यालय)  
कृते: श्रम आयुक्त, हरियाणा।



Skill Development and Industrial Training Department, Haryana  
Kaushal Bhawan, Plot No. I.P.2, Sector-3, Panchkula  
Phone: 0172-2586072, e-mail: [sdit.adapp@gmail.com](mailto:sdit.adapp@gmail.com)

Issued through E-mail only

To

1. All Head of the Departments, in the State of Haryana.
2. All Divisional Commissioners, in the State of Haryana.
3. All Managing Directors/ Chief Administrator/ Chief Executive officer of all Board/ Corporations/ Nigams/ Agencies/ Councils and other SPSUs in the State of Haryana.
4. All Registrars of Universities, in the State of Haryana.
5. All Deputy Commissioners, in the State of Haryana.

Memo No.: T/NAPS/2016/Stipend/Part-II/54 Dated: 02-1-24

Subject: Engagement of the Trade Apprentices under the Apprentices Act-1961.  
First Round Schedule for engaging Designated Trade apprentices in the  
Year 2024.

\*\*\*\*

Kindly refer to the subject cited above.

In continuation to this directorate letter no. T/NAPS/2016/Stipend/Part-II/521 dated 24.08.2023; it is informed that the First Round Schedule for engagement of the trade apprentices in the designated trades in All Govt. Departments and SPSUs in the **Year 2024** have been fixed as below:

Phase-1

- Last date for creation/updation of vacancies on apprentices portal [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) :- 03.01.2024
- Cut-off date of receiving/considering applications from candidates through online portal:- 11.01.2024
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :-22.01.2024
- Joining of candidates for apprenticeship training: - upto 31.01.2024

Phase-2

- Last date for creation/updation of vacancies on apprentices portal [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) :- 01.02.2024
- Cut-off date of receiving/considering applications from candidates through online portal :-12.02.2024.
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 20.02.2024.
- Joining of candidates for apprenticeship training: - 29.02.2024

L.F.  
2.1.24

JLCCA  
(DWA)

3.1.24

AL EJA

183  
3/1/24

### Phase-3

- Last date for creation/updation of vacancies on apprentices portal [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) :- 01.03.2024.
- Cut-off date of receiving/considering applications from candidates through online portal :- 12.03.2024
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :-20.03.2024
- Joining of candidates for apprenticeship training: - 29.03.2024

### Phase-4

- Last date for creation/updation of vacancies on apprentices portal [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) :- 01.04.2024.
- Cut-off date of receiving/considering applications from candidates through online portal :- 11.04.2024
- Selection of candidates, approval and generation of apprenticeship training contract bond on apprenticeship portal by the respective department / SPSUs :- 22.04.2024
- Joining of candidates for apprenticeship training: - 30.04.2024

It is also advised to engage apprentice of following types:

<b>Directorate of Departments/ SPSUs and their field Offices</b>	<b>Trade apprentices in COPA, Steno English and Steno Hindi</b>
Field offices having Technical work/office work,	Trade apprentices in technical trades strictly as per nature of technical work and Trade apprentices in COPA, Steno English and Steno Hindi

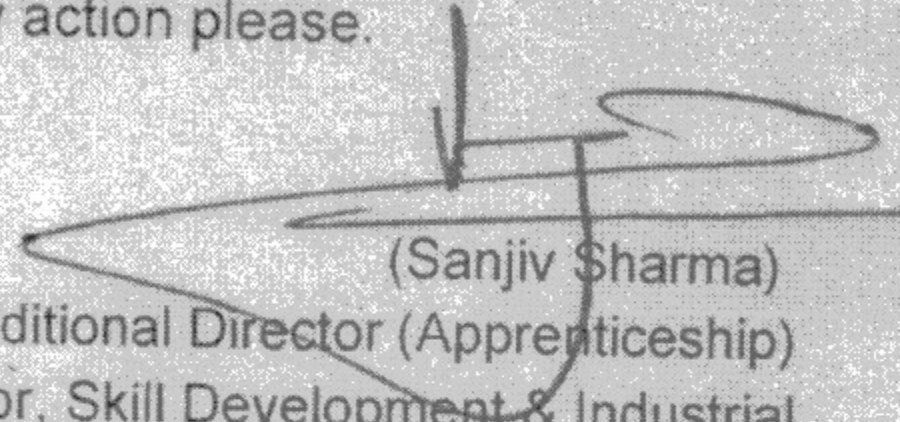
The apprentices already completed apprenticeship training is not eligible for re-engagement in the same trade for Apprenticeship Training. Further, only those qualified / eligible candidates are to be engaged who are either **Domicile of the Haryana or passed 10<sup>th</sup> class from any recognized school of Haryana.**

It is also requested:

- To strictly follow the Instructions as per office letter no. TA/ NAPS/ Information/ 623/ 518 dated: 23.08.2023.
- To strictly follow all the provisions under the Apprentices Act, 1961 and Apprenticeship Rules, 1992 for engaging apprentices and their training.
- The Apprentices in any trade should only be engaged if training facilities required under the Apprentices Act, 1961, in that trade are available in your office/establishment.
- To engage apprentices up to 10% of total staff working in their office/ sub offices including contractual officials, subject to availability of training facilities in respective trade in their offices and keeping in view the social distancing norms.
- To arrange and provide the funds for payment of stipend to the apprentices for Head Quarters and sub-offices.

It is further requested to complete the process of engagement of apprentices as per above schedule above on new portal [www.apprenticeshipindia.gov.in](http://www.apprenticeshipindia.gov.in). For convenience of all stakeholders, the advertisement in the leading newspapers is being published by this Department for wide publicity of the above schedule. It is, therefore, requested to kindly issue instructions to all Nodal Officers in your department at H.Q as well as in field offices for taking immediate necessary action in this matter.

This is for your kind information and further necessary action please.

  
(Sanjiv Sharma)  
Additional Director (Apprenticeship)  
For Director, Skill Development & Industrial  
Training Department, Haryana,

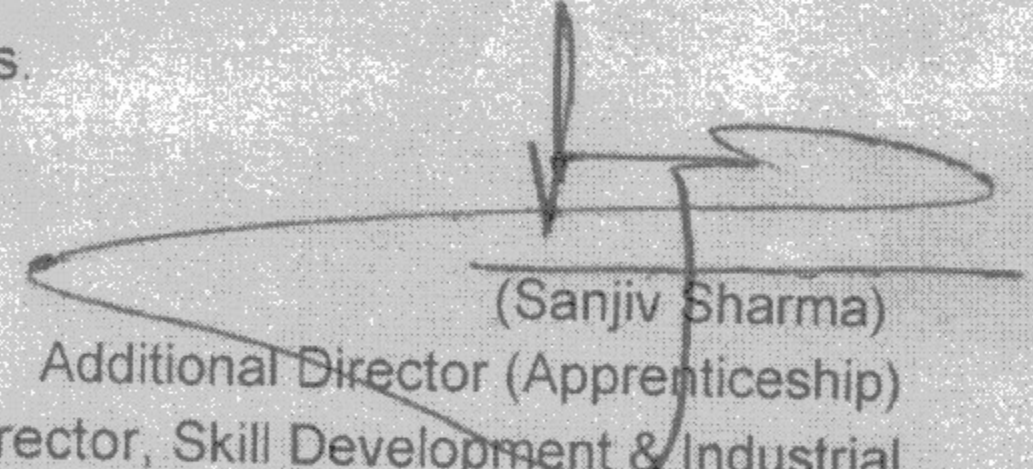
Panchkula

Endst. No. TAVNAPS/2016/Stipend/Part-II/ 55

Dated: 02-01-24

A copy of the above is forwarded to the following for information and necessary action:

1. All Deputy Commissioners-Cum-Chairman, District Apprenticeship & AatmaNirbhar Committee (DAAC), in the State of Haryana.
2. All Assistant Apprenticeship Advisors/ Principal of Govt. ITIs at all District HQ. in the State, with the direction to co-ordinate and ensure to organize one meeting under Chairmanship of Deputy Commissioner-Cum-Chairman, DAAC inviting all Head of the Offices/Institutions in the district in every fortnight to review and pursue the registration of Govt. establishments/ SPSUs and the engagement of apprentices.
3. Principal of all Govt. ITIs/Govt. ITI's (W), in the State of Haryana.
4. All Nodal Officers of various Departments/ SPSUs.

  
(Sanjiv Sharma)  
Additional Director (Apprenticeship)  
For Director, Skill Development & Industrial  
Training Department, Haryana, Panchkula.

CC:

PS/Commissioner & Secretary SDIT  
PS/DSDIT  
Nodal Officer website at H.Q.