



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

Ref.No. CRP/HRD/316-D/2024/1746

Dt: 06.09.2024

CIRCULAR

GM,CDN, Hyd:: All Corp GMs
Area GMs ::GM(E&M),STPP

It has been decided by the competent authority to give Apprenticeship training to the **ITI (NCVT)** candidates of various trades for the year 2024-25, 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 guidelines, SCCL has registered in National Apprenticeship Promotion Scheme(**NAPS**) web portal (www.apprenticeshipindia.org), MSDE, 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 the SCCL.

The SCCL web portal will open from **07.09.2024 to 23.09.2024**. The interested candidates are advised to enroll their application in portal from **09.09.2024** and to submit hard copy at MVTC from **10.09.2024** accordingly as per guidelines given in the portal, Circular & Annexure-A of the circular.

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 at MVTCs and also kept in SCCL web 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(Local & Non Local) candidates will be selected in the ratio of **95:5**.
3. Maximum age limit for the un-reserved(OC) Category candidates applying for apprenticeship registration is 28 years (i.e candidates born before **31.08.1996** are not eligible) and 33 years for SC,ST & BC reserved candidates (i.e candidates born before **31.08.1991** are not eligible) and minimum age should be 18 years as on **Dt:31.08.2024**. (i.e candidates born after **01.09.2006** are not eligible)

3. Candidates belonging to erstwhile four districts of "Khammam, Warangal, Karimnagar & Adilabad" (Current 16 districts in the State of Telangana namely "Khammam, Bhadradi- Kothagudem, Warangal Rural, Warangal Urban, Jangoan, Mahabubabad, Mulugu, Jayashankar-Bhupalpalli, Karimnagar, Peddapalli, Jagityal, Rajanna-Sircilla Adilabad, Nirmal, Asifabad-Komarambheem & Mancheryal" 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**' .
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(min-4 Years) 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. Eligible ITI(NCVT) Women candidates will be selected on horizontal reservation only as per G.O.Ms.No.03, Dt.10.02.2024 and G.O.Ms.No.35, Dt.13.02.2024 of Telanagna state. The selected candidates have to undergo training in Under Ground Mines or Opencast Mines/ Depts. If the candidates are not available in any trade/category/reservation, the vacancies can be diverted to the required trade /category at the discretion of management.
6. First preference will be given for In Service candidates of SCCL having ITI certificate (ITI course study period should be prior to appointment in SCCL) and thereafter Company's employees/ex-employees children(with attested ID card/EPR View by 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 Web portals with SSC,ITI & Aadhar certificates. If any mismatches found, application will be rejected. The mobile number, mail ID given in NAPS portal should be entered in application and should not be changed. Additional contact number (self/father/brothers) also should be entered as alternate contact number 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 i.e. **24.09.2024** or incomplete applications will be rejected.
9. Applications with hand corrections are not accepted and requests for changes in applications at MVTCs are not entertained. In service ITIcandidates / employee children applications should be attested by the respective Manager/H.O.D and for PDF&PAF by the estates HOD. One candidate should submit **only one application**, else all the applications of that particular 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 hard copies of relevant certificates/documents from 10.09.2024 to 24.09.2024 by Regd.Post/Courier/ Personally at the applied MVTC as detailed below:

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

Last date for receiving of Applications along with necessary copies of certificates in Area MVTC is **24.09.2024**. Guidelines/Instructions to be followed in furnishing the information/details in the applications and other relevant provisions/conditions 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 03 option given by the candidate in the portal or in the nearby region 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 etc, enabling the candidates with ITI qualification to register their names in portal and to submit hard copies of application & Certificates at MVTC's .

Necessary action may please be taken accordingly.

This issues with the approval of the Competent Authority.

C.C: All Directors

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

All Mines & Depts.

ki
6/9/2024
GM(HRD)
21/8/24



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

ANNEXURE - A

GUIDELINES FOR APPLICATION OF ITI TRADE APPRENTICESHIP

FOR THE YEAR 2024-25

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 [For Two years ITI candidates- Electricians, Fitters, Turners, Machinists, Mechanic Motor vehicles (MMV), Draughtsman-(Civil) etc.] and ₹.7,700/- per month [for One year ITI candidates-Mechanic Diesel, Molder & Welders (Arc & Gas) etc.] 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 ITI - 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) & ITI Marks Memo : One copy each
 - d) Reservation/Caste certificate (ST/SC/BC) or E.W.S : One copy
 - e) Masked Aadhar (Name, Father name, DOB must same as SSC, ITI & NAPS) : 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 (ITI Study period must be prior to Joining in SCCL).
 - h) In case of On Roll / Retired Employee Children: Should submit copies of ID Card and printout EPR view having the Applicant Name & employed parent attested by Manager/HOD of 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

Contd....P-2

6/19/24

13. If you are selected all the 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 Apprentice act-1961 you have to undergo one year on the job training only). You should submit the following i) Self responsibility Indemnity bond ii) One year agreement bond(on Rs100/- stamp paper with surety), iii) Apprentice personnel data form of SCCL iv) Union bank of India(UBI) Accident insurance policy for one year v)Should open Account in Union Bank of India for Stipend payment. vi)Form-O of Initial medical examination at SCCo Ltd area hospitals. If unfit in IME, the candidate will not be allowed to do apprenticeship as per coal 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.
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. 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.
16. Selected Apprentices are not eligible for TA & DA for joining or change of Area.
17. The Training of the Apprentice shall be terminated without intimation for unauthorized absence of the candidate to training for a period of more than 40 days at a time and Maximum 50 days(Cumulative absents) during one year training period.
18. The selected candidates have to make their own arrangements for boarding during the entire period of training. Shared accommodation will be provided in SCCL quarters if available.
19. The selected candidates during the entire period of training, they have to undergo Apprenticeship at the area allotted to them by following SOP's/safety precautions.
20. 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.
21. 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.
22. One of the area from Region options will be examined while posting, subject to availability of vacancy. Applied MVTC will not be considered as option. If vacancy not available in first opted region, then they will be posted in nearby region/area as per vacancy. To the possible extent, posting will be done by counselling process by SCCL.
23. 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.
24. The Apprentices are not eligible for any other financial/service benefits except the monthly Stipend applicable during the period of Training.
25. 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.

3. You have to upload **Soft copies** of the following **ORIGINAL CERTIFICATES** (Not Xerox copies) in "pdf" format only (size 50kb to max.250kb) 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 Apprenticeship contract 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 the application.
5. Suppression of facts by the applicants shall lead to disqualification at any stage of the selection process(initial scrutiny of soft copies, Hard copies at MVTCs, during verification at HRD &Originals verification at MVTC) and lead to 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.sccmines.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 application printout with signature and certificates to be submitted at applied MVTC. Duplicate applications will be rejected.
12. The candidates will not be intimated reasons for the rejection of application at any stage.


6/1/24

SCHOOL STUDY CERTIFICATE

Name of the Student:

Father's Name:

Class	Name and Place of School	District	Duration of study giving month and year
I			
II			
III			
IV			
V			
VI			
VII			

NOTE: Should be obtained from the Head of Educational Institution(s)

Name of the School(s):

Town/Village:

District:

Station:

Date:

Signature of the Head of the Educational Institution(s)

With Seal:

I - Certificate of Residence

(To be produced by such candidates who have not studied in any Educational Institutions during the whole or any part of the relevant 4/7 years period)

It is hereby certified-

(a) that Sri/ Srimathi /Kumari

S/o, W/o, D/o _____ appeared for the first time for the 7th class examination in _____ (month) _____ (year);

(b) that he/she has not studied in any educational institution during the whole/ a part of the **4/7 consecutive academic years** ending with academic year in which he/she first appeared for the aforesaid examination;

(c) that in the **4/7 years** immediately preceding the commencement of aforesaid examination, he/she resided in the following place / places namely.

Sl.no	Village	Taluk	District	Period
1				
2				
3				
4				
5				
6				
7				

Office Seal

Officer of the Revenue Department not below the rank of Tahsildar or Deputy Tahsildar in independent charge of a Sub-taluk.

Station:

Date:

Addresses of Ten Area MVTCs of SCCL

- 1) **Manager, Mines Vocational Training Centre(MVTC), KGM**
The Singareni Collieries Company Limited, Kothagudem Area, Rudrampur.
Bhadradri Kothagudem Dist,Telangana ST.,PIN: 507119
MVTC Manager Mobile No: 8332975268
MVTC Mail: mvtc_kgm@scclmines.com
Landmark: Near PVK-5 Incline Agent Office

- 2) **Mines Vocational Training Centre(MVTC),MNG**
The Singareni Collieries Company Limited, Manuguru Area
Bhadradri Kothagudem Dist,Telangana ST.,PIN: 507117
Manager Mobile No: 9491145195
MVTC Mail: mvtc_mng@scclmines.com
Landmark: Old Singareni School, Pilot Colony

- 3) **Mines Vocational Training Centre(MVTC)YLD**
The Singareni Collieries Company Limited, Yellandu Area
Bhadradri Kothagudem Dist,Telangana ST,PIN: 507124
Manager Mobile No:8332975195/8106008188
MVTC Mail: mvtc_yld@scclmines.com
Landmark: Pusupalli Road, Opp, GM Office Road

- 4) **Mines Vocational Training Centre(MVTC),BHPL**
The Singareni Collieries Company Limited, Bhupalpalli Area
Jayashankar Bhupalpalli Dist,Telangana ST. STATE PIN: 506169.
Manager Mobile Number: 9491145145/7075824863.
MVTC Mail: mvtc_bhp@scclmines.com
Landmark: Near SCCL Guest House, Pilot Colony

- 5) **Mines Vocational Training Centre(MVTC),APA**
The Singareni Collieries Company Limited,APA/RG3 Area,
Centenary Colony,Peddapalli Dist,Telanagana ST. PIN: 505212
Manager Mobile No:9491144102/9392706547
MVTC Mail: mvtc_ap@scclmines.com
Landmark: Near Ramagiri Guest House, Pannur X Road

- 6) **Mines Vocational Training Centre(MVTC),RG-II**
The Singareni Collieries Company Limited, RG-II Area,
Peddapalli Dist.Telanagana ST. PIN: 505211.
Manager Mobile No:8332974652
MVTC Mail: mvtc_rg2@scclmines.com
Landmark: UMTI complex behind Abdul Kalam Stadium 8 Incline Colony

- 7) Mines Vocational Training Centre(MVTC),RG-I**
The Singareni Collieries Company Limited, RG-I Area,
Manager Mobile No:8332974664/9848699444
MVTC Mail: mvtc_rg1@scclmines.com
Landmark: Old CISF Complex, Opp.TTC Building, Jawahar Nagar,
Godavarikhani
- 8) Mines Vocational Training Centre(MVTC),SRP**
The Singareni Collieries Company Limited, Srirampur Area
Mancherial Dist,Telangana ST.,PIN: 504303
Manager Mobile No:9491088736/9866244897
MVTC Mail: mvtc_srp@scclmines.com
Landmark:Near Bharat Gas Godown,Opp.SRP 1Inc
- 9) Mines Vocational Training Centre(MVTC),MMR**
The Singareni Collieries Company Limited, Mandmarri Area
Mancherial Dist, Telangana ST. PIN: 504231
Manager Mobile No:9491144480
MVTC Mail: mvtc_mmr@scclmines.com
Landmark: Near Pallachettu Centre
- 10) Mines Vocational Training Centre(MVTC),BPA,Goleti Township**
The Singareni Collieries Company Limited, Bellampalli Area
Komaram Bheem Asifabad Dist, Telangana ST. PIN: 504292
Manager Mobile No:9354271334/9491145363
MVTC Mail: mvtc_bpa@scclmines.com
Landmark: Near Goleti 1Inc Agent office

UNION BANK OF INDIA(UBI)- SCCL SALARY DISPERSING BRANCHES

S.NO.	Bank Key	Name of Financial Institution	Bank Branch	IFSC
1	151	Union Bank of India	MAIN BRANCH,KGM	UBIN0803154
2	152	Union Bank of India	RUDRAMPUR,KGM	UBIN0804835
3	153	Union Bank of India	YELLANDU	UBIN0806536
4	154	Union Bank of India	MANUGURU	UBIN0808539
5	156	Union Bank of India	SATHUPALLY	UBIN0813281
6	157	Union Bank of India	MORRISPET BRANCH,TENALI	UBIN0803588
7	158	Union Bank of India	DEFENCE COLONY, SAINIKPURI, SECUNDERABAD	UBIN0813079
8	159	Union Bank of India	Vidhyanagar Branch,KGM	UBIN0824992
9	351	Union Bank of India	GODAVARIKHANI	UBIN0801577
10	352	Union Bank of India	RATNAPUR,GDK	UBIN0809438
11	353	Union Bank of India	BEGUMPET,GDK	UBIN0802484
12	354	Union Bank of India	8 INC.COLONY, GDK	UBIN0811670
13	355	Union Bank of India	MEDAPALLI,GDK	UBIN0808903
14	356	Union Bank of India	MARKANDEYA COLONY,GDK	UBIN0811785
15	357	Union Bank of India	RAMESH NAGAR,GDK	UBIN0812293
16	359	Union Bank of India	MANTHINI,GDK	UBIN0808431
17	360	Union Bank of India	PEDDAPALLI	UBIN0804487
18	361	Union Bank of India	SRES EXT. LAXMINAGAR GDK	UBIN0815179
19	362	Union Bank of India	BHOOPALPALLI	UBIN0812901
20	386	UNION BANK OF INDIA	MAHADEVPUR EXPL.CAMP.GDK	UBIN0535834
21	551	Union Bank of India	BELLAMPALLI	UBIN0800686
22	552	Union Bank of India	TANDOOR	UBIN0805793
23	553	Union Bank of India	MANDAMARRI	UBIN0808032
24	554	Union Bank of India	RAMAKRISHNAPUR	UBIN0804886
25	555	Union Bank of India	COAL CHEMICALS COMPLEX,SRIRAMPUR	UBIN0808784
26	556	Union Bank of India	MANCHERIAL	UBIN0803634
27	557	Union Bank of India	CHENNUR	UBIN0800988
28	558	Union Bank of India	SHIVANI JR. COLLEGE EX MANDAMARRI	UBIN0815161
29	559	Union Bank of India	JANMABHOOMI BRANCH,MANCHERIYAL	UBIN0814865
30	560	Union Bank of India	KARIMNAGAR BUS STATION COMPLEX BRANCH	UBIN0807362
31	561	Union Bank of India	HAZIPUR Branch,ADILABAD	UBIN0823147

NOTE: Candidates should open their bank accounts by completing eKYC in any of the above branches.