

No. MSDE-18013/07/CIR/2019-TTC (ATS)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building, Library Avenue,
Pusa Campus, New Delhi-12, Dated 04.11.2020

To,

- 1 All the State Apprenticeship Advisors
- 2 All the Regional Directorates of Skill Development and Entrepreneurship.

Subject: - Creation of contracts using ONLINE mode only – IBM Portal – Reg.

Sir,

This is to inform all the stakeholders that the migration activities from apprenticeship.gov.in (Wipro portal) to apprenticeshipindia.org (IBM portal) are almost in the finishing stage. Apprenticeship trainings (missing / non-migrated) which were commenced on or after **16.04.2019** can only be migrated (manually-bulk upload) to the new IBM portal. DGT has devised a Standard Operating Procedure (SoP) to create those contracts which could not be migrated to the IBM portal, due to certain technical issues.

These migrations are broadly of two kinds:

- a) Contract of apprenticeship was generated in Wipro portal but not migrated to the IBM portal.
 - b) Contract of apprenticeship not generated in Wipro portal, but training already commenced.
- 2 DGT is continuously supporting the migration of these two types of contracts, as and when we are receiving such requests from the Establishments.
- 3 Even, Online contract process in IBM portal is fully functional now. All the stakeholders are advised to engage new apprentices using **ONLINE mode only. Contracts where Training Start Date is on or after 10.11.2020, must be processed using online mode. No legacy / bulk upload / update requests shall be entertained by this Directorate General for such trainings / contracts.**

IBM portal URL: <https://apprenticeshipindia.org> OR <https://apprenticeshipindia.gov.in>

4 You all know, as per the statutory requirements, Apprentice contract must be registered within a month of training start, with the concerned Approving Authority. Given below are some of the important timelines to be adhered to by all the stakeholders:

Sl No	Activity	Responsibility	Time Frame	Remarks
1	Availability of contract of Apprenticeship on the portal-site for verification and registration	Establishment	Within 7 days	From training start date.
2	Send for Correction	Approving Authority	Within 15 days	From the receipt of online contract at AA stage.
3	Approval of the signed contract of apprentices	Approving Authority (AA)	Within 30 days	From contract signing date by candidate.

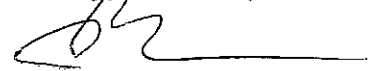
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Brief process steps for online engagement of Apprentices using IBM Portal are given below:

- 1) Candidate and Establishments registers themselves on the public portal.
- 2) Candidate Logs In to the portal.
- 3) Candidate completes his profile by editing / adding various information as required to make his profile fully complete (100%).
- 4) Candidate Applies to the Establishment Vacancy / Opportunity from within his login.
- 5) Establishment may conduct interview / document checking as per their internal procedure.
- 6) If candidate is found suitable, establishment may Issue him a ONLINE contract.
- 7) At this stage, Temporary (TMP) contract will be generated by the system.
- 8) This TMP contract will then be available in candidate login.
- 9) Candidate checks the details in offered contract.
- 10) If all the details are Ok, He accepts and Signs the contract.
- 11) New Contract Number is generated by the system starting with Code; CN...
- 12) Finally, this contract will be available under concerned AA login, where it is to be approved (Registered) if found Ok, within 30 days.
- 13) There ends the basic flow of online contract generation.

Hence, all are requested to adhere to these flow / guidelines and use only online mode of creating contracts of new batches / candidates. Wipro portal will continue to support processing of contracts where training end date is on or before **15.04.2020**, which is also a **cut-off date for 110 AITT.**

Yours Sincerely,



(Ishwar Singh)
Director (AT)

Copy to:

1. Sr.PPS to DG/AS, DGT, Kaushal Bhawan, Karol Bagh, New Delhi (for information please)
2. PPS to DDG (AT), DGT, Employment Exchange Building, Pusa Campus, New Delhi.
3. IBM Team and Wipro Team, Project Managers.
4. To be hosted on Wipro and IBM portals.

(Ishwar Singh)
Director (AT)