



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

TERMS AND CONDITIONS FOR ENROLLMENT AS ITI TRADE APPRENTICE IN SCCL, UNDER THE APPRENTICE ACT. 1961. FOR THE FY2024-25

1. This offer of enrolment under The Apprentice Act 1961 as Trade Apprentice in SCCL, is for a period of **one year(12 Months) only**. The offer letter is to be downloaded from SCCL web portal "www.sclmines.com/Apprenticeship " by entering necessary credentials(Trade, SCCL Id no i.e 240260- - - -,D.O.B & Mobile No).
2. You are advised to report during 28.02.2025 to 05.03.2025 at respective MVTC, soon after printing of Provisional Offer Letter(POL) to get guidance, and to begin basic training(Max.18 Days theory training after area identification in counseling) at MVTC. If you delay in reporting, your Apprenticeship on the job training start date will be differed. You will not get any stipend for MVTC Theory Training. The stipend for the partial period of March, 2025 will be paid along with April-2025 month stipend, if SAP hiring action not completes by third week of March-2025.
3. You will be paid a **fixed monthly stipend for On the Job Training Period only(One Year/12 Months only)** as per the Govt.of India(GOI) Gazette Dtd: 25.09.2019 as detailed below applicable to your trade. SCCL Internal ITI candidates will be paid their existing wages instead of stipend.
 - i) Monthly stipend for External Electrician, Fitter, Turner, Machinist, Draughtsman (Civil) & Motor Mechanic trade Apprentices (who have under gone **two years** training in the ITI's of Central or State Govt. Regd/ approved) is @ **₹.8050/-** (Rupees Eight thousand fifty rupees only) per month.
 - ii) Monthly stipend for External Welder.Foundrymen/Moulder & Diesel Mechanic trade Apprentices (who have under gone **one year** training in the ITI's) is @ **₹.7,700/-** (Rupees Seven thousand Seven hundred rupees only) per month.
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 SCCL or in any other Organizations. If you found unfit in Initial Medical Exam ,you will not be considered for apprenticeship.
5. 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** issued by a Medical Officer not below the rank of Gazetted Assistant Surgeon [DM(Civil)] and for other trades IME from SCCL area hospital after reporting(For the Candidates to be posted in Mines/Depts come under purview of Mines).If any candidate found unfit even for surface, he will not be allowed for training.
 - ii) Passport size photographs .. 4 Nos.
 - iii) SSC,ITI Original & Marks and New NAPS reg.copy Self attested Copies.
 - iv) Local study certificates Self attested Copies.
 - v) Latest Caste certificate, (not < 3years) Self attested Copy.
 - vi) Aadhaar Card and PAN Cards Self attested Copies.
 - vii) Annexure-I,II,III & **Indemnity Bond** (Proforma available at MVTC)
 - viii) Original Surety bond on Rs100/- stamp paper with attested ID Proofs of one employee having min. two (2) years left over service with signatures and by two (2) witnesses).
 - ix) Your Union Bank of India(UBI) pass book first page copy containing photo, Account number and IFSC Code, etc.(In SCCL Salary Disbursing Branches- List available at MVTC).
 - x) You should submit UBI group insurance policy(for an amount of 30 Lakhs) for One year from **05.03.2025 to 04.03.2026** or for one year from date of starting off on the job training..

6. The candidate should bring all Original certificates(SSC,ITI,ITI Marks, Caste Local etc..) for verification .If Year of pass,% of marks ,trade ,caste or any other details not matches with your application, the candidate will not be allowed for contract registration& Training.
7. You will have to do online Contract of Registration (With contract date on or after **6.03.2025**) at respective MVTC in NAPS new Govt. web portal **www.apprenticeshipindia.org** as per the Apprentices Act. 1961 and submit the Apprenticeship Contract Registration (Hard copy) form 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. If your contract is auto rejected by NAPS portal,SCCL will not be held responsible and you will be terminated.
8. You will be paid stipend only for “On the Job Training”(one Year-12 months from contract date) as per Apprenticeship Act 1961, only after completion of UG/OCP/Surface worker theory training, got FIT in IME and generation of contract registration form as mentioned above at Point No.5.
9. You will be paid stipend as mentioned at Point No.1 on or before 10th of every month to **your UBI bank account only**. Monthly Proportionate stipend will be deducted for un-authorized absents/ sick without pay(including overlapped Play day / PHD) during the period of training.
10. You will be eligible for 12 days Casual Leaves and Medical leaves of 15 days during one year training .Leaves can be availed in proportion to the training completed months. However all balance Medical leaves can be granted in case of illness like jaundice/ conjunctivitis or injuries only on production of medical certificate from SCCL hospital .
11. The above leaves are counted for payment of stipend only, but not treated as actual musters for calculation of minimum 240 musters for appearing AITT exam after one year.
12. **You should put up minimum 240 actual Musters(Excluding 27 Leaves, Play days & PHDs) per year to get eligibility for AITT Exam. You have to give undertaking for the above attendance clause.**
13. 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 / **Salary paid(on roll employees)** or Bond amount including the **cost of training** whichever assessed by the Management . 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 of Agreement bond.
14. You will be issued warning letter, if you are absent for training for more than **Six (6) days. On submitting your explanation along medical certificate** for the above absent period and fit certificate from Medical Officer, to allow for further training.
15. If you repeat absenteeism during the period of training for more than three times or for cumulative period of 40 days, your contract will be terminated. You or your surety have to pay back the entire stipend paid to you &training expenses as mentioned in the Point No.13.
16. If the Registered candidates complete their one year training, their Apprenticeship contract will be automatically terminated. It will not be extended under any circumstances to undergo further training in SCCL except for the period of layoff or special conditions.
17. You will be permitted to utilize medical facilities at our Collieries Dispensary or at Area 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.
18. You have to make your own arrangements for lodging, boarding and local conveyance facilities during the entire period of your Training. Shared accommodation will be provided if vacant quarters are available.

19. 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 made by you for Change of Apprenticeship training place, will not be entertained. Also, no outside influence or recommendations will be allowed in this regard.
20. 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 Point No.13
21. You have to book IN & OUT musters in SAP as per the shifts allocated at the place of your training both at man way of mine/Dept, and also at working section. You have to follow safety rules of mines as well as Safe Operating Practices else you will not be allowed for training.
22. You should maintain dairy of daily training report and have to obtain signature of Section Engineer daily and monthly once from MVTC Manager, else monthly stipend will not be paid.
23. The standing orders (some provisions i.e, Points No.5, 6, 7, 8, 16, 19, 20, 25 & 26) of SCCL regular employees will be applicable to you.
24. As per Apprentice Act 1961, date of reporting for training will be the date of reporting for your “on the job” training at U/G Mine/OCP/Workshop/Dept.
25. If you found that you are not following covid guidelines /Mines safety rules or Standard Operating Practices, HOD has authority to not to allow you for further training.
26. If you are found infected with conjunctivitis or having contagious symptoms, HOD has authority to not to allow for training .
27. **If it is found that you have registered contract with SCCL and taken stipend even for one month, you will not be allowed to register again without canceling previous contract after paying back stipend paid. Even if it is found at later stage, you will be terminated and entire stipend amount will be recovered from your surety.**
28. **You have to fill and submit “Apprentice Personnel Data Form(APDF) at Area MVTC .(To be downloaded from the portal after entering all the details i.e PAN,Bank, Insurance etc).**
29. **The offer of Apprenticeship does not confer any right of employment in SCCL.**
30. **There is no provision for appointment in SCCL after the completion of training. Even in selection also, no preference will be given for the candidate, who did apprenticeship in SCCL.**
31. PPE will be given at mines/Depts(Subject to availability).You should bring your Olive Green Uniform(Two Pairs) .You should buy PPE(Shoe, Helmet, Radium jacket etc) kit if suitable Sizes are not available at respective Mine/Dept.
32. No TA & DA shall be admissible for joining or transfer during one year training period.

Signature:

Name of Apprentice :

App.ID No:240260.....

App.regn No:A-

Mobile No:

Contract Reg.No:

Surety Name & EC No;



**THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)**

Date:-Feb- 2025

To
The General Manager (HRD)
S C Co. LTD.,
Kothagudem- (Po) - 507 101.
Bhadradi Kothagudem Dist.

Sir,

Sub: Acceptance of offer of enrolment as ITI Trade Apprentice in
(Trade) atArea

.....

I acknowledge receipt of your offer for enrolment as ITI/Graduate/ Technician/ Vocational Apprentice vide letter No.CRP/HRD/V/316/2025/294, dated 28.02.2025 and terms and conditions of offer of enrollment (Annexure -I).

I have read the contents of the above letter and its Annexures /enclosures.

I hereby accept the offer of enrolment and terms and conditions stipulated there in and under take to abide by the same.

Thanking you.

Yours faithfully,

Signature :
Name :
App.ID No:
App.regn No:
Mobile No:
Address :



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Date:- Feb-2025

Declaration by the ITI Trade Apprentice
(To be submitted by the candidate at the time of joining)

- A. I declare that I do not possess Apprenticeship training or work experience for an year or more after the attainment of my qualification as on date of joining for apprenticeship training at MVTC,.....Area
- B. I further declare that I have not joined for Apprenticeship training and also that I have not entered into a Contract with Singareni Collieries Company Ltd or any other employer before joining for apprenticeship at Singareni Collieries Company Ltd.
- C. I hereby undertake to face any disciplinary action including the refund of the entire stipend as mentioned in the Point No.7 of Annexure-I, in case of my above statements is found false and any information is willfully suppressed.

SIGNATURE:

Name of Apprentice :
App.ID No:
App.regn No:
Mobile No:
Address:

Institution last studied :

Percentage of marks :

Field of ITI trade :

Year of passing :