



## TELANGANA STATE ROAD TRANSPORT CORPORATION

Notification Ref: R2/20(07)/2023-Rect., dt:16.01.2024

### USER GUIDE AND INSTRUCTION BOOKLET FOR ENGAGEMENT OF NON-ENGINEERING GRADUATE APPRENTICES IN TSRTC FROM B.COM, B.SC., B.A., BBA AND BCA GRADUATE CANDIDATES

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Applications are invited On-line through NATS WEB-SITE (<https://nats.education.gov.in>) from the Graduate candidates (B.Com, B.Sc., B.A., BBA and BCA candidates) for selection of non-engineering Graduate Apprentices in TSRTC. The desirous eligible candidates may register their names on-line in the web page of NATS web portal <http://nats.education.gov.in> by satisfying themselves with the terms and conditions. Applications registered up to **16.02.2024** only will be considered for apprenticeship in TSRTC.

No. of vacancies : 150

The number of vacancies Region-wise are furnished hereunder.

Sl. No.	Name of the Region	TOTAL REQUIREMENT
1	Hyderabad Region	26
2	Secunderabad Region	18
3	Mahaboobnagar Region	14
4	Medak Region	12
5	Nalgonda Region	12
6	Ranga Reddy Region	12
7	Adilabad Region	9
8	Karimnagar Region	15
9	Khammam Region	9
10	Nizamabad Region	9
11	Warangal Region	14
	TOTAL	150

#### 1.Reservation of Training Places:-

- In respect of each of the states specified in column (2) of the Schedule-IIA training places shall be reserved by the employer for the Schedule Castes and Scheduled Tribes in every designated trade so that the ratio of the apprentices belonging to the Scheduled Castes and Scheduled Tribes to the total number of apprentices in such designated trade or trades shall be specified in columns (3) and (4) of the said Schedule (and where there is more than one designated trade in an establishment such training places shall be reserved also on the basis of total number of apprentices in all designated trades in such establishments). Provided that when the prescribed number of persons belonging either to the Scheduled Castes or to the Scheduled Tribes are not available, the training places so reserved for them may be filled by persons belonging to the Scheduled Tribes or as the case may be, to the Scheduled Caste and if the prescribed training places cannot be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes.



As per the Schedule-IIA (Rule-5) of Apprentice Act Rules, 1992 reservation shall be maintained in the ratio of 1::16 to Scheduled Caste and 1::32 to the Scheduled Tribe.

- b) The training places for the Other Backward Classes in designated trades shall be reserved by the employer according to the prescribed norms followed in the respective State or Union territory and if training places cannot be filled from the Other Backward Classes, then the training places so lying unfilled may be filled by persons not belonging to the Other Backward Classes

As per the Recruitment Regulations-2004 of TSRTC, item No.12, 25% reservation shall be maintained for Backward Classes.

2. Number of posts mentioned above is provisional. They may vary upwards or downwards.
3. **EDUCATIONAL QUALIFICATIONS** : Candidates possessing qualification of B.Com, B.Sc., B.A., BBA and BCA candidates are eligible to apply for Non-Engineering Graduate Apprenticeship in TSRTC.
4. Preference will be given to the BBA Candidates.
5. The candidates who have passed the non-engineering graduate examination in streams (B.Com, B.Sc., B.A., BBA and BCA) in 2019, 2020, 2021, 2022 and 2023 are only eligible to be registered in the NATS web site.
6. PHC candidates are not eligible to apply for the above posts.
7. An amount of Rs.15,000/-; Rs.16,000/- and Rs.17,000/- per month for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> years respectively will be paid to non-engineering Graduate Apprentices towards Stipend during the Apprenticeship period.
8. **SELECTION PROCEDURE** : On receipt of Candidates list from NATS short listing of candidates will be done based on the CGPA/percentage of marks obtained in the basic prescribed qualification as applicable to the respective disciplines. In case of non-receipt of candidates list, a mela shall be conducted at Regional Office for selecting non-engineering Graduates. After selection process, list of shortlisted candidates shall be sent to Corporate Office so as to enable us to upload the same in to the NATS portal. After generation of on-line bonds, the selected candidates shall be intimated for posting at respective Depots.
9. No TA/DA will be paid to the candidates appearing for certificate verification.
10. Selected candidates will have to submit all Original Certificates.
11. The committee shall take willingness from the each candidate duly offering option of 03 (three) Depots of the concerned Region.
12. Apprentice training period will be for a total period of **03 (THREE) YEARS.**
13. The Apprentice candidate has to enter into agreement with the concerned Regional Manager on Rs.100/- non-judicial stamp paper.

14. The selected candidate has to pay an amount of Rs.15,000/- towards Deposit at the Depot/Unit allotted which will be refunded after completion of one year of training. The candidate has to work for a minimum period of one year. In case if any apprentice candidates wants to leave the apprenticeship training, in between the one year period, the deposit amount of Rs.15,000/-will be forfeited in favour of corporation.
15. **RESERVATION TO LOCAL CANDIDATES:**  
Reservation to the local candidates is applicable as provided in the Rules and as Amended form time to time in force on the date of notification.
16. The Corporation reserves the right to cancel the Notification/Engaging process at any stage.
17. All the apprentices undergoing training at Depots/Units of TSRTC are issued Apprentice ID Card to travel from place of residence to the depot/unit and vice versa free of cost in city ordinary, sub-urban and District Ordinary services only. These Apprentice ID Cards shall be issued by the concerned Unit Officers duly collecting Rs.10/- from each apprentice.
18. The apprentices shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry out all lawful orders of the employer and superiors in the establishment. In case of any misbehavior candidates will be discontinued with immediate effect from apprenticeship training.
19. The apprentice trainees are allowed normal weekly offs and 12 CLs per annum. If the apprentice trainees do not attend for more than the above mentioned weekly offs and CLs, then the stipend have to be paid on pro-rata. The Apprentice trainees have to take prior written approval from the Unit Officer to avail CL, failing which the same may be treated as absent.
20. An apprentice shall be entitle to such leave as may be prescribed and to such holidays as are observed in the establishment in which he/she is undergoing apprentice training.
21. It shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of apprenticeship training in the establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer.
22. Provisions of any law with respect of Labour shall not be applicable.

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