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**Government of India
Ministry of Skill Development and Entrepreneurship
Directorate General of Training (DGT),
2nd Floor, Employment Exchange Building, Pusa, New Delhi - 110001**

Empanelment of Third Party Agencies under the Apprentices Act, 1961

DGT invites application from eligible Third Party Agencies (TPAs) to promote Apprenticeship Training in industries including MSMEs. TPAs will act as a facilitator between apprentices and establishments under the Apprentices Act, 1961

Eligibility for TPAs:

- Statutory/private Universities, Educational/Technical Institutions notified by Central/State Government, Technical Institutes affiliated with AICTE/Board or State Council of Technical Education, Industrial Training Institute affiliated with NCVT, Industry Associations, Training Providers accredited by NSDA/NSDC or NGOs. Apprenticeship Training is imparted both in designated trades and optional trades.
- 5 or more years of existence

Proposals are invited round the year.

For more information and to apply, log on to: www.apprenticeship.gov.in

Government of India
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Directorate General of Training (DGT)

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NOTICE FOR EMPANELMENT OF THIRD PARTY AGENCIES UNDER THE APPRENTICES
ACT, 1961

The Directorate General of Training under Ministry of Skill Development & Entrepreneurship desires to empanel 'Third Party Agencies (TPAs)' under the Apprentices Act, 1961.

2. For this purpose, DGT invites applications from Statutory University or Private University under any provision of the law made by Parliament / State legislature, Technical Institutes affiliated with All India Council for Technical Education (AICTE), ITIs affiliated with NCVT, registered Industry Associations, Training Providers under NSDA/NSDC, any other educational / technical Institution notified by the Central/State Government, and NGOs. The Institution/organization must have a head office or branch office in any of the States/ UTs that fall under the jurisdiction of the 6 Regional Directorates of Apprenticeship Training (RDATs) of DGT located at Bhopal, Chandigarh, Chennai, Faridabad, Guwahati, Hyderabad, Kanpur, Kolkata, and Mumbai.

3. Institutions/ organizations fulfilling the following criteria and accepts the below mentioned terms & conditions only should apply for empanelment:

- a. The agency should have at least 5 years of experience of working in the area of Industrial training/ skilling/ education/ placement/ non-profit activities
- b. The agency should have full-fledged office (with expert team in domain area attached with sufficient infrastructure) at the place of their Head-quarters/ Branch
- c. The agency should have exposure in mobilization of men, women and youth for the purpose of education, skilling interventions, facilitating wage/ self-employment or entrepreneurship/non-profit activities pertaining to social/community development.
- d. Letter of support from atleast 20 establishments to engage apprentices must be produced at the time of application.
- e. The agency or any of its related concerns applying for empanelment should not have been blacklisted by any organization and must self-declare the same.
- f. The application form can be downloaded from the DGT apprentice website <http://apprenticeship.gov.in>
- g. The filled in application form along with supporting documents must be submitted as a sealed envelope clearly superscribed "Application for Empanelment of 'Third Party Agencies' under Apprentices Act, 1961 under RDAT____(Location of Nodal RDAT*)_____” and must be submitted to the concerned Regional Director of Apprenticeship Training of the Nodal RDAT* by the date and time stipulated.

* State in which the agency's head quarter is located will determine the nodal RDAT. Refer to table below.

h. For the list of RDATs and their jurisdiction kindly refer to the table below:

S. No	State(s) concerned (As stated in the SFC)	RDAT	Address
1	Chhattisgarh, Gujarat and Madhya Pradesh	Bhopal	The Regional Director, Regional Directorate of Apprenticeship Training (RDAT), Model ITI, Govindpura Industrial Area, Bhopal, Madhya Pradesh 462 023 Email: rdatbhopal@gmail.com
2	Chandigarh(UT), Himachal Pradesh, Jammu & Kashmir and Punjab	Chandigarh	The Regional Director, Regional Directorate of Apprenticeship Training (RDAT), GOVT ITI FOR WOMEN, Near Water Tank, Phase 5, Sector 59, Sahibzada Ajit Singh Nagar, Mohali, Punjab
3	Andaman & Nicobar Islands, Kerala, Lakshadweep, Puducherry and Tamilnadu	Chennai	The Regional Director, Regional Directorate of Apprenticeship Training (RDAT) CTI Campus, Guindy, Chennai-600032 Ph. No.: 044- 22500091, Fax No.: 044-22500989, E-Mail: rdatchn@nic.in
4	Delhi, Haryana, Rajasthan and Uttarakhand	Faridabad	The Regional Director, Regional Directorate of Apprenticeship Training (RDAT) 3rd Floor, A-Wing, New CGO Bldg. NH-IV, Faridabad – 121001 Ph. No. 0129-2413890, 2421973, E-mail: rdatfbd@nic.in
5	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura	Guwahati	The Regional Director, Regional Directorate of Apprenticeship Training (RDAT), 3 rd Floor, Directorate of Employment and Craftsmen Training, A. K. Azad Road, P.O.-Rehabari, Guwahati, Pin No. 781008, Kamrup(M), Assam
6	Andhra Pradesh, Karnataka and Telengana	Hyderabad	The Regional Director, Regional Directorate of Apprenticeship Training (RDAT) ATI-EPI Campus Ramanthapur, Hyderabad-500013 Ph. No.: 040-27031783, Fax No.: 040-27038264, E-Mail: rdat_hyd@yahoo.co.in
7	Uttar Pradesh	Kanpur	The Regional Director, Regional Directorate of Apprenticeship Training (RDAT) ATI Campus, P.O. Udyog Nagar, Kanpur-208022 Ph. No. 0512-2296088, 2225072, E-mail: rdatkanpur@gmail.com
8	Bihar, Jharkhand, Odisha and West Bengal	Kolkata	The Regional Director, Regional Directorate of Apprenticeship Training (RDAT) MSO Building 'E' wing, 1st Floor, D.F. Block Sector-1, Salt Lake City, Kolkata-700064 Ph. No.: 033-23340364, 23210331 Fax No. 033-23210322 E-mail: rdatkolkata_er@yahoo.in
9	Dadra & Nagar Haveli, Daman & Diu, Goa and Maharashtra	Mumbai	The Regional Director, Regional Directorate of Apprenticeship Training (RDAT) VN Purav Marg, Sion, Mumbai-400022 Ph. No./Fax No.: 022-24057519, E-Mail: rdatmum@nic.in

4. Term and Conditions:

- Agency will be empanelled for a period of three years;
- Letter of support from atleast 20 establishments to engage apprentices must be produced at the time of application
- Performance of TPAs will be reviewed by concerned RDAT authority on a quarterly

basis

- d. DGT /RDAT will have right to remove any agency from the empanelled list without assigning any reason whatsoever.
 - e. DGT / RDAT has also reserves the right to modify the term and conditions for empanelled agencies.
 - f. The empanelled agencies are expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to DGT's interest.
 - g. Applications received after due date & time or without necessary documents will be rejected.
 - h. DGT/ RDAT reserves the right for rejection of any/all applications otherwise without assigning any reason whatsoever. However, on empanelled agencies, the final decision taken by the DGT Hqrs / RDAT would be final and no further representation in this regard will be entertained.
 - i. For roles and responsibilities of TPA and other related information kindly refer to the guideline uploaded in the website URL <http://www.apprenticeship.gov.in/Material/TPAGuidelines.pdf>
6. Selection process schedule will be as under:
- a. Applications will be received, by the nodal RDAT concerned.
 - b. RDAT reserves the right to accept/reject any/all of the applications without assigning any reason thereof.
 - c. The process of selection of agencies for empanelment will be a two stage one.
 - i. RDAT concerned to assess adherence to eligibility criteria. For an agency, the RDAT concerned will be based on the State in which its headquarter is located.
 - ii. A Committee consisting of Regional Director as Chairman will be constituted with 2 officers of RDAT concerned (or from any other RDAT, in case of paucity of officers) and one Officer of the State.**
 - iii. The short-listed agencies will then be called to make a presentation before the Regional Director of the RDAT at a pre-fixed date detailing the concept, creative ideas, experience, capability, strategy, area of operation, etc. of the Agency.
 - iv. The decision of the Selection Committee is final and binding.
 - v. RDAT will provide a registration no. to the selected TPA

Government of India

Ministry of Skill Development & Entrepreneurship

Directorate General of Training (DGT)

Shram Shakti Bhavan, Rafi Marg , New Delhi

Phone: 011-2375 3080

APPLICATION FOR EMPANELMENT OF THIRD PARTY AGENCIES UNDER THE APPRENTICES ACT, 1961

(1) Name of the Agency	:	
(2) Address of the agency Head Quarter for correspondence	:	
(3) District	:	
(4) State*	:	
(5) Pin code	:	

*Nodal RDAT for the agency is on the basis of the State in which the agency's head quarter is located

(6) Agency Category 1. Statutory University/Private University under any provision of the law made by Parliament / State legislature, 2. Technical Institutes affiliated with All India Council for Technical Education (AICTE) 3. ITI affiliated under NCVT 4. registered Industry Associations 5. Training Providers under NSDA/NSDC 6. any other educational / technical Institution notified by the Central/State Government, and 7. NGOs	:	
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(7) Website address	:	
(8) No. of branches the agency is having (the branches must have the same agency name as stated above)	:	
(9) Name of the States where the agency has branches	:	

(10) Details of contacts

S. No	Particulars	Contact-1	Contact-2 (Authorized signatory)
A	Name		
B	Designation		
C	Mobile No.		
D	Phone No with STD code		
E	Fax No. with STD Code		
F	Email ID		

(11) Experience

A	Domain area of experience (1) Industrial Training (2) Skilling (3) education (4) placement (5) non-profit activities)	:	List 1. 2. (If domain area experience does not fall in the list given, then specify 'Others')
B	In case, domain experience is 'Others' please specify the activity(s) not exceeding 50 words.	:	
C	Total years of experience in above domain area(s)		

(12) Desirable Experience

A	Does the agency is having exposure in mobilization of men, women and youth	:	Yes/No
B	If Yes, specify the appropriate areas (1) education, (2) skilling interventions, (3) facilitating wage employment (4) facilitating self-employment (5) facilitating entrepreneurship (6) non-profit activities pertaining to social/community development	:	List 1. 2.

(13) State(s) opted for and establishment details

A	No. of States and UTs in which the agency wish to participate as a TPA	:	
B	Name of the States (If the agency wishes for the whole of the country, then mention only "Pan India")		
	1.	2.	3.
	4.	5.	6.
	7.	8.	9.
	10.	11.	12.
C	Estimated number of establishments with which the agency can coordinate for engaging the apprentices IN THE ABOVE MENTIONED States	:	
D	No. of establishments from which the agency has letter of support (Attach letter-of-support* in original) *Format as per at Annex-1	:	
E	Attached list of establishments that provided letter of support (Annex-2)	:	Yes / No

14. Credibility

A	Whether the agency or its related concern black-listed or defaulted any time (either presently or in past)?	:	Yes/No
B	If 'Yes', please specify the period and the reason for which blacklisted and the nature of default	:	

15. List of attachments:

1. Agency profile (Kindly include brief on various activities/projects/ domain experience of the agency supporting their claim at s.no 11, s.no 12)
2. List of establishments that has provided letter of support (Format Annex-1)
3. Letters of support (in prescribed format (Annex-2))
4. Other attachments, if any.
 - a. ..
 - b. ...
 - c. ...

Declaration

1. I /We do hereby certify that the information as provided above is correct and true in all respect. In case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides black listed, if it deemed fit.
2. Understand and accept the below mentioned Term and Conditions:
 - a. DGT/RDAT will have right to remove any agency from the empanelled list without assigning any reason whatsoever.
 - b. DGT/RDAT reserves the right to modify the term and conditions for empanelled agencies.
 - c. Agency to maintain high level of professional ethics and will not act in any manner, which is detrimental to DGT's interest.
 - d. DGT/RDAT reserves the right for rejection of any/all applications otherwise without assigning any reason whatsoever.
 - e. The decision taken by the DGT Hqrs / RDAT would be final and no further representation in this regard will be entertained.

Place:

Signature of authorized signatory with office seal

Date:

Name:

Designation:

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Office use (Nodal RDAT)

Application processing RDAT / Nodal RDAT*:

*On the basis of the State in which the agency's head quarter is located

Other RDATs concerned:

1. ...
2.
3.
4.
5.

Status of application:

Agency adheres to eligibility criteria : Yes/No

Is the agency short-listed for final presentation? Yes/No

Recommended for final presentation.

Signature of scrutinizing Officer

.....

Date of presentation:

Status: Selected. RDAT please allocate TPA no. / Not selected

Signature of Selection Committee members

1....

2.....

3.....

Signature & Regional Director (Nodal RDAT)

.....

TPA registration number allotted to _____(agency name)_____

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Signature & Regional Director (Nodal RDAT)

(Format for letter of support)

TO WHOM SO EVER CONCERNED

It is hereby informed that we wish to extend support to _____(agency name/ name of the TPA applicant)____ for engaging an estimated _____ number of apprentices each year through them. We have been in operation since __ (Year of establishment) __ and is registered as a Co Operative/Private Limited/ Public Limited/Limited Liability Partnership/MSME/(If others, please specify).

It is may be kindly noted that the estimated number of apprentices mentioned above is likely to vary from time to time.

Place:

Signature of authorized signatory with office seal

Date:

Name:

Designation:

Email ID:

Mobile No.

Landline/Phone:

Note:

The letter of support to:

- be on the letter head of the establishment which shows interest in engaging the apprentices through the TPA applicant
- specify clearly the issuing authority's name, designation with office seal.
- indicate the contact details of the issuing authority (land-line phone no., mobile no. email id)
- indicate the estimate number of apprentices the establishments wishes to engage through the TPA

List of establishments that has provided letter of support

S. No	State	Name of the establishment	Operational since	Category of the establishment (Co Operative/Private Limited/ Public Limited/Limited Liability Partnership/MSME/(If others, please specify))	Estimated apprentices the establishment wishes to engage each year	Remarks, if any
1						
2						
3						
4						
.						
..						
..						
..						
				Total apprentices		