



भारतीय विमानपत्तन प्राधिकरण  
(AIRPORTS AUTHORITY OF INDIA)

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

O/o The Airport Director

NSCBI Airport, Kolkata-52

**ADVT. NO. 01/2023/AAC/APPRENTICE-GRADUATE/DIPLOMA/ITI(Trade)**

**Notification for Engagement of Graduate/Diploma Apprentice, and ITI Apprentices (under Apprentices Act,1961) for FY 2023-24 in Airports Authority of India, NSCBI Airport, Kolkata**

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, having O/o The Airport Director, NSCBI Airport, Kolkata-52, is inviting applications from the eligible candidates who are having domiciles of **West Bengal** for an Apprenticeship Training Program of one year for the year **2023-24**. During the period of Apprenticeship Training, the candidates are governed by Apprentices Act, 1961, (Rules made thereunder and amended from time to time) and commensurate policies/rules of AAI.

**A. Details of Types of Apprenticeship/Department and qualifications (No. of posts are tentative that can be reduced/increased):**

S. No.	Types of Apprenticeship/Department	No. of posts	Duration of Training	Monthly Stipend (In Rs)	Locations/Airport
1.	Graduate Apprentice- Engg Civil Department	2	1 year	15000/-	NSCBI Airport, Kolkata
2.	Diploma Apprentice-Engg Civil Department	2	1 year	12000/-	
3.	Graduate Apprentice- Engg Electrical Department	2	1 year	15000/-	
4.	Diploma Apprentice-Engg Electrical Department	6	1 year	12000/-	
5.	Trade Apprentice- Engg Electrical Department	7	1 year	9000/-	
6.	Graduate Apprentice- Electronics and Communication Department	1	1 year	15000/-	
7.	Diploma Apprentice- Electronics and Communication Department	2	1 year	12000/-	
8.	Trade Apprentice- Electronics and Communication Department	6	1 year	9000/-	
9.	Graduate Apprentice- IT Department	2	1 year	15000/-	

**Last date of online application: 05.02.2024** (please read the instructions carefully before applying)

**B. Educational Qualification for :**

1. **Graduate Apprentice:** Candidates should possess full time (regular) four years degree in Engineering with concerned Specialization/Discipline, recognized by AICTE, Govt of India.
2. **Diploma Apprentice:** Candidates should possess full time (regular) three years Diploma in Engineering with concerned Specialization/Discipline, recognized by AICTE, Govt of India.
3. **ITI Trade Apprentice:** candidates should possess ITI NCVT certificate with concerned Trade/Specialization/Discipline awarded by Directorate General of Training, Govt of India.

**C. Conditions:**

1. Apprentices shall have to undergo Apprenticeship training at NSCBI Airport, Kolkata ONLY.
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 having domicile **from West Bengal State only** are eligible.
2. Candidates passed degree/diploma/ITI **in 2020 or after 2020** may be eligible.
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. Numbers of vacancies of Graduate and Diploma Apprentices to be advertised through the BOPT/NATS website only.
3. Numbers of vacancies of ITI/Trade Apprentices to be advertised through the RDAT/NAPS website only.
4. The nominations of candidates received from the office of BOPT/NATS and RDAT/NAPS only to be considered for provisional selection

5. The candidature of the applicant would be provisional. The shortlisted candidates will be called for Interview/Document verification through their registered email IDs only.
6. The final selection will be based on Interview/verification of certificates and submission of Medical Fitness Certificate at the time of joining.
7. The selected candidates will be posted preferably at NSCBI Airport, Kolkata-52 ONLY.

**F. General Instructions:**

**1. Last date of online application through BOPT/NATS/NAPS is 05.02.2024**

2. The interested candidates are requested to apply online through NATS/BOAT's portal ie [www.nats.education.gov.in](http://www.nats.education.gov.in) for graduate/diploma apprentices or apply online through NAPS portal ie [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) - for ITI Trade Apprentice by finding establishment Airports Authority of India, O/o Airport Director, NSCBI Airport, Kolkata-52 (EWBPNC000002- for graduate/diploma apprentices ) or (E06161900020 for ITI Trade Apprentice) 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 annexed herewith as **Annexure-I and Annexure-II** which are only indicative in nature. For more details about the process of registration on concerned website and application against the vacancies, the office/website of NATS/BOPT for Graduate /Diploma Apprentices and NAPS for Trade/ITI apprentices may be contacted or communicated for the same, if required.

3. **Candidates must register themselves with the concerned portal of NATS/BOPT for Graduate /Diploma Apprentices and NAPS portal for Trade/ITI apprentices prior to applying for apprenticeship training in AAI without fail (Annexure – I and II). Applications received in online mode through NATS/BOPT/NAPS portal will only be considered.**

***Correspondence/Communication/applications in any other manner/mode will not be entertained summarily.***

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, (Rules made thereunder and amended from time to time) and the policies/rules of the AAI.
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 have 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/concerned regional Board/office.
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. Interested candidate for Graduate/Diploma Apprentices may contact Email at: [natssupport\\_student@aicte-india.org](mailto:natssupport_student@aicte-india.org) , email: [info@boater.org](mailto:info@boater.org), [https://nats.education.gov.in/student\\_type.php](https://nats.education.gov.in/student_type.php), Phone no **+91-33-2337 0750/2337 0751 and 011-29581332** for registration and clarifications in this context.
17. Interested candidate for ITI/Trade Apprentices may contact email at : [apprenticeship@nsdcindia.org](mailto:apprenticeship@nsdcindia.org) and <https://www.apprenticeshipindia.gov.in/> and **Landline: 88000 55555 and 180001239626** for registration and clarifications in this context

# 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:

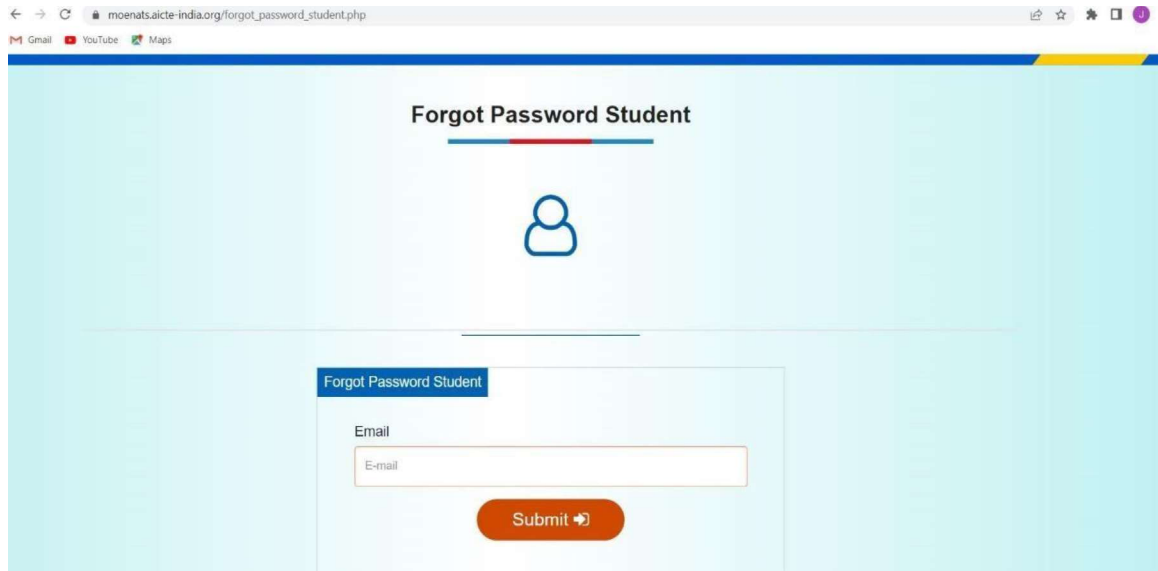
- Step 1:** Registration
- Step 2:** Profile filling
- Step 3:** Apply for apprenticeship available
- Step 4:** Application Management
- Step 5:** Contract creation
- Step 6:** Profile Lock
- Step 7:** Record of progress
- Step 8:** Download COP, after successful completion of apprenticeship program.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

Below is each of these modules elaborated along with screenshots.

## **Resetting password (upgraded portal)**

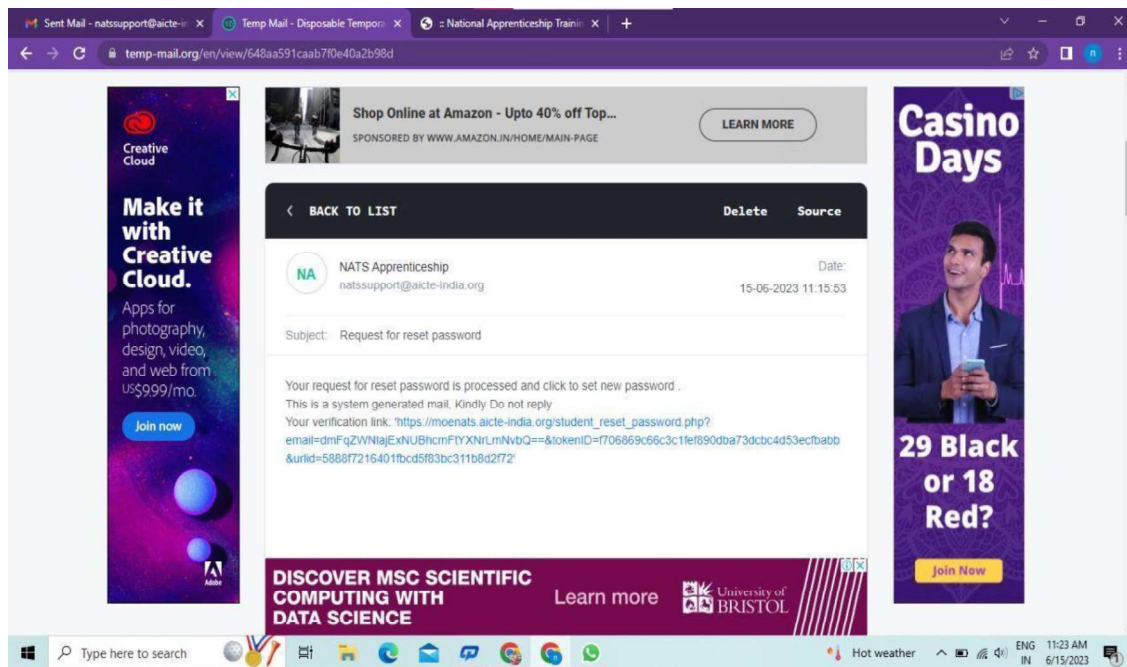
**Step 1:** Click on the below link,

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



The screenshot shows a web browser window with the URL [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 central form. At the top of the form, it says "Forgot Password Student" with a blue outline of a person icon below it. The form contains a text input field labeled "Email" with a placeholder "E-mail". Below the input field is an orange "Submit" button with a right-pointing arrow.

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



The screenshot shows an email client interface. The email is from "NATS Apprenticeship" (natssupport@aicte-india.org) dated 15-06-2023 11:15:53. The subject is "Request for reset password". The body of the email contains the following text:

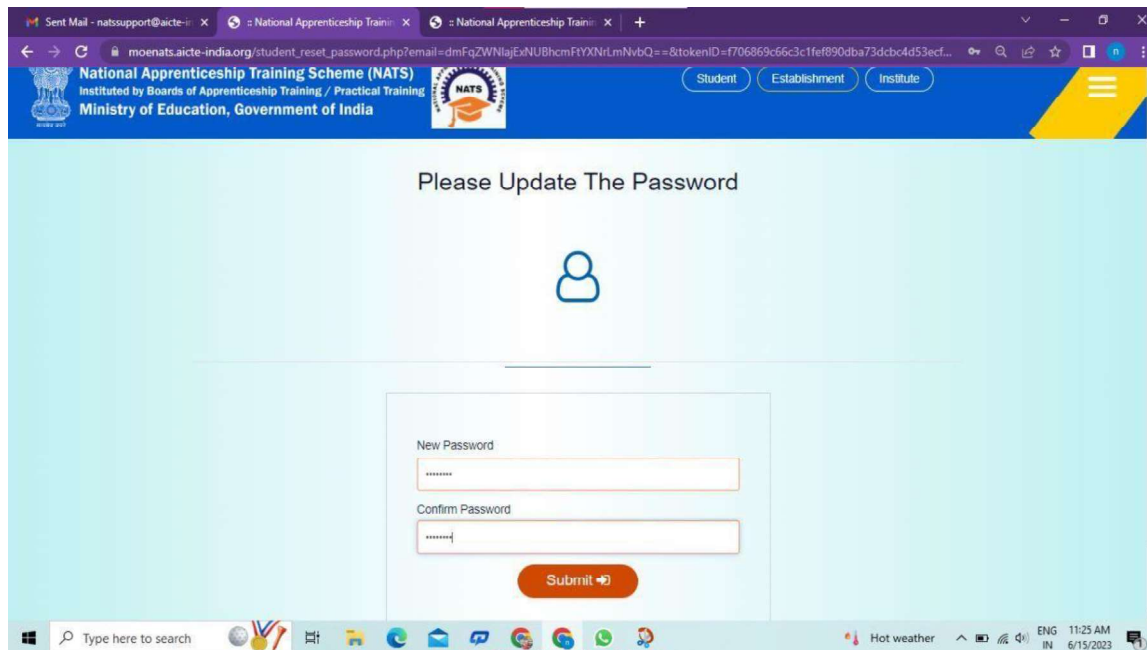
Your request for reset password is processed and click to set new password .  
This is a system generated mail. Kindly Do not reply  
Your verification link: [https://moenats.aicte-india.org/student\\_reset\\_password.php?email=dmFqZWVhcmFkbnVvbnQ=&tokenId=f706869c66c3c1ef890dba73dc4053ecfbab&urlid=5888f7216401fbc5f83bc311b8d2f72](https://moenats.aicte-india.org/student_reset_password.php?email=dmFqZWVhcmFkbnVvbnQ=&tokenId=f706869c66c3c1ef890dba73dc4053ecfbab&urlid=5888f7216401fbc5f83bc311b8d2f72)

The email is displayed in a window with several advertisements: "Creative Cloud" on the left, "Shop Online at Amazon - Upto 40% off Top..." at the top, and "Casino Days" on the right. The Windows taskbar at the bottom shows the date as 6/15/2023 and the time as 11:23 AM.



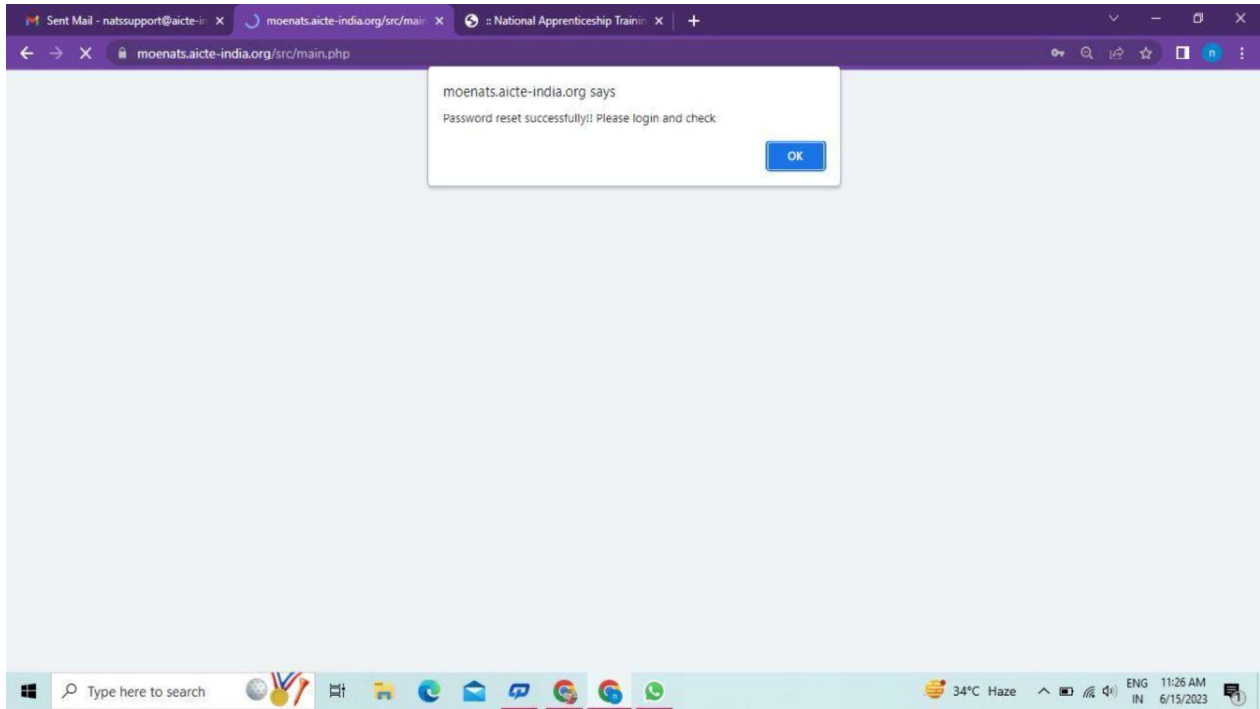
**Step 3:** Open the email and click on the link, and it will be redirected to the password reset page.

**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=dmFqZWVlajExNU8hcmFYXNlMmVvbQ==&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 content area has a light blue background with the heading "Please Update The Password" and a user icon. Below the icon is a form with two input fields: "New Password" and "Confirm Password", both containing masked characters. A "Submit" button is located below the form. The Windows taskbar at the bottom shows the search bar, taskbar icons, 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.

## 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): NO
- Do you have any work experience of one year or more: NO
- Have you passed out through Regular / Part Time / Distance: DISTANCE
- Name \*: MANISHA
- Date of Birth \*: 09/16/2001
- Gender\*: FEMALE
- Category \*: OBC
- Aadhar Number(Pattern xxxx xxxx xxxx)\*: XXXX XXXX 7578
- Upload Aadhar Card (only pdf size < 1MB)\*: Choose File 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.)*

Institute Name (If institute name not appearing in drop down , please contact natssupport@aicte-india.org)\*

Select Graduate in Engg./Tech in case of B.E./D.Tech/B.Pharma/D.Arch/B.IIMCT/B.Lib/B.C.Agric/D.C.Dairy/B.C.Biotech/B.Food/B.Fashion  
 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)\*

Course Name\*

Specialization \*

Student ID (Unique Registration/Roll Number)\*

Year of Passing \*

Month of Passing \*

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

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

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

Password\*

Confirm Password\*

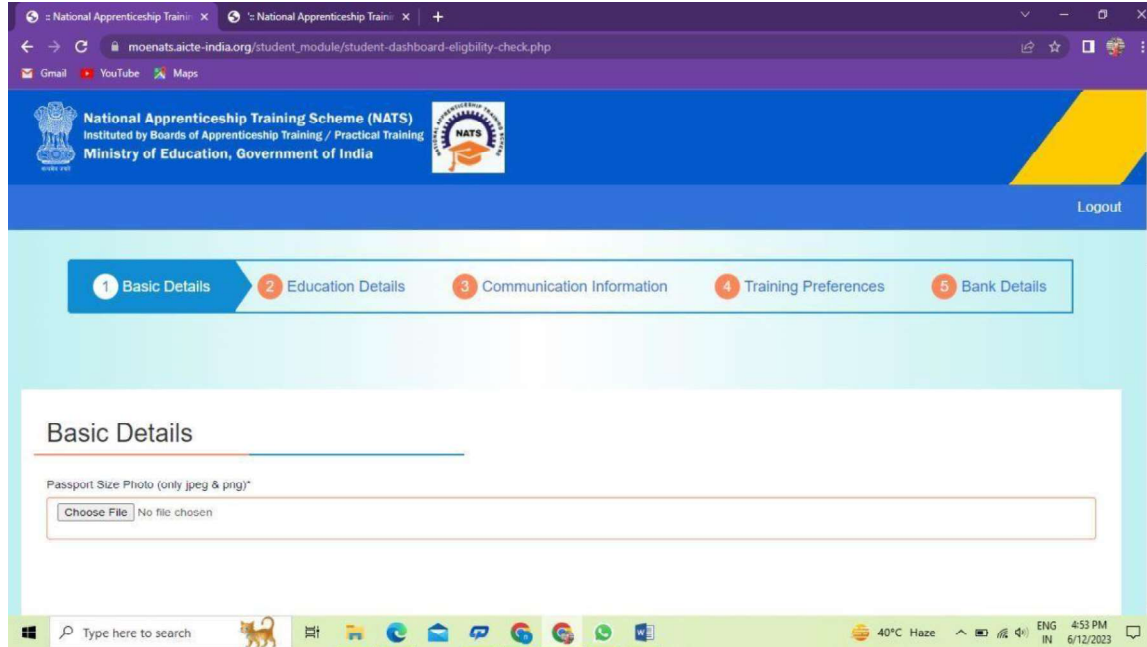
Show Password

I'm not a robot

Quick links      Help & Reports      Others

## Student Profile

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



The screenshot displays the NATS student dashboard at 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 features a blue header with 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. Below the header is a navigation bar with 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 contains a section for "Passport Size Photo (only jpeg & png)\*" with a "Choose File" button and the text "No file chosen". The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with a temperature of 40°C Haze 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:

- 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 \*:

At the bottom of the form is a button labeled "Save and continue".

## STEP 2: Education details:

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

moenats.aicte-india.org/student\_module/student-dashboard-education-details.php

### EDUCATIONAL DETAILS

Select Graduate in Engg /Tech in case of B.T./B.Tech/B.Pharm/B.Arch/B.I/MCT/B.Lu/B.E./Agr/B.C./Dary/B.E./Botch/B.Food/B.Fashion  
 Select Graduate in General Studies in case of General Bachelor Degree/BCA/BFA/BBA/BBS/B.Com/B.SPA/B.SW/B.A/B.C/D.A/M.Sc./B.Agr/Bu/Dary/Bu/Dech/Bu/Food

State to Which Institute Belongs \*  
 DELHI

Institute Name (If institute name not appearing in drop down , please contact abc@xyz.com)\*  
 COLLEGE OF ARTS

Course Name\*  
 CHEMICAL ENGINEERING

Student ID (Unique Registration/Rol Number) \*  
 7806707806707806707806707806

Month of Passing \*  
 JUNE

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

DIPLOMA IN ENGINEERING / TECHNOLOGY Joint after \*  
 Higher Secondary (10+2)  Diploma  High School(10th)  ITI

Select District in Engg /Tech in case Polytechnic - Engg/Pharma/Arch/MCT/Lu/Agr/Food/Fashion/MF/Secretariat/MT  
 District to Which Institute belongs \*  
 NEW DELHI

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

Specialization \*  
 CHEMICAL ENGINEERING

Year of Passing \*  
 2022

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

**Quick links**  
 → MIE  
 → NAPS portal of MSDE  
 → AICTE  
 → National Career Service (NCS)  
 → Local Model Centre

**Help & Reports**  
 → FAQs  
 → Establishment Manual  
 → Process Manual (English)  
 → Process Manual (印地)  
 → Quarterly Skill Assessment

**Others**  
 → Apprentices act  
 → RTI  
 → Sheroop  
 → Disclaimer  
 → Privacy

india.gov.in  
 Skill India  
 Make or Buy

Type here to search

40°C Haze

ENG IN 4:55 PM 6/12/2023

moenats.aicte-india.org/student\_module/student-dashboard-education-details.php

DIPLOMA IN ENGINEERING / TECHNOLOGY Joint after \*  
 Higher Secondary (10+2)  Diploma  High School(10th)  ITI

School / Institute State\*  
 DELHI

School / Institute Name\*  
 KV

Student ID (Enrollment Number) \*  
 9878705402210340678706787034

About your Self \*  
 IN DEVULLPANA

General Skills (Add comma separated values eg. Skill1, Skill2 and space is not allowed) \*  
 CEMENT

Languages Known (Add comma separated values eg. Hindi, English and space is not allowed)  
 ENGLISH

Save and Continue

School / Institute District\*  
 NORTH EAST DELHI

School / Institute Board Name\*  
 DTEA

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

**Quick links**  
 → MIE  
 → NAPS portal of MSDE  
 → AICTE  
 → National Career Service (NCS)  
 → Local Model Centre  
 → Contact Us

**Help & Reports**  
 → FAQs  
 → Establishment Manual  
 → Process Manual (English)  
 → Process Manual (印地)  
 → Quarterly Skill Assessment  
 → Annual Report  
 → Lock Back

**Others**  
 → Apprentices act  
 → RTI  
 → Sheroop  
 → Disclaimer  
 → Privacy  
 → Study Handbook

india.gov.in  
 Skill India  
 Make or Buy

Type here to search

40°C Haze

ENG IN 4:58 PM 6/12/2023



### STEP 3: Communication Information

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

The screenshot shows the 'Communication Information' step of the NATS student dashboard. 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 navigation bar at the top contains five steps: 1. Basic Details, 2. Education Details, 3. Communication Information (highlighted), 4. Training Preferences, and 5. Bank Details. A 'Logout' button is visible in the top right corner. Below the navigation bar, a message states: 'If you don't know your area pin code please click <https://www.indiapost.gov.in/vas/pages/findpincode.aspx> to find'. The form is divided into two sections: 'Permanent Address' and 'Present Address'. Each section contains a 'Pin Code' field (with '110070' entered), a 'Post Office' dropdown menu (with 'BARSOOD PUR BO' selected), a 'District' dropdown menu (with 'NEW DELHI' selected), a 'State/UT' dropdown menu (with 'DELHI' selected), and an 'Address' text field (with 'VASANTH KUNJ NEAR AICTE' entered). A checkbox labeled 'Present Address same as Permanent Address' is checked. At the bottom of the form, there is a 'Save and continue' button. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, along with system information: 40°C Haze, ENG IN, and 4:59 PM 6/12/2023.

### STEP 4: Training preferences

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

The screenshot shows a web browser window with the URL [moenats.aicte-india.org/student\\_module/training\\_details.php](https://moenats.aicte-india.org/student_module/training_details.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 navigation bar at the top contains five steps: 1. Basic Details, 2. Education Details, 3. Communication Information, 4. Training Preferences, and 5. Bank Details (which is highlighted in red). The main content area is titled "Training Preferences" and is divided into two sections: "Location Preference" and "Field Preference".

**Location Preference**

Preferred State	Preferred District
UPRAJH	NEW DELHI
DELHI	EAST DELHI
DELHI	NORTH DELHI

**Field Preference**

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

At the bottom of the form, there is a red button labeled "Save and continue". The Windows taskbar at the bottom shows the date as Monday, June 12, 2023, and the time as 5:02 PM IN 6/12/2023.

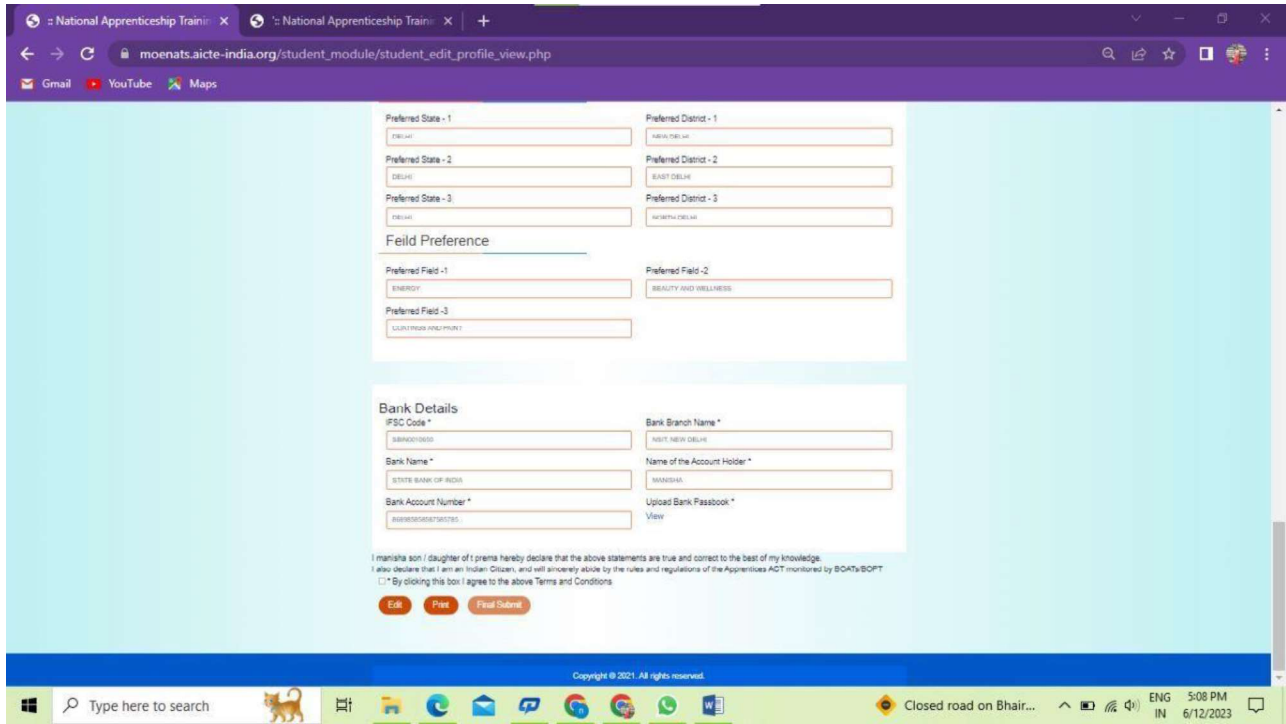
## STEP 5: Bank details

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 Trainin...". The address bar displays "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 \*" (text input with "SBIN0010003"), "Bank Branch Name \*" (dropdown menu with "NSUT, NEW DELHI"), "Bank Name \*" (dropdown menu with "STATE BANK OF INDIA"), "Name of the Account Holder \*" (text input with "MANISHA"), "Bank Account Number \*" (text input with "88888888888888888888"), and "Upload Passbook (Only pdf) \*" (file upload button labeled "Choose File"). A "Save and Preview" button is located at the bottom left of the form. The footer contains "Quick links" (MSE, NAPS portal of MSDE, AICTE, National Career Service (NCS), Local Nodal Centre), "Help & Reports" (FAQs, Establishment Manual, Process Manual (English), Process Manual (Hindi), Quarterly Skill Assessment), and "Others" (Apprentices act, RTI, Stamp, Disclaimer, Privacy). The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray with "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.



## 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@bopter.gov.in](mailto:info@bopter.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>	<a href="mailto:bittu16012003@gmail.com">bittu16012003@gmail.com</a>	<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

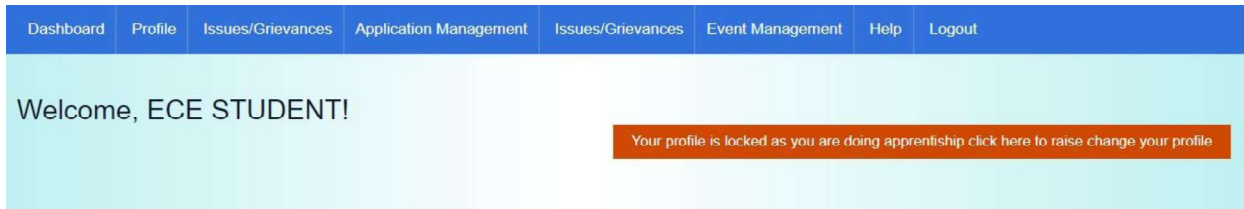
Akash -	Doranda, Ranchi	RANCHI, JHARKHAND - 834002
---------	-----------------	-------------------------------

## 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.



The screenshot shows a user interface for a student dashboard. At the top, there is a blue navigation bar with the following menu items: Dashboard, Profile, Issues/Grievances, Application Management, Issues/Grievances, Event Management, Help, and Logout. Below the navigation bar, the main content area has a light blue background. On the left side, it says "Welcome, ECE STUDENT!". On the right side, there is a red notification box with white text that reads: "Your profile is locked as you are doing apprenticeship click here to raise change your profile".

## Contact Us

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

Landline: 011-29581332

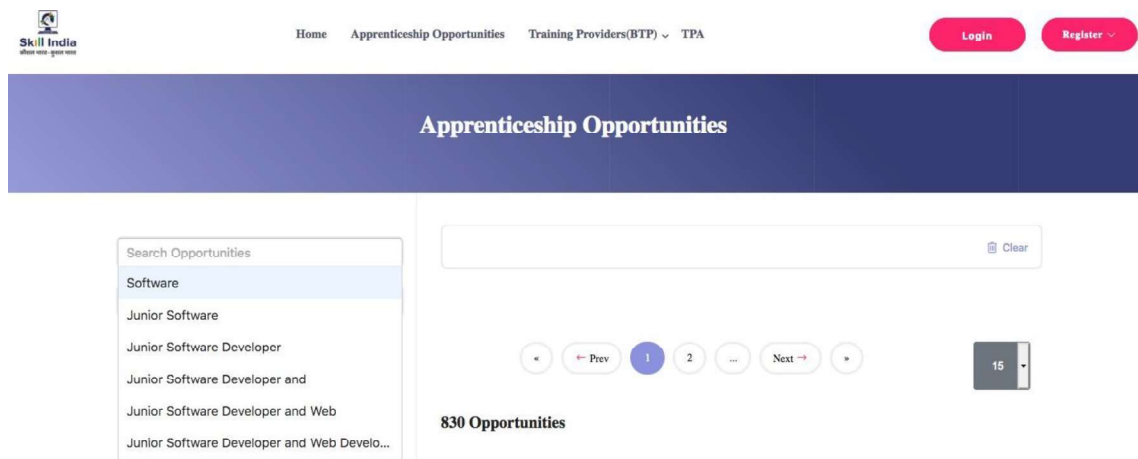


# Candidate Instruction Manual

## 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.

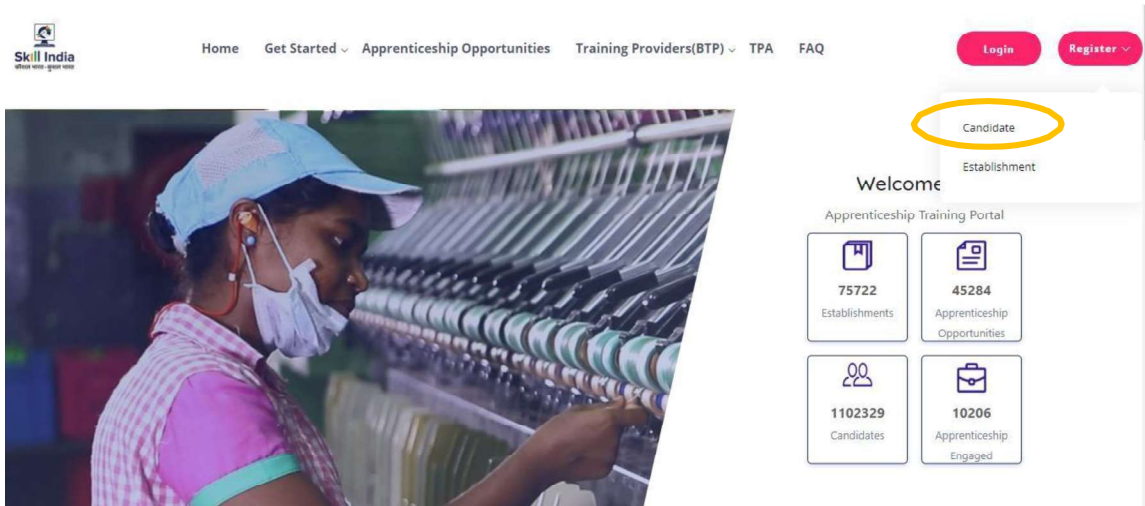
The Candidates can access to information such as available Apprenticeship Opportunities basis the Search Parameters like State, District, Sector and Trade, Organization and so on. To apply against available apprenticeship opportunities, it is mandatory for you register on the portal. The steps for registration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

A screenshot of the 'Candidate Registration' form. The form is titled 'Candidate Registration' and is divided into 'Personal Details'. The fields include: 'Name' (text input), 'Father/Mother/Spouse Name' (text input), 'Relationship' (dropdown menu), 'Date of Birth' (text input with a calendar icon), and 'Gender' (dropdown menu). The form is set against a dark blue background with white text and input fields.

Mobile Number

Email ID <sup>\*</sup>   
Email ID is required.

Password <sup>\*</sup>   
Your password must be 6 characters long.  
Password is required

Confirm Password <sup>\*</sup>

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.

Father/Mother/Spouse Name <sup>\*</sup>

Relationship <sup>\*</sup>


Enter your Father/Mo  
Date of Birth <sup>\*</sup>

Mobile Number

Password <sup>\*</sup>

Your password must t  
 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**

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

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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.

## Login

ananya.nanda@nsdcindia.org



\*\*\*\*\*



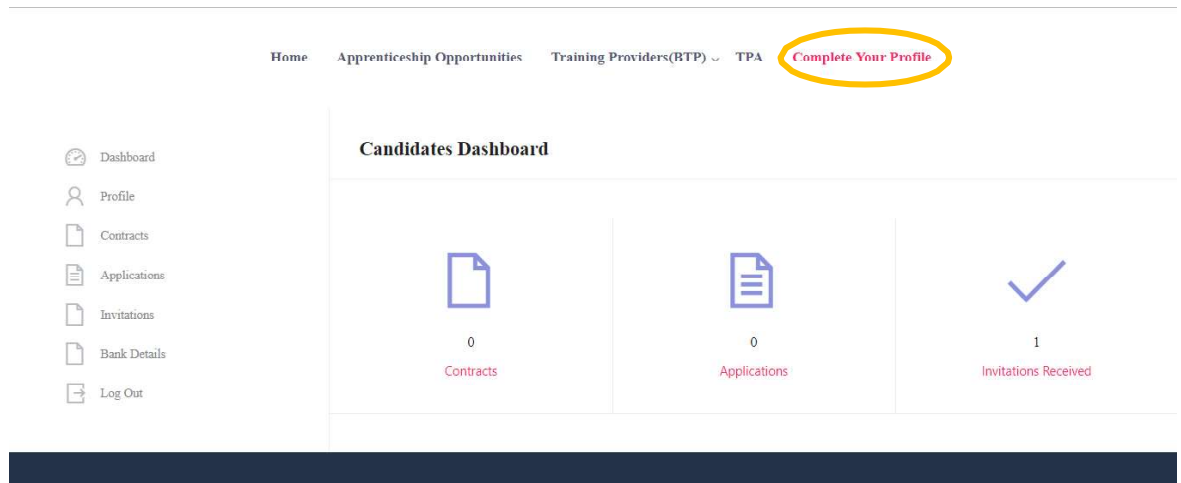
Login

[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.

The screenshot shows the 'About Me' profile page. At the top, there is a navigation bar with tabs: About, Contact, Education, and Preference. Below the navigation bar, the 'About Me' section is highlighted, and the **Edit** button (circled in yellow) is visible. The profile information is displayed in a table format:

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

Below the 'About Me' section is the 'Contact Details' section, which is currently empty. To the right of the profile information is a 'Candidate Overview' box containing the following details:

- Gender: Female
- Mobile Number: --
- Email: ananya.nanda@nsdcindia.org

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

[< back to profile](#)

### Basic Details

Email

ananya.nanda@nsdcindia.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

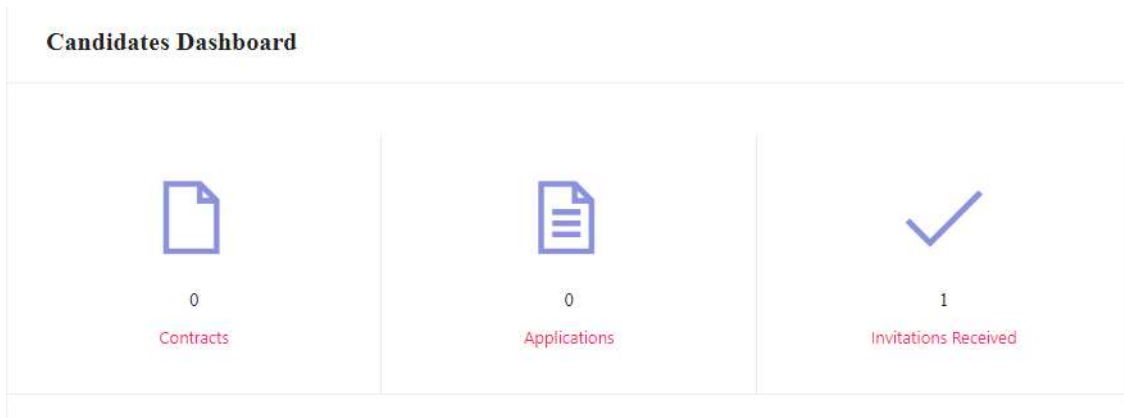
Id Proof Type \*

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

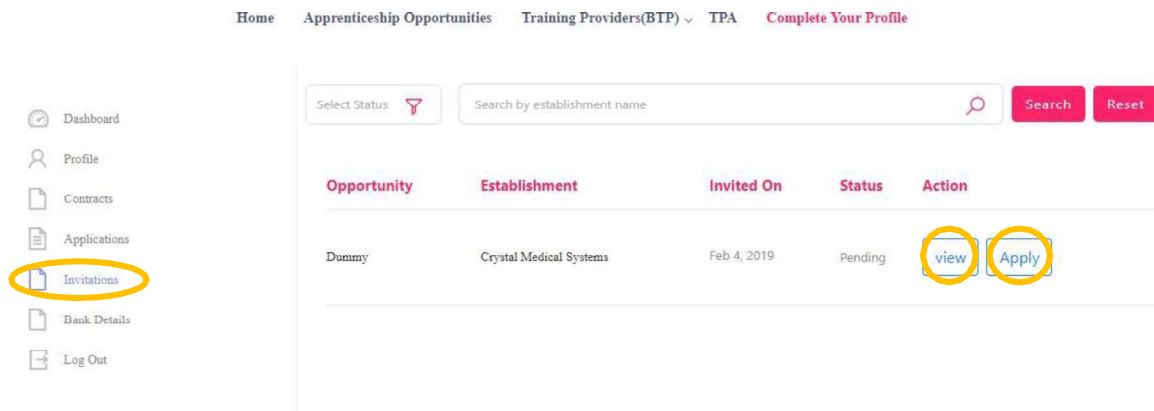
You can use the option “**Apprenticeship Opportunities**” on the top toolbar to view the opportunities. You can search by **keywords**, such as ‘hospitality’ or ‘fitter’, ‘operator”, “chef”, “sewing machine” and so on in the ‘Search Opportunities” section (encircled below)

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 bar with a 'Clear' button, a pagination control with '1' selected, and a list of 911 opportunities. The first opportunity is for 'Customer Relationship Executive' at 'Navyeti Global Solutions Pvt Ltd', with an 'Apply' button circled in yellow. The second opportunity is for 'Apprentice' at 'BAPS Shaastriji Maharaj Hospital', also with an 'Apply' button circled in yellow. The 'Apply' button in the first opportunity is circled in yellow.

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

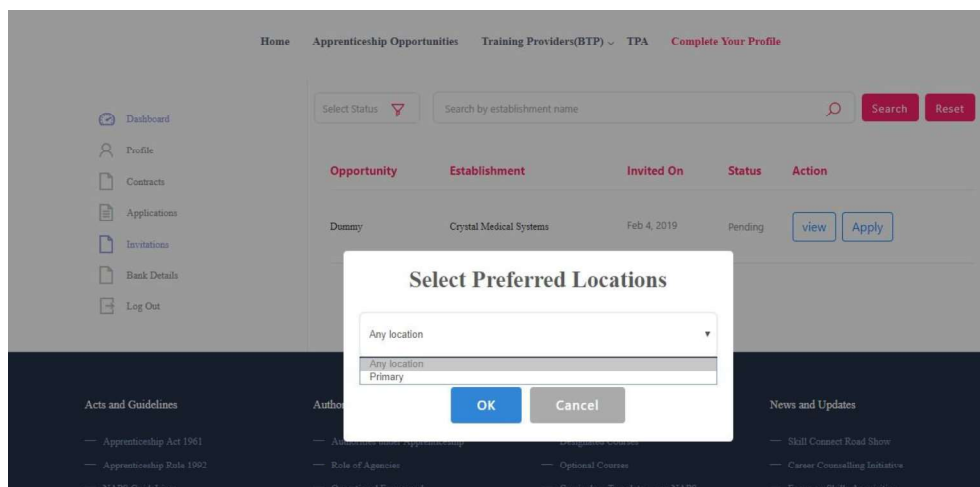
## Invitations

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 Providers(BTP) TPA

Select Status Search by opportunity name 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	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

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 3 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
-------------	----------------	-------------	-----------------------------------