

File No.: AP-17/2/2024-O/o DIR(AT)
(E65440)
Government of India
Ministry of Skill Development and Entrepreneurship
(Apprenticeship Training Division)

New Delhi, 11-12-2025

OFFICE MEMORANDUM

Subject: Contract duration (360 to 365 days)– Regarding

Please refer to 'Note' of even number dated 21-04-2025 (Copy enclosed).

- 2) The issue pertaining to apprenticeship portal restricting the duration of apprenticeship trades having one year duration of 360 days instead of 365 days has been resolved.
- 3) Accordingly, **effective 13-12-2025**, establishments will be able to issue contracts with 365 days. Further, training end date on the portal will be kept open to enable establishments issue a contract with a training duration of 365 days, if any error noticed. Appropriate validations for the same has been accommodated on the portal and will restrict user to key in dates that will result in more than 365 days.
- 4) **For all apprenticeship contracts with 360 days that were approved by advisers prior to 13-12-2025, the training duration will be changed to 365 days and the training end date accordingly extended by five more days. This will be taken-up through backend as a special case and is expected to get completed latest by 17-12-2025.** Both the establishment and apprentice will be then able to download apprenticeship contracts with modified training end date.
- 5) Related grievances for which tickets have been raised will be closed subsequently.
- 6) Apprenticeship advisers are hereby requested to circulate this 'note' amongst establishments and the apprentices and take feedback of the same to ensure not a single case of this issue goes unresolved.
- 7) The above will be applicable to both Designated Trades and Optional Trades.



(V.S. Arvind)
Director (AT)

To

1. All Regional Central Apprenticeship Advisers, RDSDEs
2. All State Apprenticeship Advisors
3. All State Skill Development Mission (SSDM)
4. All Joint Apprenticeship Advisors

} Requested to disseminate this information amongst all establishments under your jurisdiction

Copy to:

1. PS/PPS to AS(AT) – for kind information.
2. CEO, NSDC/ VP (AT), NSDC
3. GM (AT) / GM (IT), NSDC – Please instruct the concerned to (i) upload this note on the portal under 'marquee' and 'official update and notification section' (ii) send email notifications to establishments and apprentices, (iii) facilitate popup messages in establishment and apprentice login, and (iv) submit a compliance report as per Annex latest by 22nd Dec, 2025.
4. ASO, AT Division – To follow up with NSDC for compliances.
5. Guard file 2025.

C O M P L I A N C E R E P O R T

(Refer: Office memorandum - File No.: AP-17/2/2024-O/o DIR(AT) (E65440) dated 11-11-2025 of MSDE)

Subject: Contract duration 360 to 365 days-Regarding

The following have been complied with reference to OM mentioned above:

- a) Referred 'Note' uploaded on the portal on _____ and made available at Marquee, Notifications and official memorandum/ letter issued sections.
- b) Bulk email notifications for _____ establishments and _____ apprentices have been sent on _____.
- c) Message through popup window enabled.
- d) Effective _____, establishments are issuing contracts with 365 days. No related issue has been reported.
- e) **Through back-end:** For all apprenticeship contracts with 360 days that were approved by advisers prior to _____, the training duration have been changed to 365 days and the training end date accordingly extended by five more days. Review history enabled.
- f) Training duration have been modified from 360 days to 365 days for a total of _____ designated contracts and _____ optional trade contracts. This was completed on _____. Both the establishment and apprentice are able to download apprenticeship contracts with modified training end date.
- g) A total of _____ tickets that were raised before ____-11-2025 for resolve have been checked and closed.

2) Date of compliance report is _____

Signature
GM/ Manager
NSDC

To

The Director (AT)
MSDE