



भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA

(‘A’ Miniratna Category-1 Public Sector Enterprise)

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

ADVT. NO. 01/2024/ APPRENTICE/GRADUATE/DIPLOMA/ITI/NER

Notification for Engagement of Graduate/Diploma Apprentices/ Trade (under Apprentices Act,1961) for the year 2024-25 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 applications from the eligible candidates who are domiciles of Assam, Agartala (Tripura), Imphal (Manipur), Shillong (Meghalaya), Dimapur (Nagaland), Lengpui (Mizoram) & Tezu/Hollongi (Arunachal Pradesh) for an Apprenticeship Training Program of one year in various Airports in North Eastern Region for the year 2024-25. During the period of Apprenticeship Training, the candidates are 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 that 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 Northern Region Airports
1	Civil Engg	07	10	0	1 Year	1. Graduate - Apprentices Rs.15000= 10500 (AAI Share) + 4500 (Govt Share DBT)	Assam, Agartala, Imphal, Shillong, Dimapur, Tezu, Lengpui,Hollongi.
2	Electrical Engg	10	10	0	1 Year		
3	Electronic/IT/ Computer Science Engg	10	05	0	1 Year	2. Technical (Diploma) Apprentice Rs.12000= 8000 (AAI Share) + 4000 (Govt Share DBT)	Assam, Agartala, Imphal, Shillong, Dimapur, Tezu, Lengpui,Hollongi.
4	Mechanical Engg	03	05	0	1 Year		
5	Fitter (ITI)	0	0	5	1 Year	3. Trade Apprentices (ITI) Rs.9000/-	
6	Mechanic (Motor Vehicle)	0	0	10	1 Year		
7	Draughtsman (Civil)	0	0	5	1 Year		
8	Electrician	0	0	10	1 Year		
	Total	30	30	30	= 90		

24/10/2024

Last date of application: 20.11.2024 (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 are eligible.
2. Candidates passed Graduate/Diploma in 2021 or after 2021 are eligible.
3. Age limit: Minimum age is 18 years and Maximum age is 26 years as on 20.11.2024. (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).

Repu
28/10/2024

F. General Instructions:

1. Last date of receipt of application is 20/11/2024.
2. The interested candidates are required to apply through BOAT's/RDAT's web portal www.nats.education.gov.in (for graduate/diploma apprentices) and www.apprenticeshipindia.org (for ITI Trade) by finding establishment Airports Authority of India -RHQ 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 contacted 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 be 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.



28/10/2024

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 related queries please email or reach out to Northern Region Students, Email: studentquery@boatnr.org, admin@boatnr.org, info@boatnr.org, Phone 0512-2584056/2584057/2580349.
17. For NAPS portal, candidates may contact via e-mail apprenticeship@nsdcindia.org or log on to www.apprenticeshipindia.org.
18. In case of any dispute, English version of notice and communication will be treated as valid.



28/10/2024
Bipul Ch. Das

Dy. General Manage (HR)
AAI, RHQ-NER, Guwahati

ANNEXURES

NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS) 2.0 PORTAL

**Portal Functionalities Walkthrough - Students
Manual**



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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:

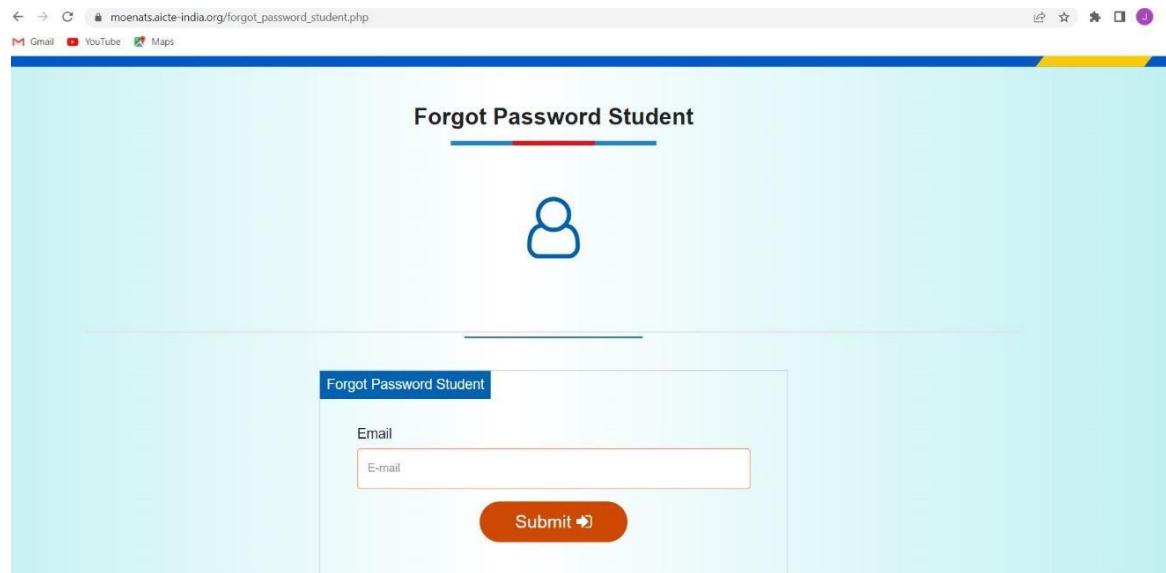
- Step 1:** Registration
- Step 2:** Profile filling
- Step 3:** Apply for apprenticeship available
- Step 4:** Application Management
- Step 5:** Contract creation
- Step 6:** Profile Lock
- Step 7:** Record of progress
- Step 8:** Download COP, after successful completion of apprenticeship program.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

Below is each of these modules elaborated along with screenshots.

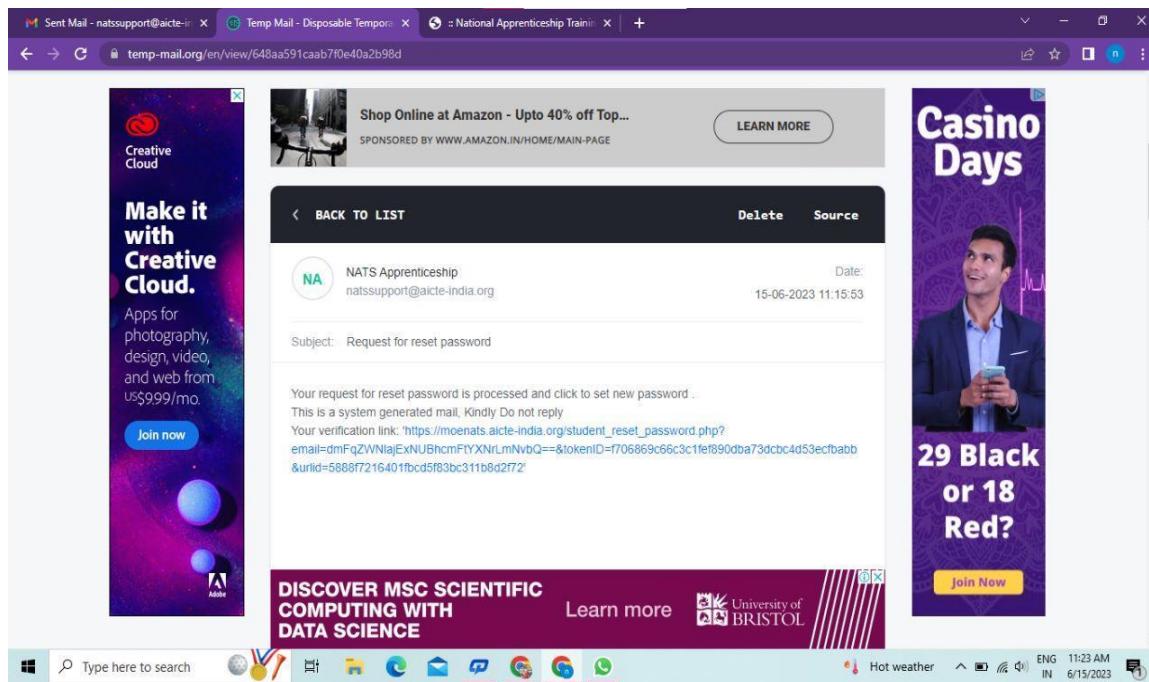
Resetting password (upgraded portal)

Step 1: Click on the below link,

https://moenats.aicte-india.org/forgot_password_student.php

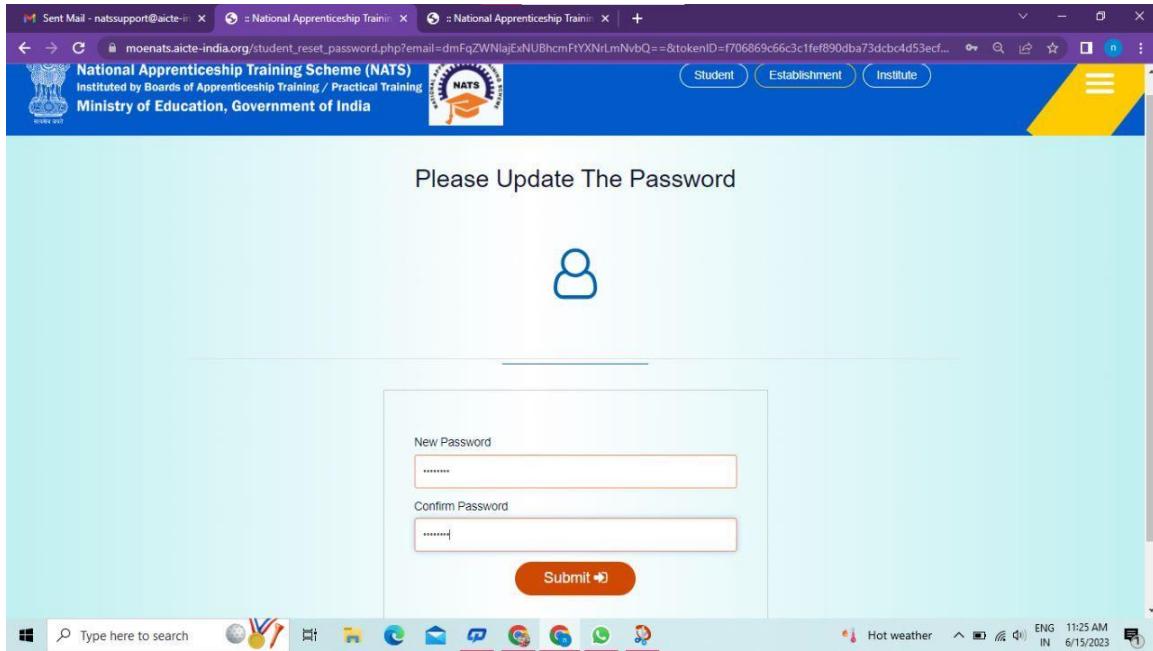


Step 2: Enter your email, a password reset email will be received to the email.

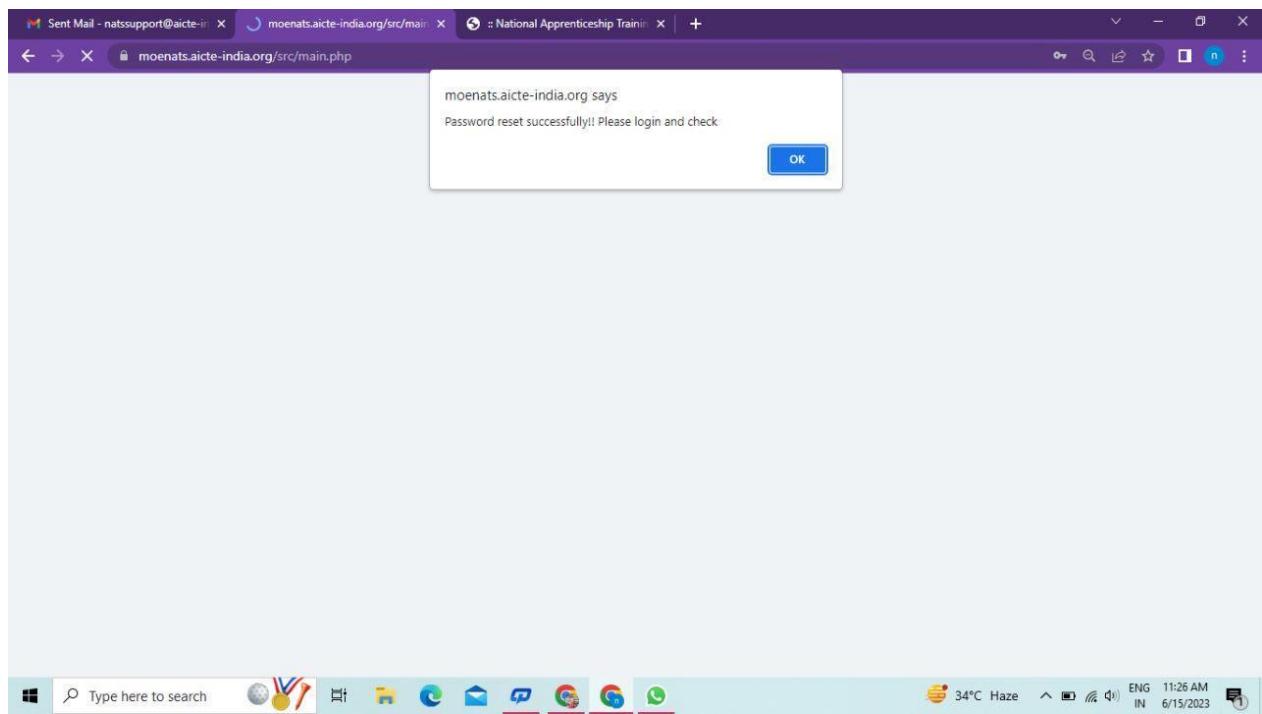


Step 3: Open the email and click on the link, and it will be redirected to the password reset page.

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



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://moeaats.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.

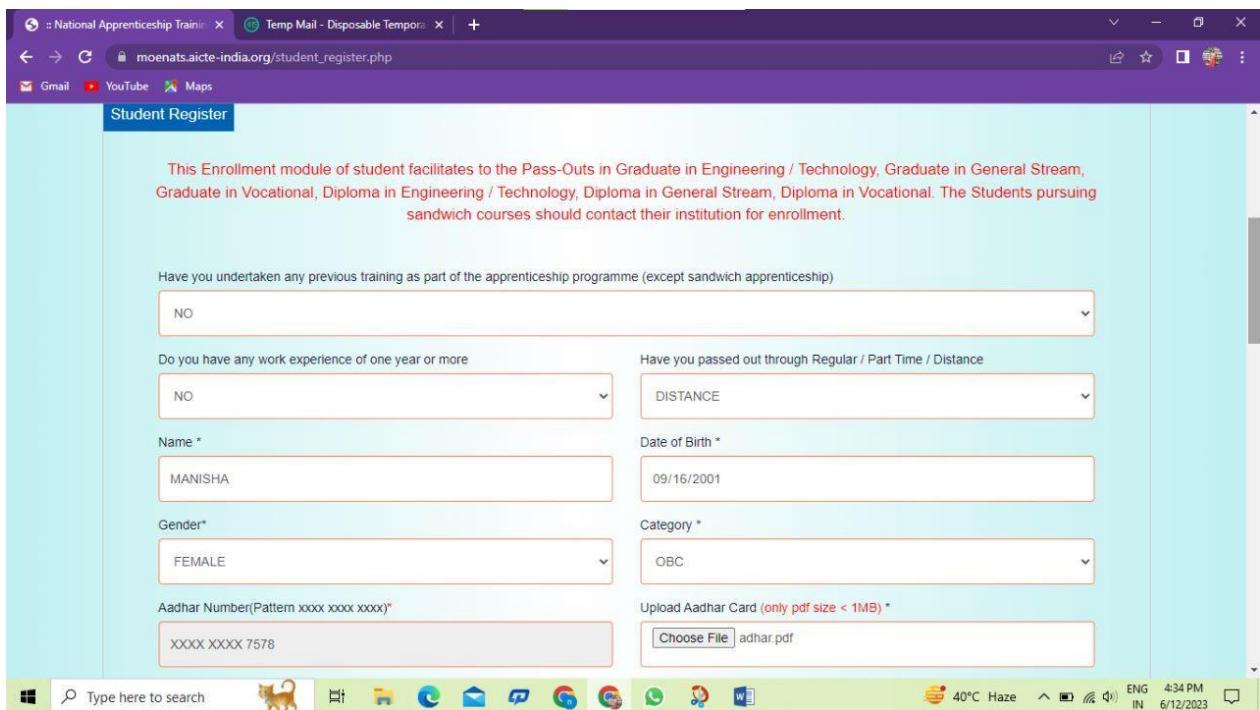
Student registration url: https://moenats.aicte-india.org/student_register.php.

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 Windows desktop with a browser window open to 'moenats.aicte-india.org/student_register.php'. The title bar of the browser says 'Registration form for Students'. The main content area is titled 'Student Register'. A note at the top states: '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.' Below this, a question asks 'Have you undertaken any previous training as part of the apprenticeship programme (except sandwich apprenticeship)'. A dropdown menu shows 'NO'. To the right, another dropdown menu shows 'DISTANCE'. Below these, 'Name *' is listed as 'MANISHA' and 'Date of Birth *' is listed as '09/16/2001'. 'Gender*' is 'FEMALE' and 'Category*' is 'OBC'. An 'Aadhar Number(Pattern xxxx xxxx xxxx)*' field contains 'XXXX XXXX 7578'. An 'Upload Aadhar Card (only pdf size < 1MB) *' field has 'Choose File' and 'adhar.pdf' listed. The taskbar at the bottom shows various pinned icons and the system tray indicates it's 4:34 PM on 6/12/2023, with a temperature of 40°C and haze.

Registration form for Students (cont.)

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.Agric/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

40°C Haze 4:35 PM ENG IN 6/12/2023

Email (Will be used as a Username for Login Purpose)*

miheye1046@soremap.com

Mobile No (Will be used as a Username for Login Purpose)*

8686868686

Password*

Confirm Password*

Show Password

I'm not a robot 

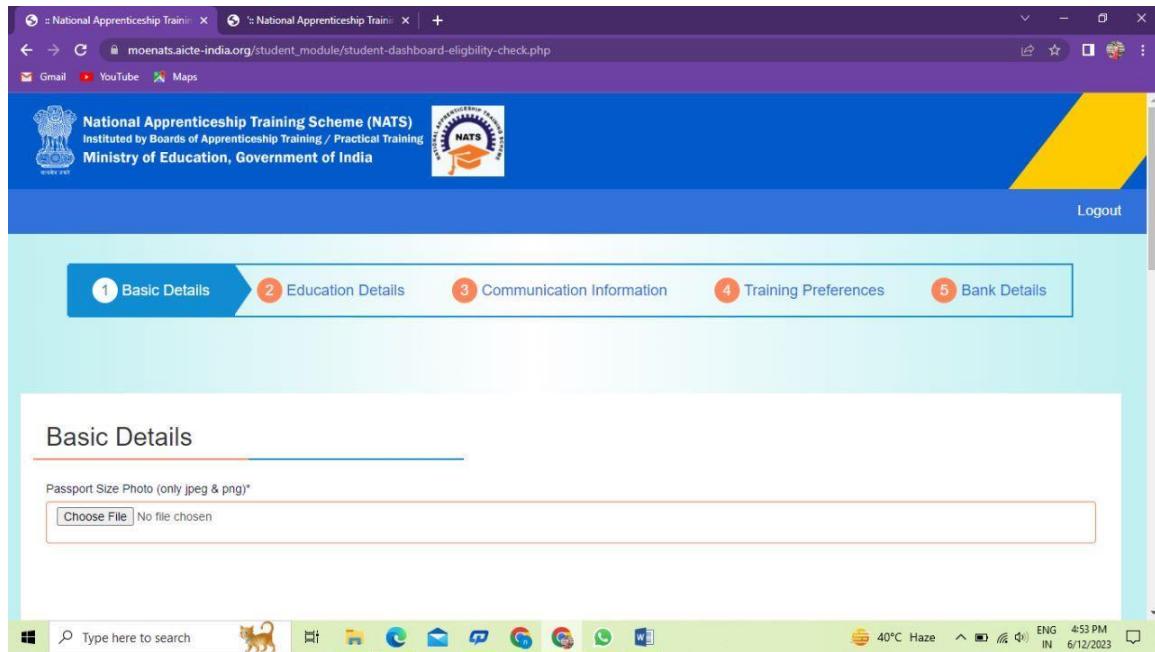
[Student Register](#)

Quick links Help & Reports Others

40°C Haze 4:37 PM ENG IN 6/12/2023

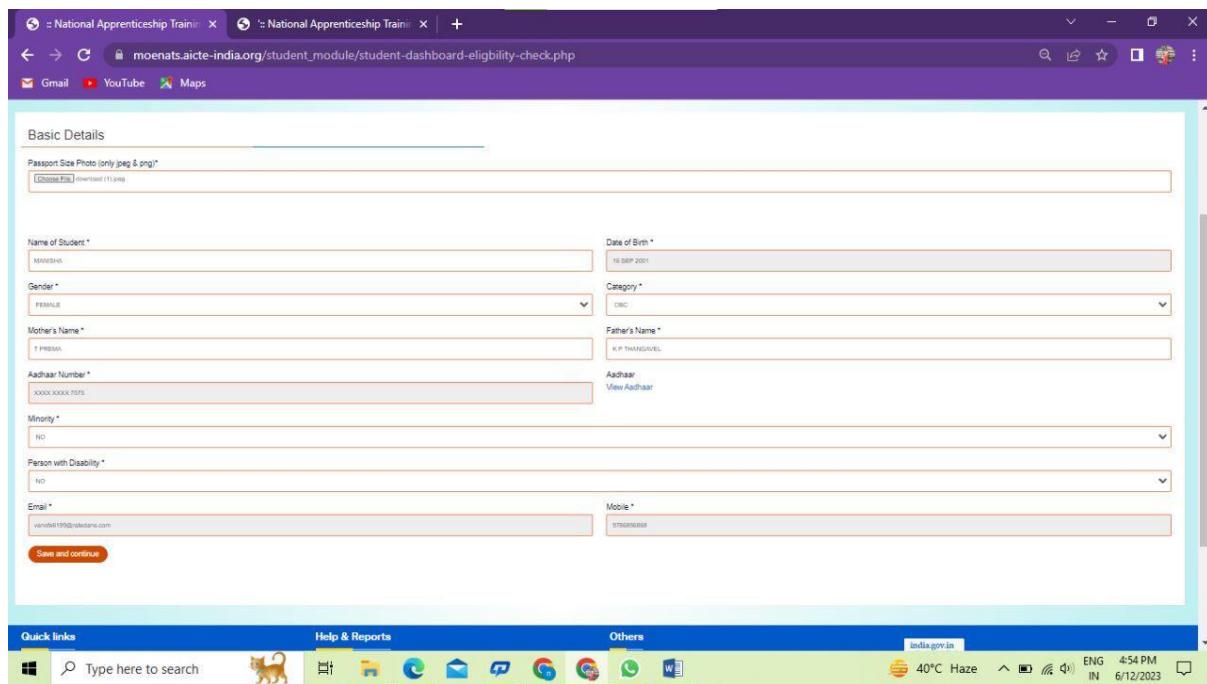
2. Student Profile

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



The screenshot shows a web browser window for the National Apprenticeship Training Scheme (NATS) student dashboard. The URL in the address bar is moenats.aicte-india.org/student_module/student-dashboard-eligibility-check.php. 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'. A 'Logout' link is in the top right corner. Below the header, a navigation bar shows steps 1 to 5: 1. Basic Details (highlighted in blue), 2. Education Details, 3. Communication Information, 4. Training Preferences, and 5. Bank Details. The main content area is titled 'Basic Details' and contains a field for 'Passport Size Photo (only jpeg & png)*' with a 'Choose File' button and a message 'No file chosen'. The taskbar at the bottom of the screen shows various pinned icons and system status information, including the date and time as 6/12/2023 4:53 PM.

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



Basic Details

Passport Size Photo (only jpg & png)*
Choose File (1).jpg

Name of Student*
MANISHA

Date of Birth*
10 SEP 2001

Gender*
FEMALE

Category*
OBC

Mother's Name*
T PREMA

Father's Name*
K P THANGARVEL

Aadhaar Number*
XXXX XXXX 9876

Aadhaar
View Aadhaar

Minority*
No

Person with Disability*
No

Email*
manish109@rediffmail.com

Mobile*
9899999999

Save and continue

Quick links Type here to search indiagov.in

Help & Reports

Others

40°C Haze ENG 4:54 PM IN 6/12/2023

STEP 2: Education details:

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

National Apprenticeship Trainin
National Apprenticeship Trainin
moenats.aite-india.org/student_module/student-dashboard-education-details.php

[Gmail](#)
[YouTube](#)
[Maps](#)

[New Tab](#)
[Search](#)
[History](#)
[Starred](#)
[Downloads](#)
[Print](#)
[Help](#)

[EDUCATIONAL DETAILS](#)
[Logout](#)

[Select Graduate in Engg /Tech in case of B.C.B.Tech/B.Pharma/B.Arch/B.IIMCT/B.Lib/B.E.Agr/B.E.Dairy/B.E.Biochem/B.Food/B.Fashion](#)
[Select Graduate in General Stream in case of General Bachelor Degree/BCA/BFA/BBA/BBS/BMS/BPA/BSSW/BBA/BCOM/BSC/Bca/Agr/Bca/Dairy/Bca/Chem/Bca/Food](#)

[State to Which Institute Belongs *](#)
[District to Which Institute Belongs *](#)

[DEHLI](#)
[NEW DELHI](#)

[Institute Name \(If institute name not appearing in drop down , please contact abc@xyz.com\)*](#)
[Education Type \(Pass Out\)*](#)

[COLLEGE OF ART 0548](#)
[DIPLOMA IN ENGINEERING / TECHNOLOGY](#)

[Course Name*](#)
[Specialization *](#)

[CHEMICAL ENGINEERING](#)
[CHEMICAL ENGINEERING](#)

[Student ID \(Unique Registration/Roll Number\) *](#)
[Year of Passing *](#)

[PN005075050507505785057867968](#)
[2022](#)

[Month of Passing *](#)
[Percentage \(For CGPA, convert into Percentage according to University formula\) *](#)

[JUNE](#)
[95](#)

[Upload Provisional / Passed Certificate \(only pdf of size <1MB\) * \(Only pdf\)](#)
[Choose File](#)

[DIPLOMA IN ENGINEERING / TECHNOLOGY Joint after *](#)
[india.gov.in](#)

[Higher Secondary \(10+2\)](#)
[Diploma](#)
[High School\(10th\)](#)
[ITI](#)
[Skill India](#)

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[FAQs](#)
[Apprentices ad](#)

[NAPS portal of MSOE](#)
[Establishment Manual](#)
[RTI](#)

[AICTE](#)
[Process Manual \(English\)](#)
[Stamp](#)

[National Career Service \(NCS\)](#)
[Process Manual \(Hindi\)](#)
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[Privacy](#)

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[Skill India](#)
[National Model Centre](#)

[india.gov.in](#)
[Skill India](#)
[National Model Centre](#)

[Type here to search](#)


































































































National Apprenticeship Trainin
National Apprenticeship Trainin
moenats.aite-india.org/student_module/student-dashboard-education-details.php

Gmail
YouTube
Maps

[New Tab](#)
[Search](#)
[History](#)
[Starred](#)
[Downloads](#)
[Print](#)
[Help](#)

[EDUCATIONAL DETAILS](#)
[Logout](#)

[Select Graduate in Engg /Tech in case of B.C.B.Tech/B.Pharma/B.Arch/B.IIMCT/B.Lib/B.E.Agr/B.E.Dairy/B.E.Biochem/B.Food/B.Fashion](#)
[Select Graduate in General Stream in case of General Bachelor Degree/BCA/BFA/BBA/BBS/BMS/BPA/BSSW/BBA/BCOM/BSC/Bca/Agr/Bca/Dairy/Bca/Chem/Bca/Food](#)

[State to Which Institute Belongs *](#)
[School / Institute District *](#)

[DEHLI](#)
[NORTH EAST DELHI](#)

[School / Institute Name*](#)
[School / Institute Board Name*](#)

[KV](#)
[DTEA](#)

[Student ID \(Enrollment Number\) *](#)
[School Percentage / CGPA \(For CGPA, convert into Percentage according to School formula\)*](#)

[9478775544221234567879056787054](#)
[99](#)

[About your Self *](#)
[General Skills \(Add comma separated values eg: Skill1, Skill2 and space is not allowed\) *](#)

[IN DEVELOPER](#)
[CEMENT](#)

[Languages Known \(Add comma separated values eg: Hindi,English and space is not allowed\)](#)
[ENGLISH](#)

[Save and Continue](#)

[Quick links](#)
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[Others](#)

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[FAQs](#)
[Apprentices ad](#)

[NAPS portal of MSOE](#)
[Establishment Manual](#)
[RTI](#)

[AICTE](#)
[Process Manual \(English\)](#)
[Stamp](#)

[National Career Service \(NCS\)](#)
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[National Model Centre](#)

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[Skill India](#)
[National Model Centre](#)

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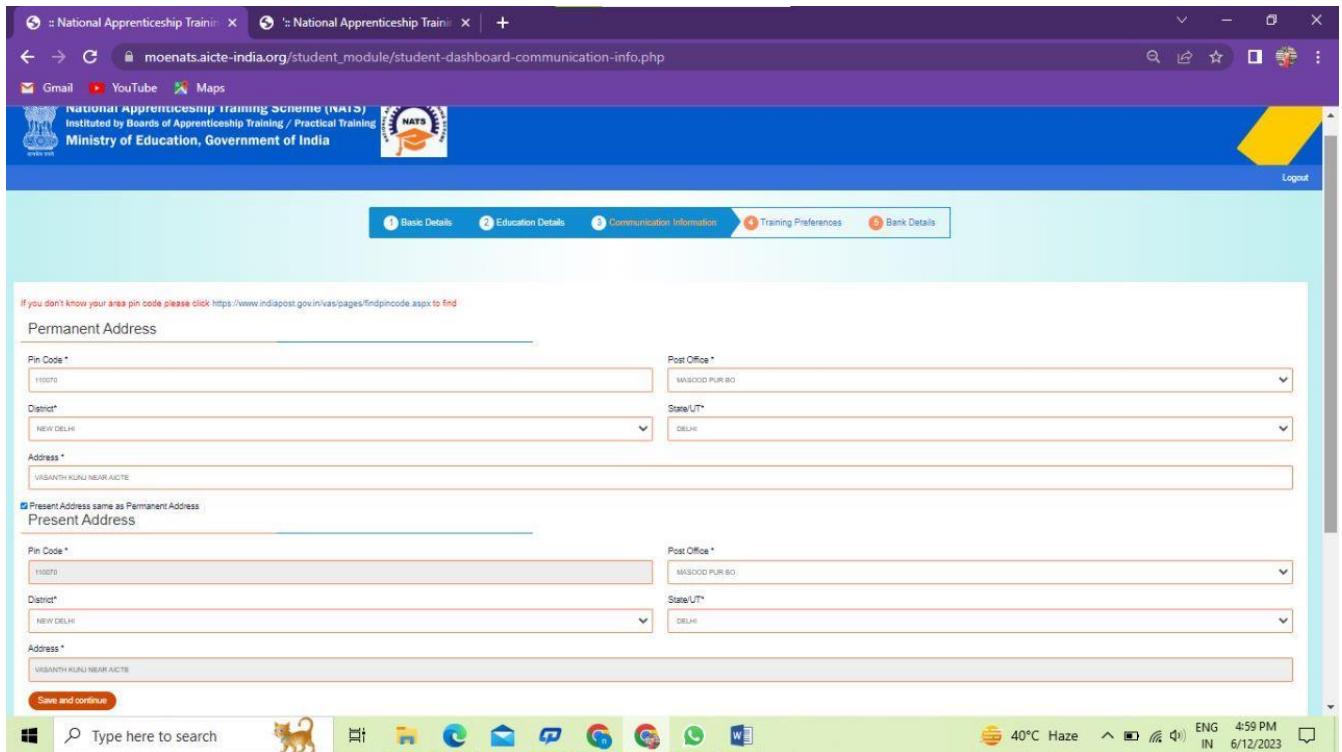







STEP 3: Communication Information

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



The screenshot shows a web browser window for the National Apprenticeship Training Scheme (NATS) student dashboard. The URL in the address bar is moenats.aictc-india.org/student_module/student-dashboard-communication-info.php. The page title is 'National Apprenticeship Training Scheme (NATS)'. The header includes the Ministry of Education, Government of India logo and a 'Logout' link. A navigation bar at the top has five tabs: 1. Basic Details, 2. Education Details, 3. Communication Information (which is active and highlighted in blue), 4. Training Preferences, and 5. Bank Details. A note below the tabs says, 'If you don't know your area pin code please click <https://www.indiapost.gov.in/vas/pages/findpincode.aspx> to find'. The main content area is titled 'Permanent Address' and contains fields for Pin Code (110070), District (NEW DELHI), and Address (VASANT KUNJ NEAR AICTE). To the right, there are fields for Post Office (MASOOD PUR BO), State/UT (DELHI), and a note that Present Address is the same as Permanent Address. Below this is a section for 'Present Address' with identical fields. At the bottom is a 'Save and continue' button.

STEP 4: Training preferences

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

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 the URL moenats.aictc-india.org/student_module/student-dashboard-bank-info.php. The page is titled 'Student Dashboard - Bank Info'. At the top, there are tabs for 'Basic Details', 'Education Details', 'Communication Information', 'Training Preferences', and 'Bank Details'. The 'Bank Details' tab is active. The main content area contains fields for 'IFSC Code' (SBIN00010500), 'Bank Name' (STATE BANK OF INDIA), 'Bank Account Number' (9898565657560785), and 'Bank Branch Name' (NIST, NEW DELHI). There is also a field for 'Name of the Account Holder' (MANISHA) and a section for 'Upload Passbook (Only pdf)' with a 'Choose File' button. A 'Save and Preview' button is located at the bottom left. The footer includes 'Quick links' (MoE, NATS portal of MoEDE, AICTE, NCS, Local Nodal Centres), 'Help & Reports' (FAQs, Establishment Manual, Process Manual (English), Process Manual (Hindi), Quarterly Skill Assessment), 'Others' (Apprentices Act, RTI, Stamp, Disclaimer, Privacy), and links to the Government of India website, Skill India, and IndiaSkills. The system status bar at the bottom shows the date (6/12/2023), time (5:04 PM), and weather (40°C Haze).

STEP 6: Profile view and final submit

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

Preferred State - 1
DEHLI

Preferred District - 1
NEW DELHI

Preferred State - 2
DEHLI

Preferred District - 2
EAST DELHI

Preferred State - 3
DEHLI

Preferred District - 3
NORTH DELHI

Field Preference

Preferred Field - 1
ENERGY

Preferred Field - 2
BEAUTY AND WELLNESS

Preferred Field - 3
COATINGS AND PAINT

Bank Details

IFSC Code *
SBIN0000050

Bank Branch Name *
NIFT, NEW DELHI

Bank Name *
STATE BANK OF INDIA

Name of the Account Holder *
MANISHA

Bank Account Number *
00000000000000000000000000000000

Upload Bank Passbook *
View

I, Manisha son / daughter of Premi hereby declare that the above statements are true and correct to the best of my knowledge.
I also declare that I am an Indian Citizen, and will sincerely abide by the rules and regulations of the Apprentices ACT monitored by BOAT&BOPT
* By clicking this box, I agree to the above Terms and Conditions.

Copyright © 2021. All rights reserved.

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	View		

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	<button>Accept</button> <button>Reject</button>

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	<button>View</button>	<button>Applied</button>	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

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



APPRENTICESHIP CONTRACT REGISTRATION FORM

APPRENTICE INFORMATION

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

EDUCATIONAL QUALIFICATION

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

TRAINING DETAILS

Training start date 12-07-2022	Period of Training Months	Stipend Rs. per month 8000
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 employee into same Establishment after apprenticeship program is finished.

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

The screenshot shows a web application interface. At the top is a blue navigation bar with white text, containing links for Dashboard, Profile, Issues/Grievances, Application Management, Issues/Grievances, Event Management, Help, and Logout. Below the navigation bar is a light blue header area. In the center of this area, the text "Welcome, ECE STUDENT!" is displayed. To the right of this text is a small orange rectangular button with the text "Your profile is locked as you are doing apprenticeship click here to raise change your profile".

Contact Us

Email: natssupport_student@aicte-india.org

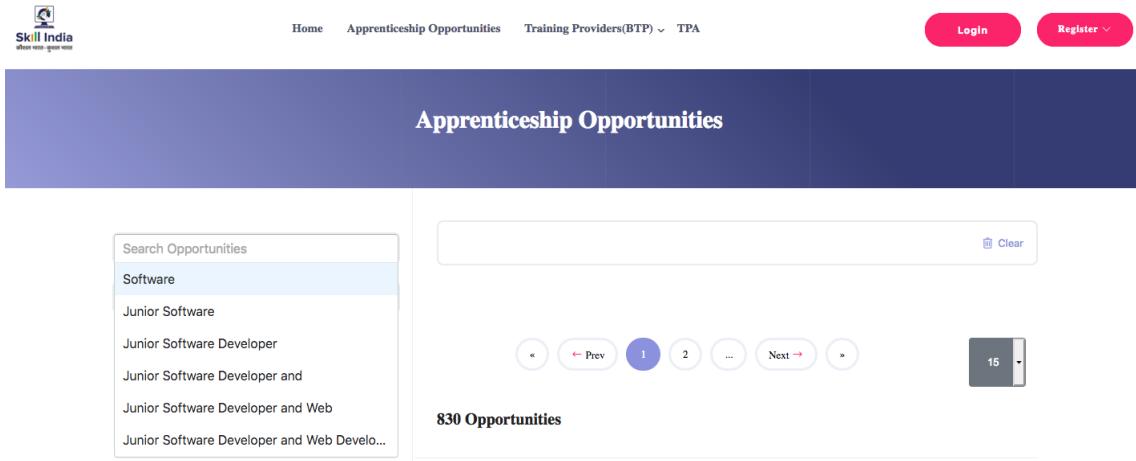
Landline: 011-29581332

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:

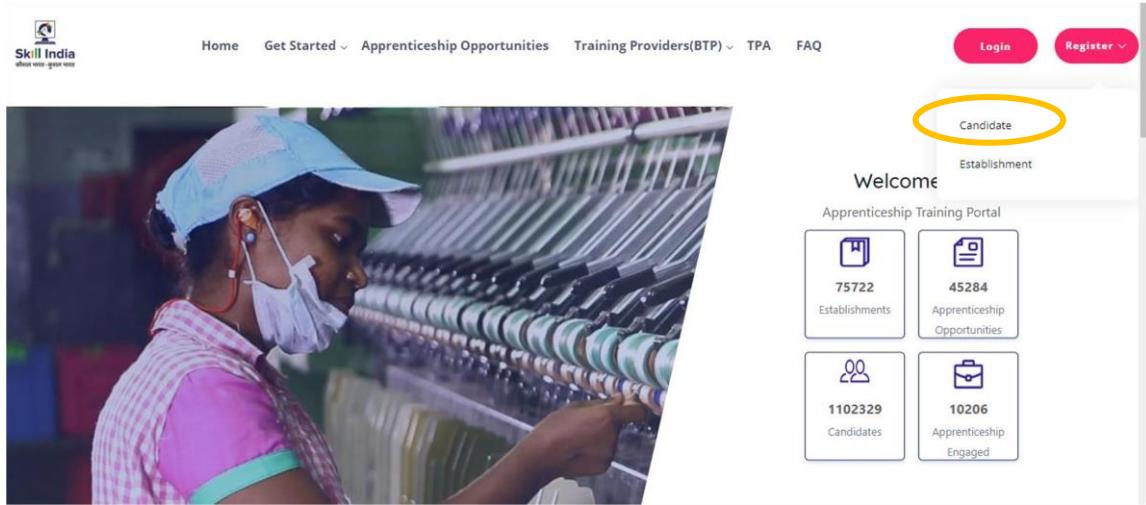


The screenshot shows the 'Apprenticeship Opportunities' page. At the top, there is a navigation bar with links for 'Home', 'Apprenticeship Opportunities', 'Training Providers(BTP) ▾', 'TPA', 'Login', and 'Register'. The main title 'Apprenticeship Opportunities' is centered above a search bar with a 'Clear' button. Below the search bar is a pagination area with buttons for 'Prev', '1', '2', '...', 'Next', and a dropdown for page number '15'. To the left, a sidebar shows a search dropdown with 'Software' selected, and a list of apprenticeship opportunities including 'Junior Software', 'Junior Software Developer', 'Junior Software Developer and', 'Junior Software Developer and Web', and 'Junior Software Developer and Web Develo...'. The total count '830 Opportunities' is displayed at the bottom of the sidebar.

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.

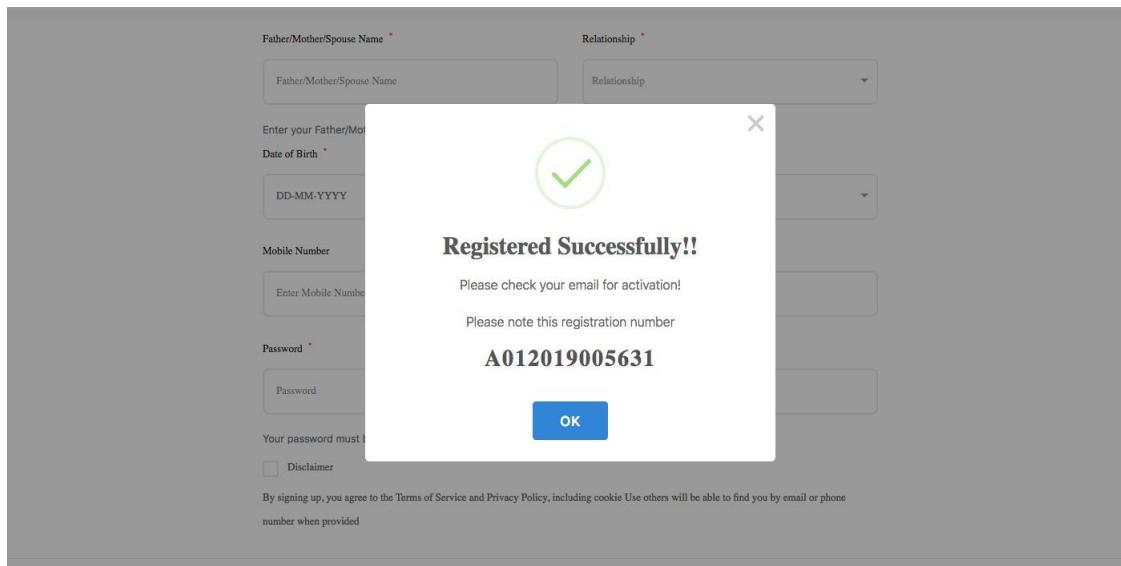
Mobile Number	Email ID *
<input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Email ID"/>
Password *	Confirm Password *
<input type="password" value="Password"/>	<input type="password" value="Confirm Password"/>

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

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.



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

Activate

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/LLtgmuVvCX7se3ppN8hFzw5upmNT6S>

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

ananya.nanda@nsdcindia.org



.....



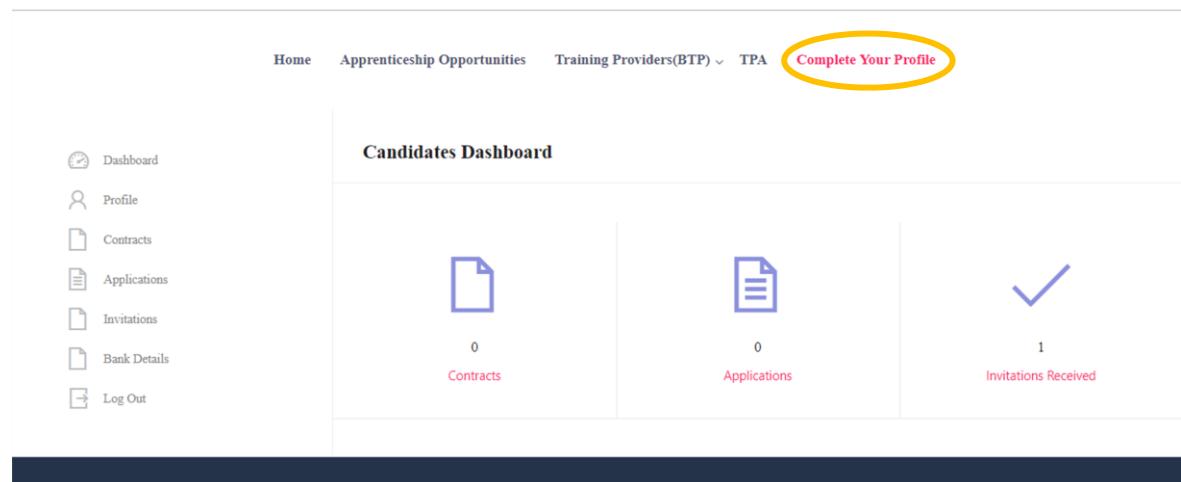
Login

[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.



Start by clicking the '**Edit**' button (encircled below) to add your "About Me" and Contact Details.

A screenshot of a user profile page. At the top, there are tabs for About, Contact, Education, and Preference. Below the tabs, there is a section titled 'About Me' with an 'Edit' button circled in yellow. To the right of this is a 'Candidate Overview' box containing gender, mobile number, and email information. Below the 'About Me' section is a 'Contact Details' table with columns for Address Line 1, Address Line 2, Pin code, and District. The table has three rows for Address Line 1, City, and State, all showing double dashes as values.

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

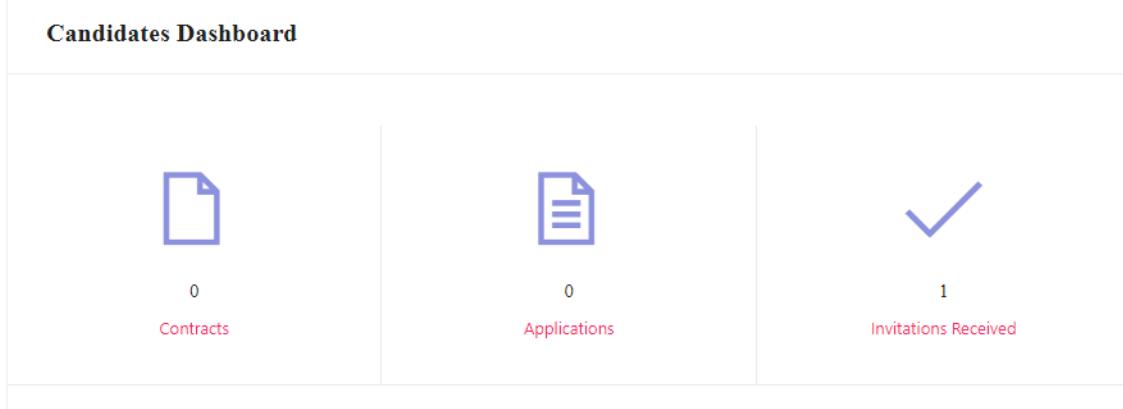
Home Apprenticeship Opportunities Training Providers(BTP)  TPA **Complete Your Profile**

[back to profile](#)

Basic Details

Email	Mobile Number
<input type="text" value="ananya.nanda@nsdcindia.org"/>	<input type="text" value="Enter Number"/>
Gender	Has Disability
<input type="text" value="Female"/>	<input type="radio"/> Yes <input type="radio"/> No
Date Of Birth *	Date Of Birth Document *
<input type="text" value="15/01/1982"/> 	<input type="button" value="Choose file"/> No file chosen
Please upload only (jpeg, jpg, png, pdf) files Maximum 4MB only allowed	
Father/Mother/Spouse Name *	Relationship *
<input type="text" value="gautam"/>	<input type="text" value="Father"/>
Id Proof Type *	Document Proof *
<input type="text" value="Select Proof type"/>	<input type="button" value="Choose file"/> No file chosen

Understanding Candidate Dashboard

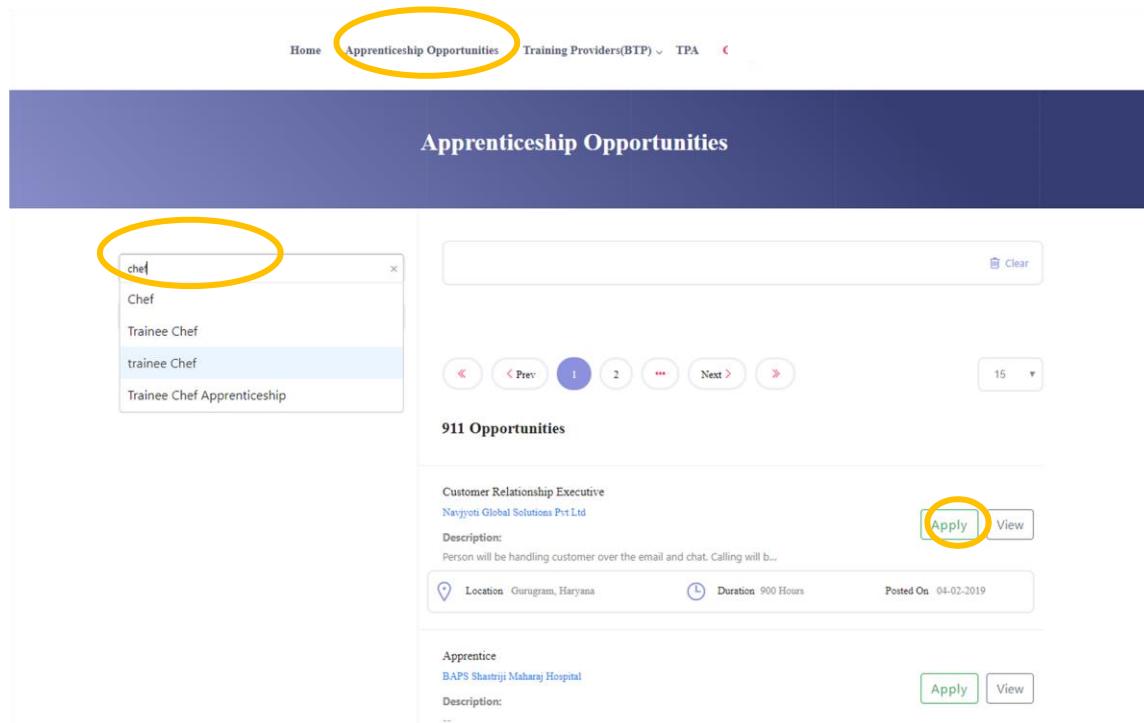


There are 3 items on your dashboard and they are explained below:

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)



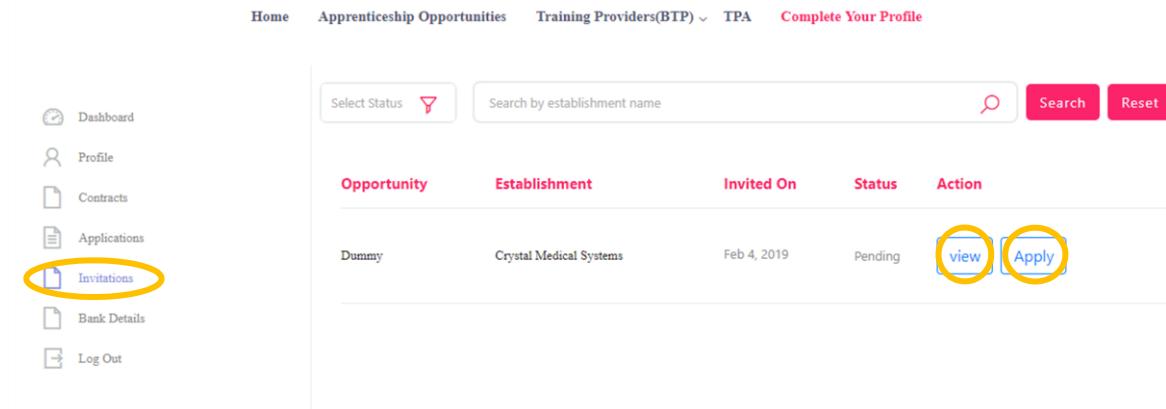
The screenshot shows the 'Apprenticeship Opportunities' page. At the top, there is a navigation bar with 'Home', 'Apprenticeship Opportunities' (which is circled in yellow), 'Training Providers(BTP) ~', 'TPA', and a user icon. Below the navigation is a search bar with the placeholder 'Search Opportunities' and a 'Clear' button. The search term 'chef' is entered. To the right of the search bar is a pagination control with buttons for 'Prev', '1', '2', '...', 'Next', and a dropdown for '15'. The main content area is titled 'Apprenticeship Opportunities' and shows '911 Opportunities'. There are two job listings:

- Customer Relationship Executive** at **Navyon Global Solutions Pvt Ltd**. The 'Apply' button is circled in yellow.
- Apprentice** at **BAPS Shastriji Maharaj Hospital**. The 'Apply' button is circled in green.

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

Invitations

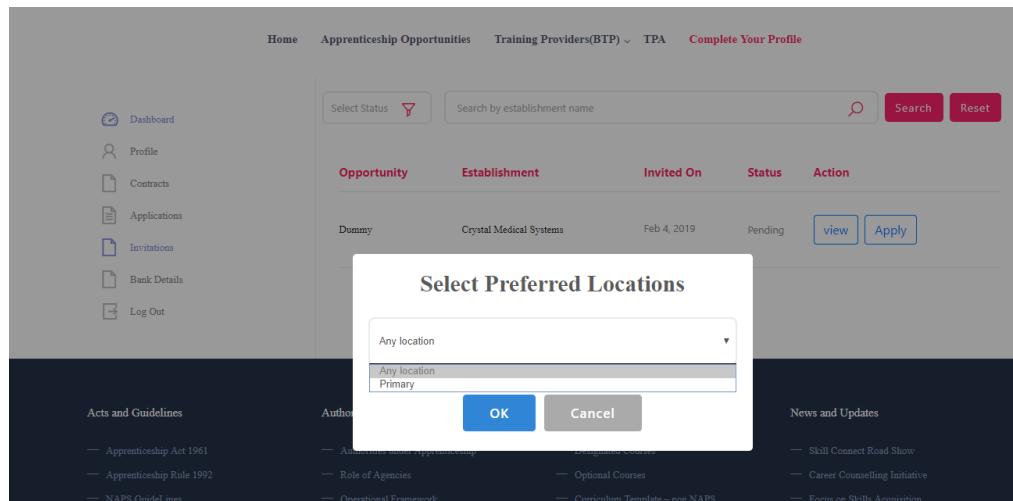
Companies can view your profile and invite you to apply to an apprenticeship opportunity posted by them. You can view them by clicking the '**Invitations**' option (encircled below) on the left menu.



The screenshot shows a user interface for managing apprenticeship opportunities. On the left, a sidebar menu includes options like Dashboard, Profile, Contracts, Applications, and Invitations (which is circled in yellow). The main content area displays a table with columns for Opportunity, Establishment, Invited On, Status, and Action. A single row is shown for 'Dummy' opportunity at 'Crystal Medical Systems' on 'Feb 4, 2019' with 'Pending' status. The 'Action' column contains 'view' and 'Apply' buttons, both of which are circled in yellow.

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.

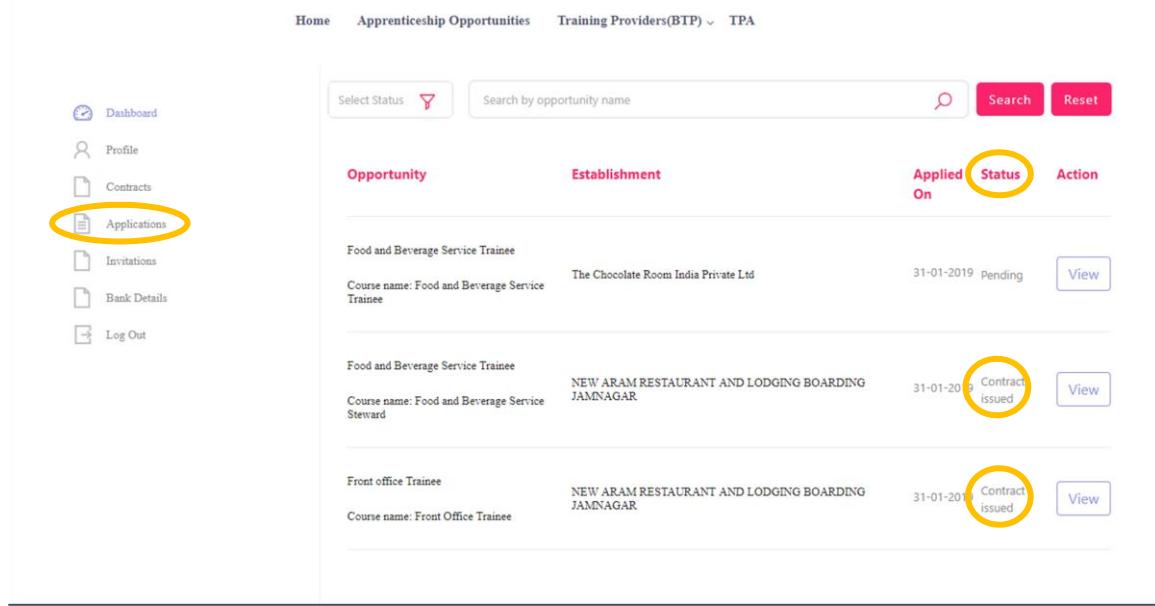
On clicking 'Apply', you will be given the option to **choose the location** (in cases where the company has offered opportunity in several locations). The following box will appear and you can choose the location based on your preference.



The screenshot shows a 'Select Preferred Locations' dialog box overlaid on the main dashboard. The dialog has a dropdown menu set to 'Any location' with an option 'Primary' highlighted. It also contains 'OK' and 'Cancel' buttons. The main dashboard background is visible, showing the 'Invitations' table and other sidebar options.

Applications and Selection Process

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



The screenshot shows a user interface for managing apprenticeship applications. On the left, a sidebar menu lists options: Dashboard, Profile, Contracts, Applications (which is circled in yellow), Invitations, Bank Details, and Log Out. The main content area has a header with 'Home', 'Apprenticeship Opportunities', 'Training Providers(BTP)', and 'TPA'. Below this is a search bar with 'Select Status' and a dropdown, a search input, and 'Search' and 'Reset' buttons. The main table has columns for 'Opportunity', 'Establishment', 'Applied On', 'Status' (which is circled in yellow for the first two rows), and 'Action'. Three rows of data are listed:

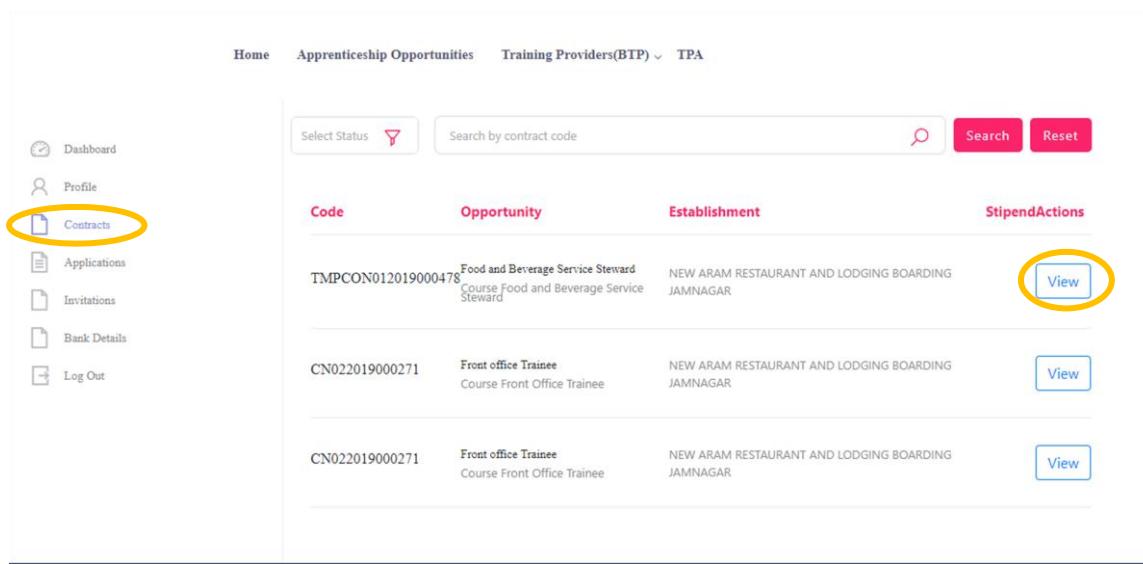
Opportunity	Establishment	Applied On	Status	Action
Food and Beverage Service Trainee Course name: Food and Beverage Service Trainee	The Chocolate Room India Private Ltd	31-01-2019	Pending	View
Food and Beverage Service Trainee Course name: Food and Beverage Service Steward	NEW ARAM RESTAURANT AND LODGING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

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



The screenshot shows a user interface for managing contracts. On the left, a sidebar lists navigation options: Dashboard, Profile, Contracts (which is circled in yellow), Applications, Invitations, Bank Details, and Log Out. The main content area has a header with 'Home', 'Apprenticeship Opportunities', 'Training Providers(BTP) ▾', and 'TPA'. Below the header are search filters for 'Select Status' and 'Search by contract code', with 'Search' and 'Reset' buttons. The main table displays three rows of contract details:

Code	Opportunity	Establishment	StipendActions
TMPCON012019000478	Food and Beverage Service Steward Course Food and Beverage Service Steward	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	View (circled in yellow)
CN022019000271	Front office Trainee Course Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	View
CN022019000271	Front office Trainee Course Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	View

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.



The screenshot shows a detailed view of a specific contract. The left sidebar is identical to the previous screenshot. The main content area shows the following details:

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

Status: Pending [Sign](#) (circled in yellow) [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
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