



USER MANUAL

**Development & Maintenance of Web Based
Portal and MIS for Monitoring & Evaluation of
Vocational Training Improvement Project**

Ver-1.01

[Apprentice Module]

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User Manual – Apprentice

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User Manual – Apprentice

1. Introduction

1.1 Overview

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to youth to develop skilled manpower for the industry.

1.2 Scope of the Document

This document details about the various functionalities under Apprenticeship scheme in the public module of the MIS portal and the features are as follows:

1. New Establishment Registration and search.
2. Region & State wise Establishment Search.
3. Candidate Registration on portal.
4. State wise Apprentice Search.
5. Candidates apply for Apprenticeship in Establishment..
6. Verification of the enrolled Apprentice.
7. Authentication of Apprentice profile.
8. TPA and APY Guidelines.

2. About the Document

2.1 Intended Audience

General public and all users of the DGT web based portal will be the intended audience of this document.

2.2 Document Conventions

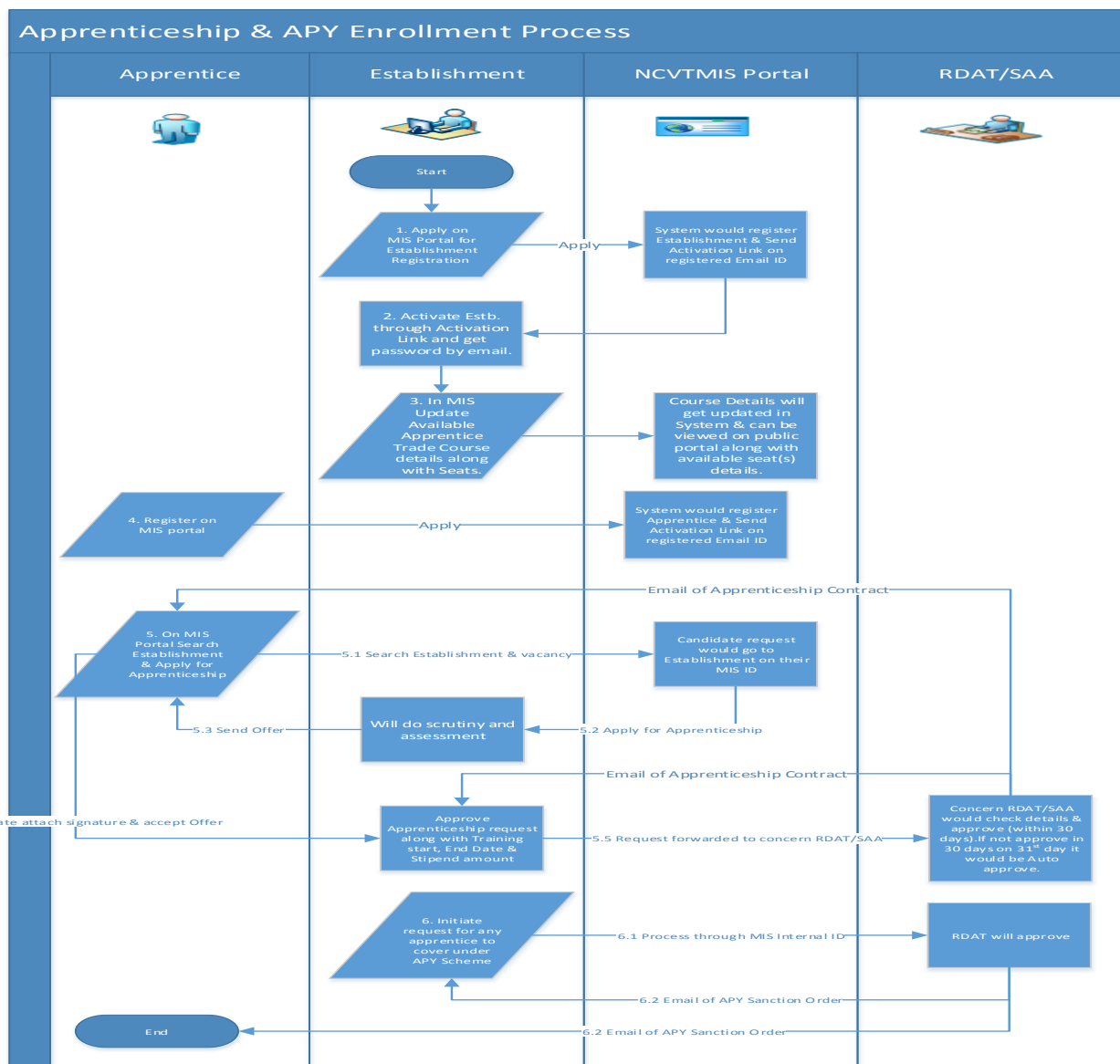
1. This guide uses the following conventions:
2. Fields which have * sign at the end indicates that it is mandatory.
3. Success messages are displayed in green boxes.
Instructions are mentioned under “**Before Proceeding please ensure**” point wise



User Manual – Apprentice

3. Process Flow

It defines the transaction flow of Establishment, Apprentice and RDAT/SAA.





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Process Description

Establishment Registration

1. Establishment need to register themselves on Public Portal under Establishment Registration option for Apprenticeship and the Establishment details will be saved into MIS Database. (refer section 5.1.1)
2. After registration a mail will be triggered to Establishment's registered Email ID along with the activation link.
3. Once Establishment click on activation link, it'll be redirected to MIS public page with the Establishment Registration no. and simultaneously a mail will be triggered to establishment registered Email ID along with MIS User ID and password for apprenticeship.
4. After Activation of Establishment, user ID & Password would be accessible for logging in MIS system and process further (refer MIS Manual).
5. Once Registration process is complete, that registered Establishment will go to NPIU/SPIU for Approval.
6. SPIU/NPIU can Approve/Reject Establishment. On Approval, establishment would get rights to perform further in MIS. On Rejection, establishment profile will be Deactive in system.

Apprentice Registration and Apply

7. Apprentice need to register themselves on Public Portal under Apprentices Registration option for Apprenticeship and the Apprentices details will be saved into MIS Database. (refer section 5.2.1)
8. Once Registration process is complete, an email will be triggered to the registered email ID of apprentice with activation link, once apprentice will click on Activation link, it'll be redirected to MIS public page with the Unique Registration Number.
9. Apprentice will search the Establishment and apply for apprenticeship Training (refer section 5.1.2.1).



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4. Getting Started

4.1 Accessing portal

Public portal of MIS application has been designed as a comprehensive platform for external as well as internal users of DGE&T to allow timely and transparent flow of information. The web portal will have information such as, details of establishments and apprentices if they want to participate in the Scheme, period of training, trade of training, tracking of apprentice after training etc.

To access, type the address in the address bar as: <https://ncvtmis.gov.in/>. User will be redirected to the Home page of the Public Portal.

4.2 Home page

Through provided URL user would directly access Home page of NCVT MIS module. Here on the top of the page Menu bar is available which contains Menu item as Home, ITI, Trainee, Certificate Verification, Instructor, Calendar, Apprenticeship and MIS Functionalities.

Figure- Home page

Ministry of Skill Development And Entrepreneurship

Login Support FAQ Help

Home ITI Trainee Certificate Verification Instructor Calendar Apprenticeship MIS Functionalities

Welcome to NCVT-Management Information System

Shri Narendra Modi
Hon'ble Prime Minister of India

Shri Rajiv Pratap Rudy
Minister of State (I/C)

Shri Sunil Arora
Secretary

The National Council for Vocational Training, an advisory body, was set up by the Government of India in 1956 (the then National Council of Training in Vocational Trades—NCTVT). The Council has been entrusted with the responsibilities of prescribing standards and curricula for craftsmen training, advising the Government of India on the overall policy and programs, conducting All India Trade Tests and awarding National Trade Certificates.

This portal is a one-stop information source for all Institutes and courses under the purview of the National Council of Vocational Training (NCVT). The links in the boxes below may be used for currently available features of the portal.
If you are an internal user from the DGT, Regional Directorates, State Directorates, ITIs or any other field Institutions, please [click here to login](#).

CTS Apprenticeship CITS SDIS

News & Updates

- DGET-MIS User Manual Data Entry By ITI (1.2 MB)
- Instructions to ITI's for Trainee Data and Sessional Marks Update (size: 0.13 MB)

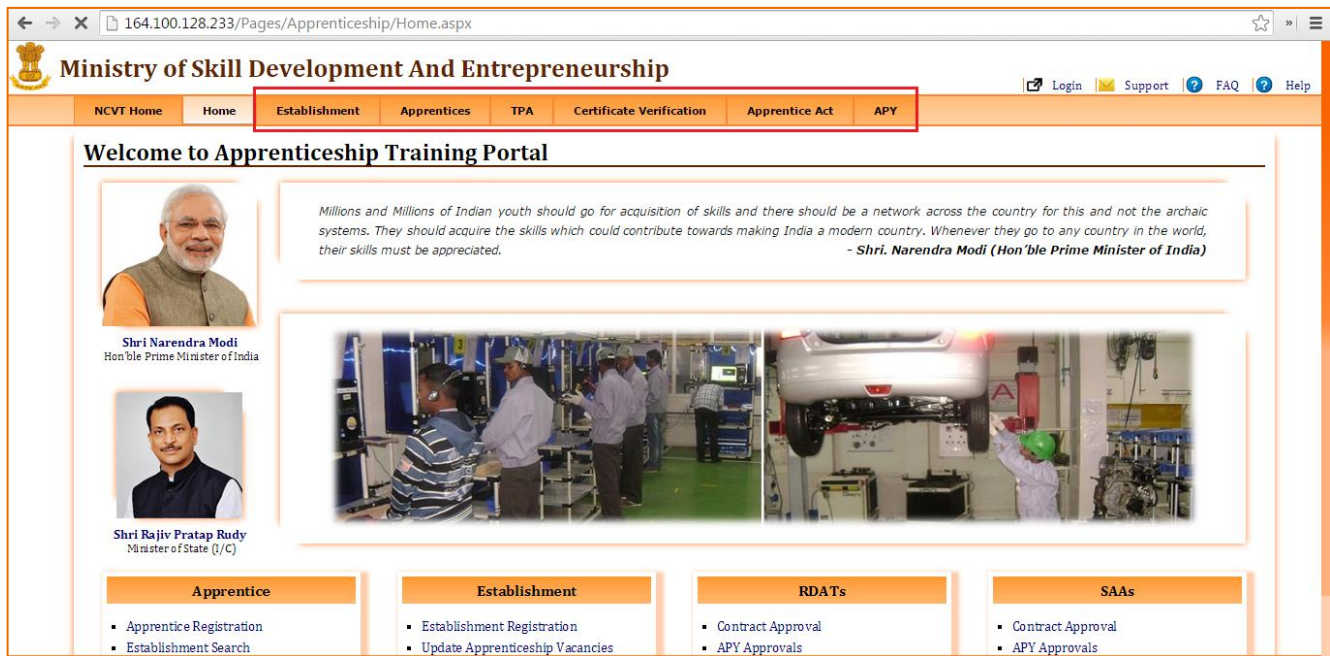
Server: MISWEB-STAGE|© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. Total Hits : 487,586 | Yearly Hits : 487,586 | Monthly Hits : 5,454

On selection of Apprentice options from Menu Bar, user would be redirect to the Apprentice Homepage. On Apprentice home Page on menu bar user can find different menu options as Establishment, Apprentice, Certificate verification, Apprentice protsahana Yojana, TPA and Apprentice Act.



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Figure- Apprenticeship Home page



5. Apprenticeship

On Apprenticeship home page on the top user can find menu bar which would have functionalities as per system prospective. On the top right corner of the home page options available as:

Login: For Internal user to login in MIS application.

Support: To send email to support team.

FAQ: Frequently asked Questions about Apprenticeship Module.

Help: To get user manual.

In between of the Home page there are images and below the images there are four sections available. These sections have functionalities as per user conveyance.

Explanations of these sub modules mentioned on menu bar are given below.



User Manual – Apprenticeship

Figure- Apprenticeship

The screenshot shows the website for the Ministry of Skill Development And Entrepreneurship. The main heading is "Ministry of Skill Development And Entrepreneurship". The navigation menu includes: NCVT Home, Home, Establishment, Apprentices, TPA, Certificate Verification, Apprenticeship Act, and APY. The main content area is titled "Welcome to Apprenticeship Registration Portal". It features a quote from Shri Narendra Modi: "Millions and Millions of Indian youth should go for acquisition of skills and there should be a network across the country for this and not the archaic systems. They should acquire the skills which could contribute towards making India a modern country. Whenever they go to any country in the world, their skills must be appreciated. - Shri. Narendra Modi (Hon'ble Prime Minister of India)". Below the quote are two images: one of Shri Narendra Modi and one of Shri Rajiv Pratap Rudy, Minister of State (I/C). The page is divided into four main sections: Apprentice, Establishment, RDATs, and SAAs. Each section lists specific services: Apprentice (Registration, Search, Training), Establishment (Registration, Vacancies, Search), RDATs (Contract Approval, APY Approvals, Claim Approval), and SAAs (Contract Approval, APY Approvals, Claim Approval). The footer shows the URL "164.100.128.233/Pages/Apprenticeship/Home.aspx#", the text "Skill Development And Entrepreneurship, Government of India.", and statistics: "Total Hits : 487,022 | Yearly Hits : 487,022 | Monthly Hits : 4,890".

5.1 Establishment

5.1.1 Establishment Registration

The purpose of Registration of Establishment process is to engage establishment for apprenticeship training. This link enables all establishment to register for Apprenticeship Training on this portal under NAPS /NonNAPS Scheme. From the main menu of the apprenticeship home page when user go to Establishment, there are three options available as Establishment Registration, Establishment Search and Establishment Activation . Click on Establishment Registration and alert pop up will open,

Follow the below mention steps to register Establishment:

1. Select **Establishment> Establishment Registration.**

Figure- Establishment pop for NAPS/NonNAPS



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Ministry of Skill Development And Entrepreneurship

Home Establishment Apprenticeship BTP Verification TPA Apprentice Act NAPS NCVT Placement CFJ

Registration of Establishment for Apprenticeship Training

- ✓ Apply for Non-National Apprenticeship Promotion Scheme (Non-NAPS)
- ✓ Apply for National Apprenticeship Promotion Scheme (NAPS).
 - More about NAPS's Guidelines.
 - More about NAPS's Benefits.

Do you want to apply for National Apprenticeship Promotion Scheme (NAPS)?

- More about NAPS's Guidelines.
- More about NAPS's Benefits.

Yes No

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Last Updated: 15th April 2016 | Server: DEL-GNDC-0033 | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 13,66,035 | Yearly Hits : 4,631 | Monthly Hits : 1,94,209

2. Click on 'Yes' then user can be registered in NAPS Scheme.

Figure- Apprentice NAPS Registration Form

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprenticeship BTP Verification TPA Apprentice Act NAPS NCVT Placement CFJ

Registration of Establishment for Apprenticeship Training

Enter Details for Registration

Scheme	NAPS	Apply for Non-NAPS	<small>Kindly click here for more more about NAPS's benefits.</small>
Establishment Registration Number	<small>Only for those Establishments which have already registered for Placement.</small>		
Establishment Type	Select		
TIN / TAN	<input type="radio"/> TIN <input type="radio"/> TAN		
Establishment Name	[Text Field]		
Udyog Aadhar No.	[Text Field]		
Industry Type	Select		
Establishment Dealing with Natural Resources	<input type="radio"/> Yes <input type="radio"/> No		
Operating in State/UT (count)	[Text Field]		
Establishment Strength	[Text Field]		
Head Quarter Establishment Registration Number	[Text Field]		
In-house Basic Training Facility	<input type="radio"/> Yes <input type="radio"/> No		
Outsourced Basic Training Facility	<input type="radio"/> Yes <input type="radio"/> No		
Establishment Category	Select		
Business Nature	Select		
Working Days in a Week	Select		
Apprentice Intake: Minimum Limit - 0 & Maximum Limit - 0	[Text Field]		

Contact Details for Apprenticeship

State	Select	District	Select State
Pin Code	[Text Field]	Contact Number	[Text Field]
Email	[Text Field]	Fax Number	[Text Field]

Details for Head of Establishment

Name	[Text Field]	Designation	[Text Field]
Contact Number	[Text Field]	Email	[Text Field]
Mobile Number	[Text Field]	Re-enter Email	[Text Field]
Fax Number	[Text Field]	<small>Email ID entered in both fields should be same.</small>	

Details of Contact Person for Apprenticeship

Name	[Text Field]	Designation	[Text Field]
Contact Number	[Text Field]	Email	[Text Field]
Mobile Number	[Text Field]	Re-enter Email	[Text Field]
Fax Number	[Text Field]	<small>Email ID entered in both fields should be same.</small>	

Enter Captcha Image: 1 7 9 2 2 Refresh

Submit Clear

Currently you are applying for NAPS. Kindly click here to know more about NAPS's benefits.

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3. Click on '**Apply for NonNAPS**' then user will be registered for NonNAPS Scheme. And Click on '**Click**' hyperlink then all the details about Non-NAPS will display on screen.
4. Under NAPs Scheme, Establishment have two type.
 - Government type
 - Private type.
5. If user select '**Government Type**' then TIN and TAN will be mandatory files.
6. If user select '**Private Type**' EPFO Employee Provident Fund Organization No., ESI Employee State Insurance No.,LSI Labor Identification No will be mandatory files.
7. If user enter Aadhar number then user will be registered under NAPS Scheme. Aadhar number will be unique.
8. Click on '**No**' then user can register in NonNAPS Scheme.

Figure- Establishment NonNAPS Registration Form

Ministry of Skill Development And Entrepreneurship

Registration of Establishment for Apprenticeship Training

Enter Details for Registration

Establishment Details

Scheme: Non-NAPS | Apply for NAPS | [Kindly click here to know more about NAPS's benefits.](#)

Establishment Registration Number: [] (Provided by Apprenticeship Portal)
Only for those Establishments which have already registered for Placement.

Establishment Type: [Select-] | TIN / TAN: TIN TAN

Establishment Name: [] | Udyog Aadhar No.: [] | Establishment Category: [Select-] | Business Nature: []

Industry Type: [Select-] | Establishment Dealing with Natural Resources: Yes No | Operating in State/UT (count): [] | Working Days in a Week: [Select-]

Establishment Strength: [] (Including Contractual Staff) | **Apprentice Intake: Minimum Limit = 0 & Maximum Limit = 0**

Head Quarter Establishment Registration Number: [] | [Click to Search Establishments](#)

In-house Basic Training Facility: Yes No | Outsourced Basic Training Facility: Yes No

Contact Details for Apprenticeship

Establishment Address: [] | State: [Select-] | District: [Select State-] | Pin Code: [] | Contact Number: [] | Email: [] | Fax Number: []

Details for Head of Establishment

Name: [] | Designation: [] | Contact Number: [] | Email: [] | Mobile Number: [] | Fax Number: []
Only one of the fields marked with # is mandatory.

Details of Contact Person for Apprenticeship

Same as Head of Establishment

Name: [] | Designation: [] | Contact Number: [] | Email: [] | Mobile Number: [] | Re-enter Email: [] | Fax Number: [] | Enter Captcha Image: [] | Refresh: []
Only one of the fields marked with # is mandatory. | *Activation link for registration and login credentials will be sent on this email.* | *Email ID entered in both fields should be same.*

Submit | Clear

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9. Click on '**Apply for NAPS**' then user will be registered for NAPs Scheme. And Click on '**Click**' button then user know more about NAPS benefits.
 10. If user select '**Private Type**' then **TIN/TAN**, EPFO Employee Provident Fund Organization No., ESI Employee State Insurance No., LSI Labor Identification No will not be mandatory fields
 11. If user select '**Government Type**' then TIN and TAN will be mandatory fields.
 12. Enter the Required details under below fields:
 - a) Establishment Details title (In Head Quarter Establishment Registration Number, user need to enter the Establishment Registration no. (generate by MIS portal) of the Head Quarter of the same company),
- NOTE:** *If Head Quarter Establishment Registration Number is not available at the time of Registration, user can skip it as this is not mandatory field at the time of registration. These details can be provided later on .*
- b) Establishment contact Details title,
 - c) Details for Head of Establishment title,
 - d) Details of Contact person for Apprenticeship title (it can be similar as Details for Head of Establishment, we can check the box 'Same as Head of Establishment' and the mentioned email ID should be valid as the Activation link for registration and login credentials will be sent on that email ID only)
13. Click on **Submit** to register the establishment for apprenticeship training or click on **Clear** to clear the entered details.

Figure- Establishment Registration



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Ministry of Skill Development And Entrepreneurship

Home Establishment Apprenticeship BTP Verification TPA Apprentice Act APY NCVT Placement CFI

Apply for Non-NAPS (Provided by Apprenticeship Portal)

Establishment Registration Number [Text Field] Only for those Establishments which have already registered for Placement.

Establishment Type

TIN / TAN TIN TAN

Establishment Name

Industry Type Establishment Category

Business Nature

Operating in State/UT (count) Yes No Working Days in a Week

Establishment Strength **Apprentice Intake: Minimum Limit = 0 & Maximum Limit = 0**

Head Quarter Establishment Registration Number Click to Search Establishments

In-house Basic Training Facility Yes No

Outsourced Basic Training Facility Yes No

Contact Details for Apprenticeship

Establishment Address

State District

Pin Code Contact Number

Email Fax Number

Details for Head of Establishment

Name Designation

Contact Number Only one of the fields marked with # is mandatory. Email

Mobile Number Fax Number

Details of Contact Person for Apprenticeship

Same as Head of Establishment

Name Designation

Contact Number Only one of the fields marked with # is mandatory. Email Activation link for registration and login credentials will be sent on this email.

Mobile Number Re-enter Email Email ID entered in both fields should be same.

Fax Number

Enter Captcha Image **8 1 1 7 9** Refresh

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14. If the user will select **Submit**, the mail would be triggered to the registered email ID of Contact Person for Apprenticeship with the activation link as displayed below:

Figure- Establishment Registration Notification

Ministry of Skill Development And Entrepreneurship

NCVT Home Home Establishment Apprenticeship Certificate Verification Apprentice Probahan Yojana TPA Apprentice Act

Registration of Establishment for Apprenticeship Training

Your Establishment registration form for Apprenticeship training has been submitted successfully but registration is inactive.

An email has been sent to your registered email address of Contact Person for Apprenticeship **test@gmail.com** with activation link.

Please click the registration link in the email to activate your registration.

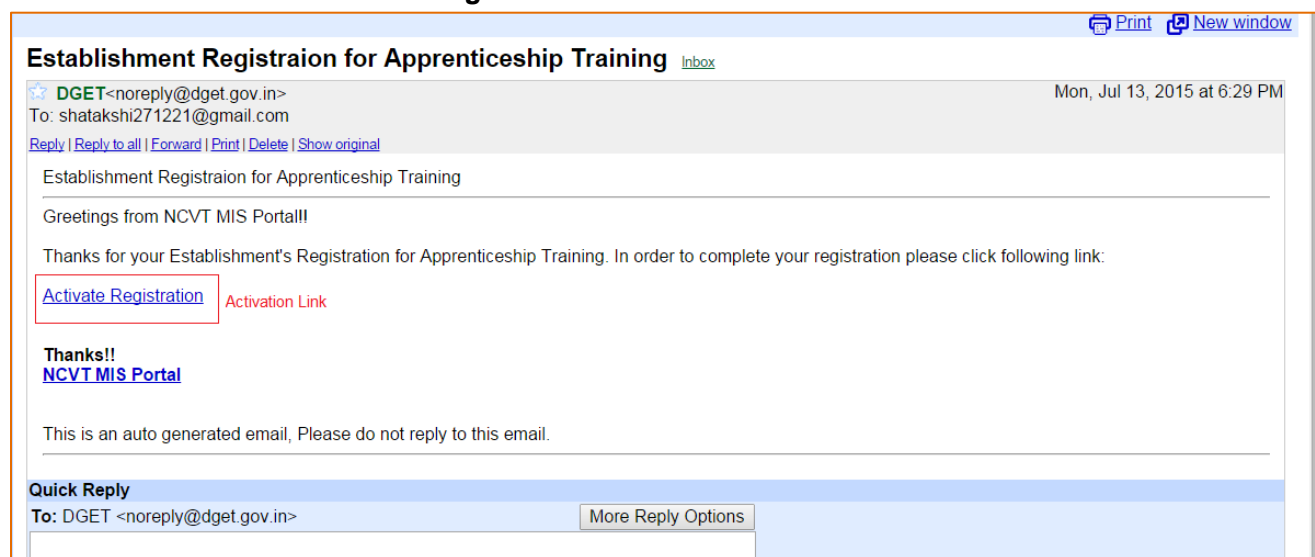
Server: MSDEV-STAGE | © 2015 Ministry of Skill Development And Entrepreneurship, Government of India. Total Hits : 406,292 | Yearly Hits : 406,292 | Monthly Hits : 4,26



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The triggered email will be displayed as below:

Figure- Email with Activation link



The user will click on Activation link, after clicking on it user will be redirected to a page along with system generated Establishment Registration number and a message.

Figure-Establishment registration message

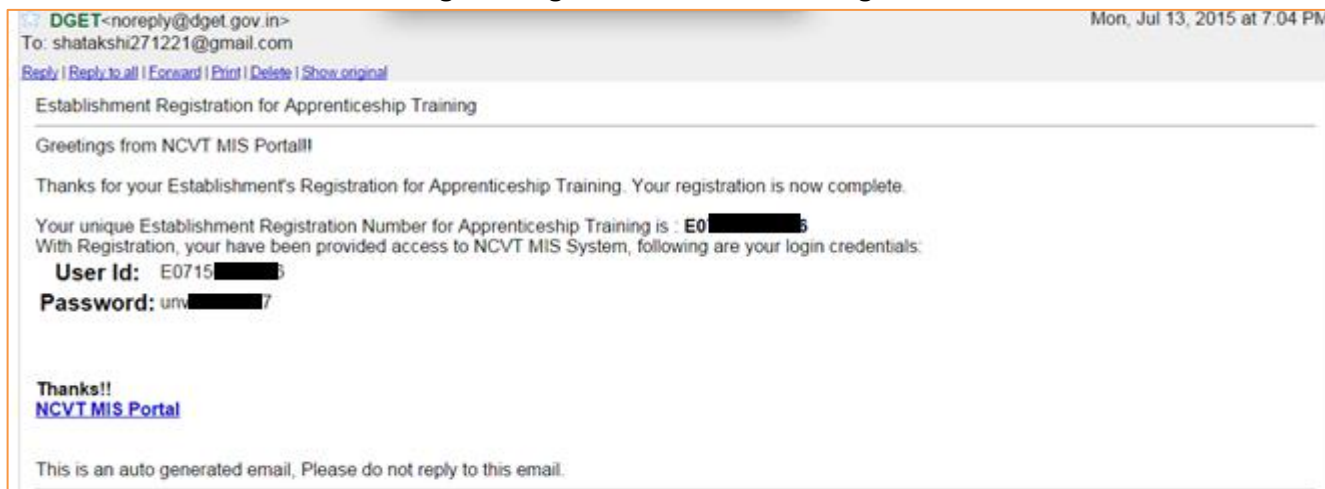




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A new e-mail will be triggered to the registered email ID with login Credentials for the MIS page .

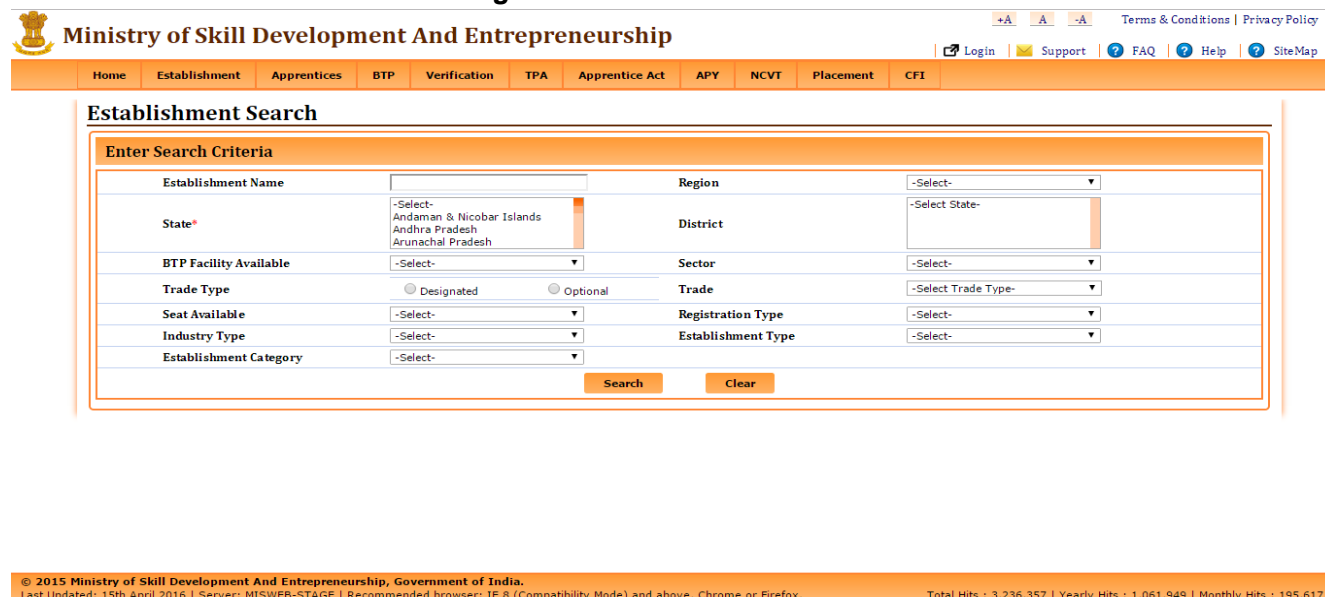
Figure-Login Credentials Message



5.1.2 Establishment Search

This link enables general public to search for registered Establishments for apprenticeship training based on the filter criteria. To search record of registered establishment(s), follow the below mention steps:

Figure- Establishment Search





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- If the user will click on **Search** button, the details of establishments will be displayed based on filter criteria (refer below image).

Figure- Establishment View

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprentices BTP Verification TPA Apprentice Act APY NCVT Placement CFI

Establishment Search

Enter Search Criteria

Establishment Name	<input type="text"/>	Region	-Select-
State*	Dadra & Nagar Haveli Daman & Diu Delhi Goa	District	-Select- Central East New Delhi
BTP Facility Available	-Select-	Sector	-Select-
Trade Type	<input type="radio"/> Designated <input type="radio"/> Optional	Trade	-Select Trade Type-
Seat Available	-Select-	Registration Type	-Select-
Industry Type	-Select-	Establishment Type	-Select-
Establishment Category	-Select-		

Search Clear

Search Results

Registration No.	Establishment Name	Address	District	State	Region	Establishment Type	Establishment Category	Registration Type	Industry Type	No. of APY Apprentices	No. of Non-APY Apprentices	Total No. of Apprentices
E01160700004	Aditya Birla Retail Ltd	More Store, #1 1/5 B PUSA Road, Opp. Telephone Exchange, New Delhi	Central	Delhi	RDAT Faridabad	Private Sector	Large	TIN-Tax Payer Identification No.	Other	1	4	5
E02160700000	Radisson B	G-59, CONNAUGHT CIRCUS, NEW DELHI	Central	Delhi	RDAT Faridabad	Private Sector	Small	ESI-Employee State Ins	Services	0	0	0

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Figure- Establishment Profile View

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprentices BTP Verification TPA Apprentice Act APY NCVT Placement CFI

Establishment Details- Aditya Birla Retail Ltd

Details of Establishment

Establishment Registration No.	E01160700004	Establishment Name	Aditya Birla Retail Ltd
Registration Type	TIN-Tax Payer Identification No.	TIN-Tax Payer Identification No.	07460332153
Establishment Category	Large	Strength of Establishment	580
Establishment Address	More Store, #11/5 B PUSA Road, Opp. Telephone Exchange, New Delhi		
State	Delhi	District	Central
Pin Code	110012	Fax Number	
Industry Type	Other	Business Nature	Retail Stores
Working Days in a Week		Hostel Facility	
No. of APY Apprentices	1	No. of Non-APY Apprentices	4
Total No. of Apprentices	5	TIN / TAN	
In-house Basic Training Facility	No	Outsource Basic Training Facility	No
BTP Registration No.		Udyog Aadhar No.	

Establishment Trade Details

S. No.	Trade	Trade Type	Sector	Type of Apprentice Engagement	Basic Training Facility	AITT Facility	Practical Facility	Total Seats	Available Seats	Apply For Apprenticeship
1	Sales Person (Retail)	Designated	Retail	Both	Yes	No	Yes	18	16	Apply
2	Senior Sales Person	Designated	Retail	Both	Yes	No	Yes	5	4	Apply

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5.1.2.1 Apply for apprenticeship

This link enables user (candidates) to apply for establishment as per the trade. To apply for apprenticeship, follow the below mention steps:

1. Select **Establishment**> **Establishment Search**.
2. Enter the required details as Establishment Name, Region, State (mandatory), District, trade type, trade, Seat Available or Hostel facility.
3. Click on '**Search**' to search the details or click on '**Clear**' to clear the filters.
4. If the user will click on **Search** button, the details of establishments will be displayed based on filter criteria.
5. Click on **Establishment Name** in which user want to apply. If user will select the establishment, it redirect to establishment details page.
6. Under Establishment Trade Details if seats are available, there would be link to apply. Click on **Apply** as per the trade (refer below image)

Figure- Apply for apprenticeship

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprentices BTP Verification TPA Apprentice Act APY NCVT Placement CFI

Details of Establishment

Establishment Registration No.	E01160700004	Establishment Name	Aditya Birla Retail Ltd
Registration Type	TIN-Tax Payer Identification No.	TIN-Tax Payer Identification No.	07460332153
Establishment Category	Large	Strength of Establishment	500
Establishment Address	More Store, #11/5 B PUSA Road, Opp. Telephone Exchange, New Delhi		
State	Delhi	District	Central
Pin Code	110012	Fax Number	
Industry Type	Other	Business Nature	Retail Stores
Working Days in a Week		Hostel Facility	
No. of APY Apprentices	1	No. of Non-APY Apprentices	4
Total No. of Apprentices	5	TIN / TAN	
In-house Basic Training Facility	No	Outsource Basic Training Facility	No
BTP Registration No.		Udyog Aadhar No.	

Establishment Trade Details

S.No.	Trade	Trade Type	Sector	Type of Apprentice Engagement	Basic Training Facility	AITT Facility	Practical Facility	Total Seats	Available Seats	Apply For Apprenticeship
1	Sales Person (Retail)	Designated	Retail	Both	Yes	No	Yes	18	16	Apply
2	Senior Sales Person (Retail)	Designated	Retail	Both	Yes	No	Yes	5	4	Apply
3	Filter	Designated	Textile	Both	Yes	Yes	Yes	5	4	Apply
4	Footwear Maker	Designated	Leather	Both	Yes	No	Yes	5	5	Apply
5	Battery Recharger	Designated	Electronics and Hardware	Both	Yes	Yes	Yes	10	8	Apply



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- Once user will click on apply on overlay will appear as registration form.
- Enter the required details as Applicant's Registration Number, Date of Birth, Email ID, and the captcha image (refer below image)

Figure- Apprenticeship form

The screenshot displays the Ministry of Skill Development and Entrepreneurship portal. The main page shows 'Establishment Details- Chikli Electronics PVT Ltd.' with various fields for registration and contact information. A modal window titled 'Apply for Apprenticeship Training' is overlaid on the page. This form includes fields for: Applicant's Registration Number, Date of Birth (format: dd-mm-yyyy), Email Id, Establishment Registration Number (E06150700001), Establishment Name (Chikli Electronics PVT Ltd.), Establishment Address (Faridabad), Trade Offered (Assistant Front Office Manager), and Trade Type (Designated). A captcha image '7 6 8 2 6' is displayed. The form has 'Apply' and 'Cancel' buttons. A note at the bottom of the modal states: 'If you have not registered for Apprenticeship Training yet, click [here](#) to register yourself.'

- Click on **Apply** to apply for establishment or click on **Cancel** to cancel the changes.
- If user will select apply, the apprentice request for apprenticeship will go for approval to the Establishment.

Note: If candidate has not registered yet on portal, refer section 4.2.1

5.1.3 Establishment Activation

This link enables general public to activate for registered Establishments for apprenticeship training.

To activate record of registered establishment(s), follow the below mention steps:

- Select **Establishment> Establishment Activation**.
- Enter the required details as Registration Type, Registration Number, Contact Person Email, Establishment Head Email and Captcha Image.
- Click on '**Activate**' to activate the details or click on '**Clear**' to clear the filters.



User Manual – Apprentice

Figure- Establishment Activation

The screenshot shows the 'Establishment Activation' form on the Ministry of Skill Development And Entrepreneurship website. The form includes the following fields:

- Registration Type* (Dropdown menu with '-Select-' selected)
- Registration No.* (Text input field)
- Contact Person Email* (Text input field)
- Establishment Head Email* (Text input field)
- Enter Captcha Image* (Captcha image showing '4 5 8 0 5' with a 'Refresh' link)

At the bottom of the form are two buttons: 'Activate' and 'Clear'.

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Last Updated: 15th April 2016 | Server: DEL-GNDC-0033 | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 13,66,086 | Yearly Hits : 4,682 | Monthly Hits : 1,94,260

- The user will click on Activation link, after clicking on it user will be redirected to MIS page along with system generated Apprentice Registration number and a message. A new mail will be triggered to the registered email ID with the Apprentice Registration number as displayed below:

Figure- Establishment registration message

The screenshot shows the 'Registration of Establishment for Apprenticeship Training' message on the Ministry of Skill Development And Entrepreneurship website. The message content is:

Your Establishment registration for Apprenticeship training is now complete.

Your Establishment Registration Number is : **E09160700080**.

Please note down this unique registration number, it will be key field for any future actions.

User ID and Password has been sent on the same registered E-mail ID.

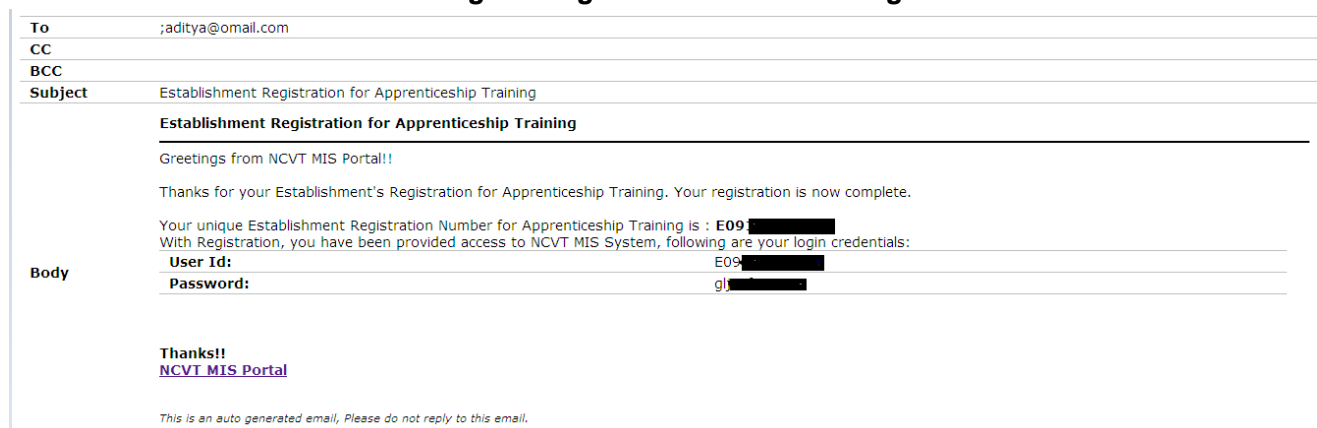
© 2015 Ministry of Skill Development And Entrepreneurship, Government of India.
Last Updated: 15th April 2016 | Server: DEL-GNDC-0033 | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 13,66,086 | Yearly Hits : 4,682 | Monthly Hits : 1,94,260



User Manual – Apprentice

5. A new mail will be triggered to the registered email ID with the login Credentials to the MIS page for Internal/Registered users.

Figure-Login Credentials Message



5.2 Apprentices

5.2.1 Apprentice Registration

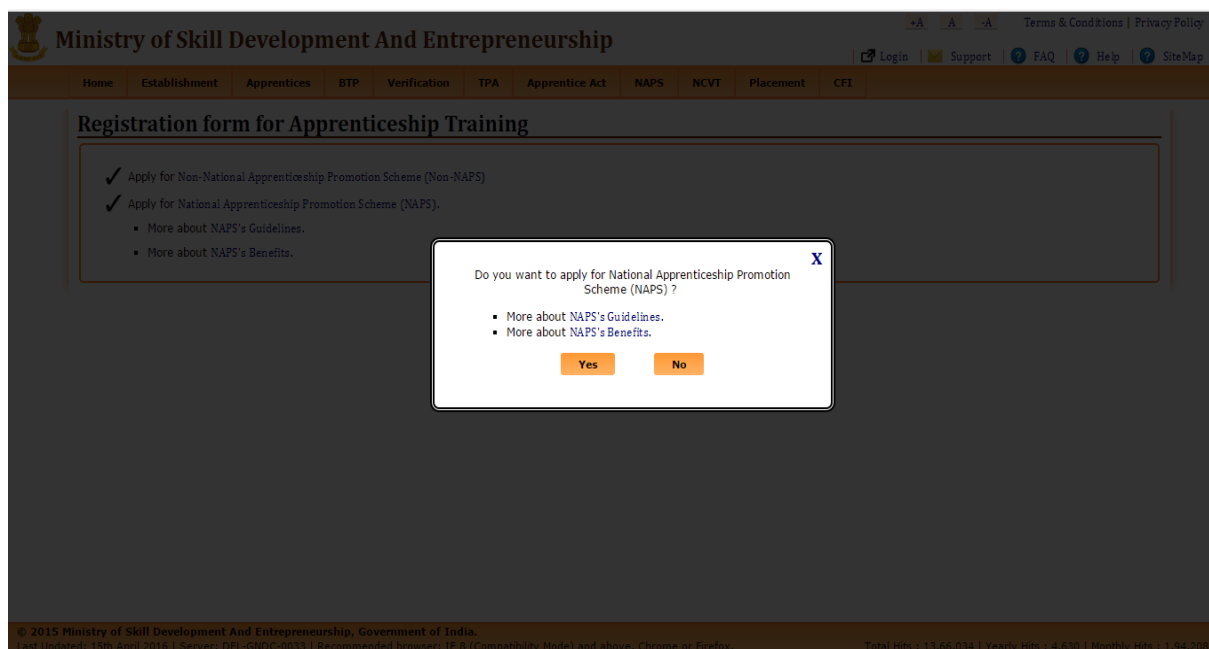
This link enables general public to register the perspective Apprentice for Apprenticeship Training in a registered Establishment on the portal. To register apprentice, follow the below mention steps:

1. Select **Apprentices > Apprentice Registration**.

Figure- Apprentice pop for NAPs/NonNAPs



User Manual – Apprentice



2. Click on **'Yes'** then user can register in NAPS Scheme or Click on **'No'** then user can register in Non-NAPS Scheme.
3. If user click on **'Yes'** then Candidate Type and Aadhar Card (UID) will be mandatory. otherwise it will not be mandatory.

Figure- Apprentice NAPs Registration Form



User Manual – Apprentice

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprentices BTP Verification TPA Apprentice Act NAPS NCVT Placement CFI

Registration form for Apprenticeship Training

Enter Details for Registration

Personal Details

Scheme	NAPS Apply for Non-NAPS	Candidate Type*	-Select-
Date of Birth*	<input type="text"/> dd-mm-yyyy <small>Minimum age should be 14 years.</small>		
Name *	<input type="text"/>	Gender *	-Select-
Father/Guardian Name *	<input type="text"/>	Mother Name *	<input type="text"/>
Adhar Card No. (UID No.) *	<input type="text"/>	Spouse Name	<input type="text"/>
Category*	-Select-	Is Person with Disability (PwD)*	<input checked="" type="radio"/> No <input type="radio"/> Yes

Name, DOB, Father name to be as given in Birth/School/Govt issued Certificate.

Contact Details

Address *	<input type="text"/>		
State *	-Select-	District *	-Select State-
Pincode*	<input type="text"/>		
Contact No. *	<input type="text"/>	Email ID *	<input type="text"/>

Activation link for registration will be sent on this email.

Qualification Details

• Currently you are applying for NAPS. To know more about NAPS click [here](#).

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Last Updated: 15th April 2016 | Server: DEL-GNDC-0033 | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 13,66,034 | Yearly Hits : 4,630 | Monthly Hits : 1,94,208

- Under NAPS Scheme , If user selects **ITI Passed** in Candidate type field,then SCVT/NCVT numbers are mandatory to be entered in registration form.
- When user enter **NCVT/SCVT Certificate No. (for ITI Pass-out)**. Then an external API will validate the NCVT/SCVT registration number entered.
- Under NAPS Scheme , If user selects **Fresher** in Candidate type field,then min. eligibility qualification Certificate no. is mandatory to be entered in registration form.
- Under NAPS Scheme , If user selects **MES** in Candidate type field,then **Unique Student Profile No./Certificate No.** is mandatory to be entered in registration form.
- Under NAPS Scheme , If user selects **Pradhanmantry Kaushal Vikas Yojana** in Candidate type field,then **System Identification No.** is mandatory to be entered in registration form.



User Manual – Apprentice

Figure- Apprentice NonNAPS Registration Form

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprentices BTP Verification TPA Apprentice Act NAPS NCVT Placement CFI

Registration form for Apprenticeship Training

Enter Details for Registration

Personal Details

Scheme	Non-NAPS	Apply for NAPS	Candidate Type	-Select-
Date of Birth*	dd-mm-yyyy <small>Minimum age should be 14 years.</small>			
Name *		Gender *	-Select-	
Father/Guardian Name *		Mother Name *		
Adhar Card No. (UID No.)		Spouse Name		
Category*	-Select-	Is Person with Disability (PwD)*	<input type="radio"/> No <input type="radio"/> Yes	

Name, DOB, Father name to be as given in Birth/School/Govt issued Certificate.

Contact Details

Address *			
State *	-Select-	District *	-Select State-
Pincode*			
Contact No. *		Email ID *	<small>Activation link for registration will be sent on this email.</small>

Qualification Details

Currently you are applying for Non-NAPS. To know more about NAPS click [here](#).

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India.
Last Updated: 15th April 2016 | Server: DEL-GNDC-0033 | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 13,66,034 | Yearly Hits : 4,630 | Monthly Hits : 1,94,208

- Under **NonNAPS Scheme** Candidate Type and Aadhar Card (UID) fields will not be mandatory.
- Enter the required details under Personal details title, Contact Details title, Qualification details title and technical Qualification (if applicable). Click on **Add** to add rows under Technical Qualification.
- Select Trade as per preferences, captcha and check the box under Declaration column for self-declaration.
- Click on **Submit** button to register the apprentice for apprenticeship training or click on **Clear** to clear the entered details for the form.
- If the user will select **Submit** button, the mail would be triggered to the registered email ID of apprentice with the activation link. The triggered email will be displayed as below:



User Manual – Apprentice

Figure- Email with Activation link

To	;aditi@gmail.com
CC	
BCC	
Subject	Registration for Apprenticeship Training Registration for Apprenticeship Training
Body	Greetings from NCVT MIS Portal!! Thanks for your Registration for Apprenticeship Training. In order to complete your registration please click following link: Activate Registration Activation Link Thanks!! NCVT MIS Portal <small>This is an auto generated email, Please do not reply to this email.</small>

14. The user will click on Activation link, after clicking on it user will be redirected to MIS page along with system generated Apprentice Registration number and a message. A new mail will be triggered to the registered email ID with the Apprentice Registration number as displayed below:

Figure- Registration No. on mail

To	;aditi@gmail.com
CC	
BCC	
Subject	Registration for Apprenticeship Training Registration for Apprenticeship Training
Body	Greetings from NCVT MIS Portal!! Thanks for your Registration for Apprenticeship Training. Your registration is now complete. Your unique Registration Number for Apprenticeship Training is : A031600055 To search and apply for Apprenticeship Training please refer this link of Establishment offering Apprenticeship Training. Click here. Thanks!! NCVT MIS Portal <small>This is an auto generated email, Please do not reply to this email.</small>

5.2.2 Apprentice Search

This link enables general public to search for apprentices registered to the Establishment based on the filter criteria. To search record of apprentice, follow the below mention steps:



User Manual – Apprentice

1. Select **Apprentices> Apprentice Search**.
2. Enter the required details of apprentice as registration no., Establishment Name, State (mandatory), district, type of trade, Trade, Gender, or Scheme type.
3. Click on '**Search**' to search the apprentice details or click on '**Clear**' to clear the filters.

Figure- Apprentice Search

The screenshot displays the website interface for the Ministry of Skill Development And Entrepreneurship. The top navigation bar includes links for Home, Establishment, Apprentices, BTP, Verification, TPA, Apprentice Act, NAPS, NCVT, Placement, and CFI. A dropdown menu is open under the 'Apprentices' tab, listing options: Apprentice Registration, Apprentice Activation, Apprentice Search, Apprentice Profile, Apprentice Verification, and Edit My Profile. The 'Apprentice Search' option is highlighted. Below the navigation, there are portraits of Shri Narendra Modi and Shri Rajiv Pratap Rudy. A central banner features a quote from Shri. Narendra Modi about skill acquisition. Below the banner are four main content boxes: 'Apprentice' (listing Registration, Search, Training, and Profile), 'Establishment' (listing Registration, Vacancies, Search, Enrollment, and Claim Submission), 'RDAT/SAA/AAA' (listing Contract, APY, and Claim Approvals), and 'News & Updates'. The footer contains copyright information, server details, and hit statistics.

4. If the user will click on **Search**, the details of apprentices will be displayed based on filter criteria along with a small pop-up (providing details of search criteria & results) on bottom left of the page (refer below image).



User Manual – Apprentice

Figure- Apprentice View

Ministry of Skill Development And Entrepreneurship

NCVT Home Home Establishment Apprentices TPA Certificate Verification Apprentice Act APY Login Support FAQ Help

Apprentice Search

Enter Search criteria

Registration No.		Establishment Name	
State*	-Select- Andaman & Nicobar Islands Andhra Pradesh Arunachal Pradesh	District	-Select- Anantapur Chittoor Cuddapah
Type of Trade	<input type="radio"/> Designated <input type="radio"/> Optional	Trade	-Select Trade Type-
Gender	-Select-	Scheme Type	-Select-

Search Clear

Search Results

Registration No.	Apprentice Name	EstablishmentName	Trade	State	District	Gender	Scheme Type	Training Start Date	Training End Date	CTS Pass
A051510581	A VIJAY KUMAR	M/S GNANA SEKHAR REDDY POWER LOOMS UNIT	Electrician	Andhra Pradesh	Chittoor	Male	APY	25-Mar-2015	24-Mar-2016	Yes
A061510792	A.NAVA TEJA	SWATHI ELECTRICALS	Electrician	Andhra Pradesh	Kumool	Male	APY	25-May-2015	24-May-2016	Yes
A071510891	Aa			Andhra Pradesh	Anantapur	Male				No
A051510553	AMBATI SRI KUMAR	SRI LAKSHMI ELECTRICAL & RE-WINDING WORKS	Electrician	Andhra Pradesh	East Godavari	Male	APY	01-Apr-2015	31-Mar-2016	Yes
A061510813	ARASADA RAJU	SIRI SMELTER & ENERGY PVT.LTD	Fitter	Andhra Pradesh	Vizianagaram	Female	APY	22-Apr-2015	21-Apr-2016	Yes
A051510558	ARWETI SUESHB ABU	YESSSES ANODIZING INDUSTRIES (Pvt) Ltd.	Machinist (Grinder)	Andhra Pradesh	Anantapur	Male	APY	16-Mar-2015	15-Mar-2016	Yes
A061510827	B. DURGA PRASAD NAYAK	ARUNA MOTORS PVT. LTD	Mechanic Diesel	Andhra Pradesh	Krishna	Male	APY	18-May-2015	17-May-2017	Yes
A051510517	B.SIVARAMPRASAD	MAHALAKSHMI AUTO VENTURES	Mechanic Diesel	Andhra Pradesh	East Godavari	Male	APY	01-Oct-2014	30-Sep-2016	Yes
A051510510	BALE SATEESH	REDDY & REDDY MOTARS	Mechanic (Motor Vehicle)	Andhra Pradesh	Krishna	Male	APY	02-Feb-2015	01-Feb-2016	Yes
A071510878	BALE SUBBARAJU	M/S INNOVATIONS	Electronics Mechanic	Andhra Pradesh	West Godavari	Male	APY	18-Jun-2015	17-Jun-2016	Yes
A051510515	BALEY MANOHAR	WIPRO INFRASTRUCTURE ENGINEERING	Turner	Andhra Pradesh	Guntur	Male	APY			
A061510838	BATHI DEVUDU Naidu	VJINAY ENGINEERING WORKS	Welder (Gas & Electric)	Andhra Pradesh	Visakhapatnam	Male	APY			

189 records fetched successfully on the basis of:
1. State:Andhra Pradesh

Server: MISWEB-STAGE| © 2015 Ministry of Skill Development And Entrepreneurship, Government of India. Total Hits : 487,606 | Yearly Hits : 487,606 | Monthly Hits : 5,474

5.2.3 Apprentice Profile

This link enables general public to view the apprentice profile. To view the apprentice profile, user needs to authenticate the apprentice record and after the successful authentication the profile will be opened. To view the apprentice profile, follow the below mention steps:

1. Select **Apprentices > Apprentice Profile**.
2. Enter the required details for the authentication of apprentice profile as Registration No., Father/Guardian Name, Date of Birth and Captcha image.
3. Select **'Authenticate'** to authenticate and view the apprentice profile or select **'Clear'** to clear the entered details.



User Manual – Apprentice

Figure- Apprentice Profile Authenticate

Ministry of Skill Development And Entrepreneurship

NCVT Home Home Establishment Apprentices TPA Certificate Verification Apprentice Act APY

Login Support FAQ Help

Apprentice Authentication

Registration No.*

Father/Guardian Name*

Date Of Birth*

Enter Captcha Image* Refresh

Remember Me

Authenticate **Clear**

Server: MISWEB-STAGE| © 2015 Ministry of Skill Development And Entrepreneurship, Government of India. Total Hits : 487,607 | Yearly Hits : 487,607 | Monthly Hits : 5,475

- If user will select authenticate, on successful authentication the trainee will be able to view own personal details, contact details and qualification details.

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprentices BTP Verification TPA Apprentice Act NAPS NCVT Placement CFI

Login Support FAQ Help SiteMap

Name gunjan.NLV1 **Gender** Female

Date Of Birth 15-May-1992

Father/Guardian Name OP **Mother Name** ABC

Aadhar Card No. (UID No.) - **Spouse Name**

Category General **Is Person with Disability (PwD)** No

Whether ITI Passed Yes

NCVT/SCVT Certification Type NCVT **Certified Candidate Type** Regular

NCVT/SCVT Certificate No. 52523 **ITI Trade** Carpenter

Contact Details

Address C-123 **District** Central **State** Delhi

Pin Code 110085 **Contact No.** 986563323232323 **Email ID** gunjan@gmail.com

Qualification Details

Academic Qualification 12th

Technical Qualification

Trade Preference Details

SNo.	Preference Type	Sector	Trade
1	First Trade Preference	Agriculture	Carpenter

Offer Details

Hall Ticket Eligibility

Exam Fee	Sessional Marks Available	Hall Ticket Eligibility Status	Hall Ticket	Mark Sheet
Received	Yes	Eligible	Not Available	

Print Certificate

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. Last Update: 15th April 2016 | Server: DL-CDCC-0323 | Recommended Browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 13,06,229 | Yearly Hits : 4,825 | Monthly Hits : 1,94,433



User Manual – Apprentice

5. Apprentice can check Hall ticket eligibility status and download Hall ticket, Marksheet and print Certificate from profile page.
6. In order to download Hall ticket user have to click on Hall Ticket icon . The hall ticket will be downloaded in .pdf file.
7. In order to download Marksheet user have to click on Marksheet icon. The marksheet will be downloaded in .pdf file.
8. In order to download Certificate user have to click on Certificate icon. The Certificate will be downloaded in .pdf file.

Note: Click on Refresh link which is placed just below the Captcha to refresh the image texts.

5.2.4 Edit My Profile

This link enables general public to update the apprentice profile. To update the apprentice profile, user needs to authenticate the apprentice record and after the successful authentication the profile will be opened. To update the apprentice profile, follow the below mention steps:

1. Select **Apprentices > Edit My Profile**.

Figure-ApprenticeProfileAuthenticate

The screenshot displays the 'Apprentice Authentication' form on the Ministry of Skill Development And Entrepreneurship website. The form includes the following fields and elements:

- Registration No.*
- Father/Guardian Name*
- Date Of Birth* (format: dd-mmm-yyyy)
- Enter Captcha Image* (with a 'Refresh' link)
- Remember Me (checkbox)
- Authenticate button
- Clear button

At the bottom of the page, the footer contains the text: "Server: MISWEB-STAGE|© 2015 Ministry of Skill Development And Entrepreneurship, Government of India." and "Total Hits : 487,607 | Yearly Hits : 487,607 | Monthly Hits : 5,475".



User Manual – Apprentice

2. Enter the required details for the authentication of apprentice profile as Registration No., Father/Guardian Name, Date of Birth and Captcha image.
3. Select '**Authenticate**' to authenticate and update the apprentice profile or select '**Clear**' to clear the entered details.

Figure-Apprentice Edit Profile

Ministry of Skill Development And Entrepreneurship

Home Establishment Apprentices BTP Verification TPA Apprentice Act NAPS NCVT Placement CFI

Close Session

Edit Apprentice Details

Edit Details for Apprentice

Personal Details			
Apprentice Registration No.	A091600010	Is NAPS	No
Candidate Type	Fresher		
Date of Birth	15-Jun-1992 dd-mm-yyyy Minimum age should be 14 years.	Minimum Eligibility Qualification Certificate No./ Marks Card No.	
Name	Honey Nohara	Gender	Female
Father/Guardian Name	hp	Mother Name	py
Adhar Card No. (UID No.)		Spouse Name	
Category	Other Backward Class	Is Person with Disability (PwD)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Contact Details			
Address	C-12/119	District	East
State	Odisha		
Pincode	754354		
Contact No.	858585454545454	Email ID	hny111@bpf.com
Qualification Details			
Education Qualification (completed)	12th	Education Qualification (in progress)	Select
Attach Document	Choose File No file chosen Upload Doc/Docx/PDF/PG up to 200 KB	CFI/MTicket	781_20160921_05_33_07.pdf
Technical Qualification (Please fill if applicable)			
Name of Institute		Name of Council/University	
Name of Trade/Course		Course Start Date	dd-mm-yyyy
Course End Date	dd-mm-yyyy		
		Add	Clear
Institute Name	Council/University	Name of Trade	Training Start date
			Training End Date
			Is Highest Qualification
No records found.			
Upload Highest Qualification Document		Choose File No file chosen Upload Doc/Docx/PDF up to 200 KB	Click Trade Eligibility
Edit Trade Preference			
Trade Preference	Sector	Trade	
Second Trade Preference	Select	Select Sector	
		Add	Clear



User Manual – Apprentice

Trade Preference				
Trade Preference	Sector	Trade	Edit	Delete
First Trade Preference	Agriculture	Apprentice Food and Beverage Service (Stewardship)	Edit	Delete

Upload Your Passport size Photograph	<input type="button" value="Choose File"/> No file chosen Upload JPG/PPEG/GIF/PNG up to 200 KB	
Upload Signature	<input type="button" value="Choose File"/> No file chosen Upload JPG/PPEG/GIF/PNG up to 200 KB	
Upload father/Guardian Signature	<input type="button" value="Choose File"/> No file chosen Upload JPG/PPEG/GIF/PNG up to 200 KB	
Enter Captcha Image*	<input type="text"/>	1 9 5 4 7 <input type="button" value="Refresh"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

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Last Updated: 13th April 2016 | Server: DEL-INDC-0033 | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox.

Total Hits : 13,66,093 | Yearly Hits : 4,689 | Monthly Hits : 1,94,267

1. Under **NAPS Scheme** Candidate Type and Aadhar Card (UID) fields will be mandatory.
2. Under **NonNAPS Scheme** Candidate Type and Aadhar Card (UID) fields will not be mandatory.
3. Enter the required details under Personal details title, Contact Details title, Qualification details title and technical Qualification (if applicable). Click on **Add** to add rows under Technical Qualification.
4. Select Trade as per preferences, captcha and check the box under Declaration column for self-declaration.
5. Click on **Submit** button to update the apprentice for apprenticeship training or click on **Clear** to clear the entered details for the form.

5.2.5 Apprentice Verification

This link enables general public to validate a particular apprentice on the basis search criteria and view the validated apprentice details. To Validate the apprentice profile, follow the below mention steps:

1. Select **Apprentices > Apprentice Verification**.
2. Enter the details as Registration number, Father/Guardian Name, Date of Birth, and Captcha Image.



User Manual – Apprentice

Figure- Apprentice Verification

The screenshot displays the 'Ministry of Skill Development And Entrepreneurship' website. The navigation menu includes 'NCVT Home', 'Home', 'Establishment', 'Apprentices', 'TPA', 'Certificate Verification', 'Apprentice Act', and 'APY'. The 'Apprentices' menu is expanded, showing 'Apprentice Registration', 'Apprentice Search', 'Apprentice Profile', and 'Apprentice Verification' (highlighted in red). The 'Apprentice Verification' form is titled 'Enter search criteria' and contains the following fields: 'Registration Number*', 'Date of Birth*' (with a placeholder 'dd-mmm-yyyy'), 'Father/Guardian Name*', and 'Enter Image Text*'. A captcha image 'f k d t 8 d' is displayed with a 'Refresh' link. 'Search' and 'Cancel' buttons are at the bottom of the form. The footer shows the URL '164.100.128.233/Pages/Apprenticeship/ApprenticeValidate.aspx', 'Apprenticeship, Government of India.', and statistics: 'Total Hits : 487,610 | Yearly Hits : 487,610 | Monthly Hits : 5,478'.

3. Select '**Search**' to view the validated profile or select '**Cancel**' to clear the entered details.
4. If user will select the search, on successful validation the profile of apprentice will be displayed.

5.2.6 Apprentice Activation

This link enables general public to register the perspective Apprentice for Apprenticeship Training in a registered Establishment on the portal. To activate apprentice, follow the below mention steps:

1. Select **Apprentices > Apprentice Activation**.
2. Enter the required details as Apprentice Email ID, Father/Guardian Name, Date Of Birth and Captcha Image.
3. Click on '**Activate**' to activate the details or click on '**Clear**' to clear the filters.



User Manual – Apprentice

Figure- Apprentices Activation

The screenshot shows the 'Apprentice Activation' form on the Ministry of Skill Development and Entrepreneurship website. The form includes the following fields and elements:

- Apprentice Email ID***: Text input field.
- Father / Guardian Name***: Text input field.
- Date of Birth***: Text input field with a date format hint 'dd-mmm-yyyy'.
- Enter Captcha Image***: Captcha image showing the numbers '29122' and a 'Refresh' link.
- Buttons**: 'Activate' and 'Clear' buttons.

At the bottom of the page, there is a footer with the following information:

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India.
Last Updated: 15th April 2016 | Server: DEL-GNDC-0033 | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 13,66,087 | Yearly Hits : 4,683 | Monthly Hits : 1,94,261

- The user will click on Activation link, after clicking on it user will be redirected to MIS page along with system generated Apprentice Registration number and a message. A new e-mail will be triggered to the registered email ID with the Apprentice Registration number as displayed below

The screenshot shows the 'Registration form for Apprenticeship Training' on the Ministry of Skill Development and Entrepreneurship website. The form displays a successful registration message:

Registration form for Apprenticeship Training

Your registration for Apprenticeship training is now complete.

Your Apprenticeship Registration Number is : **A091600010**.

Please note down this unique registration number; it will be key field for any future actions.

To search and apply for Apprenticeship Training please refer this link of [Establishments offering Apprenticeship training](#).

At the bottom of the page, there is a footer with the following information:

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India.
Last Updated: 15th April 2016 | Server: DEL-GNDC-0033 | Recommended browser: IE 8 (Compatibility Mode) and above, Chrome or Firefox. Total Hits : 13,66,088 | Yearly Hits : 4,684 | Monthly Hits : 1,94,262



User Manual – Apprentice

15. A new mail will be triggered to the registered email ID with the Apprentice Registration number as displayed below:

Figure- Registration No. on mail

To	:hny1111@gf.com
CC	
BCC	
Subject	Registration for Apprenticeship Training

Registration for Apprenticeship Training

Greetings from NCVT MIS Portal!!

Thanks for your Registration for Apprenticeship Training. Your registration is now complete.

Your unique Registration Number for Apprenticeship Training is : **A091600010**

Body To search and apply for Apprenticeship Training please refer this link of Establishment offering Apprenticeship Training. [Click here.](#)

Thanks!!
[NCVT MIS Portal](#)

This is an auto generated email, Please do not reply to this email.

5.3 Certificate Verification

5.3.1 E-Certificate Verification

This link enables user to view the certified trainee information by providing the e-Certificate number. To view the certified trainee details, follow the below mention steps:

1. Select **Certificate verification> e-Certificate Verification**.
2. Enter the e-Certificate number of apprentice.
3. Click on '**Go**'.

Figure- e-Certificate Search

The screenshot shows the website interface for the Ministry of Skill Development And Entrepreneurship. The navigation menu includes Home, ITI, Trainee, Certificate Verification, Instructor, Calendar, Apprenticeship, and MIS Functionalities. The 'Certificate Verification' menu is expanded to show 'e-Certificate Verification' and 'Certified Trainee Search'. The 'e-Certificate Verification' page features a search form with the following elements:

- Header: e-Certificate Verification
- Section: Enter e-Certificate Number
- Input field: e-Certificate Number (with a note: Only Numbers Allowed)
- Submit button: Go

At the bottom of the page, there is a footer with the URL: 164.100.128.233/Pages/Certification/Validate.aspx, the text: urship, Government of India., and the statistics: Total Hits : 487,611 | Yearly Hits : 487,611 | Monthly Hits : 5,479.



User Manual – Apprentice

- As per the provided e-Certificate number, the certified trainee details will be displayed (refer below image).

Figure- Certified Trainee information

Ministry of Skill Development And Entrepreneurship

Home ITI Trainee Certificate Verification Instructor Calendar Apprenticeship MIS Functionalities

Log In Support FAQ Help

e-Certificate Verification

Enter e-Certificate Number

e-Certificate Number:
(Only Numbers Allowed)

Certified Trainee Information

Trainee Name	Mustafa Husain
Father Name	Md. Akhtar Ali
Institute	Maulana Minnatullah Rahmani Memorial Technical Institute, Private Industrial Training Institute, Phulwari Sharif, Patna
Institute Address	Maulana Minnatullah Rahmani Memorial Technical Institute, Private Industrial Training Institute, Fci Road, Po & Ps-Phulwari Sharif, Dist.-Patna, Bihar-801505
Trade	Electronics Mechanic
Training Duration	Aug-2008 To Jul-2010
Certified	Yes
Certificate Issue Date	06-Apr-2015

Server: MIS11EB-STAGE | © 2015 Ministry of Skill Development And Entrepreneurship, Government of India. Total Hits : 406,291 | Yearly Hits : 406,291 | Monthly Hits : 4,259

5.3.2 Certified Trainee Search

This link enables user to view the certified apprentices details as per the search criteria. To view the certified trainee details, follow the below mention steps:

- Select **Certificate verification**> **Certified Trainee Search**.
- Enter required details as State (mandatory), Year (mandatory), ITI name, Trade and Trainee name.
- Select '**Search**' to view the details as per the search criteria or select '**Clear**' to clear the entered details.



User Manual – Apprentice

Figure- Certified Trainee Search

4. If user will select Search, the certified trainee details will be displayed along with a small pop-up (providing details of search criteria & results) on bottom left of the page (refer below image).

Figure- Certified Trainee details



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5.4 Apprentice Protsahan Yojana

5.4.1 APY Guidelines

This link enables user to view the guidelines of Apprentice Protsahan Yojana. To view the APY guideline, follow the below mention steps:

1. Select **Apprentice Protsahan Yojana > APY Guideline.**

Figure- APY Guidelines

The screenshot displays the 'Apprenticeship Training Portal' under the Ministry of Skill Development and Entrepreneurship. The navigation menu includes 'Home', 'Establishment', 'Apprentices', 'TPA', 'Certificate Verification', 'Apprentice Act', and 'APY'. The 'APY Guidelines' link is highlighted. The main content area features a quote from Shri. Narendra Modi and a photo of workers. Below this, there are four columns of links: 'Apprentice' (Registration, Search, Training, Profile), 'Establishment' (Registration, Vacancies, Search, Enrollment, Claim Submission), 'RDATs' (Contract Approval, APY Approvals, Claim Approval), and 'SAAs' (Contract Approval, APY Approvals, Claim Approval). The footer shows statistics: Total Hits: 487,611 | Yearly Hits: 487,611 | Monthly Hits: 5,479.

2. It will redirect to the APY guideline page (refer below image).



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Figure- APY

APPRENTICE PROTSAHAN YOJANA (APY)

A. Background:

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to youth and person having National Trade certificate issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; trade apprentice, graduate, technician and technician (vocational) apprentices. Qualifications of trade apprentices vary from class VIII pass to XII pass (10+2) system. Period of training varies from 6 months to 4 years.

At present there are 28,500 establishments covered throughout the country for trade apprentices under the Apprentices Act, 1961 which is miniscule as compared to the number of establishments in the country. 2.11 lakhs trade apprentices are undergoing apprenticeship training against 3.59 lakhs apprenticeship seat. To bring more number of establishments and youth under the Apprentices Act, 1961, suggestions were received from various quarters and these suggestions were deliberated in the meetings of the Inter Ministerial Group (IMG) comprising representatives from Railways, Planning Commission, Power, MSME, HRD, NSDA, Defence & DGET. IMG, interalia, recommended that since the rates of Stipend are being enhanced to attract youth, stipend paid by the establishments registered with MSMED Act and having turn over less than Rs.100 crore should be shared equally by the Government also. Recommendation of IMG was subsequently, discussed at length in the meeting of Central Apprenticeship Council (CAC) which also supported the recommendation of IMG. Hon'ble Finance Minister, interalia in his budget speech said that "Comparing the size and rate of growth of economy of India, the performance of Apprenticeship Training Scheme (ATS) is not satisfactory and a large number of training facilities available in the industry are going unutilized. Apprenticeship Act will be suitably amended to make it more responsive to industry and youth. We will also encourage MSMEs to avail of the benefits of this scheme.

5.5 TPA Guidelines

This link enables user to view the guidelines of TPA. To view the TPA guideline, follow the below mention steps:

1. Select TPA>TPA Guideline.

Figure- TPA Guidelines view

Ministry of Skill Development And Entrepreneurship

NCVT Home Home Establishment Apprentices TPA Certificate Verification Apprentice Act APY Login Support FAQ Help

Welcome to Apprenticeship Training Portal

Millions and Millions of Indian youth should go for acquisition of skills and there should be a network across the country for this and not the archaic systems. They should acquire the skills which could contribute towards making India a modern country. Whenever they go to any country in the world, their skills must be appreciated.
- Shri. Narendra Modi (Hon'ble Prime Minister of India)

Apprentice

- Apprentice Registration
- Establishment Search
- Apply for Apprenticeship Training
- Apprentice Profile

Establishment

- Establishment Registration
- Update Apprenticeship Vacancies
- Apprentice Search
- APY Enrollment
- APY Claim Submission

RDATs

- Contract Approval
- APY Approvals
- Claim Approval

SAAs

- Contract Approval
- APY Approvals
- Claim Approval

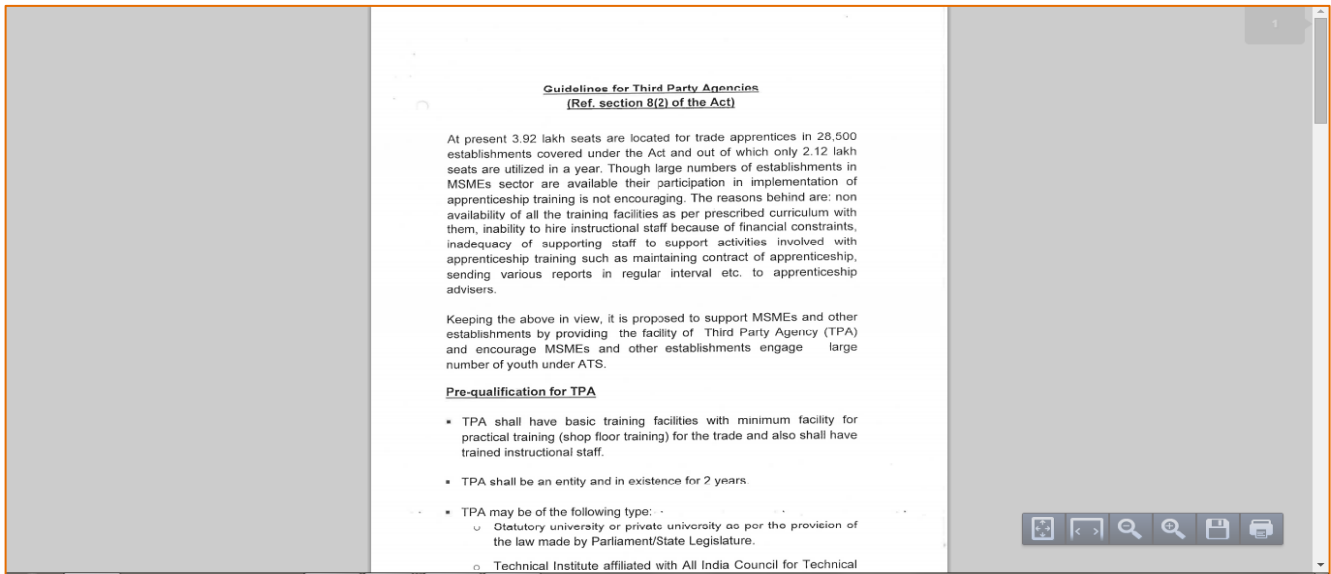
javascript:window.open('/Material/TPAGuidelines.pdf');void(0); erment of India. Total Hits : 487,611 | Yearly Hits : 487,611 | Monthly Hits : 5,479



User Manual – Apprentice

2. It will redirect to the TPA guideline page (refer below image).

Figure- TPA Guidelines



5.6 Apprentice Act

This link enables user to view the Apprentice Act. Under this section different options are available to user to view as Apprentice Act 1961, Amendment to Apprenticeship Rules 1992, Amendment to Apprentice Act, Stipend Notification (Vocational), and Stipend Notification (Trade Apprentices). To view these details select them one by one (refer below image).

Figure- Apprentice Act





User Manual – Apprentice

6. Help

For any guidance user can Refer Help option on the Extreme top right corner of MIS application page (refer below image). Through this link user can download user manual any time, number of times.

Figure: Help

Ministry of Skill Development And Entrepreneurship

NCVT Home Home Establishment Apprentices TPA Certificate Verification Apprentice Act APY Login Support FAQ Help

Welcome to Apprenticeship Training Portal

Millions and Millions of Indian youth should go for acquisition of skills and there should be a network across the country for this and not the archaic systems. They should acquire the skills which could contribute towards making India a modern country. Whenever they go to any country in the world, their skills must be appreciated.
- Shri. Narendra Modi (Hon'ble Prime Minister of India)

Shri Narendra Modi
Hon'ble Prime Minister of India

Shri Rajiv Pratap Rudy
Minister of State (I/C)

Apprentice

- Apprentice Registration
- Establishment Search
- Apply for Apprenticeship Training
- Apprentice Profile

Establishment

- Establishment Registration
- Update Apprenticeship Vacancies
- Apprentice Search
- APY Enrollment
- APY Claim Submission

RDATs

- Contract Approval
- APY Approvals
- Claim Approval

SAAs

- Contract Approval
- APY Approvals
- Claim Approval

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