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शिक्षु प्रशिक्षण मंडल (पश्चिमी क्षेत्र), मुंबई
BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI

शिक्षा मंत्रालय, उच्चतर शिक्षा विभाग, भारत सरकार का स्वायत्त संगठन
An autonomous organization of Ministry of Education,
Department of Higher Education, Government of India

NSTI CAMPUS, VN PURAV MARG,
SION, MUMBAI - 400 022

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Ref No. BOAT WR/TPA/Advertisement/2023-2024/

Date:-27/09/2023

Dear Madam/Sir

The Board of Apprenticeship Training, Western Region [BOAT (WR)] is an autonomous body of Ministry of Education, Government of India, and implements National Apprenticeship Training Scheme (NATS) in Western Regional states of India viz Chhattisgarh, Goa, Gujarat, Madhya Pradesh, & Maharashtra as well as Union Territory of Diu, Daman and Dadra Nagar Haveli under The Apprentices Act, 1961, as amended from time to time for Degree and Diploma holders in Engineering / Technology / Pharmacy / Architecture / Hotel management and Catering Technology / Library Science. Further, since December 2022 this Board has also been mandated to implement apprenticeship training for Graduates (Bachelor) in general streams such as Arts, Science, and Commerce.

In order to facilitate the establishments/industries and to undertake apprenticeship training program as mandated under The Apprentices Act, 1961, and amended thereafter, a provision has been made under Section 8(2) of The Apprentices Act, 1961. It enables several employers to join together either themselves or through an agency, approved by the Apprenticeship Adviser, to provide apprenticeship training to the apprentices under them according to the guidelines issued by the Government from time to time. Accordingly, an agency namely "Third Party Aggregator (TPA)" has been created and about 100 plus TPAs have already been empaneled throughout the country by the Ministry of Skill Development and Entrepreneurship for scaling up implementation of The Apprentices Act. Since the apprenticeship training program involves multiple stakeholders, the role of facilitators or TPAs becomes important for mobilizing the aspirants (of apprenticeship training) and in mapping their preferences with the requirement of the establishments, and assisting the establishments in implementation of The Apprentices Act and its compliance. In the same line, BOAT (WR) wants to support the establishments/industries by providing them facilities of Third-Party Aggregator (TPA).

You are, hereby, informed that this Board is inviting applications for the empanelment of TPAs with this Board. You are required to submit a proposal in the prescribed application format along with all the supporting documents in Hardcopies so as to reach this office by 17/10/2023. Only the eligible proposals received by this office in hardcopy will be placed before a committee constituted for empanelment of TPAs and thereafter the shortlisted TPAs will be informed about their empanelment status.

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Important Guidelines for TPA empanelment.

I. ELIGIBILITY OF TPA:-

Organizations / Institutions fulfilling all the following criteria can apply for empanelment as TPAs:

- a) The organization / institution must be registered as a company/partnership or Proprietary firm/Trust/Society /NGO/ Industry Association or Chamber.
- b) Organization / institution with at least 5 years of experience of working in the area of Industrial training/ skilling/ education/ placement/ non-profit activities/working as an registered industry association or chamber.
- c) Organizations / institutions must have a registered office (with an expert team & sufficient infrastructure in place at its Head-Quarters/ Branch) so as to be able to coordinate the running of an apprenticeship programme and also help establishments to design and implement on the job training modules.
- d) Organizations / institutions must have exposure in mobilization of men, women, physically challenged and youth for education, skilling interventions, facilitating wage/ self-employment or involved with non-profit activities pertaining to social/community development. A supporting document provided by Government Authorities shall be provided.
- e) Organizations / institutions must possess letters of support from at least 10 establishments wanting to engage graduate and technician apprentices stating that is willing to appoint the applicant institution/organization as a TPA.
- f) Organizations / institutions or any of its related concerns applying for empanelment should not have been blacklisted by any organization and should not have any legal matters against Central/ State Government and must self-declare the same in the prescribed template.

2. Selection process for TPAs :-

The selection process for TPAs shall be as under :-

- a) The application form needs to be duly filled in by the applicant, organization / institution and submitted to Board of Apprenticeship Training (WR), Mumbai, with the following documents:
 1. Documents of registration of the TPA Agency with appropriate government authority.
 2. Documents to establish conditions under paras (b) to (d) above.
 3. Letters of support from at least 10 establishments duly signed and sealed by senior level personnel wanting to engage apprentices, stating that is willing to appoint the applicant institution/organization as a TPA.
 4. Self-declaration form duly filled in, stating that it has not been blacklisted by any organization and should not have any legal matters against Central/State Government.
 5. Any supporting documents/ certificates provided by Government Authorities/ Sector Skill Councils etc.
- b) Applications will be scrutinized by the concerned Committee constituted for the same at Board of Apprenticeship Training (WR), Mumbai. The applications found eligible will be informed of the same by the Board's office.
- c) The said Committee may, if it deems fit refer the application for field verification.
- d) The Committee may also, if deemed, fit invite the shortlisted applicant to make a presentation before it on a pre-fixed date.
- e) The Committee reserves the right to accept/reject any/all of the applications & the decision of the Committee shall be final and binding.
- f) The decision of the Committee will be communicated to the applicant organizations/ institutions by formal letter communication and over email as provided in the applications.

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3. Term and Conditions of empanelment as a TPA will be as under:-

- a. Organizations / institutions will be empanelled for a period of three years;
- b. Performance of the organizations / institutions as a TPAs will be reviewed on a periodic / regular basis and on the basis of the performance the extension/renewal may be granted.
- c. BOAT(WR), Mumbai, will have right to remove any organizations / institutions from the empanelled list at any time in cases where it is satisfied that the said organizations / institutions is not performing well as a TPA .
- d. BOAT (WR), Mumbai, also reserves the right to modify the terms and conditions for empanelment of organizations / institutions from time to time and such modified terms shall be binding on the empanelled organizations / institutions.
- e. The empanelled organizations / institutions are expected to maintain a high level of professional ethics and not act in any manner, which is detrimental to the interests of the NATS. Central Government/State Government or its allied departments/ organisations like MoE/DGET/NSDC/SSDMS/MSDE.

4. ROLE OF TPAs

4.1 ROLE OF TPAs will be as under: -

- a. To facilitate and enhance the participation for "on the job training" opportunities under NATS, in line with The Apprentices Act and The Apprenticeship Rules, as amended from time to time.
- b. To assist the establishments in preparing to get notified with BOAT(WR), Mumbai, for implementation of NATS.
- c. To match the demand of establishments for apprentices with the candidates desiring to undergo apprenticeship programme under NATS.
- d. To sensitize, mobilise and counsel candidates to undergo apprenticeship trainings.
- e. To assist establishments in uploading contracts of apprenticeship on the apprenticeship portal for registration.
- f. To assist establishments in uploading the training programs with duration of NATS apprenticeship training.
- g. To assist establishments in furnishing all the returns on the NATS portal-site.
- h. To assist in submitting reimbursement claims towards stipend paid to apprentices.
- i. To assist the establishment to conduct assessment and issue certificates.
- j. TPAs will not charge any fees from apprentices. However, it may charge the establishment for services rendered such as mobilization of eligible candidates, and providing administrative support to the establishment to run its apprenticeship programme.
- k. The progress report of NATS TPA on bi-monthly basis should be submitted to this Board in a prescribed format that will be shared by this Board for monitoring the progress of TPAs.

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To be printed on letter head of TPA Agency

APPLICATION FOR EMPANELMENT OF THIRD PARTY AGGREGATOR (TPA) BY BOAT (WR), MUMBAI

1	Name of the TPA Agency	:	
2	Address of the Head Office for correspondence	:	
3	District	:	
4	State	:	
5	Pin Code	:	
6	Year of establishment	:	
7	Website address	:	
8	No. of branches / suboffices the agency is having (the branches / suboffices must have the same agency name as stated above)	:	
9	Name of the states where the agency has branches (please mention statewise branches)	:	
10	Total employee strength	:	
11	Details of contacts:-		
Sr. No.	Particulars	Contact - 1	Contact - 2 (Authorized signatory)
A	Name		
B	Designation		
C	Mobile No.		
D	Phone No. with STD code		
E	Fax No. with STD code		
F	Email Id		
12	Agency Category (Institution / Organization must be registered as a company / partnership or Proprietary firm / Trust / Society / NGO / Industry Association or Chamber), and Registration Number	:	
13	Expertise possessed		
A	Domain area of expertise 1 skilling 2 education 3 placement 4 non-profit activities	:	
B	In case, domain expertise is other than the above mentioned, please specify the activity / activities not exceeding 50 words.	:	
C	Total years of experience in above domain area(s)	:	

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14	Desirable Expertise		
A	Does the agency possess exposure in mobilization of men, women, and youth in particular	:	
B	If yes, specify the appropriate areas 1 education 2 skilling interventions 3 facilitating wage employment 4 facilitating self-employment 5 facilitating entrepreneurship 6 non-profit activities pertaining to social / community development	:	

15	No. of establishments from which the agency has got letter of support:-		
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16	Whether the applicant Institution / Organization / Agency or its related empanelment has been black-listed by any organization (attach Self-declaration in this regard)	:	Yes / No
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17	Expected number of Graduate and Technician apprentices the agency shall engage under NATS in the establishments located in Western Region		
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18	List of attachments		
	1 Agency profile (kindly include brief on various activities / projects / domain experience of the agency supporting their claim at Sr.No.1 to Sr. No.15)		
	2 List of establishments that has provided letter of support.		
	3 Letters of support form 10 establishments on their respective letter head		
	4 Certificate of Incorporation / Registration		
	5 Self-declaration in regard to black listing of agency		
	6 PAN / TAN		

Declaration

1. I / We do hereby certify that the information as provided above is correct and true in all respect. In case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides black listing if deemed fit.

2. I / We understand and accept the below mentioned terms and conditions:

- BOAT (WR), Mumbai, will have right to remove any agency from the empanelled list without assigning any reason whatsoever.
- BOAT (WR), Mumbai, reserves the right to modify the terms and conditions for empanelled agencies.
- Agency shall maintain high level of professional ethics and will not act in any manner, which is detrimental to the interest of BOAT (WR), Mumbai and other Government agencies
- BOAT (WR), Mumbai reserves the right for rejection of any / all applications without assigning any reason whatsoever.
- The decision taken by the BOAT (WR), Mumbai, shall be final and no further representation in this regard shall be entertained.

Signature:

Name:

Designation:

Place:

Date:

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29/9/2023

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Undertaking Format

<To be printed on the letter head of the TPA Organization / institution>

I / We do hereby declare and certify that our organization / institution named as <_____> and / or any of its related concerns, which has been offered the empanelment as a TPA with Board of Apprenticeship Training (Western Region), Mumbai, has not been blacklisted by any organization and has no criminal / legal matters pending or initiated by or against Central / State Government organizations / institutions. I / We do hereby also certify that the above declaration being furnished is correct and true in all respects.

I / We am / are aware that, in case of any false declaration is furnished or of any material information is suppressed. The TPA empanelment so awarded by Board of Apprenticeship Training (Western Region), Mumbai, shall be deemed to be cancelled besides black listing my / our organization / institution and / or initiation of legal proceedings as required.

Signature :

Name :

Designation :

Name of organisation:

Organization Seal :

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