



# 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/1245

Bhopal, Dt : 12.12.18

## 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. 01.01.2019. The candidates who have submitted undertaking regarding documentation formalities regarding are directed to submit the same to this office on or before 01.01.2019.

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 Candidates	Father's Name	Email Address	Mobile No.	Address	Proposed Place of Training
<b>Electrical/Electrical &amp; Electronics (Graduate Apprentice Trainee) Category-UR</b>						
1	Monika Parihar	Ravi Kiran	<a href="mailto:monika.parihar1996@gmail.com">monika.parihar1996@gmail.com</a>	8719073662	H.No.-92 New Colony No.- 2 Birla Nagar Gwalior Hazira Chock Gwalior 474004	O&M Circle MPMKVCL Bhopal
2	Aparna Tiwari	Arun Prakash Tiwari	<a href="mailto:aparnatiwari202@gmail.com">aparnatiwari202@gmail.com</a>	8462039197	Aparna Tiwari O/o Arun Prakash Tiwari Karodiya Sidhi	City Circle MPMKVCL Bhopal
3	Bhanwar Singh Dangi	Shiv Prasad Dangi	<a href="mailto:bhanwarsinghdangi1@gmail.com">bhanwarsinghdangi1@gmail.com</a>	9907506900	H.No. 80 Khedi Post Ganiyari Block Narsingharh (MP) 465669	City Circle MPMKVCL Bhopal
4	Lalta Prasad Mishra	Ramkripa I Mishra	<a href="mailto:lpmaharaj999@gmail.com">lpmaharaj999@gmail.com</a>	8819080968	HN.- 26 Bhavanidham Narela Bhopal (MP)	O&M Circle MPMKVCL Bhopal
<b>Electrical/Electrical &amp; Electronics (Graduate Apprentice Trainee) Category-SC</b>						
1	Jitendra Babu Ahirwar	Ram Kishor Ahirwar	<a href="mailto:jeetgtmu9@gmail.com">jeetgtmu9@gmail.com</a>	8435842384	Ward No.- 5 Kanchanpura Niwadi Dist. Tikamgarh (MP)	City Circle MPMKVCL Bhopal

2	Bheru Lal Jatiya	Ram Swaroop	<a href="mailto:jatiya.bherulal@gmail.com">jatiya.bherulal@gmail.com</a>	8103282145	317/3, Futy Bawadi Bhopal Sikandri Sare Bhopal 462010	City Circle MPMKVCL Bhopal
3	Dinesh Kumar Sisodiya	Mangilal Sisodiya	<a href="mailto:sisodiya08dinesh@gmail.com">sisodiya08dinesh@gmail.com</a>	8871658867	E2/191 Arera Colony Bhopal	O&M Circle MPMKVCL Bhopal
4	Brijendra Jatav	Vinod Kumar Jatav	<a href="mailto:brijendrajatav89@gmail.com">brijendrajatav89@gmail.com</a>	8871585164	Gond Mandir Neha Public School Ghosipura Guna (MP)	O&M Circle MPMKVCL Guna
<b>Civil (Graduate Apprentice Trainee) Category-UR</b>						
1	Divya Soni	Subhash Chandra Soni	<a href="mailto:Divyasoni.dds@gmail.com">Divyasoni.dds@gmail.com</a>	8109585889	Bazar Chouk Athaner Betul (M.P)	O/o GM (Civil) MPMKVCL Bhopal
<b>Electrical/Electrical &amp; Electronics (Diploma Apprentice Trainee) Category-UR</b>						
1	Manish Raghuwanshi	Prabhu Singh	<a href="mailto:Pinturaghuwanshi123@gmail.com">Pinturaghuwanshi123@gmail.com</a>	9479776656	Ambedkar ward Betul Road Multai Dist. Betul MP	O&M Circle MPMKVCL Betul

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 **2<sup>nd</sup> 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:

1<sup>st</sup> quarter (Apr – June) – 5<sup>th</sup> of July

2<sup>nd</sup> quarter (Jul – Sep) – 5<sup>th</sup> of Oct  
3<sup>rd</sup> quarter (Oct – Dec) – 5<sup>th</sup> of Jan  
4<sup>th</sup> quarter (Jan – Mar) – 5<sup>th</sup> 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/1246

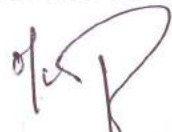
Bhopal, Dt : 12.12.18

Copy to:

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 Director (Finance), O/o the MD (CZ), MPMKVCL Bhopal.
4. The Chief General Manager (BR /GR) MPMKVCL, Bhopal /Gwalior.
5. The General Manager (Civil) MPMKVCL Bhopal.
6. The Secretary PDTCS Bhopal.
7. The Manager-HR, O/o CGM (BR) MPMKVCL BR - *for necessary information & needful action please. Ensure that training as per the Annexure-I(c) shall be imparted & send the attendance as per **Annexure-II** every month latest by **2<sup>nd</sup> 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 **5<sup>th</sup> day of subsequent month**.*
8. 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 **2<sup>nd</sup> 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 **5<sup>th</sup> day of subsequent month**.*
9. Mr. /Ms. \_\_\_\_\_ - It is advised to report at PDTC Bhopal **on or before 01.01.2019** for collecting ID Cards and then at respective place of training as mentioned against your name on **01.01.2019** for undergoing one year of apprenticeship training from **01.01.2019 to 31.12.2019**. 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

  
7/12/18

**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	01.01.2019 to 31.01.2019	01 Month
02	11 KV Line & 11/0.4 DRT, LT Line including details Load-Survey of any one DTR	01.02.2019 to 31.03.2019	02 Month
03	Construction, Testing, Commissioning, Operation of 33/11 KV S/s  z) Electrical instrument installed & their functional requirement. aa) Various operation & operational instructions in detail. bb) Maintenance scheduling. cc) Earthing practice & function of earthing. dd) Layout & simple line diagram of 33/11 KV S/s	01.04.2019 to 31.05.2019	02 Month
04	Details working of Distribution Centre including commercial issues.	01.06.2019 to 31.08.2019	03 Month
05	Detail working of STM Division.	01.09.2019 to 30.09.2019	01 Month
06	Working of (O & M Division/ Circle including SOP)	01.10.2019 to 31.12.2019	03 Month

Annexure-I(c)

12 months Apprentice Training Schedule for Degree and Diploma Civil Engineers

S. No.	Particular of training	Duration	Period
1	Preparation of estimates for Capital works , repair and sanctioning of estimates under various schemes,	01.01.2019 to 31.01.2019	One Month.
2.	Purchase procedure issue of NIT/Enquiry etc as per rules, executive agreement, Issue of work order to contractor, carrying out work procedure in work contract, passing of running and final bills, technical scrutiny etc.	01.02.2019 to 31.03.2019	Two Months.
3.	Execution of Civil capital works at site, supervision of work as per drawing, preparation of bill of quantity for new works, preparation of running bills etc.	01.04.2019 to 31.07.2019	Four Months
4.	Laying and Maintenance of water supply and sanitary lines of colony	01.08.2019 to 31.08.2019	One month
5.	Execution and supervision of Civil maintenance work of residential and non residential buildings, Roads etc.	01.09.2019 to 31.12.2019	Four Months.
	<b>Total</b>	<b>12 months</b>	<b>Twelve Months</b>

**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 (PDTC)**

**“Remarks.....”**

**Signature of Manager of the industry /Establishment.”**