



('A' Miniratna Category-1 Public Sector Enterprise)

REGIONAL HEADQUARTERS (NER), GUWAHATI AIRPORT, GUWAHATI-781015

**ADVT. NO. 01/2023/APPRENTICE/GRADUATE/DIPLOMA/ITI/NER**

**Notification for Engagement of Graduate/Diploma/Trade Apprentices (under Apprentices Act. 1961) for year 2023-24 in Airports Authority of India, North Eastern Region**

Airports Authority of India (AAI) (Schedule – 'A' Miniratna Category-1 Public Sector Enterprise) was constituted by an Act of Parliament and came into being on 1st April, 1995 by merging erstwhile National Airports Authority and International Airports Authority of India. The merger brought into existence a single organization entrusted with the responsibility of creating, upgrading, maintaining and managing Civil Aviation infrastructure both on the ground and Air Space in the Country.

Airports Authority of India, Regional Headquarter (North Eastern Region) is inviting the eligible candidates' applications **through NATS & NAPS Portal** who are domiciles of Assam, Tripura, Manipur, Meghalaya, Nagaland, Arunachal Pradesh & Mizoram for an Apprenticeship Training Program of one year in various Airports in North Eastern Region, viz. Guwahati, Dibrugarh, Jorhat, Lilabari, Silchar, Tezpur, Rupsi, Hollongi, Agartala, Imphal, Shillong, Dimapur, Tezu, Lengpui including Regional Headquarters for the year 2023-24. During the period of Apprenticeship Training, the candidates will be Governed by Apprentices Act.1961 (as amended in 1973 and till date) and commensurate policies/rules of the organization.

A. Details of posts and qualifications (No. of posts are tentative and can be reduced/increased):

Sl. No.	Field of Specialization/ Discipline	Graduate	Diploma	Trade	Duration of Training	Monthly Stipend	Locations/Airports of apprenticeship training at NER North-Eastern Region Airports
1	Civil Engg	07	08	0	1 Year	1. Graduate (Degree) Apprentices Rs.15000/- 2. Technical (Diploma) Apprentice Rs. 12000/- 3. Trade Apprentices (ITI) Rs.9000/-	Assam-(RHQ-NER, Guwahati,Dibrugarh Jorhat, Lilabari, Silchar, Tezpur, Rupsi) Arunachal Pradesh (Hollongi & Tezu) Tripura-(Agartala) Manipur-(Imphal) Nagaland-(Dimapur) Meghalaya-(Shillong) Mizoram-(Lengpui)
2	Electrical Engg	10	11	0	1 Year		
3	Electronic/IT/ Computer Science Engg	03	06	7	1 Year		
4	Mechanical Engg	02	01	0	1 Year		
5	Fitter (ITI)	0	0	2	1 Year		
6	Mechanic (Motor Vehicle)	0	0	5	1 Year		
7	Draughtsman (Civil)	0	0	4	1 Year		
8	Electrician	0	0	19	1 Year		
	<b>Total</b>	<b>22</b>	<b>26</b>	<b>37</b>			

**Last date of application: 15.01.2024** (please read the general instructions carefully before applying).

B. Educational Qualification:

1. Graduate/Diploma: Candidates should possess full time (regular) four years degree or three years (regular) diploma in Engineering in any of the above-mentioned streams, recognized by AICTE, GOI.
2. ITI Trade: candidates should possess ITI/NCVT certificate of the above-mentioned trades from institutions recognized by AICTE, GOI.

C. Conditions:

1. Apprentices shall have to undergo Apprenticeship training at notified Airports/Establishments. The allocated Airport/Station/unit will be final; no change in place of training will be entertained.
2. As per the provisions of the Apprentices Act, 1961 as amended from time to time, candidates who have already completed their apprenticeship or terminated their apprenticeship midway or are pursuing in other organizations or in AAI with the same qualification level, shall not be eligible for engagement as apprentice.
3. As per the Apprentices Act, 1961, candidates who had apprenticeship training/job experience for a period of 1 year or more after the attainment of essential qualifications, shall not be eligible for engagement as apprentice.

D. Eligibility Criteria:

1. Only Indian Nationals from the North Eastern Region(NER) are eligible.
2. Candidates who have completed their degree/diploma within the past 3(three) years from the date of application are only eligible to apply.
3. Age limit: Minimum age is 18 years and Maximum age is 26 years as on 31.12.2023. (Relaxation in upper age limit for categories like SC/ST/OBC/PWBD etc. as per Govt. of India guidelines is applicable)

E. Mode of Selection:

1. Provisional selection of the candidates would be based on percentage (%) of marks in the qualifying examination.
2. The candidature of the applicant would be provisional. The shortlisted candidates will be called for Interview/Document verification through their registered email IDs only.
3. The final selection will be based on Interview/verification of certificates and submission of Medical Fitness Certificate at the time of joining.
4. The selected candidates will be posted preferably at the given locations in North Eastern Region based on their registration location (in portal).

F. General Instructions:

1. **Last date of application is 15.01.2024.**
2. The interested candidates are required to apply through BOAT's/RDAT's web portal [www.nats.education.gov.in](http://www.nats.education.gov.in) (for graduate/diploma apprentices) and [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) (for ITI Trade) by finding establishment Airports Authority of India – RHO NER, Guwahati ( ID -EASKMC000039 (BOAT)/ E08201800006 (NAPS) and click on the apply button in the next page. After successful application, the message “Successfully applied for the training position. Based on availability, you will be communicated by the establishment” will appear. (Student manual is attached below for ready reference)

3. Candidates should register themselves with the concerned portal (NATS/NAPS) prior to applying for apprenticeship training in AAI without fail (Annexure I, II, III & IV). Applications received online through NATS/NAPS portal will only be considered. Correspondence/Communication in any other manner will not be entertained.
4. **No TA/DA will be provided.**
5. The number of candidates to be engaged is indicative and may undergo changes without any further notification.
6. During the period of apprenticeship, candidates will be governed by the Apprentices Act.1961 (as amended in 1973 and till date) and the policies/rules of the organization.
7. Reservation for SC/ST, OBC and EWS (as applicable) will be followed, however, in case of non-availability of candidates in reserved category it will be filled from other reserved categories/general categories.
8. Airports Authority of India has no obligation to give regular employment to Apprentices. They shall have no right to claim regular employment from AAI on the basis of this apprenticeship at any point of time. This training program shall not create any liability on AAI for providing any job to the Apprentice. AAI management does not take any responsibility for any sort of employment/placement.
9. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will entertained, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
10. AAI Management does not take any responsibility to reply to the candidate/organization for non-selection /non-issuance of call letter.
11. It shall be the sole responsibility of the candidates to get their profile verified from the respective regional Board.
12. Candidates applying for more than one discipline will not be considered and their application will be rejected.
13. No Application Fee is being charged.
14. The candidature of the applicant would be provisional, subject to verification of all certificates and submission of certificate of Medical Fitness (to be obtained only from a Government Medical officer/Medical Officer of a Government Undertaking) at the time of joining.
15. At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidate is liable to be cancelled.
16. For BOAT Portal [www.nats.education.gov.in](http://www.nats.education.gov.in) related queries please email or reach out to Eastern Region Students, Email: [studentquery@boatnr.org](mailto:studentquery@boatnr.org), [admin@boatnr.org](mailto:admin@boatnr.org), [info@boatnr.org](mailto:info@boatnr.org), Phone :(033) 2337-0750/51.
17. For NAPS portal, candidates may contact via e-mail [apprenticeship@nsdcindia.org](mailto:apprenticeship@nsdcindia.org) or log on to [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org).

# NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS) 2.0 PORTAL

**Portal Functionalities Walkthrough - Students  
Manual**



# **For Graduate & Diploma Engineering Student**

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## Overview

National Apprenticeship Training Scheme is one of the flagship programmes of Government of India for Skilling Indian Youth in Trade disciplines. The National Apprenticeship Training Scheme under the provisions of the Apprentices Act, 1961 amended in 1973; offers Graduate, Diploma students and Vocational certificate holders; a practical, hands-on On-the-Job-Training (OJT) based skilling opportunities with duration ranging from 6 months to 1 year.

## Modules & Functionality

Students play the critical role in NATS 2.0 Portal of posting apprenticeship advertisements aligned to their manpower requirements. The following modules pertain to the apprenticeship related activities a student is responsible for:

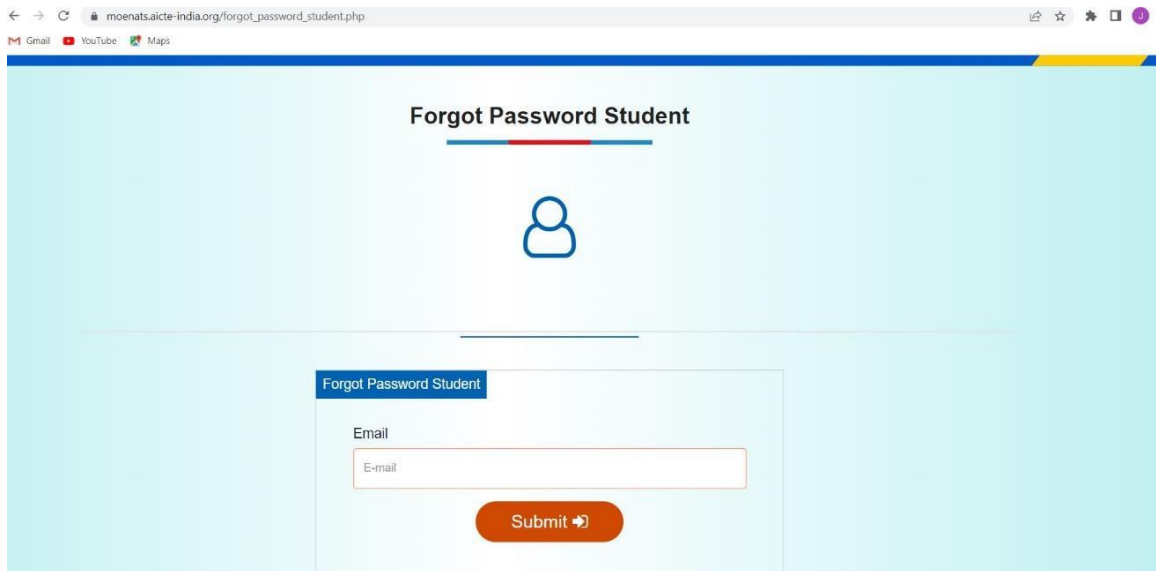
- Step 1:** Registration
- Step 2:** Profile filling
- Step 3:** Apply for apprenticeship available
- Step 4:** Application Management
- Step 5:** Contract creation
- Step 6:** Profile Lock
- Step 7:** Record of progress
- Step 8:** Download COP, after successful completion of apprenticeship program.
- Step 9:** Employment Opportunities

Below is each of these modules elaborated along with screenshots.

## Resetting password (upgraded portal)

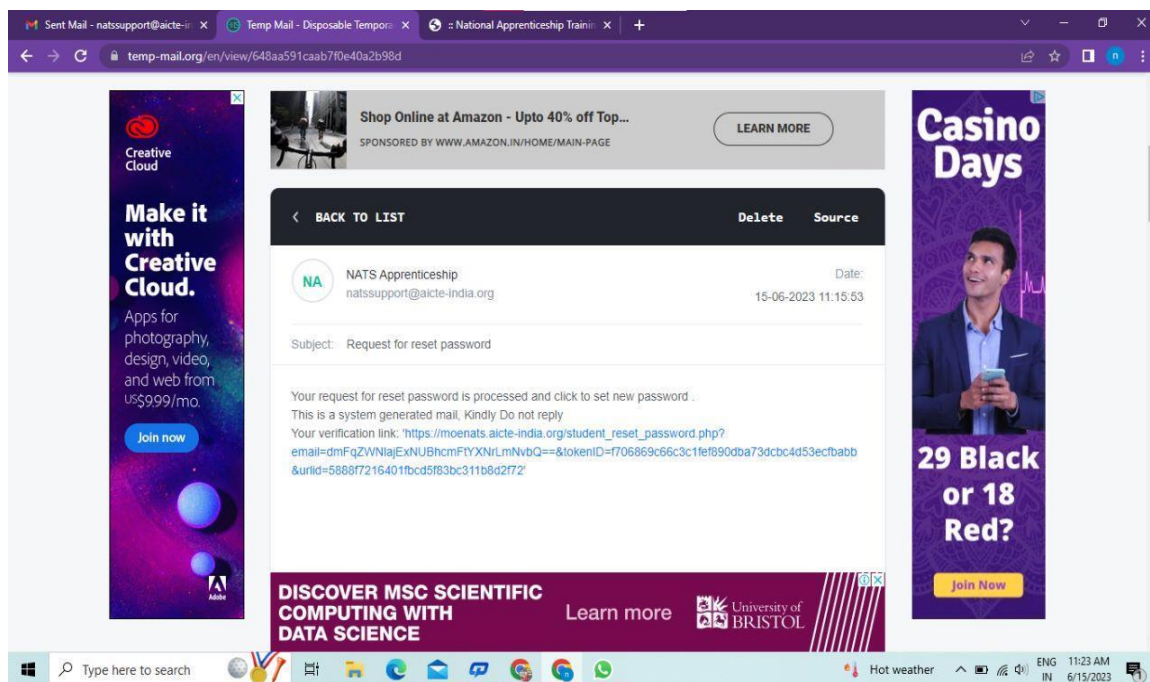
**Step 1:** Click on the below link,

[https://moenats.aicte-india.org/forgot\\_password\\_student.php](https://moenats.aicte-india.org/forgot_password_student.php)



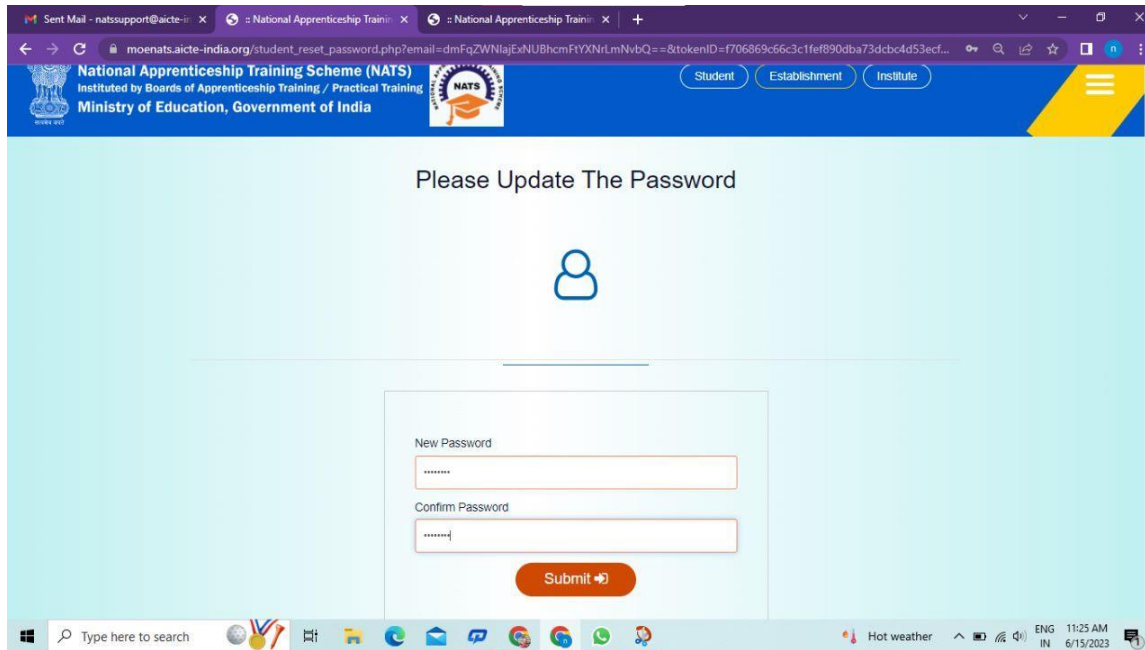
The screenshot shows a web browser window with the URL [https://moenats.aicte-india.org/forgot\\_password\\_student.php](https://moenats.aicte-india.org/forgot_password_student.php). The page has a light blue background and a white form box. At the top of the form, it says "Forgot Password Student" with a blue outline of a person icon above it. Inside the form, there is a label "Email" above a text input field containing "E-mail". Below the input field is a blue "Submit" button with a right-pointing arrow.

**Step 2:** Enter your email, a password reset email will be received to the email.



**Step 3:** Open the email and click on the link, and it will be redirected to the password reset page.

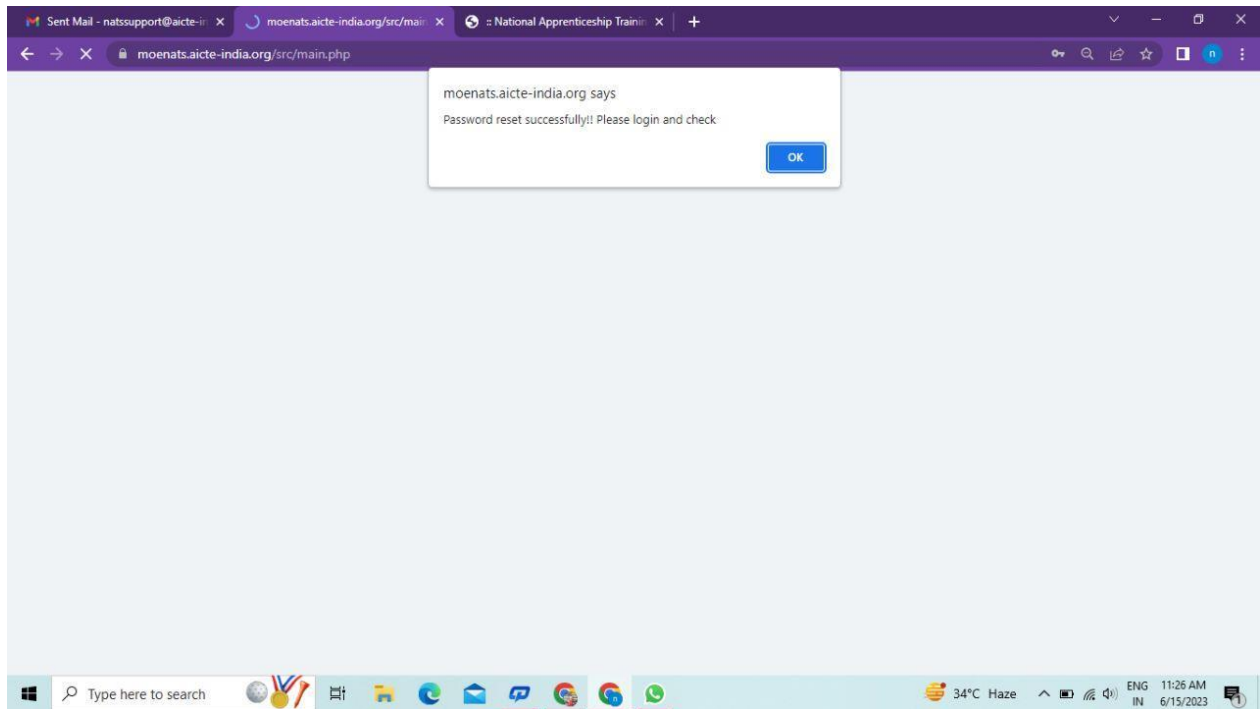
**Step 4:** From this page, you will be prompted to enter the password two times for confirmation.



The screenshot shows a web browser window displaying the NATS password reset page. The browser's address bar shows the URL: `moenats.aicte-india.org/student_reset_password.php?email=dmFgZWVlajExNU8hcmFYXNlMmVybQ==&tokenId=f706869c66c3c1fef890dba73dcb4d53ecf...`. The page header includes the NATS logo and the text "National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India". There are navigation buttons for "Student", "Establishment", and "Institute". The main heading is "Please Update The Password" with a user icon below it. The form contains two input fields: "New Password" and "Confirm Password", both with masked characters. A "Submit" button is located below the fields. The Windows taskbar at the bottom shows the search bar, task view, and system tray with the date and time "11:25 AM 6/15/2023".

**Step 5:** A success pop-up will appear on screen & the password is shared over your email in return.





**Step 6:** To Login Visit [https://moenats.aicte-india.org/student\\_login.php](https://moenats.aicte-india.org/student_login.php) , enter your login credentials to login as student.

## 1. Student Registration

Students are expected to register on the NATS 2.0 Portal with their preliminary details before they are enrolled in apprenticeship.

Student registration url: [https://moenats.aicte-india.org/student\\_register.php](https://moenats.aicte-india.org/student_register.php).

Following the above details, student is asked to fill the below details,

- Basic details – Name, Father/Mother's name, Aadhar no.
- Educational details – Course/Institute details
- Communication information- Address, Mobile no
- Training preference – Preferred field/location for apprenticeship
- Bank details

Below are the student registration form screenshots.

### *Registration form for Students*

The screenshot shows a web browser window with the URL [moenats.aicte-india.org/student\\_register.php](http://moenats.aicte-india.org/student_register.php). The page title is "Student Register".

**Text:** This Enrollment module of student facilitates to the Pass-Outs in Graduate in Engineering / Technology, Graduate in General Stream, Graduate in Vocational, Diploma in Engineering / Technology, Diploma in General Stream, Diploma in Vocational. The Students pursuing sandwich courses should contact their institution for enrollment.

**Form Fields:**

- Have you undertaken any previous training as part of the apprenticeship programme (except sandwich apprenticeship):
- Do you have any work experience of one year or more:
- Have you passed out through Regular / Part Time / Distance:
- Name \*:
- Date of Birth \*:
- Gender\*:
- Category \*:
- Aadhar Number(Pattern xxxx xxxx xxxx)\*:
- Upload Aadhar Card (only pdf size < 1MB) \*:  adhar.pdf

The Windows taskbar at the bottom shows the system tray with a temperature of 40°C, Haze, and the date 6/12/2023 at 4:34 PM.

### *Registration form for Students (cont.)*

National Apprenticeship Trainin... Temp Mail - Disposable Tempor... X +  
 moenats.aicte-india.org/student\_register.php

State to Which Institute Belongs \* DELHI  
 District to Which Institute Belongs \* NEW DELHI

Institute Name (If institute name not appearing in drop down , please contact natssupport@aicte-india.org)\*  
 ASHOK INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT 6568

Select Graduate in Engg./Tech in case of B.E./B.Tech/B.Pharma/B.Arch/B.HMCT/B.Lib/B.E.Aagri/B.E.Dairy/B.E.Biotech/B.Food/B.Fashion  
 Select Graduate in General Stream in case of General Bachelor  
 Degree/BCA/BFA/BBA/BBS/BEM/BD/BPA/BSW/BA/BCOM/BSC/BscAgri/BscDairy/BscBiotech/BscFood  
 Select Diploma in Engg./Tech in case Polytechnic – Engg/Pharma/Arch/HMCT/Lib/Agri/Food/Fashion/MoP/Secretarial/MLT

Education Type (Pass Out)\* DIPLOMA IN ENGINEERING / TECHNOLOGY  
 Course Name\* CEMENT TECHNOLOGY

Specialization \* CEMENT TECHNOLOGY  
 Student ID (Unique Registration/Roll Number)\* 98787876786623456787654323456543

Year of Passing \* 2022  
 Month of Passing \* JUNE

Percentage \* (For CGPA, convert into Percentage according to University formula)  
 99

Type here to search 40°C Haze 4:35 PM 6/12/2023

National Apprenticeship Trainin... Temp Mail - Disposable Tempor... X +  
 moenats.aicte-india.org/student\_register.php

Email (Will be used as a Username for LogIn Purpose)\* miheye1046@soremam.com  
 Mobile No (Will be used as a Username for LogIn Purpose)\* 8686868686

Password\* \*\*\*\*\*  
 Confirm Password\* \*\*\*\*\*

Show Password

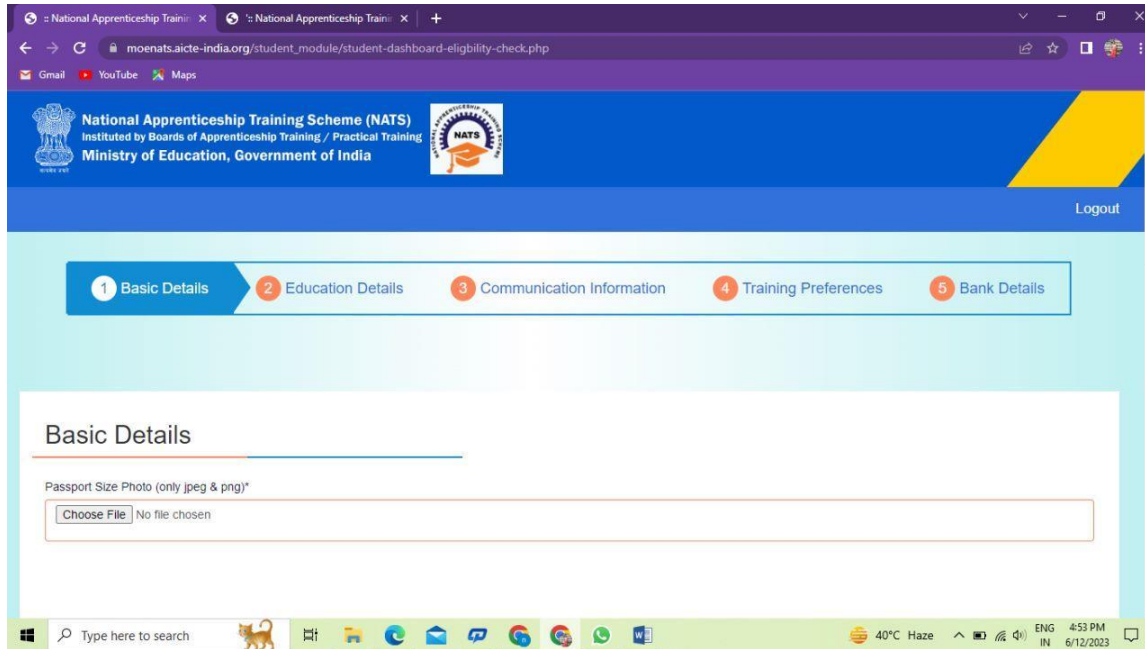
I'm not a robot reCAPTCHA Privacy - Terms

Student Register

Quick links Help & Reports Others  
 Type here to search 40°C Haze 4:37 PM 6/12/2023

## 2. Student Profile

Following are the basic details to be filled by student at time of registration:



The screenshot displays a web browser window with the URL [moenats.aicte-india.org/student\\_module/student-dashboard-eligibility-check.php](https://moenats.aicte-india.org/student_module/student-dashboard-eligibility-check.php). The page header includes the NATS logo and text: "National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India". A "Logout" link is visible in the top right corner. A navigation bar contains five steps: 1. Basic Details (highlighted), 2. Education Details, 3. Communication Information, 4. Training Preferences, and 5. Bank Details. The main content area is titled "Basic Details" and features a "Passport Size Photo (only jpeg & png)\*" label above a file upload button labeled "Choose File" with the text "No file chosen" next to it. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray information including "40°C Haze", "ENG IN", and the date "6/12/2023".

The first step basic details – show the details filled in the before filled registration form. The student shall continue to fill their profile.

The screenshot shows a web browser window with the URL [moenats.aicte-india.org/student\\_module/student-dashboard-eligibility-check.php](https://moenats.aicte-india.org/student_module/student-dashboard-eligibility-check.php). The page title is "Basic Details".

The form contains the following fields and values:

- Passport Size Photo (only jpeg & png):
- Name of Student:
- Date of Birth:
- Gender:
- Category:
- Mother's Name:
- Father's Name:
- Aadhaar Number:
- Aadhaar: [View Aadhaar](#)
- Minority:
- Person with Disability:
- Email:
- Mobile:

A "Save and continue" button is located at the bottom left of the form.

## STEP 2: Education details:

Students need to provide education details like course/college details . The forms would appear in the below format:



### STEP 3: Communication Information

In this address details/mobile details of the student is asked.

Permanent Address

Pin Code\* 110070 Post Office\* BANSOOD PUR BO

District\* NEW DELHI State/UT\* DELHI

Address\* VASANTH KUNJ NEAR AICTE

Present Address same as Permanent Address

Present Address

Pin Code\* 110070 Post Office\* BANSOOD PUR BO

District\* NEW DELHI State/UT\* DELHI

Address\* VASANTH KUNJ NEAR AICTE

Save and continue

### STEP 4: Training preferences

Further, the student needs to update the training preferences such as field and location of apprenticeship.



Browser tabs: National Apprenticeship Traini... x, National Apprenticeship Traini... x

Address bar: moenats.aicte-india.org/student\_module/training\_details.php

Navigation: Gmail, YouTube, Maps

Header: National Apprenticeship Training Scheme (NATS)  
Instituted by Boards of Apprenticeship Training / Practical Training  
Ministry of Education, Government of India

Logout

Progress: 1 Basic Details, 2 Education Details, 3 Communication Information, 4 Training Preferences, 5 Bank Details

### Training Preferences

#### Location Preference

Preferred State - 1 DEHJI	Preferred District - 1 NEW DELHI
Preferred State - 2 DEHJI	Preferred District - 2 EAST DELHI
Preferred State - 3 DEHJI	Preferred District - 3 NORTH DELHI

#### Field Preference

Preferred Field - 1 ENERGY	Preferred Field - 2 BEAUTY AND WELLNESS
Preferred Field - 3 COATINGS AND PAINT	

Save and continue

Monday, June 12, 2023  
40°C Haze  
5:02 PM  
6/12/2023

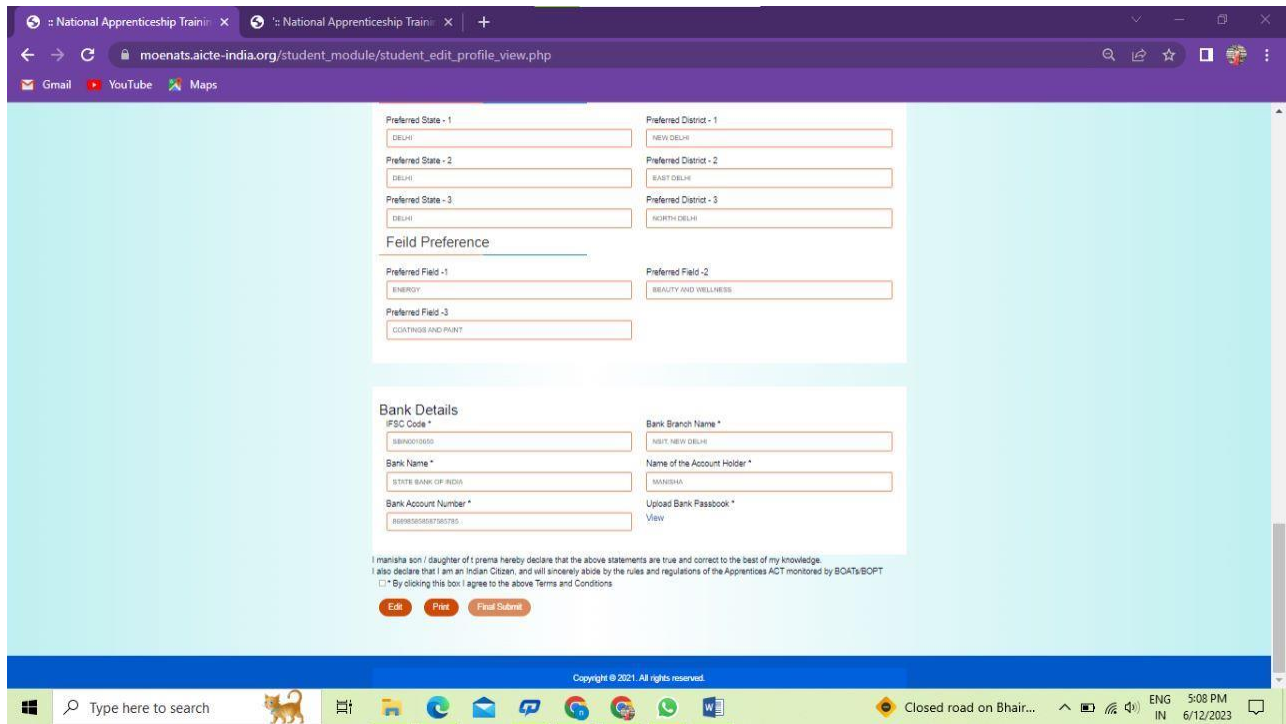
## STEP 5: Bank details

The students are asked to fill the bank account details, for stipend receiving.

The screenshot shows a web browser window with two tabs titled "National Apprenticeship Training". The address bar displays the URL "moenats.aicte-india.org/student\_module/student-dashboard-bank-info.php". The page header includes the NATS logo and text: "National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India". A navigation bar contains five steps: 1. Basic Details, 2. Education Details, 3. Communication Information, 4. Training Preferences, and 5. Bank Details (highlighted). A disclaimer states: "We assure you that your bank details will not be shared with anyone without your consent. NATS team will never ask for your Debit Card/Bank Account details on phone call or through any other medium. In case you receive any such request, you are encouraged to report the matter to us." Below this, a form titled "Please finish the bank accounts details in which you want to get stipend by establishment." contains the following fields: "IFSC Code \*" (value: SBIN0019632), "Bank Branch Name \*" (dropdown: NSBT, NEW DELHI), "Bank Name \*" (dropdown: STATE BANK OF INDIA), "Name of the Account Holder \*" (value: MANISHA), "Bank Account Number \*" (value: 30090565657587575), and "Upload Passbook (Only pdf) \*" (button: Choose File). A "Save and Preview" button is located at the bottom left of the form. The footer contains "Quick links" (MGE, NAPS portal of MGE, AICTE, National Career Service (NCS), Local Nodal Centre), "Help & Reports" (FAQs, Establishment Manual, Process Manual (English), Process Manual (Hindi), Quarterly Skill Assessment), "Others" (Apprentices act, RTI, Stipend, Disclaimer, Privacy), and logos for India.gov.in, Skill India, and AICTE. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with weather (40°C Haze) and date/time (6/12/2023, 5:04 PM).

## STEP 6: Profile view and final submit

Scroll down to the end of the page, cross-check the details and click on “SUBMIT” button.



### 3.Contract management by Student

#### Apprenticeship advertisement on student dashboard

Advertisements show on dashboard in listing way, they can apply to their suitable apprenticeship by viewing the details like,

1. Apprenticeship title, description, duration, location, skills required, qualification required to apply.
2. After applying, they can check for application status from the application management

*Student dashboard with apprenticeship advertisement*

#### Apply against Skills vacancies

Industry Name	Post Title	State	District	Vacancies	Date of Publication	Last Date to Apply	View	Action	Status
Vamsi tech	ECE	ANDHRA PRADESH	VISAKHAPATNAM	10	21-Jul-2022	28-Jul-2022	<a href="#">View</a>		

Student has to accept the contract request from establishment firstly, in order to send request to BOAT for final confirmation.

## Application Management

### Applied Apprenticeship

Location	State Name	Company Name	Apprenticeship Name	Date of Application	Status	Action
DEHRADUN	UTTARAKHAND	Akash	TITLE	25-Jul-2022	Akash Industry generating the contract for Apprenticeship Training whether you would to Accept or Reject	<a href="#">Accept</a> <a href="#">Reject</a>

On acceptance, Contract request sent to BOAT for approval

### Apply against Skills vacancies

Industry Name	Post Title	State	District	Vacancies	Date of Publication	Last Date to Apply	View	Action	Status
Akash	TITLE	UTTARAKHAND	DEHRADUN	13	23-Jul-2022	23-Jul-2022	<a href="#">View</a>	<a href="#">Applied</a>	Contract Sent For Approval of Boat

## 3.1 Contract Accepted and downloaded

### Contract management by student

After the establishment contract initiation, student has to accept the contract request from establishment firstly, in order to send request to BOAT for final confirmation.

Contract is download by student & engaged into apprenticeship program

## BOARD OF PRACTICAL TRAINING (EASTERN REGION)

(An Autonomous Body Under Ministry of Human Resource Development, Department of Higher Education, Government of India)



Block- EA, Sector- I , Salt Lake City, Opp to Labony Estate , Kolkata - 700064

Phone No: 033 - 23370750 / 23370751 Fax No: 033-2321 6814 Email: [info@boptr.gov.in](mailto:info@boptr.gov.in)

Website: <http://www.mhrdnats.gov.in/>



### APPRENTICESHIP CONTRACT REGISTRATION FORM

#### APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age	
<b>BITTU KUMAR</b>	<b>M</b>	<b>2003-01-16</b>	<b>19</b>	
Father / Mother Name	Enrollment Number	Caste	PWD	
<b>AJAY MANDAL</b>	<b>1171818025</b>	<b>OBC</b>	<b>N</b>	
Address for Communication	Mobile Number	Email Address	Age 19	
<b>Barhiya SO, WARD NO 17,BARHIYA,LAKHISARAI,LAKHISARAI UTTARAKHAND,811302</b>	<b>6206925676</b>	<b><a href="mailto:bittu16012003@gmail.com">bittu16012003@gmail.com</a></b>	<b>25</b>	
	Father / Mother Name	Enrollment Number	Caste	
	<b>AJAY MANDAL</b>	<b>1171818025</b>	<b>OBC</b>	
PWD				
<b>N</b>				

#### EDUCATIONAL QUALIFICATION

Name of the Institution / College /University	Univ. Regn. Number / DOTE / Month & Year of passing DTE Regn. Number / +2 Regn	Educational Qualification
<b>GOVT. POLYTECHNIC</b>	<b>1-512869913</b> <b>October, 2021</b>	<b>COMPUTER SCIENCE AND ENGINEERING - COMPUTER SCIENCE AND ENGINEERING</b>

#### TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month
<b>12-07-2022</b>	<b>Months</b>	<b>8000</b>
The apprentice would be undergoing training under section 22 (1)		

#### NAME AND ADDRESS OF THE EMPLOYER

Akash -	Doranda, Ranchi	RANCHI, JHARKHAND - 834002
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## 4. Student Profile LOCKED

1. Once a student contract is created, their profile is locked as they can't apply for any more apprenticeships.
2. If they need any change in profile they need to request BOAT for it.

So, if the student is selected through SEC 22(A), the student is taken as an employee into the same establishment after the apprenticeship program is finished.

If it's SEC 22(B), the student can apply to jobs available after the apprenticeship program ends.

Dashboard	Profile	Issues/Grievances	Application Management	Issues/Grievances	Event Management	Help	Logout
-----------	---------	-------------------	------------------------	-------------------	------------------	------	--------

Welcome, ECE STUDENT!

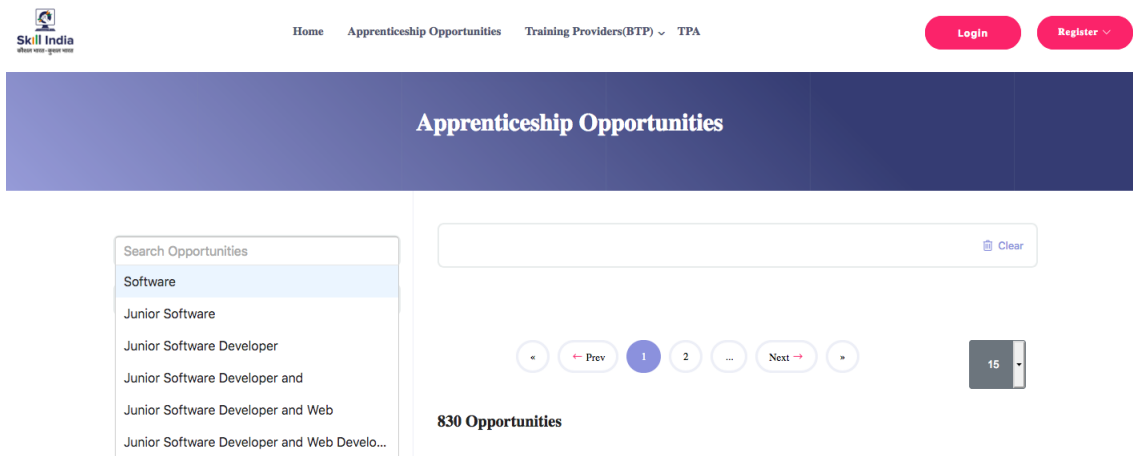
Your profile is locked as you are doing apprenticeship click here to raise change your profile

# FOR TRADE APPRENTICES Candidate Instruction Manual

## THE APPRENTICESHIP PORTAL

The Apprenticeship Portal is a website of the Central Government for exchange of information on Apprenticeship. The public view gives you access to information on Apprenticeship Opportunities Posted by Companies, Registered Candidates, and Apprenticeship Guidelines.

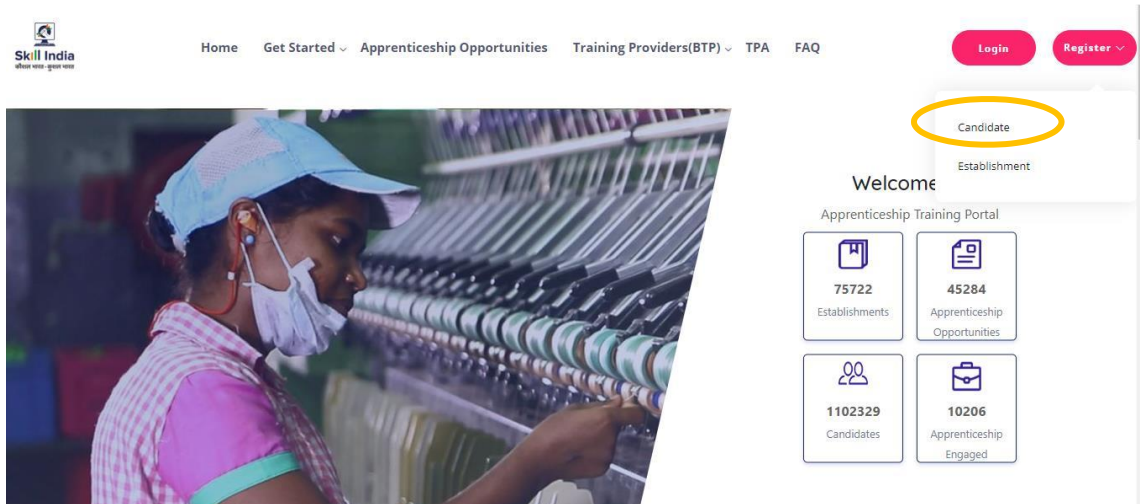
The Candidates can access to information such as available Apprenticeship Opportunities basis the Search Parameters like State, District, Sector and Trade, Organization and so on. To apply against available apprenticeship opportunities, it is mandatory for you register on the portal. The steps for registration are as follows:



**Note: The fields marked in \* are mandatory.**

## Candidate Registration

Click on the **“Register”** button the top toolbar and select the option **Candidate**.



A **Short Registration Form** will open (as shown below). You would be required to fill your Basic, Family and Contact details and click continue.

**Note: Please enter a valid email ID as the activation link will be send through a mail to that ID. Also, remember the password and you will use it to login to your account on the Apprenticeship Portal.**

The screenshot shows the 'Candidate Registration' form. The form is titled 'Candidate Registration' and contains the following fields:

- Personal Details**
- Name \***: A text input field with the placeholder 'Enter Name'.
- Father/Mother/Spouse Name \***: A text input field with the placeholder 'Father/Mother/Spouse Name'.
- Relationship \***: A dropdown menu with the placeholder 'Relationship'.
- Date of Birth \***: A text input field with the placeholder 'DD-MM-YYYY' and a calendar icon.
- Gender \***: A dropdown menu with the placeholder 'Select Gender'.



Mobile Number

Enter Mobile Number

Email ID \*

Enter Email ID

Password \*

Password

Confirm Password \*

Confirm Password

Your password must be 6 characters long.  
Password is required

Disclaimer

By signing up, you agree to the Terms of Service and Privacy Policy, including cookie Use others will be able to find you by email or phone number when provided

Submit

A dialog Box with the **Registration number** will notify your account creation after which you will receive an activation Email on the registered Email Address.

Father/Mother/Spouse Name \*

Father/Mother/Spouse Name

Relationship \*

Relationship

Enter your Father/Mo

Date of Birth \*

DD-MM-YYYY

Mobile Number

Enter Mobile Number

Password \*

Password

Your password must 1

Disclaimer

By signing up, you agree to the Terms of Service and Privacy Policy, including cookie Use others will be able to find you by email or phone number when provided

Registered Successfully!!

Please check your email for activation!

Please note this registration number

**A012019005631**

OK

On the Email, click the **'Activate'** button (as shown in the image below)

## Apprenticeship Portal

Dear **ananya**,

Reply all |  Delete |  Junk | 

Please note this number for all communications

Please **Activate** your Account



Thank you for using our application!

Regards,  
Apprenticeship Portal

If you're having trouble clicking the "Activate" button, copy and paste the URL below into your web browser: <https://apprenticeshipindia.org/activate/5c4df58f44f7d76386684f82/LLtqmuVvCX7se3ppN8hFzw5upmNT6S>

## Login

Once you click on the Activate Button, the screen will automatically **redirect you to the Log-In page** (see below) where you type your registered **Email ID/Registration Number**

**and Password** (*the email ID and Password are the same you mentioned during registration*) to login.

[Home](#) | [Apprenticeship Opportunities](#) | [Training Providers\(BTP\)](#) | [TPA](#)

## Login

Login

[Resend activation link?](#)

[Forgot Password?](#)

## Profile Completion

Once Logged In, you will have to click on the button **‘Complete Your Profile’** (encircled below). You will not be able to apply to any Apprenticeship Opportunity without completing your profile.

The screenshot shows a navigation menu at the top with the following items: Home, Apprenticeship Opportunities, Training Providers(BTP) v, TPA, and **Complete Your Profile** (circled in yellow). Below the navigation is a sidebar with menu items: Dashboard, Profile, Contracts, Applications, Invitations, Bank Details, and Log Out. The main content area is titled "Candidates Dashboard" and contains three cards: "Contracts" with 0, "Applications" with 0, and "Invitations Received" with 1.

Start by clicking the **‘Edit’** button (encircled below) to add your “About Me” and Contact Details.

The screenshot shows a user profile page with tabs for "About", "Contact", "Education", and "Preference". The "About Me" tab is active, and the "Edit" button is circled in yellow. The profile information is as follows:

About Me		Candidate Overview	
Registration Number	A012019005632	Gender	Female
Date of Birth	15-01-1982	Mobile Number	
Email	ananya.nanda@nsdcindia.org	Email	ananya.nanda@nsdcindia.org
Category	--		
Disability	--		
Relationship	Father		
Guardian Relationship	--		
Name	Ananya		
Gender	Female		
Phone Number	--		
PMKVY Number	--		
Father/Mother/Spouse Name	gautam		
Guardian Name	--		
Candidate Signature	--		

**Contact Details**

Address Line 1	--	Address Line 2	--
City	--	Pin code	--
State	--	District	--

On clicking the 'Edit' button, the following screen will emerge. *The fields marked in '\*\*' are mandatory.*

[< back to profile](#)

### Basic Details

Email

ananya.nanda@nscindia.org

Mobile Number

Enter Number

Gender

Female

Has Disability

Yes  No

Date Of Birth \*

15/01/1982



Date Of Birth Document \*

Choose file No file chosen

Please upload only (jpeg, jpg, png, pdf) files  
Maximum 4MB only allowed

Father/Mother/Spouse Name \*

gautam

Relationship \*

Father

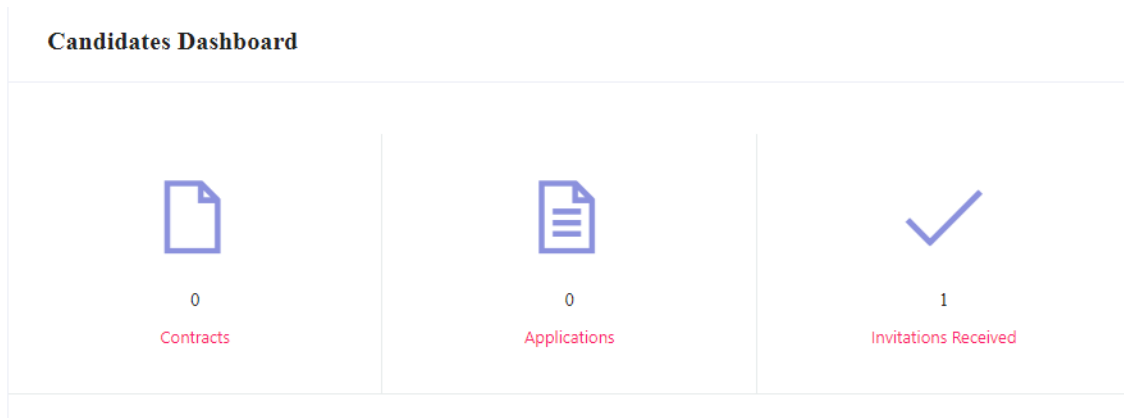
Id Proof Type \*

Select Proof type

Document Proof \*

Choose file No file chosen

## Understanding Candidate Dashboard



There are 3 items on your dashboard and they are explained below:

1. **Invitations Received** – Some companies screen your profile and if they feel you're fit for the opportunity, they send out an invitation to you to apply to the opportunity. This section lists the number of invitations received by the candidate.
2. **Applications:** This section lists the number of Apprenticeship Opportunities you had applied to.
3. **Contracts:** This section will show the contract you have signed with the company. Multiple companies can send you contracts, however, you will only be able to accept one.

## Apply to Opportunities

You can use the option **“Apprenticeship Opportunities”** on the top toolbar to view the opportunities. You can search by **keywords**, such as ‘hospitality’ or ‘fitter’, ‘operator”, “chef”, “sewing machine” and so on in the ‘Search Opportunities” section (encircled below)

The screenshot displays the 'Apprenticeship Opportunities' page. At the top, the navigation bar includes 'Home', 'Apprenticeship Opportunities' (circled in yellow), 'Training Providers(BTP)', and 'TPA'. Below this is a dark blue header with the text 'Apprenticeship Opportunities'. A search bar on the left contains the text 'chef' (circled in yellow), with a dropdown menu showing suggestions: 'Chef', 'Trainee Chef', 'trainee Chef', and 'Trainee Chef Apprenticeship'. The main content area shows a search results page with a 'Clear' button, pagination controls (1, 2, Next), and a list of 911 opportunities. The first opportunity is for 'Customer Relationship Executive' at 'Navyoti Global Solutions Pvt Ltd', with an 'Apply' button circled in yellow. The second opportunity is for 'Apprentice' at 'BAPS Shastriji Maharaj Hospital', with an 'Apply' button circled in green.

Simply click on the **‘Apply’** button (encircled above) to apply to the opportunity of your choice.

## Invitations

Companies can view your profile and invite you to apply to an apprenticeship opportunity posted by them. You can view them by clicking the **'Invitations'** option (encircled below) on the left menu.

Home Apprenticeship Opportunities Training Providers(BTP) TPA Complete Your Profile

Select Status Search by establishment name Search Reset

Opportunity	Establishment	Invited On	Status	Action
Dummy	Crystal Medical Systems	Feb 4, 2019	Pending	<a href="#">view</a> <a href="#">Apply</a>

You can view the details of the opportunity by clicking on the **'View'** button (encircled above). If the opportunity interests you, you can click on the **'Apply'** button (encircled above) to apply to the opportunity.

On clicking 'Apply', you will be given the option to **choose the location** (in cases where the company has offered opportunity in several locations). The following box will appear and you can choose the location based on your preference.

Home Apprenticeship Opportunities Training Providers(BTP) TPA Complete Your Profile

Select Status Search by establishment name Search Reset

Opportunity	Establishment	Invited On	Status	Action
Dummy	Crystal Medical Systems	Feb 4, 2019	Pending	<a href="#">view</a> <a href="#">Apply</a>

**Select Preferred Locations**

Any location

Any location  
Primary

OK Cancel

Acts and Guidelines Apprenticeship Act 1961 Apprenticeship Rule 1992 NAP's Guidelines

Author Apprenticeship Act 1961 Role of Agencies Operational Framework

News and Updates Skill Connect Road Show Career Counselling Initiative Focus on Skills Acquisition

## Applications and Selection Process

You can view all your application on the tab 'Applications' (encircled below) on the left menu.

Home Apprenticeship Opportunities Training Providers(BTP) TPA

Select Status  Search Reset

Opportunity	Establishment	Applied On	Status	Action
Food and Beverage Service Trainee Course name: Food and Beverage Service Trainee	The Chocolate Room India Private Ltd	31-01-2019	Pending	<a href="#">View</a>
Food and Beverage Service Trainee Course name: Food and Beverage Service Steward	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	31-01-2019	Contract issued	<a href="#">View</a>
Front office Trainee Course name: Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	31-01-2019	Contract issued	<a href="#">View</a>

The page will show you a summary of all your applications.

After to an Opportunity, the company will review your profile and call invite you for an interview. If the company selects you, they will issue a 'Contract', and you will be able to see this in the 'Status' column above.



## View and Accept Contract

If a company wants to make you an offer, they will send the contract to you. To view the list of contracts, click on the option **'Contracts'** (encircled below) in the left menu

Home Apprenticeship Opportunities Training Providers(BTP) TPA

Select Status  Search by contract code  Search Reset

Code	Opportunity	Establishment	StipendActions
TMPCON012019000478	Food and Beverage Service Steward Course Food and Beverage Service Steward	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	<a href="#">View</a>
CN022019000271	Front office Trainee Course Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	<a href="#">View</a>
CN022019000271	Front office Trainee Course Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	<a href="#">View</a>

To view details of the contract, click on the option **'View'** (encircled above).

You will be able to see all details of opportunity – Stipend details, working days, location and so on. If all the details are correct as per your knowledge, you can accept the contracts by selecting the option **'Sign'** (encircled below). If for any reason, you don't plan to accept the opportunity, you can select the option **'Reject'** and the contract will get deleted.

Home Apprenticeship Opportunities Training Providers(BTP) TPA

CODE: TMPCON012019000478  
(Contract to be signed within 5 days from contract generation)

Status: Pending [Sign](#) [Reject](#)

Opportunity			
Name	Food And Beverage Service Steward	Code	AO002013
Stipend Details		Contract Generated at	31-01-2019

Course Details			
Course Code	CO012019000008	Course Name	Food and Beverage Service Steward