

## INSTRUCTION MANUAL FOR ESTABLISHMENT

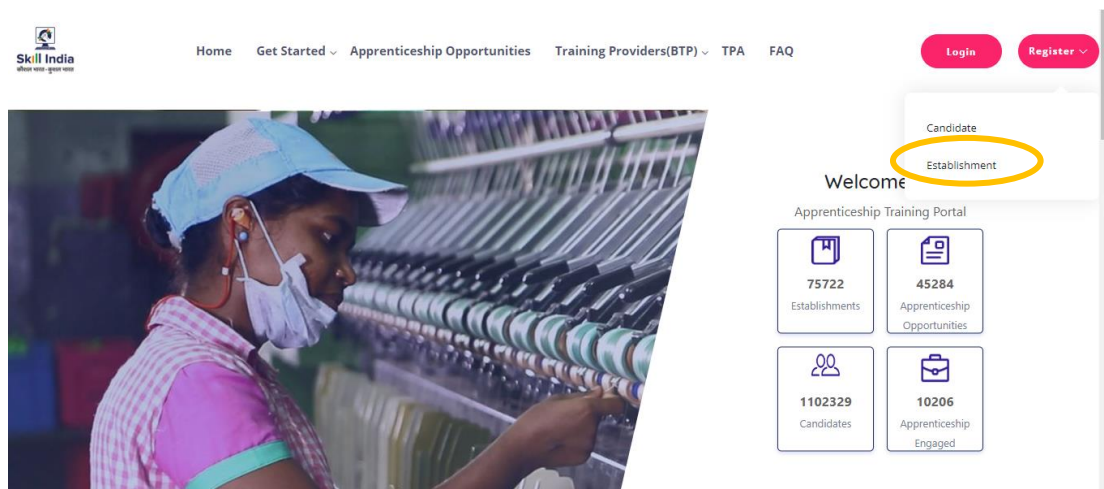
The apprenticeship portal is a website of the Central Government for exchange of information on Apprenticeship. The public view gives you access to information on Registered Candidates, Apprenticeship Opportunities Posted by Companies and Apprenticeship Guidelines.

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 \*

Registration Type \*      Registration Number

Address Line 1 \*      Address Line 2

City \*      Pin Code \*

State \*      District \*

Name of the Contact Person \*

Mobile Number      Landline Number \*

Official Email Id \*

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Password \*      Confirm Password \*

Your password must be 6 characters long.

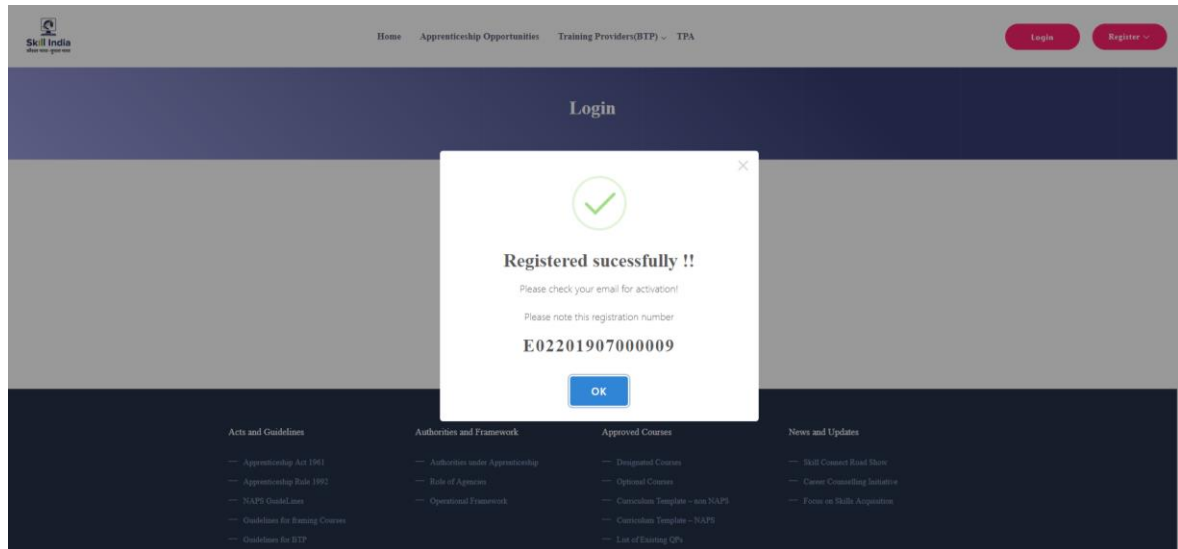
Disclaimer

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

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**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:

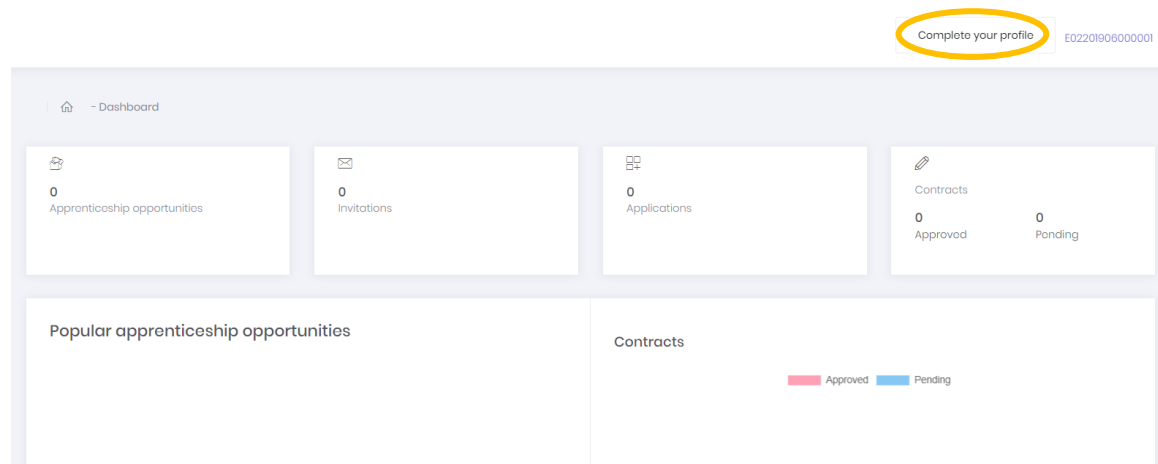
<https://apprenticeshipindia.org/activate/5c5946dd44f7d7123c5ad8fc/mlMmaibHJ9fFssdikiXtNhZyHShtg2N>

## Login and Profile Completion

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

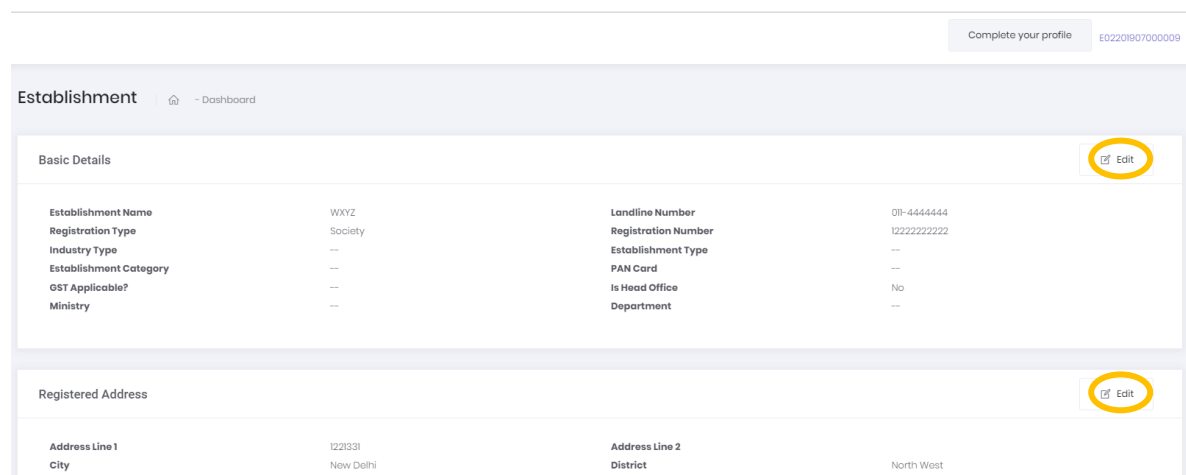
**Note: Before you can start creating Apprenticeship Opportunities, you will be required to complete your profile.**

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



The screenshot shows a user dashboard with a navigation bar at the top right containing a 'Complete your profile' button (circled in yellow) and the user ID 'E02201906000001'. Below the navigation bar is a 'Dashboard' header with a home icon. The main content area features four summary cards: 'Apprenticeship opportunities' (0), 'Invitations' (0), 'Applications' (0), and 'Contracts' (0 Approved, 0 Pending). Below these cards are two sections: 'Popular apprenticeship opportunities' and 'Contracts', which includes a legend for 'Approved' (red) and 'Pending' (blue).

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



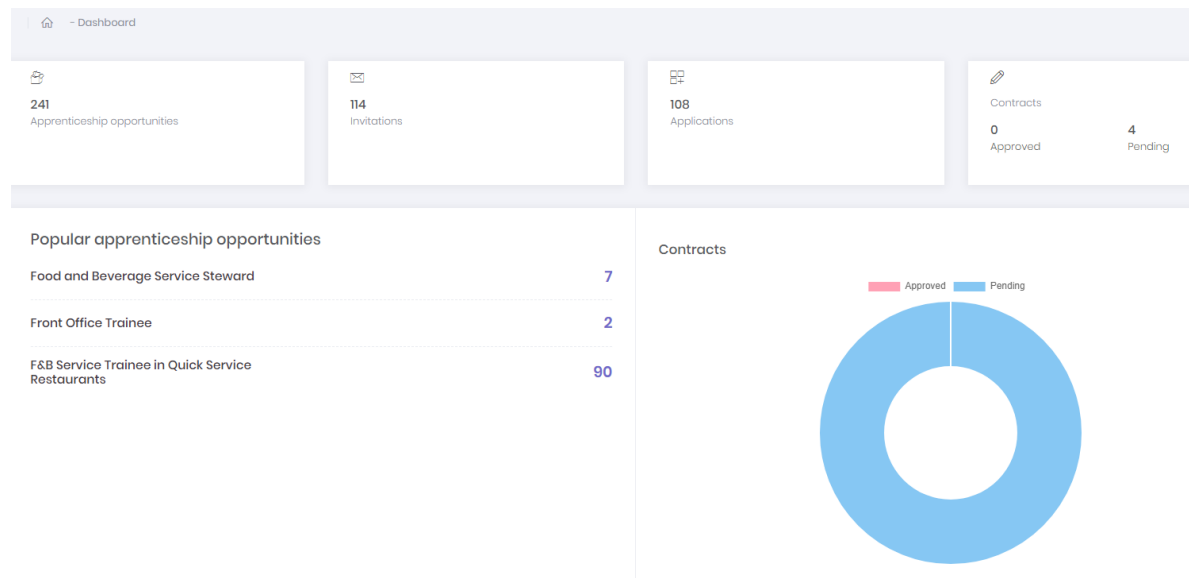
The screenshot shows the 'Establishment' profile page. At the top right, there is a 'Complete your profile' button and the user ID 'E02201907000009'. The page is titled 'Establishment' and has a 'Dashboard' breadcrumb. It contains two main sections: 'Basic Details' and 'Registered Address'. Each section has an 'Edit' button circled in yellow. The 'Basic Details' section contains a table with the following information:

Establishment Name	WXYZ	Landline Number	011-4444444
Registration Type	Society	Registration Number	12222222222
Industry Type	--	Establishment Type	--
Establishment Category	--	PAN Card	--
GST Applicable?	--	Is Head Office	No
Ministry	--	Department	--

The 'Registered Address' section contains a table with the following information:

Address Line 1	1221331	Address Line 2	North West
City	New Delhi	District	--

## Understanding Establishment Dashboard

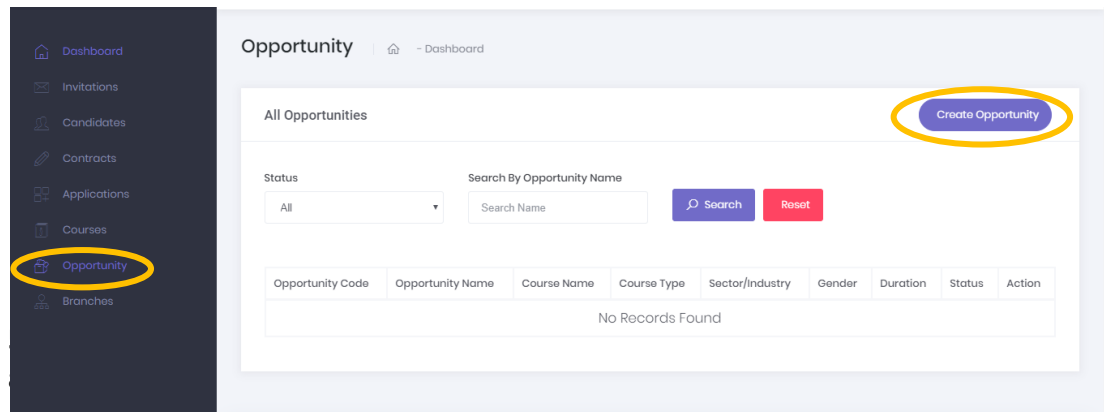


There are 4 major items on your dashboard and they are explained below:

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.

## 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.

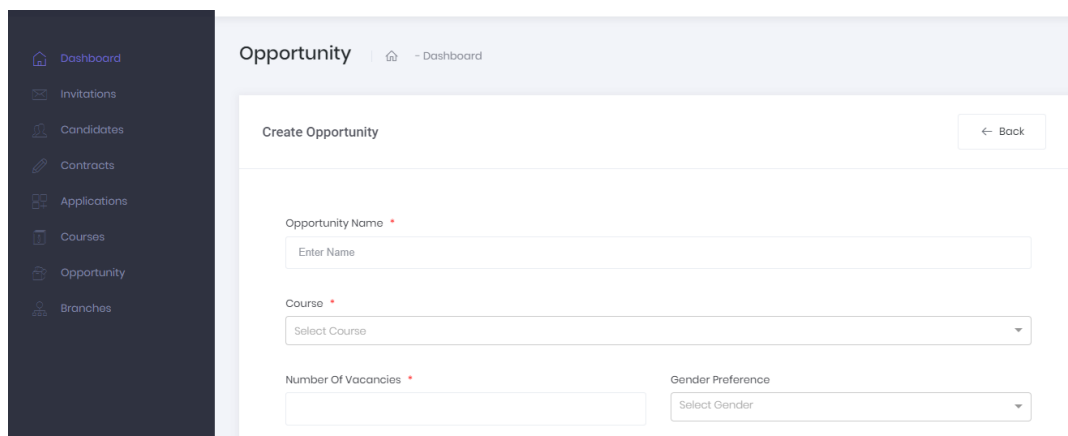


You will be guided to create opportunity page. Some points to keep in mind are below:

- **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 financial 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.**



- Dashboard
- Invitations
- Candidates
- Contracts
- Applications
- Courses
- Opportunity
- Branches

Description

Enter Description

Stipend \*

Min To Max

NAPS  Non NAPS

Document

Choose file (Eg. pdf), Maximum 4MB allowed. Browse

Save

## 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’**

**Candidates** | Dashboard

Candidates Search Download

State: All | District: All | Gender: All

Search by Name, Code & Skill:

Search by candidate name, candidate code and skill.

[Search](#) [Reset](#)

<input type="checkbox"/>	Code	Name	State	District	Gender	Action
<input type="checkbox"/>	A0I201900543I	VISHAL HARISHCHANDRA MHATRE	Maharashtra	Mumbai	Male	<a href="#">View</a>

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.

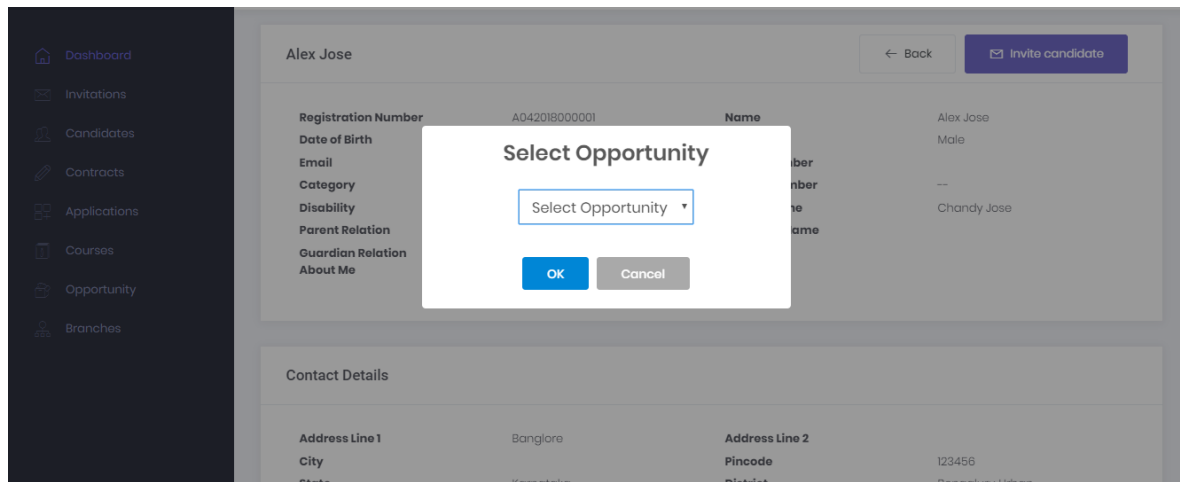
Alex Jose ← Back [Invite candidate](#)

<b>Registration Number</b>	A042018000001	<b>Name</b>	Alex Jose
<b>Date of Birth</b>	02-03-1988 <a href="#">View</a>	<b>Gender</b>	Male
<b>Email</b>	alexj@transneuron.com	<b>Phone Number</b>	--
<b>Category</b>	--	<b>PMKVY Number</b>	--
<b>Disability</b>	No	<b>Parent Name</b>	Chandy Jose
<b>Parent Relation</b>	Father	<b>Guardian Name</b>	
<b>Guardian Relation</b>			
<b>About Me</b>	--		

Contact Details

<b>Address Line 1</b>	Banglore	<b>Address Line 2</b>	
<b>City</b>		<b>Pincode</b>	123456
<b>State</b>	Karnataka	<b>District</b>	Bengaluru Urban



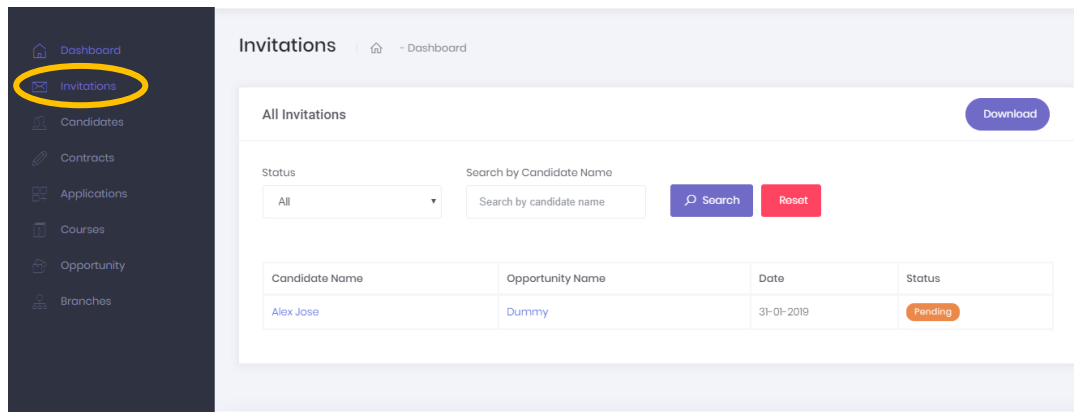


**Note: Without the Creation of an Opportunity (as explained in the section Creating Apprenticeship Opportunity), you cannot invite candidates.**

## 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.

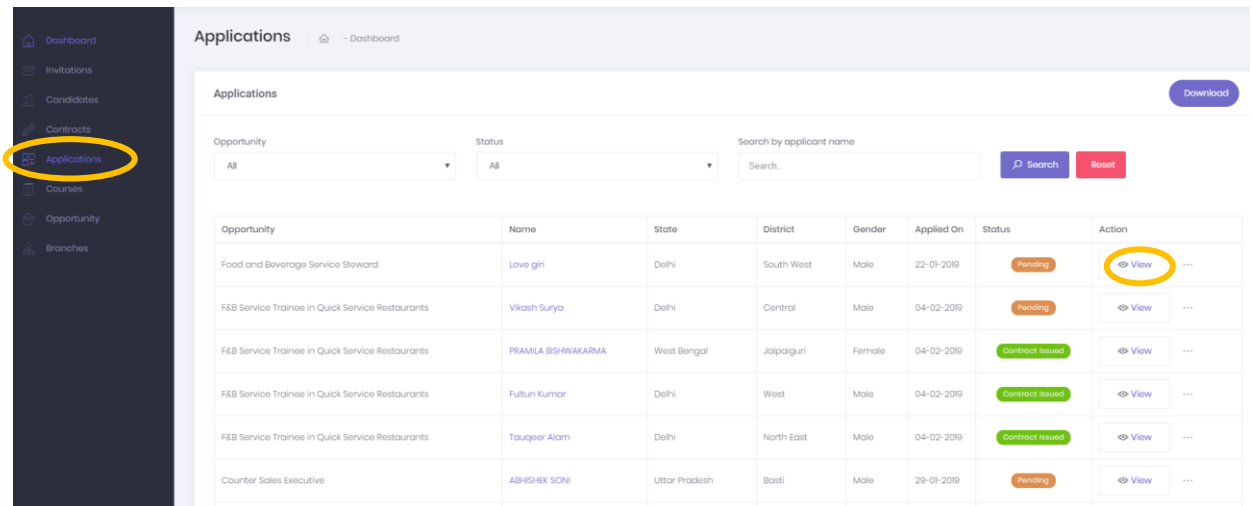


The screenshot displays the 'Invitations' page within a dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Invitations (highlighted with a yellow circle), Candidates, Contracts, Applications, Courses, Opportunity, and Branches. The main content area is titled 'Invitations' and includes a 'Download' button in the top right corner. Below the title, there are search and filter controls: a 'Status' dropdown menu set to 'All', a 'Search by Candidate Name' input field, and 'Search' and 'Reset' buttons. A table below these controls lists the invitations:

Candidate Name	Opportunity Name	Date	Status
Alex Jose	Dummy	31-01-2019	Pending

## Applications Received

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



The screenshot shows the 'Applications' page in a dashboard. The left sidebar has a dark background with white text and icons. The 'Applications' option is circled in yellow. The main content area has a light blue header with 'Applications' and a 'Dashboard' breadcrumb. Below the header, there are filters for 'Opportunity' (set to 'All'), 'Status' (set to 'All'), and a search box for 'Search by applicant name'. There are 'Search' and 'Reset' buttons. A 'Download' button is in the top right. The main content is a table with the following data:

Opportunity	Name	State	District	Gender	Applied On	Status	Action
Food and Beverage Service Steward	Love giri	Delhi	South West	Male	22-01-2019	Pending	<a href="#">View</a> ...
F&B Service Trainee in Quick Service Restaurants	Vikash Surya	Delhi	Central	Male	04-02-2019	Pending	<a href="#">View</a> ...
F&B Service Trainee in Quick Service Restaurants	PRAMILA BISHWAKARMA	West Bengal	Jalpaiguri	Female	04-02-2019	Contract Issued	<a href="#">View</a> ...
F&B Service Trainee in Quick Service Restaurants	Fulun Kumar	Delhi	West	Male	04-02-2019	Contract Issued	<a href="#">View</a> ...
F&B Service Trainee in Quick Service Restaurants	Touqeer Alam	Delhi	North East	Male	04-02-2019	Contract Issued	<a href="#">View</a> ...
Counter Sales Executive	ABHISHEK SONI	Uttar Pradesh	Basti	Male	29-01-2019	Pending	<a href="#">View</a> ...

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

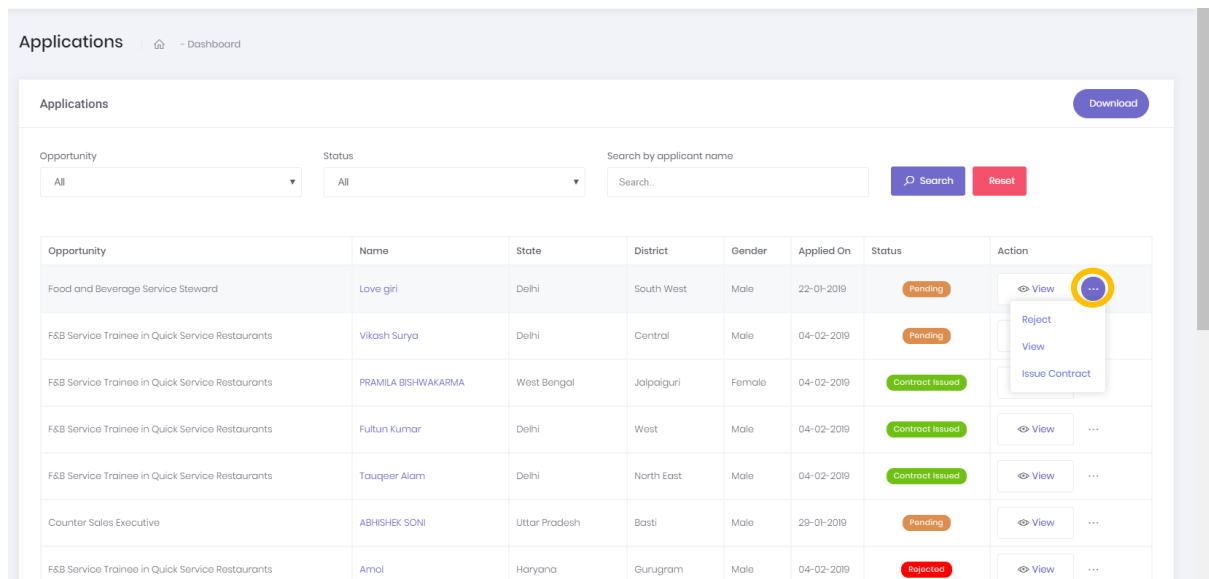
- Candidates from the **‘invitations’** pool, who have shown interest in the opportunity
- Candidates from the **larger pool**, who are registered on the portal and have shown interest in the opportunity

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.

## 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 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 with a table of candidates. The table has columns for Opportunity, Name, State, District, Gender, Applied On, Status, and Action. The 'Action' column contains buttons for 'View', 'Reject', and 'Issue Contract'. The 'Issue Contract' button is highlighted with a yellow circle.

Opportunity	Name	State	District	Gender	Applied On	Status	Action
Food and Beverage Service Steward	Love giri	Delhi	South West	Male	22-01-2019	Pending	<a href="#">View</a> <a href="#">Reject</a> <a href="#">Issue Contract</a>
F&B Service Trainee in Quick Service Restaurants	Vikash Surya	Delhi	Central	Male	04-02-2019	Pending	<a href="#">View</a> <a href="#">Reject</a> <a href="#">Issue Contract</a>
F&B Service Trainee in Quick Service Restaurants	PRAMILA BISHWAKARMA	West Bengal	Jaipalguri	Female	04-02-2019	Contract Issued	<a href="#">View</a> <a href="#">Reject</a> <a href="#">Issue Contract</a>
F&B Service Trainee in Quick Service Restaurants	Futtun Kumar	Delhi	West	Male	04-02-2019	Contract Issued	<a href="#">View</a> ...
F&B Service Trainee in Quick Service Restaurants	Tauqeer Alam	Delhi	North East	Male	04-02-2019	Contract Issued	<a href="#">View</a> ...
Counter Sales Executive	ABHISHEK SONI	Uttar Pradesh	Basti	Male	29-01-2019	Pending	<a href="#">View</a> ...
F&B Service Trainee in Quick Service Restaurants	Amol	Haryana	Gurugram	Male	04-02-2019	Rejected	<a href="#">View</a> ...

## 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

TPA Name

Basic Training  Yes  No

Basic Training Partner  Training Center

Reason for Exemption  
N/A

On the Job Training Location

Training Blocks

Basic Training Duration Start

On The Job Training Duration Start

On The Job Training Duration End

Minimum 6 months required

Save

### Things to Keep in Mind:

- The **Stipend** needs to be a **minimum** of 70% (in the first year, 80% in the second year, 90% in the third year) of minimum wages in the semi-skilled category in the concerned state
- If you opt for **NAPS**, the please ensure that the candidate has a Aadhaar card.
- In case you are using serviced of a **TPA**, it is mandatory to enter their name
- If you are choosing 'No' to Basic training, then you are basically exempting the candidate from Basic Training. A valid reason needs to be provided for this