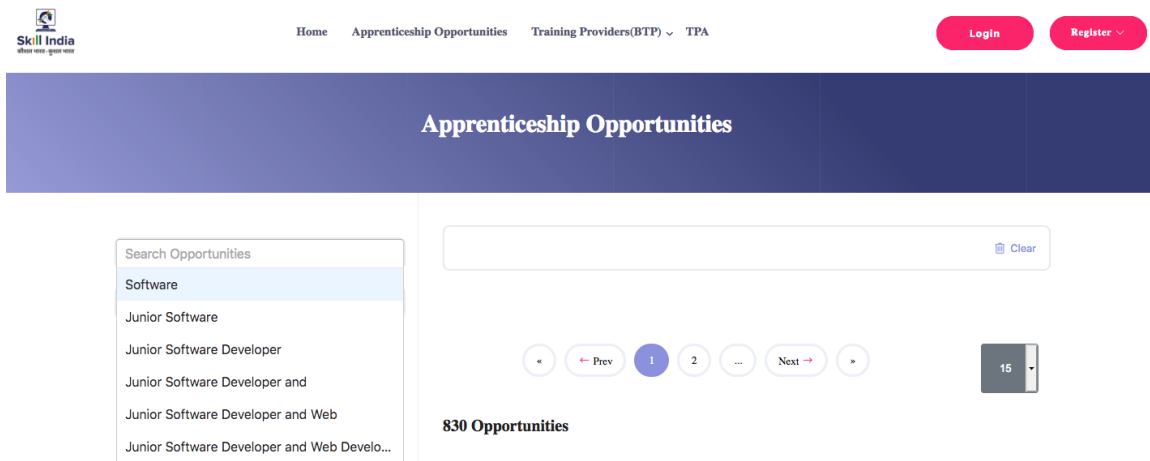


# Candidate Instruction Manual

## THE APPRENTICESHIP PORTAL

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

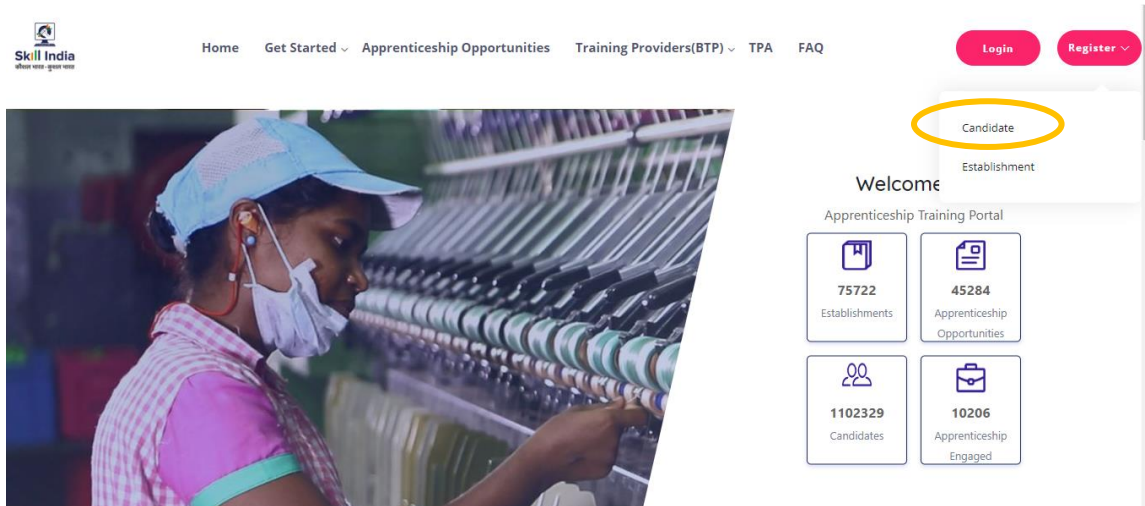
The Candidates can access to information such as available Apprenticeship Opportunities basis the Search Parameters like State, District, Sector and Trade, Organization and so on. To apply against available apprenticeship opportunities, it is mandatory for you register on the portal. The steps for registration are as follows:



**Note: The fields marked in \* are mandatory.**

## Candidate Registration

Click on the “**Register**” button the top toolbar and select the option **Candidate**.



A **Short Registration Form** will open (as shown below). You would be required to fill your Basic, Family and Contact details and click continue.

**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.**

The screenshot shows the 'Candidate Registration' form. The form is titled 'Candidate Registration' and is divided into 'Personal Details'. The form fields are:

- Name \*
- Enter Name
- Father/Mother/Spouse Name \*
- Relationship \*
- Enter your Father/Mother/Spouse Name
- Date of Birth \*
- DD-MM-YYYY
- Gender \*
- Select Gender

Mobile Number

Enter Mobile Number

Email ID \*

Enter Email ID

Email ID is required

Password \*

Password

Confirm Password \*

Confirm Password

Your password must be 6 characters long.  
Password is required

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.

Father/Mother/Spouse Name \*

Father/Mother/Spouse Name

Relationship \*

Relationship

Enter your Father/Mo

Date of Birth \*

DD-MM-YYYY

Mobile Number

Enter Mobile Number

Password \*

Password

Your password must

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

Registered Successfully!!

Please check your email for activation!

Please note this registration number

**A012019005631**

OK

On the Email, click the **'Activate'** button (as shown in the image below)

## Apprenticeship Portal

Dear ananya,

Reply all | ▾  Delete Junk | ▾ ...

Please note this number for all communications

Please Activate your Account



Thank you for using our application!

Regards,  
Apprenticeship Portal

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If you're having trouble clicking the "Activate" button, copy and paste the URL below into your web browser: <https://apprenticeshipindia.org/activate/5c4df58f44f7d76386684f82/LLtqmuVvCX7se3ppN8hFzw5upmNT6S>

Login

Once you click on the Activate Button, the screen will automatically **redirect you to the Log-In page** (see below) where you type your registered **Email ID/Registration Number**

**and Password** (the email ID and Password are the same you mentioned during registration) to login.

[Home](#) [Apprenticeship Opportunities](#) [Training Providers\(BTP\) v](#) [TPA](#)

## Login



Login

[Resend activation link?](#)

[Forgot Password?](#)

## Profile Completion

Once Logged In, you will have to click on the button ‘**Complete Your Profile**’ (encircled below). You will not be able to apply to any Apprenticeship Opportunity without completing your profile.

The screenshot shows the 'Candidates Dashboard' with a navigation menu on the left and a main content area. The navigation menu includes: Dashboard, Profile, Contracts, Applications, Invitations, Bank Details, and Log Out. The main content area displays three statistics: 0 Contracts, 0 Applications, and 1 Invitations Received. The 'Complete Your Profile' button in the top navigation bar is highlighted with a yellow circle.

Start by clicking the ‘**Edit**’ button (encircled below) to add your “About Me” and Contact Details.

The screenshot shows the 'About Me' profile page with a navigation bar containing: About, Contact, Education, and Preference. The 'Edit' button is highlighted with a yellow circle. The profile details are as follows:

About Me		Candidate Overview	
Registration Number	A012019005632	Gender	Ananya
Date of Birth	15-01-1982	Gender	Female
Email	ananya.nanda@nscindia.org	Mobile Number	
Category	--	Email	ananya.nanda@nscindia.org
Disability	--		
Relationship	Father		
Guardian Relationship	--		

Contact Details			
Address Line 1	--	Address Line 2	--
City	--	Pin code	--
State	--	District	--

On clicking the ‘Edit’ button, the following screen will emerge. **The fields marked in ‘\*’ are mandatory.**

[< back to profile](#)

### Basic Details

Email

ananya.nanda@nscindia.org

Mobile Number

Enter Number

Gender

Female

Has Disability

Yes  No

Date Of Birth \*

15/01/1982



Date Of Birth Document \*

Choose file No file chosen

Please upload only (jpeg, jpg, png, pdf) files  
Maximum 4MB only allowed

Father/Mother/Spouse Name \*

gautam

Relationship \*

Father

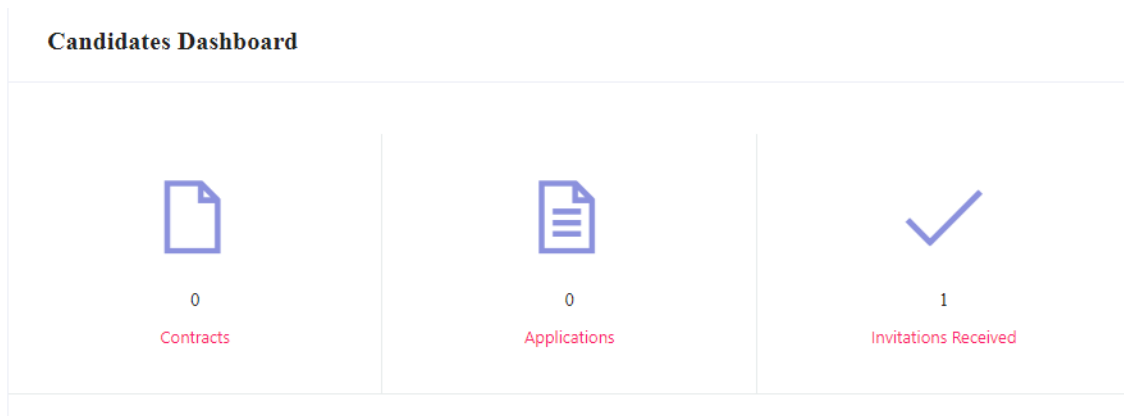
Id Proof Type \*

Select Proof type

Document Proof \*

Choose file No file chosen

## Understanding Candidate Dashboard



There are 3 items on your dashboard and they are explained below:

1. **Invitations Received** – Some companies screen your profile and if they feel you're fit for the opportunity, they send out an invitation to you to apply to the opportunity. This section lists the number of invitations received by the candidate.
2. **Applications:** This section lists the number of Apprenticeship Opportunities you had applied to.
3. **Contracts:** This section will show the contract you have signed with the company. Multiple companies can send you contracts, however, you will only be able to accept one.



## Apply to Opportunities

You can use the option **“Apprenticeship Opportunities”** on the top toolbar to view the opportunities. You can search by **keywords**, such as ‘hospitality’ or ‘fitter’, ‘operator”, “chef”, “sewing machine” and so on in the ‘Search Opportunities” section (encircled below)

The screenshot shows the 'Apprenticeship Opportunities' page. At the top, the navigation bar includes 'Home', 'Apprenticeship Opportunities' (circled in yellow), 'Training Providers(BTP)', and 'TPA'. Below this is a dark blue header with the text 'Apprenticeship Opportunities'. On the left, a search bar contains the text 'chef' (circled in yellow), with a dropdown menu showing suggestions: 'Chef', 'Trainee Chef', 'trainee Chef', and 'Trainee Chef Apprenticeship'. The main content area displays a search bar with a 'Clear' button, a pagination control showing '1' of 2 pages, and a list of 911 opportunities. The first opportunity is for a 'Customer Relationship Executive' at 'Navyeti Global Solutions Pvt Ltd', with an 'Apply' button circled in yellow. The second opportunity is for an 'Apprentice' at 'BAPS Shastriji Maharaj Hospital', with an 'Apply' button circled in green. The 'Apply' button for the first opportunity is circled in yellow, and the 'Apply' button for the second opportunity is circled in green.

Simply click on the **‘Apply’** button (encircled above) to apply to the opportunity of your choice.

## Invitations

Companies can view your profile and invite you to apply to an apprenticeship opportunity posted by them. You can view them by clicking the **'Invitations'** option (encircled below) on the left menu.

Home Apprenticeship Opportunities Training Providers(BTP) TPA Complete Your Profile

Select Status  Search by establishment name  Search Reset

Opportunity	Establishment	Invited On	Status	Action
Dummy	Crystal Medical Systems	Feb 4, 2019	Pending	<a href="#">view</a> <a href="#">Apply</a>

You can view the details of the opportunity by clicking on the **'View'** button (encircled above). If the opportunity interests you, you can click on the **'Apply'** button (encircled above) to apply to the opportunity.

On clicking **'Apply'**, you will be given the option to **choose the location** (in cases where the company has offered opportunity in several locations). The following box will appear and you can choose the location based on your preference.

Home Apprenticeship Opportunities Training Providers(BTP) TPA Complete Your Profile

Select Status  Search by establishment name  Search Reset

Opportunity	Establishment	Invited On	Status	Action
Dummy	Crystal Medical Systems	Feb 4, 2019	Pending	<a href="#">view</a> <a href="#">Apply</a>

**Select Preferred Locations**

Any location

Any location

Primary

OK Cancel

Acts and Guidelines

- Apprenticeship Act 1961
- Apprenticeship Rule 1992
- NAPS Guidelines

Authorisation

- Apprenticeship Approval
- Role of Agencies
- Operational Framework

Optional Courses

- Curriculum Template - for NAPS

News and Updates

- Skill Connect Road Show
- Career Counselling Initiative
- Focus on Skills Acquisition

## Applications and Selection Process

You can view all your application on the tab 'Applications' (encircled below) on the left menu.

Home   Apprenticeship Opportunities   Training Providers(BTP) ▾   TPA

Dashboard  
Profile  
Contracts  
**Applications**  
Invitations  
Bank Details  
Log Out

Select Status ▾   Search by opportunity name   Search   Reset

Opportunity	Establishment	Applied On	Status	Action
Food and Beverage Service Trainee Course name: Food and Beverage Service Trainee	The Chocolate Room India Private Ltd	31-01-2019	Pending	<a href="#">View</a>
Food and Beverage Service Trainee Course name: Food and Beverage Service Steward	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	31-01-2019	Contract issued	<a href="#">View</a>
Front office Trainee Course name: Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	31-01-2019	Contract issued	<a href="#">View</a>

The page will show you a summary of all your applications.

After to an Opportunity, the company will review your profile and call invite you for an interview. If the company selects you, they will issue a 'Contract', and you will be able to see this in the 'Status' column above.

## View and Accept Contract

If a company wants to make you an offer, they will send the contract to you. To view the list of contracts, click on the option **'Contracts'** (encircled below) in the left menu

Home Apprenticeship Opportunities Training Providers(BTP) TPA

Select Status  Search by contract code  Search Reset

Code	Opportunity	Establishment	StipendActions
TMPCON012019000478	Food and Beverage Service Steward Course Food and Beverage Service Steward	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	<a href="#">View</a>
CN022019000271	Front office Trainee Course Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	<a href="#">View</a>
CN022019000271	Front office Trainee Course Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	<a href="#">View</a>

To view details of the contract, click on the option **'View'** (encircled above).

You will be able to see all details of opportunity – Stipend details, working days, location and so on. If all the details are correct as per your knowledge, you can accept the contracts by selecting the option **'Sign'** (encircled below). If for any reason, you don't plan to accept the opportunity, you can select the option **'Reject'** and the contract will get deleted.

Home Apprenticeship Opportunities Training Providers(BTP) TPA

CODE: TMPCON012019000478  
(Contract to be signed within 5 days from contract generation)

Status: Pending [Sign](#) [Reject](#)

Opportunity			
Name	Food And Beverage Service Steward	Code	AO002013
Stipend Details		Contract Generated at	31-01-2019

Course Details			
Course Code	CO012019000008	Course Name	Food and Beverage Service Steward