

INSTRUCTION MANUAL FOR ESTABLISHMENT

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 Registered Candidates, Apprenticeship Opportunities Posted by Companies and Apprenticeship Guidelines.

Companies can access information such as registered candidates (applications) basis the Search Parameters like State, District, Sector and Trade, and Qualification. To view available candidates on the portal, it is mandatory to register as an establishment. The steps for registration is as below:

Note: The fields marked in * are mandatory.

1. Establishment Registration

Click on the “**Register**” button the top toolbar (as shown below) and select the option ‘**Establishment**’



You will be guided to a **Short Registration Form**, basis which you will be able to login into your account. On the page that opens, fill the required basic details.

The **Contact Person** should ideally be the employee who oversees the Apprenticeship Program in the establishment. It is also advisable to provide a generic official email ID—*one which will remain even if the employee in-charge changes.*

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.

Click the 'Submit' (encircled below) button on completion.

Establishment Registration

Establishment Details

Name of the Establishment *

Enter Establishment Name

Registration Type *

Select Registration Type

Registration Number

Enter Number

Address Line 1 *

Enter Address Line 1

Address Line 2

Enter Address Line 2

City *

Enter City

Pin Code *

Enter Pin Code

State *

Select State

District *

Select District

Name of the Contact Person *

Enter Contact Person Name

Mobile Number

Enter Number

Landline Number *

STD Code

Landline Number

Official Email Id *

Official Email Id *

Enter Email

Password *

Password

Confirm Password *

Confirm Password

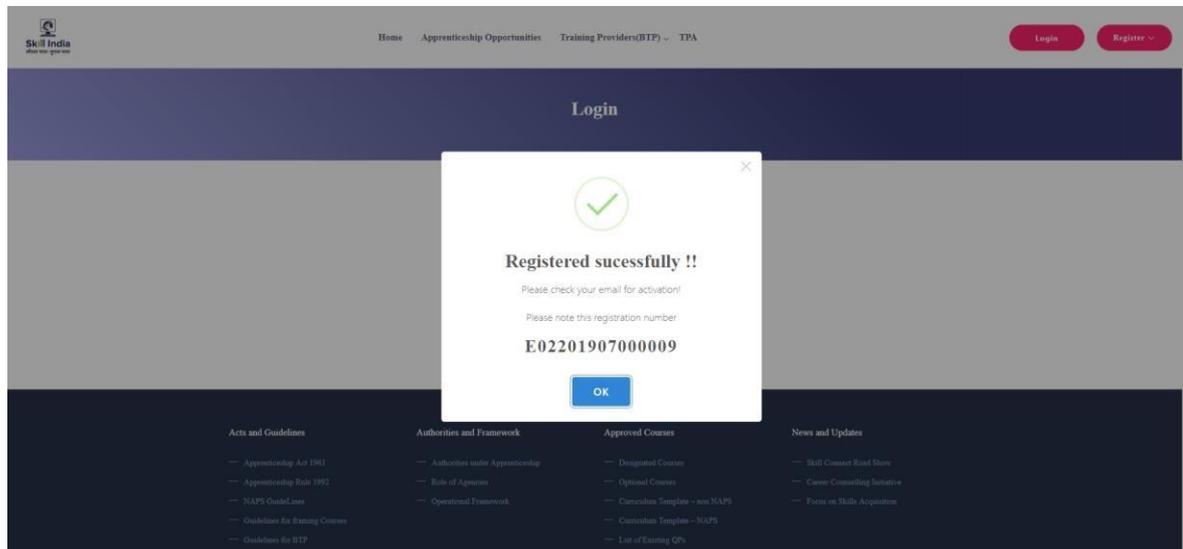
Your password must be 6 characters long.

Disclaimer

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

Submit

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



The **Activation Mail** will look as follows. Click on '**Active**' (encircled below) to activate your account. You will be guided to the login page of the portal and you can use the Email ID and password (you provided during registration) to login to your account.



Dear XYZ,

Your Registration Number is - E02201907000009

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:

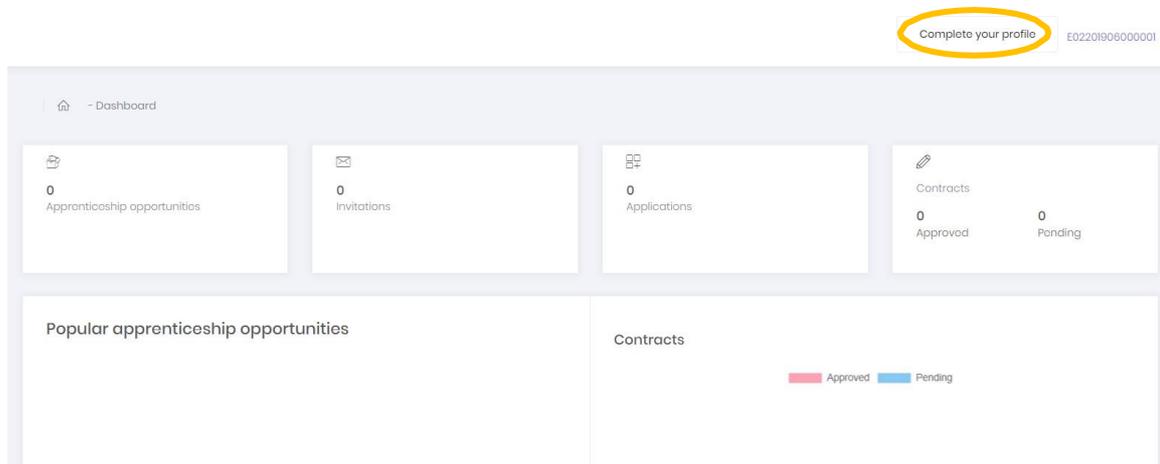
<https://apprenticeshipindia.org/activate/5c5946dd44f7d7123c5ad8fc/mMmaibHJ9fFssdikiXitNhZyHShtg2N>

2. Login and Profile Completion

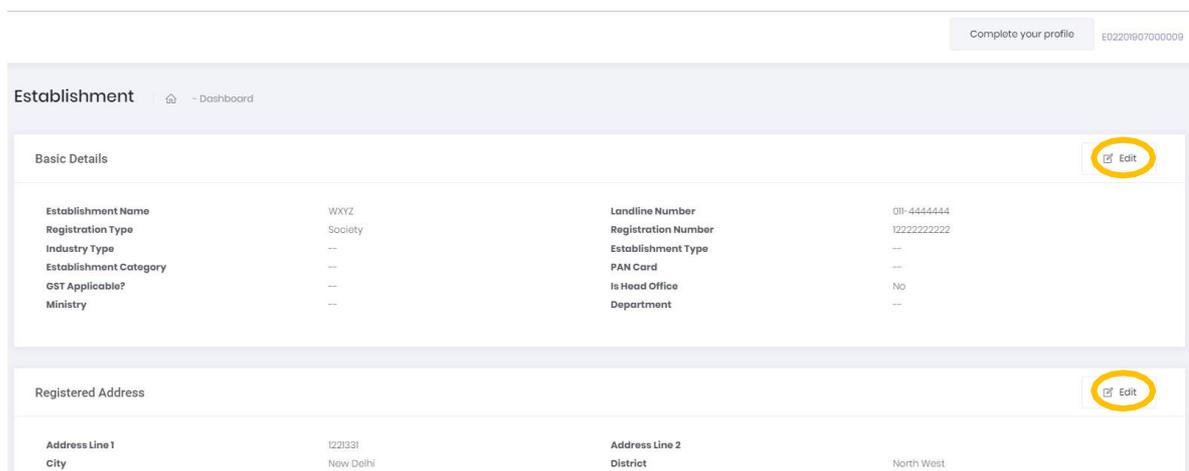
After Registration, Log Into your Account, using the email ID (or registration number) and password that you mentioned while registering.

Note: Before you can start creating Apprenticeship Opportunities, you will be required to complete your profile.

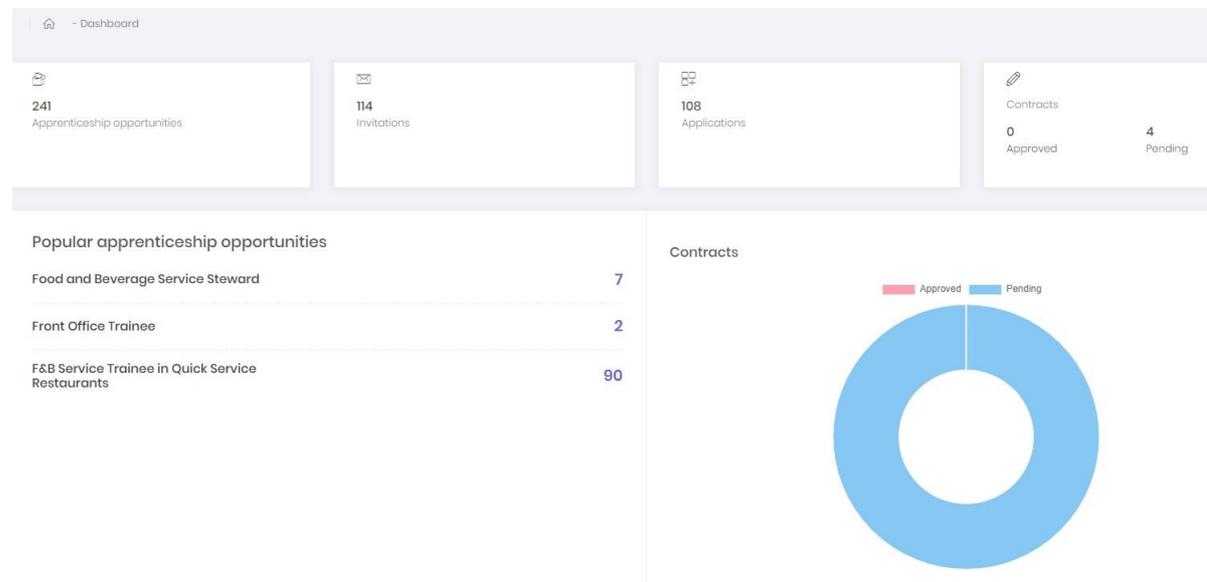
Kindly click on the 'Complete Your Profile' (encircled below) on top right to proceed.



The following page will open and you can use the 'Edit' (encircled below) button in each section to input all the required details.



3. Understanding Establishment Dashboard

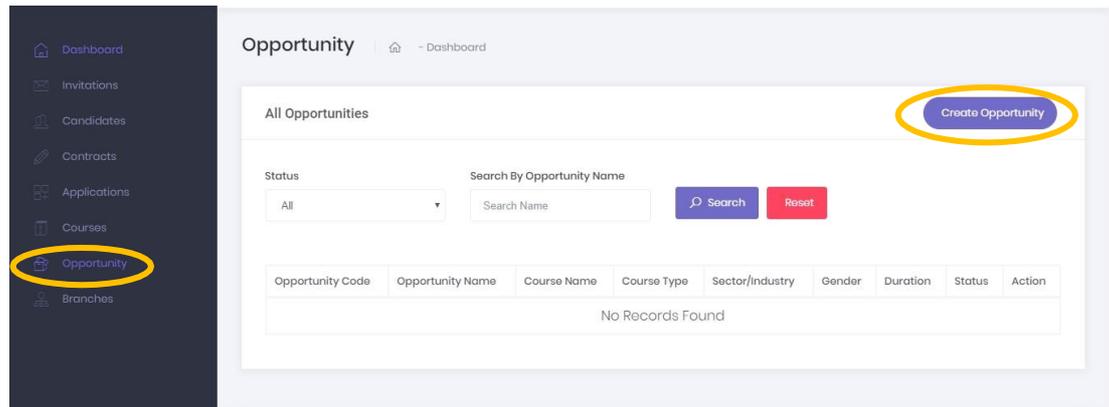


There are 4 major items on your dashboard and they are explained below:

1. **Apprenticeship Opportunities** – Sum total of the Apprenticeship Opportunities (vacancies) created by you in one or more job roles.
2. **Invitations:** Number of invitations you have sent to candidates to apply to opportunities posted by you. You might identify suitable candidates by screening individual profiles
3. **Applications:** Number of Applications received by candidates for the Opportunities posted by you. This will include applications from 'invited' candidates and from the larger pool of candidates registered on the portal
4. **Contracts:** There are two items in this section:
 - a. **Pending:** You have made an offer to the candidate by signing the contract letter and sharing with them.
 - b. **Approved:** The candidate has signed the contract letter – which means that the candidate has accepted the offer.

4. Creating Apprenticeship Opportunity

To create **Apprenticeship Opportunity**, click on the **'Opportunity'** button on the left panel and then click on the **'Create Opportunity'** button as shown below.

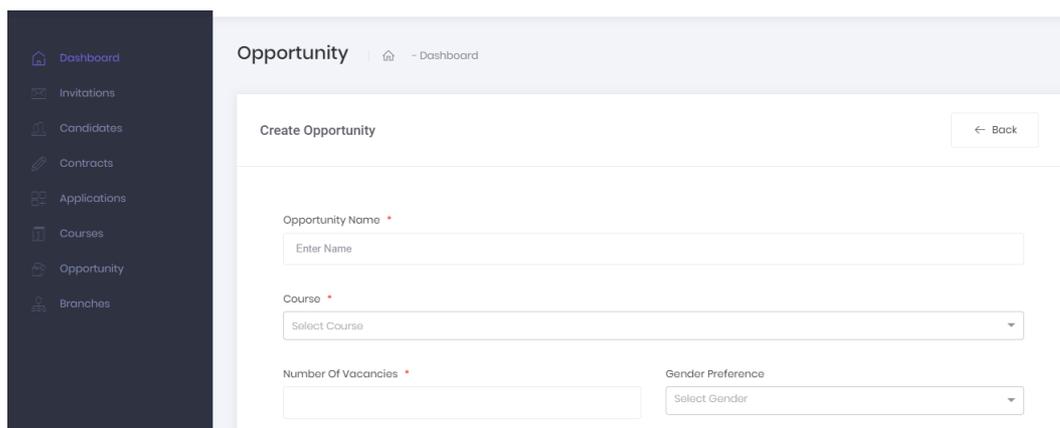


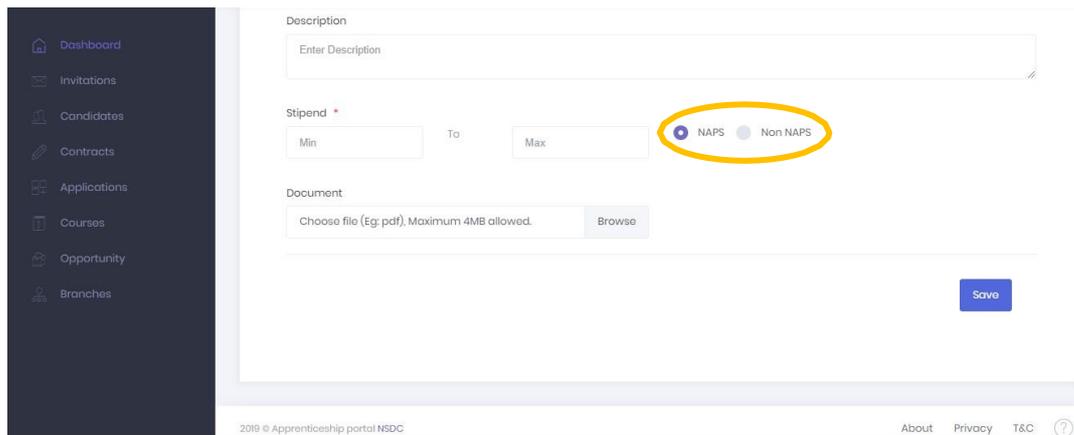
You will be guided to create opportunity page. Some points to keep in mind are below:

- **Number of Vacancies** are the number of Apprentices you want to engage in the job role. This number can be **edited later**.
- In case you are availing financials reimbursement through NAPS, then select **'NAPS'**, otherwise select **'Non-NAPS'**.
-

Note: Important points to note while selecting 'NAPS' while creating opportunity:

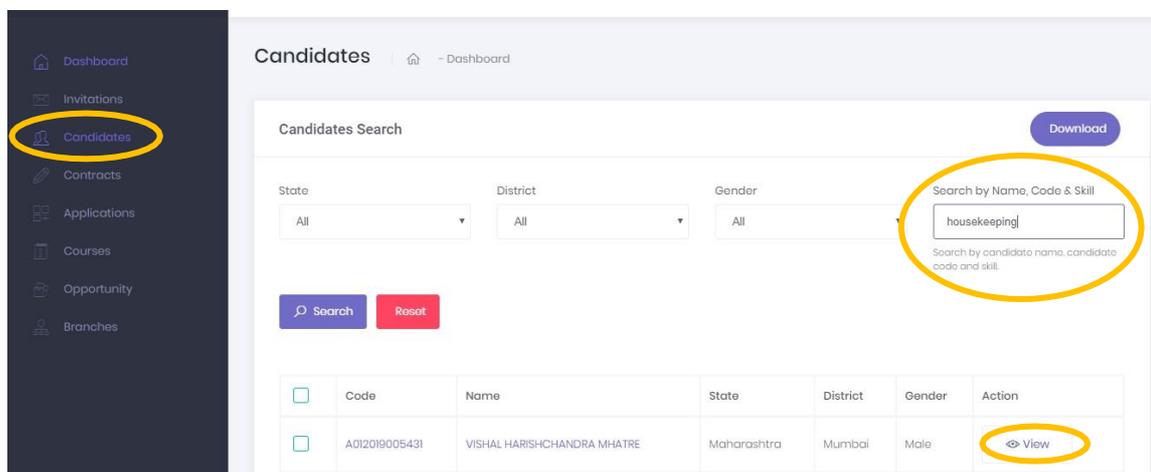
- **NAPS can only be availed for NSQF aligned courses**
- **The candidates you onboard under NAPS, will need to have a valid Aadhaar card.**



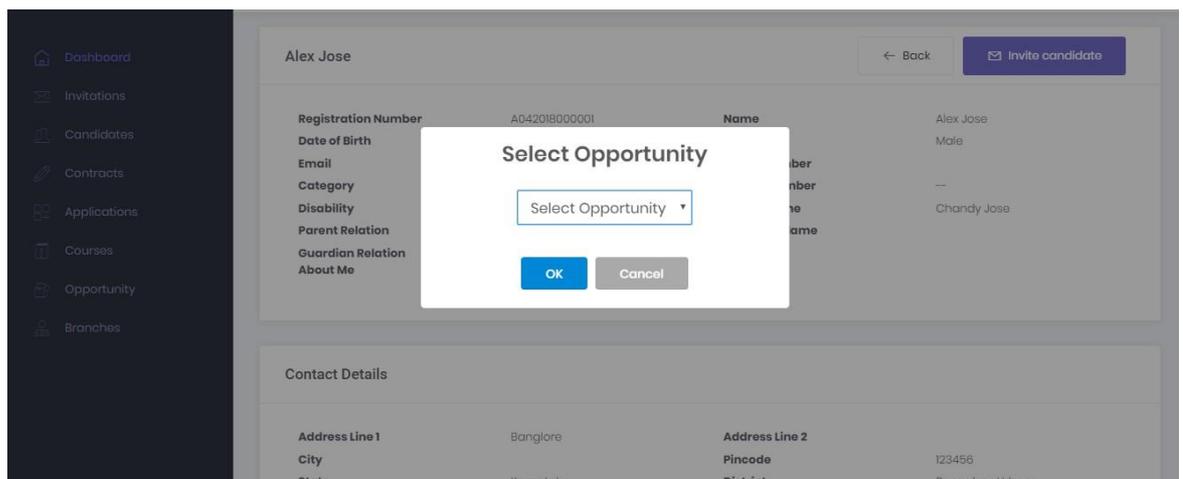
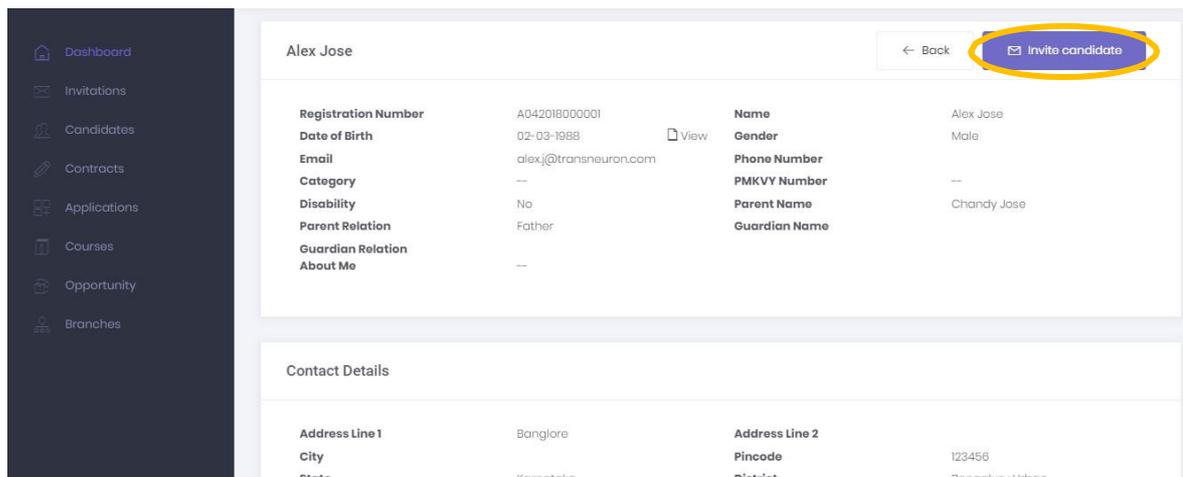


5. Searching Suitable Candidates

After the creation of the Opportunity, **select the “Candidates”** option on your Dashboard to view the list of candidates registered on the portal. To narrow down your search, you can use the filters available. You can perform a **keyword search in the box ‘Search by Name, Code & Skill’**



On clicking on **‘View’** (encircled above) you can see Candidate details such as details Qualifications, Location and so on. For the candidates you find suitable for the opportunity, you can choose **‘Invite Candidate’** (encircled below) to apply for the opportunity.

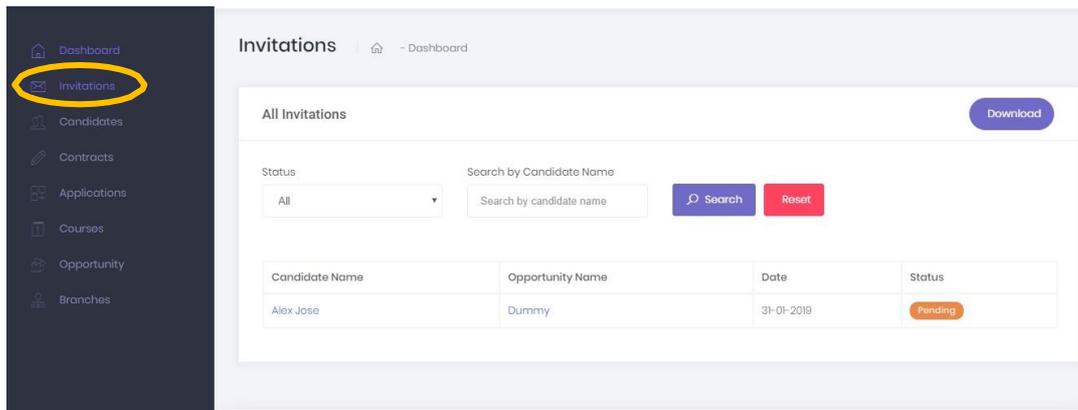


Note: Without the Creation of an Opportunity (as explained in the section Creating Apprenticeship Opportunity), you cannot invite candidates.

6. Invitations

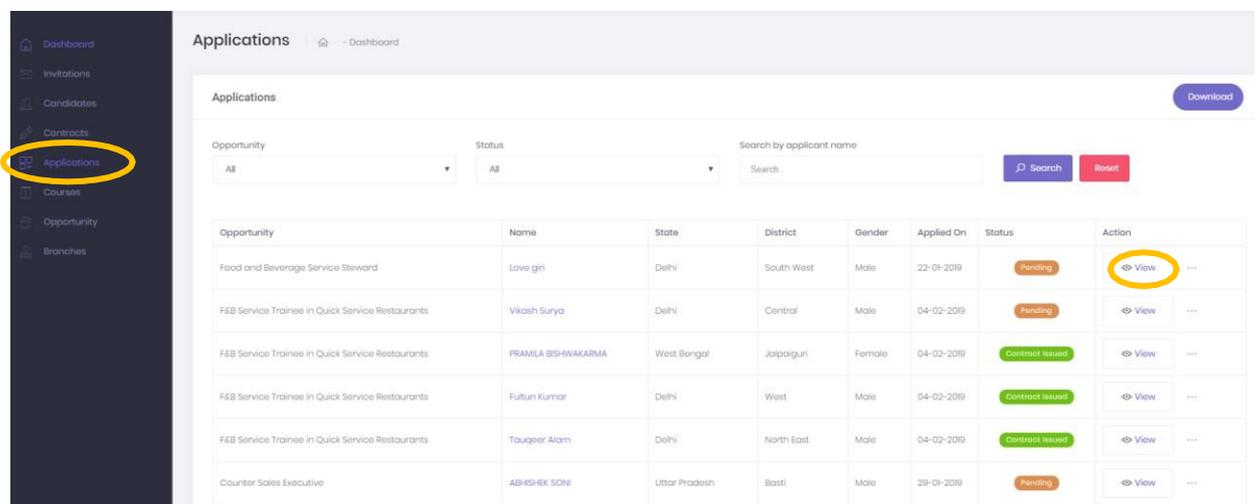
You can open the invitations page by clicking on the 'Invitations' option on the left panel. This section will provide you details of the invitations you have made till now (based on the 'Invite Candidate' feature explained above)

The status will be pending until such time the candidate accepts or declines the offer.



7. Applications Received

To view applications, please click on the **“Applications”** option (encircled the left panel).



You will be able to see applications from two types of candidates:

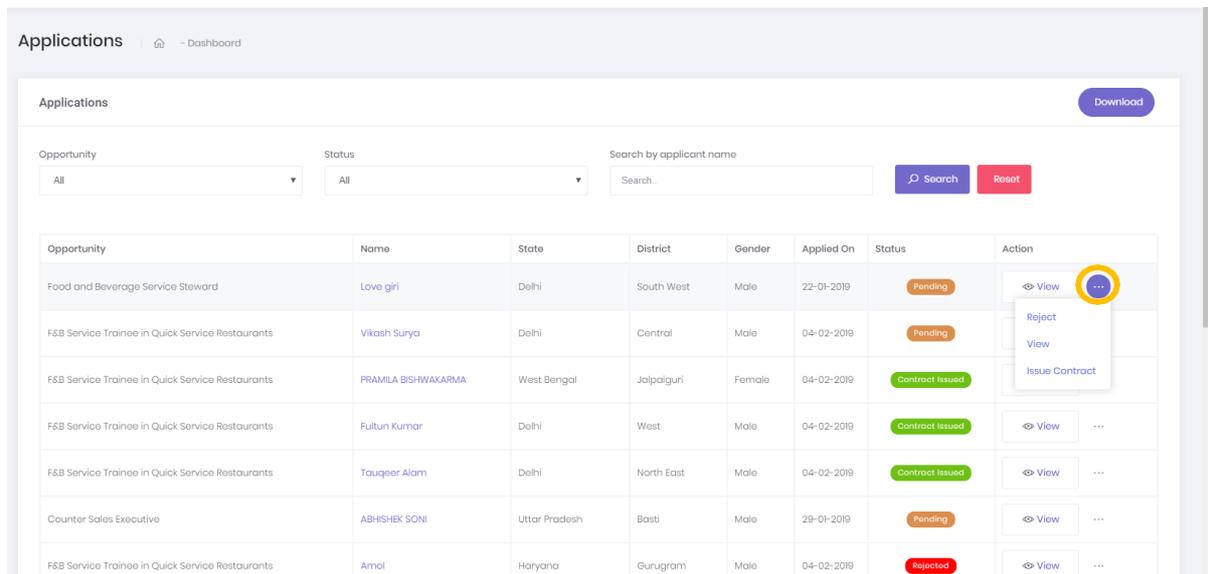
- Candidates from the **‘invitations’** pool, who have shown interest in the opportunity
- Candidates from the **larger pool**, who are registered on the portal and have shown interest in the opportunity

You can view the applications by choosing the **‘view’** option (encircled above) in the action column. If you are fine with the details, you can proceed to issuing contract to the candidate.

8. Issuing Apprenticeship Contract

After reviewing the Application of candidates, you have three options that you can access through the action button (encircled below)

- Reject:** This is to reject the application, in case you don't find the candidate suitable for the opportunity
- View:** View the application to check the details of the candidate and the opportunity
- Issue Contract:** If find the candidate suitable for the opportunity, you can select **Issue Contract** and proceed to the Contract form.



The screenshot shows the 'Applications' dashboard. At the top, there are filters for 'Opportunity' (set to 'All'), 'Status' (set to 'All'), and a search bar for 'Search by applicant name'. A 'Download' button is in the top right. Below the filters is a table with columns: Opportunity, Name, State, District, Gender, Applied On, Status, and Action. The 'Action' column contains buttons for 'View' and a three-dot menu. The menu is open for the first row, showing 'Reject', 'View', and 'Issue Contract' options. The first row is highlighted with a yellow circle around the menu icon.

Opportunity	Name	State	District	Gender	Applied On	Status	Action
Food and Beverage Service Steward	Love giri	Delhi	South West	Male	22-01-2019	Pending	View ...
F&B Service Trainee in Quick Service Restaurants	Vikash Surya	Delhi	Central	Male	04-02-2019	Pending	View ...
F&B Service Trainee in Quick Service Restaurants	PRAMILA BISHWAKARMA	West Bengal	Jalpaiguri	Female	04-02-2019	Contract Issued	View ...
F&B Service Trainee in Quick Service Restaurants	Fultun Kumar	Delhi	West	Male	04-02-2019	Contract Issued	View ...
F&B Service Trainee in Quick Service Restaurants	Tauqeer Alam	Delhi	North East	Male	04-02-2019	Contract Issued	View ...
Counter Sales Executive	ABHISHEK SONI	Uttar Pradesh	Basti	Male	29-01-2019	Pending	View ...
F&B Service Trainee in Quick Service Restaurants	Arnol	Haryana	Gurugram	Male	04-02-2019	Rejected	View ...

9. Issue Contract Form

To issue contract to a candidate, you will have to fill the Issue Contract Form as shown below.

Stipend

First Year * Second Year Third Year

NAPS * NAPS Non NAPS

TPA Applicable * Yes No

Basic Training * Yes No

Reason for Exemption
N/A

On the Job Training Location *

Training Blocks *

Basic Training Duration Start

On The Job Training Duration Start

Minimum 6 months required

Save

10. BTP Association

For Establishments

1. Login to Apprenticeship Portal (www.apprenticeshipindia.org)
2. Click on **BTP** option available at the left side of the portal, you will be able to see the list of empaneled BTPs.
3. Kindly click on action item available in front of BTPs (...) to see the profile of the BTPs
4. Select the BTP you want to associate with and send an association request to the selected BTPs.
5. Once the BTP accepts the establishment's request, the establishment will be able to see the BTP name under 'Associated BTP' tab at the time of issuing contract.

11. TPA Association

For Establishments

1. Login to Apprenticeship Portal (www.apprenticeshipindia.org)
2. Click on **TPA** option available at the left side of the portal, you will be able to see the list of empaneled TPAs.
3. Kindly click on action item available in front of TPAs (...) to see the profile of the TPAs.
4. Select the TPA you want to associate with and send an association request to the selected TPAs.
5. Once the TPA accepts the establishment's request, the establishment will be able to see the TPA name under 'Associated TPA' tab at the time of issuing contract.

Things to Keep in Mind:

- a) The minimum rate of stipend payable to apprentices per month shall be as per the qualifications stipulated in the curriculum. The minimum rate of stipend payable to apprentices per month shall be follows, namely: -

Serial Number	Category	Prescribed minimum amount of stipend
(1)	(2)	(3)
(i)	School pass-outs (class 5th - class 9th)	Rs. 5000 per month
(ii)	School pass-outs (class 10th)	Rs. 6000 per month
(iii)	School pass-outs (class 12th)	Rs. 7000 per month
(iv)	National or State Certificate holder	Rs. 7000 per month
(v)	Technician (vocational) apprentice or Vocational Certificate holder or Sandwich Course (Students from Diploma Institutions)	Rs. 7000 per month
(vi)	Technician apprentices or diploma holder in any stream or sandwich course (students from degree institutions)	Rs. 8000 per month
(vii)	Graduate apprentices or degree apprentices or degree in any stream	Rs. 9000 per month

- b) If you opt for **NAPS**, then please ensure that the candidate has an Aadhaar card.
- c) If you are choosing 'No' to Basic training, then you are basically exempting the candidate from Basic Training. Basic training will not be exempted for fresher candidates i.e. class 5-12. The eligibility criteria of the course cannot be the basic training exemption criteria.