



THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)
HRD DEPARTMENT, CORP.

TERMS AND CONDITIONS FOR APPLICANT FOR ENROLLMENT AS TRADE APPRENTICE IN SCCL, UNDER THE APPRENTICE ACT. 1961.

1. This offer of enrolment as Trade Apprentice in SCCL, is for a period of **one year** under The Apprentice Act 1961.
2. You will be paid a **fixed monthly stipend** as per the Gazette Dtd: 25.09.2019 as detailed below applicable to your trade.
 - i) Electrician, Fitter, Turner, Machinist, Draughtsman (Civil) & Motor Mechanic trades (who have under gone **two years** training in the ITI's of Central or State Govt. Regd/ approved) @ **₹.8050/-** (Rupees Eight thousand fifty rupees only) per month.
 - ii) Welder & Diesel Mechanic trades (who have under gone **one year** training in the ITI's) @ **₹.7,700/-** (Rupees Seven thousand Seven hundred rupees only) per month.
 - iii) The stipend may be revised from time to time as per the directives by the Government of India.
3. At the time of initial registration for apprenticeship training, you are advised to bring all Originals and the following documents, Photos, Surety Bond etc., as detailed below:
 - i) **Original Physical Fitness Certificate along with Covid Negative Certificate** issued by a Medical Officer not below the rank of Assistant Surgeon (Gazetted) or from SCCL hospital (For On roll employees /Employee Children).
 - ii) Passport size photographs .. 3 Nos.
 - iii) Date of Birth (SSC or its equivalent) Self attested Copy.
 - iv) ITI Provisional/Original Certificate Self attested Copy.
 - v) Local study certificates Self attested Copies.
 - vi) Latest Caste certificate, (not > 1year) Self attested Copy.
 - vii) Aadhar Card and PAN Cards Self attested Copies.
 - viii) New NAPS portal registration form Self attested copy.
 - ix) Original Surety bond on Rs100/- stamp paper (along with attested ID Proofs of one employee having minimum two (2) years left over service with signatures and duly signed by two (2) witnesses).
 - x) Your SBI pass book first page copy containing photo, Account number and IFSC Code.
 - xi) **If you are selected as SCCL on roll Employee**, you should get relieving letter from your respective mine/Dept. Further, If he studied ITI after joining in SCCL, he should submit No Objection Certificate (NOC) or if he appears only for exams after joining in SCCL, permission letter should be obtained from concerned Manager/HOD has to be submitted while reporting at respective MVTC.
 - xii) **If selected as Employee children**, he should submit Xerox copies of his Father/Mothers EPR View duly attested by Manager/HOD.
 - xiii) If selected in PDF/PAF category, he should submit the copy of certificate attested by the concerned Estate Manager/Officer and duly signed by the Area GM/SO to GM.

4. You will not be considered for apprenticeship training in SCCL as per The Apprentices Act. 1961, if you have already undergone/undergoing apprenticeship Training/Registered for Training in any of the above respective trades with other Organizations.
5. You will have to do online Contract of Registration at respective MVTC in NAPS new Govt. web portal (www.apprenticeshipindia.org) as per the Apprentices Act. 1961 on the day of reporting for training and submit the Contract of Apprenticeship (Hard copy) in triplicate at respective MVTC. If your registration of contract gets declined /rejected or your migration not complete in the above web portal, you will not be allowed for Apprenticeship training in SCCL, for what so ever reasons the SCCL is not responsible for the same.
6. You will be paid stipend only after generation of contract registration form as mentioned above at Point No.5.
7. You will be paid stipend as mentioned at Point No.1 on or before 10th of every month to **your bank account only**. Monthly Proportionate stipend will be deducted for un-authorized / authorized absents (including overlapped play day / Holiday) during the period of training.
8. You will be eligible for 12 days Casual Leaves and Medical leaves of 15 days during one year training .They can be availed in proportion to the training completed. However all balance Medical leaves can be granted in case of illness like jaundice/ Covid-19 or injuries only on production of medical certificate from SCCL hospital .
9. The above leaves are counted for payment of stipend only, but not treated as actual musters for calculation of minimum musters for appearing AITT exam.
10. **You should put up minimum 240 actual Musters(Excluding Leaves) per year to get eligibility for AITT Exam. You have to give under taking for the above attendance clause.**
11. In respect of termination of apprenticeship contract by you due to absenteeism or for any other reason, as per **Section 7 of Apprenticeship Act, 1961**, you have to **refund the entire stipend paid by SCCL or Salary paid to employees** and including the **cost of training**. The cost of training may be determined by the Regional Director, Regional Directorate of Skill Development and Entrepreneurship,(RDSDE),Hyderabad or Apprenticeship adviser. If you fail to pay the amount within one month, action will be initiated to recover the amount from your surety.
12. You will be issued warning letter, if you are absent for training for more than **Six (6) days. On submitting your explanation along with certificate** for the above absent period and fit certificate from Medical Officer, to allow for further training.
13. If you repeat absenteeism during the period of training for more than three times or cumulative period of 40 days, your contract will be terminated. You or your surety have to pay back the entire stipend paid to you as mentioned in the Point No.11.
14. The Registered candidates complete their one year training, their Apprenticeship contract automatically terminates. It will not be extended under any circumstances to undergo further training in SCCL except for the period of Covid lock down.
15. You will be permitted to utilize medical facilities at our Collieries Dispensary or Hospital as per rules. However, if you have to undergo operation or admitted as In- patient, you have to pay the prescribed charges as a civilian.

16. You have to make your own arrangements for lodging, boarding and local conveyance facilities during the entire period of your Training.
17. After completion of basic training at MVTC, you may be placed / posted for training at Under Ground /Open Cast Mine in any area in SCCL as per the vacancy position of the company. In this context, if any request by you for Change of Apprenticeship training place for will not be entertained. Also, no outside influence or recommendations will allowed in this regard.
18. If, we notice that you have submitted any false information in your application, contract registration form or Certificates, your contract will be terminated immediately during the one year training period and the stipulated amounts will be recovered from you/your surety as stated at Points No.11 & 13 respectively.
19. You have to book IN & OUT musters as per the shifts allocated at the place of your training at both man way of mine/Dept, and at working section. You have to follow safety rules of mines as well as Safe Operating Practices.
20. You should maintain dairy of daily training report and have to obtain signature of Section Engineer daily and monthly from HOD and MVTC Manager else stipend will not be paid.
21. The standing orders (some provisions i.e, Points No.5, 6, 7, 8, 16, 19, 20, 25 & 26) of SCCL will be applicable to you.
22. The date of reporting for training will be the date of reporting for your Basic training .
23. If you found that you are not following covid guidelines /Mines safety rules or Standard Operating Practices HOD has authority to not allow for training.
24. If you are found infected with Covid or having Covid symptoms, HOD has authority to not allow for training .
25. If it is found that you have registered contract with SCCL or taken stipend even for part of month, you not be allowed to register again. Even if it is found at later stage, you will be terminated and entire stipend will be recovered from your surety.
26. You have to fill and submit apprentice personnel data form at Area MVTC .(To be down loaded from the portal).
27. The offer of Apprenticeship does not confer any right of employment in SCCL.
28. There is no provision for appointment of the Apprenticeship trainee in SCCL after the completion of training and candidate cannot claim for the same.
29. The Training of the Apprentice shall be terminated without intimation following unauthorized absence of the candidate to training for a period of more than 15 days. You should bring your Uniform &PPE(Shoe,Helmet,Radium jacket etc)
30. No TA & DA shall be admissible for joining or transfer during training.

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