Master Instructions for Employers

Contents

The Apprenticeship Portal

The apprenticeship portal is a website for exchange of information on apprenticeship. The public view gives you access to information on registered Candidates through Search Parameters on the portal like Registration No, Gender, State, District, Sector and Trade and so on.

Establishment Registration

Follow the steps below for registration 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 Establishment'** (refer to image below)

2. On the page that opens, you will have to fill in your basic details (refer to the image below).
Press **continue** when done

3. On the next page that opens, you are required to upload some documents and training details.

On the next page, you will have to fill in your contact details.

Contact Details

Address *

Pincode *

State *
Select ▾

District *
Select District ▾

Contact Number *

Email *

Fax Number

Continue ›

In addition, you will be required to fill in details of Head of Organization and SPOC. You will also be required to mention your **Email ID** and **password** (see encircled below). You will need to use these every time you login to the Apprenticeship portal.

Head of Organization Details

Name *
Organization Head

Designation *
Head

Contact Number *
9749291024

Email *
ceo@naps.com

Contact Person Details

Name *
Organization SPOC

Designation *
Single Point Of Contact

Contact Number *
9834889272

Email *
spoc@naps.com

Password *
••••••••••

Re-Enter Password *
••••••••••

Scanned Signature *
C:\fakepath\Sample.jpg   Browse

Upload Max Size 4mb (jpg, jpeg, png)

4. The last page will give you a summary of all the details you have provided so far.

- 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
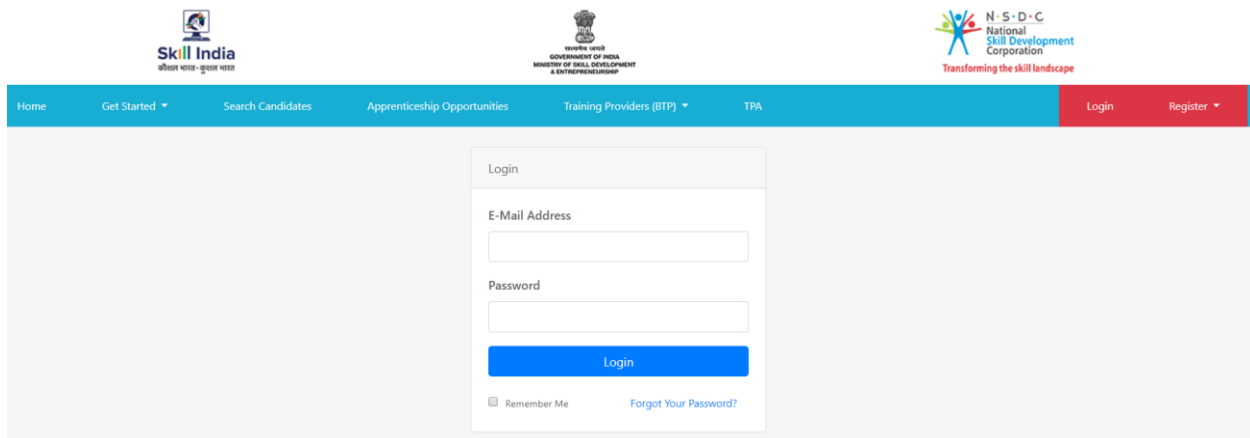
Basic Details < Edit

Employer Details

Organization Name	Test Establishment
Company	111111111
Industry Type	Services
Organization Type	Private Sector
Organization Category	Medium
PAN	ABCDE9999F
No GST Reason	Testing purpose
Working Days:	5 Days a Week
Total Employees	100
Natural Resources	others

Training and Contact Details

Sectors	• Apparels
In-house Basic Training Facility?	No
Outsourced Basic Training Facility?	No
Address	Address Line
Pincode	110065
State	Delhi
District	New Delhi
Contact Number	8981989898
Email	establishment@naps.com
Fax	0112121212

Contact Details < Edit

Head of Organization Details

Name	Organization Head
Email	ceo@naps.com
Designation	CEO
Contact Number	9749291024

Contact Person Details

Name	Organization SPOC
Email	spoc@naps.com
Designation	SPOC
Contact Number	9834889272

Establishment Login

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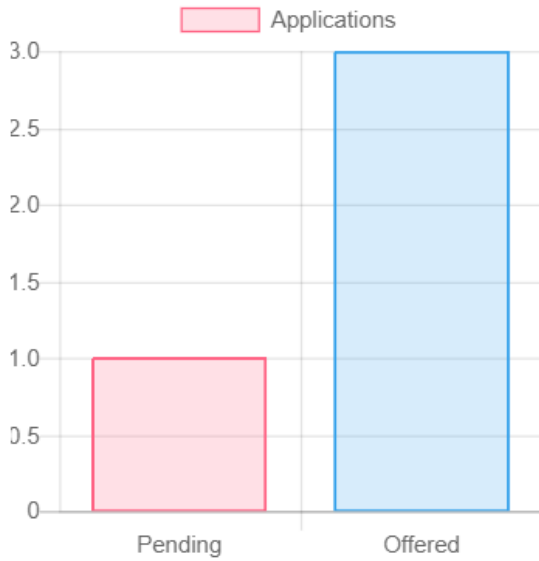

After the login, you will see your Dashboard with statistics on Apprenticeships, Apprenticeship Opportunities, Applications and Invites.

- Apprenticeships→ Number of Apprenticeship Contracts generated by you
- Apprenticeship Opportunities → Opportunities created by you
- Applications→ Number of Applications you have received from various Candidates
- Invitations→ Number of Candidates that have been invited by you
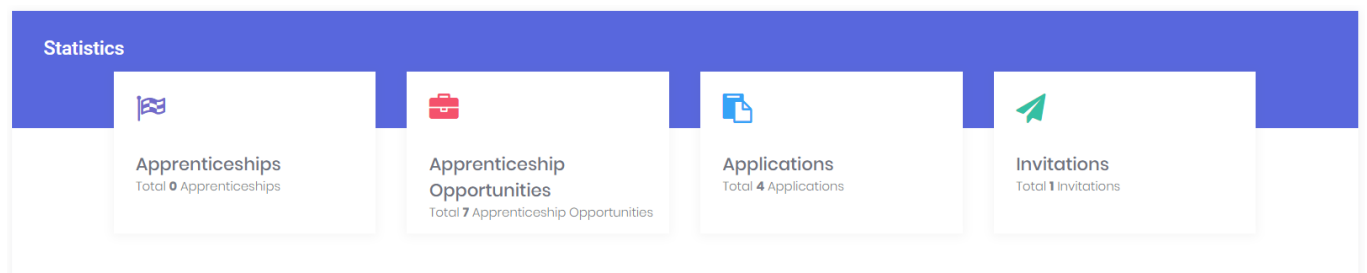
The portal will also show the graphical representation of the number of Applications and Apprenticeship Opportunities (along with the status)
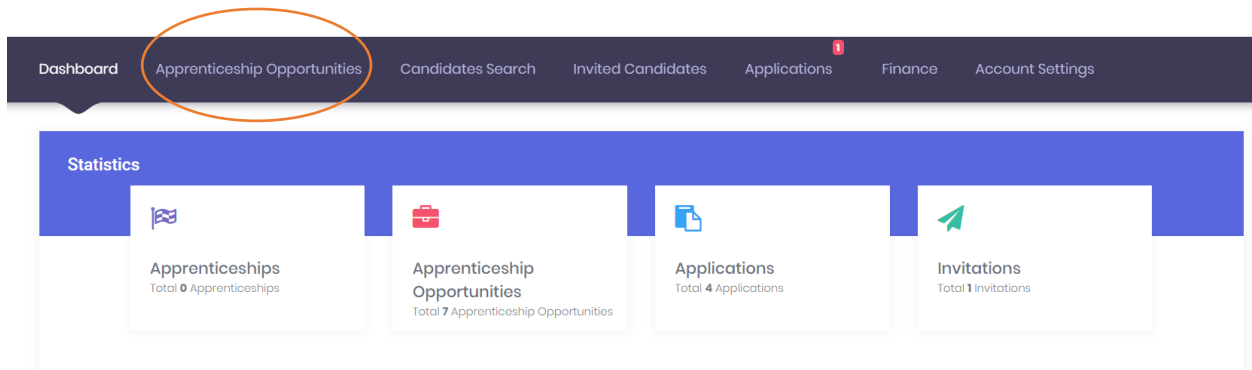

Create Apprenticeship Opportunities

You can create an Apprenticeship Opportunity by clicking the Apprenticeship Opportunities button on the navigation bar (encircled in the image below).

The screen that appears will display the Apprenticeship Opportunities posted by you. You can create a new opportunity by clicking the 'Create Apprenticeship Opportunity' button (encircled below).

Every opportunity is clickable and will take you to the details screen of that opportunity (refer to image below).

You have an option to **edit** each opportunity by clicking at the **'Edit'** button (encircled in the image below)

Lead Carpenter-Wooden Furniture   🖉 Edit

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

Apprenticeship Opportunity Locations :

Location	Primary	**No of Openings**	2

The following screen will appear on clicking the edit button. After making the changes, you can click on the **Update** button (encircled below) to save the changes.

Update Apprenticeship Opportunity

Type of Apprentice
8th Pass & Above ▾

Trade
Lead Carpenter-Wooden Furniture ▾

📄 Curriculum

Basic Training Facility Available
○ Yes ○ No

Practical Training Available
○ Yes ○ No

AITT Facility Available
○ Yes ○ No

Select Apprenticeship Opportunity Locations :

Primary
☑ Yes

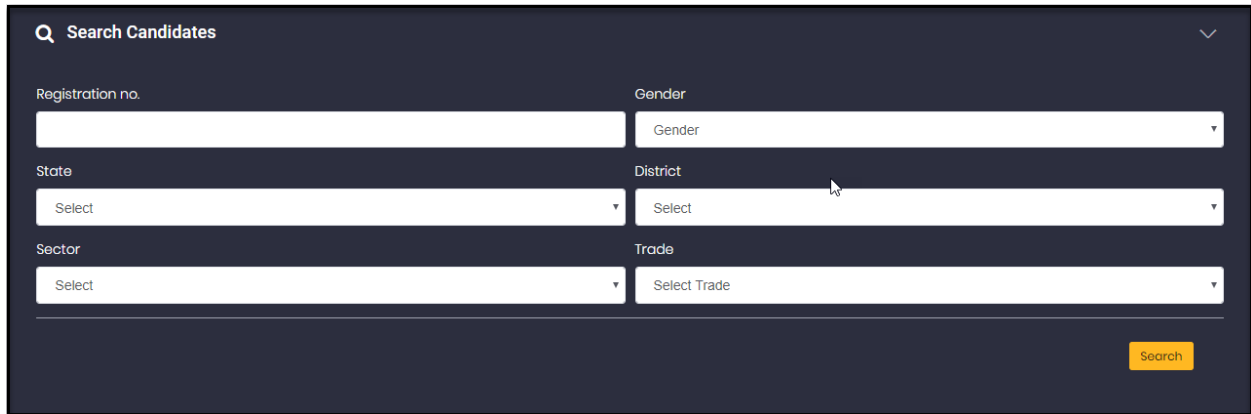No of openings
2

Bangalore
☐ Yes

No of openings

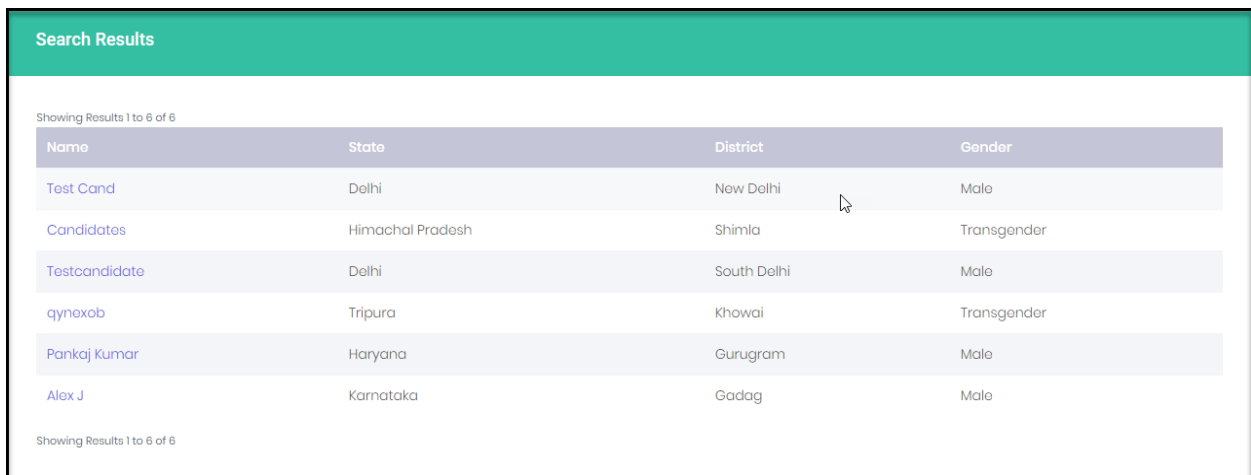Note : Total Openings cannot exceed 73

Update

Candidate Search and Invite for Apprenticeship

Through the public access (without login), there is a provision to search for candidates. The Establishments would be able to search for the registered Candidates basis the Search Parameters like Registration No, Gender, State, District, Sector and Trade (refer to image below).

The image below shows how the search results will appear.
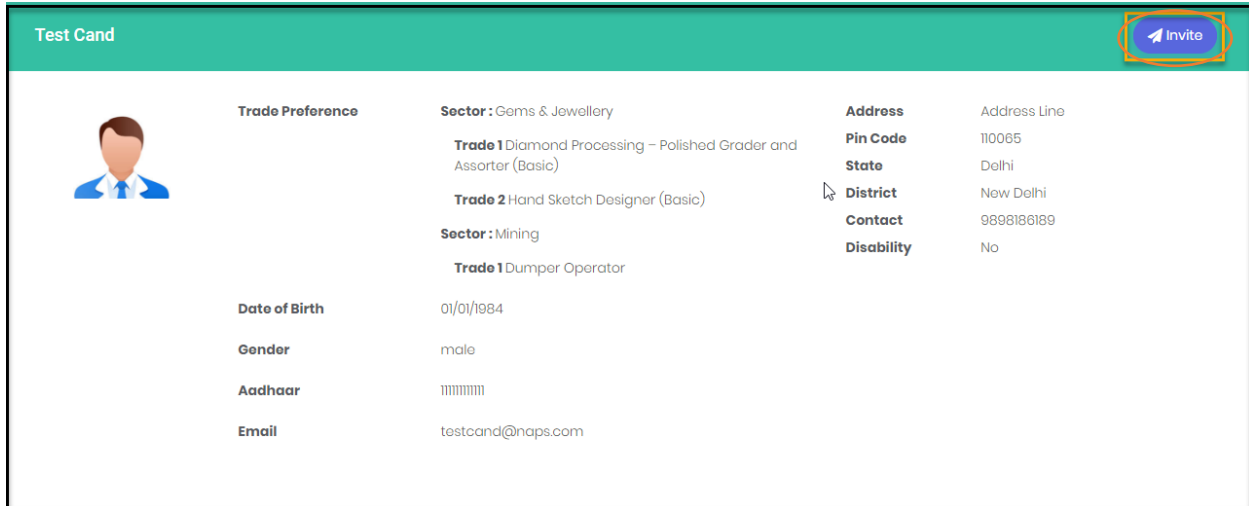
Every result is clickable, and it navigates to the main details screen of Candidates; however, **for viewing the main details of the Candidate, the portal will prompt you to login**

Once you're logged in, you will be able to see candidate details (refer to the screen below). Based on this information you can decided whether you want to invite the candidate for apprenticeship. You can click on the invite button (encircled in the image below) on the navigation bar to send the invite.
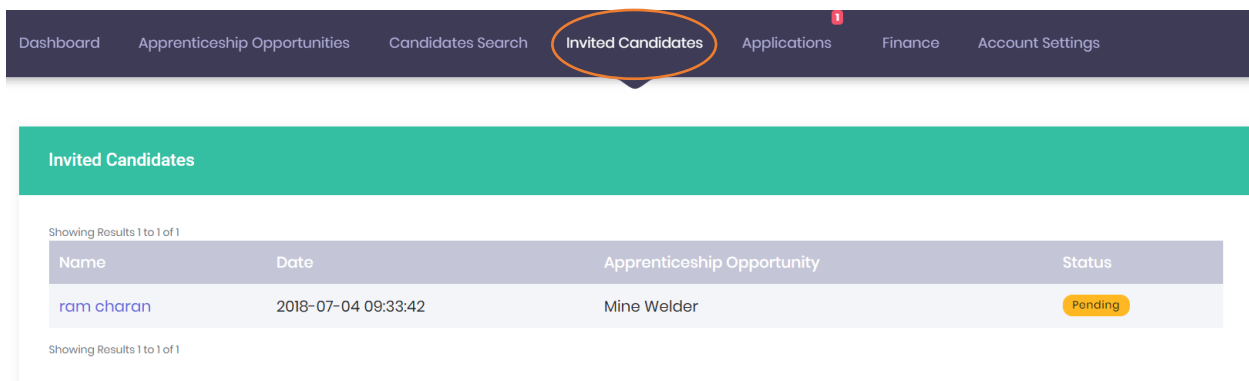
You can view the invited candidates by clicking on the **'Invited Candidates'** (encircled below) button on the navigation bar.


You have the following options, in case there is no action for the candidate after you have sent the invite:

a- If Candidate rejects the invite, you can re-invite them for the same or other course(s)

b- If Candidate does not take any action on the invite (does not accept or reject), you can re-invite him for the same course, but only after 15 days from sending the last invite

Candidate Applications

This option allows you to view the application received by Candidates for the opportunities posted by you. You can click on the 'Applications' to view this list (refer to the image below)
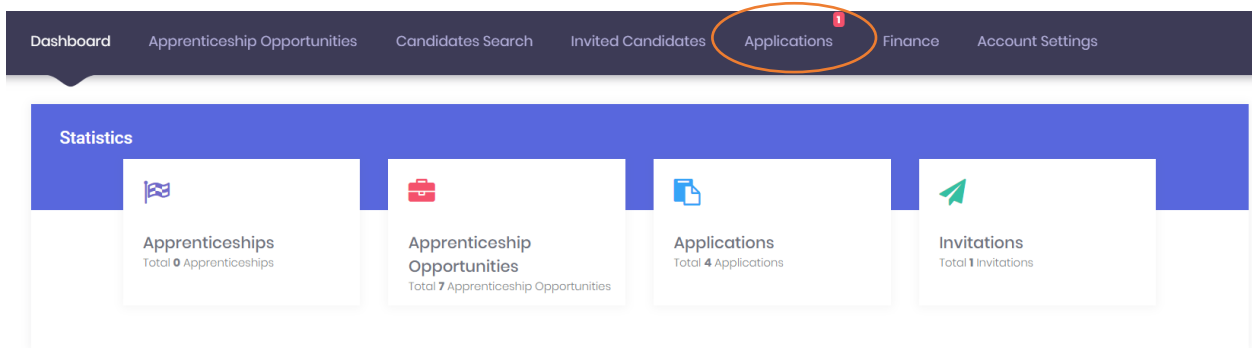
You can also search for Applications based on Candidate, Trade and Status using the '**Search Applications'** tool on the page. (refer to image below)
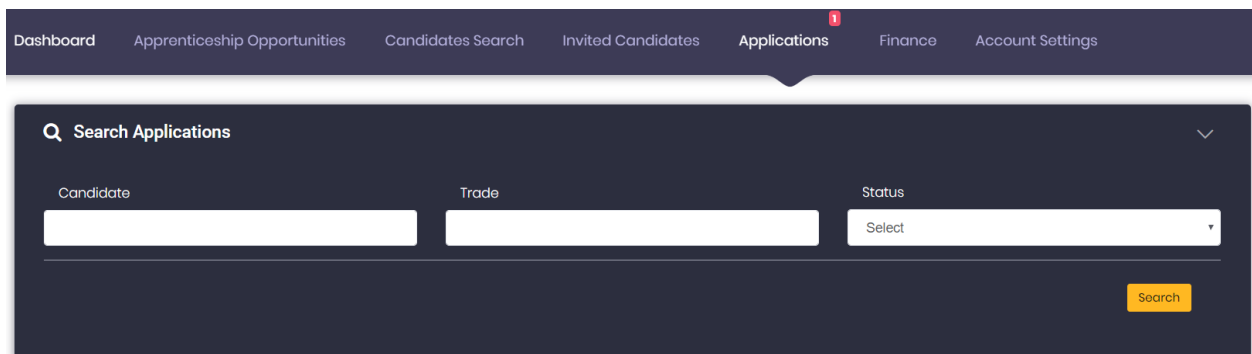
The image below shows how the search results would look like.

Search Results

Showing Results 1 to 4 of 4

Candidate	Apprenticeship Opportunity	Status	Date	
Tom TT	Food and Beverage Service Trainee	offered	2018-07-04 09:55:38	View
Tom TT	CNC Setter cum operator - Turning	pending	2018-07-04 06:55:03	View
Tom TT	Mine Welder	offered	2018-07-04 06:00:35	View
Tom TT	Lead Assembler Modular Furiniture	offered	2018-07-03 12:04:39	View

Showing Results 1 to 4 of 4

The **'view'** (encircled in the image above) button gives an option to see details of every record (see image below)

Apprenticeship Opportunity Details : Food and Beverage Service Trainee

Sector	Tourism and Hospitality	Type of Apprentice	Diploma Non Engineering
Trade Type	Designated	Basic Training Facility Available	Yes
Practical Lab Facility Available	Yes	AITT Facility Available	Yes
Start Date	2018-07-12	End Date	2018-07-19
Stipend First Year	5 ₹	Stipend Second Year	6 ₹
Stipend Third Year	7 ₹		

Candidate Details : Tom TT

Trade Preference	Optional Trade	Address	Delhi
Date of Birth	01/01/1998	Pin Code	110010
		State	Delhi
Gender	Male	District	New Delhi
		Disability	No
Contact	9231231231		
Email	tomdelhican@mailinator.com		