



सत्यमेव जयते
Ministry of Education
Government of India



Board of Practical Training (Eastern Region), Kolkata

[BOPT (ER)]

In accordance with the guidelines of Ministry of Education, Government of India

Cordially Invites

Third Party Aggregator (TPA)

to join

One Day Workshop

on 15th June 2022 (Wednesday) from 11:00 AM onwards

to discuss on role and responsibilities of TPAs towards implementation of National Apprenticeship Training Scheme (NATS) of Government of India in Eastern Region under jurisdiction of BOPT (ER), Kolkata

Interested TPAs, may please confirm their participation on or before
10th June 2022 by 02:00 PM through email at natstpa@bopter.in

Venue: Seminar Hall, BOPT(ER), Block: EA, Sector - 1, Salt Lake City,
Kolkata - 700 064, West Bengal

Detailed guideline is available on website : www.bopter.gov.in

Guideline on empanelment of National Apprenticeship Training Scheme Third Party Aggregator (NATS TPA) under The Apprentices Act, 1961 as amended thereafter time to time for implementation in Eastern Regional States

Presently about 35000 apprentices, Engineering Graduates and Diploma holders are undergoing Apprenticeship Training across the organizations in different sectors in the Eastern Regional States of the country under The Apprentices Act, 1961 as amended thereafter. Given the fact that every year about 3.5 Lakh Graduate and equal number of Diploma engineers are passing out from different Engineering and Polytechnic colleges in the States under the jurisdiction of BOPT (ER). Out of the 35000 apprentices, about 20% apprentices are in Central Public Sector undertakings/Central Govt. Departments and 10% apprentices are in State Public Sector Undertakings/State Govt. Departments and the balance about 70% are undergoing training in private corporate sectors.

There are about 12 lakh employees in Central Public Sector Undertakings / Central Govt. and Banking Sectors, even if these establishments engage apprentices upto the mandatory minimum of 2.5% of their total manpower strength, the number can reach to 30000. Beside the larger PSUs and Private Sector Industries, there are large number of establishments in MSME Sectors who also come under the ambit of the Act. But their participation in implementation of the Act has not been encouraging. There are multiple reasons behind this including inability to hire Training Officers/Staff, inadequacy of supporting staff to support activities involved with the Apprenticeship Training such as maintaining Contract of Apprenticeship, uploading Contract details on the portal etc. There are about 5 lakh MSMEs having 4 or more work force, even if each organization engages 1 apprentice, the number can be to the tune of 5 lakh. Therefore, there is a huge potential in Apprenticeship Training which remains untapped because MSMEs do not have adequate Staff to support activities involved with Apprenticeship Training.

With extension of the National Apprenticeship Training Scheme (NATS) for another 5 years and inclusion of Non-Engineering Graduates such as B.A, B.Sc, B.Com, BBA etc. under the purview of NATS, the supply volume is expected to rise manifold. As a part of the outcome, the target for BOPT (ER) for the coming years is also likely to increase gradually to around 1 Lakh apprentices in next three years time.

To facilitate the Industry (specially MSMEs) to undertake Apprenticeship program as mandated under The Apprentices Act, 1961, a provision has been made under Section 8(2) of the said Act which enables several employers to join together either themselves or through an agency approved by the Apprenticeship Adviser for providing Apprenticeship Training to the apprentices under them accordingly to the guidelines issued from time to time by the Government.

Therefore, BOPT (ER) intends to support MSMEs and other establishments by providing them facility of Third Party Aggregator (TPA) and encourage them to engage qualified youth for Apprenticeship Training in accordance with the provisions of the Act.

The MSDE who has a larger stake in implementation of The Apprentices Act has already empaneled about 100 TPAs throughout the country for scaling up the current activities.

Intent of BOPT(ER) for associating with TPAs

Objective: About more than 1 Lakh companies especially MSMEs having operation in Eastern Region are still uncovered. These companies primarily require General Stream Graduates for their operations. These companies may be due to smaller in size or non-availability of organized HR department, not able to get on board on NATS and contribute to the scheme. Many a times mobilization of appropriate resources (Students) is also stated to be a major hurdles in implementation of NATS in these establishments. BOPT intends to bring

all these uncovered establishments on board to NATS through empanelment of TPAs and thereby placing apprentices to the tune of more than 1 Lakh in these establishments.

For TPAs already functioning in other similar schemes of Central Govt. or any other agencies intending to function as NATS TPA, must have letters of understanding/support preferably from all such uncovered/unregistered establishments (support establishments) in NATS.

- i) The supports establishments must have atleast one branch office/unit of its establishment located in the Eastern Region.
- ii) The NATS TPA must submit support letter, MoUs with minimum 05 establishments in eastern region/ 01 establishment in eastern region with Contract of Apprenticeship in hand .
- iii) The NATS TPA must have adequate resources and strategies to mobilize different category of students matching with the demand of support establishments.
- iv) The NATS TPA must fulfill all the eligibility requirements mentioned below.
- v) The NATS TPA must be able to generate engagement viz. a viz. creation of Contract of Apprenticeship of minimum 500 apprentices on a moving average every month from the date of issuance of provisional empanelment letter.

The NATS TPA must go through the “ROLE OF NATS TPA” along with the selection criteria available on our website **www.bopter.gov.in**.

ELIGIBILITY FOR NATS TPA

Institutions / Organizations fulfilling all the following criteria can apply for empanelment as NATS TPA-

- a) Institution/Organization must be registered as a Company/Partnership or Proprietary Firm/Trust/Society/NGO/Industry Association or Chamber.
- b) Institution/Organization with at least 1 year of experience of working in the area of Industrial training/skilling/education/placement/non-profit activities/working as an registered industry association or chamber.
- c) Institution/Organization must have a registered office (with an expert team and sufficient infrastructure in place at its Head Quarters/Branch so as to be able to coordinate for running of an apprenticeship program).
- d) Institution/Organization must have exposure in mobilization of qualified youth for skilling interventions, facilitating wage / self-employment or involved with non-profit activities pertaining to social/community development.
- e) Institution/Organization must furnish letters of support, MoUs with minimum 05 establishments in eastern region/ 01 establishment in eastern region with Contract of Apprenticeship in hand, wanting to engage apprentices stating that they are willing to appoint the applicant institution/organization as a NATS TPA and NATS TPA must be able to create minimum 500 Contract of Apprenticeship on a moving average per month from the date of issue of empanelled letter to continue further.
- f) Institution/Organization or any of its related concerns applying for empanelment should not have been blacklisted by any organization and must self-declare the same in the prescribed template.
- g) Agencies fulfilling above criteria must apply online. Selected agencies will be empaneled initially for a period of 6 months. Based on their performance during 6 months further extension may be awarded.

SELECTION PROCESS FOR NATS TPA

- a) The application can be made online on this office website www.bopter.gov.in and submit the same with following documents-

- i) Registration documents.
 - ii) Documents to establish conditions under paras b to d above.
 - iii) Letters of support, MoUs with minimum 05 establishments in eastern region/ 01 establishment in eastern region with Contract of Apprenticeship in hand ,wanting to engage apprentices stating that it is willing to appoint the applicant Institution/Organization as NATS TPA and create minimum 500 Contract of Apprenticeship per month on moving average basis during 6 months period.
 - iv) Self-declaration Form duly filled in stating that it has not been blacklisted by any other organization.
 - v) Applicant Institution/Organization can apply for provisional empanelment through link on official website i.e. www.bopte.gov.in
- b) Applications will be scrutinized by the constituted Committee at BOPT (ER) to ascertain the fulfilment of eligibility criteria. The applications found eligible will be informed of the same by BOPT (ER).
 - c) The committee may if it deems fit refer the applications to the Ministry of Education or the State Agencies for field verification.
 - d) The committee may also if deem fit invite the short listed applicant to give a presentation before it on a pre-fixed date.
 - e) The committee reserves the right to accept/reject any/all of the applications and the decision of the committee shall be final and binding. The decision of the committee will be communicated to the applicant institution/organization by posting on the website www.bopte.gov.in.

TERMS AND CONDITIONS OF EMPANELMENT AS NATS TPA

- a) Institution/Organization will be empaneled for a period of 6 months initially, terms of which may be extended based on the satisfactory performance.
- b) Performance of the institution/organization empaneled as NATS TPAs will be reviewed on a periodic basis.
- c) BOPT (ER) will have the right to remove any institution/organization from the empaneled list at any time in cases where it is satisfied that the performance of the said institution/organization as NATS TPA is not satisfactory.
- d) BOPT (ER) also reserves the right to modify the terms and conditions for empanelment of institution/organization from time to time and such modified terms shall be binding on the empaneled institution/organization.
- e) The empaneled institution/organization are expected to maintain a high level of professional ethics and not act in any manner, which is detrimental to the interest of the NATS, BOPT/ Central Govt./State Govts. Or its allied departments/organizations like DGT/NSDC/SSDMS/MSDE.

This document and other related information with regard to NATS TPA and link to apply are uploaded on the website www.bopte.gov.in under the link Career “Empanelment of NATS TPA”.

ROLE OF NATS TPA

- a) To mobilize and counsel new establishments in the States under the jurisdiction of BOPT (ER) to engage apprentices to a minimum of 10 establishments and minimum 1000 Contract of Apprenticeship moving average per month during 6 months.
- b) To mobilize and counsel eligible candidates to undergo apprenticeship trainings.
- c) To match the demand of establishments for apprentices with the eligible candidates desiring to undergo apprenticeship program.
- d) To assist the establishment in selection and engagement of apprentices.
- e) To upload contracts of apprenticeship on the apprenticeship portal on behalf of the establishment for registration by Apprenticeship Adviser.

- f) To upload the Training Program with duration of apprenticeship courses on behalf of the establishment.
- g) To furnish all the returns on the portal-site on behalf of the establishment.
- h) To submit reimbursement claims on behalf of establishment towards stipend paid to apprentices.
- i) To assist the establishment to conduct assessment and issue certificates (also to help establishments to coordinate with assessment authorities as required under Designated and Optional Trades.)
- j) NATS TPA must not charge any 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 program.

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[Click here for TPA Registration](#)