

Master Instructions for Candidates

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The Apprenticeship Portal

The apprenticeship portal is a website for exchange of information on apprenticeship. The public view will give you access to information such as available Job Roles (opportunities) basis the Search Parameters like State, District, Sector and Trade, Organization Category and Type of Apprenticeship. To apply against available apprenticeship opportunities, it is mandatory for you register on the portal. The steps for registration is as below:

Candidate Registration

Follow the steps below to register on the portal. All fields marked with * are mandatory fields.

1. Click on the **“Register”** button the top toolbar and select the option **‘Register as candidate’**



2. On the page that opens (as shown below), enter your **Basic, Family and Contact** details and click continue.

Candidate Registration

1 — Basic Details 2 — Qualifications 3 — Preferences 4 — Documents 5 — Confirm

Personal Details

Aadhaar Number *	PMKVY Number	Category *
1111-1111-1111	90909090	General
Name *	Date Of Birth *	Gender *
Test Cand	01/01/1984	Male

Please enter your name as per your Aadhaar Candidate should be at least 14 years old

Person with Disability? Yes No

On this page you will also be required to mention your Email ID and password. You will need to use these every time you login to the Apprenticeship portal.

Family Details

Father's / Guardian's Name *	Mother's Name *	Spouse's Name
Test Cand Father	Test Cand Mother	Test Cand Spouse

Contact Details

Address *	Pincode *	State *	District *
Address Line	110065	Delhi	New Delhi
Email ID *	Mobile *	Password *	Confirm Password *
testcand@naps.com	9898186189	*****	*****

3. Next, you are required to fill details of your **Qualification**.
You can add additional qualifications by clicking on the 'Add' button (encircled below). You are required to upload documents (marksheet/ degree/ certificates) for each qualification (encircled below). Once done, press Continue.

1 — Basic Details 2 — Qualifications 3 — Preferences 4 — Documents 5 — Confirm

Technical Qualifications (Optional)

Institute *
Visvesvaraya National Institute Of Technology

Council / University / Board *
VNIT University

Trade / Course *
Mechanical Engineering

Type *
Engineering

Start Date *
01-06-2002

End Date *
31-05-2006

Is Highest? Yes

Highest Qualification Document
(Required only if you have selected any of the document as highest qualification.)
C:\fakepath\Sample.jpg
Upload doc, docx, pdf, jpeg, png

Institute	Council / University	Trade	Type	Start Date	End Date	Is Highest	
Visvesvaraya National Institute Of Technology	VNIT University	Mechanical Engineering	engineering	2002-06-01	2006-05-31	true	<input type="button" value="Delete"/>

Qualifications

Academic Qualification *
Graduate

Qualification Document *
C:\fakepath\Sample.jpg
Upload doc, docx, pdf, jpeg, png

4. On the next page you are required to indicate your **preference** for apprenticeship.

The screenshot shows a form titled "Sector/Trade Preferences". At the top, there are two tabs: "Optional" and "Designated", with "Designated" being the active tab. The form is divided into two columns. The left column contains three preference levels: "Sector Preference 1" (Gems & Jewellery), "1st Preference" (Diamond Processing – Polished Grader and Assorter (Basic)), "2nd Preference" (Hand Sketch Designer (Basic)), and "3rd Preference" (Select Trade). The right column contains three preference levels: "Sector Preference 2" (Mining), "1st Preference" (Dumper Operator), "2nd Preference" (Select Trade), and "3rd Preference" (Select Trade). Each preference level is represented by a dropdown menu.

Click on **Continue** once you have entered all details

5. You are now required to upload the following documents:

- Photo
- Proof of Date of Birth (DOB)
- Signature (scanned)

The screenshot shows three document upload fields. The first is labeled "Photo" and has a file input field containing "C:\fakepath\Sample.jpg" and a "Browse" button. Below it, it says "Upload jpeg, jpg, png only". The second is labeled "DOB File" and has a file input field containing "C:\fakepath\Sample.jpg" and a "Browse" button. Below it, it says "Upload doc, docx, pdf, jpeg, png". The third is labeled "Signature" and has a file input field containing "C:\fakepath\Sample.jpg" and a "Browse" button. Below it, it says "Upload jpeg, jpg, png only".

Click on **Continue** once you have uploaded all documents

6. The final page will give you a summary of all the details you have provided so far (as shown in the images below)
- In case you want to make any changes, you can click on the **edit** button and go to the page you would like to make changes on
 - If all the details entered by you are correct, you can click on the **confirm** button to complete the registration process

Basic Details [< Edit](#)

Name :	Test Cand	DOB :	01/01/1984
Email :	testcand@naps.com	Gender :	male
Mobile :	9898186189	Disability :	No
Aadhaar :	1111111111	Father :	Test Cand Father
PMKVY :	90909090	Mother :	Test Cand Mother
Category :	General	Spouse :	Test Cand Spouse

Qualifications [< Edit](#)

Institute	University	Course	Start Date	End Date
Visvesvaraya National Institute Of Technology	VNIT University	Mechanical Engineering	2002-06-01	2006-05-31

Academic : Graduate

Preferences [< Edit](#)

Sector 1:	Gems & Jewellery	Sector 2:	Mining
Trade 1:	Diamond Processing - Polished Grader and Assorter (Basic)	Trade 1:	Dumper Operator
Trade 2:	Hand Sketch Designer (Basic)	Trade 2:	
Trade 3:		Trade 3:	

Contact Details [< Edit](#)

Address :	Address Line	State :	Delhi
Pin Code :	110065	District :	New Delhi

Candidate Login

Once you have completed the registration process, you can login using your credentials, that is, email ID and password.

Home Get Started Search Candidates Apprenticeship Opportunities Training Providers (BTP) TPA **Login** Register

Skill India
श्रद्धा भारत-कुशल भारत

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

N-S-D-C
National Skill Development Corporation
Transforming the skill landscape

Login

E-Mail Address

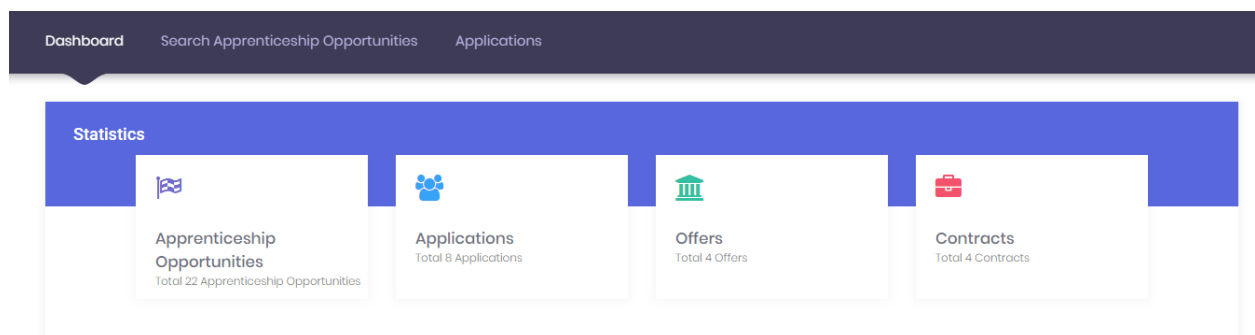
Password

Login

Remember Me [Forgot Your Password?](#)

After logging in, the following screen will appear (see below). The options available provide the following details:

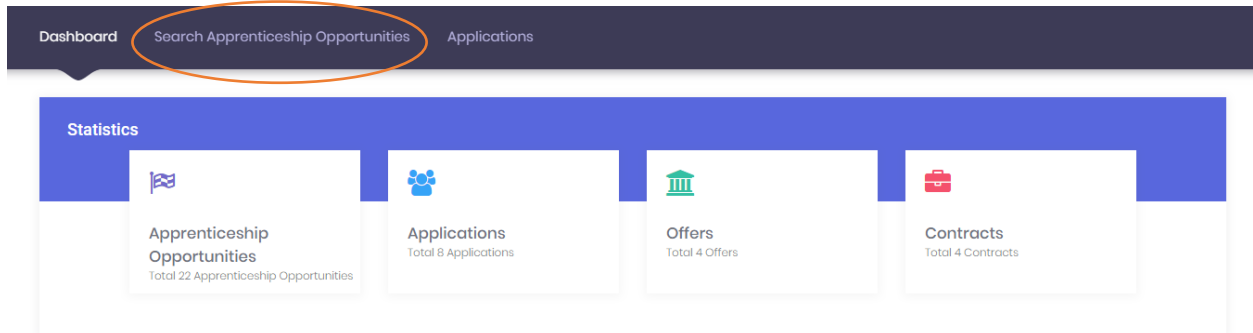
- Apprenticeship Opportunities → Number of Opportunities available across the application
- Applications → Number of opportunities *you* have applied for
- Offers → Number of Offers you have got from Establishment(s)
- Contracts → Number of Contracts you have got from Establishment(s)



Apprenticeship Opportunities Search

You can search for Apprenticeship Opportunities by clicking on the **'Search Apprenticeship Opportunities'** button – on the top toolbar. (encircled)

This Search facility is available even without login.



The following screen will appear. Fill in the details suiting your requirement and click the **Search** button.

The image shows a dark-themed 'Search Job Roles' form. It has a search icon and title at the top left, and a dropdown arrow at the top right. The form contains six dropdown menus arranged in two columns. The left column has 'State', 'Sector', and 'Organization Category'. The right column has 'District', 'Trade', and 'Type of Apprenticeship'. Each dropdown menu has a white background and a dark border. A yellow 'Search' button is located at the bottom right of the form.

The following image shows how the search results will appear.

Showing Results 1 to 22 of 22

Apprenticeship Opportunity	Sector	Establishment
Optional Trade	Automotive	Hinton Burton Traders
Machining and Quality Technician	Automotive	Hinton Burton Traders
Wax Setter	Gems & Jewellery	Hinton Burton Traders
Lead Carpenter-Wooden Furniture	Automotive	Levine and Sears Co
Commi 1	Tourism and Hospitality	xyz Ltd
Commi 2	Tourism and Hospitality	xyz Ltd
Lead Assembler Modular Furniture	Automotive	State Org
Lead Carpenter-Wooden Furniture	Automotive	State Org

You can click on the Apprenticeship Opportunity of your interest to view main details (refer to the image below). If interested in applying for the opportunity, you can click on the Apply button (encircled in the image below)

Machining and Quality Technician
Apply

Sector	Automotive	Type of Apprentice	8th Pass & Above
Trade Type	Designated	Basic Training Facility Available	No
Practical Lab Facility Available	Yes	AITT Facility Available	Yes

Apprenticeship Opportunity Locations :

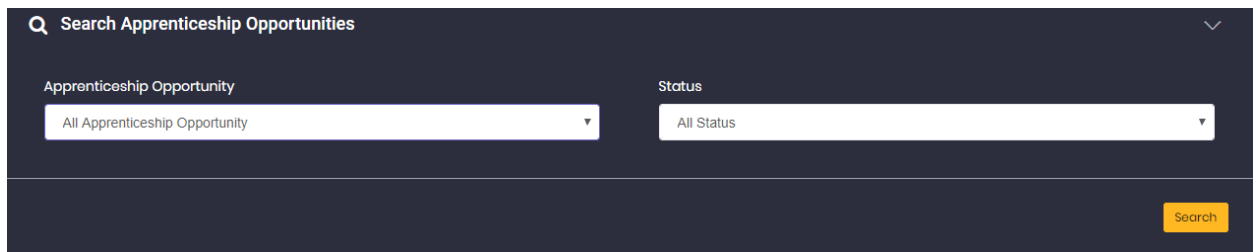
Location	Primary	No of Openings	28
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Establishment Basic Details : Hinton Burton Traders

Establishment Type	Central Government	Establishment Category	micro
Establishment Industry Type	services	Working Days in a Week	7
Total Employees	4000	In-house Basic Training Facility	Yes
Outsourced Basic Training Facility	Yes		

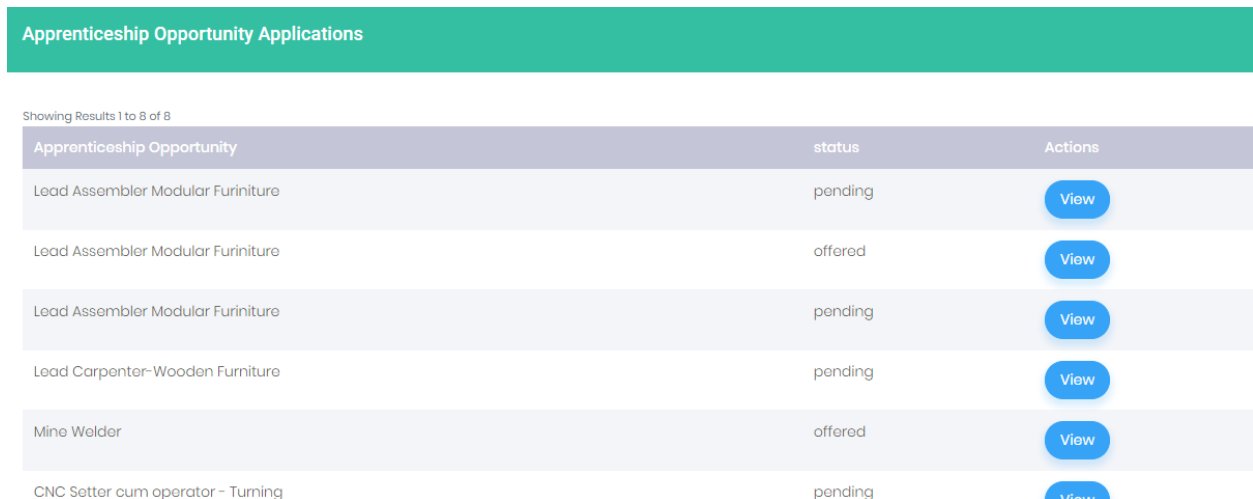
View Applications, Apprenticeship Opportunities and Contracts

In Applications Tab, you can search for the opportunities you have already applied for. Search can be done basis Apprenticeship Opportunity and/or Status



The image shows a search interface for apprenticeship opportunities. It features a dark blue header with a magnifying glass icon and the text 'Search Apprenticeship Opportunities'. Below the header, there are two dropdown menus: 'Apprenticeship Opportunity' with 'All Apprenticeship Opportunity' selected, and 'Status' with 'All Status' selected. A yellow 'Search' button is located in the bottom right corner of the search area.

The search results will look like the image below.



The image shows a table titled 'Apprenticeship Opportunity Applications'. The table has three columns: 'Apprenticeship Opportunity', 'status', and 'Actions'. There are 8 rows of data. Each row has a blue 'View' button in the 'Actions' column. The table is displayed on a light green background.

Apprenticeship Opportunity	status	Actions
Lead Assembler Modular Furniture	pending	View
Lead Assembler Modular Furniture	offered	View
Lead Assembler Modular Furniture	pending	View
Lead Carpenter-Wooden Furniture	pending	View
Mine Welder	offered	View
CNC Setter cum operator - Turning	pending	View

- Every record has a 'view' option that will display further details of that opportunity
- You will also be able to see the Offer and Contract status for that application. A sample image is provided below.
- You can view the Offers and Contracts by clicking on the right most button the navigation bar (encircled in the image below).

Application Status : Pending

Offer Status : N.A

Contract Status : N.A

Apprenticeship Opportunity Details : Lead Assembler Modular Furniture



Sector	Automotive	Type of Apprentice	Degree Non Engineering
Trade Type	Designated	Basic Training Facility Available	Yes
Practical Lab Facility Available	Yes	AITT Facility Available	Yes