

**GOVERNMENT OF TRIPURA  
PUBLIC WORKS DEPARTMENT**

No.F.6(63)-PWD(GE)/2020/11081 - 241

Dated, Agartala, December/11<sup>th</sup>/2020

**NOTIFICATION**

Pursuant to the government decision, the Governor of Tripura is pleased to make the following Policy-

**1.0 Title:**

These policy shall be called the "Apprenticeship Policy of PWD, Tripura 2020" for practical training of the pass out Engineering (Degree/Diploma) students and the persons who hold a certificate in Vocational Course with two years study after the completion of secondary stage of school education.

**2.0 Short Title:**

Hereinafter these policy shall be referred to as "Apprenticeship Policy of PWD, Tripura 2020" for the sake of brevity.

**2.1**

Term 'PWD' where ever occurring, includes PWD (R&B, NH, DWS, Building, PMGSY, WR) and any other units encadred or to be encadred in future with PWD.

**3.0 Standard of Education:**

A person, who-

(a) holds a degree in engineering or technology granted by a recognized Institution;

or

(b) has passed the graduateship examination of professional bodies recognized by the Central Government;

or

(c) holds the qualifications which exempt him from Sections A and B examinations of the Institution of Engineers (India);

or

(d) a person who holds a Diploma in engineering from an Institute, accredited by All India Council for Technical Education (AICTE) or any Technical University;

or

(e) a person who holds a certificate in Vocational Course (Surveyor/ Draftsman / Electrician) involving two years of study after the completion of secondary stage of school education, from an Institute recognized by the government;

#### 4.0 Registration:

(a) The model contract form as may be specified by the Government with such variation as the circumstances of each case may require, be used for the respective purposes.

(b) The engineering Graduate/Diploma holders have to get enrolled/registered through on-line portal <http://www.boptr.gov.in/> of “**National Apprenticeship Training Scheme (NATS)**” instituted by Board of Apprenticeship Training/Practical Training under Ministry of Human Resources & Development, Government of India and a copy of the registration be submitted to the Office of the Chief Engineer, PWD (R&B), Tripura.

(c) The registration for engineering Graduate/Diploma holders will be made twice a year. The receipt of applications by office of the Chief Engineer, PWD (R&B), Tripura will be as per following schedule:

i) 1<sup>st</sup> July to 31<sup>st</sup> July for the candidates to enroll for the session starting from 1<sup>st</sup> October of the same year.

ii) 1<sup>st</sup> January to 31<sup>st</sup> January for the candidates to enroll for the session starting from 1<sup>st</sup> April of the same year.

(d) For Technician (Vocational) Apprentice (ITI pass out candidates), the Principal or any other authorised official will send the list of such candidates to office of the Chief Engineer, PWD(R&B), Tripura within 30<sup>th</sup> November to enrol for the session starting from 1<sup>st</sup> January of the following year.

#### 5.0 Scrutiny & Selection of apprentices:

(i) Category wise (UR/ST/SC) three separate list of candidates will be prepared based on the date of receipt of the applications by office of the Chief Engineer, PWD (R&B). If necessary the department may invite applicants through on-line to submit the original certificate(s) for due verification and in those cases, the date of submission of application through on-line will be the reference date.

(ii) The applicants who do not satisfy the requirements or in shortage of any genuine document(s) will be summarily rejected.

(iii) The selection is purely on the basis of seniority as per date of receipt of application by office of the Chief Engineer, PWD (R&B). The number of apprentices for each year will be fixed by the department based on the budget provision for payment of stipend to the apprentices particularly for the engineering Degree and Diploma holders.

(iv) The final list will be published in the website of the department fifteen days ahead of the commencement of the training. The department does not give any guarantee to the applicants for inclusion in the training even if the application with all requirements is submitted within date.

(v) Out of the total numbers to be engaged for the particular session, reservation rules will be followed as applicable. In case ST/SC candidates are not available, the vacancies may be filled up by un-reserved candidates.

(vi) The final list of Technician (Vocational) apprentices will be published in the website of the department prior to fifteen days from the commencement of the training.

#### **6.0 Period of Apprenticeship Training :**

(i) The period of training for engineering Graduate/Diploma holders will be for a duration of one year. There will be 2(two) sessions. 1<sup>st</sup> session will be started from 1<sup>st</sup> April which is to be continued upto 31<sup>st</sup> march and 2<sup>nd</sup> session will be started from 1<sup>st</sup> October and to be continued upto 30<sup>th</sup> September of the next year.

(ii) The period of training for the Technician (Vocational) apprentices will be for 6(six) months starting from 1<sup>st</sup> January.

#### **7.0 Places and types of Apprenticeship Training:**

(i)The applicant can be placed anywhere in the state but preference will be given to maintain the place of training within the district of the home place.

(ii) The applicant for apprenticeship training can be placed at any office in any wing of the PWD in the state.

(iii) To give exposure to the system of working of the department, the candidate can be engaged in multiple offices.

(iv) The apprentices can be engaged for the project works and also for the design, planning, estimates, statements, preparation of accounts etc. Some of the indicative areas are given below:

- a) Design of small structures
- b) Supervision of works
- c) Survey of roads including Road Safety Audit
- d) Hydraulic particulars of cross drainage works
- e) Social studies i.e. Impact Assessment
- f) Evaluation of projects
- g) Survey on coverage of domestic water supply
- h) Air Conditioning System and execution of AC works
- i) Fire Fighting System
- j) Medical Gas Pipe System
- k) Internal Electrification System including LAN connectivity, Telephone Connectivity, On line UPS system
- l) Sinking and maintenance of Deep Tube Wells
- m) Water Supply Distribution System

- n) Pipeline Distribution network
- o) Urban Drainage & Sewerage System
- p) Survey and Planning of Medium Irrigation Schemes
- q) Command Area Development
- r) River Protection Works
- s) Innovative Schemes on Irrigation
- t) Watershed Management
- u) Rainwater Harvesting
- v) Store Management System
- w) Accounts Management System
- x) Estate Management System
- y) Asset Management System
- v) Technician (Vocational) apprentices can be engaged for project works or offices as per job description of the concerned trade.

### **8.0 Records and Returns:**

(i) Every Graduate or Diploma or Technician (Vocational) Apprentice shall maintain a daily record of the work done by him/her relating to the apprenticeship training in the form of a note book.

(ii) Executive Engineer or Assistant Engineer under whom the candidate is placed for training will record their observations/ remarks in the note book.

(iii) The apprentices have to submit a brief note of work done with observation at the end of each quarter to his mentor with a copy to the Chief Engineer, PWD(R&B) through e-mail.

(iv) The apprentices have to make a presentation prior to end of session explaining the works he/she has done in 1(one) year before his mentor and officials of PWD(R&B) to be nominated by the Chief Engineer, PWD(R&B).

(v) Half yearly return or Annual return of such apprentices engaged for each establishment shall have to be submitted by the Executive Engineer as per format of the department.

(vi) Technician (Vocational) apprentices have to submit a brief note of work done with observations at the end of session to his mentor with a copy to the Chief Engineer, PWD(R&B) through e-mail.

(vii) The Technician (Vocational) apprentices have to make a presentation prior to end of session explaining the works he/she has done 6(six) months before his mentor and officials of PWD(R&B) as nominated by Executive Engineer, PWD(R&B).

### **9.0 Payment of stipend to apprentices:**

- (i) The amount of stipend is fixed as per Apprentices Act, 1961 with latest amendment and will be revised as per provision in the Act.

(ii) As per provision in the Apprentices Act, 1961 with latest amendment, PWD will pay 50% of the stipend and the remaining 50% will be paid by the Board of Practical Training on the basis of the report, to be submitted by the department through on-line.

(iii) The candidate will share bank details for transfer of the stipend through on-line by the respective Executive Engineer, debiting the expenditure from the fund available under respective Head of Account.

(iv) No stipend will be provided by the department to the Technician(Vocational) apprentices for apprenticeship training. It shall be borne I & C Department.

(v) No stipend will be given to the apprentice for the unauthorised absent period.

#### **10.0 Obligation of apprentice:**

(i) Every apprentice shall learn his trade conscientiously and diligently. He may attend the work site, conduct survey and carry out instruction and all lawful orders of his superiors and mentors. In case of misconduct and indiscipline, the apprentice shall be liable to be discontinued.

(ii) He shall not take part any activities of the associations of the employees of the department.

(iii) He shall also carry out his obligations under the contract of Apprenticeship.

#### **11.0 Obligation of the Department:**

(i) The department shall provide the apprentice with the training in the relevant branch/ trade in accordance with the provisions of the Apprentices Act and the Rules made there under and in terms of the contract of Apprenticeship.

(ii) The department will not charge any fees from the apprentices in the process of training.

(iii) If personal injury is caused to an apprentice by an accident arising out of in course of his training as an apprentices, the department shall not be liable to pay compensation.

(iv) The department will provide a certificate of honour in case of successful completion of training by the apprentice.

## 12.0 Training Cell:

A training cell will be set up in the office of the Chief Engineer, PWD(R&B) to deal with the various issues related to training. The cell will be headed by Under Secretary, PWD with few dealing assistant.

## 13.0 Hours of work:

(i) The apprentice has to attend the office on all working days. In case, the apprentice wants to leave the office before the working hours, he/she has to take permission from his mentor or concerned Executive Engineer or Assistant Engineer as the case may be.

(ii) The weekly and daily hours of work of an apprentice shall not exceed the following:-

**Daily:** Not more than 8 hours (includes rest and the time spent on related instructions).

**Weekly:** Total number of hours per week shall be 42 to 48 (including rest and time spent on related instructions).

No apprentice shall be engaged on training between the hours of 6 P.M and 8 A.M.

## 14.0 Grant of leave to apprentices:

### (a) Casual leave:

(i) Casual leave shall be admissible for a maximum period of 12 (twelve) days in a year.

(ii) Any holiday intervening during the period of casual leave shall not be counted for the purpose of the limit of twelve days.

(iii) Casual leave shall not be combined with medical leave. If casual leave is preceded or followed by medical leave, the entire leave taken shall be treated either as medical or casual leave, provided that it shall not be allowed to exceed the maximum period prescribed in respect of medical or casual leave, as the case may be.

### (b) Medical Leave:

(i) Medical leave up to (10) ten days for each year of training may be granted to the apprentice who is unable to attend duty owing to illness.

(ii) Any holiday intervening during the period of medical leave shall be treated as medical leave and accounted for in the limits prescribed under clause b.(i) above.

(iii) The apprentice has to produce a medical certificate from a registered medical practitioner in support of his medical leave. In case the apprentice fails

to produce such certificate, the authority holds right to cancel or deny this request

**(c) Extra Ordinary Leave:**

(i) Extraordinary leave upto a maximum of 15 (fifteen) days in a year will be granted to the apprentice, after he/she has exhausted the entire casual & medical leave. If the authority is satisfied with the genuineness of the grounds on which the leave is applied for.

(ii) If any one remains absent for more than 30 (thirty) days at a stretch, the apprenticeship training may be discontinued.

**(d) Authority to grant Leave:**

The concerned Executive Engineer or Assistant Engineer under whom the apprentice is placed is competent to grant all kinds of leave.

**(e) Stipend during leave:**

No payment of stipend will be allowed in case the candidate remains on leave other than Casual Leave and Medical Leave.

**15.0 Employment on completion of Apprenticeship Training:**

It shall not be obligatory on the part of the department to offer any employment to an apprentice nor shall it be obligatory on the part of the apprentice to accept an employment under the employer on successful completion of training.

**16.0 Award of certificate:**

On successful completion of the training, the department will issue a certificate to each apprentice.

**17.0 Instructions for applicants regarding submission of application for apprenticeship practical training:**

The detailed procedures for submission of application will be notified separately.

This Rules will come into effect from the date of publication in Tripura Gazette. This Rules are being made available at homepage of PWD at <https://pwd.tripura.gov.in/pwd/index.php/circulars>

By order of Governor of Tripura,

  
(Susanta Dutta)  
Deputy Secretary, PWD.

**To:**

The Superintendent, Tripura Government Press, Agartala, Tripura with request to publish in next issue of Tripura gazette. Five copies of Notification is enclosed

**Encl:** As stated.

**Copy forwarded to:**

1. PS to Chief Secretary, Govt. of Tripura.
2. PS to all Principal Secretaries/ Secretaries /Special Secretaries of all Department of Govt. of Tripura.
3. All Chief Engineers, PWD(R&B) / DWS / WR/ Buildings/ PMGSY/ NH, Agartala.
4. The Director, Board of Practical Training (Eastern Region), Block-EA Sector-I (Opposite, Labony Estate), Salt Lake City, Kolkata-700064.
5. All Head of the Departments, Govt. of Tripura.
6. All Addl. Chief Engineers, PWD (R&B)/ DWS/ PMGSY, Agartala.
7. Engineering Officer-I/III, PWD(R&B).
8. All Executive Engineers, PWD(R&B)/DWS/WR/Buildings/PMGSY/NH, Agartala.
9. ITCC, PWD, Netaji Chowmuhani, Agartala for publication in homepage of PWD.
10. Guard File.



To  
The Engineer - In-Chief, PWD  
Block-7, New Capital Complex  
Kunjaban, Agartala, 799003



**Subject :** Application for Apprenticeship Training in Public Works Department for the session starting from April/October \_\_\_\_\_.

Sir,

I am submitting an application in \_\_\_\_\_ format for the purpose as mentioned in the subject above.

1. Name :

2. Father's Name :

3. Mother's Name :

4. Category :  SC |  ST |  OBC |  OTHERS |

5. Qualification :

6. Name of the Institution from which passed out :

7. Discipline :  CIVIL |  MECHANICAL |  ELECTRICAL |

8. Level : ( Put tick mark on the box which is applicable )

a) Degree :       b) Diploma :

9. Grade / Percentage :

10. Year of passing :

11. Registration No. under NATS :

12. Whether Physically Handicapped (Put tick mark on the box if applicable) :

13. Correspondence Address :

a) Care : \_\_\_\_\_

b) Village/ Town : \_\_\_\_\_

c) Post Office : \_\_\_\_\_

d) Sub-division : \_\_\_\_\_

e) District : \_\_\_\_\_

f) Cell No : \_\_\_\_\_

g) e-mail ID : \_\_\_\_\_

Contd.

14. Preferred place of training in order of choice :  
(Name of Revenue Sub-division should be mentioned)

1st		2nd		3rd	
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15. Declaration :

i) I do hereby declare that the information as submitted by me is true to the best of my knowledge. I also declare that I have gone through all terms and conditions as given in the “Apprenticeship Policy of PWD, Tripura 2020” and will abide by that. I shall be duty bound to sign the contract document if finally selected for the training.

ii) Application form in original alongwith final year marksheet, downloaded copy of registration under NATS, copy of PRTC & Caste Certificate (if applicable) are enclosed.

**Encl** : As stated above.

\_\_\_\_\_  
Signature of the Applicant