

## Guidelines for companies

1. Companies can submit “Requisition for Trainees” in the prescribed format (Part I and Part II) by email to [bitp.dbt@nic.in](mailto:bitp.dbt@nic.in). The following documents are required to be submitted alongwith requisition form:
  - a. Company Profile
  - b. Profile of Scientists
  - c. Annual/Financial Report of company
2. Companies can take a maximum of 15% apprentices of their total employee strength, as per apprenticeship norms.
3. The training will be for a period of six months.
4. DBT shall pay an amount of Rs. 10,000/- per month to each trainee for six months.
5. Companies are required to pay a minimum stipend of Rs. 9,000/- per month to each trainee for the period of training in addition to stipend paid by DBT, as per apprenticeship norms.
6. Companies have to submit details of the stipend paid in the prescribed format.
7. Company can claim reimbursement of stipend from NAPS @ Rs. 1,500/- per month per trainee. For more details refer: Reimbursement of the stipend: <https://www.youtube.com/watch?v=sI8tJTIFHo8>
8. Company needs to register on the “Apprenticeshipindia.org” portal. For more details refer: Establishment Profile creation: <https://www.youtube.com/watch?v=hh9SWIsRZCA&t=29s;>  
<https://www.youtube.com/watch?v=9yTwtCSZkmc>
9. A contract needs to be created between the company and Apprentice on “Apprenticeshipindia.org” portal within 15 days of joining of the trainee. For more details refer: Contract Creation: <https://www.youtube.com/watch?v=yIJSkLWLTxY>
10. DBT shall pay an amount of Rs. 23,350/- towards bench fee to company for each trainee for entire period of training after receipt of monthly feedback about training in prescribed format from company and trainee, completion of registration formalities on the apprenticeship portal, creation of contracts within 15 days of joining of trainee and payment of stipend to apprentices. The bench fee is provided to cover the expenses towards training. The payment shall be made on monthly basis.

11. Candidates are selected through a computer-based test. Profiles of selected candidates are sent to companies for acceptance. On receipt of acceptance, candidates are advised to report for training.
12. Companies can assess the performance of “Apprentices” and consider them for job placements in their company.
13. “Qualification Packs” in which the companies can provide Apprenticeship training are given below:
  - a. Bioprocess Engineer
  - b. Production/Manufacturing Biologist
  - c. Quality Assurance Chemist
  - d. Quality Control Biologist
  - e. Quality Control Chemist-Microbiology
  - f. Quality Control Chemist
  - g. Research Associate-Product Development/Synthesis/Medicinal Chemistry
  - h. Scientific Medical Writer
14. Apprentices will be required to undergo an online “Assessment” at the end of training conducted by Life Science Sector Skill Development Council (LSSSDC). Apprentices who qualify the “Assessment” will be awarded “Apprenticeship Certificate” under National Skill Qualification Framework (NSQF) by LSSSDC.
15. Educational Qualifications
  - a. B.E./B.Tech. Biotechnology
  - b. B.E./B.Tech. Bioinformatics
  - c. B.E./B.Tech. Computational Biology
  - d. M.Sc. Biotechnology
  - e. M.Sc. Agri-Biotechnology
  - f. M.Sc. Environmental Biotechnology
  - g. M.Sc. Food Biotechnology
  - h. M.Sc. Industrial Biotechnology
  - i. M.Sc. Marine Biotechnology
  - j. M.Sc. Animal Biotechnology
  - k. M.Sc. Medical Biotechnology
  - l. M.Sc. Molecular & Human Genetics
  - m. M.Sc. Molecular Biology & Biotechnology
  - n. M.Sc. Plant Biotechnology
  - o. M.Sc. Bioinformatics
  - p. M.Sc. Computational Biology
  - q. M.Tech. Pharmaceutical Biotechnology
  - r. M.Tech. Biotechnology & Biochemical Engineering
  - s. M.Tech. Biotechnology

- t. M.Tech. Food Biotechnology
- u. M.Tech. Industrial Biotechnology
- v. M.Tech. Medical Biotechnology
- w. M.Tech. Bio- Process Technology
- x. M.Tech. Bioinformatics
- y. M.Tech. Computational Biology
- z. M.V.Sc. Animal Biotechnology
- aa. MBA Biotechnology

**16. Main fields of training (indicative list)**

- a. R&D
- b. Production
- c. Quality Control/Assurance
- d. Marketing / Sales
- e. Management
- f. IPR
- g. Clinical trials/Contract Manufacturing
- h. Bioinformatics
- i. Bioethics
- j. Regulatory Affairs
- k. Toxicology & Animal Studies

**17. Area of Specialization (indicative list)**

- a. Agriculture Biotechnology
- b. Animal Tissue Culture
- c. Diagnostics
- d. Enzymology
- e. Environmental Biotechnology
- f. Fermentation/Biochemical Engineering
- g. Immunology
- h. Microbiology
- i. Molecular Biology/Genetic Engineering
- j. Molecular Bio-Physics
- k. Pharmaceuticals
- l. Plant Tissue Culture
- m. Bioinformatics
- n. Veterinary Sciences
- o. Virology
- p. IPR