

ECGC Ltd.
(A Government of India Enterprise)

ENGAGEMENT OF APPRENTICES UNDER THE APPRENTICES ACT, 1961

ECGC Ltd., a Government of India Enterprise was 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).

DATE: 19.09.2025

REQUIREMENT

S. No	Discipline	No. of Apprentices	Monthly Stipend	Duration of Training
1.	Graduate in any discipline	25	Rs.12,300/-	01 Year

DETAILS OF TRAINING SEATS

Sr. No	Location of training seat	Address	Number of training seats
1.	Bhubaneswar Branch	Plot No. -611, 3rd Floor, Saheed Nagar, Bhubaneswar – 751 007	1
2.	Raipur branch	3rd Floor, Udyog Bhawan Parisar, Ring Road No. 1, Telebandha, Raipur – 492 006	1
3.	Varanasi Branch	PCF Plaza, Commercial Complex, 3rd Floor, Unit No.1, Nadesar, Varanasi – 221 002	1
4.	Kanpur Branch	14/147, Sky Lark Complex, 3rd Floor, Chunniganj, Kanpur – 208 001	1
5.	Agra Branch	4/S-109/S-211 2ND FLOOR, CORPORATE PARK, BEHIND ASHOK COSMOS MALL SANJAY PLACE, AGRA-282 002 (U.P.)	1
6.	Noida Branch	1121, 11th Floor, World Trade Tower (WTT), C-1, Sector 16, Noida, UP – 201 301	1
7.	Moradabad Branch	Pundit Shankar Dutt Sharma Marg, Civil Lines, Moradabad – 244 001	1
8.	Jaipur Branch	2nd Floor, Anand Bhavan, Sansar Chandra Road, Jaipur- 302 001	1
9.	Jodhpur Branch	178, Narayanam, 2nd Floor, Upper Chopasani Road, Near Bombay Motor Circle, Jodhpur – 342 003	1
10.	Thane Branch	Kusumanjali, 1st Floor, Gokhale Road, Naupada, Thane (West), Maharashtra 400602.	1
11.	Nariman Point Branch	Dalamal House, 2nd Floor, J.B. Marg, Nariman Point, Mumbai – 400 021	1
12.	Bandra Branch	The Metropolitan, 7th Floor, Plot No. C-26/27, E Block, Bandra – Kurla Complex, Bandra (E), Mumbai – 400051	1

1 | Page

Sr. No	Location of training seat	Address	Number of training seats
13.	Nagpur Branch	Lotus Plaza, Ground Floor, Office/Shop No. C & D, Opp VCA Stadium, Civil Lines, Nagpur-440001	1
14.	Ahmedabad Branch	Nagindas Chambers, 1st Floor, Usmanpura, Ashram Road, Ahmedabad – 380 014	1
15.	Rajkot Branch	Nirmal – 2nd Floor, Ramkrishna Nagar Corner, Swami Vivekanand Marg, Opp. Municipal Commissioner's Bungalow, Rajkot – 360 001	1
16.	Vadodara Branch	504, Concord, 6th Floor, R.C. Dutt Road, Alkapuri, Vadodara – 390 007	1
17.	Surat Branch	503, 21st Century Biz. Centre, Next to World Trade Centre, Ring Road, Surat – 395 002	1
18.	Chennai Branch	Overseas Towers, 3rd Floor, L-756- Anna Salai, Chennai – 600002	1
19.	Chennai South Branch	15, First Floor, Sarayu park, 2nd Main Road, New Colony, Chrompet, Chennai - 600 044	1
20.	Coimbatore Branch	Cheran Plaza, 2nd Floor, 1090 Trichy Road, Coimbatore – 641 018	1
21.	Karur Branch	3rd Floor, KVR Complex, 80 Feet Road, Sengunthapuram, Karur – 639 002	1
22.	Madurai Branch	First Floor, 69 P.T. Rajan Salai, Chokkikulam, Opp. To Kendriya Vidyalaya, Madurai – 625002	1
23.	Salem Branch	Shanthi Plaza, 3rd Floor, 1/5, Brindavan Road, Opp.Ponnusamy Gounder Thirumana – Mandapam, Fair Lands, Salem, – 636 004	1
24.	Tirupur Branch	346/347 KRE Towers, 1st Floor, Kumaran Road, Tirupur, Tamil Nadu – 641601	1
25.	Tuticorin Branch	209/A-1, V E Road, (First Floor) Bank of Baroda Upstairs, Near Sugam Hotel, Tuticorin 628 003.	1
	Total		25

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

REQUISITE QUALIFICATION:

Candidates should have passed graduation in any discipline from a University / Institution recognized by AICTE / UGC.

The other conditions will be applicable as per the Apprentices Act, 1961 and Apprenticeship Rules and its amendment thereof.

AGE LIMIT:

Minimum Age-21 years, Maximum Age -28 years

RESERVATION:

Reservation for SC/ST/OBC/PwBD be applicable as per the Government of India guidelines issued from time to time. Further, 5% of the seats are reserved for fresher apprentices and skill certificate holder apprentices as per the Apprenticeship rules.

SELECTION PROCEDURE:

A selection committee formed by ECGC Ltd. ('Company') will short-list the candidates based on the online application data. Shortlisting process will be done based on the information submitted by the candidate during online application including marks obtained in the required qualification and location of the Candidate. In case of any discrepancy observed at the time of Document Verification, the application will be disqualified. Final selection will be subject to the verification of the eligibility for the training seat and information furnished in the online application.

PROCEDURE FOR REGISTRATION AND SUBMISSION OF APPLICATION

Candidates will be required to register on Apprenticeship portal www.nats.education.gov.in before applying for apprenticeship in the Company. 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.

I. For students who have already enrolled in the NATS 1.0 National Web Portal and having login details	II. For Fresh students to enroll in the NATS 2.0 National Web Portal
<u>Part A: For Enrollment</u> Step 1: a) Go to https://nats.education.gov.in/ b) Click Student c) Student Login d) Forgot Password e) Enter Registered Email ID to get activation link and reset password. Step 2: a) Student Login b) Enter Registered Email ID and password c) Complete Application form d) A Unique Enrollment Number (12 digits) for each student will be generated. <u>Part B: After completion of Enrollment</u> a) Student Login b) Under "Apply against advertised vacancies" "Search" "ECGC Ltd." c) Click Apply (You have successfully applied for the vacancy)	<u>Part B: For Enrollment</u> Step 2: a) Go to https://nats.education.gov.in/ b) Click Student c) Click Student Register Complete Step I process Step 2: a) Student Login b) Complete the Application form c) A Unique Enrollment Number (12 digits) for each student will be generated. <u>Part B: After completion of Enrollment</u> a) Student Login b) Under "Apply against advertised vacancies" "Search" "ECGC Ltd." c) Click Apply (You have successfully applied for the vacancy)

TRAVEL, BOARDING AND LODGING EXPENSES:

No TA / DA will be paid for attending certificate verification or thereafter.
No Boarding / Lodging expenses are admissible.

MEDICAL EXAMINATION:

Engagement of selected apprentices is subject to his/her being medically fit as per the requirements of the Apprentices Rules, 1992. The apprentices have to produce a 'medical fitness' certificate from a Govt. Civil Surgeon or District Medical Officer of equivalent status of a Govt. Hospital.

IMPORTANT DATES-

S. No	Activity	Date
1	Online Application Starting Date	19.09.2025
2	Last date for applying	05.10.2025
3	Physical appearance for verification of documents of shortlisted candidates at various offices of ECGC Ltd.	Call letter will be sent to Registered Email ID

The shortlisted candidates shall be informed of their selection through their registered mail id only.

GENERAL INFORMATION

1. Incomplete/ Erroneous Online Application received after Due Date will be Rejected. No further communication will be entertained in this regard.
2. It shall not be obligatory on part of ECGC Ltd. to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor can an apprentice claim right for employment on the grounds of completion of Apprenticeship. On completion of one year apprenticeship period, the contract shall come to an end and there shall be no regular appointment/absorption in the company.
3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice
4. The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the Company. The CDA rules of the Company will be applicable to the Apprentices.
5. The apprentice shall learn his subject field conscientiously and diligently and attend regularly.
6. Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer.
7. The contract of apprentice can be terminated without compensation payable by the apprentice on following grounds:
(a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)
8. Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period
9. An Apprentice shall work according to the normal hours of work of the Company to which they are attached for training.
10. Leaves for apprentices will be guided by the leave policy of the Company as per the Apprentices Act and Rules.
11. ECGC Ltd. has not entrusted / authorized any individual organization to coordinate / liaison our work. Candidates beware of touts and our office is not responsible for such unwanted incident.
12. Canvassing/ Pressuring through any source will disqualify the candidature and their name will be removed from our official records without prior intimation and this Board will not responsible for such cases.
13. For Queries related to Student Enrollment in Web Portal, Please contact through e-mail: natssupport@aicte-india.org
14. For any other Clarification, Candidates may contact ECGC Ltd. through E-mail and Phone: apprenticeship@ecgc.in
Phone No: 022-66590510, 022-66590596