

Master Instructions for Employers

Contents

The Apprenticeship Portal	2
Establishment Registration	2
Establishment Login	6
Create Apprenticeship Opportunities	7
Candidate Search and Invite for Apprenticeship	10
Candidate Applications	12

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

Employer Details

Organization Name * Test Establishment	Registration Type * Company	Registration Number * 1111111111
Industry Type * Services	Organization Type * Private Sector	Organization Category * Medium
GST Applicable? * No	Why GST is not Applicable? * Testing purpose	PAN * ABCDE9999F
Organization Total Employees * 100	Working Days in a Week 5 Days a Week	Natural Resource Others

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

Documents

Constitution Document * Choose file Browse Certificate of Incorporation - [pdf, doc, docx, jpg, jpeg, png]	PAN Document * Choose file Browse Upload Max Size 4mb (pdf, doc, docx, jpg, jpeg, png)
--	--

Training Details

Sectors <input type="text"/>	In-house Basic Training Facility? * <input type="button" value="No"/>	Outsourced Basic Training Facility? * <input type="button" value="No"/>
---------------------------------	--	--

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

Contact Details

Address *

Pincode * State * 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 * Designation * Contact Number * Email *

Contact Person Details

Name * Designation * Contact Number *

Email * Password * Re-Enter Password *

Scanned Signature *

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](#)

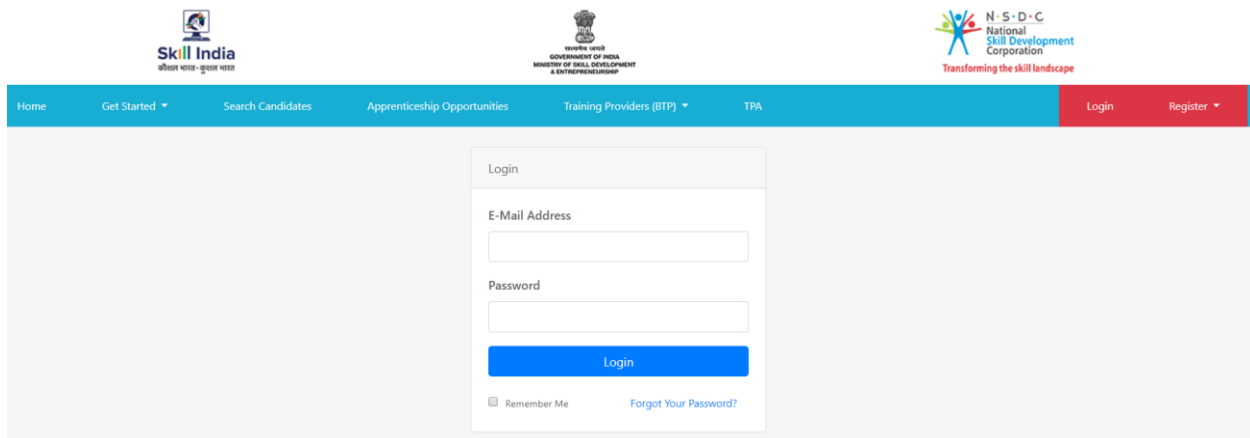
Employer Details	Training and Contact Details
Organization Name Test Establishment	Sectors • Apparels
Company	In-house Basic Training Facility? No
Industry Type Services	Outsourced Basic Training Facility? No
Organization Type Private Sector	Address Address Line
Organization Category Medium	Pincode 110065
PAN ABCDE9999F	State Delhi
No GST Reason Testing purpose	District New Delhi
Working Days: 5 Days a Week	Contact Number 8981989898
Total Employees 100	Email establishment@naps.com
Natural Resources others	Fax 0112121212

Contact Details [< Edit](#)

Head of Organization Details	Contact Person Details
Name Organization Head	Name Organization SPOC
Email ceo@naps.com	Email spoc@naps.com
Designation CEO	Designation SPOC
Contact Number 9749291024	Contact Number 9834889272

Establishment Login

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

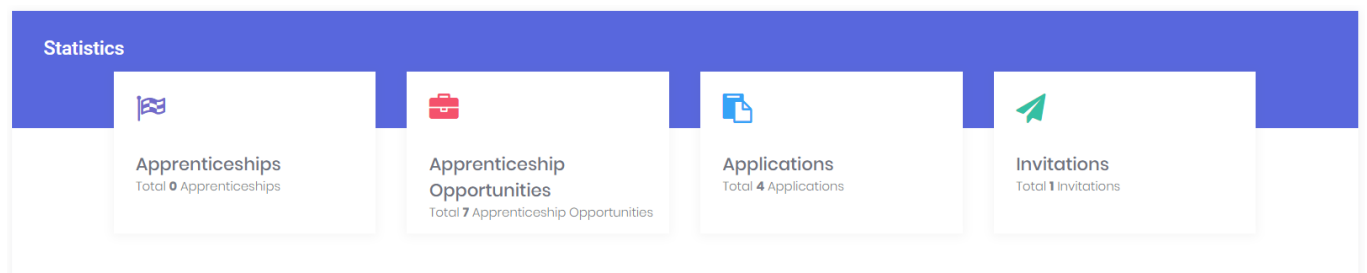


The screenshot shows the login interface for the Skill India portal. At the top, there are logos for Skill India, the Government of India, and N-S-D-C National Skill Development Corporation. Below these is a navigation menu with options like Home, Get Started, Search Candidates, Apprenticeship Opportunities, Training Providers (BTP), TPA, Login, and Register. The central focus is a login form with the following elements:

- Login** header
- E-Mail Address** input field
- Password** input field
- Login** button
- Remember Me**
- [Forgot Your Password?](#)

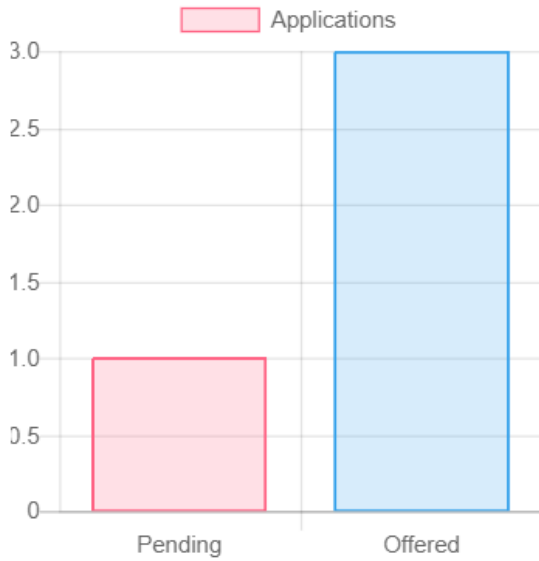
After the login, you will see your Dashboard with statistics on Apprenticeships, Apprenticeship Opportunities, Applications and Invites.

- 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)

Applications

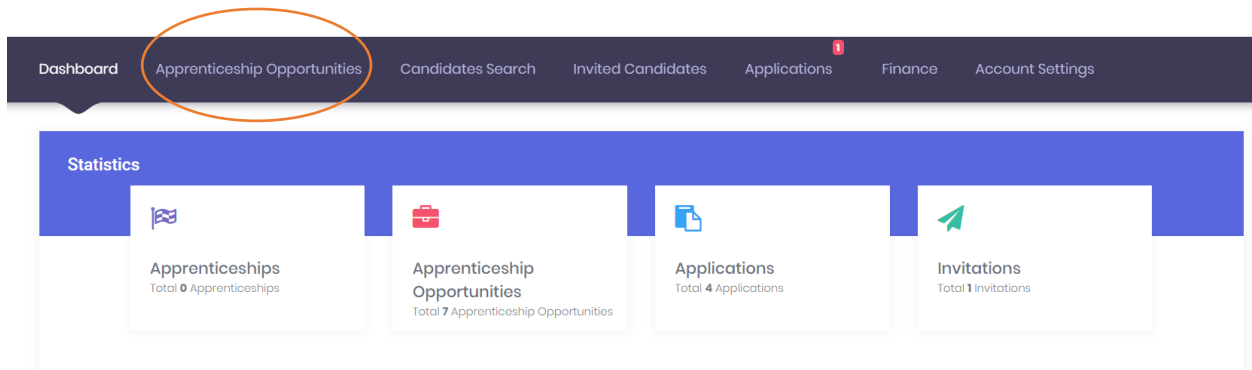


Apprenticeship Opportunities



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).

Trade	Status	Actions
Lead Carpenter-Wooden Furniture	Enabled	Disable
Machining and Quality Technician	Enabled	Disable
Optional Trade	Enabled	Disable
Food and Beverage Service Trainee	Enabled	Disable
CNC Setter cum operator - Turning	Enabled	Disable

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

Sector	Mining	Type of Apprentice	Degree Non Engineering
Trade Type	Optional	Basic Training Facility Available	No
Practical Lab Facility Available	Yes	AITT Facility Available	Yes
Job Role Locations :			
Location	Primary	No of Openings	50

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 Apprenticeship	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 Apprenticeship

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

Bangalore

Yes

No of openings

2

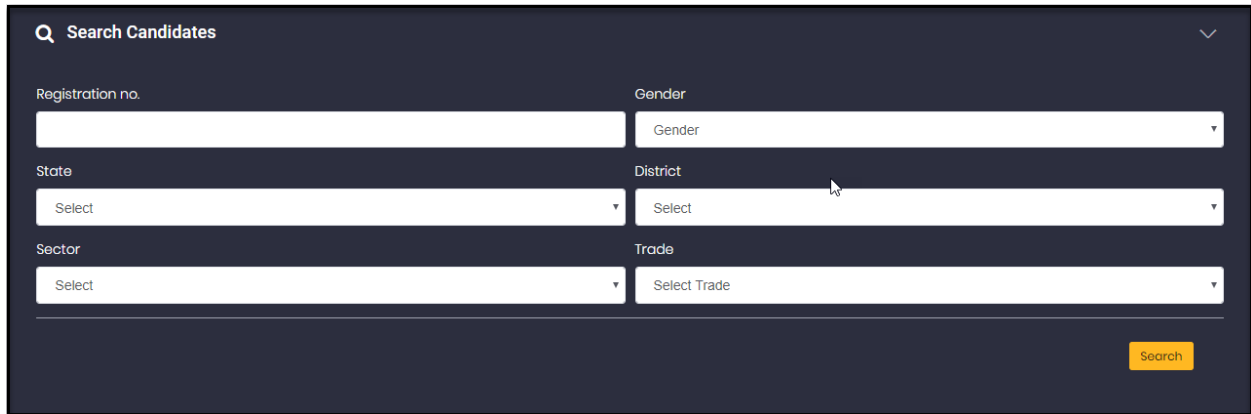
No of openings

Note : Total Openings cannot exceed 73

Update

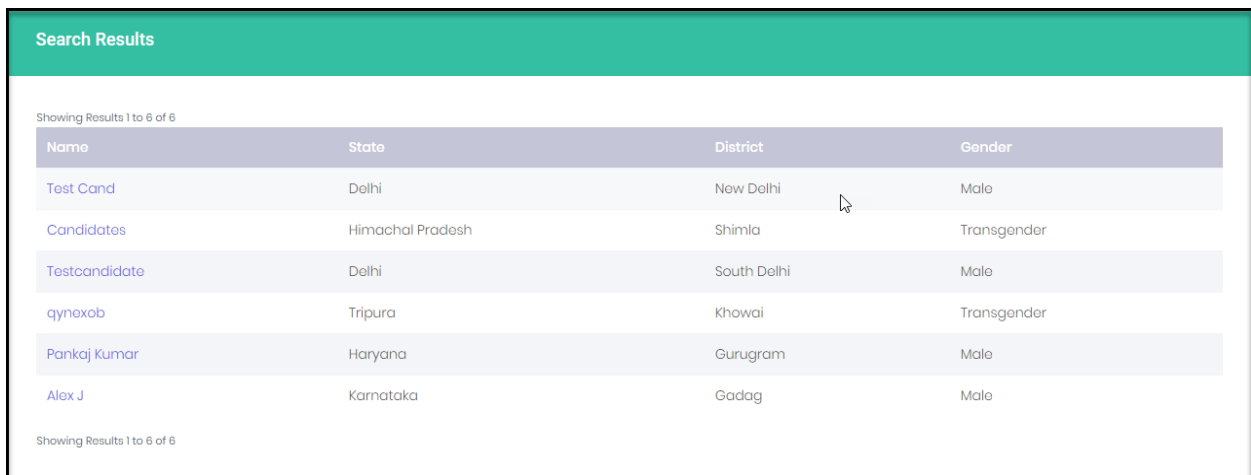
Candidate Search and Invite for Apprenticeship

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 screenshot shows a search interface titled "Search Candidates". It features six input fields arranged in two columns. The left column contains "Registration no." (text input), "State" (dropdown menu with "Select" selected), and "Sector" (dropdown menu with "Select" selected). The right column contains "Gender" (dropdown menu with "Gender" selected), "District" (dropdown menu with "Select" selected), and "Trade" (dropdown menu with "Select Trade" selected). A yellow "Search" button is located at the bottom right of the form.

The image below shows how the search results will appear.



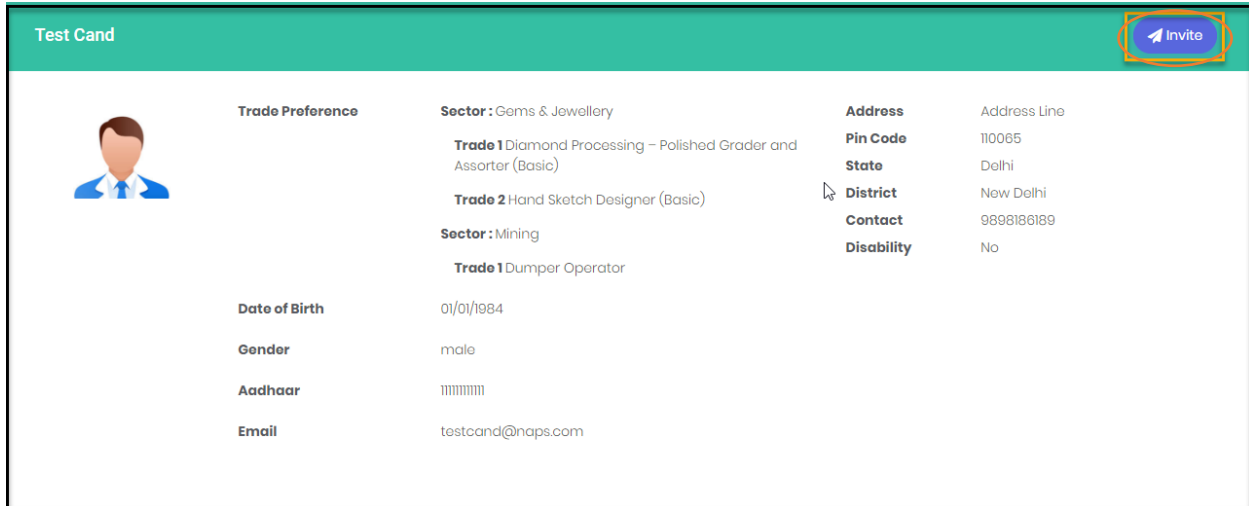
The screenshot shows a table titled "Search Results" with a teal header. Below the header, it says "Showing Results 1 to 6 of 6". The table has five columns: Name, State, District, Gender, and an unlabeled column. The data rows are as follows:

Name	State	District	Gender	
Test Cand	Delhi	New Delhi	Male	
Candidates	Himachal Pradesh	Shimla	Transgender	
Testcandidate	Delhi	South Delhi	Male	
qynexob	Tripura	Khowai	Transgender	
Pankaj Kumar	Haryana	Gurugram	Male	
Alex J	Karnataka	Gadag	Male	

At the bottom of the table, it says "Showing Results 1 to 6 of 6".

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 decide 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.



Test Cand Invite

Trade Preference

Sector : Gems & Jewellery

Trade 1 Diamond Processing – Polished Grader and Assorter (Basic)

Trade 2 Hand Sketch Designer (Basic)

Sector : Mining

Trade 1 Dumper Operator

Address Address Line
Pin Code 110065
State Delhi
District New Delhi
Contact 9898186189
Disability No

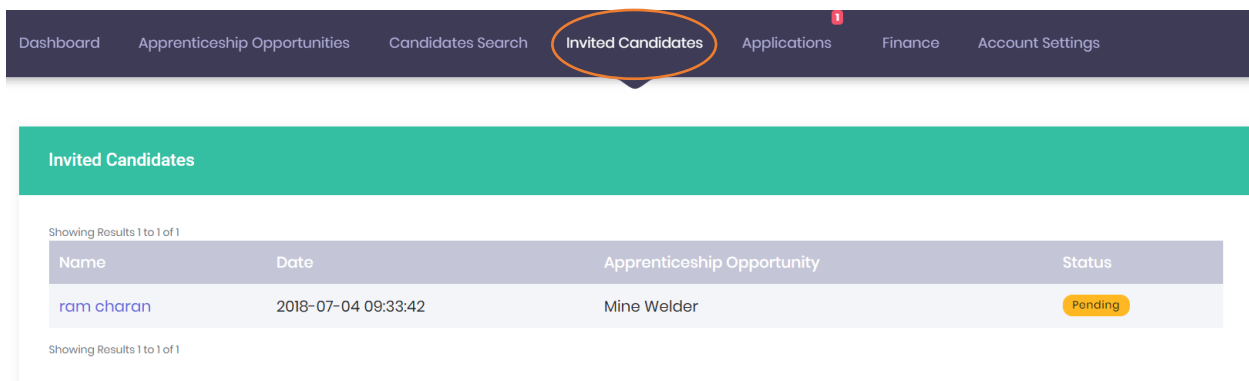
Date of Birth 01/01/1984

Gender male

Aadhaar 1111111111

Email testcand@naps.com

You can view the invited candidates by clicking on the 'Invited Candidates' (encircled below) button on the navigation bar.



Dashboard Apprenticeship Opportunities Candidates Search **Invited Candidates** Applications Finance Account Settings

Invited Candidates

Showing Results 1 to 1 of 1

Name	Date	Apprenticeship Opportunity	Status
ram charan	2018-07-04 09:33:42	Mine Welder	Pending

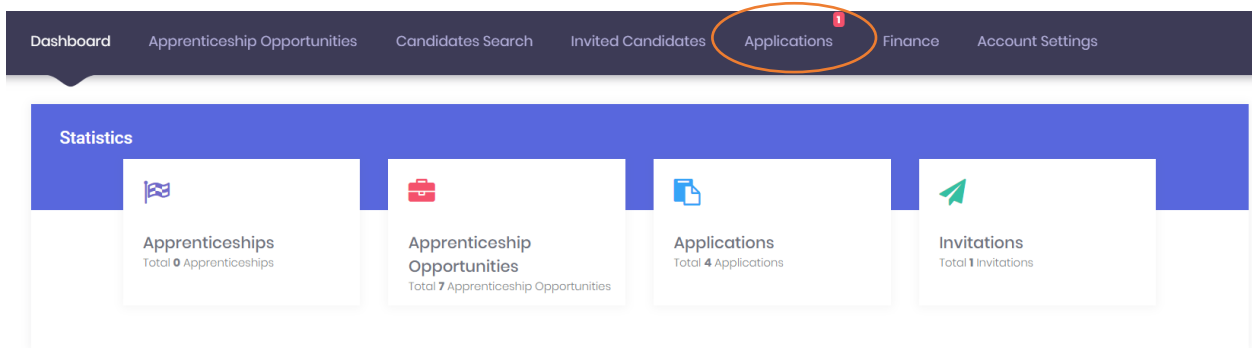
Showing Results 1 to 1 of 1

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

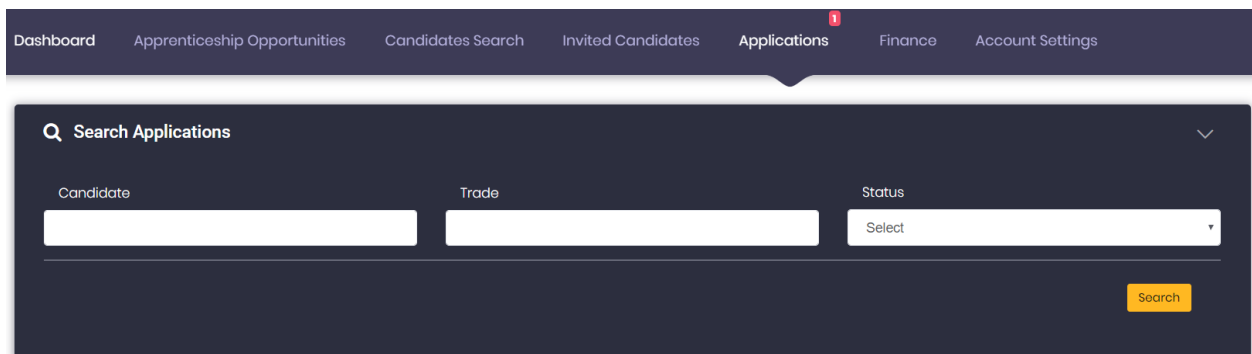
- If Candidate rejects the invite, you can re-invite them for the same or other course(s)
- If Candidate does not take any action on the invite (does not accept or reject), you can re-invite him for the same course, but only after 15 days from sending the last invite

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 08:55:03	View
Tom TT	Mine Welder	offered	2018-07-04 06:00:35	View
Tom TT	Lead Assembler Modular Furniture	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
	Gender	Male	State	Delhi
	Contact	9231231231	District	New Delhi
	Email	tomdelhicant@mailinator.com	Disability	No