



भारत सरकार/Government of India
विद्युत मंत्रालय/Ministry of Power
केन्द्रीय विद्युत प्राधिकरण/Central Electricity Authority
मानव संसाधन विकास प्रभाग/ Human Resource Development Division

No.11/1/2025-26/HRD/480-81

Dated: 27.05.2026

Subject: Standard Operating Procedure (SOP) of CEA for Engagement and Joining of Apprentices in Central Electricity Authority (CEA) Ministry of Power, Government of India under the Apprentices Act, 1961-reg.

The Standard Operating Procedure (SOP) of CEA for Engagement and Joining of Apprentices in Central Electricity Authority (CEA) Ministry of Power, Government of India under the Apprentices Act, 1961 have been duly prepared, reviewed, and approved for official use (copy enclosed).

2. The enclosed SOP document lays down prescribed procedures, roles, and responsibilities for key activities to ensure uniformity, efficiency, and compliance in line with the Apprentices Act, 1961 and amendments thereof. All concerned officers and staff are advised to take note of the same, ensure strict adherence, and follow the procedures in all official matters.

This issues with the approval of competent authority.

Encl. as above:

Anil Gautam
27.05.26
(Anil Gautam)

Deputy Director (HRD)

Copy to:

1. PSO to Chairperson, CEA.
2. PPS to PCE-I, CEA.

STANDARD OPERATING PROCEDURE (SOP) of CEA for Engagement and Joining of Apprentices in Central Electricity Authority (CEA) Ministry of Power, Government of India under the Apprentices Act, 1961

Eligibility Criteria:

- (i) Only Indian Nationals are eligible to apply.
 - (ii) Candidates must hold a Bachelor Degree/ Graduate or Diploma in Engineering in Electrical/Electronic/Mechanical stream/branch recognized by AICTE/UGC/State Govt./GOI. The Graduation/ Diploma has to be completed within the previous two financial years. Only candidates registered and approved on the National Apprenticeship Training Scheme (NATS) web portal and by the Board of Apprenticeship Training (BOAT) Northern Region (NR) will be considered for selection.
 - (iii) Candidates who have already undergone or are currently undergoing apprenticeship under the Apprentices (Amendment) Act 1973 are not eligible to apply. Similarly, candidates who have been engaged previously as an apprentice or are undergoing apprenticeship training elsewhere, and have an apprenticeship contract with any other organization under the Apprentices Act 1961 on the NATS Portal, are not eligible.
 - (iv) Candidates who have undergone Apprenticeship Training after acquiring a Diploma qualification may be considered eligible for further Apprenticeship Training only upon completion of Graduation.
2. The minimum rate of stipend payable to apprentices per month shall be as per the qualifications stipulated in the curriculum under the Apprentices Act, 1961 and amendments thereon.
3. The Apprentice Trainees shall make their own arrangements for boarding and lodging during the period of Apprenticeship Training, as no such facilities are proposed to be provided by CEA.

3. Step-wise Procedure

A. K. Goutam
27.05.20

- 1) The Candidate having degree of B.Tech/Diploma registers themselves on NATS (National Apprenticeship Training Scheme) 2.0 Portal or Candidate apply against available apprenticeship advertisement on the NATS (National Apprenticeship Training Scheme) 2.0 Portal.
- 2) The Shortlisting of Candidate has to be done based on eligibility. Final List of Shortlisted candidates shall be issued after approval of competent authority.
- 3) The selected candidates shall report to the Headquarters of the Central Electricity Authority (CEA) along with the requisite documents for completion of joining formalities, without entitlement to any TA/DA.
- 4) Documents required: Aadhaar Card, PAN Card, Graduation Degree, Character Certificate, Medical Certificate, Bank Account Details.
- 5) After approval the Apprenticeship contract of selected candidates is generated on NATS 2.0 Portal.
- 6) After each month the Apprentice Trainees submit their Monthly Progress Report to HRD Division. Based on the report received the file is processed for approval of competent authority for payment of Monthly stipend to the Apprentice Trainee.
- 7) After approval the payment of Monthly stipend is done from CEA to the Bank Account of Apprentice Trainees.
- 8) The Record of Performance (ROP) of Apprentice Trainee is created on NATS 2.0 portal. Accordingly, based on the ROP payment is processed by NATS 2.0 through Direct Benefit Transfer (DBT).

Anil Goutam
27.08.26