



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
(‘A’ Miniratna Category-1 Public Sector Enterprise)
Eastern Region, NSCBI Airport, Kolkata-52

ADVT. NO. 01/2023/APPRENTICE/GRADUATE/DIPLOMA/ITI/ER
Notification for Engagement of Graduate/Diploma/ITI Apprentices (under Apprentices Act,1961) for year 2023-24 in Airports Authority of India, Eastern Region

Airports Authority of India (AAI) (Schedule – ‘A’ Miniratna Category-1 Public Sector Enterprise) was constituted by an Act of Parliament and came into being on 1st April, 1995 by merging erstwhile National Airports Authority and International Airports Authority of India. The merger brought into existence a single organization entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and air space in the country.

Airports Authority of India, Regional Headquarter (Eastern Region) is inviting applications from the eligible candidates who are domicile of **West Bengal, Bihar, Odisha, Chhattisgarh, Jharkhand, Andaman & Nicobar and Sikkim** for an Apprenticeship Training Program of one year in RHQ, Kolkata and various airports in Eastern Region for the year 2023-24. During the period of Apprenticeship Training, the candidates are governed by Apprentices Act 1961 (as amended in 1973 and till date) and commensurate policies/rules of the organization.

A. Details of posts and qualifications (No. of posts are tentative that can be reduced/increased):

Sl. No	Discipline	No. of Seats	Duration of Training	Monthly Stipend	Locations/Airports of Apprenticeship Training under Eastern Region
1.	Graduate (BE/BTech in Aeronautical, Automobile, Architecture, Civil, Computer Science, Data Analysis, Electrical, Electronics, IT, Mechanical)	30	01 Year	1. Rs. 15000/- (Graduate Apprentices)	1. RHQ(ER), Kolkata 2. Berhampur 3. Bagdogra 4. Bhubaneswar 5. Cooch Behar
2.	Diploma (Aeronautics, Automobile, Architecture, Civil, Computer Science, Data Analysis, Electrical, Electronics, IT, Mechanical, Mathematics/Statistics)	45	01 Year	2. Rs. 12000/- (Diploma Apprentices)	6. Deoghar 7. Gaya 8. Jharsuguda 9. Patna 10. Pakyong
3.	ITI Trade (Computer Operator Programming Assistant, Electrical, Mechanic, Electronics, Steno)	55	01 Year	Rs. 9000/-	11. Port Blair 12. Raipur 13. Ranchi

Last date of application: 31/01/2024 (please read the general instructions carefully before applying)

B. Educational Qualification:

1. **Graduate & Diploma:** Candidates should possess full time (regular) four years degree or three years (regular) diploma in Engineering in any of the above-mentioned streams, recognized by AICTE, GOI.
2. **ITI Trade:** Candidates should possess ITI/NCVT certificate of the above-mentioned trades from institutes recognized by AICTE, GOI.

C. Conditions:

1. Apprentices shall have to undergo Apprenticeship training at notified Airports/Establishments. **The allocated airport/station/unit will be final; no change in the place of training will be entertained.**
2. As per the provisions of the Apprentices Act, 1961 as amended from time to time, candidates who have already completed their apprenticeship or terminated their apprenticeship midway or are pursuing in other organizations or in AAI with the same qualification level, shall not be eligible for engagement as apprentice.
3. As per the Apprentices Act, 1961, candidates who had apprenticeship training/job experience for a period of 1 year or more after the attainment of essential qualifications, shall not be eligible for engagement as apprentice.

D. Eligibility Criteria:

1. Only Indian Nationals **from the Eastern Region** are eligible.
2. Candidates passed degree/diploma **in 2019 or after 2019** are eligible.
3. Age limit: Minimum age is 18 years and Maximum age is 26 years as on 31/12/2023. (Relaxation in upper age limit for categories like SC/ST/OBC/PWBD etc. as per Govt. of India guidelines is applicable)

E. Mode of Selection:

1. Provisional selection of the candidates would be based on percentage (%) of marks in the qualifying examination.
2. **The candidature of the applicant would be provisional. The shortlisted candidates will be called for Interview/Document verification through their registered email IDs only.**
3. The final selection will be based on Interview/verification of certificates and submission of Medical Fitness Certificate at the time of joining.
4. The selected candidates will be posted preferably at the given locations in Eastern Region based on their registration location (in portal).

F. General Instructions:

1. Last date of application is 31/01/2024.
2. The interested candidates are required to apply through BOAT/RDAT's web portal www.nats.education.gov.in (for graduate/diploma apprentices) and www.apprenticeshipindia.org (for ITI Trade) by finding establishment **Airports Authority of India –RHQ ER, Kolkata (EWBPNC000015(BOAT)/ E02211900015 (NAPS))** and click the apply button in the next page. After successful application, the message "Successfully applied for the training position. Based on availability, you will be contacted by the establishment" will appear. **(Student manual is attached below for ready reference).**
3. **Candidates should register themselves with the concerned portal (NATS/NAPS/RDAT) prior to applying for apprenticeship training in AAI without fail (Annexure – I & II).** Applications received online through NATS/NAPS portal will only be considered. Correspondence/Communication in any other manner will not be entertained.
4. No TA/DA will be provided.
5. The number of candidates to be engaged is indicative and may undergo changes without any further notification.
6. During the period of apprenticeship, candidates will be governed by the Apprentices Act, 1961 (as amended in 1973 and till date) and the policies/rules of the organization.
7. Reservation for SC/ST, OBC and EWS as applicable will be followed, however, in case of non-availability of candidates in reserved category it will be filled from other reserved categories/general categories.
8. **Airports Authority of India has no obligation to give regular employment to Apprentices.** They shall have no right to claim regular employment from AAI on the basis of this apprenticeship at any point of time. This training program shall not create any liability on AAI for providing any job to the Apprentice. AAI management does not take any responsibility for any sort of employment/placement.
9. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will be entertained, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
10. AAI Management does not take any responsibility to reply to the candidate / organization for non-selection /non-issuance of call letter.
11. It shall be the sole responsibility of the candidates to get their profile verified from the respective regional Board.
12. Candidates applying for more than one discipline will not be considered and their application will be rejected.
13. **No Application Fee** is being charged.

14. The candidature of the applicant would be provisional, subject to verification of all certificates and submission of certificate of Medical Fitness (to be obtained only from a Government Medical officer/Medical Officer of a Government Undertaking) at the time of joining.
15. At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidate is liable to be cancelled.
16. For BOAT/Portal <https://nats.education.gov.in> related queries please email or reach out to -Eastern Region Students, Email: info@boater.org Phone: +91-33-2337 0750 / 2337 0751. For any ITI trade related clarification/queries candidates may contact via e-mail apprenticeship@nsdcindia.org or log on to www.apprenticeshipindia.org
17. In case of any dispute, **English version** of notice and communication will be treated as valid.

NATIONAL APPRENTICESHIP TRAINING SCHEME(NATS) 2.0 PORTAL

**Portal Functionalities Walkthrough - Students
Manual**



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Overview

National Apprenticeship Training Scheme is one of the flagship programmes of Government of India for Skilling Indian Youth in Trade disciplines. The National Apprenticeship Training Scheme under the provisions of the Apprentices Act, 1961 amended in 1973; offers Graduate, Diploma students and Vocational certificate holders; a practical, hands-on On-the-Job-Training (OJT) based skilling opportunities with duration ranging from 6 months to 1 year.

Modules & Functionality

Students play the critical role in NATS 2.0 Portal of posting apprenticeship advertisements aligned to their manpower requirements. The following modules pertain to the apprenticeship related activities a student is responsible for:

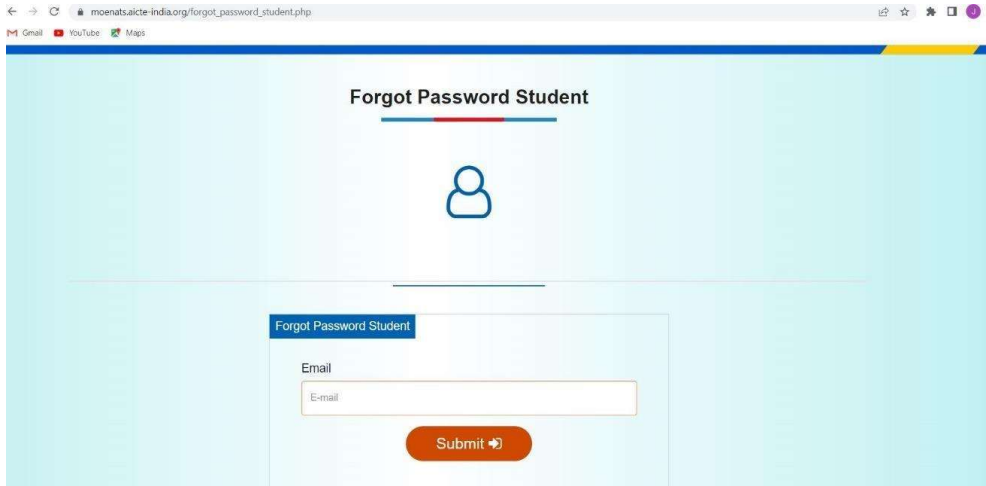
- Step 1:** Registration
- Step 2:** Profile filling
- Step 3:** Apply for apprenticeship available
- Step 4:** Application Management
- Step 5:** Contract creation
- Step 6:** Profile Lock
- Step 7:** Record of progress
- Step 8:** Download COP, after successful completion of apprenticeship program.
- Step 9:** Employment Opportunities

Below is each of these modules elaborated along with screenshots.

Resetting password (upgraded portal)

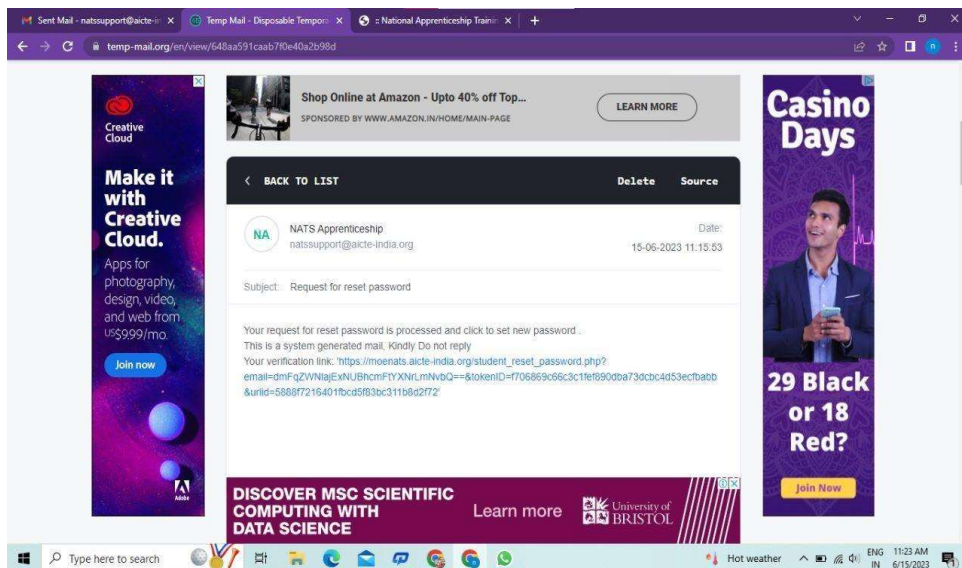
Step 1: Click on the below link,

https://moenats.aicte-india.org/forgot_password_student.php



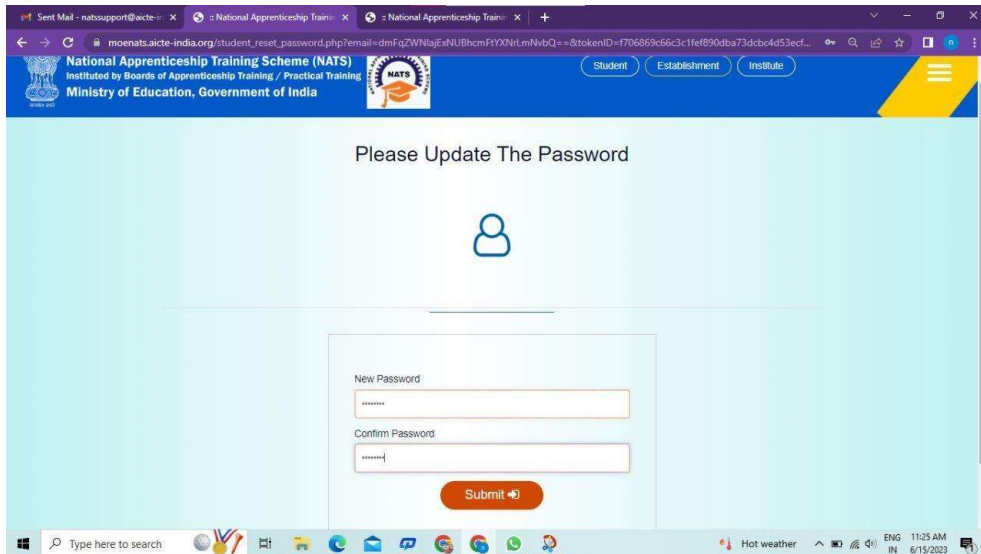
The screenshot shows a web browser window with the URL moenats.aicte-india.org/forgot_password_student.php. The page has a light blue background and a white central form area. At the top of the form, it says "Forgot Password Student" with a red underline. Below this is a blue outline of a person's head and shoulders. Underneath is a blue box with the text "Forgot Password Student". The form contains an "Email" label, a text input field with "E-mail" inside, and a blue "Submit" button with a right-pointing arrow.

Step 2: Enter your email, a password reset email will be received to the email.



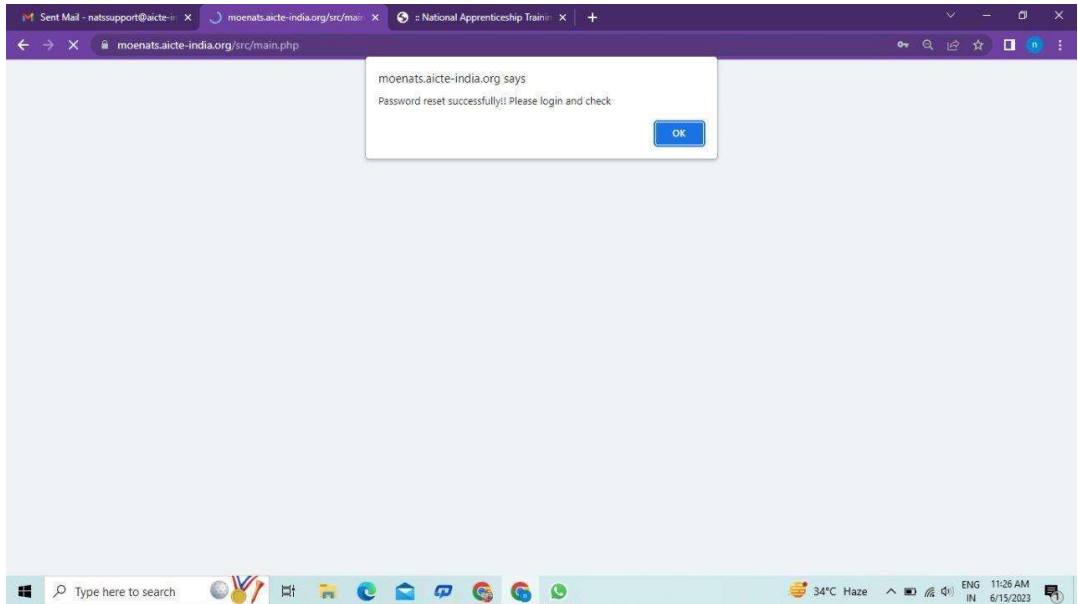
Step 3: Open the email and click on the link, and it will be redirected to the password reset page.

Step 4: From this page, you will be prompted to enter the password two times for confirmation.



The screenshot shows a web browser window displaying the National Apprenticeship Training Scheme (NATS) password reset page. The page header includes the NATS logo and the text "National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India". There are navigation buttons for "Student", "Establishment", and "Institute". The main heading is "Please Update The Password" with a user icon. Below this, there are two input fields: "New Password" and "Confirm Password", both with masked characters. A "Submit" button is located below the input fields. The browser's address bar shows the URL: "moenats.aicte-india.org/student_reset_password.php?email=dmfjgZWfNjgCvNUBhmFYXNlMnVvQ==&tokenID=f706869c66c3c1fe890dba73dcb04d53ecf...". The Windows taskbar at the bottom shows the search bar, various application icons, and the system tray with the date and time (11:25 AM, 6/15/2023).

Step 5: A success pop-up will appear on screen & the password is shared over your email in return.



Step 6: To Login Visit https://moenats.aicte-india.org/student_login.php , enter your login credentials to login as student.

Student Registration

Students are expected to register on the NATS 2.0 Portal with their preliminary details before they are enrolled in apprenticeship.

Student registration url: https://moenats.aicte-india.org/student_register.php.

Following the above details, student is asked to fill the below details,

- Basic details – Name, Father/Mother's name, Aadhar no.
- Educational details – Course/Institute details
- Communication information- Address, Mobile no
- Training preference – Preferred field/location for apprenticeship
- Bank details

Below are the student registration form screenshots.

Registration form for Students

Student Register

This Enrollment module of student facilitates to the Pass-Outs in Graduate in Engineering / Technology, Graduate in General Stream, Graduate in Vocational, Diploma in Engineering / Technology, Diploma in General Stream, Diploma in Vocational. The Students pursuing sandwich courses should contact their institution for enrollment.

Have you undertaken any previous training as part of the apprenticeship programme (except sandwich apprenticeship)

NO

Do you have any work experience of one year or more

NO

Have you passed out through Regular / Part Time / Distance

DISTANCE

Name *

MANISHA

Date of Birth *

09/16/2001

Gender*

FEMALE

Category *

OBC

Aadhar Number(Pattern xxxx xxxx xxxx*)

XXXX XXXX 7578

Upload Aadhar Card (only pdf size < 1MB) *

Choose File adhar.pdf

Registration form for Students (cont.)

Institute Name (If institute name not appearing in drop down , please contact natssupport@aicte-india.org)*

Select Graduate in Engg./Tech in case of B.E./B.Tech/B.Pharma/B.Arch/B.HMCT/B.Lib/B.E.Aagri/B.E.Dairy/B.E.Biotech/B.Food/B.Fashion Degree/BCA/BFA/BBA/BBS/BEM/BD/BPA/BSW/BA/BCOM/BSC/BscAgri/BscDairy/BscBiotech/BscFood
 Select Diploma in Engg./Tech in case Polytechnic – Engg/Pharma/Arch/HMCT/Lib/Agri/Food/Fashion/MoP/Secretarial/MLT

Education Type (Pass Out)*
 Course Name*

Specialization *
 Student ID (Unique Registration/Roll Number)*

Year of Passing *
 Month of Passing *

Percentage * (For CGPA, convert into Percentage according to University formula)

Email (Will be used as a Username for Login Purpose)*
 Mobile No (Will be used as a Username for Login Purpose)*

Password*
 Confirm Password*

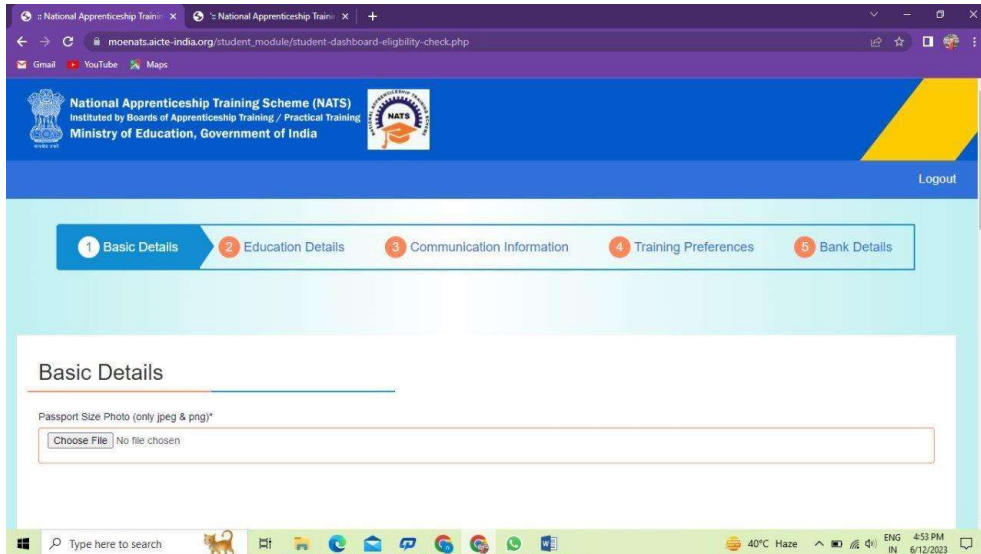
Show Password

I'm not a robot

Quick links Help & Reports Others

Student Profile

Following are the basic details to be filled by student at time of registration:



The screenshot displays the 'National Apprenticeship Training Scheme (NATS)' student dashboard. The header includes the NATS logo and text: 'National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India'. A 'Logout' link is visible in the top right. A navigation bar contains five steps: 1. Basic Details (active), 2. Education Details, 3. Communication Information, 4. Training Preferences, and 5. Bank Details. The 'Basic Details' section is titled 'Basic Details' and contains a file upload field for a 'Passport Size Photo (only jpeg & png)*'. The field shows a 'Choose File' button and the text 'No file chosen'. The Windows taskbar at the bottom shows the date as 6/12/2023 and the time as 4:53 PM.

The first step basic details – show the details filled in the before filled registration form. The student shall continue to fill their profile.

The screenshot shows a web browser window with the URL moenats.aicte-india.org/student_module/student-dashboard-eligibility-check.php. The page title is "Basic Details".

The form contains the following fields:

- Passport Size Photo (only jpg & png)
- Name of Student *
- Date of Birth *
- Gender *
- Category *
- Mother's Name *
- Father's Name *
- Aadhaar Number *
- Minority *
- Person with Disability *
- Email *
- Mobile *

A "Save and continue" button is located at the bottom left of the form area.

STEP 2: Education details:

Students need to provide education details like course/college details . The forms would appear in the below format:

STEP 3: Communication Information

In this address details/mobile details of the student is asked.

The screenshot shows a web browser window with the URL moenats.aicte-india.org/student_module/student-dashboard-communication-info.php. The page header includes the NATS logo and the text "National Apprenticeship Training Scheme (NATS) Instituted by Bureau of Apprenticeship Training / Practical Training, Ministry of Education, Government of India". A navigation bar at the top contains five tabs: 1. Bank Details, 2. Education Details, 3. Communication Information (active), 4. Training Preferences, and 5. Bank Details. The main content area is titled "Permanent Address" and "Present Address". Each section contains a form with the following fields: Pin Code (with a link to find pin codes), Post Office (dropdown), District (dropdown), State (dropdown), and Address (text input). The "Present Address" section has a checkbox "Present Address same as Permanent Address" which is checked. A "Save and continue" button is located at the bottom of the form. The Windows taskbar at the bottom shows the date and time as 4:59 PM on 6/12/2023, along with weather information (40°C Haze) and system icons.

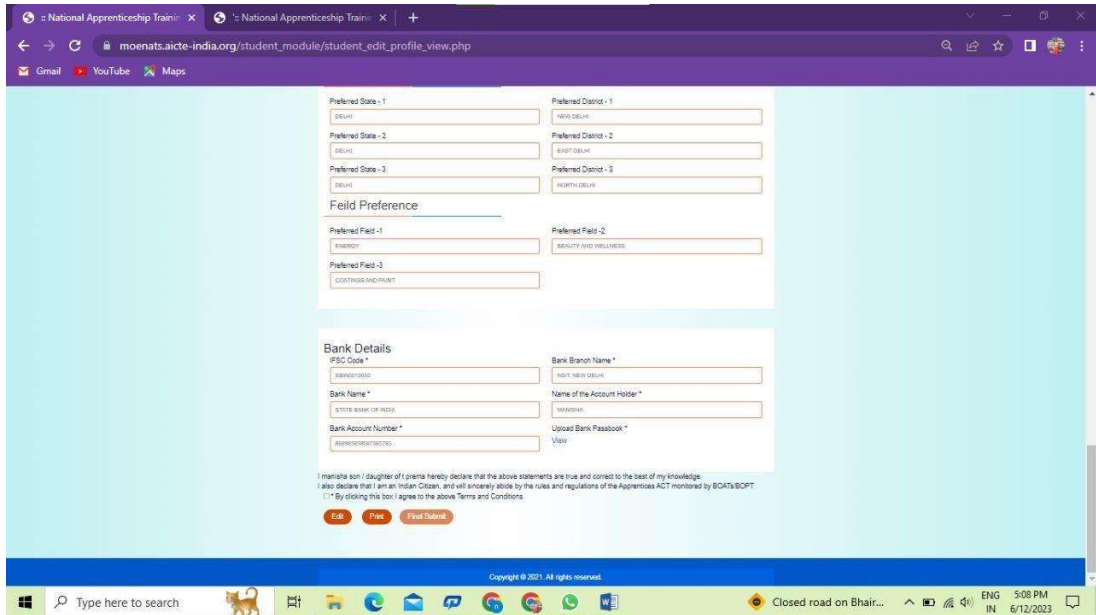
STEP 4: Training preferences

Further, the student needs to update the training preferences such as field and location of apprenticeship.

The screenshot displays the 'Training Preferences' section of the NATS portal. The page header includes the NATS logo and the text 'National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India'. A navigation bar at the top contains five steps: 1. Basic Details, 2. Education Details, 3. Communication Information, 4. Training Preferences (highlighted), and 5. Bank Details. The 'Training Preferences' form is divided into two main sections: 'Location Preference' and 'Field Preference'. The 'Location Preference' section contains six dropdown menus arranged in two columns. The first column has three 'Preferred State' dropdowns, all currently set to 'DELHI'. The second column has three 'Preferred District' dropdowns, set to 'NEW DELHI', 'EAST DELHI', and 'NORTH DELHI' respectively. The 'Field Preference' section contains two dropdown menus: 'Preferred Field - 1' set to 'ENERGY' and 'Preferred Field - 2' set to 'BEAUTY AND WELLNESS'. A 'Save and continue' button is located at the bottom left of the form. The browser's address bar shows 'moenats.aicte-india.org/student_module/Training_details.php'. The Windows taskbar at the bottom indicates the date as Monday, June 12, 2023, and the time as 5:02 PM.

STEP 5: Bank details

The students are asked to fill the bank account details, for stipend receiving.



Contract management by Student

Apprenticeship advertisement on student dashboard

Advertisements show on dashboard in listing way, they can apply to their suitable apprenticeship by viewing the details like,

1. Apprenticeship title, description, duration, location, skills required, qualification required to apply.
2. After applying, they can check for application status from the application management

Student dashboard with apprenticeship advertisement

Apply against Skills vacancies

Industry Name	Post Title	State	District	Vacancies	Date of Publication	Last Date to Apply	View	Action	Status
Vamsi tech	ECE	ANDHRA PRADESH	VISAKHAPATNAM	10	21-Jul-2022	28-Jul-2022	View		

Student has to accept the contract request from establishment firstly, in order to send request to BOAT for final confirmation.

Application Management

Applied Apprenticeship

Location	State Name	Company Name	Apprenticeship Name	Date of Application	Status	Action
DEHRADUN	UTTARAKHAND	Akash	TITLE	25-Jul-2022	Akash Industry generating the contract for Apprenticeship Training whether you would to Accept or Reject	Accept Reject

On acceptance, Contract request sent to BOAT for approval

Apply against Skills vacancies

Industry Name	Post Title	State	District	Vacancies	Date of Publication	Last Date to Apply	View	Action	Status
Akash	TITLE	UTTARAKHAND	DEHRADUN	13	23-Jul-2022	23-Jul-2022	View	Applied	Contract Sent For Approval of Boat

3.1 Contract Accepted and downloaded

Contract management by student

After the establishment contract initiation, student has to accept the contract request from establishment firstly, in order to send request to BOAT for final confirmation.

Contract is download by student & engaged into apprenticeship program

BOARD OF PRACTICAL TRAINING (EASTERN REGION)

(An Autonomous Body Under Ministry of Human Resource Development, Department of Higher Education, Government of India)



Block- EA, Sector- I , Salt Lake City, Opp to Labony Estate , Kolkata - 700064

Phone No: 033 - 23370750 / 23370751 Fax No: 033-2321 6814 Email: info@boptr.gov.in

Website: <http://www.mhrdnats.gov.in/>



APPRENTICESHIP CONTRACT REGISTRATION FORM

APPRENTICE INFORMATION

Name BITTU KUMAR	Gender M	Date of Birth 2003-01-16	Age 19	
Father / Mother Name AJAY MANDAL	Enrollment Number 1171818025	Caste OBC	PWD N	
Address for Communication Barhiya SQ, WARD NO 17, BARHIYA, LAKHISARAI, LAKHISARAI UTTARAKHAND, 811302	Mobile Number 6206925676	Email Address bittu16012003@gmail.com	Age 19 25	
	Father / Mother Name AJAY MANDAL	Enrollment Number 1171818025	Caste OBC	
PWD N				

EDUCATIONAL QUALIFICATION

Name of the Institution / College /University GOVT. POLYTECHNIC	Univ. Regn. Number / DOTE / Month & Year of passing DTE Regn. Number / +2 Regn. 1-512869913 October, 2021	Educational Qualification COMPUTER SCIENCE AND ENGINEERING - COMPUTER SCIENCE AND ENGINEERING
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TRAINING DETAILS

Training start date 12-07-2022	Period of Training Months	Stipend Rs. per month 8000
The apprentice would be undergoing training under section 22 (1)		

NAME AND ADDRESS OF THE EMPLOYER

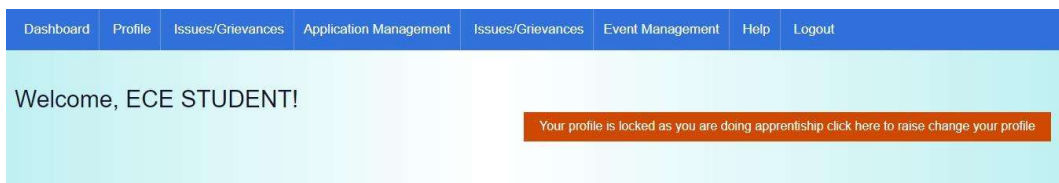
Akash -	Doranda, Ranchi	RANCHI, JHARKHAND - 834002
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4. Student Profile LOCKED

1. Once a student contract is created, their profile is locked as they can't apply for any more apprenticeships.
2. If they need any change in profile they need to request BOAT for it.

So, if the student is selected through SEC 22(A), the student is taken as an employee into the same Establishment after the apprenticeship program is finished.

If it's SEC 22(B), the student can apply to jobs available after the apprenticeship program ends.



The screenshot shows a user interface for a student dashboard. At the top, there is a blue navigation bar with the following menu items: Dashboard, Profile, Issues/Grievances, Application Management, Issues/Grievances, Event Management, Help, and Logout. Below the navigation bar, the main content area has a light blue background. On the left, it says "Welcome, ECE STUDENT!". On the right, there is a red notification box with white text that reads: "Your profile is locked as you are doing apprenticeship click here to raise change your profile".

Contact Us

Email: natssupport_student@aicte-india.org

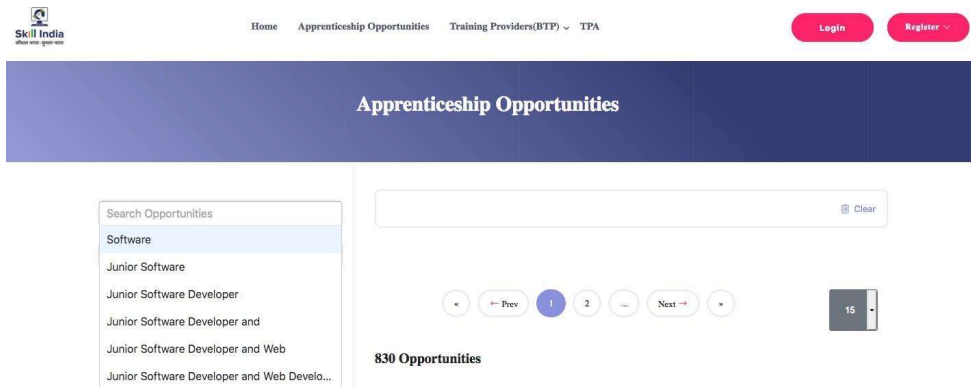
Landline: 011-29581332

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.

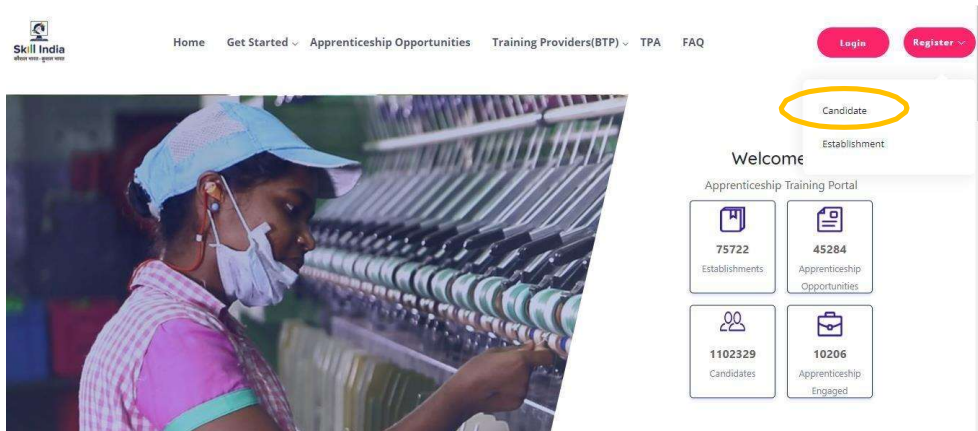
The Candidates can access to information such as available Apprenticeship Opportunities basis the Search Parameters like State, District, Sector and Trade, Organization and so on. To apply against available apprenticeship opportunities, it is mandatory for you register on the portal. The steps for registration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

A screenshot of the 'Candidate Registration' form. The form is titled 'Candidate Registration' and is divided into sections. The first section is 'Personal Details', which includes a 'Name' field with a placeholder 'Enter Name'. Below this are two columns: 'Father/Mother/Spouse Name' with a placeholder 'Father/Mother/Spouse Name' and a 'Relationship' dropdown menu. The second column is 'Date of Birth' with a placeholder 'DD-MM-YYYY' and a calendar icon, and 'Gender' with a 'Select Gender' dropdown menu. The form is set against a dark blue background with white text and input fields.

Mobile Number * Email ID *

Enter Mobile Number Enter Email ID

Password * Confirm Password *

Enter Password Enter 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 * Relationship *

Enter your Father/Mo... Relationship


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

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.

Login



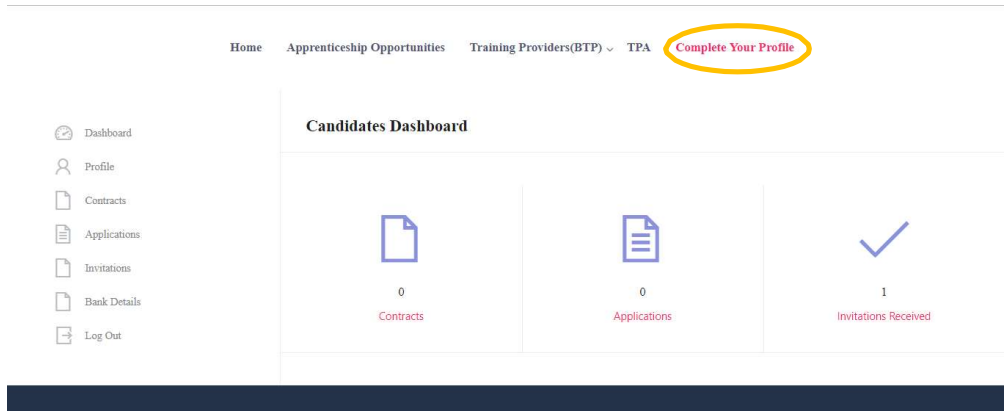
Login

[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.



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

Navigation: About | Contact | Education | Preference

About Me **Edit**

Registration Number	A012019005632	Name	Ananya
Date of Birth	15-01-1982	Gender	Female
Email	ananya.nanda@nsdcindia.org	Phone Number	--
Category	--	PMKVY Number	--
Disability	--	Father/Mother/Spouse Name	gautam
Relationship	Father	Guardian Name	--
Guardian Relationship	--	Candidate Signature	--

Contact Details

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

Candidate Overview

- Gender: Female
- Mobile Number: --
- Email: ananya.nanda@nsdcindia.org

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

[< back to profile](#)

Basic Details

Email

ananya.nanda@nsdcindia.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

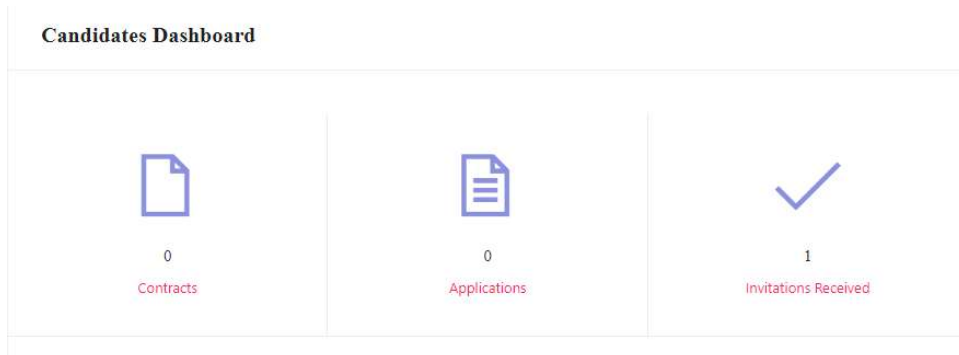
Id Proof Type *

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)

Home Apprenticeship Opportunities Training Providers(BTP) TPA

Apprenticeship Opportunities

chef

- Chef
- Trainee Chef
- trainee Chef
- Trainee Chef Apprenticeship

Clear

< Prev 1 2 ... Next >

15

911 Opportunities

Customer Relationship Executive
Nayana Global Solutions Pvt Ltd

Description:
Person will be handling customer over the email and chat. Calling will b...

Location: Gurugram, Haryana **Duration:** 900 Hours **Posted On:** 04-02-2019

Apply **View**

Apprentice
BAPS Shaantiji Maharaaj Hospital

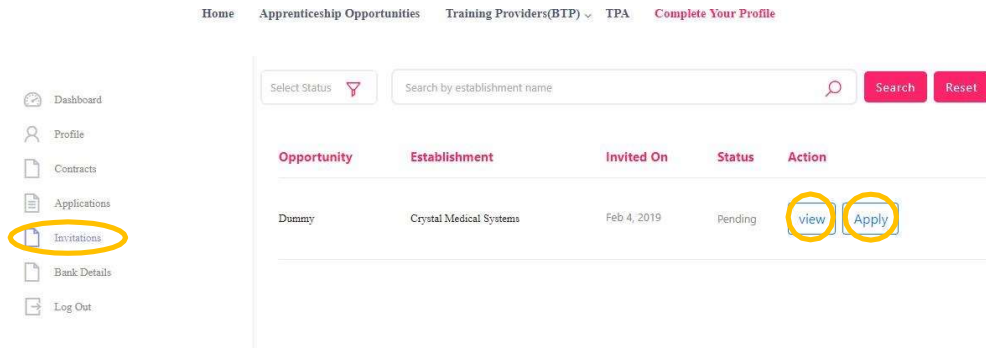
Description:
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Apply **View**

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

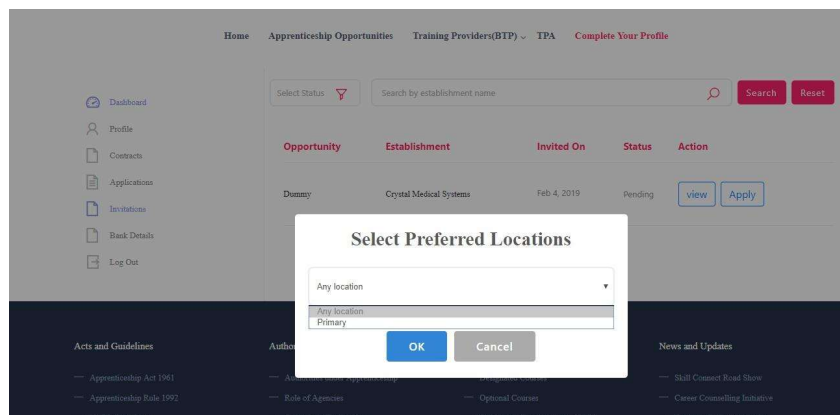
Invitations

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.



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.



Applications and Selection Process

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

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Select Status 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	View
Food and Beverage Service Trainee Course name: Food and Beverage Service Steward	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	31-01-2019	Contract issued	View
Front office Trainee Course name: Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	31-01-2019	Contract issued	View

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

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Select Status Search by contract code

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

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.

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CODE: TMPCON012019000478
(Contract to be signed within 3 days from contract generation)

Status: Pending

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
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