भारतीय विमानपत्तन प्राधिकरण
**AIRPORTS AUTHORITY OF INDIA**
**('A' Miniratna Category-1 Public Sector Enterprise)**
**REGIONAL HEADQUARTERS (NR), NATS BUILDING,**
**T-2 ROAD, IGI AIRPORT, NEW DELHI-110 037**

**ADVT. NO. 01/2023/APPRENTICE/GRADUATE/DIPLOMA/ITI/NR**

## Notification for Engagement of Graduate/Diploma Apprentices (under Apprentices Act, 1961) for year 2023-24 in Airports Authority of India, Northern 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 (Northern Region) is inviting applications from the eligible candidates who are domiciles of **Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh, Madhya Pradesh, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand** for an Apprenticeship Training Program of one year in various airports in Northern 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) :**

| S. No. | Field of Specialization/Discipline | No. of seats | Duration of Training | Monthly Stipend | Locations/Airports of Apprenticeship Training at Northern Region Airports. |
|---|---|---|---|---|---|
| 1. | Civil (Graduate) | 06 | 1 year | 1. Graduate (Degree) Apprentices- **Rs.15000/-** <br><br> 2. Technical (Diploma) Apprentices- **Rs. 12000/-** <br><br> 3. Trade Apprentices **Rs. 9000/-** | Adampur, Agra, Aligarh, Amritsar, Ayodhya, Azamgarh, Bareilly, Bhatinda, Bikaner, CATC, Chandigarh, Chitrakoot, Dehradun, Farukkhabad, Fursatganj, Gorakhpur, Gwalior, Hindon, Hissar, Jaipur, Jaisalmer, Jammu, Jodhpur, |
| 2. | Civil (Diploma) | 26 | 1 year | | |
| 3. | Electrical (Diploma) | 25 | 1 year | | |
| 4. | Electronics (Graduate) | 06 | 1 year | | |
| 5. | Electronics (Diploma) | 23 | 1 year | | |
| 6. | Computer Science/ Information Technology (Graduate) | 01 | 1 year | | |
| 8. | Computer Science/ Information Technology (Diploma) | 06 | 1 year | | |
| 9. | Aeronautical (Graduate) | 02 | 1 year | | |
| 10. | Aeronautics (Diploma) | 04 | 1 year | | |
| 11. | Architecture(Graduate) | 03 | 1 year | | |

| 12. | Mechanical/ Automobile (Diploma) | 05 | 1 year | | Kangra, Kanpur, Khajuraho, Kishangarh, Kullu, Kushinagar, Leh, Lucknow, Ludhiana, Muirpur, Moradabad, Pathankot, Pithoragarh, Prayagaraj, Shravasti, Shimla, Srinagar, Udaipur, Varanasi, etc and various offices in New Delhi. |
|-----|----------------------------------|-----|--------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. | Computer Operator Programming Assistant (Trade/ITI) | 70 | 1 year | | |
| 14. | Mathematics/Statistics (Graduate) | 01 | 1 year | | |
| 15. | Mathematics/Statistics (Diploma) | 01 | 1 year | | |
| 16. | Data Analysis (Graduate) | 03 | 1 year | | |
| 17. | Steno (ITI) | 03 | 1 year | | |

**Last date of application:**   03.12.2023 *(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 institutions 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 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 Northern 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 31.10.2023. (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 Northern Region based on their registration location (in portal).

**F. General Instructions:**

1. Last date of application is **03.12.2023**.

2. The interested candidates are required to apply through BOAT's/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 NR, New Delhi** (NDLSWC000002(BOAT)/ E05200700101(NAPS)) and click on 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) prior to applying for apprenticeship training in AAI without fail (Annexure I, II, III & IV).** 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 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 **www.nats.education.gov.in** related queries please email or reach out to Northern Region Students, Email: studentquery@boatnr.org, admin@boatnr.org, info@boatnr.org, Phone 0512-2584056/2584057/2580349.

17. For NAPS portal, candidates may contact via e-mail apprenticeship@nsdcindia.org or log on to www.apprenticeshipindia.org.

18. 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**

# Contents

## 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



**Step 2**: Enter your email, a password reset email will be received to the email.
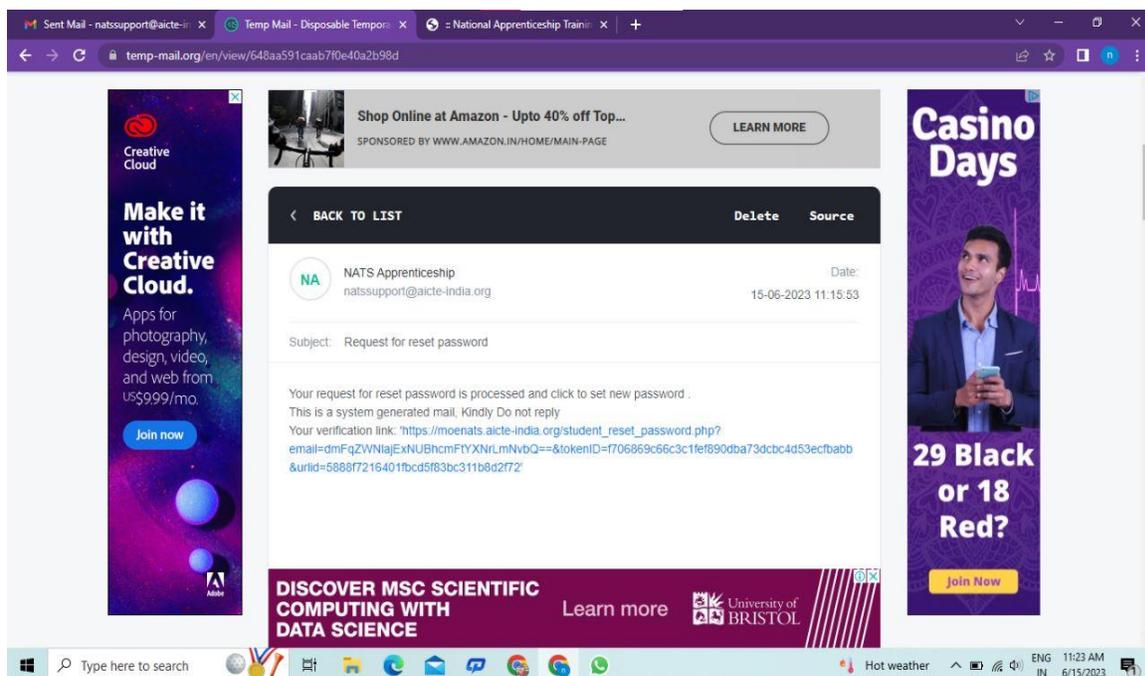
**Step 3**: Open the email and click on the link, and it will be redirected to the password reset page.

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



**Step 5**: A success pop-up will appear on screen & the password is shared over your email in return.
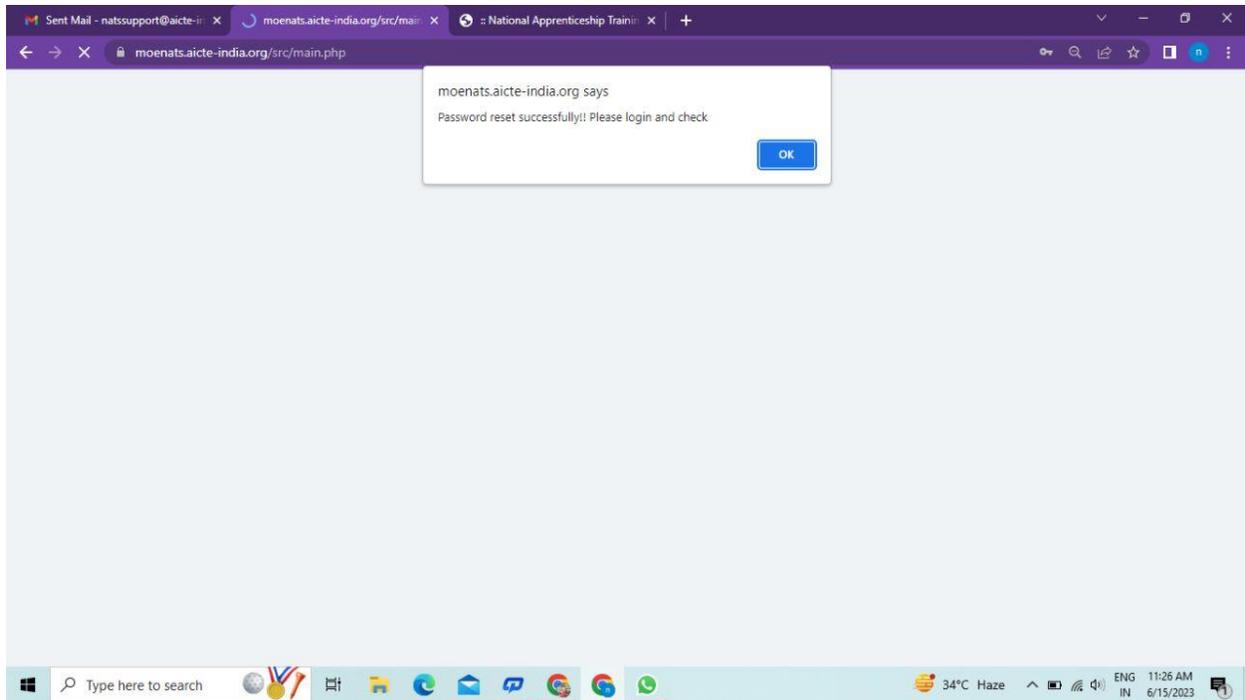
**Step 6:** To Login Visit https://moenats.aicte-india.org/student_login.php , enter your login credentials to login as student.

# 1. 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*



*Registration form for Students (cont.)*

State to Which Institute Belongs *

DELHI

District to Which Institute Belongs *

NEW DELHI

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

ASHOK INSTITUTE OF HOSPITALITY AND TOURISM MANAGEMENT 6568

Select Graduate in Engg. /Tech in case of B.E./B.Tech/B.Pharma/B.Arch/B.HMCT/B.Lib/B.E.Agri/B.E.Dairy/B.E.Biotech/B.Food/B.Fashion
Select Graduate in General Stream in case of General Bachelor
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)*

DIPLOMA IN ENGINEERING / TECHNOLOGY

Course Name*

CEMENT TECHNOLOGY

Specialization *

CEMENT TECHNOLOGY

Student ID (Unique Registration/Roll Number)*

9878787678662345678765432345643

Year of Passing *

2022

Month of Passing *

JUNE

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

99

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Email (Will be used as a Username for LogIn Purpose)*

miheye1046@soremap.com

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

8686868686

Password*

••••••••

Confirm Password*

••••••••

☐ Show Password

☐ I'm not a robot        reCAPTCHA
                         Privacy - Terms

**Student Register**

**Quick links**          **Help & Reports**          **Others**

## 2. Student Profile

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



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

**STEP 2: Education details:**

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

## EDUCATIONAL DETAILS

Select Graduate in Engg. /Tech in case of B.E./B.Tech/B.Pharma/B.Arch/B.HMCT/B.Lib/B.E.Agri/B.E.Dairy/B.E.Biotech/B.Food/B.Fashion
Select Graduate in General Stream in case of General Bachelor Degree/BCA/BFA/BBA/BBS/BCM/BD/BPA/BSW/BA/BCOM/BSC/Bsc/Agri/Bsc/Dairy/BscBiotech/BscFood

Select Diploma in Engg /Tech in case Polytechnic – Engg/Pharma/Arch/HMCT/Lib/Agri/Food/Fashion/MoP/Secretarial/MLT

**State to Which Institute Belongs \***

DELHI

**District to Which Institute Belongs \***

NEW DELHI

**Institute Name (If institute name not appearing in drop down , please contact abc@xyz.com)\***

COLLEGE OF ART 6549

**Education Type (Pass Out)\***

DIPLOMA IN ENGINEERING / TECHNOLOGY

**Course Name\***

CHEMICAL ENGINEERING

**Specialization \***

CHEMICAL ENGINEERING

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

7897687587585675475785785768768

**Year of Passing \***

2022

**Month of Passing \***

JUNE

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

99

**Upload Provisional / Passed Certificate (only pdf of size < 1MB) \* (Only pdf)**

[Choose File] certificate.pdf

**DIPLOMA IN ENGINEERING / TECHNOLOGY Joint after \***

○ Higher Secondary (10+2)  ○ Diploma  ○ High School(10th)  ○ ITI

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**Quick links**

→ MoE
→ NAPS portal of MSDE
→ AICTE
→ National Career Service (NCS)
→ Local Nodal Centre

**Help & Reports**

→ FAQs
→ Establishment Manual
→ Process Manual (English)
→ Process Manual (हिन्दी)
→ Quarterly Skill Assessment

**Others**

→ Apprentices act
→ RTI
→ Sitemap
→ Disclaimer
→ Privacy

india.gov.in
Skill India

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**DIPLOMA IN ENGINEERING / TECHNOLOGY Joint after \***

⦿ Higher Secondary (10+2)  ○ Diploma  ○ High School(10th)  ○ ITI

**School / Institute State\***

DELHI

**School / Institute District\***

NORTH EAST DELHI

**School / Institute Name\***

KV

**School / Institute Board Name\***

DTEA

**Student ID (Enrollment Number) \***

9878677554432212345678765678765654

**School Percentage / CGPA (For CGPA, convert into Percentage according to School formula)\***

99

**About your Self \***

IM DEVELOPER

**General Skills (Add comma separated values eg: Skill1,Skill2 and space is not allowed) \***

CEMENT

**Languages Known (Add comma separated values eg: Hindi,English and space is not allowed)**

ENGLISH

[Save and Continue]

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**Quick links**

→ MoE
→ NAPS portal of MSDE
→ AICTE
→ National Career Service (NCS)
→ Local Nodal Centre
→ Contact Us

**Help & Reports**

→ FAQs
→ Establishment Manual
→ Process Manual (English)
→ Process Manual (हिन्दी)
→ Quarterly Skill Assessment
→ Annual Report
→ Look Back

**Others**

→ Apprentices act
→ RTI
→ Sitemap
→ Disclaimer
→ Privacy
→ PoSH Handbook

india.gov.in
Skill India

**STEP 3: Communication Information**

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



**STEP 4: Training preferences**

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

## STEP 5: Bank details

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

**STEP 6: Profile view and final submit**

Scroll down to the end of the page, cross-check the details and click on **"SUBMIT"** button.
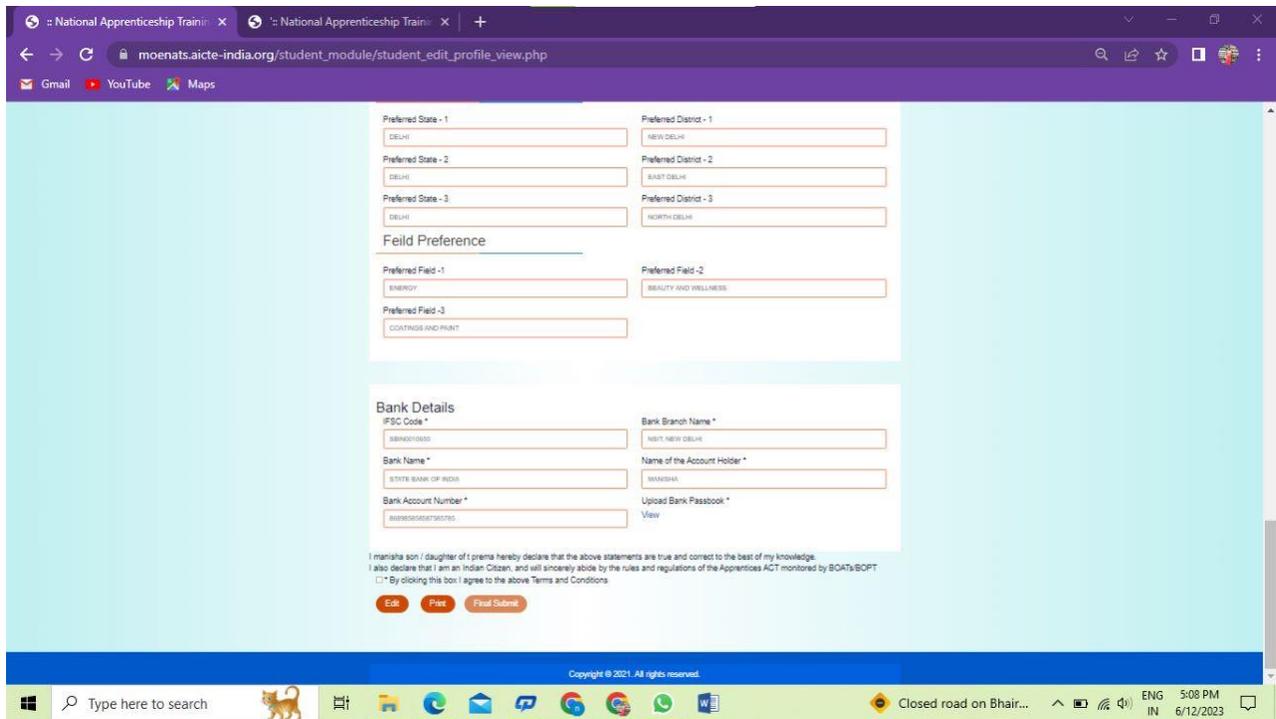
# 3.Contract management by Student

**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 Apprentiship 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@bopter.gov.in

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

## APPRENTICESHIP CONTRACT REGISTRATION FORM

**APPRENTICE INFORMATION**

| Name | Gender | Date of Birth | Age | |
|---|---|---|---|---|
| **BITTU KUMAR** | **M** | **2003-01-16** | **19** | |

| Father / Mother Name | Enrollment Number | Caste | PWD |
|---|---|---|---|
| **AJAY MANDAL** | **1171818025** | **OBC** | **N** |

| Address for Communication | Mobile Number | Email Address | Age 19 |
|---|---|---|---|
| **Barhiya SO, WARD NO 17,BARHIYA,LAKHISARAI,LAKHISARAI UTTARAKHAND,811302** | **6206925676** | **bittu16012003@gmail.com** | **25** |
| | Father / Mother Name | Enrollment Number | Caste |
| | **AJAY MANDAL** | **1171818025** | **OBC** |

PWD
**N**

**EDUCATIONAL QUALIFICATION**

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

**TRAINING DETAILS**

| Training start date | Period of Training | Stipend Rs. per month |
|---|---|---|
| **12-07-2022** | **Months** | **8000** |

The apprentice would be undergoing training under section 22 (1)

**NAME AND ADDRESS OF THE EMPLOYER**

| Akash - | Doranda, Ranchi | RANCHI, JHARKHAND - 834002 |
|---|---|---|

## 4. Student Profile LOCKED

1. Once a student contract is created, there 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 employee into same Establishment after apprenticeship program is finished.

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

| Dashboard | Profile | Issues/Grievances | Application Management | Issues/Grievances | Event Management | Help | Logout |
|---|---|---|---|---|---|---|---|

Welcome, ECE STUDENT!

Your profile is locked as you are doing apprentiship click here to raise change your profile

## Contact Us

Email: [natssupport_student@aicte-india.org](mailto: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:
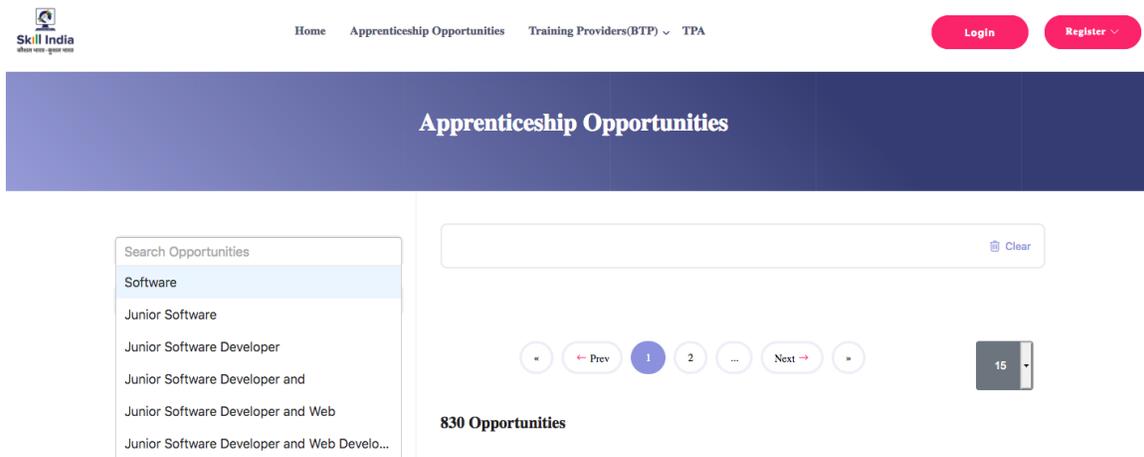


Note: The fields marked in * are mandatory.

## Candidate Registration

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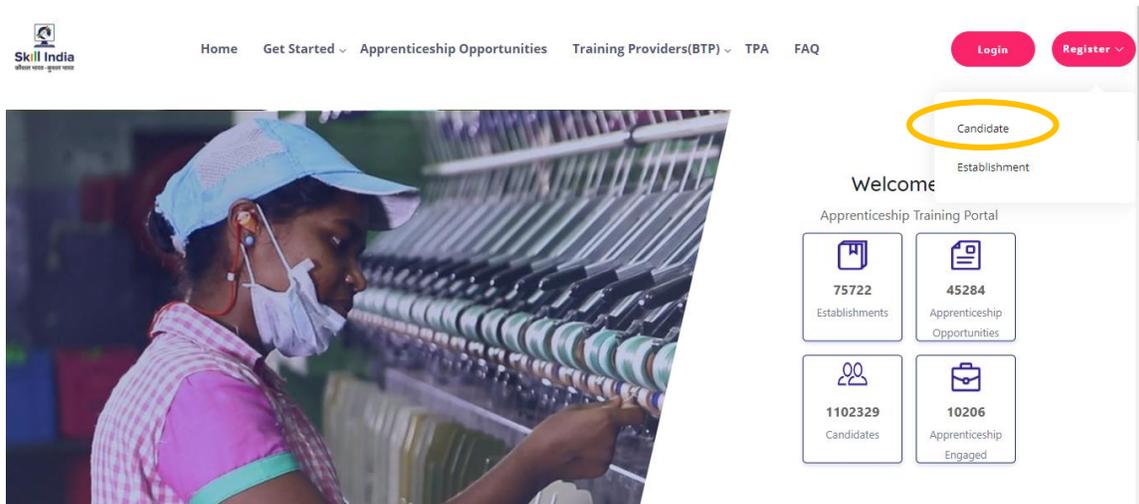


A **Short Registration Form** will open (as shown below). You would be required to fill your Basic, Family and Contact details and click continue.

***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 dialog Box with the **Registration number** will notify your account creation after which you will receive an activation Email on the registered Email Address.



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

**Dear ananya,**

Reply all | ∨      🗑 Delete     Junk | ∨      •••

Please note this number for all communications

Please Activate your Account

**Activate**

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

ananya.nanda@nsdcindia.org

••••••••

**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.
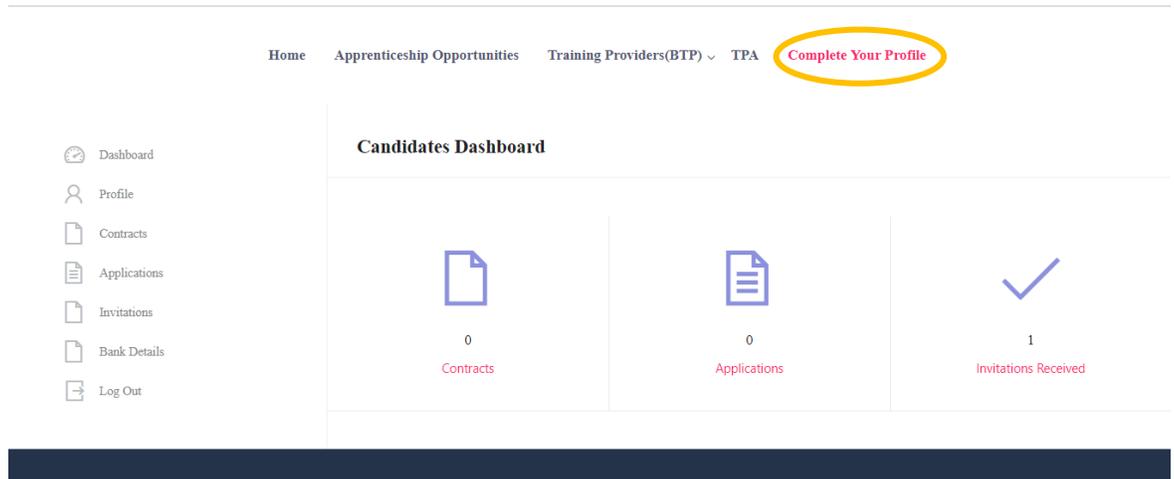


Start by clicking the **'Edit'** button (encircled below) to add your "About Me" and Contact Details.



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

**Candidates Dashboard**

| | | |
|---|---|---|
| 0 | 0 | 1 |
| Contracts | Applications | Invitations Received |
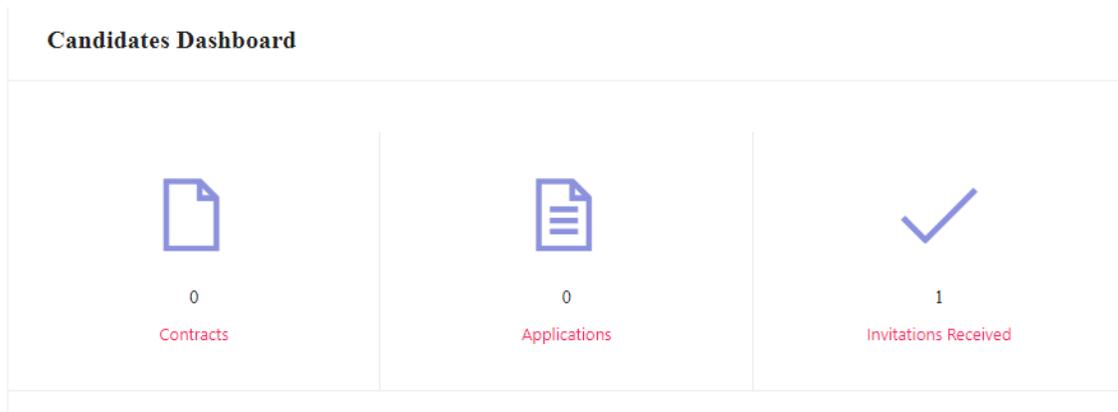
There are 3 items on your dashboard and they are explained below:

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)



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.



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



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.