



PWD (ROADS & BUILDING)

Odisha - 75000
Phone No: 0000 / 0000 Fax:0000
Email: 0000

File No: EORKHS00 _17

Date: 19-Mar-2017

AWARD LETTER TO ATTEND TRAINING

With reference to his / her application and subsequent interview **Shri / Smt./ Kumari**
MONA is hereby informed that he / she is
selected for undergoing apprenticeship training as Graduate/ Technician /Technician (Vocational) Apprentices in
PWD (ROADS & BUILDING)
under the provisions of the Apprentices Act, 1961. He / She is hereby advised to report to the Officer mentioned below at

Reporting venue:

ENGINEER-IN-CHIEF(CIVIL),
ODISHA,PIN-751000

Report To:

On / At:

21-Mar-2017

11:00 AM

The candidate is also advised to produce the original certificates in support of his / her age, qualification, Community (SC/ST/OBC/ PH candidates only) etc, for verification of the Officer concerned at the time of reporting. The candidate is also advised to read and follow the general instruction given overleaf.

To

MONA (EORD001)

TRAINING OFFICER

SUNABEDA

Khordha, Odisha - 763002

Note:

1. You are requested to kindly verify the eligibility of the candidate and offer apprenticeship training.
2. Please upload the Apprenticeship Contract Registration Card within 7 days from the date the apprentice reports for training.

GENERAL INSTRUCTIONS

1. The candidate is advised to produce three copies of passport size photographs at the time of reporting.
2. The candidate may be required to undergo medical examination by the establishment and if so, he/she should be prepared to undergo the same.
3. The candidate will have to sign a contract of apprenticeship with the employer (the establishment where the candidate will be undergoing Apprenticeship Training), along with a surety.
4. If the candidate is below 18 years of age at the time of reporting, the candidate's parent / guardian should enter into contract of apprenticeship on behalf of the candidate with the employer.
5. The candidate should understand clearly that the training under the Apprentices Act is for a period of one year only and there is no obligation on the part of the employer to offer any employment after completion of apprenticeship Training.
6. The candidate is eligible for a monthly minimum stipend of Rs. 4,984/-p.m Rs.3,542/ - p.m, Rs.2,758/- p.m for Graduate, Technician and Technician (Vocational) Apprentices respectively, for a period of one year from the date of joining.
7. The candidate is expected to abide by the rules and regulations of the establishment in all matters of conduct and discipline and carry out all lawful orders of the employer and superior's in the establishment.
8. The candidate should maintain a work diary during the period of training and submit the same periodically to the authorities of the establishment.
9. The candidate is NOT ELIGIBLE to undergo apprenticeship training if (a) he/she has already undergone apprenticeship training under the Apprentices Act or (b) he/she has previous training/work experience for an year or more or (c) presently undergoing Apprenticeship Training elsewhere.
10. The stipend as stipulated by the Apprentices Act shall be paid by the employer to the apprentice, before 10th of succeeding month, without fail.