

## **COMPREHENSIVE TRAINING SCHEME (CTS)**

Whereas Transformers and Electricals Kerala Limited has a factory at Angamaly, Ernakulam;

And whereas the Company is manufacturing Power Transformers, Current Transformers, Voltage Transformers, Bushings, Tap Changing Gear etc. at its factory at Angamaly.

And whereas a large number of skilled, and semi-skilled workers are engaged in factory, for manufacturing and other operations;

And whereas the manufacturing process is of complex nature and the workers require expertise and aptitude for carrying out their work, apart from the required qualifications

And whereas there is shortage of trained and experienced persons who are capable of carrying out skilled and semiskilled work;

And whereas the Certified Standing Orders applicable to the workmen of the factory do provide a category known as Trainees;

It is therefore felt necessary that a scheme be evolved for giving progressive in depth training to ITI/ITC holders who have undergone the Advanced Training Scheme-2 so as to enable them to get training by enabling comprehensive learning of the respective work in depth. Accordingly, this Scheme has been evolved and is effective from 15.07.2019;

The terms and conditions of the scheme are as follows:

### **I. NAME**

This Scheme is called the "**Comprehensive Training Scheme**"(CTS)

### **II. OBJECTIVE**

To contribute towards creating excellent work force to the industrial society by imparting comprehensive training to young eligible qualified persons in all aspects of production and other activities in the factory with a view to equip them to achieve industrial exposure from a Company like TELK which will help them to excel in their career ahead and to cater to the need of trained candidate in the recruitment process of future employment opportunities.

### **III. ELIGIBILITY CRITERIA**

Comprehensive Training Scheme (CTS) will be exclusively for those who have successfully completed the Advanced Training Scheme-2 in TELK.

#### **IV. DEFINITIONS**

- a) "Company" means "Transformers and Electricals Kerala Limited" with its registered office at Angamaly.
- b) "Management" means the Company's Managing Director and includes Officers authorized by the Managing Director from time to time, for the purpose of this scheme.
- c) "Trainee" means a person who is a learner and is eligible to be engaged as a Trainee under this scheme.
- d) "Stipend" means the payment made to a trainee by whatever name it may be called to meet out-of-pocket expenses such as travelling expenses, food expenses etc., and it is specifically understood that stipend shall not be construed as wages/salary for any purpose.
- e) "Factory" means the factory owned and operated by Transformers and Electricals Kerala Limited at Angamaly, Ernakulam.

#### **V. ENGAGEMENTAS TRAINEES**

Candidates who have been selected and engagedas stated above shall become Trainees of the factory only when he/she reports for Training in the appropriate section of the factory as instructed by the Company.

#### **VI. PERIOD OF CTS**

Duration of the Comprehensive Training Scheme (CTS)is 7 ½ months.

#### **VII. STIPEND**

Rs.12,500/- p.m. (All inclusive) Trainees will not be eligible / entitled for any other emoluments or remunerations other than the stipend specifically stated above.

#### **VIII. ATTENDANCE BASED PAYMENT:**

- Special attendance basedpayment of Rs.4,500/- p.m. to those who have 100% attendance in a calendar month.
- Attendance based payment of Rs.2,500/- p.m. to those who have 22 or more day's attendance but not having 100% attendance in a calendar month.

#### **IX. Special Third Shift Pay: Rs.100/- per shift**

#### **X. OTHER BENEFITS**

No Trainee shall be eligible for any benefit other than stipend. However, it is specifically laid down that in case for any reason any Trainee is given any benefit like Canteen facility during the working hours at discounted rates made applicable from time to time by Company Management to all other than permanent employees, ESI coverage, night bus service facility etc. as in the case of regular workmen of the factory, the same shall not confer any right on the Trainee to claim the status of a workman or to claim employment in the factory as a workman of the factory.

**XI. APPRAISAL/ PERIODIC EVALUATION OF TRAINING**

Every person undergoing Training shall be subjected to periodic evaluation with respect to Aptitude, Job knowledge, attendance, behavior and other similar considerations on completion of training of each stage.

**XII. OTHER TERMS AND CONDITIONS OF TRAINING SCHEME**

- a) Trainees who are learners will be provided with on the Job Training
- b) Trainees will be imparted class room training also.
- c) Trainees will be eligible only for the weekly holidays and company declared holidays; absence on other days will be treated as unauthorized absence resulting in loss of pay.

**XIII. DISCIPLINE & TERMINATION OF TRAINING**

- a) Trainees will be bound to maintain discipline and good conduct during the period of training.
- b) If the trainees are absent for more than 8 consecutive days in a month, their continued engagement will be decided at the absolute discretion of the Company.
- c) Commission of any act of indiscipline, breach of peace and participation in any unlawful activities will be dealt seriously and the training will be terminated immediately.
- d) Company reserves the right to terminate the training by giving 24 hour notice, if the Trainees are found to be inflexible and refuses to obey the lawful directions/instructions of the officers of the company who imparts training.
- e) Company also reserved the right to terminate the training by giving 24 hour notice for reasons not to be disclosed to the trainee.
- f) There is no right for the trainees to get appointment in the Company on successful completion of training.
- g) On completion of the period of CTS, the training will stand terminated without any notice.

**XIV. ISSUE OF CERTIFICATE**

Separate certificate will be issued to the trainees on successful completion of training

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