



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

Ref.No. CRP/HRD/316-D/2023/929

Dt: 10.06.2023

CIRCULAR

All Mines & Departments

It has been decided by the competent authority to give Apprenticeship training to the ITI (NCVT) candidates of various trades for the year 2023-24, in accordance with Gazette of India (Extraordinary) Dtd:25.09.2019 by Ministry of Skill Development and Entrepreneurship(MSDE) under sub-section(1)of section 37 of the Apprentice Act 1961, amended 2014 and as per the directions of Regional Directorate of Skill Development Entrepreneurship (RDSDE), Hyderabad.

As per the new Govt. of India guidelines, SCCL has registered in National Apprenticeship Promotion Scheme(**NAPS**) web portal (www.apprenticeshipindia.org) ,MSDE of Govt.of India for all Ten Area MVTCs as Establishments to enable the interested eligible candidates to register their names for Apprenticeship training in any region of SCCL.

The SCCL web portal will open from 12.06.2023 to 28.06.2023. The interested candidates are advised to enrol their application in portal from 14.06.2023 and hard copy at MVTC from 16.06.2023 accordingly as per guidelines given in Circular & Annexure-A .

The eligible candidates who are interested to undergo apprenticeship training in SCCL should register their names through online in the web portal of the company (www.scclmines.com/apprenticeship) only after enrolling their names in the Government Web portal (www.apprenticeshipindia.org) else application will be rejected. Candidates who have already registered in the old web portal www.apprenticeship.gov.in should migrate to NAPS new web portal www.apprenticeshipindia.org. Migration procedure will be displayed in MVTCs and also kept in portal .

Selection criteria :

1. Selection of the candidates will be based on **inter-se-seniority with reference to the year of passing ITI**. In case, there are more number of applicants than the number of slots available pertaining to a particular year of passing such candidates will be selected based on percentage(%) of marks secured by them in the ITI exams.
2. Local and Open(Non-Local&Local) candidates will be selected in the ratio of **95:5**.
3. Maximum age limit for the candidates applying for apprenticeship online registration is 28 years(i.e candidates born before **31.05.1995** are not eligible) for un-reserved category candidates and 33 years for SC,ST & BC reserved candidates (i.e candidates born before **31.05.1990** are not eligible) and minimum age should be 18 years as on **Dt:31.05.2023**. (i.e candidates born after **31.05.2005** are not eligible)

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3. Candidates belonging to erstwhile four districts of "Khammam, Warangal, Karimnagar & Adilabad" (Current 16 districts in the State of Telangana namely "Khammam, Bhadrachari-Kothagudem, Warangal Rural, Warangal Urban, Jangoan, Mahabubabad, Mulugu, Jayashankar-Bhupalpalli, Karimnagar, Peddapalli, Jagityal, Rajanna-Sircilla Adilabad, Nirmal, Asifabad-Komarambheem & Mancherial" will come under 'Local' category and Candidates belongings to "Hyderabad, Mahabubnagar, Nagarkurnool Kamareddy, JogulambaGadwal, Medak, Medchal Malkajgiri, Nalgonda, Wanaparthy, Nizamabad, Rangareddy, Sangareddy, Siddipet, Suryapet, Vikarabad, Narayanpet, Yadadri Bhuvangiri" districts of Telangana State will come under 'Non - Local' Category.

4. RESERVATION TO LOCAL CANDIDATES:

a. Reservation to the local candidates is applicable as provided in the Rules amended from time to time as in force on the date of notification. The candidates claiming reservation as Local candidates should produce the required study certificates (from 1st to 7th class) (Enclosure-B).

b. Residence Certificate in the Proforma (Enclosure-C) only for those candidates who have not studied in any Educational Institutions as the case may be. Subsequent production of the certificates will not be entertained under any circumstances.

5. Reservation for Local 95%, SC(15%)/ST(10%), BC-A(07%),BC-B(10%),BC-C(01%) BC-D(07%), BC-E(04%) & EWS(10%) will be followed as per extant policy. As per selection criteria only eligible ITI(NCVT)Male/Female candidates will be selected. The selected candidates have to undergo training in UG& Opencast Mines/Depts. If the candidates are not available in any trade/category they can be diverted at the discretion of management.

6. First preference will be given for on roll(In Service) employees of SCCL having ITI certificate(ITI study period should be before appointment in SCCL) and thereafter Company's employees children/ex-employees children(with attested certificate of Mine Manager/HOD) and PDFs/PAFs (With proof of RDO/Tahasildar/MRO certification attested by Estates HOD or Letter from Area GM with PDF/PAFdetails). Five(5)% of slots will be earmarked for PDFs/PAFs.

7. The applicants name, father's name & Date of Birth should match in SSC, Aadhar certificate & in Web portals. If any mismatches found, application will be rejected. The mobile number, mail ID given to NAPS portal should be entered in application and should not be changed, until selection process completes. . Additional contact number (self/father/brothers) also should be entered in alternate contact number box in the application.

8. Before submitting application in web portal, candidate should ensure all the details entered by him are correct, else application will be rejected. Applications received after due date/ more than one or incomplete applications are liable to be rejected.

9. Applications with hand corrections are not accepted and requests for changes in applications at MVTCs are not entertained. In service ITI candidates / employee children applications should be attested by the respective Mine Manager/H.O.D and PDF&PAF by the estates HOD. One candidate should submit only one application (accepted by MVTC), else all the applications of the candidate will be rejected.

The candidates who have enrolled their names for apprenticeship training in SCCL website (www.scclmines.com/apprenticeship) should submit the signed hard copy of the application(only one per candidate) along with copies of relevant certificates/documents from 16.06.2023 to 30.06.2023 by Regd. Post/Courier/ Personally at any of the MVTCs as detailed below:

| Erstwhile District | Current Districts | Area MVTCs in SCCo Ltd |
|--------------------|--|--|
| Adilabad | Asifabad-Komarambheem,Adilabad, Nirmal, & Mancheryal | Srirampur(SRP), Mandamarri(MMR) |
| Karimnagar, | Karimnagar, Peddapalli, Jagityal and Rajanna- Siricilla | Bellampally(Goleti, BPA), Yellandu(YLD), Kothagudem(KGM) |
| Warangal | Warangal Rural, Warangal Urban, Jangoan, Mahabubabad, Mulugu and Jayashankar-Bhupalpalli | Manuguru(MNG) Ramagundam-I(RGI), Ramagundam -II (RGII), |
| Khammam | Bhadradi - Kothagudem and Khammam | Ramagundam-III&APA(APA) Bhupalapalli(BHPL) |

Last date for receiving of Applications along with necessary copies of certificates in Area MVTC is 30.06.2023.Guidelines/Instructions to be followed in furnishing the information/details in the applications and other relevant provisions are mentioned in the **Annexure-A**.

Scrutiny of web applications/data will be done by respective Area MVTC Managers & Team as per the guidelines. Final selection list will be prepared at Corporate by the Committee constituted for the purpose. No editing/changes will be done at MVTC.

The selected candidates will be given apprenticeship training in their respective Trades for a period of one year(12 Months) in the Mines/Departments of SCCL through MVTCs concerned under the Apprentices Act 1961, amended 2014.The candidate will be placed as per vacancy in SCCL and as per one of the 04 option choices given by the candidate in portal or in the nearby area where vacancies are available. The offer of Apprenticeship does not confer any right of employment in SCCL. There is no provision for appointment of the Apprenticeship trainee in SCCL after the completion of training and candidate cannot claim for the same.

Wide publicity may please be given in all the Mines/Departments and in the conspicuous places of surrounding areas of our coalfields through all means of communication i.e Notice boards , press, electronic media, canvassing through Singareni Seva Samithi and SEWA etc enabling the candidates with ITI qualification to register their names.

Necessary action may please be taken accordingly.

This issues with the approval of the Competent Authority.


GM(HRD)

C.C: All Directors

CTC:STPP :: GM,CDN, Hyd

All Corp GMs/ Area GMs/Corp. HODs / CMO,MH/GM(E&M),STPP

GM(PER)-Wel & RC: With a request to advise the concerned to arrange to give the press notification of the above circular.



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

ANNEXURE -A

GUIDELINES FOR APPLICATION OF ITI TRADE APPRENTICESHIP

FOR THE YEAR 2023-24

1. This Trade Apprenticeship in SCCL, is for a period of one year (Twelve Months only) under the Apprentice Act 1961, amended 2014 on a stipend @ ₹.8050/- per full payable musters per month. (i.e. ₹.6550/- by SCCL and ₹.1500/- by Direct benefit transfer (DBT) of NAPS [For Two years ITI candidates- Electricians, Fitters, Turners, Machinists, Mechanic Motor vehicles (MMV), Draughtsman-(Civil)] and ₹.7,700/- per month. (i.e. ₹.6200/- by SCCL and ₹.1500/- by Direct benefit transfer (DBT) of NAPS [for One year ITI candidates- Mechanic Diesel, Moulder & Welders (Arc & Gas)] per full payable musters per month, as per the Gazette of India (GOI), MSDE for National Trade Certificate (NCVT) holders only. The candidate should have studied in the Central or state Govt. Registered & NCVT approved ITI's only. **"Intermediate vocational and SCVT" students are not eligible to apply for Designated ITI Trade Apprenticeship.**
2. While submitting the hard copy of application by the candidates after registering or migrating in to the Govt. web portal "www.apprenticeshipindia.org" and in the SCCL portal "www.scclmines.com/apprenticeship", they are advised to submit the following self attested certificates (Hard Copies) at any of the MVTC by Regd. post/Courier/Directly at drop box in any one of the MVTC in SCCL.
 - a) Date of birth (SSC or its equivalent) : One copy
 - b) Passport size photo (with signature on photo) : 1 Nos.
 - c) ITI Original/Provisional Certificate (NCVT)-With Marks : One copy
 - d) Reservation/Caste certificate (ST/SC/BC) or E.W.S : One copy
 - e) Masked Aadhar (Name, Father name, DOB must same as SSC) : One copy
 - f) In case of PDF/PAF candidates: Copy of land or building acquisition letter from R.D.O/ MRO/Tahasildhar & attested by Area Estates HOD or Letter issued by respective Area GM (With Land or building acquisition details) : One copy
 - g) In case of On Roll Employees (Passed ITI), the application should be attested by the concerned HOD of Mine/Dept. along with attested Copies of SAP-EPR view & ID card and No Objection Certificate (NOC) from HOD for appearing left over Exams in leave, if studied ITI before joining & passed ITI exam after joining in SCCL.
 - h) In case of On Roll Employee Children/Retired Employee Children: Should submit copies of ID Card and printout EPR view having the Applicant Name & employed Father/Mother name attested by HOD Mine/Dept.
 - i) Local School study certificate (Enclosure-B) or Certificate of residence (Enclosure-C). : One Copy
 - j) NAPS Registration form having apprenticeship registration number, Candidate profile details. } : One Copy

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3. You have to upload **Soft copies** of the following **ORIGINAL CERTIFICATES** (Not Xerox copies) in "pdf" format only (size 100kb to 200kb) in the SCCL portal along with scanned photo of 3.5cm x4.5cm size(Max.50kb With signature at bottom-)while registering the application, else application will be rejected. The applicants candidature will be also based on the visibility & correctness of the uploaded documents.
 - A) Date of Birth / SSC certificate - pdf file: For all candidates.
 - B) ITI Certificates with Total Marks - pdf file : For all candidates.(Max Two pages)
 - C) Reservation certificate - pdf file) For ST/SC/BC-A, BC-B, BC-C, BC-D& BC-E and also for Economically Weaker Section of OC(EWS) candidates only
 - D) EPR view Attested by Mine Manager/H.O.D- pdf file: For On roll Employees and For on roll / Retired Employees Children only
 - E) Certificate issued by RDO/Tahasildar and attested by Area Estates) For PDF/PAF HOD or Letter issued by Area GM with acquisition details. - pdf file) candidates only
4. You will not be considered for apprenticeship training, if you have already completed/ partly undergone or registered for Apprenticeship in the above trades under the Apprentices Act.1961, in SCCo Ltd. or in any other Organization. You should submit an under taking to that effect in application.
5. Suppression of facts by the applicants shall lead to disqualification at any stage of the selection process(initial scrutiny of soft copy, Hard copy at MVTCs, during verification at HRD &Originals verification at MVTC) and termination even after joining.
6. Your selection will also be subject to requirements as stipulated by the DGT,MSDE,GOI/ Regional Director, Regional Directorate of skill Development and Entrepreneurship, (RDSDE), Hyderabad & "www.apprenticeshipindia.org" .web portal .
7. Candidates who have already registered in the old web portal www.apprenticeship.gov.in should migrate to MSDE NAPS new web portal i.e., "www.apprenticeshipindia.org" (100% migration should complete).
8. Application without migration from old portal or partial migration(<100%) will be rejected.
9. SCCL is no way connected for NAPS portal migration. Candidates should migrate on their own mobile or through Internet centres by down loading migration procedure from the NAPS - Govt. portal www.apprenticeshipindia.org.
10. In SCCL web portal i.e., "[www.scclmines.com/ apprenticeship](http://www.scclmines.com/apprenticeship)" candidate should enter the same mail id and mobile number which were entered in the NAPS portal www.apprenticeshipindia.org .The same mail id and mobile number should be continued without change until the selection process completes. If candidates changes or forgot his email id or pass word, contract creation is not possible and SCCo Ltd is not responsible.
11. Your name, Father/Mother name, Date of birth, year of ITI Pass, %of marks etc. in portals should match with SSC/Birth certificate, Aadhar card and ITI Certificates, else your application will be rejected at MVTC during scrutiny/verification. In case of any mistakes in application, no changes/corrections will be done at area MVTCs . You have to register again through web portal and submit fresh application with corrections[Only one(1) additional chance will be given for applying again in web portal].Finally only one accepted application with one Aadhar & NAPS registration number.Duplicate applications will be rejected.
12. Due to eKYC or any other problem if NAPS DBT amount i.e, Rs1500/- or 25% of stipend amount not credited or delayed beyond one month SCCo Ltd is not responsible.

13. If you are selected all original certificates will be verified, You should undergo contract registration in NAPS portal and 18 days(Max) theory training at MVTC for which Stipend will not be paid(As per Apprenticeship act-1961 you have to undergo one year on the job training only). You should submit the following i) Indemnity bond ii) One year agreement bond(on Rs100/- stamp paper with surety), iii) Apprenticeship personnel data form of SCCL iv) Union bank Accident insurance policy for one year v) Should open Account in Union Bank of India for Stipend payment & the same account no should be entered in your profile in NAPS portal with eKYC for availing DBT. vi) Form-O of Initial medical examination at SCCo Ltd area hospitals [Except DM(Civil)]. If unfit in IME, the candidate will not be allowed to do apprenticeship as per mines act. vii) Annexure-I, II & III (can be downloaded along with offer letter) viii) Hard copy of Application & downloaded offer letter ix) Covid vaccination certificate x) Physical fitness certificate [For DM(Civil) category candidates].
14. For any false claim as On roll employee/On roll or retired employee children or PDF/PAF or required certificates are not enclosed in the portal or with hard copy of application or any mismatch of details of application with certificates, your application will be rejected at MVTC during initial scrutiny and no communication will be given.
15. The candidates will not be intimated reasons for the rejection of application at any stage.
16. Even after selection, if apprenticeshipindia.org web portal denies your contract due any mismatch of details or pre existence of your contract in portal, you will not be allowed for Apprenticeship and if any details given by you found incorrect, you will be terminated at any time during apprenticeship and cost of training will be recovered from you/your surety.
17. Selected Apprentices are not eligible for TA & DA for joining or change of Area.
18. The Training of the Apprentice shall be terminated without intimation for unauthorized absence of the candidate to training for a period of more than 20 days at a time and Maximum 40 days(Cumulative absents) during within one year training period.
19. The selected candidates have to make their own arrangements for boarding during the entire period of training. Shared accommodation will be provided in quarters if provided apprenticeship in area other than four options of the candidate.
20. The selected candidates during the entire period of training, they have to undergo Apprenticeship at the area allotted to them by following SOP's/covid-19 precautions.
21. The selected candidates stipend will not be paid during the period of reporting for Enrolment/verification of originals & for submission of documents as per App.act-1961.
22. The selected candidates will be governed by terms and conditions of this Annexure-A and Annexure-I which will be given along with offer letter and standing orders of SCCL.
23. One of the four area options will be examined while posting subject to availability of vacancy. Applied MVTC will not be considered as first option. If vacancy not available in four opted areas, then they will be posted in nearby region/area as per vacancy.
24. The selected candidates in respect of Absconding/Termination of apprenticeship contract, for any reason, as per section 7 of apprenticeship Act, 1961, shall refund the employer, the cost of training such amount as may be determined by the Apprenticeship Adviser / Regional Directorate of skill Development and Entrepreneurship (RDSDE), Hyderabad in addition to the agreement bond amount.
23. The Apprentices are not eligible for any other financial/service benefits except the monthly Stipend applicable during the period of Training.
24. Suitable action will be taken or can be terminate the selected Apprentice for any misbehavior/indiscipline with superiors or SCCL employees or for hampering of work.

Addresses of Ten Area MVTCs of SCCL

- 1) **Mines Vocational Training Centre(MVTC), KGM AREA**
The Singareni Collieries Company Limited, Kothagudem Area
Rudrampur, Near PVK-5 Incline Agent Office
BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA STATE
PIN: 507119 Ph: 08744-250675.
Training Manager: B.V.S SHARMA, Dy.GM
Mobile No: 9491145298
Tr.Mgr mail id: mvtc_kgm@scclmines.com
Office Staff Mobile No: 9347550956
- 2) **Mines Vocational Training Centre(MVTC),MNG AREA**
The Singareni Collieries Company Limited, Manuguru Area, Pilot Colony
BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA STATE
PIN: 507117
Training Manager: G. Nageswara Rao, Dy.GM
MVTC Mail: mvtc_mng@scclmines.com
Mobile No: 9491145195
Office Staff Mobile No: 9989172588
- 3) **Mines Vocational Training Centre(MVTC),YLD AREA**
The Singareni Collieries Company Limited, Yellandu Area
BHADRADRI KOTHAGUDEM DISTRICT, TELANGANA STATE
Training Manager: K.Vijaya Bhaskar, DGM
MVTC Mail: mvtc_yld@scclmines.com
Mobile No:9491144459
Office Staff Mobile No.:6300688247
- 4) **Mines Vocational Training Centre(MVTC),BHPL AREA**
The Singareni Collieries Company Limited, Bhupalpalli Area
JAYASHANKAR BHUPALAPALLY DISTRICT, TELANGANA STATE
PIN: 506169.
Training Manager: Raman V Pathak
MVTC Mail: mvtc_bhp@scclmines.com
Mobile No: 9491144863
Office Staff Mobile No: 9949340389
- 5) **Mines Vocational Training Centre(MVTC),APA AREA**
The Singareni Collieries Company Limited, APA/RG3 Area, Near Centenary
Colony, Near Ramagiri Police station.
PEDDAPALLI DISTRICT, TELANGANA STATE
PIN: 505212 Ph: 08728-260583.
Training Manager: G.Hapbabu, Dy.GM
MVTC Mail: mvtc_apa@scclmines.com
Mobile No: 9491145374
Office Staff Mobile No: 9347781816

6) Mines Vocational Training Centre(MVTC),RG-II AREA

The Singareni Collieries Company Limited, RG-II Area, Near Stadium
8 Incline colony, PEDDAPALLI DISTRICT, TELANGANA STATE

PIN: 505212 Ph: 08728-250071.

Training Manager: P.Sri Ranga Reddy,SOM

MVTC Mail: mvtc_rg2@scclmines.com

Mobile No: 8332974639

7) Mines Vocational Training Centre(MVTC),RG-I AREA

The Singareni Collieries Company Limited, RG-I Area, Opp.TTC, Jawahar
Nagar,Godavarikhani,Peddapalli District,PIN:505209

Training Manager:N.Deneel Kumar, SOM

MVTC Mail: mvtc_rg1@scclmines.com

Mobile No.833974664

8) Mines Vocational Training Centre(MVTC),SRP AREA

The Singareni Collieries Company Limited, Near SRP-I Incline
MANCHERIAL DISTRICT, TELANGANA STATE

PIN: 504303 Ph: 08736-238213

Training Manager: V.Ramarao.

MVTC Mail: mvtc_srp@scclmines.com

Mobile No: 9491088736

Office Staff Mobile No: 9912715083

9) Mines Vocational Training Centre(MVTC),MMR AREA

The Singareni Collieries Company Limited, Mandmarri Area
MANCHERIAL DISTRICT, TELANGANA STATE,Near Palachettu Area

PIN: 504231 Ph: 08736-222571.

Training Manager: G.Shankar,DGM.

Mobile No: 9491144142

MVTC Mail: mvtc_mm@scclmines.com

Office Staff: Vincent Isdor

Mobile No: 9949406728

10) Mines Vocational Training Centre(MVTC),BPA AREA

The Singareni Collieries Company Limited, Bellampally Area
Goleti Township,Rebbena Mandal,Komaram Bheem-Asifbad Dt
Telangana State,Near Area Stores

PIN: 504292 Ph: 9491145363.

Training Manager: Vijay Singh Inda, DGM.

MVTC Mail: mvtc_bpa@scclmines.com

Mobile No: 9491145363

Office Staff Mobile No: 9347781816