



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
National Institute of Technology, Rourkela

स्थापना कार्यालय  
Establishment Office

सं. No. – NITR/ES/2014/M/ 234

दिनांक Date – 31/01/2014

### POLICY ON ENGAGEMENT OF APPRENTICES

The Institute has been engaging Apprentices in various areas like Library, Electronics, Office management, etc. for last few years. In order to ensure their proper training and compliance of the statutory requirements, following policy will be in place in the Institute.

Particulars	Library Apprentices	Other Apprentices
Selection of Apprentices	By open advertisement and selection test / interview [To be coordinated by BPCL but offers to be sent by Registry]	As assigned by the Board of Practical Training [BOPT], Eastern Region, Kolkata or any other authority.
Assignment of Department	BPCL [One DL/AL to be in-charge as assigned by the PIC/Librarian]	Depending upon the Trade [One Faculty/Officer will be in-charge as assigned by the HOD/Registrar]
Tenure	2 years	As fixed by BOPT or any other authority.
Rate of Stipend	As fixed by the Institute	
Mode of Processing	Concerned Department/Office will send the monthly recommendation to ES-II by 25 <sup>th</sup> of every month and ES-II will send the consolidated list to FA by 30 <sup>th</sup> of same month for payment within 1 <sup>st</sup> week of the next month.	
Mode of Payment	Through SBI A/c only [All have to open A/c immediately on joining]	
Leave	30 days/year [@2.5 days/month]	As per the Apprentice Act 1961 [10 CL + 15 Medical + 10 EOL]
Attendance	"Biometric Attendance plus Supervisor" method as followed for research students will be used for computing stipend and leave.	
Progress Report	Quarterly Progress Report to be prepared by the concerned DL/AL and sent through PIC (BPCL) to Registrar.	Quarterly Progress Report to be prepared in prescribed Form APP-6 by the concerned Faculty/Officer and sent to through HOD to Registrar.
Record Keeping and Compliance	BPCL and ES-II	ES-II

This issues with the approval of the competent authority.

**REGISTRAR**

Copy to –

1. All Deans / Chief Warden / HODs / HOOs
2. Dy. Registrar [FA] / Asst. Registrar [ES-II]
3. Secretary to Director

