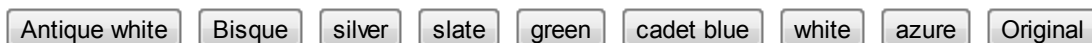


To Change the colour of the Background Click on the Button Below.



MASTER CIRCULAR

Master Circular No. 8

Apprentices Act, 1961-Training of Apprentices in "Railway Establishments."

[Apprentices Act, 1961-Training of Apprentices in "Railway Establishments"](#)

[Apprentices Act, 1961-Training of Apprentices in "Railway Establishments"](#)

[MC 8/2002](#)

Various instructions relating to Apprentices Act 1961 and training of Apprentices have been issued since the issue of Master Circular on Apprentices Act 1961, circulated vide Board's letter No. [E\(MPP\)90/6/5 dated 31.10.90](#). It has now been decided that these instructions may be compiled at one place and a revised Master Circular may be made available for the benefit of all.

1. General

The Apprentices Act, 1961 was enacted by the Government on 12.12.61, to regulate and control the training of apprentices in certain designated trades, with the object of getting adequate manpower trained in Industrial Skills for the developing industries in the country. The provisions of the Act were implemented on the Railways in August 1963. The obligation under the Act on the part of Railways is to provide training only and not to absorb the trained apprentices.

(Ref. Board's letter No. [E\(Trg.\)61TR1/42 dated 29.8.63](#))

2. Extent of application of the Act.

2.1 The provisions of the Act apply on the Railways to the workshops of the Civil, Mechanical and S&T Engineering Departments, Production Units, Diesel and Electric Loco Sheds, Carriage and Wagon Depot and Electrification Projects.

2.2 No engagement should be undertaken in the units where large number of surplus already exist e.g. Printing Presses, Mechanical workshops and Signal Workshops, etc.

2.3 Wherever the number of apprentices to be engaged is too small and training facilities are insufficient, efforts may be made to suitably adjust the seats allocated in other major establishments.

[Ref. Board's letters No. [E\(Trg.\)75\(33\)/15 dated 16.10.75](#) and [E\(Trg.\)80/\(33\)/6 dated 12.9.1981](#), [E\(MPP\)97/6/7 dated 2.4.98](#)].

3. Number to be engaged for training

3.1 Ministry of Labour have been repeatedly bringing to the notice of the Board that the number of apprentices being trained in Railway Establishments is significantly lower than the seats allocated by the Regional Directors of Apprenticeship Training. It was brought to the notice of the Ministry of Labour that Railways are undergoing changes in technology, resulting in significantly reduced activities in certain trades even though significant number of artisans in these trades may still be on roll. It was also brought to the notice of Ministry of Labour that the existing training facilities on the Railways also have the responsibility of re-training the surplus staff and this causes limitation to Railways' capability of training stipulated number of Apprentices under the Apprenticeship Act. It was decided to have joint surveys conducted by the respective Regional Directors of Apprenticeship Training with the incharges of Railway Establishments.

([E\(MPP\)90/6/7 dated 29.11.95](#))

3.2 Following are the salient features to be borne in mind regarding joint surveys:-

3.2.1 Railway should ensure that only those designated trades are included in the survey, which have a potential for future recruitment/absorption. (This is important in the light of Hon'ble Supreme Court's judgement in the case of UP State Road Transport Corporation Vs. UP Berozgar Samiti.)

3.2.2 The survey should be based on the skilled strength only and should not include unskilled workers/supervisors.

3.2.3 In the Division, unit of activity for engagement of apprentices should be Diesel Sheds, Electrical Loco Sheds, C&W Depots, etc. where there is a large concentration of staff i.e.500 and more.

3.2.4 The total number of surplus staff available in a particular unit may also be kept in mind while fixing the quota. (Training of surplus staff through conversion courses may restrict the Unit's training capacity of Act Apprentices.)

3.2.5 Joint Survey Reports and figures relating to quota fixing should be jointly signed by functionary not lower than Dy.CME or equivalent on the Railways and Dy.Director or equivalent from the side of the RDATs.

(Board's letters No. [E\(MPP\)90/6/7 dt. 29.11.95](#)

& No. [E\(MPP\)97/6/7 dt. 2.4.98](#)

No.[E\(MPP\)90/6/7/Pt. dt.15.5.97](#))

3.3 Pursuant to the last Joint Survey held between Ministry of Labour and Railway officials, following number of Trade Apprentices are to be engaged :

Railway	Seat Allotted
CR	375
ER	894
NR	458
NER	158
NFR	59
SR	518
SCR	244
SER	505
WR	393
CLW	615
DCW	63
DLW	120
ICF	320
RCF	160
WAP	25
Total	4907

([E\(MPP\)97/6/7 dated 14.5.98](#))

Corrigendum vide Railway Board's letter No. [E\(MPP\)2001/6/7 dated 11.12.2002](#) (RBE 220/2002)

3.4 In addition to 4907 Trade Apprentices, 956 training seats for providing practical training facilities to Engineer Graduate and Diploma Holders for 2001-2002 to 2003-2004 have been decided by the Ministry of Railways.

[Board's letter No. [E\(MPP\)2000/6/2 dt. 18.5.2001](#)(RBE 98/2001)]

3.5 In reference to Para 3.1 above, the Ministry of Railways have decided that, no fresh joint surveys should be undertaken in railways till instructions are issued by Board. Apprentices are to be engaged as per the quota fixed above and the same number is to be maintained at any given point of time.

(Board's letter No. [E\(MPP\)97/6/7/Vol. II dt. 15.2.2000](#))

4. Types of Act Apprentices engaged on the Railways

There are three categories of apprentices.

- i. Trade apprentices-either fresh candidates or ITI qualified candidates;
- ii. Technician apprentices (Diploma Holders); and
- iii. Graduate Engineer apprentices.

5. Engagement of Act Apprentices will be from the following sources:

- i. Nearest Employment Exchanges;
- ii. SC/ST organizations;
- iii. ITIs wherever existing; and
- iv. Wards of Railway employees.

(Railway Board's letter No. [E\(Trg.\)75\(33\)/15 dated 23.7.75](#)
No. [E\(MPP\)86/6/6/Pt. dated 30.10.1989](#))

6. Schedules of engagement

Engagement of Act Apprentices should be done twice in a year. i.e. February/March and September/October to enable them to appear in All India Trade Test to be held in April/October respectively.

(Ref: Board's letter No. [E\(MPP\)90/6/7/Pt. dt.15.5.97](#))

7. Reservations while engaging Act Apprentices

Reservation of training places in every designated trade in favour of SC/STs should be made as per the provisions of the Apprenticeship Rules, 62. However, Ministry of Labour has decided that reservation is not applicable as far as OBCs are concerned.

(Board's letter No. [E\(MPP\)95/6/8 dated 14.6.95](#))

8. Age for engagement of Act Apprentices for training on Railways

- i. ITI candidates should have completed 15 years of age and should not have completed 22 years of age.
- ii. Non ITI candidates should have completed 15 years of age and should not have completed 20 years of age.
- iii. The upper age limit is relaxable by 5 years in the cases of SCs/STs.

(Ref: Board's letter No. [E\(Trg.\)82\(33\)/7 dated 12.7.82](#))

9. Physical Fitness

Selected candidates will have to conform to the standards of physical fitness, as prescribed for appointment to the relevant trades on the Railways.

10. Basic Training and Related Instructions

10.1 The training consists of basic training followed by shop floor or practical training including a course of related instructions appropriate to the trade, throughout the period of training. Annexure-I to this letter contains the information relating to the designated trades under the Apprentices Act, 1961 available on the Railways for training and the period of training, in addition to the minimum educational qualification prescribed for recruitment.

The Basic Training Centre should be developed as per NCVT norms. If the BTC has not been set-up as per the norms, Establishments can engage ITI pass out candidates only. In this case if non-ITI persons are to be engaged as apprentices, the prior permission of the concerned Regional Director is required to be taken.

Related Instructions is part of the Apprenticeship Training Course and it is to be imparted to the trade apprentices by the Establishment as per the syllabus of the trade. In case the Establishment is not able to organise Related Instructions classes for its apprentices the concerned RDAT will make arrangement for it.

(Refer Board's letter No. [E\(MPP\)90/6/7/Pt. dt. 15.5.97](#))

10.2 In the case of Graduate Engineers and diploma holders the period of training is one year.

(Ref: Para 5(4) of [Apprenticeship Rules, 62](#) as amended from time to time)

10.3 For ITI passed candidates, the duration of training will be regulated according to the duration of training already undergone in the designated trades in the ITI.

10.4 The rebate allowed in period of training as given at [Annexure-I](#).

10.5 The training should be provided as per the syllabus/syllabi prescribed by the Director General of Employment and Training.

11. Hours of Work

Weekly hours of work of trainee apprentices are as follows:

- i. Total number of hours per week should be 42 to 48 hours per week (including the time spent on imparting related instructions);
- ii. Trade apprentices undergoing basic training will work for 42 hours per week including time spent on imparting related instructions;
- iii. During the second year of apprenticeship, the trade apprentices will work for 42 to 45 hours per week including the time spent on imparting related instructions;
- iv. During the third and subsequent years the trade apprentices will work for the same number of hours per week as the workers in the trade in the establishment in which they are undergoing training;
- v. Graduate Engineers and Technician Apprentices will work according to the normal hours of work of the department to which they are attached for training.

Note: No trade apprentice should be engaged on training between 10.00 P.M. to 6 A.M. except with the prior approval of the Apprenticeship Adviser who will give approval after satisfying himself that it is necessary in Public interest to do so.

(Reference Rule 8 of [Apprenticeship Rules, 62](#)
and Rule 12 of [Apprenticeship Rules, 1991](#))
([E\(Trg.\)61/TR1/42 dated 29.08.63](#))

12. Leave and holidays

Trade apprentices will be eligible for leave in accordance with the rules applicable to the workers in the establishment to which they are attached for training. Leave may be granted by the employer subject to the following:-

12.1 An apprentice on training in an establishment which works for five days a week (with a total of 45 hours per week) should put in a minimum attendance of 200 days in a year out of which 33 days should be devoted to imparting related instructions and 167 days devoted to practical training;

12.2 An apprentice on training in an establishment who works for 5 ½ days or 6 days a week should put in a minimum attendance of 240 days in a year out of which 40 days should be devoted to related instructions and 200 days devoted to practical training;

12.3 If an apprentice who for any reason is not able to undergo training for the period specified in clauses above shall be given opportunity to make up for the shortfall in the following year and shall be eligible to take the test conducted by the National Council.

12.3.1 The apprentice should have completed the training with a minimum attendance of 600 days or 800 days, respectively depending on the period of training being 3 years or 4 years, if attached to an establishment working for 5 days a week;

12.3.2 An apprentice should have completed the training with the minimum attendance of 720 days or 960 days, respectively depending upon the period of training being 3 years or 4 years, if attached to establishment working for 5 ½ days or 6 days a week.

Holidays will be admissible to the apprentice as observed in the establishment(s) in which they are undergoing training.

An apprentice not undergoing training for the periods specified above may be given opportunity to make up the shortfall in the following year;

(Reference Rule 13 of the [Apprenticeship Rules, 1991](#))

13. Conduct and Discipline

13.1 While being engaged as apprentice trainee, the apprentices will be governed by the Railway Servants Conduct Rules and Railway services (D&A) Rules in force.

13.2 With reference to payment of stipend to the Act Apprentices during the period of suspension the same may be dealt with in accordance to para 11(7) and 11(8) of [Apprenticeship Rules, 1991](#) as reproduced below:-

11(7): Where the work and conduct of the apprentice is not satisfactory, the employer shall report the matter to the Apprenticeship Adviser and with his consent, may stop the continuance of payment of stipend to the apprentices.

Provided that the stipend of an apprentice shall not be stopped without intimating him the ground thereof and giving him an opportunity of representing against the action proposed.

11(8): On report being made by the employer under sub-rule(7), the Apprenticeship Adviser shall give his decision thereon within thirty days of the receipt of the report and where the Apprenticeship Adviser does not communicate to the employer refusal or consent to the stopping of the payment of stipend within the period of thirty days, it shall be deemed that he has consented to the stopping of the stipend.

(Board's letter No. [E\(MPP\)91/6/11 dated 16.2.96](#))

14. Agreement

The entire training programme under the Apprentice Act, 61 is governed by the provisions of the Apprenticeship Contract between the employer and the apprentice. The Apprenticeship Contract or agreement should be signed by the railway and the apprentice and the railway should ensure that this is sent to the Apprenticeship Adviser for registration within three months of the date on which it was signed.

(Board's letter No. [E\(MPP\)95/6/13 dated 21.8.95](#))

15. Test and grant of Certificate

Every trade apprentice on completion of the training will, on passing a test conducted by the National Council of Vocational Training to determine his proficiency in the designated trade, be granted a certificate of proficiency by the National Council.

16. Extension of Apprenticeship

Where an apprentice is unable to complete the full period of apprenticeship training or to take the final test owing to reasons beyond his control or having completed the training fails in the final test, the Railway administration may extend the period of training until the next test. For the extended period of training, stipend will be payable at the rate which was being paid before grant of such extension.

(Rule 7(2)(b)(I) of the [Apprenticeship Rule 1991](#))

17. Stipend

17.1 The stipend payable to the Trade Apprentices w.e.f. 9.4.2001 is as under:-

- 1st year of Training Rs.820/- per month
- 2nd year of Training Rs.940/- per month
- 3rd year of Training Rs.1090/- per month
- 4th year of Training Rs.1230/- per month

[Board's letter No. [E\(MPP\)2000/6/5 dated 12.6.2001](#)(RBE 112/2001)]

17.2 The stipend payable to the Engg. Graduate/Diploma holders w.e.f. 18th May, 2001 is as under:

- a. Diploma Holders Rs.1400/- per month
- b. Sandwich Course for student from Diploma Institution Rs.1140/- per month
- c. Graduate Engg. Rs.1980/- per month
- d. Sandwich Course for students from Degree institutions Rs.1400/- per month

[Board's letter No. [E\(MPP\)/200/6/5 dated 11.7.2001](#)(RBE 134/2001)]

17.3 The payment of stipend to the Act Apprentices should be made only after the Apprenticeship Contract is signed by both the Apprentice and the Railway Administration and the same is sent for registration and acknowledgement taken from RDAT. This aspect must be ensured by the associate finance also before releasing the stipend. However, care should be taken that Apprentices should not be denied payment of stipend due to the fault of Railways. This will be viewed seriously by Board.

[Board's letter No. [E\(MPP\)2001/6/8 dated 28.9.2001](#) (RBE 196/2001)]

17.4 Stipend paid to the Graduate Engineers and Technician apprentices (Diploma Holders) as also to the sandwich course trainees will be equally shared by the training authority (Employer) and the Ministry of Human Resources Development.

(Ref: Board's letter No. [E\(Trg.\)75/33/13 dated 3.8.75](#) and No. [E\(MPP\)93/6/2 dated 26.7.95](#))

17.5 No deduction should be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend is, however, not payable for the period for which an apprentice remains on extra ordinary leave. The continuance of payment of stipend will be subject to the work and conduct being satisfactory. Where the work and conduct are not satisfactory, the employer should report the matter to the Apprenticeship Adviser, who will advise regarding the continuance or otherwise of the payment.

(Ref: Rule 11(4), 11(b) & 11(7) [Apprenticeship Rules, 91](#))

18. Termination of Contract

Whereas the contract of apprenticeship is terminated through failure on the part of any employer in carrying out the terms and conditions thereof, such employer shall be liable to pay the apprentice compensation an amount equivalent to his three months last drawn stipend; and when the said termination is due to failure on the part of an apprentice in the above manner then, a training cost of an amount equivalent to his three months last drawn stipend shall be made recoverable from such apprentice or from his guardian in case he is minor.

(Ref: Rule 8 of [Apprenticeship Rule, 1991](#).)

19. Absorption of Course Completed Act Apprentices

19.1 In terms of para 10 of Schedule V of the [Apprenticeship Rules 1991](#) notified on 15.7.92 by the Ministry of Labour, it shall not be obligatory on the part of the employer to offer any employment to the apprentice on completion of period of his apprenticeship training in his establishment nor shall it be obligatory on the part of the apprentice to accept an employment under the employer.

19.2 In pursuant to the Hon'ble Supreme Court judgement dated 12.1.95 in the case of UP State Road Transport Corporation and others Vs. U.P. Parivahan Nigam Shikshuk Berozgar Sangh & others, the following instructions have been issued:

19.2.1 For recruitment to the posts of:-

- Skilled Artisans
- Group 'C' posts for which Engineering Degree and Engineering Diploma are the qualification,
- Diesel Electric Assistants,
- Group 'D' posts

other things being equal between two candidates the candidate who is course completed Act Apprentice trained in Railway Establishment will be given preference over the candidate who is not such an apprentice. However, there would be no change in the procedure of the recruitment and the selection for recruitment will be in accordance with the merits of the eligible candidates.

[Board's letter No. [E\(NG\)II/96/RR-1/34 dated 26.8.96](#) (RBE 72/1996), [13.7.99](#) (RBE 172/1999) and [6.4.2000](#) (RBE 61/2000) & [E\(NG\)II/99/RR-1/11 dated 24.8.2000](#) (RBE 154/2000)]

19.2.2 For recruitment to the posts of Skilled Artisans, the upper age limit for the course completed Act Apprentices will be 35 years if he had commenced his apprenticeship

under the Apprenticeship Act before attaining the age of 25 years.

(Board's letter No. [E\(NG\)II/87/RC-2/25 dated 24.6.88](#))

19.2.3 For recruitment to the posts of Diesel Electric Assistants and in Group 'D' categories the upper age limit will be relaxed for course completed Act Apprentices, to the extent of the period of apprenticeship.

[Board's letter No. [E\(NG\)II/87/RC-2/25 dated 30.3.1990](#) (RBE 62/1990) and No. [E\(NG\)II/99/RR-1/11 dated 24.8.2000](#) (RBE 154/2000)]

19.2.4 The concerned training centres should maintain a list of course completed Act Apprentices trained yearwise. The persons trained earlier would be treated as senior to persons trained later.

(Board's letter No. [E\(MPP\)96/6/14 dated 3/12/96](#))

20. Other Provisions

20.1 Apprentices are entitled to free medical treatment for personal injury caused by accident arising out and in the course of training;

(Ref: Board's letter No. [E\(Trg.\)I/67/TR-1/15 dated 8.2.68](#))

20.2 No caution money is required to be deposited by the apprentices

(Ref: Board's letter No. [E\(Trg.\)72/33/18 dated 3.7.73](#))

20.3 For purposes of providing training, no new facilities are to be set up. The existing facilities have to be fully utilized.

20.4 Where the Railway provides theoretical related instructions to the trade apprentices as a part of training, a sum of Rs.30/- per month per apprentice w.e.f. 23.12.93 will be reimbursed by the Ministry of Labour, Government of India towards the cost of imparting such instructions.

(Ref: Board's letter No. [E\(MPP\)96/6/3 dated 20.3.96](#))

20.5 Every apprentice undergoing training in a designated trade in an establishment is a trainee and not a worker. The provisions of any law with respect to labour will not apply to them except where an apprentice is undergoing training in an establishment which is governed by the provisions of the Factories Act, 1948, the relevant provisions of the said Act in relation to the Apprentice's health, safety and welfare will apply, as if he is a worker within the meaning of the Act.

(Ref: Paras 3814 and 3818 of the Indian Railway Estt. Manual)

20.6 Every employer should maintain a register of attendance for the apprentices undergoing apprenticeship training in his establishment. Action, if any, taken for irregular and unauthorised absence should be recorded in the said register at the end of each month.

(Ref: Rule 14(8) of [Apprentice Rules, 1991](#))

20.7 Additionally, record(s) in respect of progress of training of each apprentice receiving training should be maintained and returns submitted to the concerned authorities quarterly.

(Ref: Rule 14(10) of [Apprentice Rules, 1991](#))

20.8 Efforts should be made to get more personnel for training from backward areas subject to the ceiling indicated in Board's letter No. [E\(Trg.\)84\(33\)/8 dated 5.5.84](#).

20.9 No graduate engineer or Diploma Holder who had received training or job experience for one year or more after taking the Degree/Diploma will be eligible for training under the Apprentice Act, 1961.

(Ref. Rule 2 of [Apprenticeship Rules, 1991](#))

20.10 The directives issued by the Apprenticeship Adviser or on his behalf in the conformity with the Apprentices Act, 1961 and or the rules made there under, should be complied with, save in exceptional circumstances which should be reported to the Board immediately for being taken up with the Ministry of Labour.

21. While referring to this circular, the original letters and other references mentioned herein should be read for a proper appreciation. This circular is only a consolidation of the existing instructions and should not be treated as a substitution to the original circulars. In case of doubt, the original circulars should be relied upon as authority.
22. The instructions contained in the original circulars referred to above have only prospective effect from the date of issue of the respective instruction unless specifically indicated otherwise. For dealing with old cases, the instruction in force at the relevant time should be referred to; and
23. If there is a circular on the subject which has not been superseded, but has been inadvertently omitted to find a mention in this consolidated circular, the said circular, should be treated as valid and operative. Information in this regard should be sent to Board.
24. Railway Board's letters on the basis of which the consolidated circular has been prepared are listed below:-

- i. No. [E\(Trg.\)61TR1/42 dated 29.8.63](#)
- ii. No. [E\(Trg.\)75\(33\)/15 dated 16.10.75](#)
- iii. No. [E\(Trg.\)80\(33\)/6 dated 12.9.81](#)
- iv. No. [E\(Trg.\)73\(33\)/15 dated 23.7.75](#)
- v. No. [E\(Trg.\)82\(33\)/7 dated 12.7.82](#)
- vi. No. [E\(Trg.\)I-67/TR-1/15 dated 8.2.68](#)
- vii. No. [E\(Trg.\)72\(33\)/18 dated 3.7.73](#)
- viii. No. [E\(Trg.\)84\(33\)/9 dated 5.5.84](#)
- ix. No. [E\(Trg.\)75\(33\)/13 dated 3.8.75](#)
- x. No. [E\(NG\)II/87/RC-2/25 dated 24.6.88](#)
- xi. No. [E\(MPP\)95/6/8 dated 14.6.95](#)
- xii. No. [E\(MPP\)93/6/2 dated 26.7.95](#)
- xiii. No. [E\(MPP\)95/6/13 dated 21.8.95](#)
- xiv. No. [E\(MPP\)90/6/7 dated 29.11.95](#)
- xv. No. [E\(MPP\)91/6/11 dated 16.2.96](#)
- xvi. No. [E\(MPP\)96/6/3 dated 20.3.96](#)
- xvii. No. [E\(NG\)II/96/RR-1/13 dated 29.3.96](#) (RBE 32/1996)
- xviii. No. [E\(NG\)II/96/RR-1/34 dated 26.8.96](#)
- xix. No. [E\(NG\)II/96/RR-1/34 dated 16.9.96](#)(RBE 88/1996)
- xx. No. [E\(MPP\)96/6/14 dated 3.12.96](#)
- xxi. No. [E\(MPP\)90/6/7/Pt. dated 15.5.97](#)
- xxii. No. [E\(MPP\)97/6/7 dated 2.4.98](#)
- xxiii. No. [E\(MPP\)97/6/7 dated 18.5.98](#)
- xxiv. No. [E\(NG\)II/99/SB/20 dated 19.8.99](#) (RBE 198/1999)
- xxv. No. [E\(MPP\)97/6/7//Vol.II dated 15.2.2000](#)
- xxvi. No. [E\(NG\)II/96/RR-1/34 dated 6.4.2000](#) (RBE 61/2000)
- xxvii. No. [E\(MPP\)2001/6/2 dated 18.5.2001](#) (RBE 98/2001)
- xxviii. No. [E\(MPP\)2000/6/5 dated 12.6.2001](#)(RBE 112/2001)
- xxix. No. [E\(MPP\)2000/6/5 dated 11.7.2001](#) (RBE 134/2001)

Annexure '1'

S.NO	Designated Trades	Period of Training	Rebate allowed in Apprenticeship Training to ITI candidates	Minimum Essential/ Desirable Qualification
Group No.1	Machine Shop Trades Group			
1	Fitter	3 yrs	2 yr	Passed 10th class Examination under 10+2 system of education or its equivalent
2	Turner	3 yrs	2 yrs	Passed 10th class Examination

				under 10+2 system of education or its equivalent
3	Machinist	3 yrs	2 yrs	Passed 10th class Examination under 10+2 system of education or its equivalent
4	Machinist (Grinder)	3 yrs	2 yrs	Passed 10th class Examination under 10+2 system of education or its equivalent
Group No.2	Foundry Trades Group			
5	Pattern Maker	3yrs.	2yrs.	Passed 8th Class Exam. Under 10+2 system of Education or its equivalent.
6	Foundryman	3yrs.	1year	Passed 10th class Examination under 10+2 system of education or its equivalent
Group No.3	Metal Working Trades Group			
7	Sheet Metal Worker	3yrs.	1year	Passed 10th class Examination under 10+2 system of education or its equivalent
8	Welder (Gas Electric)	2yrs.	1year	Passed 10th class Examination under 10+2 system of education or its equivalent
Group No.4	Electrical Trades Group			
9	Electrician	3yrs.	2yrs.	Passed 10th class Examination under 10+2 system with Science as one of the subject or its equivalent.
10	Lineman	3yrs.	1year	Passed 8th Class Exam. Under 10+2 system of Education or its equivalent.
11	Wireman	3yrs.	2yrs.	8th Class pass from a recognized school or its equivalent.
Group No.5	Building And Furniture Trades Group			
12	Carpenter	3yrs.	1year	Passed 10th Class examination under the 10+2 system of education with Science (Physics and Chemistry) as one of the subject or its equivalent.
13	Plumber	3yrs.	1year	Passed 8th class examination under 10+2 system of education or its equivalent.
14	Mason (Building Constructor)	2year	1year	Passed 8th class examination under 10+2 system of education or its equivalent.
Group No.6	Maintenance Trades Group:			
15	Mechanic Machine Tool Maintenance	3 yrs.	2yrs.	Passed 10th class examination under 10+2 system of education with Science and Maths as Subject or its equivalent.
Group No.7	Precision Machining Trades Group:			
16	Tool and Die-Maker (Die and Moulds)	4yrs.	3yrs.	Passed 10th class examination under 10+2 system of education with Science and Maths as Subject or its equivalent.
Group No.8	Instrument Trades Group			

17	Instrument Mechanic	3yrs.	2yrs.	Passed 10th class examination under 10+2 system of education with Science as of the Subject or its equivalent.
Group No.9 Refrigeration and Air-Conditioning Trades Group				
18	Refrigeration and air-conditioning Mechanic	3yrs.	2yrs.	Passed 10th class examination with Science (Physics and Chemistry) and Mathematics under the 10+2 system.
Group No.10 Heat Engines Trades Group				
19	Mechanic (Motor Vehicle)	3yrs.	2yrs.	Passed 10th class examination or its equivalent
20	Mechanic (Diesel)	3yrs.	1year	Passed 10th class examination or its equivalent.
Group No.11 Draughtsman and Survey Trades Group				
21	Draughtsman(Civil)	3years	2yrs.	Passed in 10th Class Examination under 10+2 System with Science and Mathematics as subjects.
22	Draughtsman (Mechanic)	3yrs.	2yrs.	Passed in 10th Class Examination under 10+2 System with Science and Mathematics as subjects.
23	Surveyor	3yrs.	2yrs.	Passed in 10th Class Examination under 10+2 System with Science and Mathematics as subjects.
Group No.12 Construction Trade Group				
24	Fitter Structural	3yrs.	1year	Passed in 10th Class Examination under 10+2 System with Science and Mathematics as subjects
Group No.13 Power Plant Trade Group				
25	Boiler Attendant	3yrs.	6 months	Passed in 10th Class Examination under 10+2 System with Science and Mathematics as subjects
Group No.14 Binding Group				
26	Book Binder	2yrs.	1year	Passed 8th class examination or under 10+2 system of education or its equivalent.

Supplementary Circular No.3 vide Railway Board's letter No. [E\(MPP\)2003/6/14, dated 9.12.2003](#) (RBE. 213/2003)

S.C.No.9/2005 vide Railway Board's letter No. [E\(MPP\)2003/6/15/Vol.II dated 30.5.2005](#) (RBE 92/2005).

Revised [Master Circular 8](#) Issued vide letter No. [E\(MPP\)2001/6/7 dated 22.07.2002](#) (RBE 119/2002).

Supplementary Circular No. 1 - Annexure I revised - [E\(MPP\)90/6/5 dated 27.2/3.1992](#)