



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA  
(‘A’ Miniratna Category-1 Public Sector Enterprise)  
REGIONAL HEADQUARTERS (NR), NATS Building,  
GURGAON ROAD, NEW DELHI-110 037

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

**Notification for Engagement of Graduate/Diploma Apprentices (under Apprentices Act, 1961) for year 2024-25 in Airports Authority of India, Northern 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 (Northern Region) is inviting applications from the eligible candidates who are domiciles of **Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Leh Ladakh, Madhya Pradesh, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand** for an Apprenticeship Training Program of one year in various airports in Northern 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) :**

S. No.	Field of Specialization/Discipline	No. of seats	Duration of Training	Monthly Stipend	Locations/Airports of Apprenticeship Training at Northern Region Airports.
1.	Civil (Graduate)	07	1 year	1. Graduate (Degree) Apprentices- Rs.15000=10500 (AAI Share)+4500 (Govt. Share through DBT)	Adampur, Agra, Aligarh, Amritsar, Ayodhya, Azamgarh, Bareilly, Bhatinda, Bikaner, CATC, Chitrakoot, Dehradun, Farukhabad,
2.	Civil (Diploma)	26	1 year		
3.	Electrical (Graduate)	06	1 year		
4.	Electrical (Diploma)	25	1 year		
5.	Electronics (Graduate)	06	1 year	2. Technical (Diploma) Apprentices- Rs.12000=8000	
6.	Electronics (Diploma)	23	1 year		

7.	Computer Science/ Information Technology (Graduate)	02	1 year	<b>(AAI Share) +4000 (Govt. Share through DBT)</b>  <b>3. Trade Apprentices (ITI) Rs. 9000/-</b>	Fursatganj, Gorakhpur, Gwalior,  Hindon, Jaipur, Jaisalmer, Jammu, Jodhpur, Kangra, Kanpur, Khajuraho, Kishangarh, Kullu, Kushinagar, Leh, Lucknow, Ludhiana, Meerut, Moradabad, Pantnagar, Pathankot ,Pithoragarh, Prayagaraj, Safdarjung, Shravasti, Shimla, Srinagar, Udaipur, Varanasi, etc. and various offices in New Delhi.
8.	Computer Science/ Information Technology (Diploma)	06	1 year		
9.	Aeronautical/Aerospace/ Aircraft Maintenance (Graduate)	02	1 year		
10.	Aeronautics/Aerospace/ Aircraft Maintenance (Diploma)	04	1 year		
11.	Computer Operator Programming Assistant (ITI)	73	1 year		
12.	Steno (ITI)	08	1 year		
13.	Mechanical/ Automobile (Graduate)	03	1 year		
14.	Mechanical/ Automobile (Diploma)	06	1 year		
<b>Total</b>		<b>197</b>			

**Last date of application:** 25.12.2024 (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

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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 have already undergone 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 Northern Region** are eligible.
2. Candidates passed degree/diploma **in or after 2020** are eligible.
3. Age limit: Minimum age is 18 years and Maximum age is 26 years as on 31.10.2024. (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 documents and submission of Medical Fitness Certificate at the time of joining.
4. The selected candidates will be posted preferably at the given locations in Northern Region based on their registration location (in portal).

**F. General Instructions:**

1. Last date of application is 25.12.2024.
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 –RHQ NR, New Delhi** (NDLSWC000002(BOAT)/ E05200700101(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.
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 change 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.

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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.
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 Northern 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 0512-2584056/2584057/2580349.
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).
18. In case of any dispute, **English version** of notice and communication will be treated as valid.

  
27/11/2024



# 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

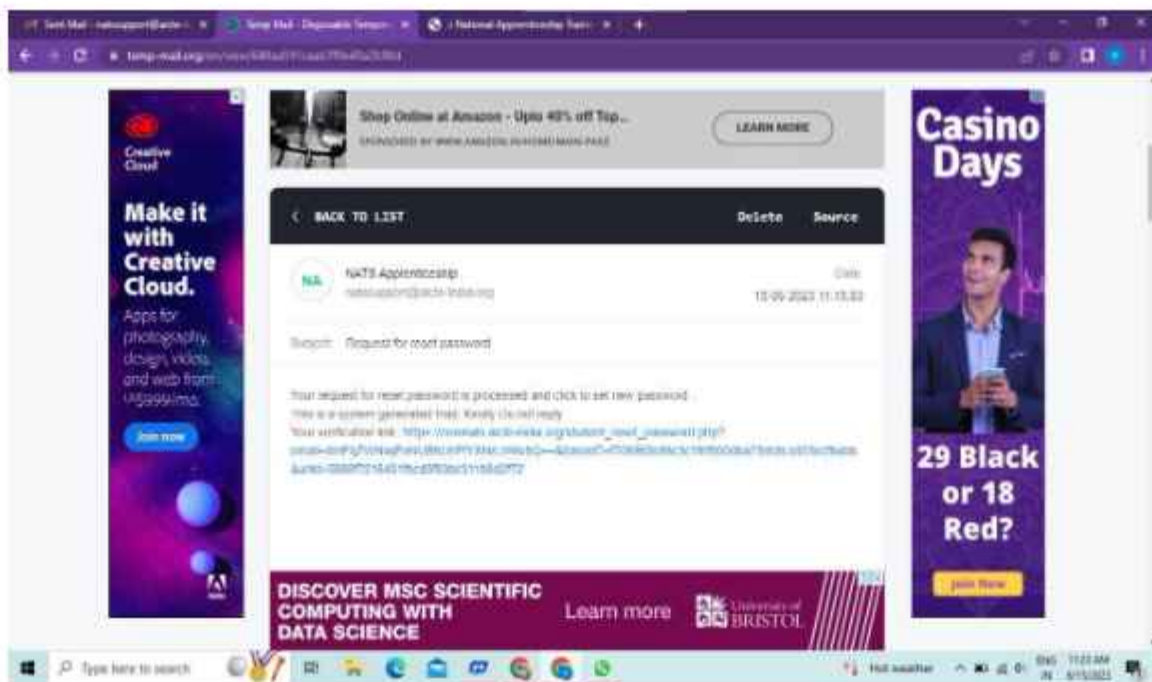
Below is each of these modules elaborated along with screenshots.

### Resetting password (upgraded portal)

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

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

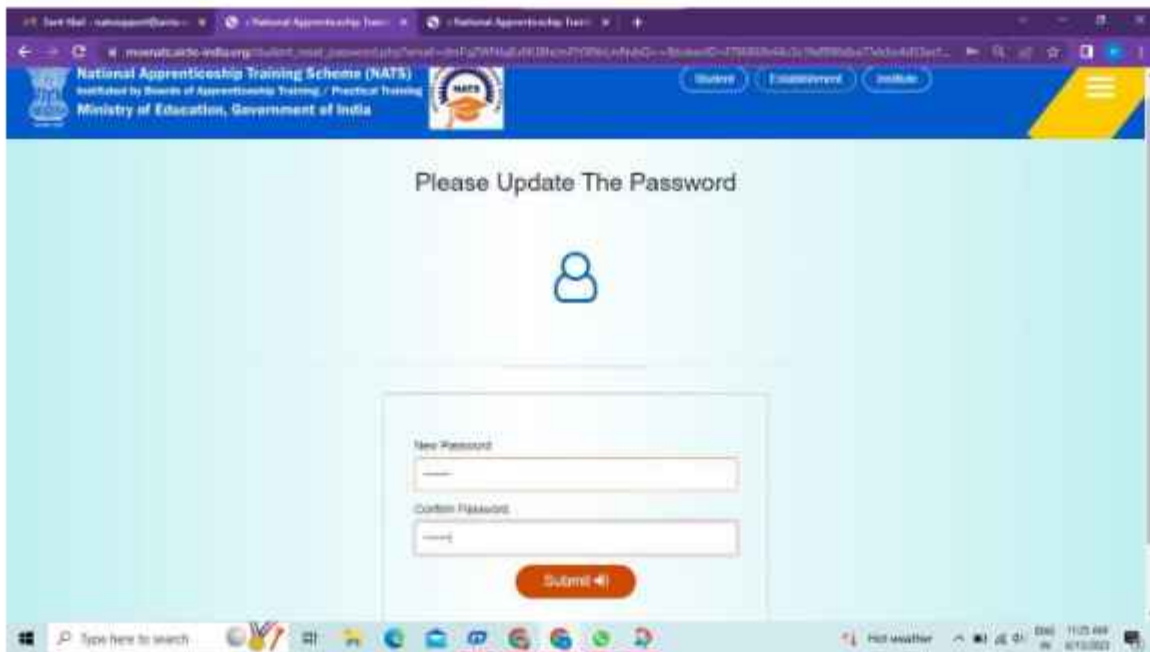
**Step 2:** Enter your email, a password reset email will be received to the email.



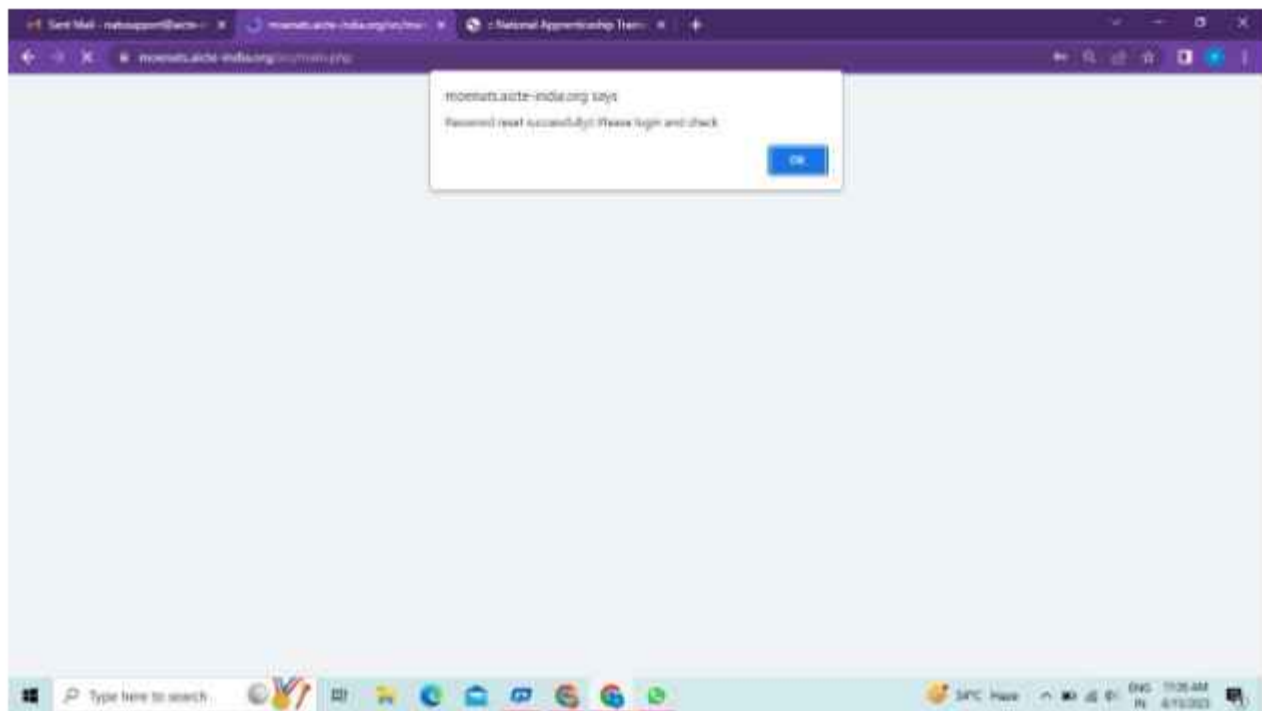


**Step 3:** Open the email and click on the link, and it will be redirected to the password reset page.

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

The screenshot shows a web browser window with the URL 'mainscartsa-india.org/portal/reset\_password.php?reset\_token=51f2974baf4938c2709c4ef4d0c3e3e6d0c4779335443c1b47f8bda7f6b44f03ed...'. The page header includes the NATS logo and text: 'National Apprenticeship Training Scheme (NATS)', 'Instituted by Bureau of Apprenticeship Training / Practical Training', and 'Ministry of Education, Government of India'. There are buttons for 'Student', 'Employment', and 'Institute'. The main heading is 'Please Update The Password'. Below it is a user icon. The form contains two input fields: 'New Password' and 'Confirm Password', followed by a red 'Submit' button. The Windows taskbar is visible at the bottom.

**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 `moduulaidc-india.org/student_register.php`. The page title is "Student Register". A red notice 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".

The form contains the following fields and options:

- Have you undertaken any previous training as part of the apprenticeship programme (except sandwich apprenticeship):** A dropdown menu with "NO" selected.
- Do you have any work experience of one year or more:** A dropdown menu with "NO" selected.
- Name \***: A text input field containing "MANISHA".
- Date of Birth \***: A date input field containing "09/10/2001".
- Gender \***: A dropdown menu with "FEMALE" selected.
- Category \***: A dropdown menu with "OBC" selected.
- Aadhar Number (Pattern: xxxx xxxx xxxx) \***: A text input field containing "XXXX XXXX 7576".
- Upload Aadhar Card (only pdf size < 1MB) \***: A file upload button labeled "Choose File" with the text "aadar.pdf" next to it.

The Windows taskbar at the bottom shows the time as 4:34 PM on 4/12/2023.

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



## 2. Student Profile

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

The screenshot shows the NATS registration portal. The header includes the Government of India emblem, the text "National Apprenticeship Training Scheme (NATS) Institute for Students of Apprenticeship Training / Practical Training Ministry of Education, Government of India", and the NAPS logo. A "Logout" link is in the top right. A progress bar contains five steps: 1. Basic Details (active), 2. Education Details, 3. Communication Information, 4. Training Preferences, and 5. Bank Details. The "Basic Details" section is titled "Basic Details" and includes a photo upload instruction: "Upload your Photo (only .jpg & .png)". Below this is a "Choose File" button and the text "No file chosen". The Windows taskbar at the bottom shows the time as 4:57 PM on 4/12/2021.

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 two tabs. The active tab is titled 'National Apprenticeship Portal'. The address bar shows the URL 'https://napt.npti.org/student/module/student-dashboard/eligibility-check.php'. The browser's address bar also shows 'Google', 'YouTube', and 'More'. The main content area is titled 'Basic Details' and contains a form with the following fields:

- Name of Company:** A text input field.
- Designation:** A text input field.
- Address:** A text input field.
- Contact Number:** A text input field.
- Email:** A text input field.
- State:** A dropdown menu.
- District:** A dropdown menu.
- Gender:** A dropdown menu.
- Save and Continue:** A red button.

The bottom of the browser window shows a Windows taskbar with the Start button, a search bar, and several application icons. The system tray on the right shows the date and time as '6/12/2023 4:54 PM' and the temperature as '40°C, Haze'.

## STEP 2: Education details:

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

[illegible]

### STEP 3: Communication Information

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

The screenshot shows the 'National Apprenticeship Training' portal. The header includes the logo and text: 'Industrial Apprenticeship Training System (NAT) is Instituted by Board of Apprenticeship Training / Product Training, Ministry of Education, Government of India'. The navigation bar shows five steps: 1. Step Details, 2. Candidate Details, 3. Communication Information, 4. Training Preferences (active), and 5. Save Details. Below the navigation bar, a message states: 'If you don't know your area pin code please visit: <https://www.india.gov.in/india/pin-code-map-of-india> to the'. The form is divided into two sections: 'Permanent Address' and 'Present Address'. Each section contains fields for Pin Code, District, and State. The 'Present Address' section also includes a 'Save and Continue' button. The footer shows the Windows taskbar with the search bar, task icons, and system tray information: 40°C, 11:20 AM, 6/12/2023.

### STEP 4: Training preferences

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



Navigation: Home > Student > Training Details

Navigation Bar: Basic Details > Education Details > Career/Interest > Training Preferences > Bank Details

**Training Preferences**

**Location Preference**

Preferred State - 1:

Preferred State - 2:

Preferred State - 3:

Preferred District - 1:

Preferred District - 2:

Preferred District - 3:

**Field Preference**

Preferred Field - 1:

Preferred Field - 2:

Preferred Field - 3:

## STEP 5: Bank details

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

National Apprenticeship Training Scheme (NATS)  
Initiated by Ministry of Apprenticeship Training / Product Training  
Ministry of Education, Government of India

Home Details Education Details Examination Information Training Performance **Bank Details**

We assure you that your bank details will not be shared with anyone without your consent. NATS does not have access to your Bank/Credit/Debit card details on platform through any other medium. If you have any such requests, you are encouraged to report the matter to us.

Please fill in the bank account details in which you want to get stipend by direct deposit.

IFSC Code \*  
[Input field]

Bank Name \*  
[Input field]

Bank Account Number \*  
[Input field]

Bank Branch Name \*  
[Input field]

Branch of the Regional Office \*  
[Input field]

Linked Payment Method \*  
[Input field]

**Save and Proceed**

**Quick links**

- Home
- How to join NATS
- FAQs
- Ministry of Education (MHRD)
- Ministry of Skill Development

**Help & Support**

- Home
- Registration
- Examination
- Training
- Stipend
- Bank Details
- Feedback

**Others**

- Home
- Registration
- Examination
- Training
- Stipend
- Bank Details
- Feedback

40°C Haze 504 PM 6/12/2022

## 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	26-Jul-2022	Akash Industry generating the contract for Apprentiship 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@bopter.gov.in

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



### APPRENTICESHIP CONTRACT REGISTRATION FORM

#### APPRENTICE INFORMATION

Name <b>BITTU KUMAR</b>	Gender <b>M</b>	Date of Birth <b>2003-01-16</b>	Age <b>19</b>
Father / Mother Name <b>AJAY MANDAL</b>	Enrollment Number <b>1171818025</b>	Caste <b>OBC</b>	PWD <b>N</b>
Address for Communication <b>Barhiya 5G, WARD NO 17, BARHIYA, LAKHISARA, LAKHISARA UTTARAKHAND, 811302</b>		Mobile Number <b>6206925676</b>	Email Address <b>bittu16012003@gmail.com</b>
Father / Mother Name <b>AJAY MANDAL</b>		Enrollment Number <b>1171818025</b>	Caste <b>OBC</b>
PWD <b>N</b>			

#### EDUCATIONAL QUALIFICATION

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

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

#### NAME AND ADDRESS OF THE EMPLOYER

Aakash -	Coonda, Ranchi	RANCHI-II, 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.



## Contact Us

Email: [natssupport\\_student@aicte-india.org](mailto:natssupport_student@aicte-india.org)

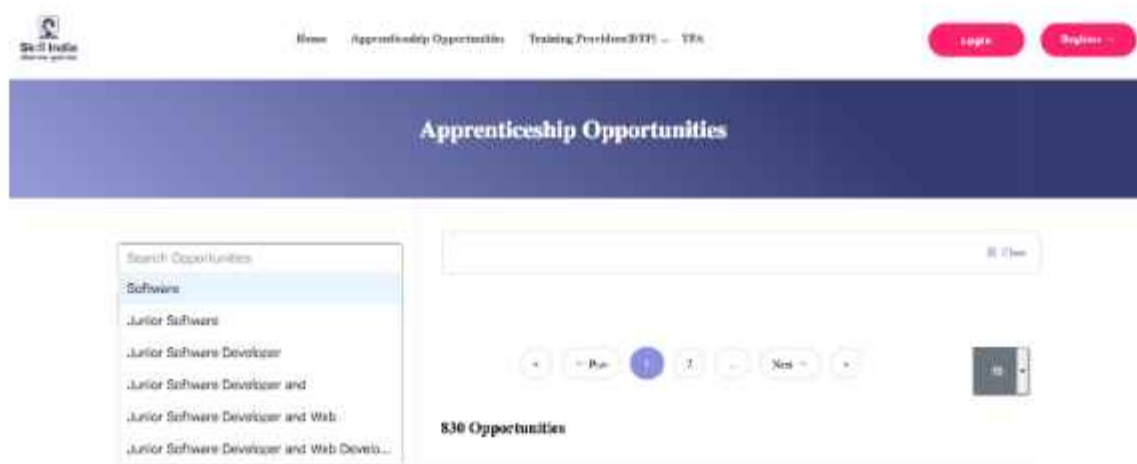
Landline: 011-29581332

## 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:

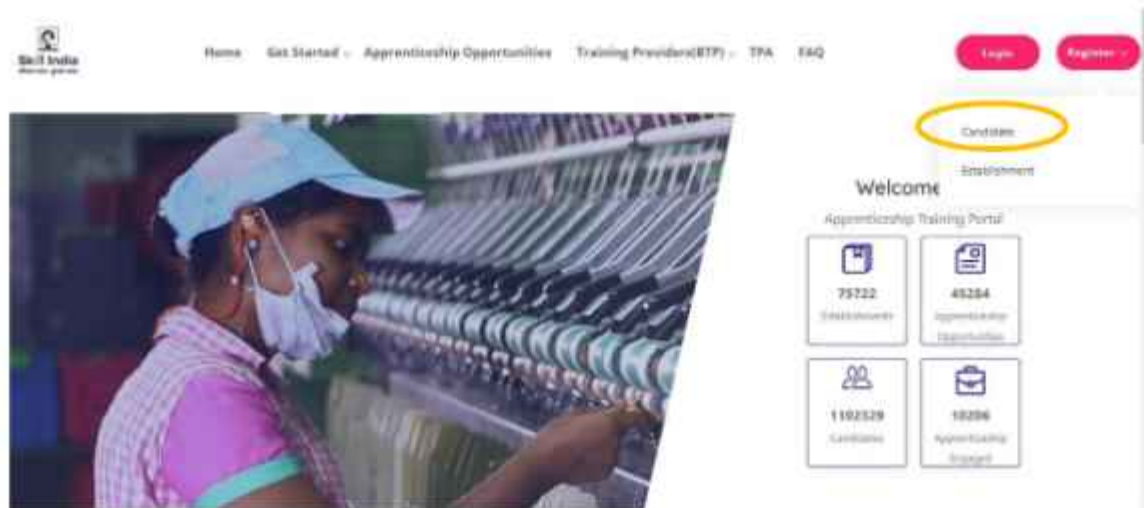


**Note: The fields marked in \* are mandatory.**



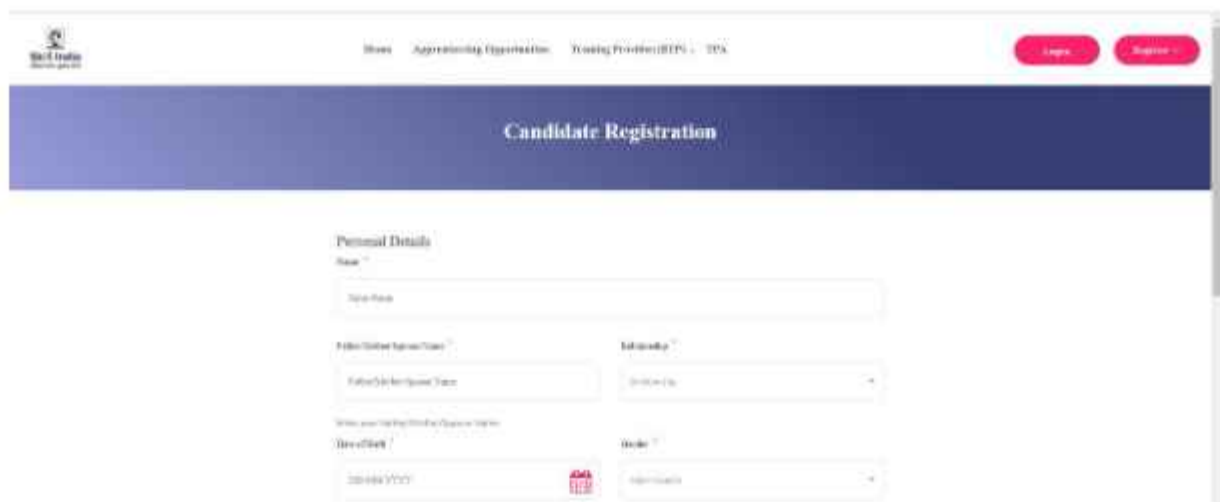
## Candidate Registration

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.**



Email Address   
 Password   
 Confirm Password   
 I agree to the Terms of Service and Privacy Policy. ☐

**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.

Email Address   
 Password   
 Confirm Password   
 I agree to the Terms of Service and Privacy Policy. ☐

**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/5c4d50f44f7d76386684f82f11tqmuVvCX7se3opN8hFzw5upmNT65>

## 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\(OTP\)](#) | [TFA](#)

## Login



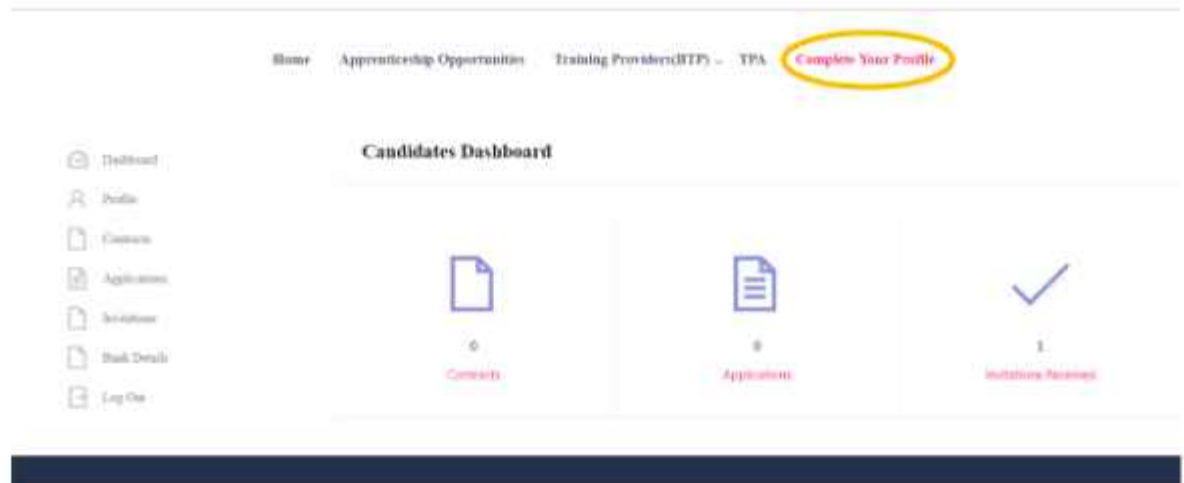
Login

[Forgot 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.

The screenshot shows the 'About Me' profile page. At the top are tabs: About, Contact, Education, and Preference. The 'About Me' tab is active, and an **Edit** button (circled in yellow) is next to it. The page is divided into two main sections: 'About Me' and 'Contact Details'. The 'About Me' section contains a table of personal information, and the 'Contact Details' section contains a table of address information. To the right is a 'Candidate Overview' sidebar with icons for Profile, Mobile Number, and Email.


About Me		Contact Details	
Registration Number	A012019005622	Address Line 1	—
Date of Birth	13-05-1982	City	—
Email	anurag.mishra@indiaonline.org	State	—
Category	—	Address Line 2	—
Disability	—	Pin code	—
Relationship	Father	District	—
Guardian Relationship	—		
Name	Anurag		
Gender	Female		
Phone Number	—		
PAN/VV Number	—		
Father/Mother/Spouse Name	Ujjwal		
Guardian Name	—		
Candidate Signature	—		

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

[Home](#) [Apprenticeship Opportunities](#) [Training Providers\(TEP\)](#) [TPA](#) [Complete Your Profile](#)

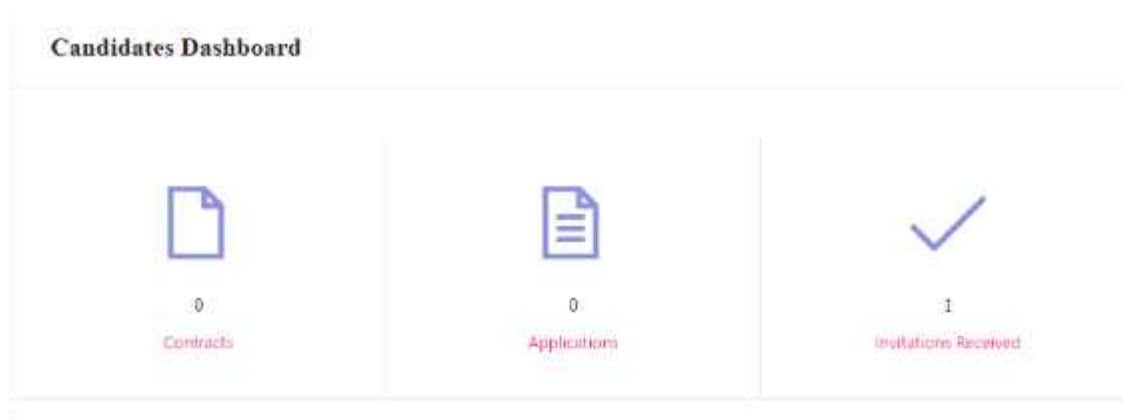
[← back to profile](#)

### Basic Details

Email	Mobile Number
<input type="text" value="sanyu.somda@necindia.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="15/01/1962"/> 	<input type="text" value="Choose file"/> <input type="button" value="No file chosen"/>
<small>Format: upload only (jpeg, jpg, png, pdf) files Maximum: 2MB only allowed</small>	
Father/Mother/Sponsor Name *	Relationship *
<input type="text" value="gurus"/>	<input type="text" value="Father"/>
Id Proof Type *	Document Proof *
<input type="text" value="Select Proof type"/>	<input type="text" value="Choose file"/> <input type="button" value="No file chosen"/>



## Understanding Candidate Dashboard

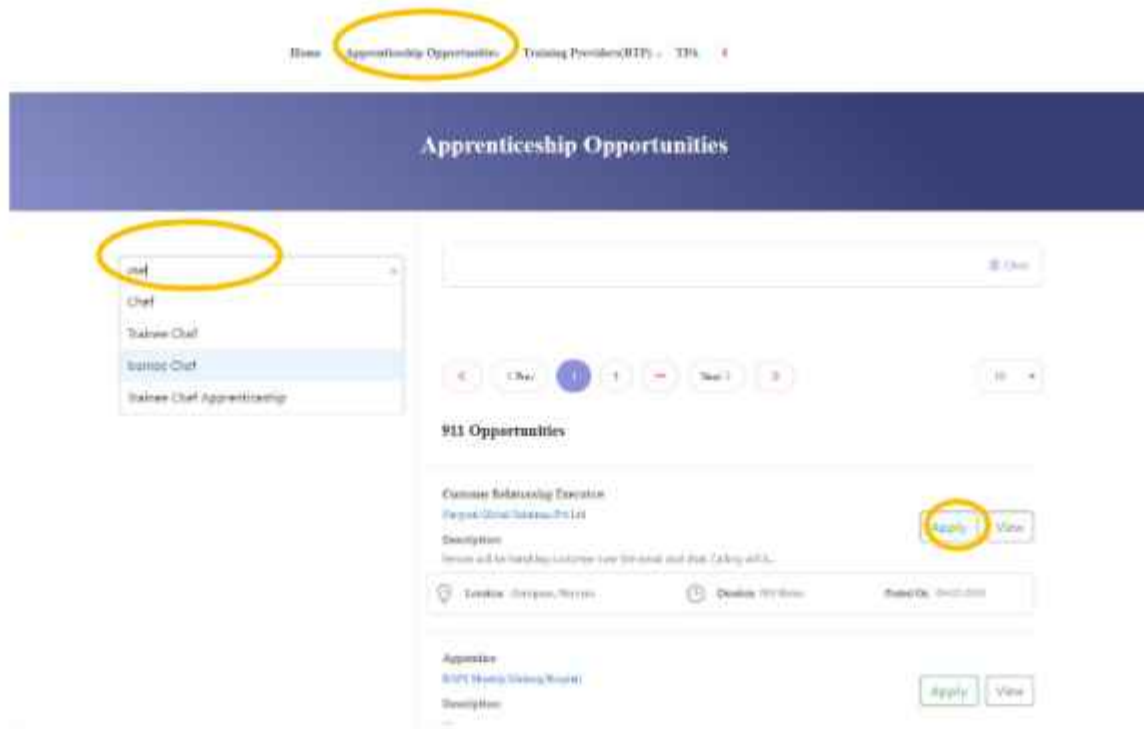


There are 3 items on your dashboard and they are explained below:

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

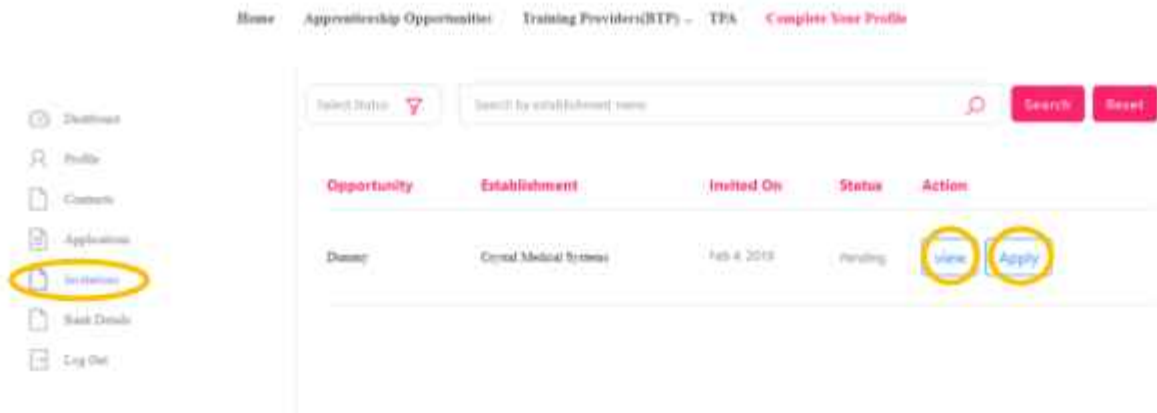
You can use the option “**Apprenticeship Opportunities**” on the top toolbar to view the opportunities. You can search by **keywords**, such as ‘hospitality’ or ‘fitter’, ‘operator’, ‘chef’, ‘sewing machine’ and so on in the ‘Search Opportunities’ section (encircled below)



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

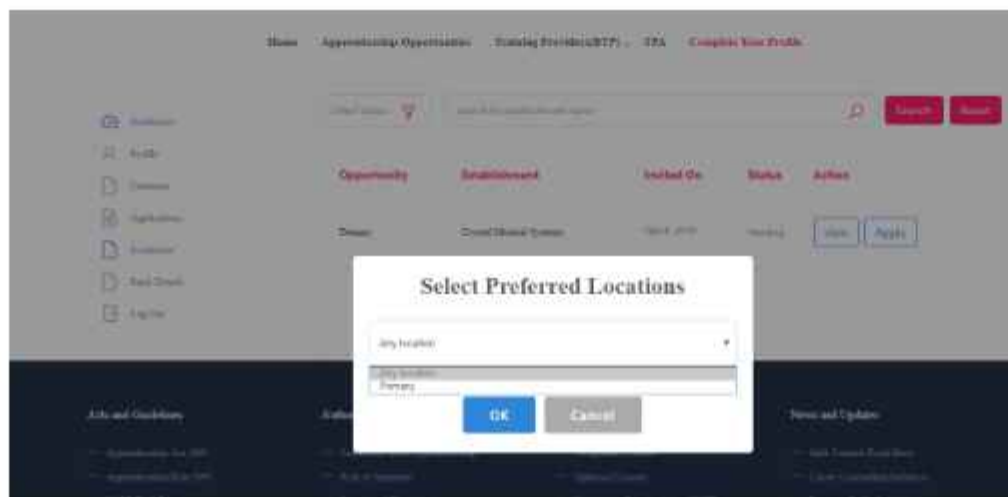
## Invitations

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.



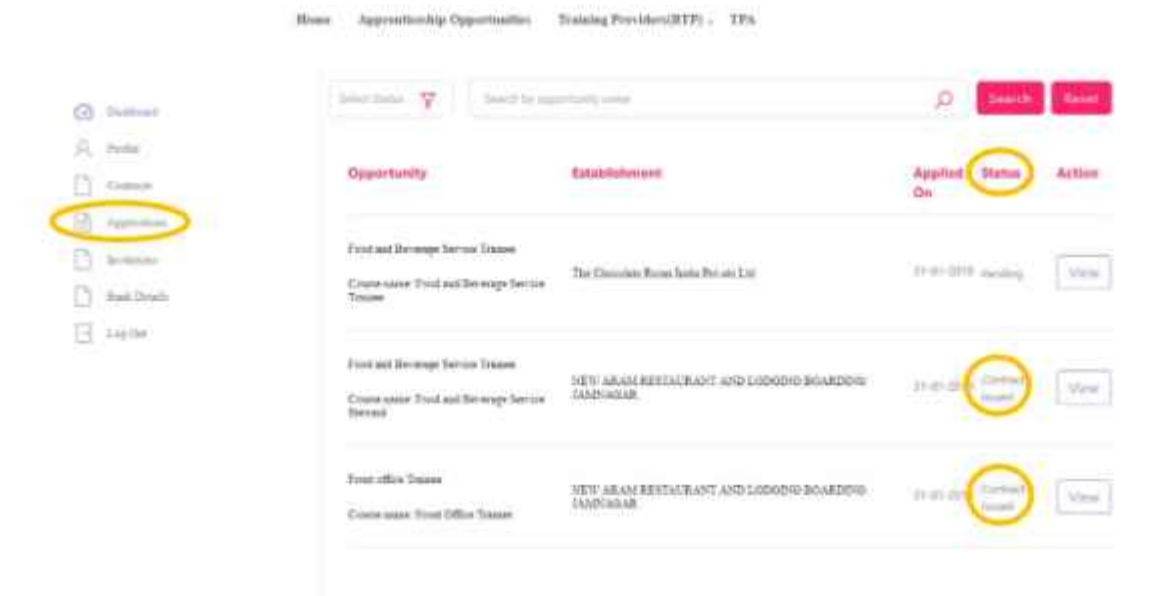
You can view the details of the opportunity by clicking on the **'View'** button (encircled above). If the opportunity interests you, you can click on the **'Apply'** button (encircled above) to apply to the opportunity.

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.





## Applications and Selection Process

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



Home | Apprenticeship Opportunities | Training Provider(BTP) | TPA

Select Status  Search for opportunity number  **Search** **Reset**

Opportunity	Establishment	Applied On	Status	Action
Food and Beverage Service Trainee	The Chocolate Room India Pvt. Ltd.	21-01-2019	Pending	<a href="#">View</a>
Cruise vessel Food and Beverage Service Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING COMPANY	21-01-2019	Contract Signed	<a href="#">View</a>
Food and Beverage Service Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING COMPANY	21-01-2019	Contract Signed	<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	Stipend/Action
TMPCON012019000478	Food and Beverage Service Steward (Course Food and Beverage Service Steward)	NEW AMAM RESTAURANT AND LODGING BOWEN/MS JAMPAKAS	<b>View</b>
CN002019000271	Food office Trainee (Course Food Office Trainee)	NEW AMAM RESTAURANT AND LODGING BOWEN/MS JAMPAKAS	<b>View</b>
CN002019000271	Food office Trainee (Course Food Office Trainee)	NEW AMAM RESTAURANT AND LODGING BOWEN/MS JAMPAKAS	<b>View</b>

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 7 days from contract generation)

Status: **Pending** **Sign** **Reject**

Opportunity			
Name	Food And Beverage Service Steward	Code	A000003
Stipend Details		Contract Generated at	21-07-2019
Course Details			
Course Code	C000000000	Course Name	Food and Beverage Service Steward