

ECGC Ltd.

(A Government of India Enterprise)

ENGAGEMENT OF APPRENTICES UNDER THE APPRENTICES ACT, 1961

12th February, 2025

ECGC Ltd, a Government of India Enterprise, set up in 1957 with the objective of promoting exports from the country by providing Credit Risk Insurance and related services for exports, proposes to engage Apprentices at its various offices located pan-India.

Applications are invited from eligible candidates for engagement as Apprentices under The Apprentices Act, 1961 read in conjunction with Apprenticeship Rules, 1992 (amended from time to time)

I. DETAILS OF TRAINING SEATS

Sr. No	Location of training seat	Region	Location	Number of seats
1	Varanasi Branch	Eastern Region	Varanasi, Uttar Pradesh	1
2	Nariman Point Branch	Western Region	Mumbai, Maharashtra	2
3	Bandra Branch	Western Region	Mumbai, Maharashtra	2
4	Rajkot Branch	Western Region	Rajkot, Gujarat	1
5	Ahmedabad Branch	Western Region	Ahmedabad, Gujarat	1
6	Nagpur Branch	Western Region	Nagpur, Maharashtra	1
7	Panipat Branch	Northern Region	Panipat, Haryana	1
8	New Delhi Branch	Northern Region	New Delhi	2
9	Jaipur Branch	Northern Region	Jaipur, Rajasthan	1
10	Jodhpur Branch	Northern Region	Jodhpur, Rajasthan	1

Sr. No	Location of training seat	Region	Location	Number of seats
11	Kanpur Branch	Northern Region	Kanpur, Uttar Pradesh	1
12	Ludhiana Branch	Northern Region	Ludhiana, Punjab	1
13	Madurai Branch	Southern Region	Madurai, Tamil Nadu	1
14	Guntur Branch	Southern Region	Guntur, Andhra Pradesh	1
15	Kollam Branch	Southern Region	Kollam, Kerala	1
16	Karur Branch	Southern Region	Karur, Tamil Nadu	1
17	Mangalore Branch	Southern Region	Mangalore, Karnataka	1
18	Salem Branch	Southern Region	Salem, Tamil Nadu	1
TOTAL				21

Note: The number and location of the training seats mentioned above is provisional and may vary as per the requirements of the Company.

II. APPLICABILITY OF RESERVATION GUIDELINES

Reservation for SC/ST/OBC/EWS and PwBD be applicable as per the Government of India guidelines issued from time to time and as per the Apprenticeship Rules, 1992.

III. ELIGIBILITY CONDITIONS

1. Nationality / Citizenship: A candidate must be a Citizen of India
2. Age (12-02-2025) Minimum: 21 years, Maximum – 28 years
i.e., A candidate must have been born not earlier than 13-02-2004 and not later than 12-02-1997 (both the dates inclusive) Maximum age indicated is for unreserved and EWS candidates. Relaxation in upper age limit is applicable as per Government of India guidelines for SC/ST/OBC/PWD candidates.
3. The Candidate should NOT have undergone Apprenticeship either in the Company

or in any other organisation earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961 as amended.

4. Candidates who had training or job experience for a period of one year or more after the attainment of the educational qualifications, shall NOT be eligible for being engaged as Apprentices.
5. Minimum Educational Qualification (as on 12-02-2025):
 - i. A Degree (Graduation) in any discipline from a University recognized by the Government of India or any equivalent qualification recognized as such by the Central Government.
 - ii. Basic English Knowledge and Basic Computer Knowledge, Knowledge of MS Word/Excel/ Power point is necessary for apprenticeship.
 - iii. Preference may be given to candidates from Commerce/Business Administration/ Marketing background.

IV. REGISTRATION PROCESS

- 1 Candidates will be required to register on Apprenticeship portal: www.nats.education.gov.in before applying for apprenticeship in the Company.
- 2 Once registered on the NATS apprenticeship portal, as applicable, the candidates need to login to the NATS portal using their user id/email id and password to apply for the apprenticeship opportunity with “ECGC Limited” as the establishment name.
- 3 Before applying, the candidates must ensure that all their profile details (educational qualification, category, personal credentials, age, percentage, CGPA etc.) are correct. Only those candidates with fully complete profile on the apprenticeship portal are eligible to apply.
- 4 After applying on the respective NATS portal, the candidate must fill the form and submit scanned copy of the following documents mentioned at Point No. 6 (A) to Point 6 (G) / proof through Google Forms, by 19-02-2025 at the following link <https://forms.gle/RqqVanV8j7HJK9Wz8>
- 5 Subsequently, the provisionally short-listed candidate shall be required to produce the documents supporting their candidature in original at the time of

commencement of their engagement as apprentices.

- 6 The following documents duly attested by the candidate are required to be produced:
- A. SSC / Matriculation Mark Sheet/ 10th Standard Marksheet
 - B. 12th Standard Marksheet
 - C. Degree certificate with mark sheet
 - D. Proof of Date of Birth
 - E. SC/ST/OBC/EWS Certificate, if applicable.
 - F. Certificate of Physical Disability, if applicable.
 - G. Aadhaar Card
 - H. Clear passport size photo
 - I. Character certificate in prescribed format
 - J. Medical/fitness certificate from a government hospital
 - K. Aadhaar seeded bank account details including:
 - 1 Bank Account Number
 - 2 Bank Name
 - 3 Branch Name
 - 4 IFSC Code
 - 5 PAN Number

V. SELECTION PROCESS

1. The merit list of those candidates who have applied will be prepared in descending order on the basis of marks/percentage obtained in 10th standard(matriculation) and 12th Standard (Senior Secondary level) and graduation, with equal weightage being assigned to each.
2. In case more than one candidate has the same percentage, such candidates will be ranked according to their age where the older candidate will be ranked higher.
3. The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate on the day he / she applies and indicate the percentage of marks/CGPA obtained in class 10, class 12 and graduation while applying for apprenticeship. CGPA should be suitably converted to percentage form at the time of applying for

the training seat.

4. Where CGPA is awarded, the same should be suitably converted into percentage and indicated in online application and the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the Board regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
5. Merit list will be prepared based only on the information submitted by the candidate during online application. In case of any discrepancy observed at the time of Document Verification, the application will be disqualified.
6. Final selection will be subject to the verification of the eligibility for the training seat and information furnished in the online application.
7. The overall weightage assigned to marks obtained in the 10th/12th/graduation will be 70%.
8. Preference will be given to candidates having the following qualification in the manner specified as under. The weightage assigned to this parameter will be 10%. The score is not cumulative in nature. In case a candidate has two of the preferential qualifications then the one which carries a higher score will be considered.

Sr No.	Preferred Qualification	Score (out of 10)
1.	B. Com/ BBA/ BBM Post graduate in Science and Arts, such as M.A. / M.Sc. equivalent.	5
2.	B. Com/ BBA/ BBM/B.Sc./ BA or equivalent qualification with a Marketing specialization; Post graduate qualification such as MBA/PGDM, M. Com	8
3.	An Associate member of Institute of Chartered Accounts of India (CA)/Institute of Cost & Works Accounts of India	10

Sr No.	Preferred Qualification	Score (out of 10)
	An Associate member of Institute of Company Secretaries of India (ACS) Post graduate in Economics/International Trade/Mathematics/ Statistics from a University recognized by Government of India LLB; LLM	10

VI. ONLINE INTERVIEW

The Company may conduct Online interview in respect of Candidates who have been shortlisted as per criteria above. The weightage of interview shall be 20%. The Company may at its discretion forgo the requirement of conducting interviews. In case the Company does not conduct interview then the overall weightage assigned to marks obtained in the 10th/12th/graduation will be 80% and weightage assigned to preferential qualification stated above will be 20%.

VII. FINAL SELECTION

Final selection will be on the basis of the overall combined score obtained on the basis of marks obtained in 10th standard/12th standard/ graduation, preferential qualifications and interview.

Final selection is subject to the candidate fulfilling the eligibility criteria and verification of original documents by the Company.

VIII. ISSUE OF COMPLETION CERTIFICATE

A “certificate of proficiency” will be granted by the Board of Apprenticeship Training on behalf of the Central Government on successful completion of apprenticeship training by the apprentice on the basis of satisfactory quarterly assessment of each apprentice with regard to their progress on the NATS portal. After an apprentice successfully completes apprenticeship training, he/she shall be entitled to download

Certificate of Proficiency online from the NATS portal.

IX. CONTRACT OF APPRENTICESHIP

The selected apprentice will have to enter into a contract of apprenticeship with the Company as per the provisions of The Apprentices Act, 1961 on the NATS portal.

X. STIPEND

1. The apprentices are eligible for stipend of Rs.10,000/- per month for the engagement period of one year.
2. The apprentices are not eligible for any other allowances/ benefits.
3. The apprentice is required to have an Aadhaar seeded account where ECGC Ltd. will make a payment of Rs. 5,500/- into the on a monthly basis.
4. Government share of Stipend of Rs 4,500/- will be directly credited to the apprentices Bank account through DBT mode as per extant guidelines.
5. Payment of monthly stipend will be subject to regular attendance of the apprentice for on-the-job training.
6. No boarding/ lodging/ travel expenses are admissible.

XI. MEDICAL EXAMINATION:

Engagement of selected apprentices is subject to his/her being declared medically fit as per the requirement of the Company.

XII. GENERAL INFORMATION:

1. The Candidate should NOT have undergone Apprenticeship either in the Company or in any other organisation earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961 as amended.
2. Candidates who had training or job experience for a period of one year or more after the attainment of the educational qualifications, shall NOT be eligible for being engaged as Apprentices.
3. The Company shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period. After completion of Apprenticeship period, candidates will be relieved from the respective roles.

4. The decision of the Company will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of applications, mode of selection, cancellation of the selection process either in part or full etc. No correspondence will be entertained in this regard.
5. Filling up of the seats is solely at the discretion of the Company based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability / insufficient number of candidates.
6. Candidature is subject to fulfilment of eligibility criteria and production of valid documentation.
7. Only those candidates who meet the eligibility criteria as stated above may apply for the apprenticeship role. The Company shall invite apprentices on the basis of the information furnished by the candidates and shall determine their eligibility only at the time of document verification.
8. Final selection as apprentice is subject to verification of age/qualification/ category (SC/ST/OBC/EWS/PWD), etc. of the candidates with reference to documents they have submitted.
9. The Company does not assume any responsibility for the candidates not being able to submit their applications within the last date.
10. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be considered for selection.
11. Caste certificate issued by Competent Authority as per format prescribed by the Government of India will have to be submitted by the SC/ST/OBC/EWS/PWD candidates, at the time of engagement, if called for.
12. A declaration will have to be submitted in the prescribed format by candidates seeking reservation under OBC category stating that he/ she does not belong to the creamy layer as on last date of application window. OBC certificate containing the 'Non-creamy layer' clause, issued during the period to the date of engagement as apprentice, if found suitable for, will have to be submitted at the time of engagement.

13. Benefit of reservation under EWS category can be availed upon production of an 'Income and Asset Certificate' issued by a Competent Authority on the format prescribed by Government of India.
14. PWD candidates should produce disability certificate, on prescribed format issued by a competent authority as per the Government of India Guidelines.
15. Candidates are advised to keep their e-mail ID/mobile furnished in their applications active for receiving advices, viz. call letters/advices etc.
16. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Company and such engagement will also be subject to all relevant rules/policies/guidelines of the Company.
17. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.
18. Engagement of selected apprentices is subject to his/her being declared medically fit as per the requirement of the Company.
19. All candidates should produce Aadhaar Card before engagement, i.e. before contract signing for apprenticeship training.

XIII. DISCLAIMER

1. It is further proposed that the disclaimer may be conveyed to potential candidates in the advertisement as under:
2. In case it is detected at any stage of engagement of apprentice that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), indulges in unfair practice in the process, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her training is liable to be terminated.
3. Decisions of the Company in all matters regarding eligibility, interview (if any) and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.

4. Canvassing or bringing any influence in any form in the matter of selection will be a disqualification.
5. Upon completion of the apprenticeship period, the company shall have no obligation to offer employment to such apprentices nor can an apprentice claim right for employment on the grounds of completion of apprenticeship.
