

MSDE 4(7)/2019-AP(PMU)
Government of India
Ministry of Skill development & Entrepreneurship
(Apprenticeship Division)

2nd Floor, PTI Building
Sansad Marg, New Delhi

Dated 29th May, 2019

To,

Mr. Dhruv Mittal,
EduVantage Private Limited,
Scope Campus NH-12, Hoshangabad Road, Bhaironpur,
Near Misrod, Bhopal,
462026

Subject:- Empanelment of Third Party Aggregator (TPA) under Apprentices Act, 1961

Sir/Madam,

In compliance with Guidelines issued for National Apprenticeship Promotion Scheme (NAPS), a committee was setup for empanelment of "Third Party Aggregators" (TPA) for promotion of the Apprenticeship Training. First meeting of the "Third Party Aggregators (TPA) Empanelment Committee" was held on 29th March 2019. In the above meeting, committee approved empanelment of your organisation to work as TPA.

1. It is further informed that as TPA, you are directed to perform the various activities as given in the Annexure-I.
2. The other "Terms and Conditions" to act as TPA for promotion of Apprenticeship Training is as under:
 - a. Your organization is registered on "apprenticeshipindia.org.in" portal.
 - b. Institutions/organizations will be empaneled for a period of three years.
 - c. Performance of the institution/organization as a TPA will be reviewed on a regular/periodic basis
 - d. MSDE will have the right to remove any institutions/organizations from the empaneled list at any time in cases where it is satisfied that the said institutions/organizations is not performing well as a TPA
 - e. MSDE also reserves the right to modify the terms and conditions for empanelment of institutions/organizations from time to time and such modified terms shall be binding on the empaneled institutions/organizations
 - f. The empaneled institutions/organizations are expected to maintain a high level of professional ethics and not to act in any manner, which is detrimental to the interest of the apprenticeship programme or the MSDE/State Governments or its allied departments/organizations like the DGT/NSDC/SSDMs.

3. A consent form has been enclosed along with this letter. If your organization is willing to work with MSDE as TPA for promotion of Apprenticeship training, kindly send the consent form duly signed, to under signed at E-mail address anita.sriv@nic.in immediately. Thereafter, a formal letter for empanelment of your organisation to work as TPA with MSDE would be issued.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Anita Srivastava', written in a cursive style.

(Anita Srivastava)
(Joint Director)

Annexure-I

Subject: Activities to be performed by TPA for promotion of Apprenticeship Training

- a. To arrange the basic training under Apprentices Act through Basic Training Providers for fresher apprentices (apprentices who come directly to undertake apprenticeship training without any formal training) from the establishments which are desirous of outsourcing the basic training
- b. To assist the establishments get approval for Basic Training Centers (BTCs) in case these are not in the panel of approved BTCs
- c. To select not more than 3 establishments for on-the-job/ practical training of apprentices by studying the infrastructure facilities available with individual employers in such a manner that the combined facilities available with the selected establishments (maximum up to 3) meets the requirement of prescribed curriculum of the trade. TPA can organize on-the-job/ practical training for apprentices in these selected establishments in coordination with employers
- d. To match the demand of establishments for apprentices with the candidates desiring to undergo apprenticeship programme
- e. To mobilize and counsel candidates to undergo apprenticeship trainings
- f. To assist the establishment in designing courses under apprentice programme and getting them NSQF aligned
- g. To upload contracts of apprenticeship on the apprenticeship portal on behalf of the establishment for registration by Apprenticeship Advisor. Login and password will be provided to TPA for this purpose
- h. To upload syllabus with duration of apprentices courses on behalf of establishment towards stipend paid to apprentices
- i. To furnish all the returns on the portal- site on behalf of the establishment
- j. To submit reimbursement claims on behalf of establishment towards stipend paid to apprentices
- k. To submit reimbursement claims for basic training cost in case establishment is the basic training provider under NAPS
- l. To ensure compliance of all formalities by the apprentices for appearing in assessment examinations as and when required
- m. To assist the establishment to conduct assessment and issue certificates
- n. TPA will not charge money from apprentices. However, it may charge the establishment for services rendered such as mobilization and to provide administrative support to the establishment to run its apprenticeship programme
- o. TPA should furnish all documents required as per the TPA guidelines uploaded on the website
- p. TPA should submit evidence for their connect with MSMEs
- q. TPA should submit quarterly reports to MSDE/ DGT/NSDC on the progress