

Instructions for Establishments for engagement of apprentices

Following actions are required to be done on the www.apprenticeship.gov.in

- 1. Entering of designated trades or optional trades on the portal**
- 2. Engagement of apprentices on the portal**

Entering of designated trades or optional trades

(a) Activate the establishment using the link available in your registered mail ID or from the link “Establishment Activation” on the portal.

1. A user ID that is same as establishment registration no. that looks like E0x17xxxxxx1 and password shall be available in your registered mail ID.
2. Login to apprenticeship portal and complete your profile with necessary details. All field marked with a red asterisk mark are mandatory.

For this click on Menu on the left hand side of the page, then click on MIS, then click on Apprenticeship, then click on Establishment, then click on Profile and finally click on Edit. A new page shall open in the right hand side of the screen in the same window.

MENU>MIS>APPRENTICESHIP>ESTABLISHMENT>PROFILE>EDIT

3. Course Creation: select the relevant details on this page to create a course that you want to offer for apprenticeship training. The course and seats details shall be visible on the public page through Establishment search option once the course is successfully created. The number of seats can not be greater than 10% of the total employee strength of the establishment.

For this click on Menu on the left hand side of the page, then click on MIS, then click on Apprenticeship, then click on Course, then click on Course

details and finally click on Create. A new page shall open in the right hand side of the screen in the same window.

MENU>MIS>APPRENTICESHIP>COURSE>COURSEDETAILS>CREATE

4. Approach: Establishment can search and approach a candidate for engagement as apprentice. Candidates can also search for establishment and apply for the desired trade.

For this click on Menu on the left hand side of the page, then click on MIS, then click on Apprenticeship, then click on Apprentice, then click on Approach. A new page shall open in the right hand side of the screen in the same window.

MENU>MIS>APPRENTICESHIP>APPRENTICE>APPROACH

5. Training:

For this click on Menu on the left hand side of the page, then click on MIS, then click on Apprenticeship, then click on Training, then click on Approval. A new page shall open in the right hand side of the screen in the same window.

MENU>MIS>APPRENTICESHIP>TRAINING>APPROVAL

- i. There are two sub-menu items here; Queue and View.
- ii. The records that are pending for action are visible in Queue. The records that have been processed/ action taken are available in View.
- iii. The establishment can take four types of action while processing a candidate's application depending on the stage.
- iv. Candidate applies to establishment and the record is available in Queue
- v. Establishment reviews the application and offers a seat to the candidate if satisfied with his credentials. Establishment has to fill mandatory information like training start date and end date and stipend amount etc. Selection process is the sole prerogative of the

- establishment. DGT or any other government agency has no role to play.
- vi. Offer is received in the mail box of the candidate. If the offer mail is not received, the candidate can view the offer through link “Apprentice Profile” on the portal home page under the link “Apprentices”
 - vii. The candidate can accept or reject the offer
 - viii. If the offer is accepted by the candidate, the record is available in the Queue of the establishment
 - ix. The establishment has to now approve the offer accepted by the candidate.
 - x. An online contract is generated after the accepted offer is approved by the establishment.
 - xi. A candidate is now legally known as an APPRENTICE, post generation of a contract between establishment/employer and the candidate.
 - xii. The training can be started after the contract is generated with effect from the training start date. Please ensure that training start date is filled in offer such that there is sufficient time for the complete process. For example a buffer of 15 days may be provided.
 - xiii. This contract is then automatically forward by the system to the approving authority concerned as per a predefined matrix for Approval/registration.

User Manual: A detailed user manual is available in the portal site. For downloading the user manual, login to the portal and select any menu item and then click on help icon at the right hand top corner of the page.

Instructions for Apprenticeship Candidates

Following actions are required to be done on the www.apprenticeship.gov.in

Before a candidate registers on the apprenticeship portal, he/she shall keep the scan copy of following documents ready as applicable:

- i. Passport size colored photograph
- ii. Date of Birth certificate, for example 10th certificate, certificate issued by municipality etc
- iii. Qualification certificates like, 8th, 10th, 12th, ITI, BA, B Com etc,
- iv. Signature of candidate

1. Fill up the apprentice registration form
2. After successful registration, a mail is sent to the registered mail ID of the candidate. This mail contains a link for activation of the registration. If the activation link mail is not received, then activation can also be done through “Apprentice Activation” link on home page of portal.
3. An apprentice registration no. that looks like Ax917xxxx1 is generated after activation.
4. Edit my Profile: This link is used to edit and update any information by the candidate. Profile can be edited before generation of contract.
5. Apply for Apprenticeship: On the home page, click on Establishment, then click on Establishment Search, a new page opens in the same window. If you know the name of the establishment, then type it and select the state where this establishment is located. If you do not know the state, then select all states by pressing shift and down arrow keys simultaneously.
6. Once the search results are displayed, click on establishment name, a new window opens with establishment details. Go to the section “Establishment Trade Details” and click on the “Apply” button. Now a pop-up window opens, fill your apprentice registration no., date of birth and e-mail ID and the captcha code to submit your application. A message “Applied Successfully” appears in green shade at the bottom right hand corner of the screen.
7. If your application is selected by the establishment you applied to, then the company will send an offer for apprenticeship. This offer shall be available in your registered mail ID.
8. Alternately you can see the offer through link “Apprentice Profile” on the main portal page. You can accept or reject the offer here also.

9. Once the offer is accepted by the candidate then this offer is approved by the establishment and a new confirmation mail is received for joining the training.
10. When the training offer accepted by the candidate is approved by establishment, a contract is generated between candidate and the establishment, and now the candidate is termed as APPRENTICE under the Apprentices Act, 1961.
11. Once the contract is generated, training can be started from the training start date.