

Haryana Skill Development Mission

Kaushal Bhawan, IP-2, Sector-3, Panchkula, Haryana

To,

1. All Head of the Departments, in State of Haryana
2. All Divisional Commissioners, in the State of Haryana
3. All Managing Directors/Chief Administrators/Chief Executive officer of all Boards/Corporations/Nigams/Agencies/Councils and other SPSUs, in the State of Haryana
4. Registers of all Universities, in the State of Haryana
5. All Deputy Commissioners, in the State of Haryana

Memo No: 32

Dated: 15-01-2020

Subject: Engagement of Apprentices under Optional Trades in Govt. Departments and SPSUs under Apprenticeship Act-1961.

Kindly refer to the subject cited above,

The Haryana Government Gazette has notified vide notification number: T/APP/3/103/2671 HSDM on 12th July 2019 by appointing the Joint Director and Deputy Director, Haryana Skill Development Mission as Joint Apprenticeship Advisor and Deputy State Apprenticeship Advisor, Haryana respectively.

At this juncture all respective Departments/PSUs/Corporations of Haryana are requested to register themselves as establishment by clicking <https://apprenticeshipindia.org> for the engagement of apprentices.

It is to bring into your notice that apprenticeship training can be provided in 248 optional trades and new trades are also uploaded continuously as approved under MSDE. Further, the feasibility of engaging apprentices in the available 248 Optional Trades have been examined by Mission and following 07 Optional Trades have been identified suitable for engaging apprentices, by the Govt. Departments & SPSUs. Keeping in view the non-availability of Basic Training facilities in Govt. Departments and SPSUs for Optional Trades mentioned at Sr. No. 1 to 7 in the following table, it has been decided to engage the candidates who are Graduate and above qualified for which Basic Training would not be required.

S. N	Name of the Trades	Duration of OJT	Prescribed minimum Stipend in Rs.	Required Qualification
1	Accountant	12 Months	7,000	Any Graduate
2	Back office Apprentice	12 Months	7,000	Any Graduate
3	Micro Finance Apprentice	12 Months	7,000	Any Graduate
4	Banking Front office Executive and Tele-Caller	12 Months	7,000	Any Graduate
5	Loan Processing Apprentice	12 Months	7,000	Any Graduate

6	Executive (Marketing)	12 Months	9,000	MBA (Marketing)/Post Graduate Diploma in Marketing Management (2 Years Full time)
7	Executive (Computer Science)	12 Months	9,000	MCA (3 Years full time Courses)

Note:

- All the above-mentioned trades are exempted from Basic Training (BT) and candidates directly can undergo on the job training (OJT).
- Graduate and above qualified candidates among which preference will be given to candidates having qualifications in following sequence i.e. M. Com, MBA Finance, B.A. Economics, B.A. Math and further, as per the merit based on total percentage marks obtained in degree.
- For further clarification on the deployment of graduate apprenticeship, you may refer to the notification of 25th September 2019 notified by MSDE, GoI.

The details syllabus of above optional trades is available on website <https://apprenticeshipindia.org>

It is also informed that following schedule has been finalized by Haryana Skill Development Mission (HSDM), for engagement of apprentices in Optional Trades by different Departments and SPSUs: -

S.N	List of Activities for the Deployment of Apprentices	Time Line
1	All Departments & SPSUs to create and display the seats on apprenticeship portal, in Optional Trades as per their requirements	before 30 th January 2020
2	Last date of inviting/accepting applications from candidates for Optional Trades through apprenticeship portal	up to 15 th February 2020
3	Process the applications received on portal & appoint apprentices on merit by concerned Departments & SPSUs	Before 28 th February 2020
4	Joining of Candidates	10 th March to 25 th March 2020

The advertisement for wide publicity of the above schedule will be issued by this Department through leading News Papers. It is also informed that the candidates selected must be having valid Haryana Domicile certificate. Graduate and Post Graduate Saksham Yuva registered under Dept. of Employment should be given priority for the selection of apprentice. The instructions regarding reservation of SC and BC category candidates already issued by this Department and the provisions under Apprentices Act- 1961 must be strictly complied with.

It is therefore, requested to kindly issue instructions to all Nodal Officers in your Department at H.Q. as well as in field offices for taking immediate necessary action for compliance.

This is for your information and immediate necessary action, please.

S.N	Department	Trade	Duration of OJT	Number of Seats	Remarks
1	Dept. of Employment	Executive (Marketing)	12 Months	5000	
2	Dept. of Employment	Executive (Computer Science)	12 Months	5000	
3	Dept. of Employment	Executive (Marketing)	12 Months	5000	
4	Dept. of Employment	Executive (Marketing)	12 Months	5000	
5	Dept. of Employment	Executive (Marketing)	12 Months	5000	

Shalpa
Joint Apprenticeship Advisor
Haryana Skill Development Mission