

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.T1/20(1)/2018-R&T

Office of the VC & MD
RTC House, PNBS,VJA
Dt.14.06.2018

To
The Principals,
Zonal Staff Training Colleges,
A.P.S.R.T.C.
KRNL, NLR, VJA & VZM.

Sub:**TRAINING** - Selection of ITI Apprentices - Clarifications sought by Principals of ZSTCs regarding adoption of Local/non-local and period of training, etc., for selection of ITI Apprentices - Communication of guidelines for implementation - Reg.

Ref: 1.Lr.No.E1/20(1)/2017-ZSTC, dt.31.01.2018 of Principal, ZSTC/VZM.
2.Lr.No.E1/20(1)/2018-ZSTC, dt.03.04.2018 of Principal, ZSTC/NLR.
3.Proceeding of the Committee Lr.No.Even, Dt.23.05.2018.

Vide references 1st & 2nd cited, the Principals of ZSTCs:VZM & NLR have requested to give directive with regard to adoption of Local/Non-local, considering ITI candidates beyond 5 years, period of apprentice in view of amended Apprenticeship Rules. Apart from the above Principals have also requested that certain other issues relating to ITI apprenticeship selection be clarified.

The issues raised by the Principals have been examined in detail. A Committee has been constituted with the following Officers to examine the revised Apprenticeship Rules, Circulars/Clarifications on the selection of ITI Apprentices and to submit recommendations so as to prepare common guidelines.

1.Principal:ZSTC/NLR 2.Principal:ZSTC/VZM 3.Principal:ZSTC/VJA 4.Dy.CPM(R&T)

The Committee after detailed examination/discussions on various issues at length submitted its recommendations vide reference 3rd cited. Based on the recommendations of the Committee and after obtaining the competent authority approval the following guidelines are issued:-

- 1. Determining local candidature:** Presently, majority of the Principals are considering candidates who studied ITI in that particular Zone. The same principle may be continued and a candidate who studied ITI in the zone may be considered for apprenticeship in any of the Region in that particular zone.
- 2. Local/Non-Local Ratio:** The Principal, NLR requested for a clarification whether to follow 85:15 local/non-local ratio. Through Lr.No.T2/20(7)/98-TRG, dt.28.10.98 instructions were issued, that vacancies shall be reserved for local/non-local in the ratio of 85% & 15%. But, subsequently clarification was issued by the CM(HRD) vide Lr.No.T2/20(7)/98-TRG, Dt.25.05.1999 that the same is not applicable to RTC. It is therefore clarified that from among the applications received the candidates shall be selected based on the guidelines communicated vide Cir.No.PD-34/2015, Dt.02.12.2015 without following local/non-local ratio.

3. **Reservation of Training Places:** Presently as per Cir.No.Dy.CPM(ML)/28(3)/89-TRG, dt.18.09.1989 reservation of places for SC/ST is in the ratio of 1:8 and 1:20. As per the Amended Apprenticeship Rules 1992 the ratio of training places reserved for SC/ST have been revised as 1:7 for SCs and 1:15 for STs. The reservation to OBC candidates is also to be provided and directed to follow norms as per the respective State so far as reservation for OBC is concerned.

With regard to reservation for SC/ST it is clarified that the revised ratio of 1:7 for SCs and 1:15 for STs be followed. Where SC candidates are not available the same may be filled by ST and vice-versa. If both SC & ST are not available, the vacancies be filled by general merit.

With regard to reservation of training places for BCs, it is to inform that at present 29% of the posts in Direct Recruitment are reserved for BCs as per the State Govt.guidelines and it is hereby ordered that 29% reservation for BCs be implemented henceforth. It is sufficient that the B.C. Candidates be selected with 29% reservation without applying any clarification. Where there are no BC candidates, the same may be filled by considering other candidates by merit.

4. **Period of Apprenticeship:** As per the revised Apprenticeship Rules the period of Apprenticeship in the organization has been modified as per the details below:

Sl. No.	Designated Trade Apprentices (ITI) in APSRTC	Present period of apprenticeship training in RTC (in years)	Revised training period (in years)
1	Machinist	2	1
2	Sheet Metal worker	2	1
3	Welder(Gas & Electric)	1	1
4	Mechanic Diesel	2	1
5	Draughtsman(Civil)	1	1
6	Painter(General)	1	1
7	Mechanic (Motor Vehicle)	1	1
8	M.W.Mechanic	1	1
9	Electrician	1	1

It is clarified that the period of Apprenticeship in APSRTC for the above trades utilized by RTC shall be made one year as per the amended Apprenticeship rules. The same shall be made applicable only with prospective effect i.e., for fresh apprentices to be selected and not to the apprentices already selected and undergoing training since in respect of such candidates contract of apprentice bonds have already been generated.

5. **Considering candidates who completed ITI more than 5 years back:** The Principal, ZSTC/NLR wanted to know if there is any restriction on engaging apprentice who completed ITI 5 years back. In this regard it is to clarify that the ITI passed candidates with more than 5 years gap (gap between date of doing ITI and date of Selection) too are being considered and the claims under NAPS too are being entertained which goes to show that there are no such restriction. It is therefore advised to continue with the present practice and not to impose the 5 years restriction and candidate can be considered without reference to the date of passing of ITI.
6. **Online Registration:** In certain cases the Contract Bond is not being generated online in respect of certain selected candidates. It is observed that generation of Contract Bond is mandatory for engaging any Apprentice. Further, in the absence of Bond, claims under NAPS will not be entertained.

It is the responsibility of Apprentice for generation/non-generation of Bond and the Corporation cannot take any responsibility for non-generation of Bond online. This shall be made very clear to the candidate at the time of Selection.

7. **Shortfall in Attendance:** As per the guidelines communicated vide Cir.No.19/1989-PD, dt.01.07.1989, the Apprentice shall put in 240 days of attendance in a period of one year. But some of the Apprentices are absent during the Apprenticeship period. The Principals have requested to clarify on how to deal with such cases.

It is clarified that the Principal shall consider extension of training period in such cases by upto six months. Beyond six months the Executive Director of Zone shall consider extension of Apprentice period. However, for the extended period no stipend need be paid to the apprentice.

8. **Failure to report:** The Principals requested for guidelines on how to deal with Apprentice selected but failed to report at the unit.

It is clarified that a Notice is to be issued by the Principal of ZSTC based on the report of the Unit Officer to the candidates who have been selected and directed to Regional Manager for engagement but failed to report. Such candidate shall be advised to report within 10 days from the date of receipt of the Notice failing which their Apprenticeship will be cancelled. If they report they shall be engaged, other-wise the Principal, ZSTC can order for deletion of the Apprenticeship. A copy of the format for issuing notice and orders of termination are enclosed herewith.

An appeal against the termination order of the Principal lies with the Executive Director of the Zone. Such appeal be preferred by the Apprentice within 15 days of receipt of the Termination order. The ED of Zone shall examine and take necessary action to dispose off the appeal.

9. **Processing Fee:** The Principals informed that substantial expenditure is involved in the Notification, processing and selection of ITI Apprentices. So far no amount is being collected from the applicants and requested to communicate guidelines for collecting 'Processing fee'.

It is advised to collect an amount of Rs.100/- from the applicants who report for certificate scrutiny. However, this will apply only to fresh notifications to be issued and not to notifications which are already issued and selections are in the pipeline. As and when amount is collected, M.R. be issued to individual candidate. The amount received shall be recorded in a Register and amount to be remitted to the Accounts Wing at the earliest.

All other circular instructions/guidelines not specifically stated above stands good. The Principals of all ZSTCs are advised to take note of the above guidelines and act accordingly.

Encl:As above



**Chief Personnel Manager &
Secretary to Corporation**

Copy submitted to EDs of all Zones for favour of information please.

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

- No.

Office of the Principal,
ZSTC, _____
Dt.**NOTICE**

To

Sri _____

//By RPAD//

Sub: APPRENTICESHIP - Engagement of Apprentice in APSRTC -
Non-reporting for undergoing Apprenticeship - Notice issued -
Reg.

Ref: 1. This Office allotment Lr.No. Even, Dt. _____.
2. Report of _____ vide No. _____, dt. _____.

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You were selected to undergo Apprenticeship in APSRTC in the Trade of _____ during the year _____. Orders were issued accordingly at reference 1st cited advising you to report at _____ Depot/Unit.

It is reported by the DM/Unit Officer vide reference 2nd cited that you have not reported at ----- Depot/Unit for engagement.

You are hereby advised to report at the allotted _____ Depot/Unit within 10 days from the date of receipt of this notice, failing which, necessary action will be taken for cancelling your Apprenticeship.

Please acknowledge receipt.

**Principal,
ZSTC,**

Copy to RM/ for favour of information.
Copy to DM/ for information.

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.

Office of the Principal,
ZSTC, _____
Dt.**Termination order**

To

Sri _____

//By RPAD//

Sub: APPRENTICESHIP – Engagement of Apprentice in APSRTC –
Non-reporting for undergoing Apprenticeship at _____ Depot/
Unit – Termination orders issued - Reg.

- Ref: 1. This Office allotment Lr.No. Even, Dt. _____.
2. Report of _____ vide No. _____, dt. _____.
3. This Office Notice No. Even, Dt. _____.

Vide reference 3rd cited, you were allotted to _____ Depot/Unit to undergo Apprenticeship in the Trade of _____ for a period of one year.

Vide reference 4th cited, the Depot Manager/Unit Officer, _____ has reported that you have failed to report for engaging as Apprentice.

Vide reference 5th cited, a Notice was issued advising you to report to the allotted ----- Depot/Unit within 10 days.

But you have failed to report at the allotted -----Depot/Unit even though you have acknowledged the same vide reference 6th cited.

It is clear that you have no interest to undergo Apprenticeship in APSRTC.

It is therefore hereby ordered for cancellation of your Apprenticeship in APSRTC.

Please acknowledge receipt.

**Principal,
ZSTC,**

Copy to RM/ for favour of information.
Copy to DM/ for information.