



POWER DISTRIBUTION TRAINING CENTRE

(Registered under M.P.Society Act 1973)

Regd. Office: Diksha Parisar, Govindpura Bhopal 462023

0755-2588350, 2602033-36 (Ext. 144, 250, 252)

Fax: 2589821

Website: www.mpcz.co.in

e-mail: rup.assttdir2@gmail.com

No. Dir/PDTC/Apprentice/1666

Bhopal, Dt: 7.3.19

ORDER

Vide this office Notice no. Dir /PDTC /Apprentice /1063 – 1064 dated: 17.10.2018, applicants were provisionally shortlisted for document verification on 01.11.2018 at PDTC Bhopal. Consequent upon verification of documents on 01.11.2018 at PDTC Bhopal, following applicants are hereby selected for one year Apprenticeship Training Program as per the provision of Apprenticeship Act – 1961 and amendment thereof and are directed to report to the office mentioned against their name for undergoing apprenticeship training for a period of one year w.e.f. **25.03.2019**. The candidates who have submitted undertaking regarding documentation formalities are directed to submit the same to this office on or before **25.03.2019**.

This selection and subsequent deployment for undergoing one year apprenticeship training is subject to submission of all the relevant documents required as per the notice mentioned above failing which candidature of selected candidate shall stand cancelled.

S N	Name of Candidate	Father's Name	Email Address	Mobil e No.	Address	Place of Training
Electrical/Electrical & Electronics (Graduate Apprentice Trainee) Category-UR						
1	Munish Khan	Habib Khan	khanmunish96@gmail.com	8871725541	H.No.- 21 Radha Krashna Colony Karond Bhopal (MP) 462038	City Circle MPMKVCL Bhopal
2	Raj Bose	Anant Bose	boseraj1234@gmail.com	9685278411	S/o Anant Bose, 171, Raisen Road, B-Sec, Indrapuri Labour Colony Narela Shankri, Bhopal (MP) - 462022	City Circle MPMKVCL Bhopal
3	Suraj Kumar Patawa	Ashok Patawa	surajpatwa.virat@gmail.com	9630045028	331 Balvihar Anand nagar Bhopal 462022	City Circle MPMKVCL Bhopal
Electrical/Electrical & Electronics (Graduate Apprentice Trainee) Category-OBC						
1	Sumit Gangwar	Kewal Ram Gangwar	sgangwar93@gmail.com	9761855455	977, Defence Colony AIR force Gate, Nainital Road Izzat Nagar Nagar Bareilly (UP) 243122	O&M Circle MPMKVCL Bhopal

2	Sonali Patel	Brijbhan Prasad Patel	sonalipatel0900@gmail.com	89624 95413	E-39 MPPGCL Colony Birsinghpur Pali Distt.- Umaria (MP)	O&M Circle MPMKVVCL Bhopal
3	Anshul Ratner	subhash Chandra Ratner	anshul.ratner@gmzail.com	86028 31773	Junior MIG-08 Near dynamic Public School Subhash Nagar Bhopal (MP) 462023	O&M Circle MPMKVVCL Bhopal
4	Harshad Madariya	Ghanshyam Madariya	harshadmadariya@gmail.com	88893 24203	Viii. - Ranikhedi Post. Rajod Tehe 0 Saradarpur Dist. Dhar (MP) 454660	O&M Circle MPMKVVCL Bhopal
5	Prashant Raikwar	Ram Swaroop Raikwar	prashantraikwar282@gmail.com	82692 68259	9 C Subhash Colony Semra Kalan Bhopal (MP) – 462023	O&M Circle MPMKVVCL Bhopal

The apprentice trainees shall be imparted training in their respective branch. In addition to the conditions mentioned above, following instructions may also be followed by the candidates in field units:

- i. PDTC will issue Identity Card to each selected Apprentice Trainee which may be verified during joining.
- ii. Graduate /Technical Apprentice Trainees shall work according to the normal hours of work of the department in which they are attached for Apprenticeship Training.
- iii. During the Apprentice Training period **12 Casual Leave, 10 Medical Leave and 15 Special Leave** will be granted. Any extra leave taken will be considered as non-paid leaves. Leave may be sanctioned by respective controlling officer /General Manager of the place where the trainee is posted as above. Proper leave record shall be maintained at circle level /office wherever posted for undergoing training.
- iv. No leaves will be given without prior approval.
- v. **Attendance in the Annexure-II** shall be furnished by the **Manager-HR of the respective Office /Circle** every month latest by **2nd day of subsequent month**.
- vi. **If a candidate remains absent without informing for more than 10 days, it will lead to termination from Apprentice training program. Intimation in this regard will be given to Director (PDTC) immediately by the General Manager of the respective place of training.**
- vii. No transfer request will be accepted during the Apprentice training period.
- viii. Record of the work done & the studies undertaken by apprentice trainees shall be maintained & furnished to the Director (PDTC) in **Annexure-III** on quarterly basis on following dates by the Manager HR of respective place of posting for undergoing training:
 - 1st quarter (Apr – June) – 5th of July
 - 2nd quarter (Jul – Sep) – 5th of Oct
 - 3rd quarter (Oct – Dec) – 5th of Jan
 - 4th quarter (Jan – Mar) – 5th of April
- ix. The continuance of payment of stipend to an apprentice trainee shall subject to the work and conduct of the apprentice trainee being satisfactory.

x. Trainee should not be involved in any type of hazardous work in the field.

A copy of the terms & conditions for engagement of Apprentices Trainees is enclosed herewith for needful please.



Director
PDTC Bhopal

No. Dir/PDTC/Apprentice/1667
Copy to:

Bhopal, Dt : 7.3.19

1. The Assistant Director Training and Assistant Central Apprenticeship Advisor Board of Apprenticeship Training ATI Campus, VN Purav Marg SION Mumbai – 400022
2. The Chief General Manager (HR & A), O/o the MD (CZ), MPMKVCL Bhopal.
3. The General Manager (Training) PDTC Bhopal.
4. The Director (Finance), O/o the MD (CZ), MPMKVCL Bhopal.
5. The Chief General Manager (BR) MPMKVCL, Bhopal.
6. The Secretary PDTCS Bhopal.
7. The Manager-HR, O/o GM (City /O&M) MPMKVCL _____ - for necessary information & needful action please. Ensure that training as per the Annexure-I-(b) shall be imparted & send the attendance as per **Annexure-II** every month latest by **2nd day of subsequent month**. It is also directed to send the **quarterly progress report** as per **Annexure-III** after the completion of every quarter latest by **5th day of subsequent month**.
8. Mr. /Ms. _____ - It is advised to report at PDTC Bhopal **on or before 25.03.2019** for collecting ID Cards and then at respective place of training as mentioned against your name on **25.03.2019** for undergoing one year of apprenticeship training from **25.03.2019 to 24.03.2020**. Strict compliance of the instructions given in the order should be made during the course of training.

Note: Stipend of Apprentice Graduate Trainee Rs. 4984/- per month & Apprentice Diploma Trainee is Rs. 3542/- per month


Jt. Director (Admin)
O/o the Director PDTC Bhopal


06/03/19

Annexure-I (b)

Apprentice Training 1 Year Program for Degree/Diploma in Electrical Engineering

S.No.	Training Details	From To	Duration
01	33 KV line construction, Testing , Commissioning , Operation & Maintenance	25.03.19 to 24.04.19	01 Month
02	11 KV Line & 11/0.4 DRT, LT Line including details Load-Survey of any one DTR	25.04.19 to 24.06.19	02 Month
03	Construction, Testing, Commissioning, Operation of 33/11 KV S/s ee) Electrical instrument installed & their functional requirement. ff) Various operation & operational instructions in detail. gg) Maintenance scheduling. hh) Earthing practice & function of earthing. ii) Layout & simple line diagram of 33/11 KV S/s	25.06.19 to 24.08.19	02 Month
04	Details working of Distribution Centre including commercial issues.	25.08.19 to 24.11.19	03 Month
05	Detail working of STM Division.	25.11.19 to 24.12.19	01 Month
06	Working of (O & M Division/ Circle including SOP)	25.12.19 to 24.03.19	03 Month

Annexure-II

NAME OF CIRCLE : _____

ATTENDANCE OF APPRENTICE FOR THE MONTH OF

S.No.	Name of Apprentice Trainee	Graduate/ Technical	Total no. of Days Present	No. of Leaves taken		Stipend Payable
				Type	No. of Days	
1	2	3	4	5	6	7

S.N.	Name of Apprentice Trainee	Date	Present /Absent /Leave (Casual Leave or Medical Leave or Special Leave)

*Attendance verified for payment of stipend indicated in column-7.

MANAGER(HR)
(Seal)

**FROM APPRENTICESHIP – 3
RECORD PAID OF PROGRESS OF APPRENTICE
[TO BE SUBMITTED ONCE IN A QUARTER IN RESPECT OF GRADUATE OR TECHNICIAN
OR TECHNICIAN (VOCATIONAL) APPRENTICES]**

1. Name of Apprentice
2. Registration Number
3. Subject field in Engineering of Technology or Vocational Course.....
4. Under training at.....
5. Area of training during the quarter.....to.....
6. Progress report for quarter.....
 - i. Aptitude for training.....
 - ii. Performance during the quarter.....
 - iii. Shortcomings, if any.....
 - iv. Reaction of trainee to corrective action at (iii) above.....
 - v. Assessment:

Excellent/Above Average/Average/Below Average

Strike out those not applicable)

**Signature of controlling officers/ (CGM/GM)
(Seal)**

Signature of officer/Executive in charge of training (PDTIC)

“Remarks.....
Signature of Manager of the industry /Establishment.”