

**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 15<sup>th</sup> March, 2021**

To,

M/s Medhavi Foundation  
B1/42 Rajasthali Apartments,  
Pitampura  
New Delhi- 110034

**Subject:- Confirmation of provisional empanelment of Third Party Aggregator (TPA) under Apprentices Act, 1961**

Sir

This is to inform that your provisional empanelment for **three months** as TPA for promotion of Apprenticeship training including National Apprenticeship Promotion Scheme has been approved by competent authority. Further approval of empanelment for 3 years shall be granted on the basis of verification of support letters submitted by you for engagement of apprentices and you need to generate a minimum of 100 apprenticeship contracts during this 3 months period.

1. It is further informed that as TPA, you are directed to perform the under said activities:
  - a. 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. Assist the establishments get approval for Basic Training Centers (BTCs) in case these are not in the panel of approved BTCs
  - c. 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. Match the demand of establishments for apprentices with the candidates desiring to undergo apprenticeship programme
  - e. Mobilize and counsel candidates to undergo apprenticeship trainings
  - f. Assist the establishment in designing courses under apprentice programme and getting them NSQF aligned
  - g. 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. Upload syllabus with duration of apprentices courses on behalf of establishment towards stipend paid to apprentices
  - i. Furnish all the returns on the portal- site on behalf of the establishment
  - j. Submit reimbursement claims on behalf of establishment towards stipend paid to apprentices
  - k. Submit reimbursement claims for basic training cost in case establishment is the basic training provider under NAPS.
  - l. Ensure compliance of all formalities by the apprentices for appearing in assessment examinations as and when required
  - m. Assist the establishment to conduct assessment and issue certificates

- n. As a TPA you will not charge money from apprentices. However, you may charge the establishment for services rendered such as mobilization and to provide administrative support to the establishment to run its apprenticeship programme
- o. Furnish all documents required as per the TPA guidelines uploaded on the website
- p. Submit evidence for their connect with MSMEs
- q. Submit quarterly reports to MSDE/ DGT/NSDC on the progress

2 Terms & Condition to act as TPA for promotion of apprenticeship is as under:

- a. Your organization should be registered on “apprenticeshipindia.org.in” portal.
- b. Performance of the institution/organization as a TPA will be reviewed on a regular/periodic basis
- c. MSDE will have the right to remove your institution/organization from the empaneled list at any time in cases where it is satisfied that the your institution/organization is not performing well as a TPA
- d. MSDE also reserves the right to modify the terms and conditions for empanelment of your institution/organization from time to time and such modified terms shall be binding for your organization
- e. Your institution/organization is 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. The implementation of Apprenticeship Training including National Apprenticeship Promotion Scheme (NAPS) across the country is done through the Directorate General of Training (DGT) /Regional Directorates of Skill Development and Entrepreneurship (RDSDE) ; National Skill Development Corporation (NSDC) / Sector Skill Councils (SSCs); State Apprenticeship Advisers (SAA), State Skill Development Mission (SSDMs), various Chambers of Commerce, Industry Associations and MSME associations across the country. The Government body like DGT, RDSDE are responsible for implementation of designated trades whereas NSDC, SSCs, SSDMs, Chamber of Commerce, Industry Associations etc. are responsible for implementation of optional trade under.

Yours faithfully,



(Anita Srivastava)

(Joint Director)

Apprenticeship Training

Copy to:

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