

**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 24<sup>th</sup> June, 2022**

To,

M/S Cadmaxx Solutions Education Trust  
No. 2095, 5th Main, 9th Cross  
Rpc Layout, Vijayanagar  
Bengaluru, Karnataka- 560104

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

Sir,

This is in continuation to our earlier letter dated 28<sup>th</sup> December, 2021 and based on the performance; we confirm your empanelment as a TPA under Apprentices Act, 1961 for promotion of Apprenticeship training including National Apprenticeship Promotion Scheme in the country for **three years**. Activities which are to be performed as a TPA and terms & conditions will remain the same and are again given below. Revised guidelines for TPA will be uploaded soon on the apprenticeship portal- <https://www.apprenticeshipindia.gov.in>

**1. Activities which is to be performed by TPA:**

- 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. 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 establishment (maximum up to 3) meets the requirement of prescribed curriculum of the trade. TPA can organize on-the-job/ practical training for apprentices in this selected establishment in coordination with employers.
- c. Match the demand of establishments for apprentices with the candidates desiring to undergo apprenticeship programme
- d. Mobilize and counsel candidates to undergo apprenticeship trainings
- e. Assist the establishments in designing course curriculum under apprentice programme and getting them NSQF aligned.
- f. Upload contracts of apprenticeship on the apprenticeship portal on behalf of the establishment for registration by Apprenticeship Adviser. Login and password will be provided to TPA for this purpose.
- g. Upload syllabus of the courses on the portal.
- h. Furnish all the returns on the portal- site on behalf of the establishment.
- i. Submit reimbursement claims on behalf of establishment towards stipend paid to apprentices.
- j. Submit reimbursement claims for basic training cost in case establishment is the basic training provider under NAPS.
- k. Ensure compliance of all formalities by the apprentices for appearing in assessments/ examinations as and when required.

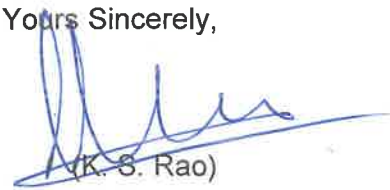
- l. Assist the establishment to conduct assessment and issue certificate.
- m. As a TPA, you are not permitted to charge money from apprentices. However, you may charge from the establishment for services rendered such as mobilization and to provide administrative support to the establishment to run its apprenticeship programme.
- n. Furnish all documents required as per the TPA guidelines uploaded on the website.
- o. 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.gov.in" portal.
- b. You will be empanelled for a period of three years.
- c. Performance of the institutions/organization as a TPA will be reviewed on a regular/periodic basis
- d. MSDE will have the right to remove your institutions/organization from the empanelled list at any time in case where it is satisfied that the your institutions / organization is not performing well as a TPA
- e. MSDE also reserves the right to modify the terms and conditions for empanelment of your institutions/organization from time to time and such modified terms shall be binding for your organization
- f. Your institutions/organization is expected to manner 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 Government or its allied department/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 bodies 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.

Yours Sincerely,



(K. S. Rao)  
(Director)

Apprenticeship Division  
MSDE

Copy to:  
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ASB  
24/10/12