भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
('A' Miniratna Category-1 Public Sector Enterprise)
REGIONAL HEADQUARTERS (NORTHERN REGION),
NATS BUILDING, NEAR IGI AIRPORT T-2, NEW DELHI-110037

ADVT. NO. 01/2026/APPRENTICE/GRADUATE/DIPLOMA/ITI/NR

Notification for Engagement of Graduate/Diploma & ITI Apprentices (Under Apprentices Act, 1961) for year 2026-27 in Airports Authority of India, Northern Region Airports

Airports Authority of India (AAI) (Schedule – 'A' Miniratna Category-1 Public Sector Enterprise) was constituted by an Act of Parliament and came into being 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, Leh, Ladakh, Madhya Pradesh, Punjab, Rajasthan, Uttar Pradesh and Uttarakhand** for Apprenticeship Training Program of one year at various Airports in Northern Region for the year 2026-27. During the period of Apprenticeship, the candidates are governed by Apprentices Act 1961 (as amended in 1973 and till date) and commensurate policies/rules of the organization.

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a) DETAILS OF POST & QUALIFICATION (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.
		Graduate	Diploma	Trade			
1.	Civil Engg.	15	17	--	1 year	**1.** Graduate (Degree) Apprentices- **Rs.15,000 (AAI=8,850/- Share)+6,150/- (Govt. Share through DBT)** **2.** Technical (Diploma) Apprentices- **Rs. 12,000 (AAI=6,550/-**	Adampur, Amritsar, Agra, Aligarh, Ayodhya, Azamgarh, Bareilly, Bhatinda, Bikaner, Chitrakoot, CATC-Prayagraj, Dehradun, Farukkhabad, Fursatganj, Gorakhpur, Gwalior, Hindon, Hissar, Halwara/Ludhiana, Jammu, Jaipur, Jaisalmer, Jodhpur, Kangra-Gaggal, Kanpur, Khajuraho, Kullu-
2.	Electrical Engg.	10	15	--	1 year		
3.	Electronics	10	11	--	1 year		
4.	Computer Science/IT	15	7	--	1 year		
5.	Aeronautical/ Aerospace/ Aircraft Maintenance	05	4	--	1 year		
6.	Architecture	05	5	--	1 year		
7.	Mechanical/ Automobile	10	6	--	1 year		
8.	BCA/B.Com	10	--	--			

9.	COPA/Steno	--	--	50	1 year	**Share+5,450/- (Govt. Share through DBT)** **3.** Trade(ITI) Apprentice- **Rs. 9,600/- per month.**	Bhuntar, Kushinagar, Kishangah, Kota, Lucknow, Leh, Moradabad, Muirpur, Meerut, Pantnagar, Pathankot , Pratapgarh, Pithoragarh, Prayagaraj Airport, Safdarjung, Shravasti, Srinagar, Shimla, Udaipur, Varanasi, etc. and various offices in New Delhi.
10.	Computer Hardware & Networking	--	--	10	1 year		
Total Apprentices		**80**	**65**	**60**	**205**		

Last Date of Application: 16.09.2026 *(please read the general instructions carefully before applying)*

PERIOD OF APPRENTICESHIP TRAINING: Period of Apprenticeship Training shall be 12 months from commencing of the Contract Apprenticeship.

b) Educational Qualification:

(i) **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.

(ii) **ITI Trade:** Candidate should possess ITI/NCVT certificate of the above mentioned Trades from Institution 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 at a later stage.**

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 who are domiciles of Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Leh Ladakh, Madhya Pradesh, Punjab, Rajasthan, Uttar Pradesh and Uttarakhand are eligible.

2. Candidates passed degree/diploma **in 2024 or after 2024** are eligible.

3. Age limit: Minimum age is 18 years and Maximum age is 26 years as on 16.09.2026. (Relaxation in upper age limit for categories like SC/ST/OBC/PWBD etc. as per Govt. of India guidelines is applicable)

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e) Mode of Selection:

1. The Provisional selection of the candidate shall be made based on the percentage of marks obtained in the qualifying examination. Date of birth and there after date of passing will be taken as seniority in case of equal percentage of marks of the candidates.

2. CGPA shall be converted into percentage as per the norms of the concerned Educational Board/University.

3. The eligible candidate shall be called for document verification at establishment office through registered email –ids only.

4. The date, time and venue for document verification shall be intimated to the eligible candidates accordingly.

5. The candidature of the applicant would be provisional. **The shortlisted candidates will be called for Interview/Document verification through their registered email IDs only.**

6. The final selection will be based on Interview/verification of certificates and submission of Medical Fitness Certificate at the time of joining.

7. The selected candidates will be posted preferably at the given locations in Northern Region based on their registration location (in portal).

8. The candidates would be required to furnish original documents and submit self-attested copies and soft copies thereof.

9. Final selection of the candidates in each seat shall be made after verification of documents and found fit in medical examination. Shortlisted candidates merely attending the document verification process or medical examination does not entitle selection of his candidature as Apprentice with establishment.

10. After document verification and obtaining process or medical fitness certificate the candidates shall be selected for training, based on merit and apprentice engagement letter shall be issued.

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REGISTRATION CONTRACT

The Selected apprentice will have to sign and accept contract of apprenticeship training at the NATS/NAPS portal of the Board of Apprenticeship Training immediately after joining at Airports Authority of India.

TERMINATION OF CONTRACT

After completion of such apprenticeship Training for stipulated period of 12 months, the Apprenticeship Contract shall automatically cease. Any act of indiscipline on the part of the apprentices during the apprenticeship is subject to cancellation of the Contract thereby discontinuation of the same.

f) General Instructions:

1. **The Last date of receipt of Application is 16.09.2026.**

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 be shown by the portal.

3. **Candidates should register themselves on the concerned portal (NATS/NAPS) prior to applying for apprenticeship training in AAI without fail (Please refer Annexure I & II as attached).** Registered 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 to the applicants for attending the interview.

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 apprentice shall be governed by the rules and regulations (applicable to employees of the corresponding category) in the establishment in which the apprentice is undergoing training. The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry out all lawful orders of the employer and superiors in the establishment.

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10. 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.

11. A Graduate, Technician, Technician (Vocational) Apprentice and Degree Apprentice shall work to the normal hours of work of the AAI establishment for training.

12. AAI Management does not take any responsibility to reply to the candidate/organization for non-selection /non-issuance of call letter.

13. It shall be the sole responsibility of the candidates to get their profile verified from the respective Regional Board.

14. Candidates applying for more than one discipline will not be considered and their application will be rejected.

15. **No Application Fee** is being charged.

16. 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.

17. 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.

18. For **NATS - 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.

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

20. In case of any dispute, **English version** of notice and communication will be treated as valid.

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Annexure-I

NATS 2.0 Portal

General student registration manual.

(For Diploma/ Graduate Pass-out students)

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INTRODUCTION:

The **NATS 2.0 Portal** is a centralized digital platform designed to facilitate the implementation and management of apprenticeship training across India. The portal enables students, establishments, and government authorities to interact within a unified system for apprenticeship engagement and related processes.

Students who have completed **Diploma or Graduate level education** from recognized institutions can register on the portal as **General students** to participate in apprenticeship opportunities offered by establishments under the National Apprenticeship Training Scheme.

As part of the student registration process, the portal integrates **e-KYC with UIDAI** to authenticate the student's **Aadhaar number** and verify their identity. Additionally, the portal is integrated with **APAAR**, enabling the retrieval of **verified academic documents from Digi Locker**, thereby ensuring authenticity of student credentials.

Further, the implementation of **e-KYC** removes the requirement for students to provide bank account details during registration.

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BASIC REGISTRATION:

Step 1: Visit the NATS 2.0 portal by searching for NATS Portal (or) using the URL: https://nats.education.gov.in/

On the home page, click on the **Student** button located on right top.

Step 2: Select the **General student** tab having the prompt ***(For Diploma/ Graduate pass-out students)***

Note: *If you are still pursuing diploma/ graduate, opt for Sandwich/ AEDP. Refer to that particular manual available on the footer of the NATS 2.0 home page.*

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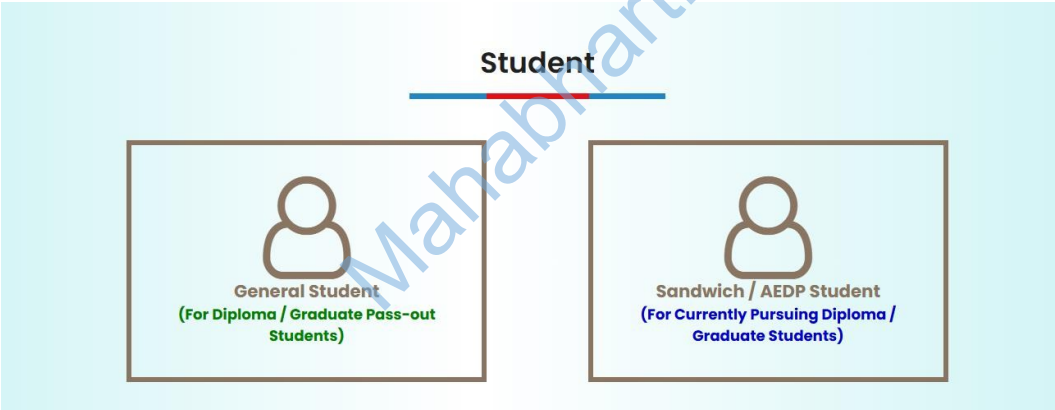
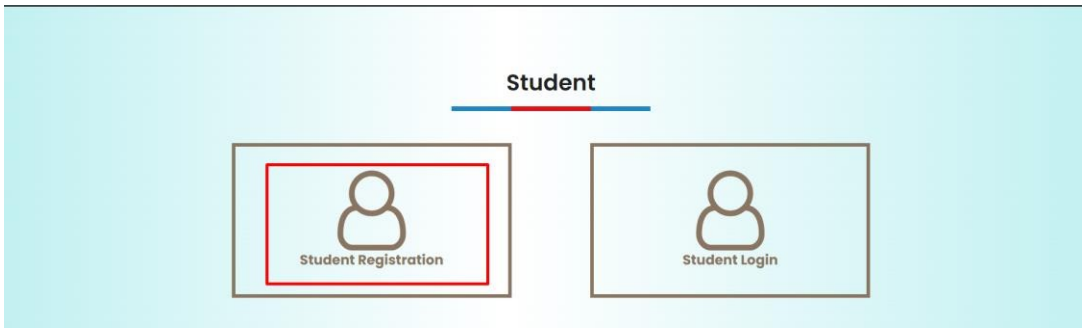


Step 3: Click on the **Student Registration** tab.



Step 4: Portal will ask to ensure the mandatory data, and documents are readily available. Click on the **Yes**, if you have the data to enrol.

1. Valid personal email ID (will be required to activate account and login)
2. Mobile number.
3. Aadhaar number for e-KYC.
4. Qualifying Degree/ Provisional certificate in PDF format, and size less than 1 MB.
5. APAAR ID.

Dear Student,
Please ensure that the following documents are kept ready for enrolling in the portal

S.No	Document type	Mandatory
1	Valid Personal Email ID (will be required to activate account and Login)	Yes
2	Mobile number	Yes
3	Aadhaar Number for e-KYC Verification	Yes
4	Qualifying Degree / Provisional Certificate, Format: PDF, Size: Less than 1 MB	Yes
5	APAAR ID 1. If you dont have an APAAR ID, create one from ABC portal click here: Create APAAR ID . 2. In the ABC portal while creating APAAR ID, if you don't find your Institute name, search for the university to which your college is affiliated to. 3. Video guide on how to create APAAR ID. https://youtu.be/5z8BXutpsSI	Yes

Do you have above data to Enroll ?

○ No ○ Yes

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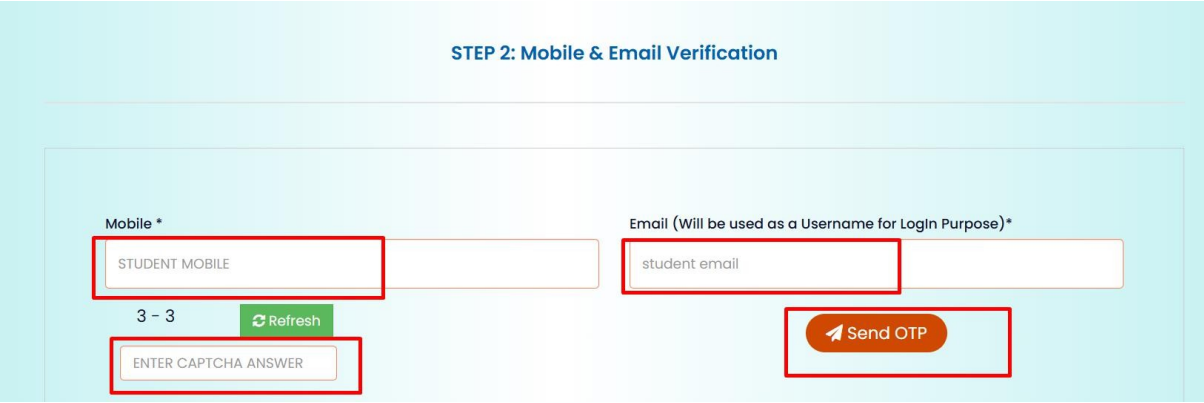
APAAR ID creation guide:

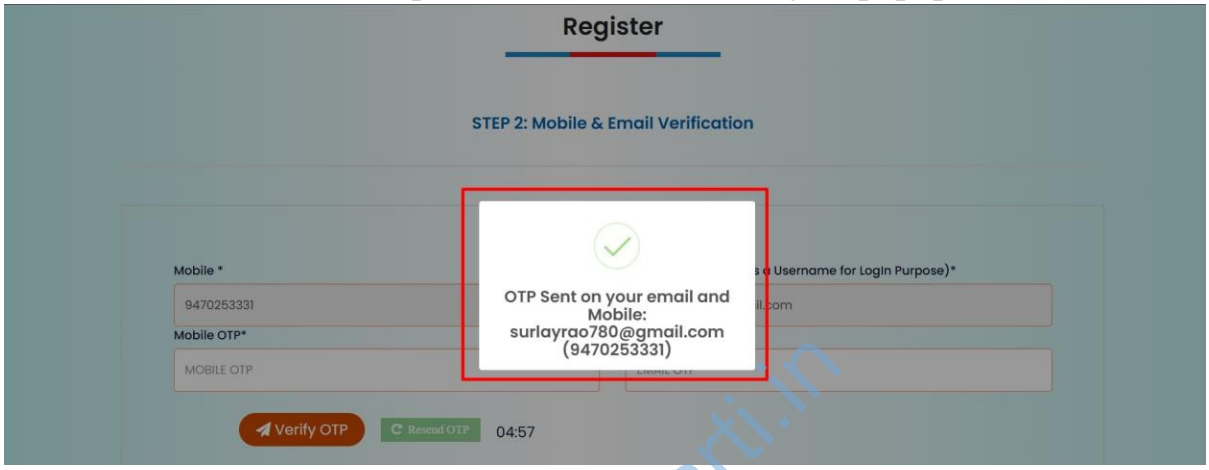
1. If student doesn't have an APAAR ID, create one from ABC portal click here: **Create APAAR ID** .
2. In the ABC portal while creating APAAR ID, if you don't find your Institute name, search for the university to which your college is affiliated to.
3. Video guide on how to create APAAR ID. https://youtu.be/5z8BXutpsSI

Step 5: Provide Mobile number & Email for OTP verification.

Enter the mobile number and email ID, and verify the captcha. Click on the **Send OTP** button.

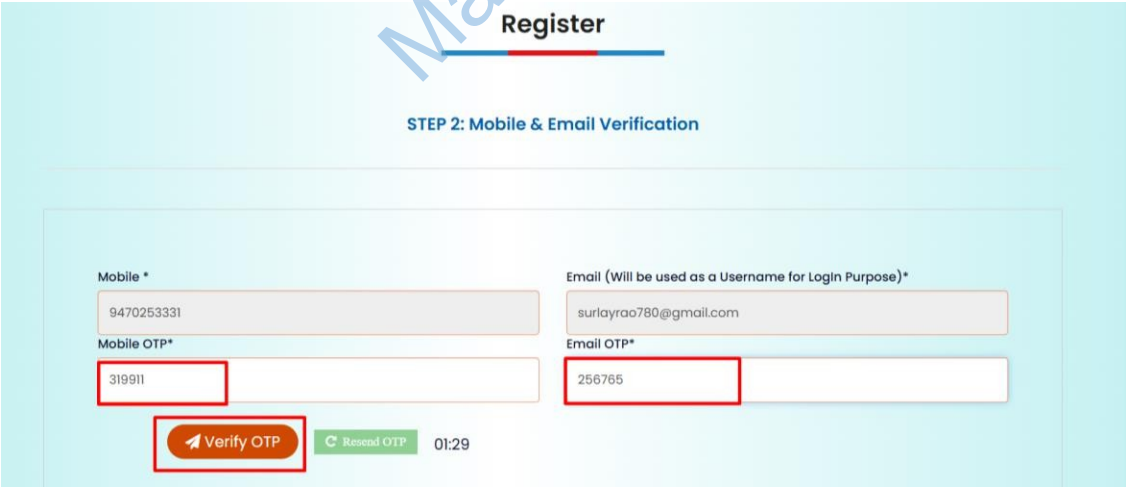


Once the OTP is sent. The portal will confirm through a popup about the same.



Step 6: Enter the OTPs received in respective fields and click on the **Verify OTP** button.

One can use the resend OTP option, if OTP is not received within said time.



If the correct OTPs are entered, a success message will be displayed. Click on the **OK** to continue with e-KYC verification.

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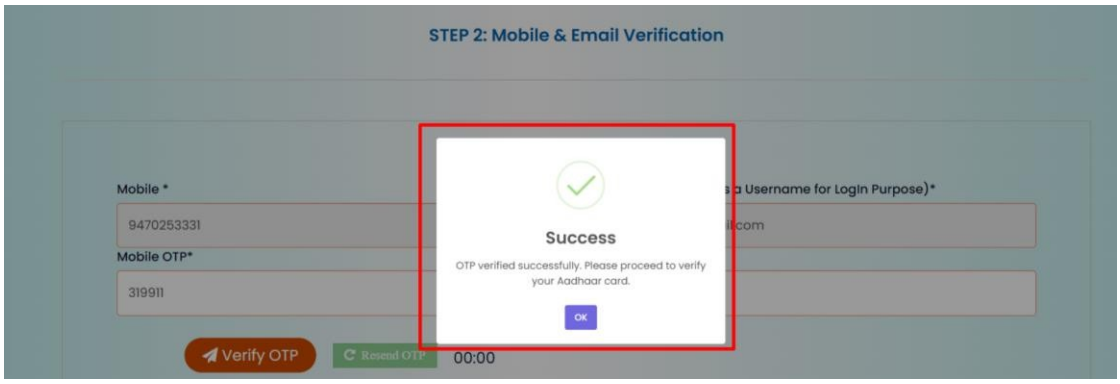
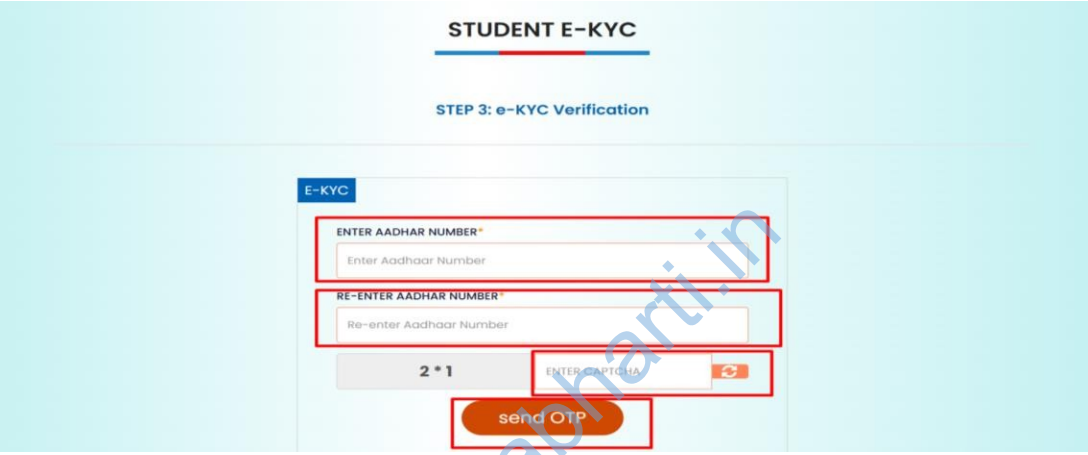


Step 7: e-KYC verification.

Enter 12 digit Aadhaar number, and again re-enter aadhaar number for confirmation. Verify the captcha, and click on the **Send OTP** button.



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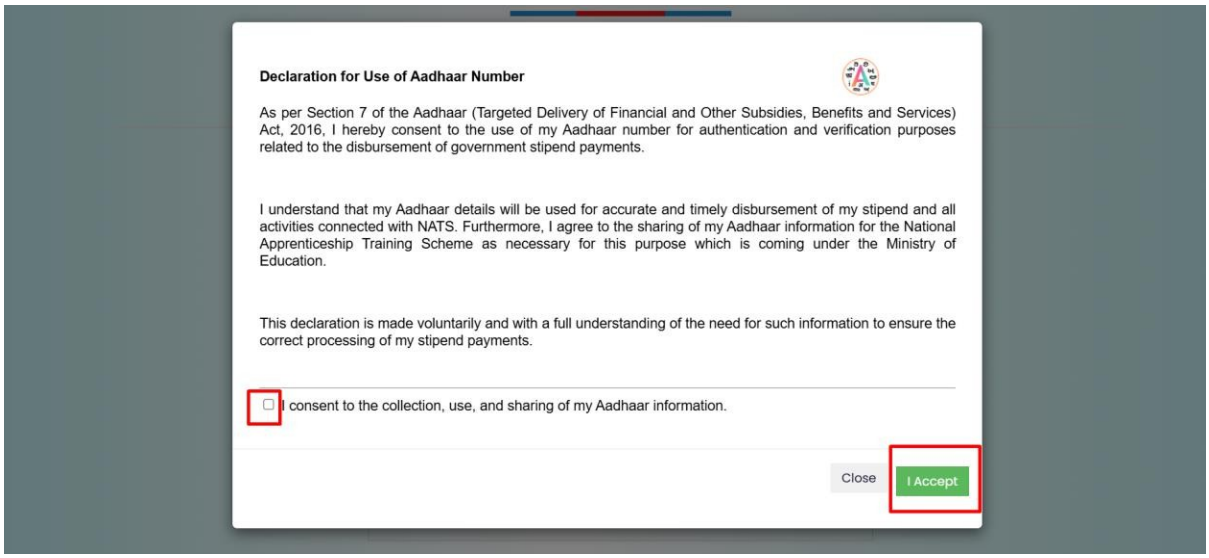
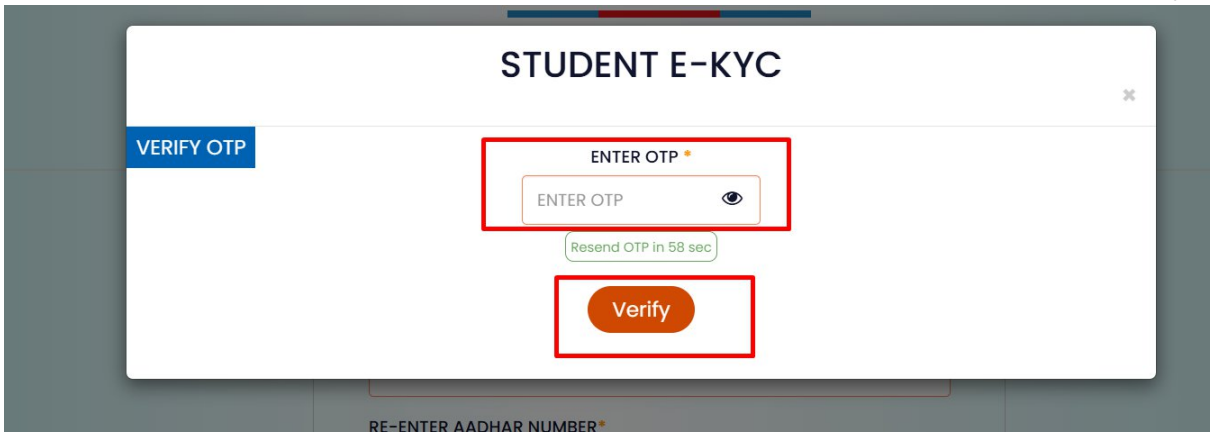
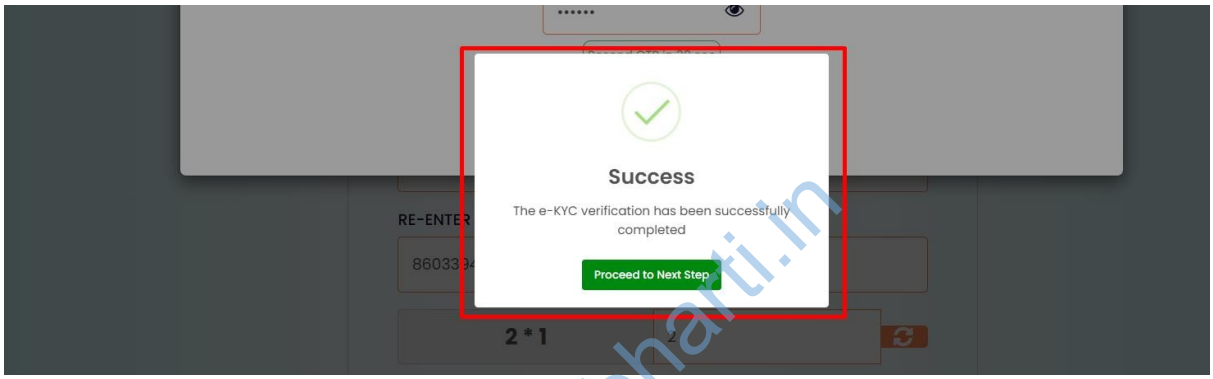
A declaration for usage of Aadhaar Number will be asked. Read the declaration which is available in multiple Indian languages. Provide your consent by clicking on the radio button, confirm through the **I Accept** button.



Enter the OTP received on aadhaar linked mobile number and click verify.



Once OTP is verified, a success pop-up message will be displayed. Click on **Proceed to Next Step** button, to access **STUDENT Registration form**.



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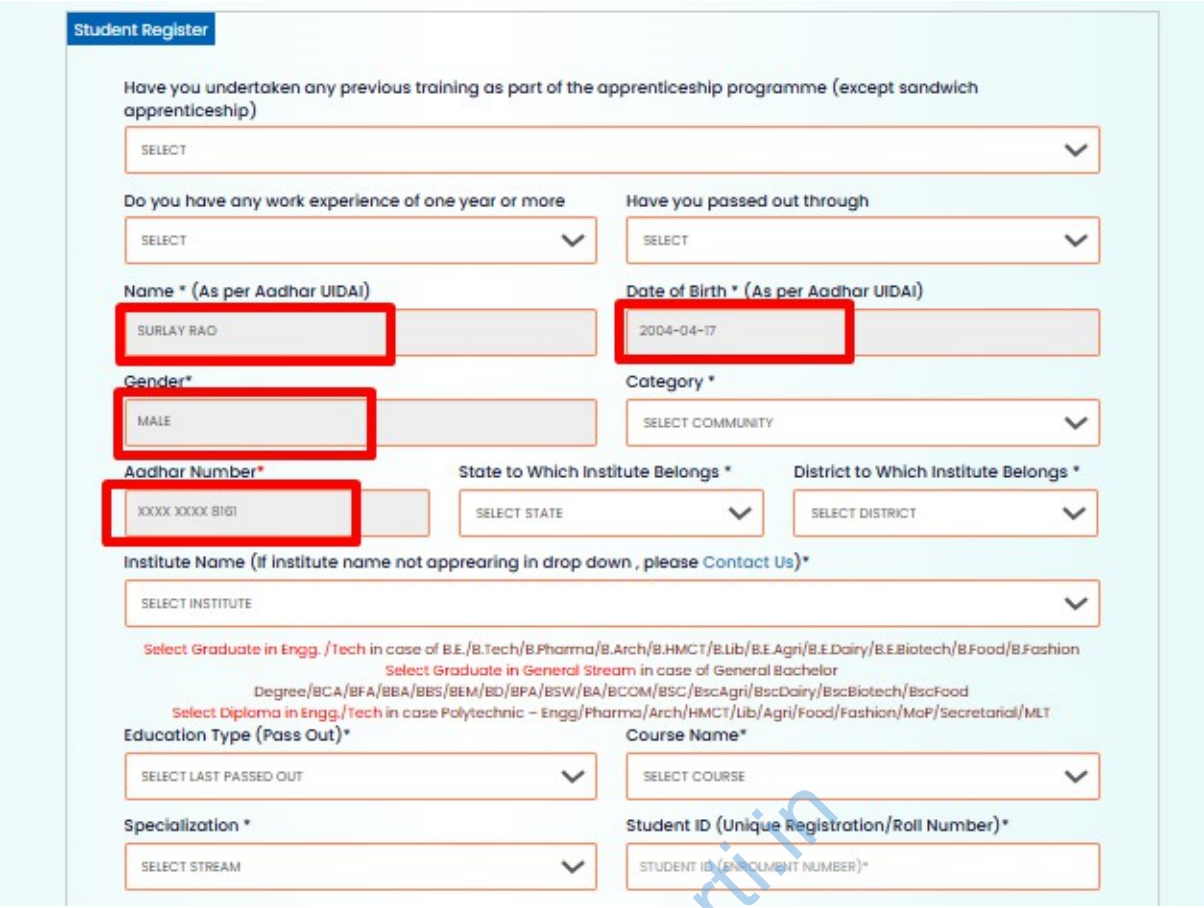
Step 8: Filling student registration form

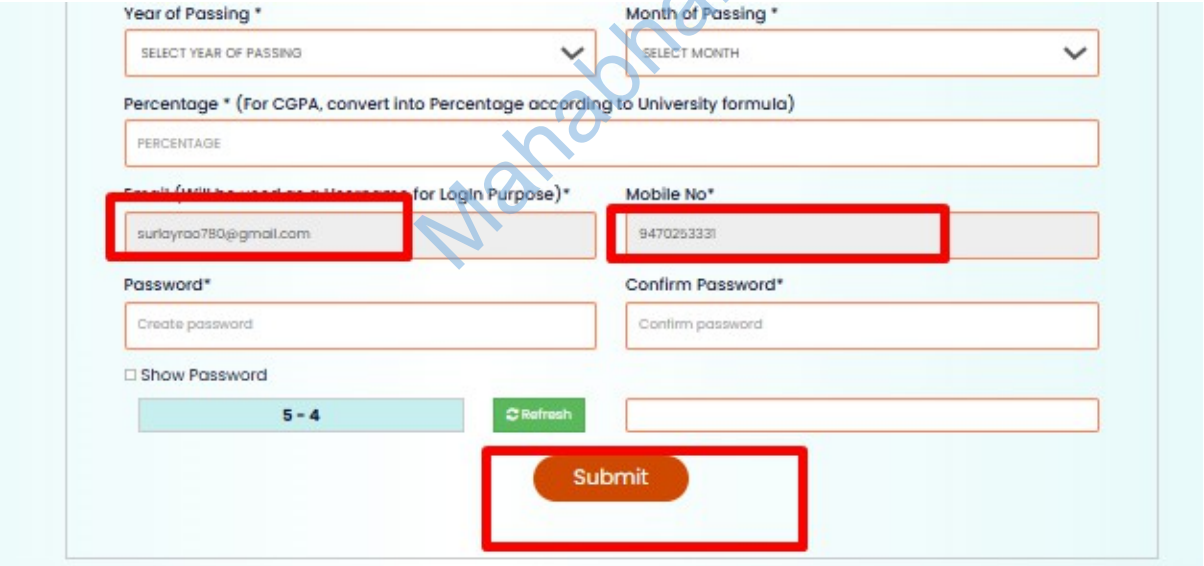
The student registration form will be pre-filled with a few basic details auto-populated from UIDAI, like student name, Date of Birth, Gender, Masked Aadhaar number.

The remaining fields should be manually filled by the student, including details of his previous work experience. The student should not ideally have any Previous work experience to be eligible for registration & apprenticeship training.

Following it are the Educational details which are to be selected from dropdown values like Institute name, its state & district. Which education background either graduate or diploma, the course & specialisation details.

The password to profile should also be set before final submitting the registration.





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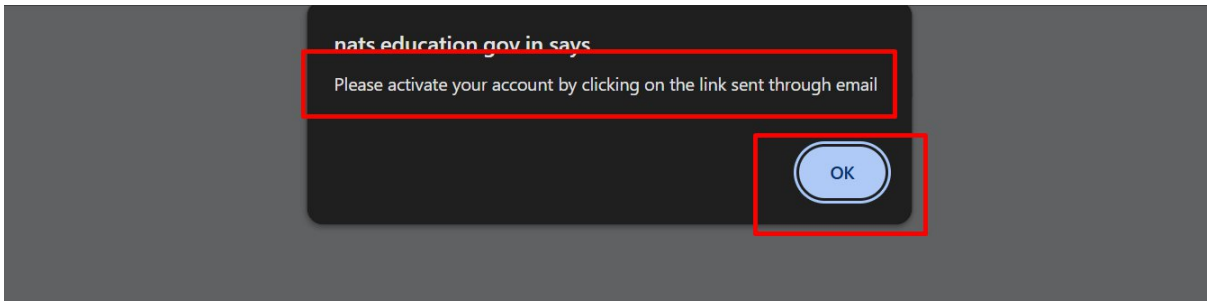
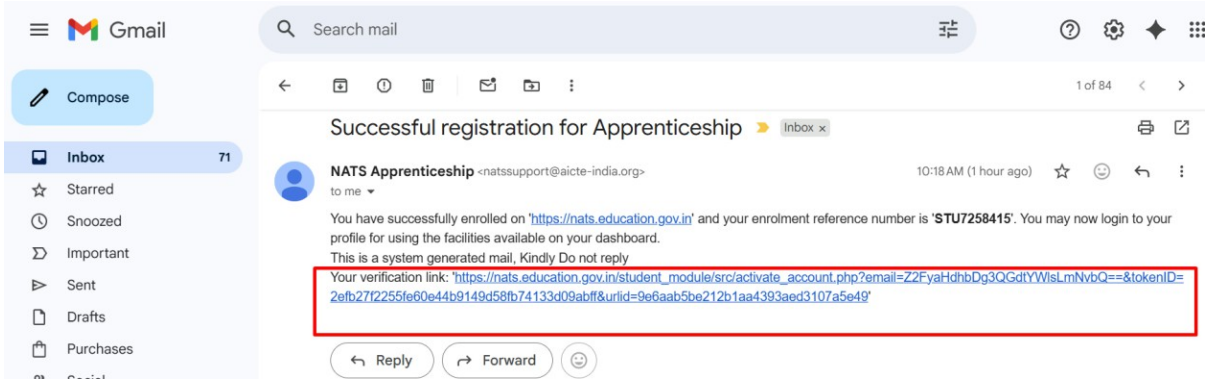
Once the registration form is submitted, an email will be sent to the registered email with a verification link. The student has to mandatorily verify from the email to activate their account.





Once the verification is done. You will be redirected to the portal with a message showing **activated** will be displayed. Now, you need to log in using your registered email ID.

The student will now be able to login to the portal and is now eligible to complete his profile.

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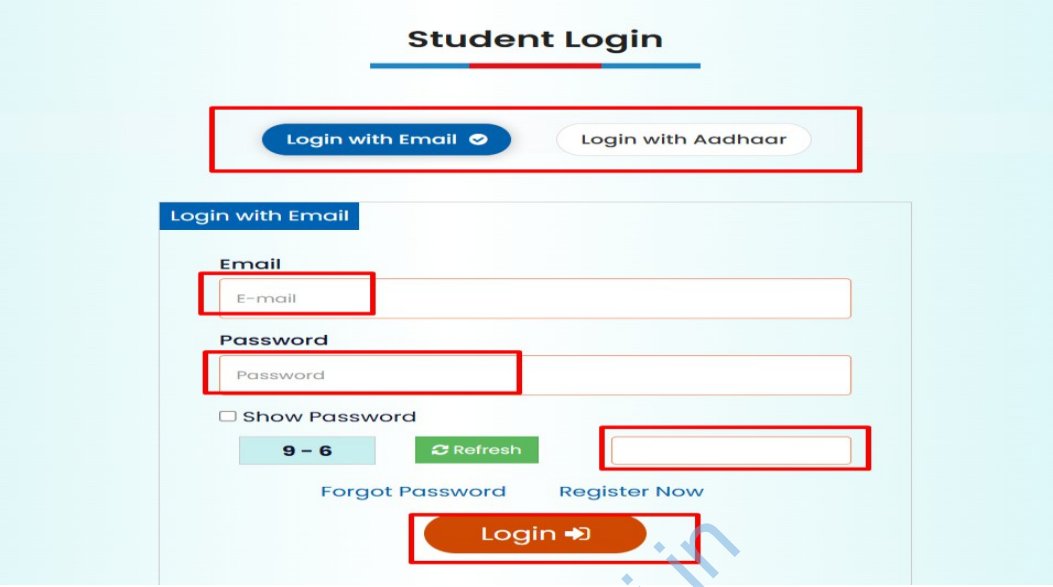
LOGIN & PROFILE FILLING:

Students can log-in two ways:

1. Using the registered email ID & password.
2. Login with Aadhaar e-KYC.



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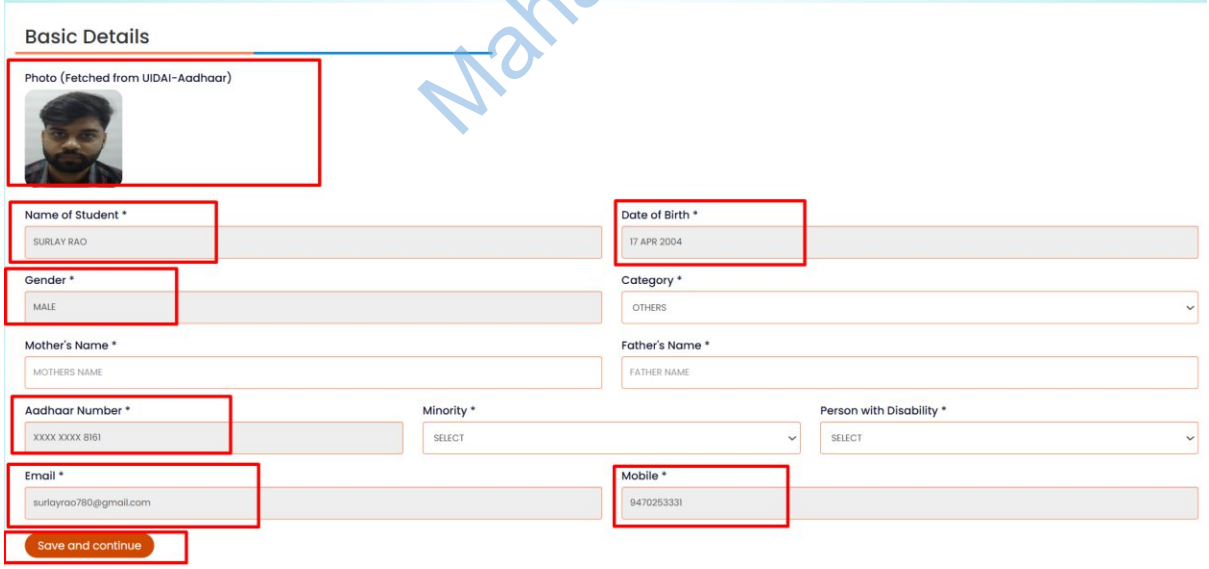
Step 1: Basic details.

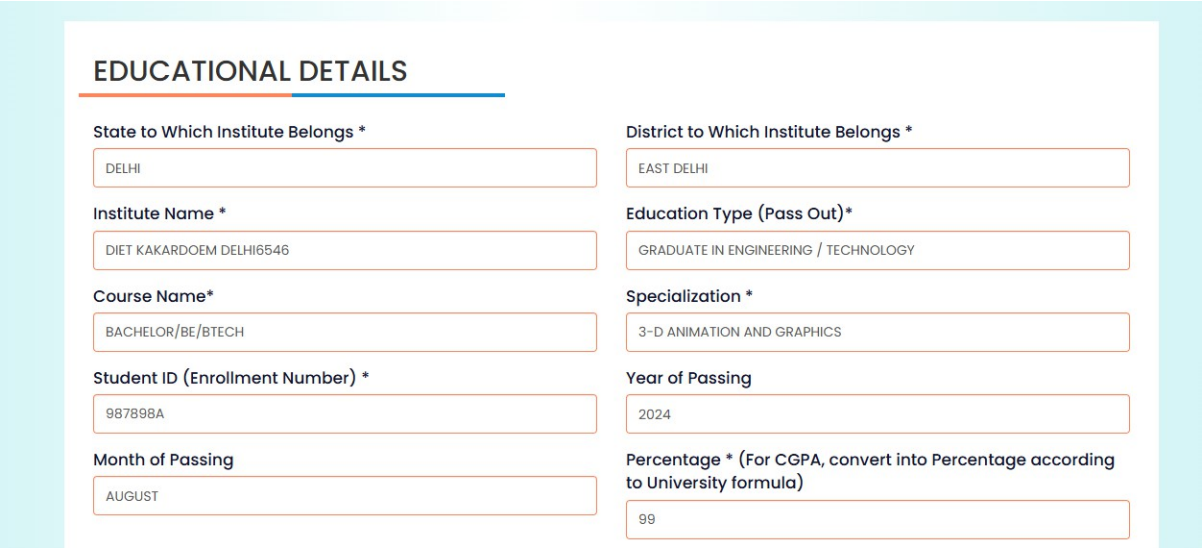
The basic details step has the information pre-filled from the registration form, where only a certain field are editable.



The profile photo fetched from UIDAI is auto-uploaded on the portal. Whereas is the student desires to update any details fetched from UIDAI, they have to update the details in UIDAI, and perform re e-KYC on the portal to fetch the latest details.

Step 2: Educational details.

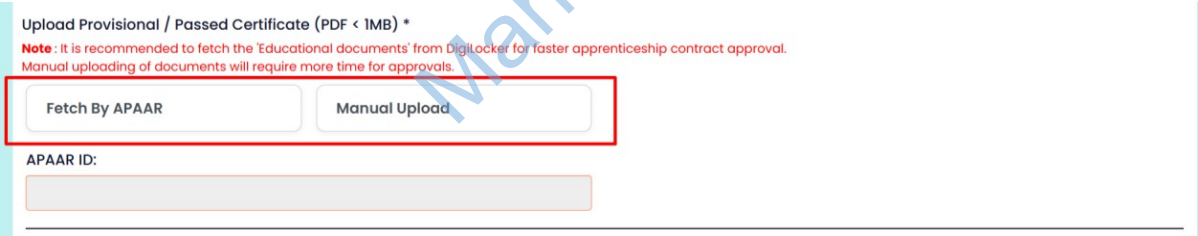
In the educational details step, the details filled related to the institute & course details are auto-filled from registration form. The student can edit these details if required.



The portal asks to upload the provisional certificate/ Passed certificate.

Where there is option to fetch the issued certificate from Digi locker using APAAR (or) Upload the certificate in PDF format.

If the certificate is fetched from Digi locker, the contract approval will be faster then when it is uploaded manually.



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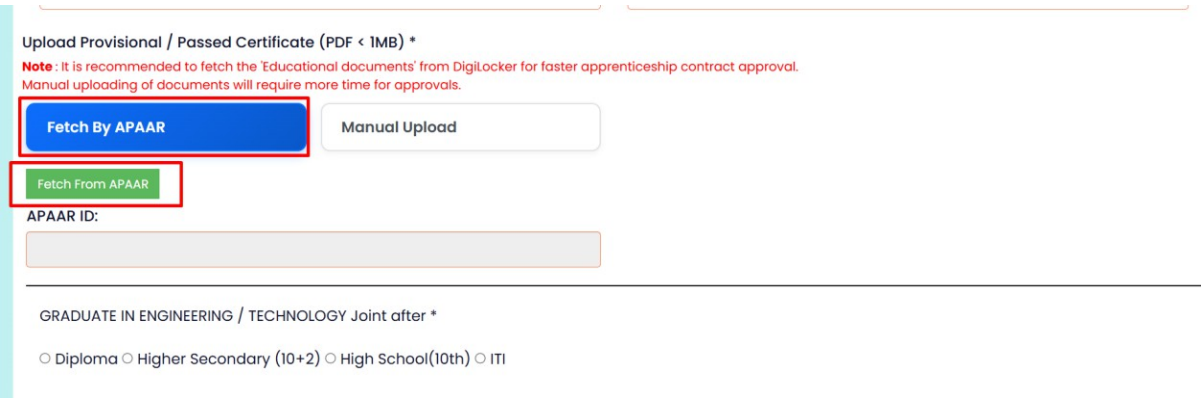
How to fetch provisional certificate from Digi locker:

Click on the button **Fetch by APAAR**, as shown in below screenshot.



After being redirected to the official Digi locker login page, enter the 12 digits APAAR ID, then click on the **Continue**.

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If the student doesn't have an APAAR ID, they can create one with the option available in the same page. *(Refer to the above screenshot)*.

Enter the OTP received on linked mobile number and then click on the **Continue**.

Once OTP verification is successful, relevant data of the candidate will be fetched from Digi Locker.

NATS 2.0 portal will allow to upload only verified certificates to be uploaded from Digi locker. Like the student should have their provisional certificate issued from a verified issuer i.e. their institutes. Documents which are uploaded by themselves on the Digi locker drive are to be uploaded through the manual upload option provided.

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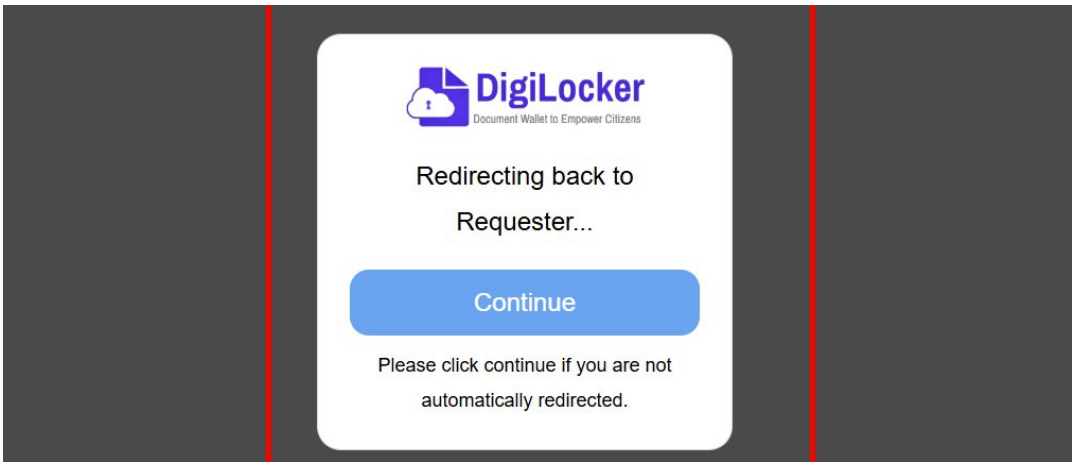
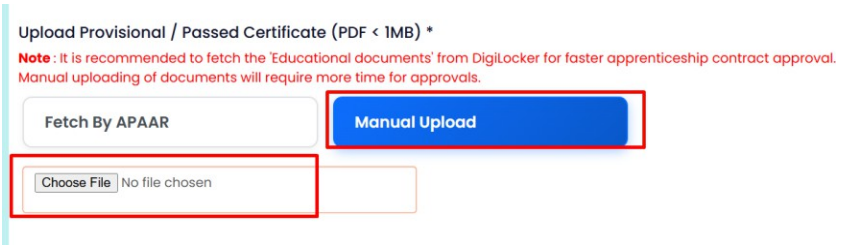


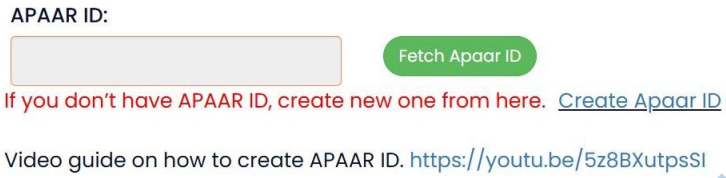
Uploading provisional certificate manually:

Click on **Manual Upload**, then click on the input field 'Choose File'. Choose the relevant document from local and upload.



Fetching APAAR ID:

APAAR ID is a mandatory field. Students have to fetch their APAAR ID using the fetch APAAR option provided. Which will authenticate the student's APAAR through Digi locker.



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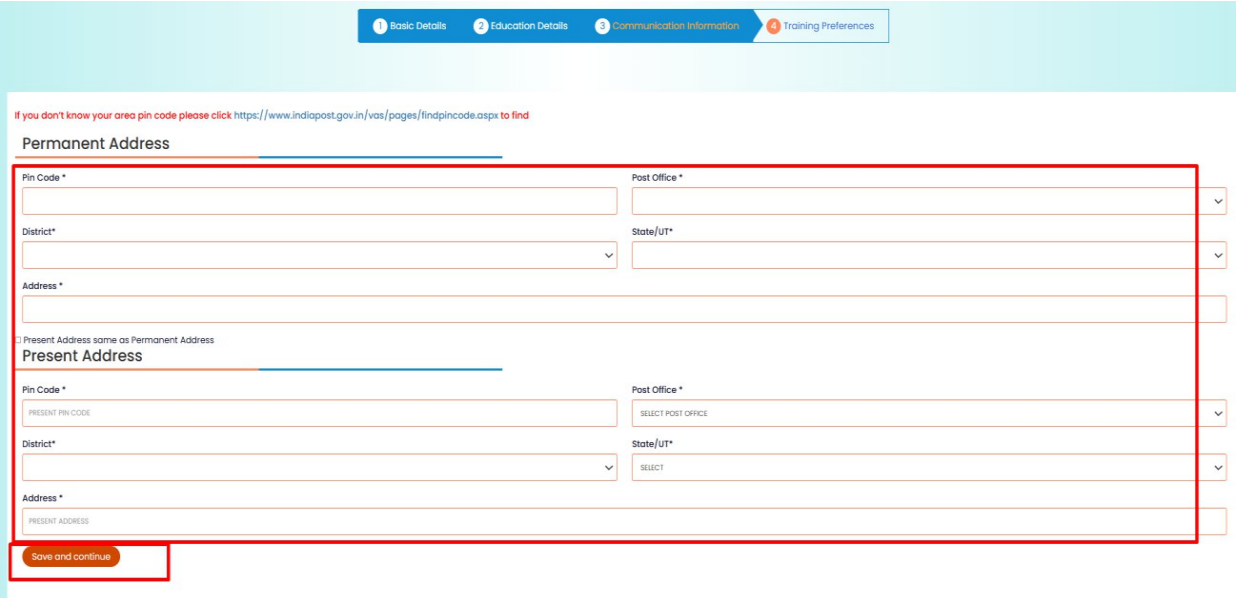
APAAR ID creation guide:

1. If student doesn't have an APAAR ID, create one from ABC portal click here: **Create APAAR ID**
2. In the ABC portal while creating APAAR ID, if you don't find your Institute name, search for the university to which your college is affiliated to.
3. Video guide on how to create APAAR ID. https://youtu.be/5z8BXutpsSI

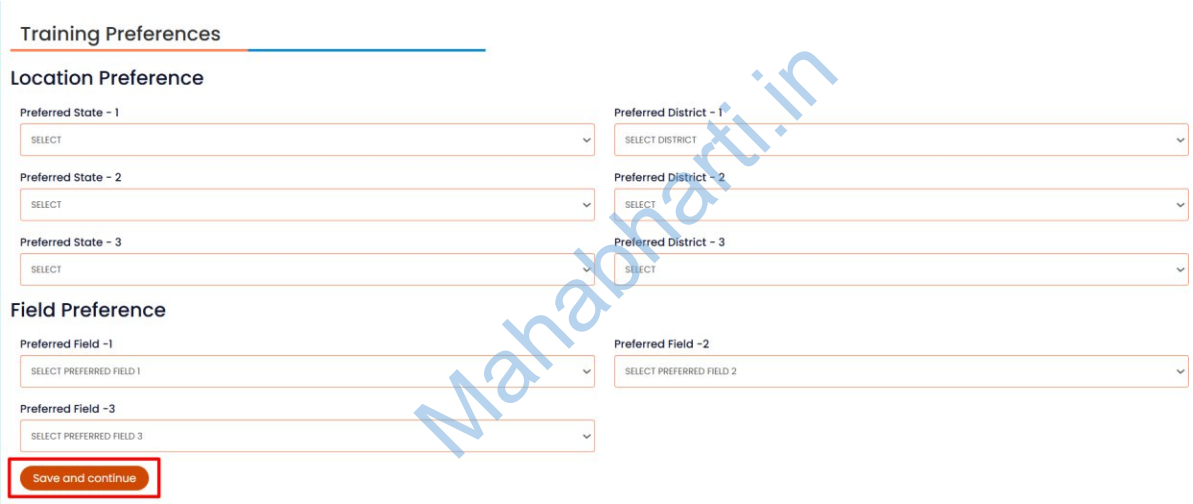
Step 3: Communication details.

Fill in the address details in both the sections of permanent and present address. **Save & continue** for next step.



Step 4: Training preferences.

Fill in the location & field preferences, if any.



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Step 5: Preview profile & final submit:

The student can preview all the details filled from step 1 to step 4, and has provision to edit them, if required.

Once the preview is completed, the profile shall be final submitted with the option available at the end of this page.

Fill all the field to check Eligibility

Name of Student *	Date of Birth *
SURLAY RAO	17 APR 2004
Gender *	Category *
MALE	OTHERS
Mothers Name *	Father Name *
TEST MOTHER	TEST FATHER
Minority *	Person with Disability *
NO	NO
Email *	Mobile *
surlayrao780@gmail.com	9470253331
Aadhaar Number *	e-KYC Verified
XXXX XXXX 8161	

EDUCATIONAL DETAILS

State to Which Institute Belongs *	District to Which Institute Belongs *
DELHI	EAST DELHI
Institute Name *	Education Type (Pass Out)*
DIET KAKARDOEM DELHI6546	GRADUATE IN ENGINEERING / TECHNOLOGY
Course Name*	Specialization *
BACHELOR/BE/BTECH	3-D ANIMATION AND GRAPHICS
Student ID (Enrollment Number) *	Year of Passing
987898A	2024
Month of Passing	Percentage * (For CGPA, convert into Percentage according to University formula)
AUGUST	99

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View Provisional / Passed Certificate*

View Certificate

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

School/Institute State*

DELHI

School/Institute District*

EAST DELHI

School/Institute Name*

CBSE DELHI

School/Institute Board Name*

CBSE

Student ID (Enrollment Number)

8984999

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

89

About your Self *

TESTTESTTEST

General Skills (Add comma separated values)

TESTTEST

Languages Known (Add comma separated values)

TESTTESST

Permanent Address

Pin Code *

110084

Post Office *

BURARI SO

District*

CENTRAL DELHI

State/UT*

DELHI

Address *

NEW DELHI

Present Address

Pin Code *

110084

Post Office *

BURARI SO

District*

CENTRAL DELHI

State/UT*

DELHI

Address *

NEW DELHI

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Training Preferences

Preferred State - 1

SELECT

Preferred District - 1

SELECT DISTRICT

Preferred State - 2

SELECT

Preferred District - 2

SELECT

Preferred State - 3

SELECT

Preferred District - 3

SELECT

Field Preference

Preferred Field -1

SELECT PREFERRED FIELD 1

Preferred Field -2

SELECT PREFERRED FIELD 2

Preferred Field -3

SELECT PREFERRED FIELD 3

I Surlay Rao son / daughter of test mother hereby declare that the above statements are true and correct to the best of my knowledge.
I also declare that I am an Indian Citizen, and will sincerely abide by the rules and regulations of the Apprentices ACT monitored by BOATs/BOPT

☐ * By clicking this box I agree to the above Terms and Conditions

Edit Print Final Submit

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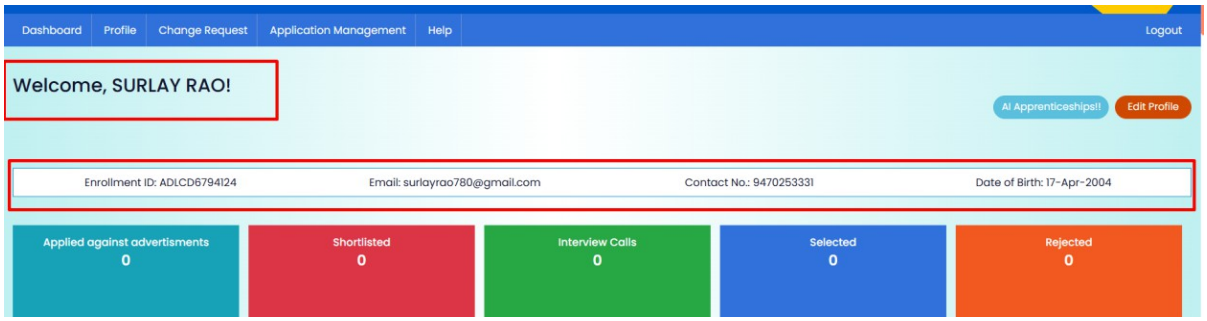
ACCESSING STUDENT DASHBOARD:

Now the student has been registered successfully & filled the profile. The student enrolment ID is generated, and now eligible to apply for apprenticeship opportunities, and obtain an apprenticeship training.



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Annexure - II

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:

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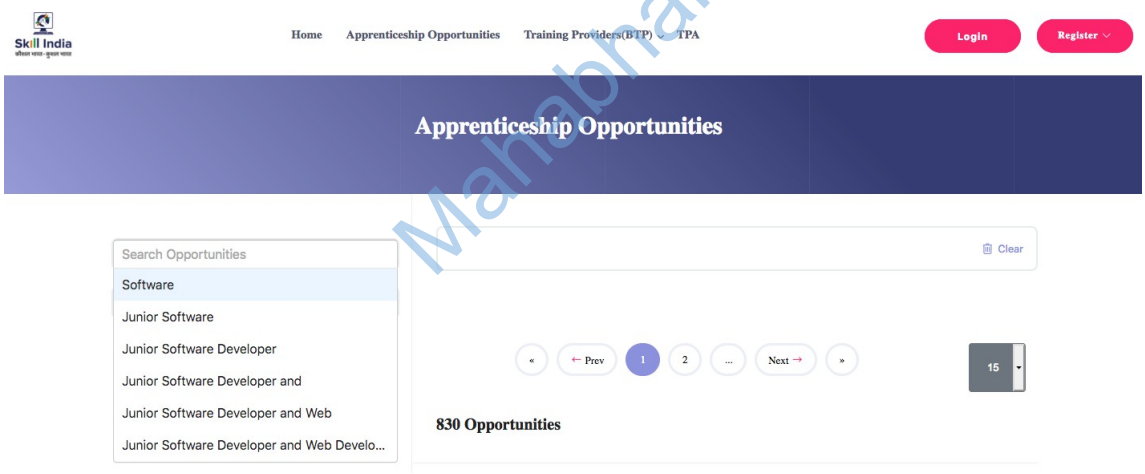
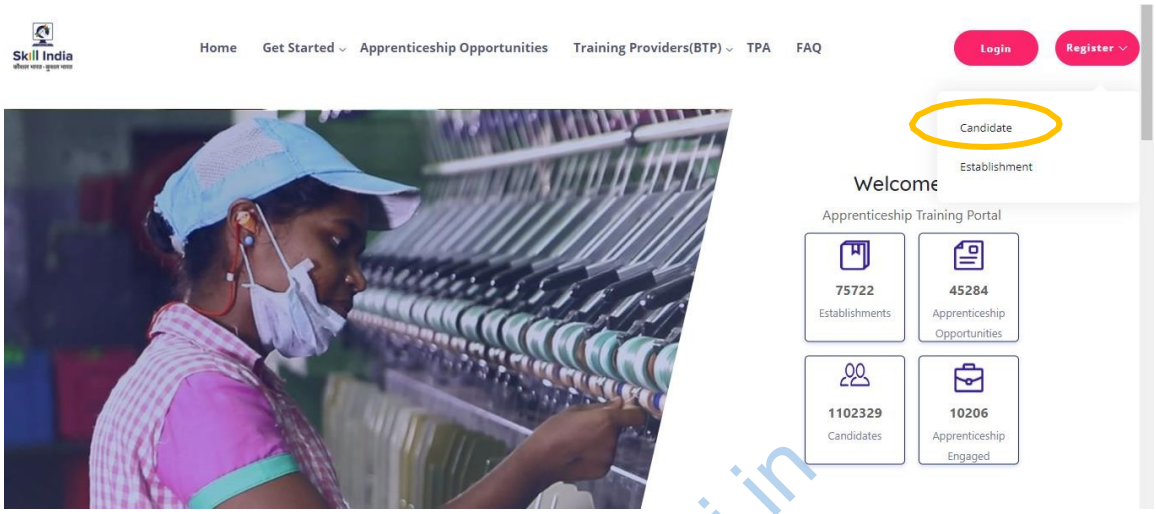


Note: The fields marked in * are mandatory.

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.

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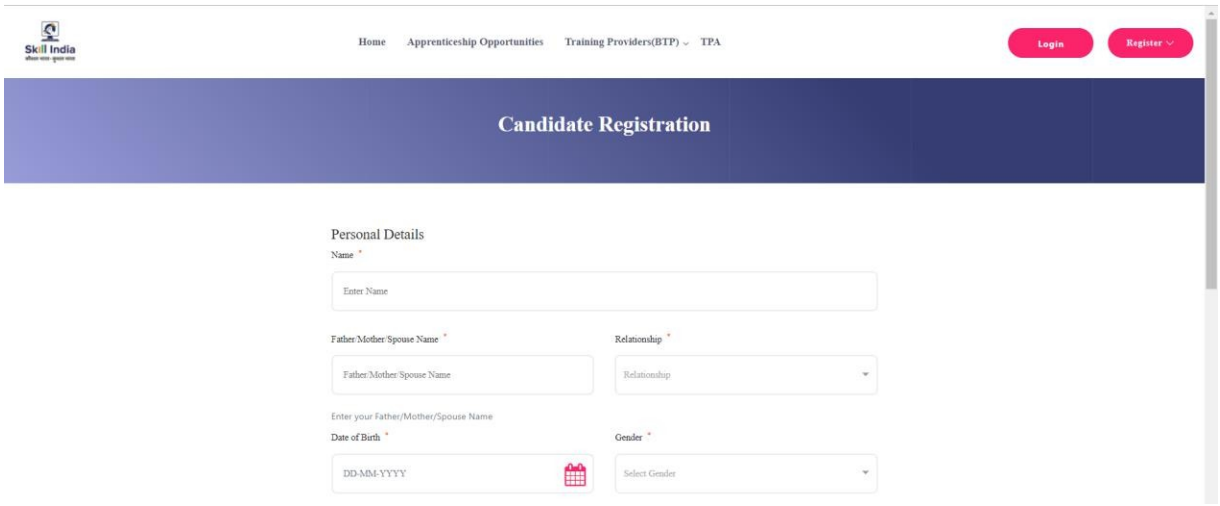
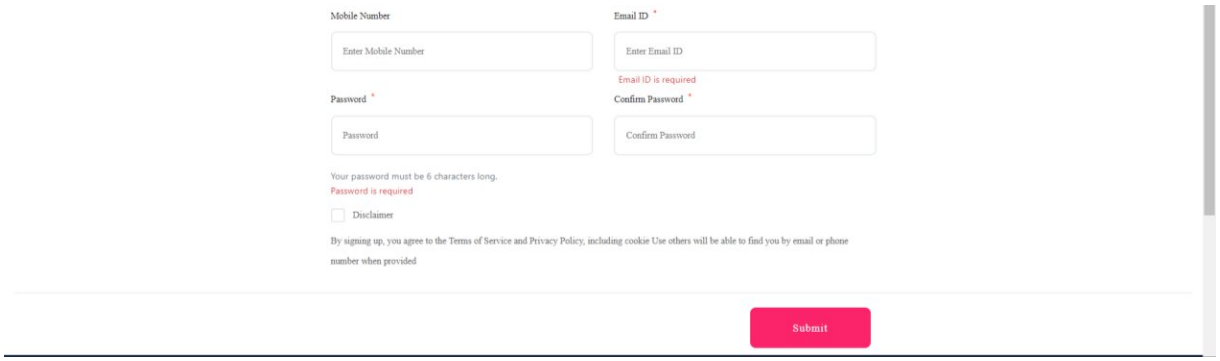
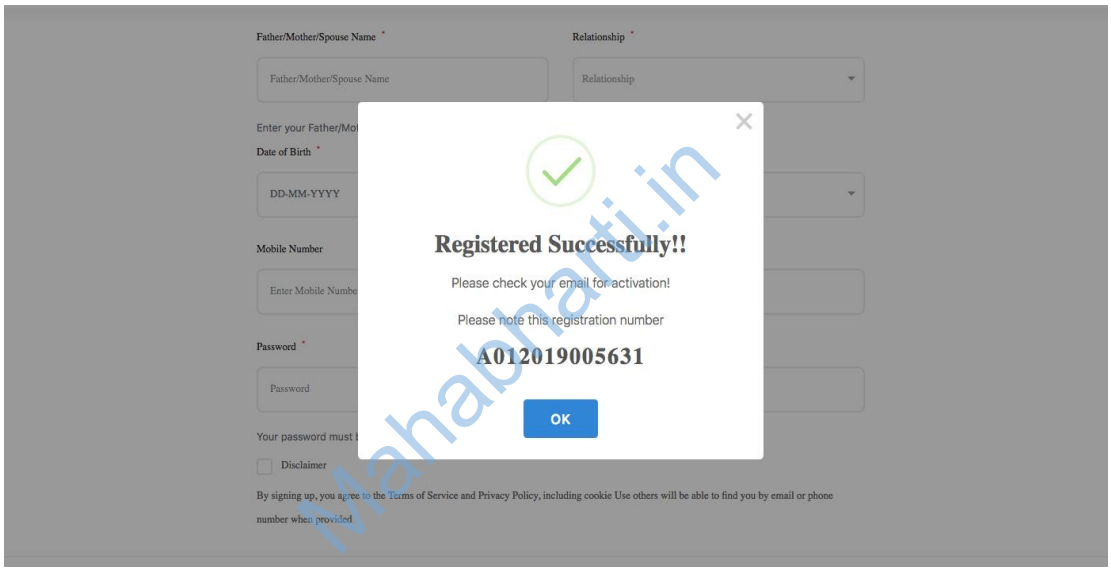
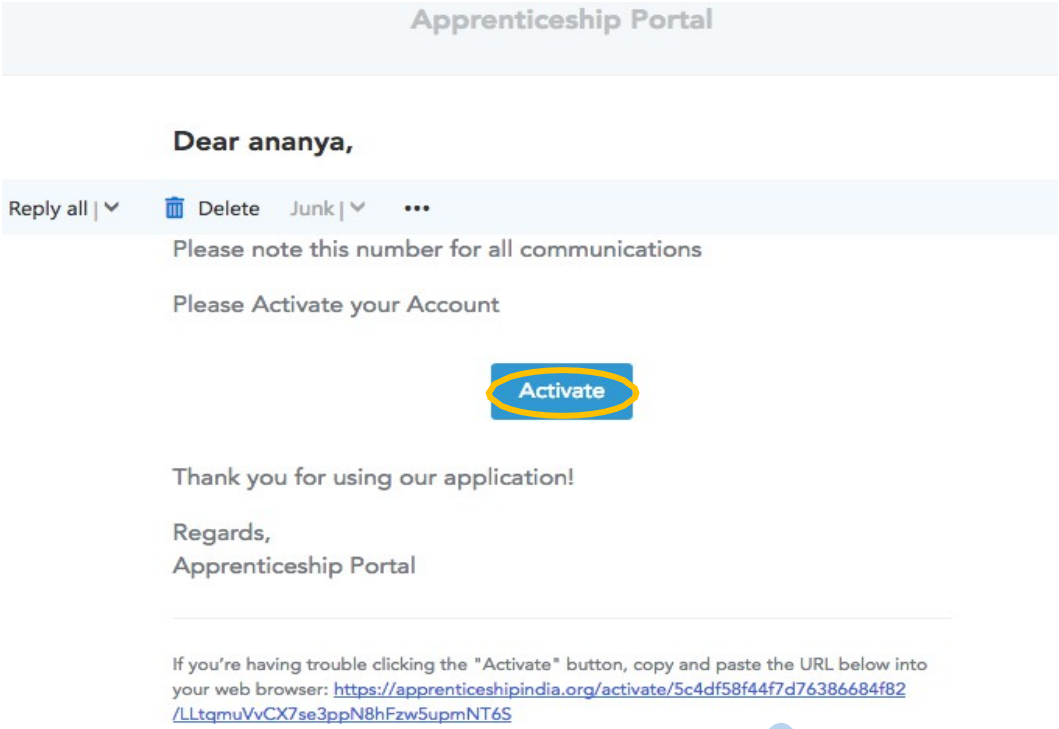




A dialog Box with the **Registration number** will notify your account creation after which you will receive an activation Email on the registered Email Address.



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



Apprenticeship Portal

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

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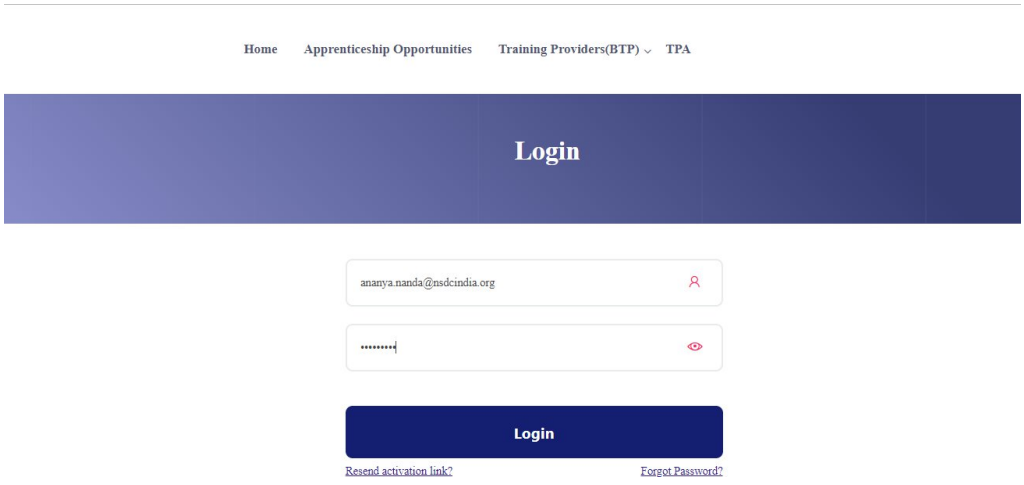
Login

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.



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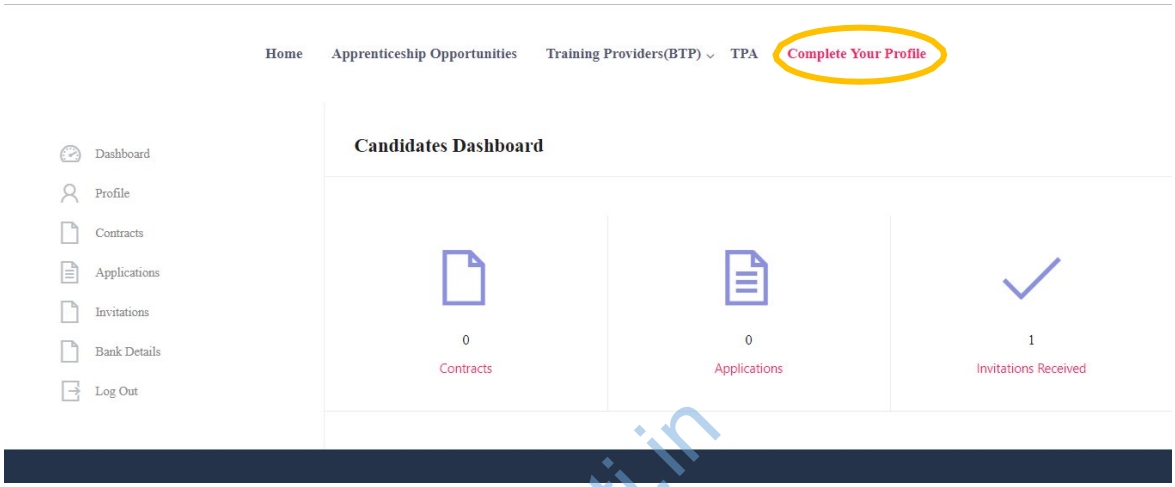
Profile Completion

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



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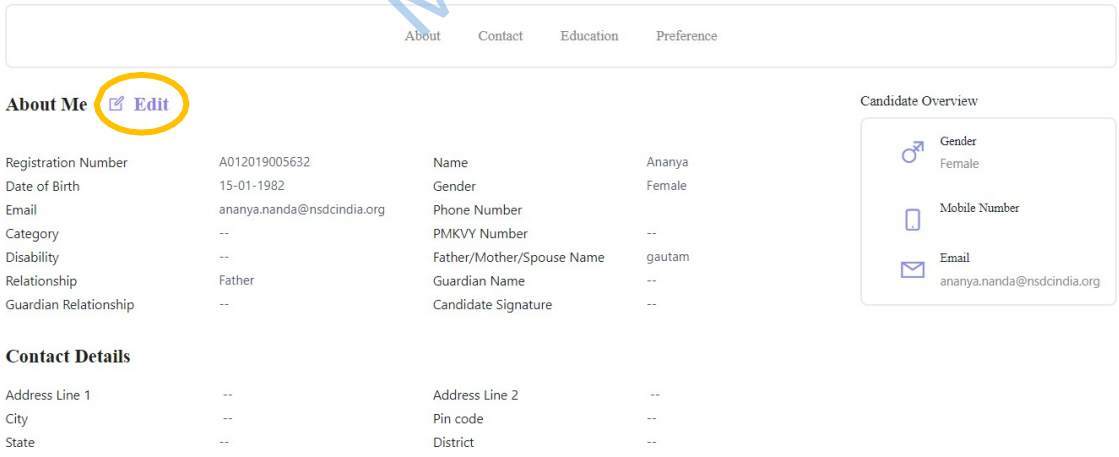
Start by clicking the **'Edit'** button (encircled below) to add your "About Me" and Contact Details.



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

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

< 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

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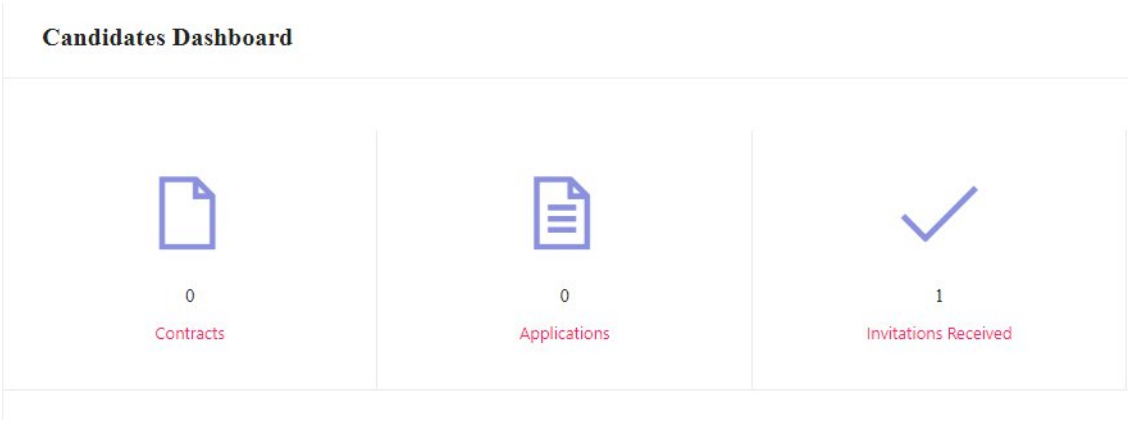
Understanding Candidate Dashboard



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.

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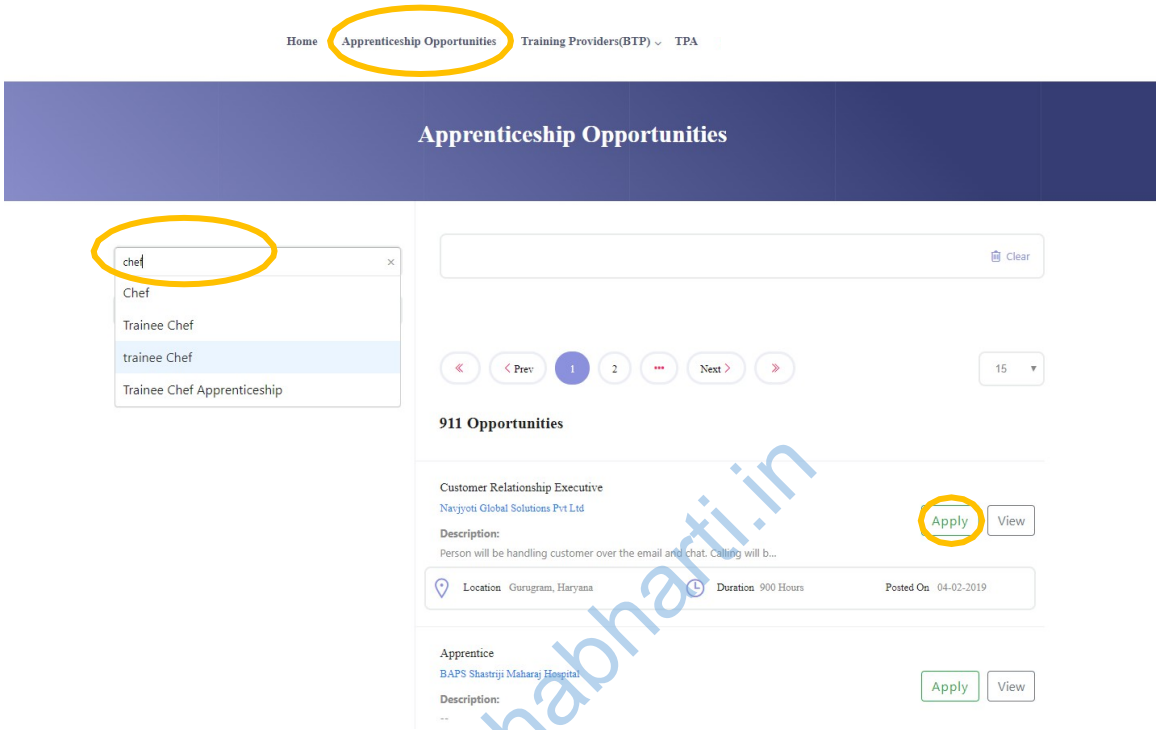
Apply to Opportunities

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.

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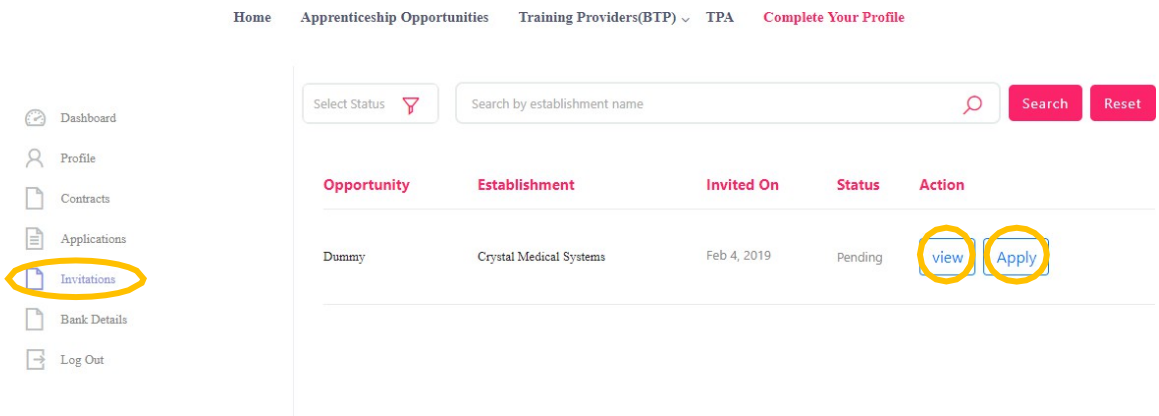
Invitations

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.



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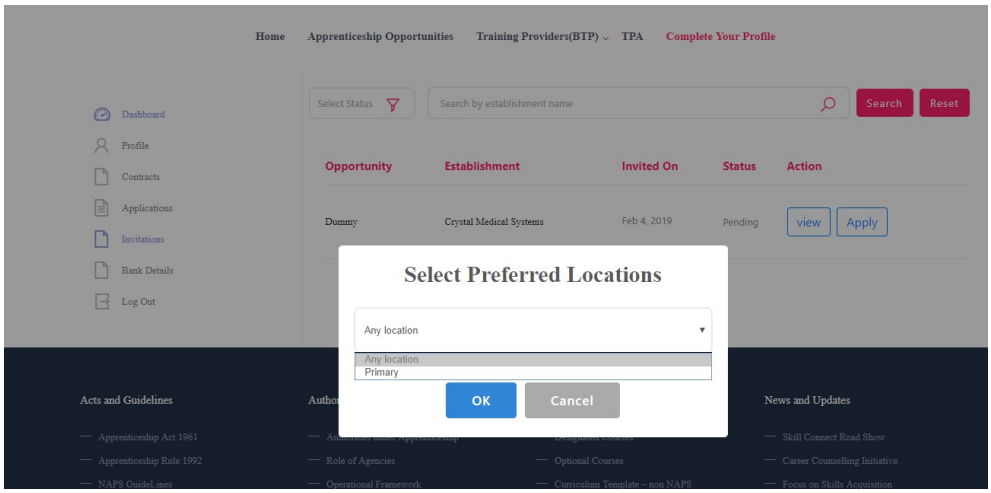
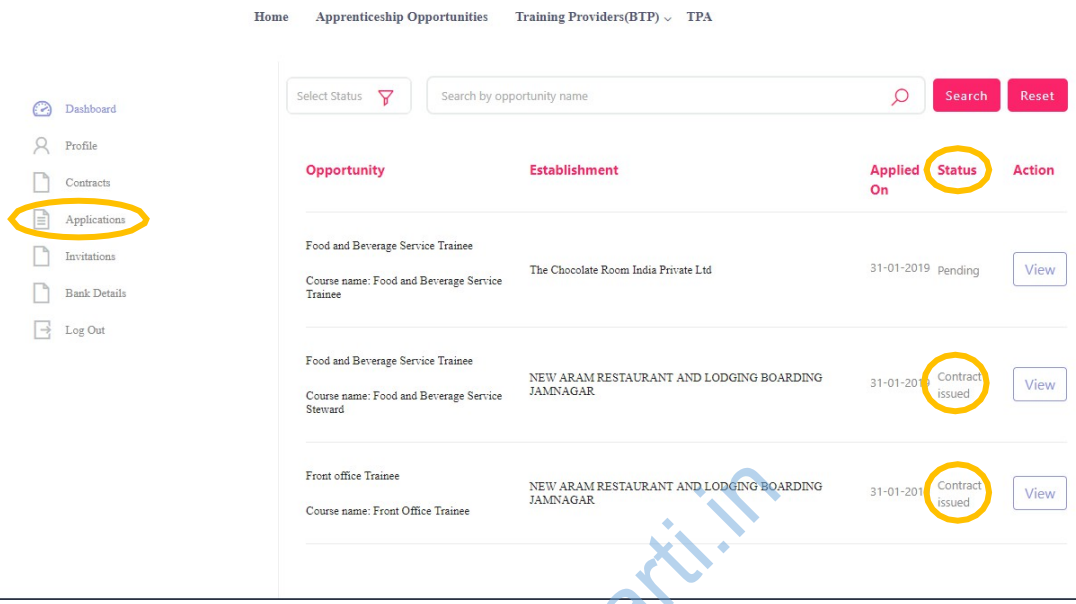
You can view the details of the opportunity by clicking on the **'View'** button (encircled above). If the opportunity interests you, you can click on the **'Apply'** button (encircled above) to apply to the opportunity.

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.

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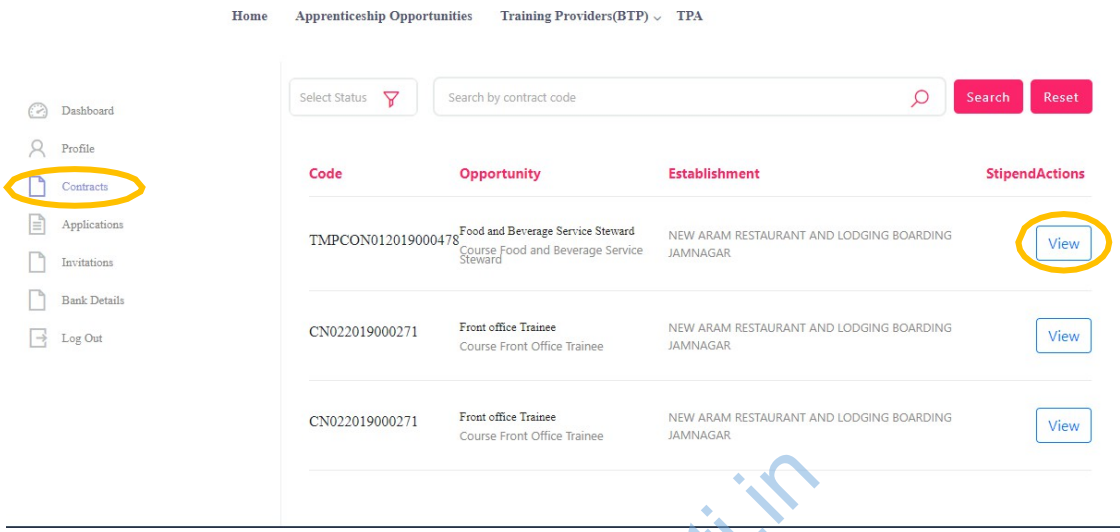
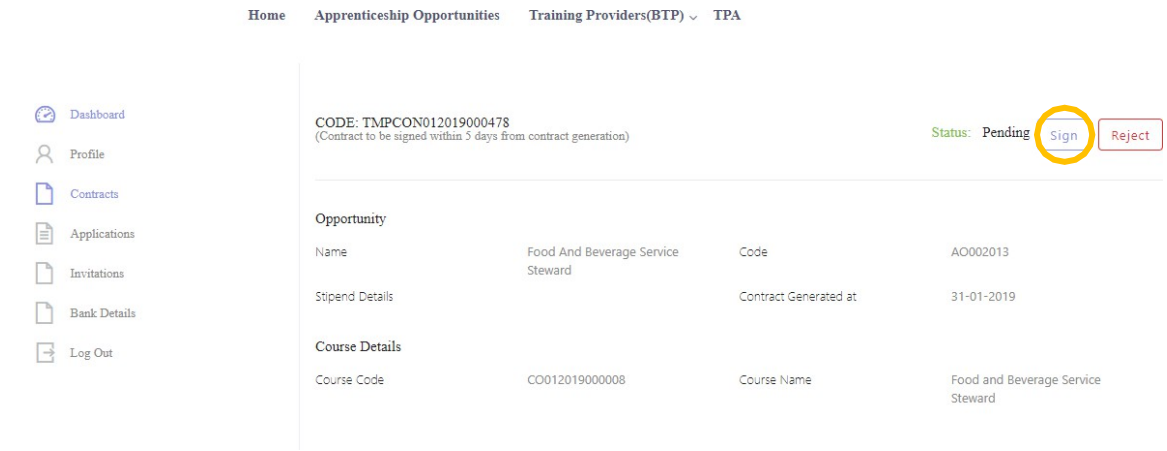
View and Accept Contract

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.

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