USER MANUAL

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

Ver–1.01

[Apprentice Module]

Submitted By

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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

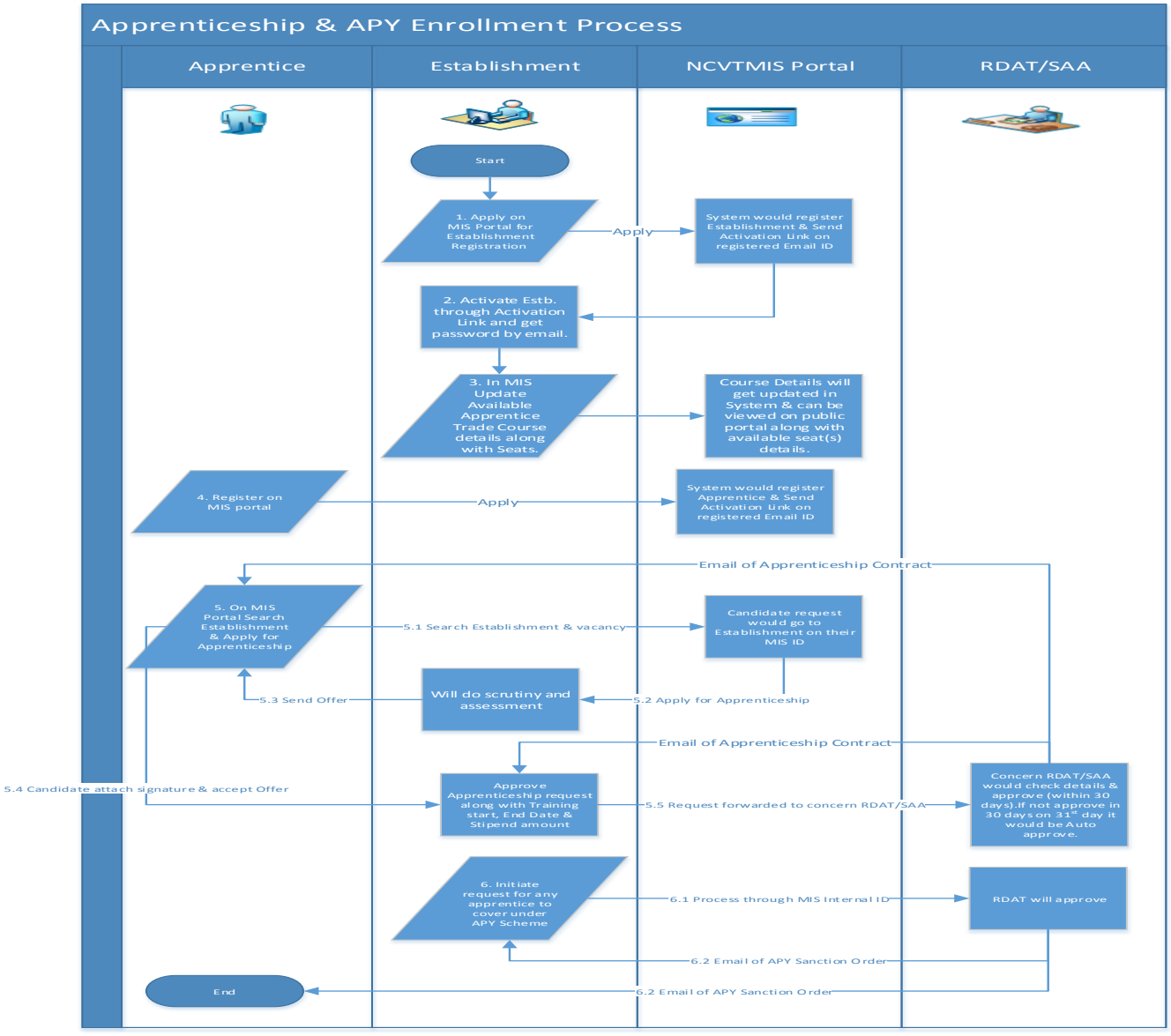
General public and all users of the DGT web based portal will be the intended audience of this document.

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

3. Process Flow

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



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 to perform further in MIS. On Rejection, establishment profile will be Deactive in system.

Apprentice Registration and Apply

7. Apprentice need to register themselve 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).

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.

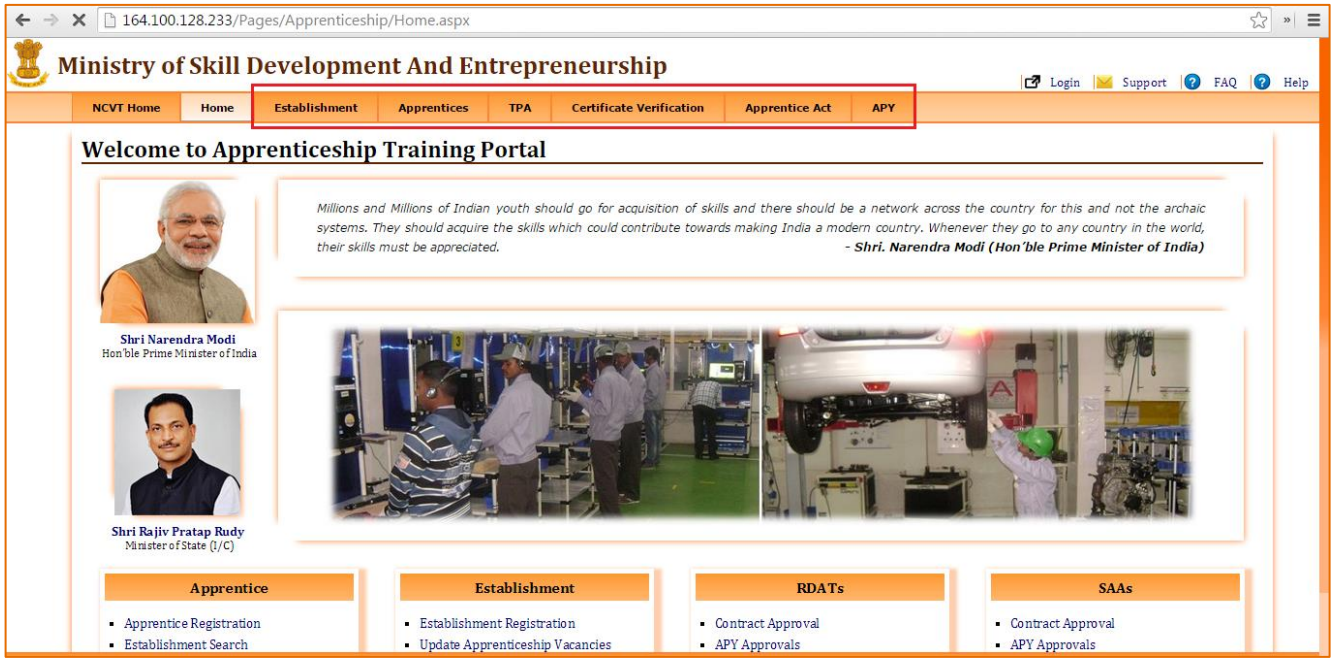
4.2 Home page

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

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.

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.

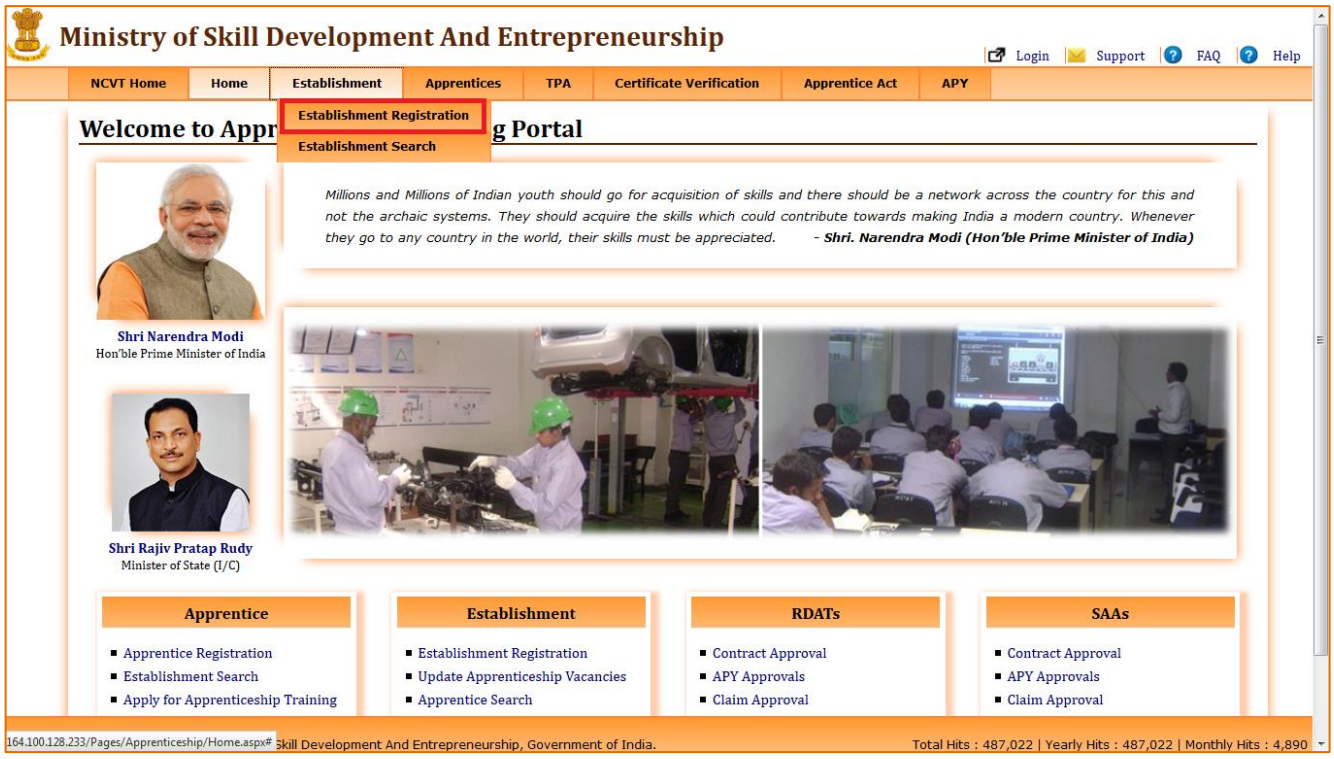
FAQ: Frequently asked Questions about Apprenticeship Module.

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.

Figure- Apprenticeship



5.1 Establishment

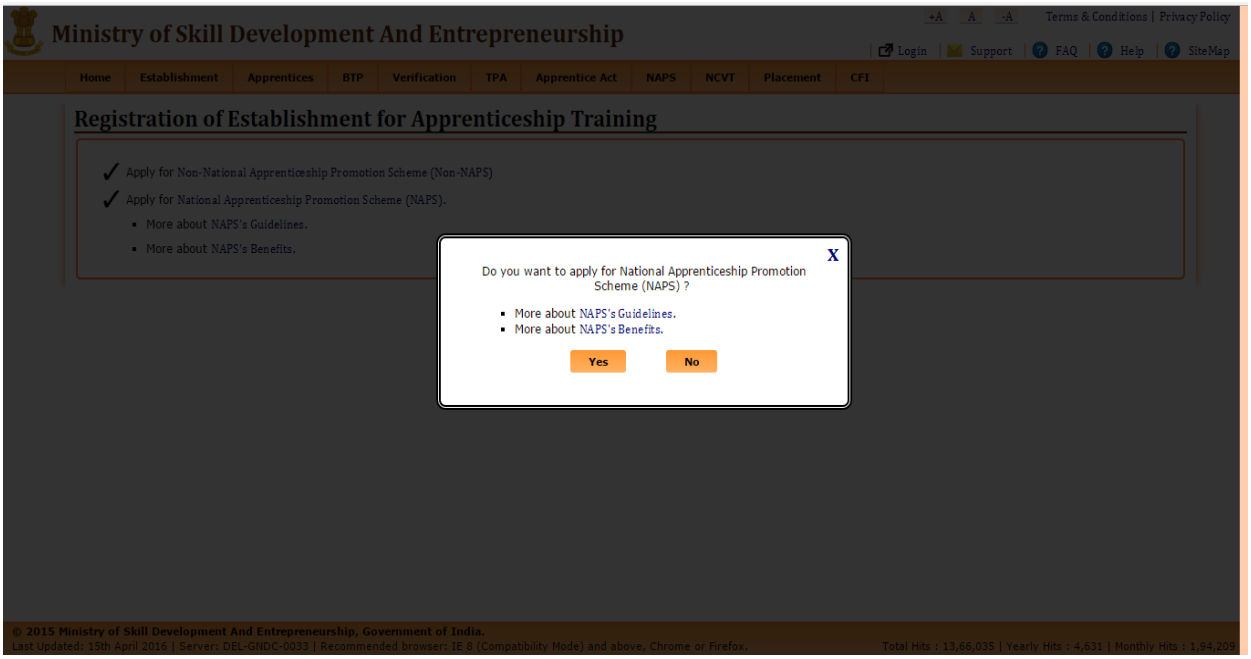
5.1.1 Establishment Registration

The purpose of Registration of Establishment process is to engage establishment for apprenticeship training. This link enables all establishment to register for Apprenteship 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:

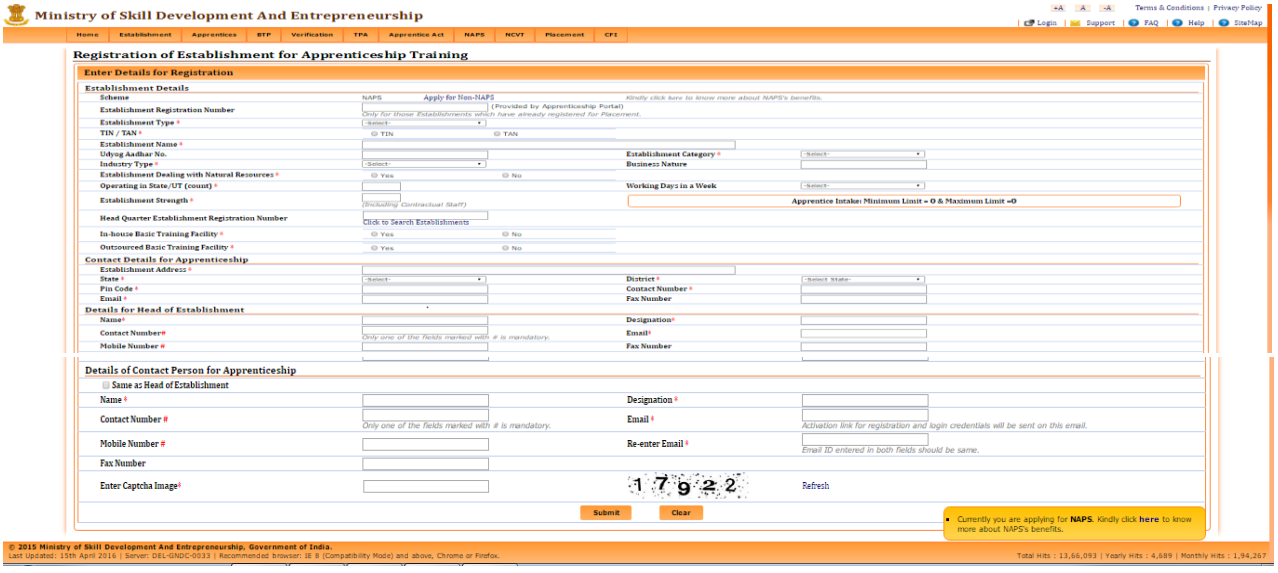
1. Select **Establishment> Establishment Registration.**

Figure-* Establishment *pop for NAPs/NonNAPs



2. Click on **'Yes'** then user can registred in NAPS Scheme.

Figure- Apprentice NAPS Registration Form



3. Click on **'Apply for NonNAPS'** then user will be registred for NonNAPS Scheme. And Click on **'Click'** hyperlink then all the details about Non-NAPS will display on screen.

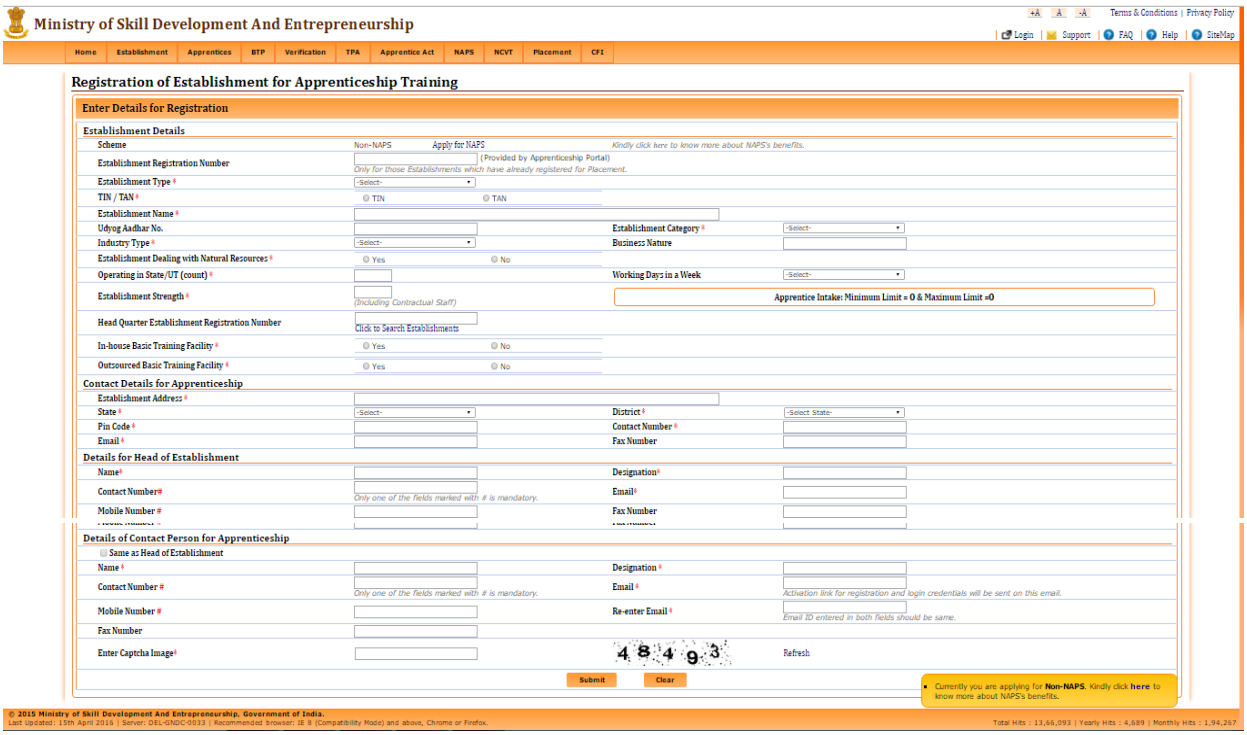
4. Under NAPs Scheme, Establishment have two type.
   - Government type
   - Private type.
5. If user select **'Government Type'** then TIN and TAN will be mandatory fileds.

6. If user select **'Private Type'** EPFO Employee Provident Fund Organization No., ESI Employee State Insurance No.,LSI Labor Identification No will be mandatory fileds.

7. If user enter Aadhar number then user will be registred under NAPS Scheme. Aadhar number will be unique.

8. Click on **'No'** then user can register in NonNAPS Scheme.

Figure- **Establishment *NonNAPS Registration Form***



9. Click on **'Apply for NAPS'** then user will be registred 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 fileds

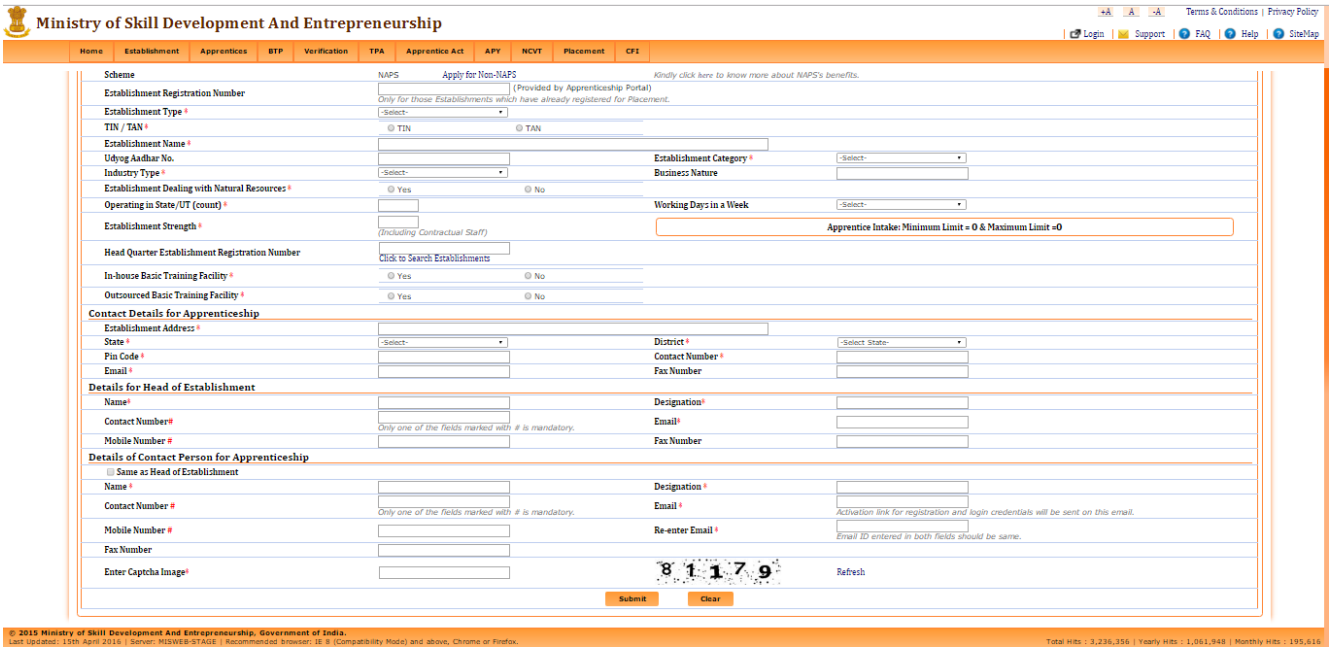
11. If user select **'Government Type'** then TIN and TAN will be mandatory fileds.

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

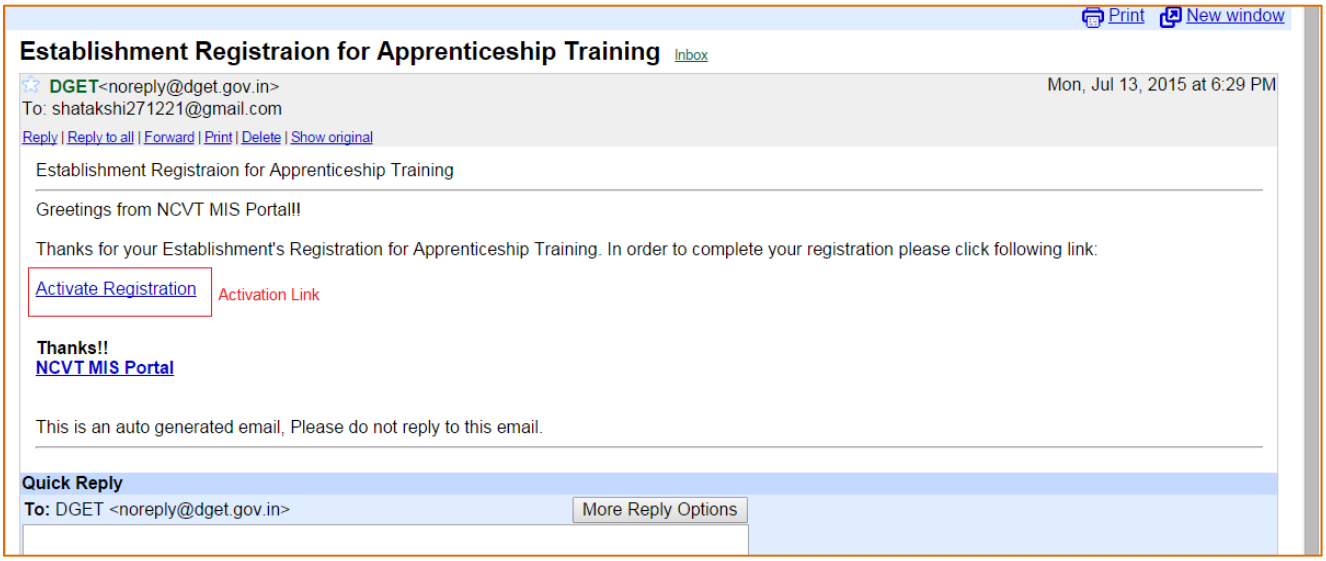


14. If the user will select **Submit**, the mail would be triggered to the registered email ID of Contact Person for Apprenticeship with the activation link as displayed below:

Figure- Establishment Registration Notification

The triggered email will be displayed as below:

Figure- Email with Activation link

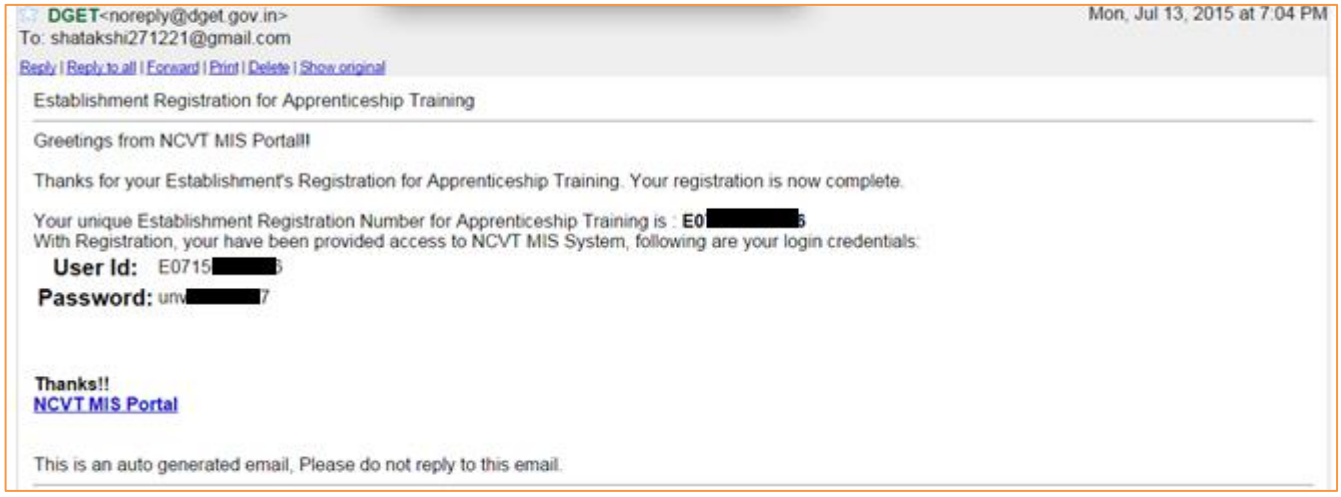


The user will click on Activation link, after clicking on it user will be redirected to a page along with system generated Establishment Registration number and a message.

Figure-Establishment registration message

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

Figure-Login Credentials Message


DGET<noreply@dget.gov.in>
Mon, Jul 13, 2015 at 7:04 PM
To: shatakshi271221@gmail.com
Reply | Reply to all | Forward | Print | Delete | Show original

Establishment Registration for Apprenticeship Training

Greetings from NCVT MIS Portal!!

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

Your unique Establishment Registration Number for Apprenticeship Training is : E0[redacted]5
With Registration, your have been provided access to NCVT MIS System, following are your login credentials:

User Id: E0715[redacted]5

Password: unv[redacted]7

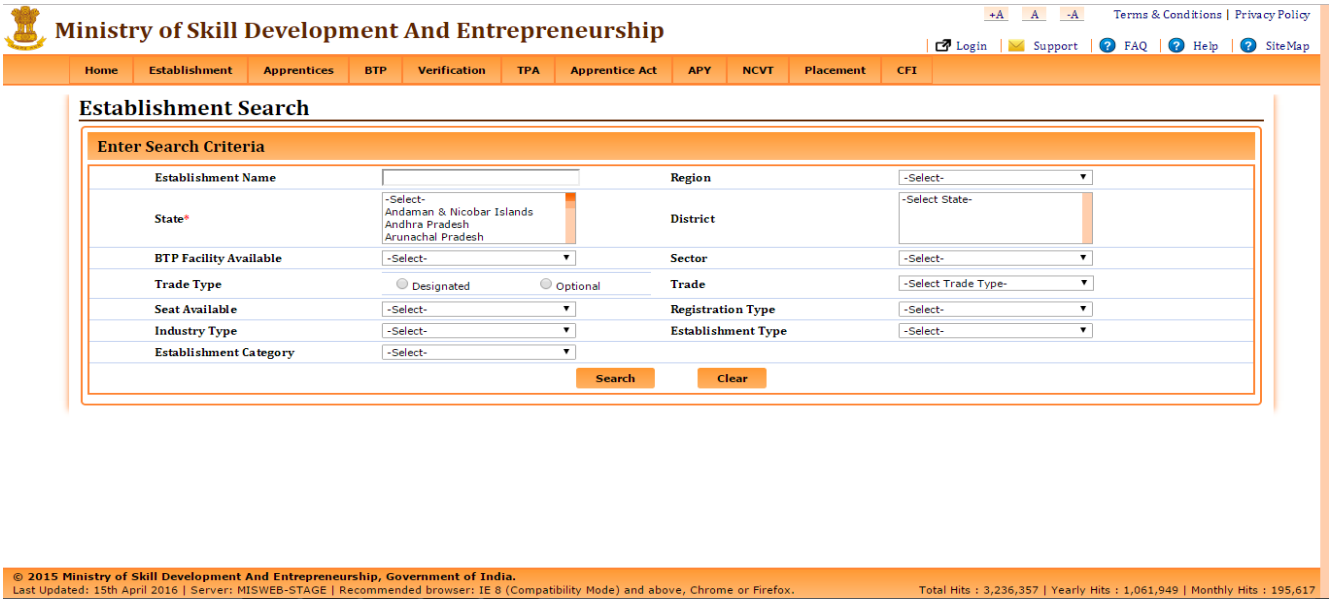
Thanks!!
NCVT MIS Portal

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

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



1. 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

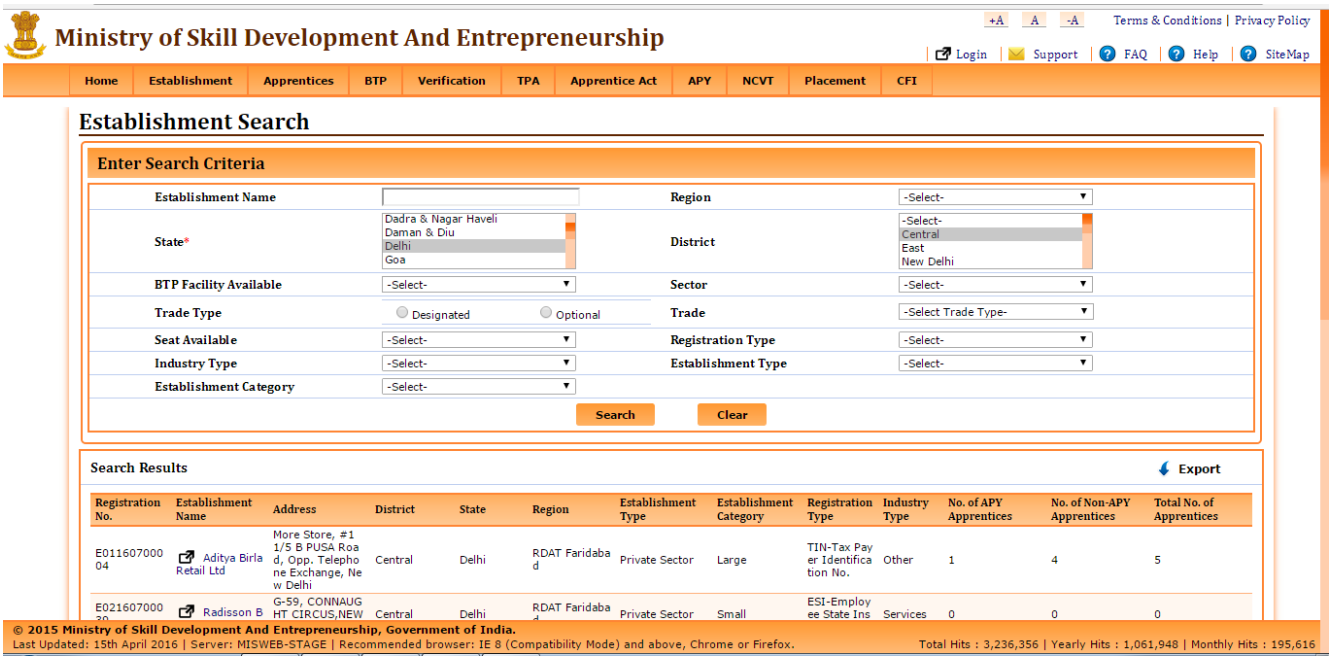
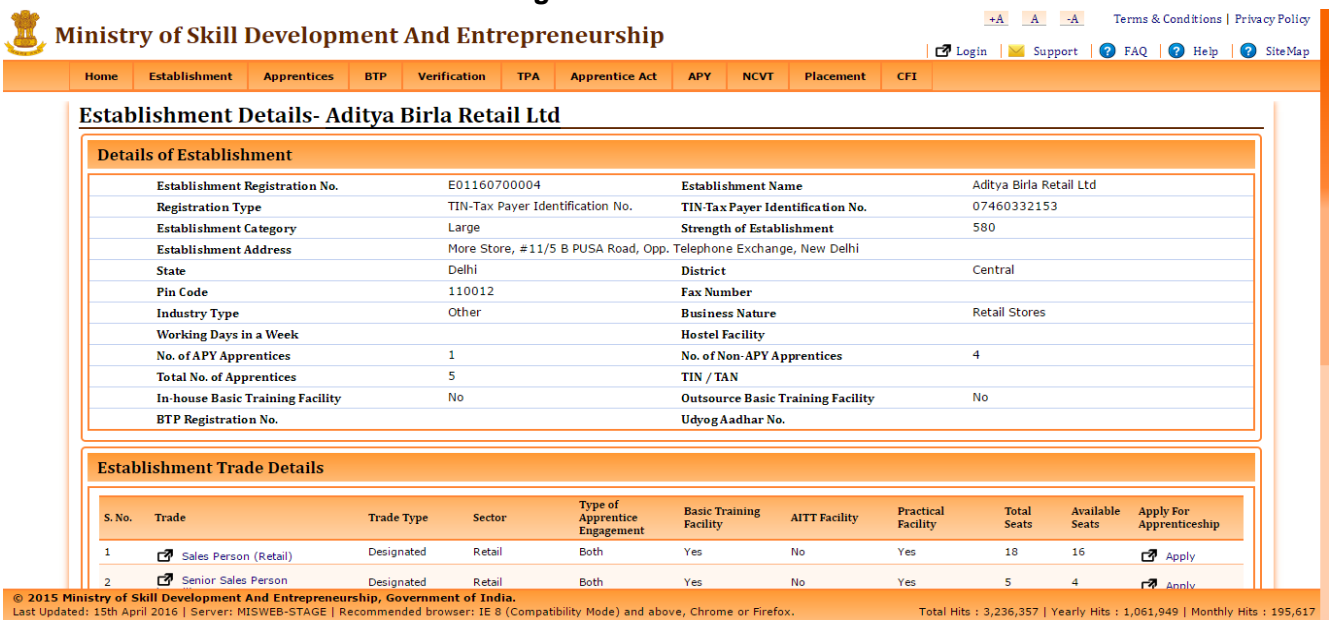


Figure- Establishment Profile View

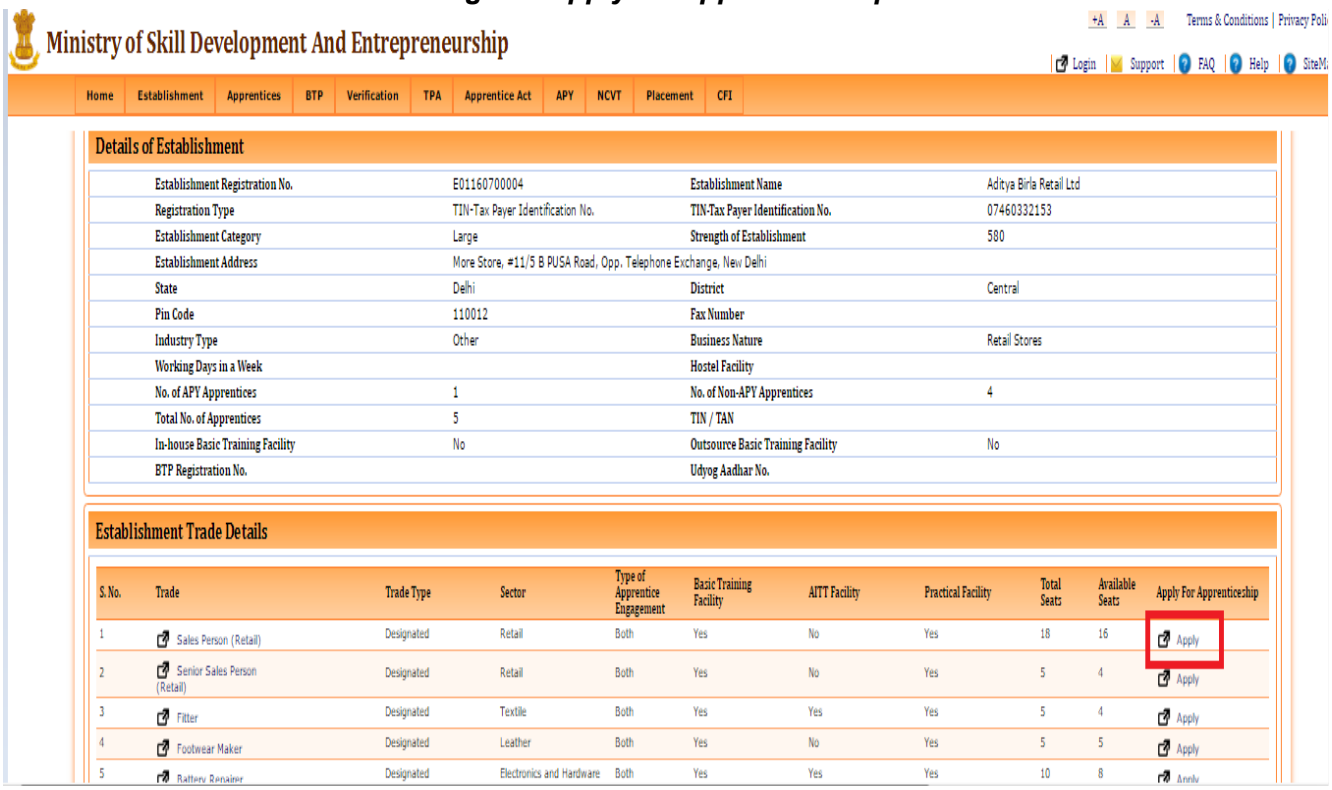


5.1.2.1 Apply for apprenticeship

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

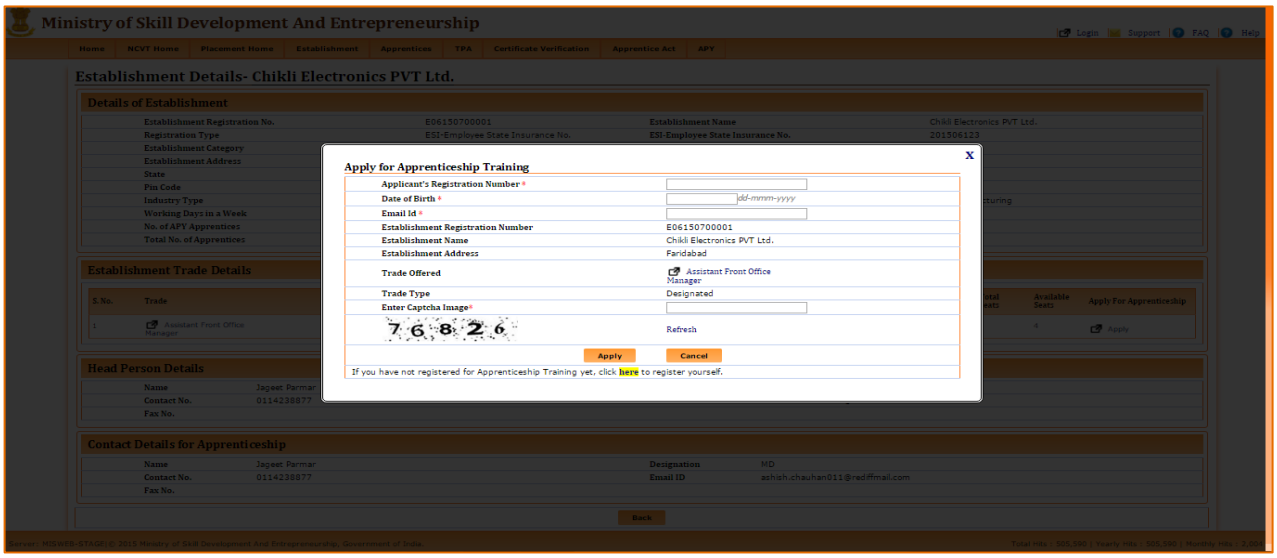
1. Select **Establishment> Establishment Search.**
2. Enter the required details as Establishment Name, Region, State (mandatory), District, trade type, trade, Seat Available or Hostel facility.
3. Click on '**Search**' to search the details or click on '**Clear**' to clear the filters.
4. If the user 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



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

Figure- Apprenticeship form



9. Click on **Apply** to apply for establishment or click on **Cancel** to cancel the changes.
10. 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

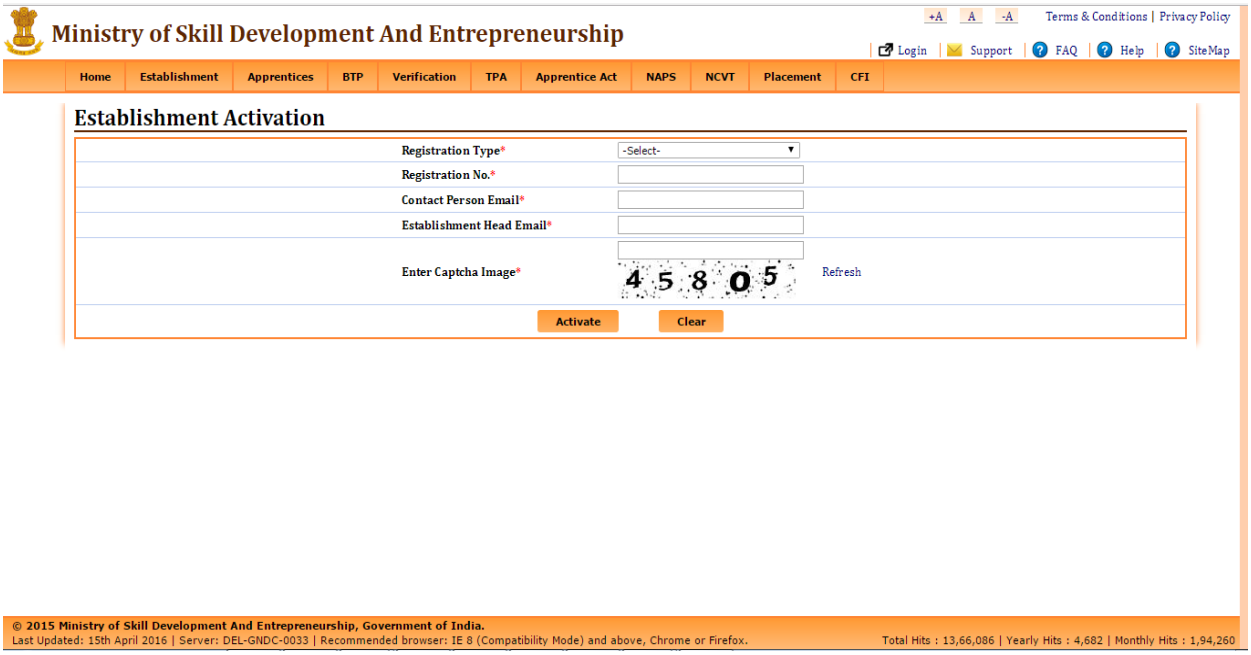
5.1.3 Establishment Activation

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:

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

Figure- Establishment Activation



4. 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

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

To	;aditya@omail.com
CC	
BCC	
Subject	Establishment Registration for Apprenticeship Training
Body	**Establishment Registration for Apprenticeship Training** Greetings from NCVT MIS Portal!! Thanks for your Establishment's Registration for Apprenticeship Training. Your registration is now complete. Your unique Establishment Registration Number for Apprenticeship Training is : **E09**[redacted] With Registration, you have been provided access to NCVT MIS System, following are your login credentials: **User Id:** E09[redacted] **Password:** gl[redacted] **Thanks!!** NCVT MIS Portal *This is an auto generated email, Please do not reply to this email.*

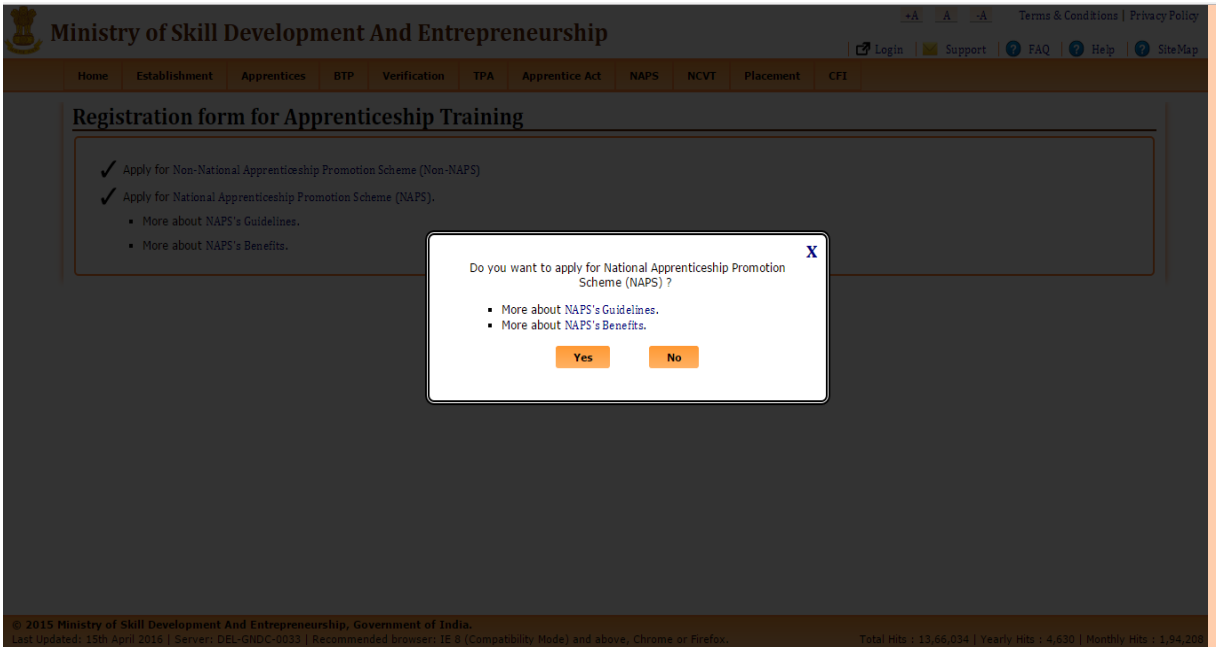
5.2 Apprentices

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:

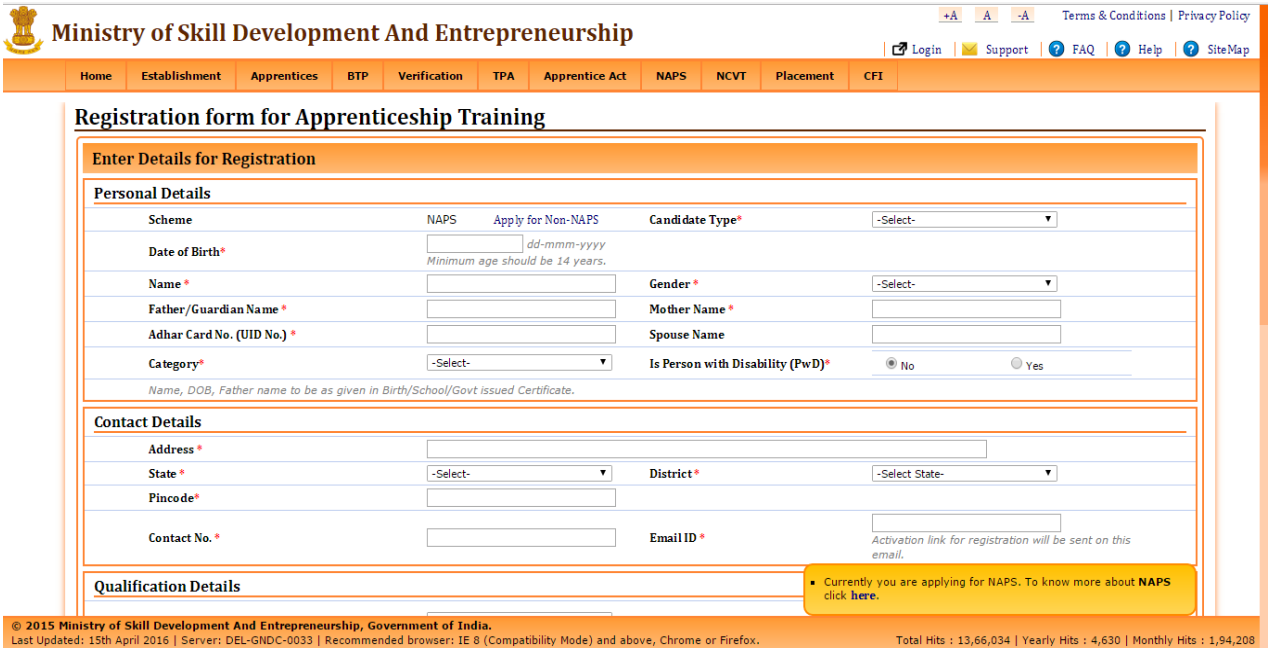
1. Select **Apprentices> Apprentice Registration.**

Figure- Apprentice pop for NAPs/NonNAPs



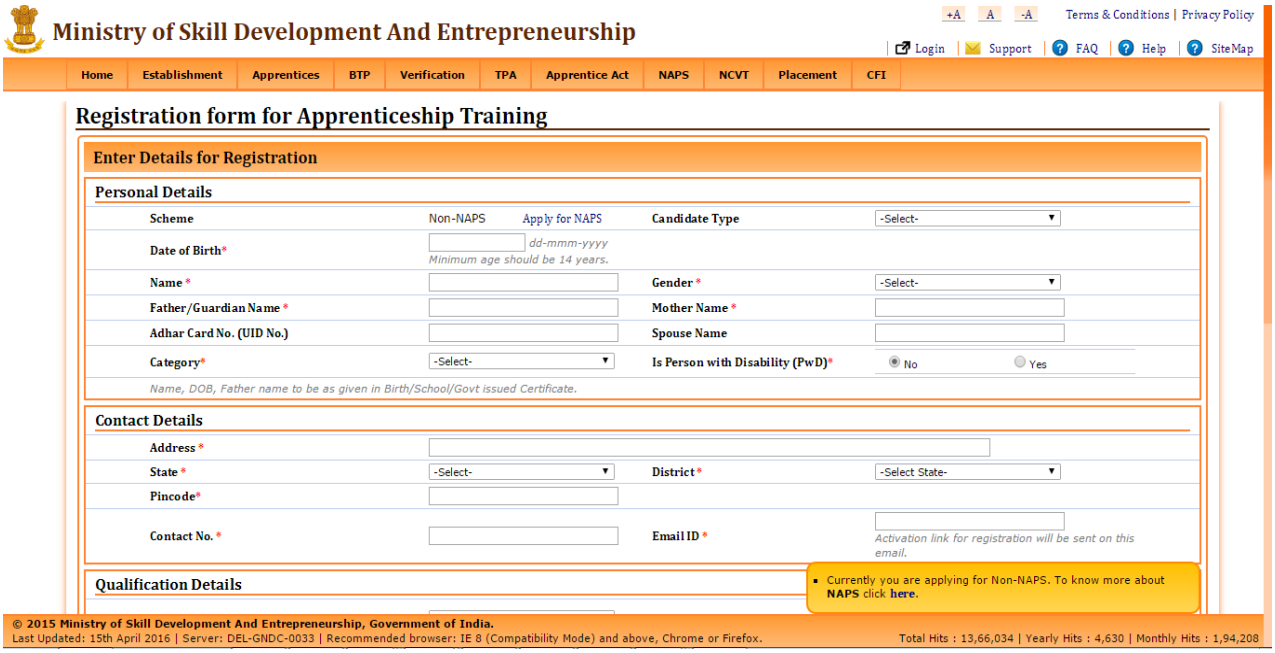
2. Click on **'Yes'** then user can register in NAPS Scheme or Click on **'No'** then user can register in Non-NAPS Scheme.
3. If user click on **'Yes'** then Candidate Type and Aadhar Card (UID) will be mandatory.otherwise it will not be mandatory.

Figure- Apprentice NAPs Registration Form



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

Figure- Apprentice NonNAPs Registration Form

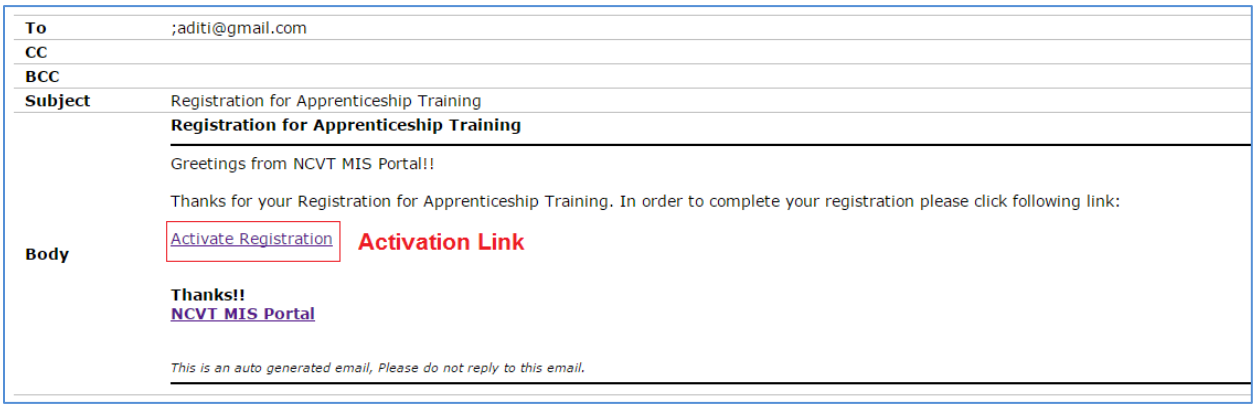


9. Under **NonNAPS Scheme** Candidate Type and Aadhar Card (UID) fileds will not be mandatory.

10. 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.
11. Select Trade as per preferences, captcha and check the box under Declaration column for self-declaration.
12. Click on **Submit** button to register the apprentice for apprenticeship training or click on **Clear** to clear the entered details for the form.

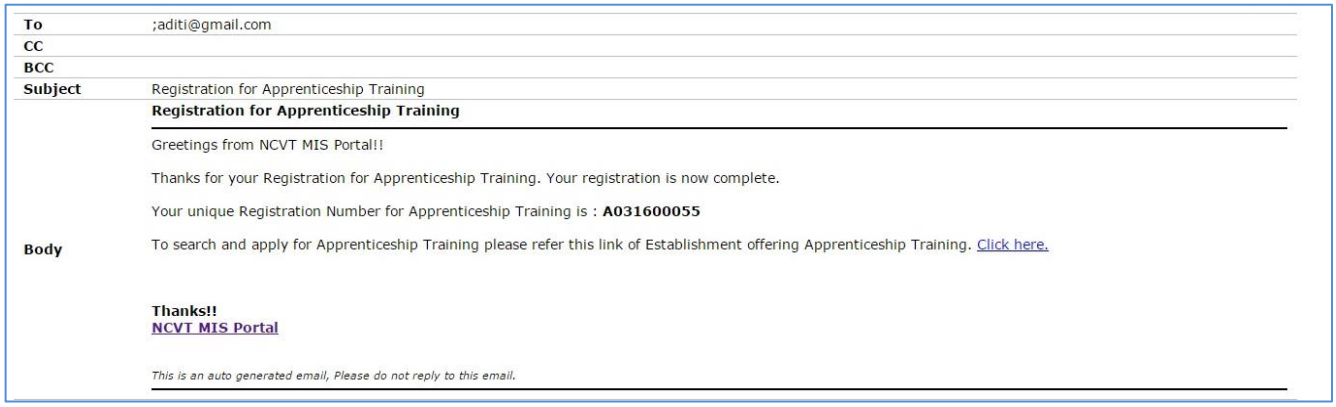
13. If the user will select **Submit** button, the mail would be triggered to the registered email ID of apprentice with the activation link. The triggered email will be displayed as below:

Figure- Email with Activation link



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

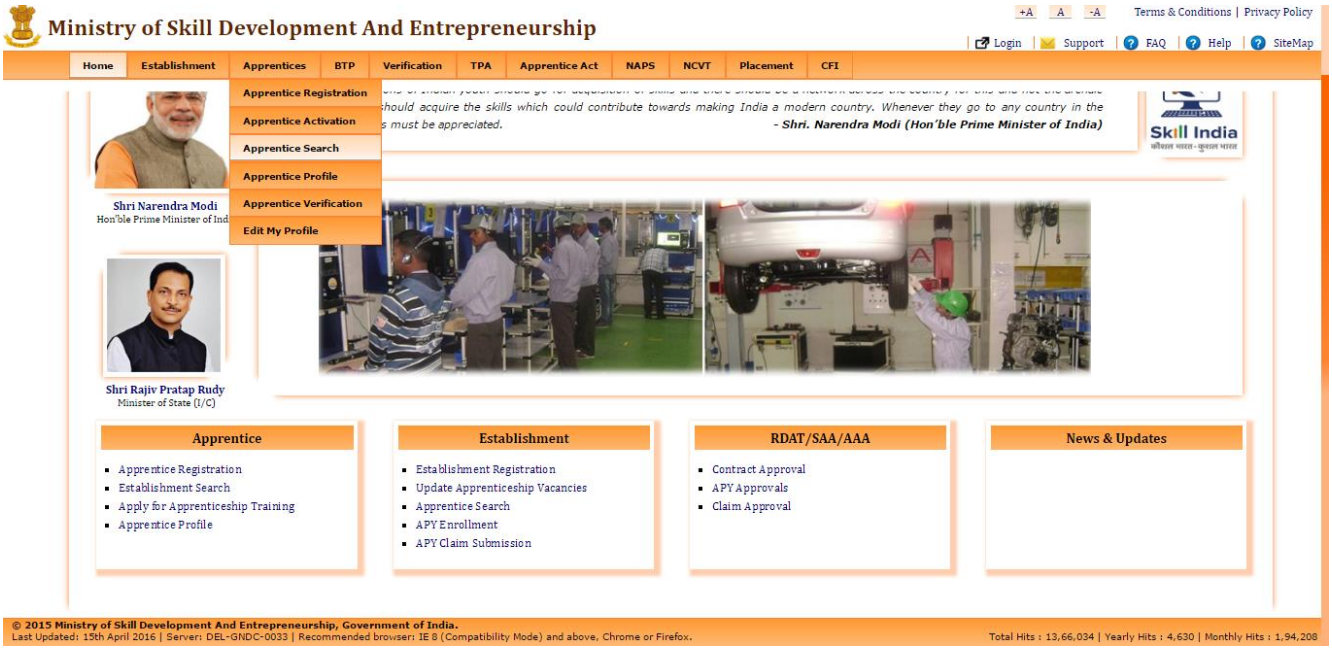


5.2.2 Apprentice Search

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:

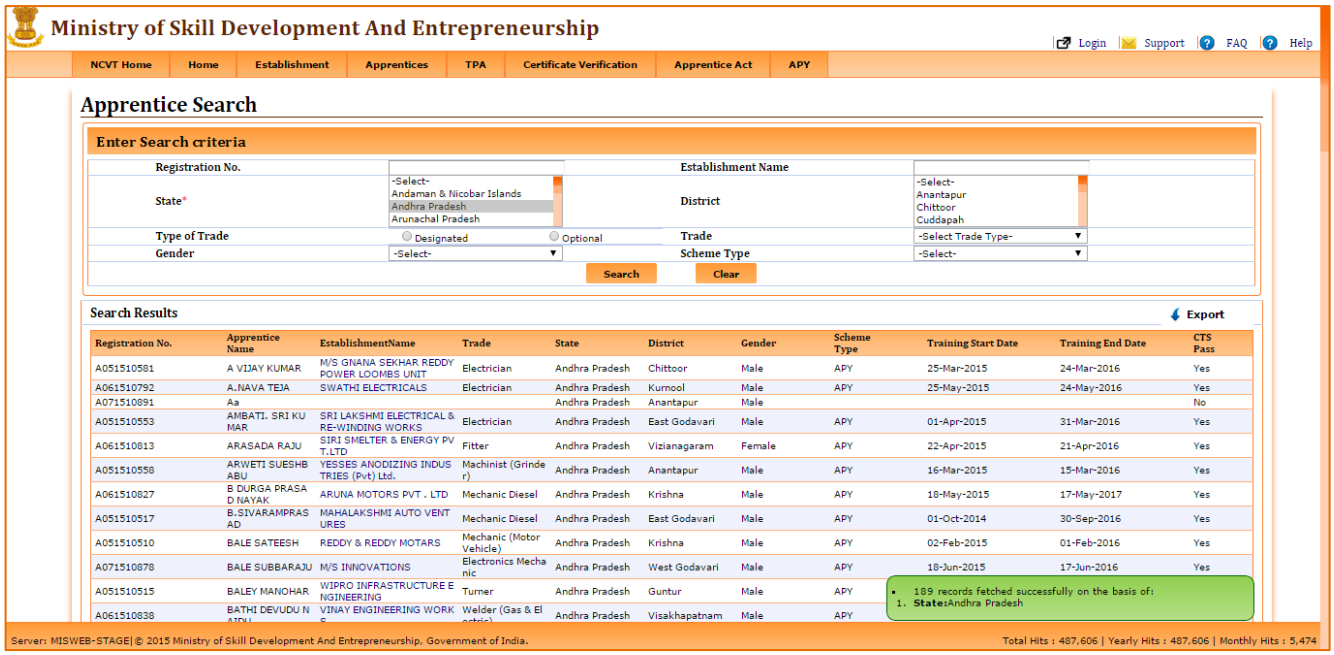
1. Select **Apprentices> Apprentice Search.**
2. Enter the required details of apprentice as registration no., Establishment Name, State (mandatory), district, type of trade, Trade, Gender, or Scheme type.
3. Click on '**Search**' to search the apprentice details or click on '**Clear**' to clear the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

Figure- Apprentice Search



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).

Figure- Apprentice View

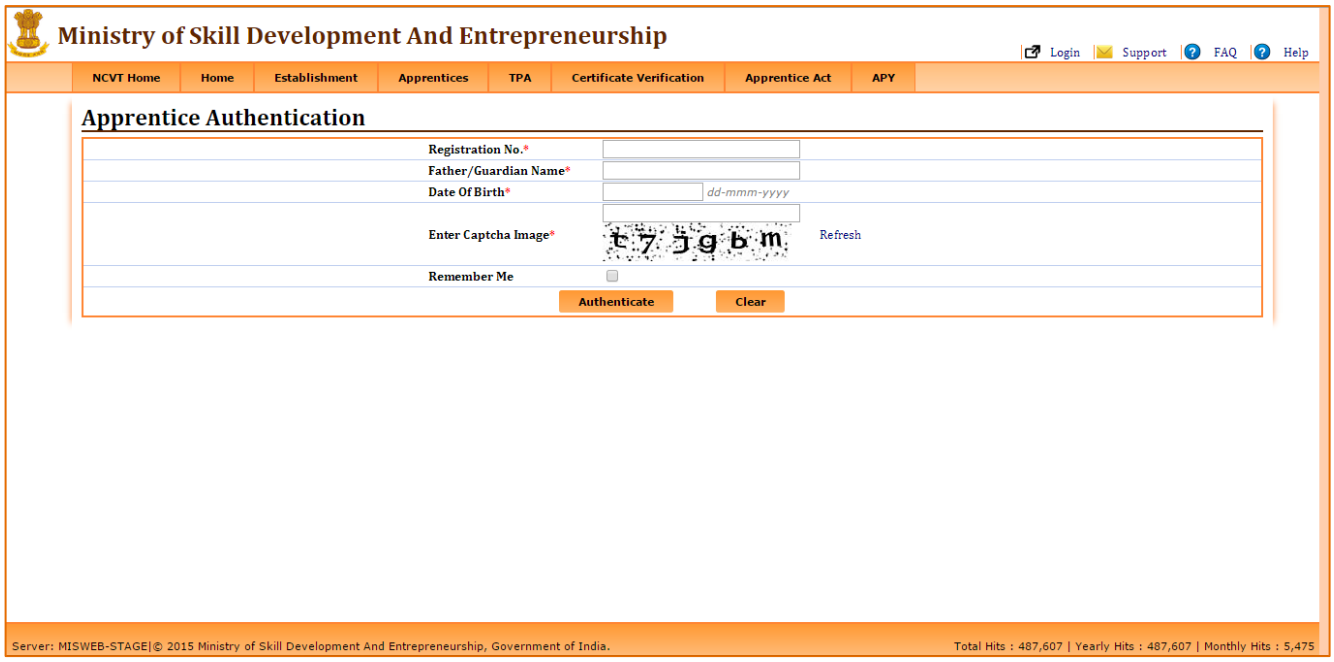


5.2.3 Apprentice Profile

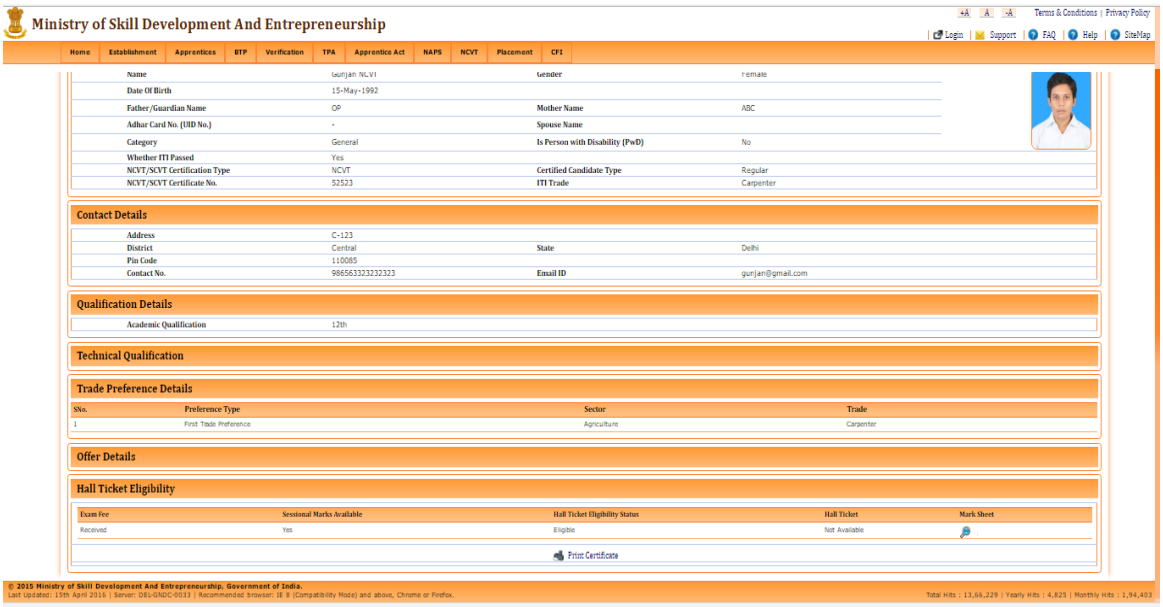
This link enables general public to view the apprentice profile. To view the apprentice profile, user needs to authenticate the apprentice record and after the successful authentication the profile will be opened. To view the apprentice profile, follow the below mention steps:

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.

Figure- Apprentice Profile Authenticate



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



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.

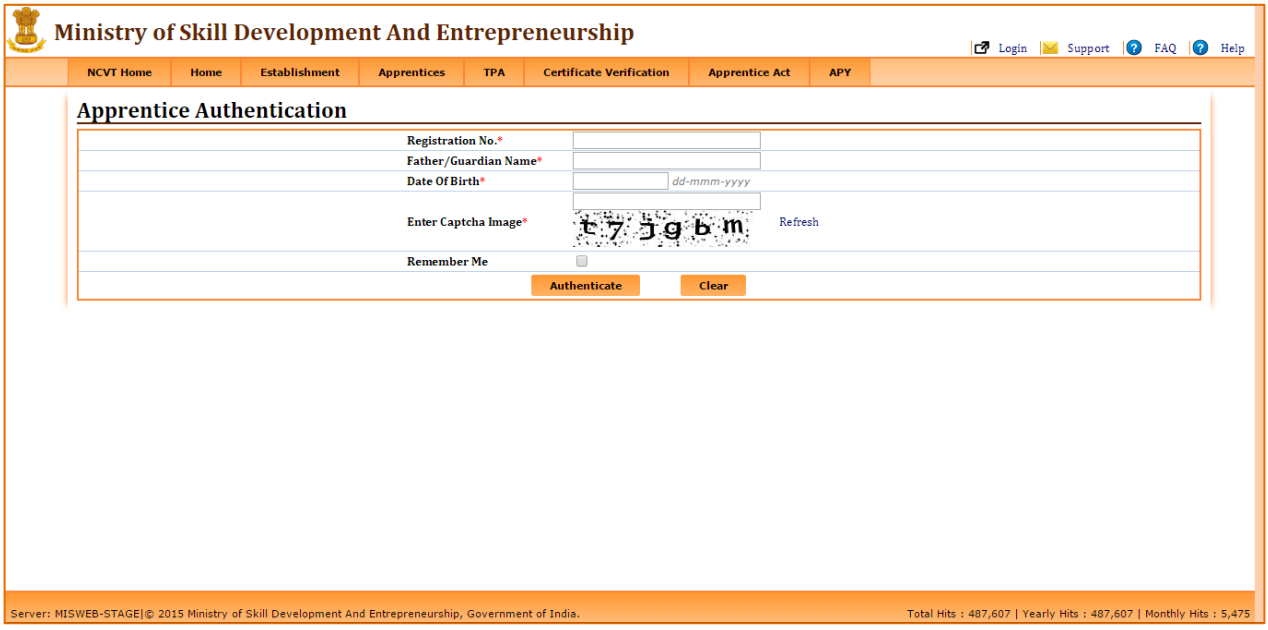
Note: Click on Refresh link which is placed just below the Captcha to refresh the image texts.

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.**

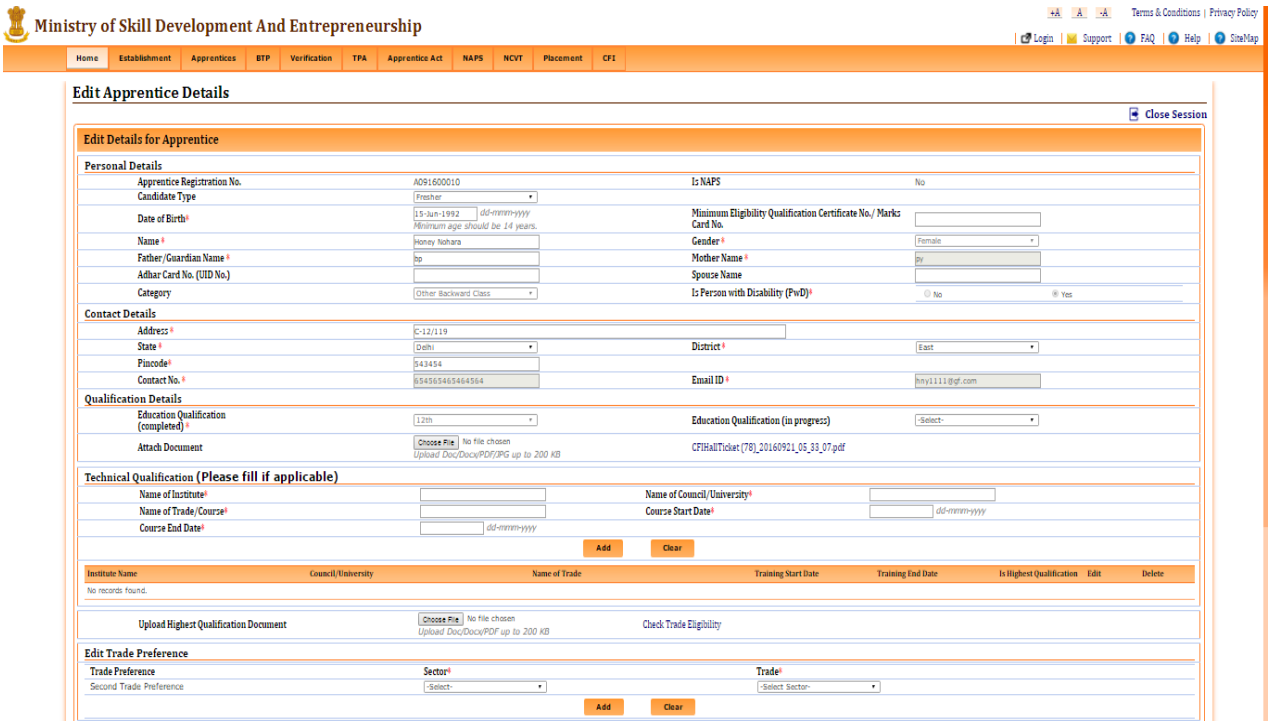
Figure-ApprenticeProfileAuthenticate



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



1. Under **NAPS Scheme** Candidate Type and Aadhar Card (UID) fileds will be mandatory.

2. Under **NonNAPS Scheme** Candidate Type and Aadhar Card (UID) fileds will not be mandatory.

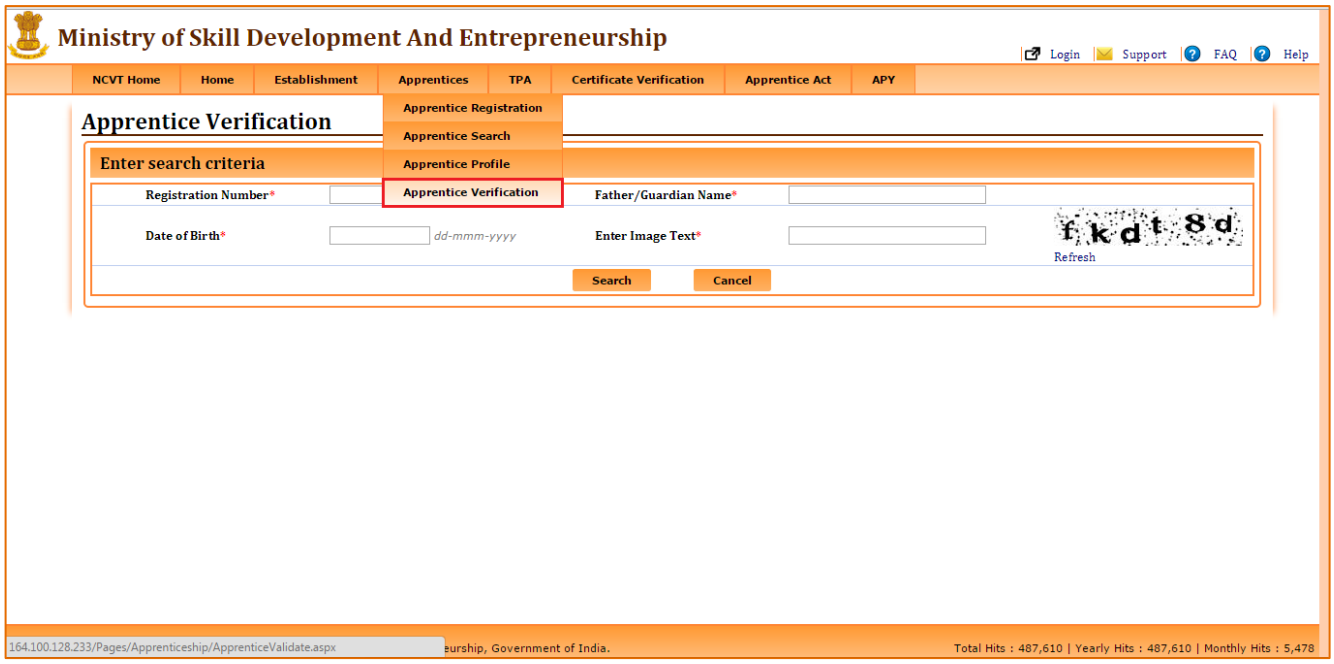
3. Enter the required details under Personal details title, Contact Details title, Qualification details title and technical Qualification (if applicable). Click on **Add** to add rows under Technical Qualification.
4. Select Trade as per preferences, captacha and check the box under Declaration column 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.

Figure- Apprentice Verification



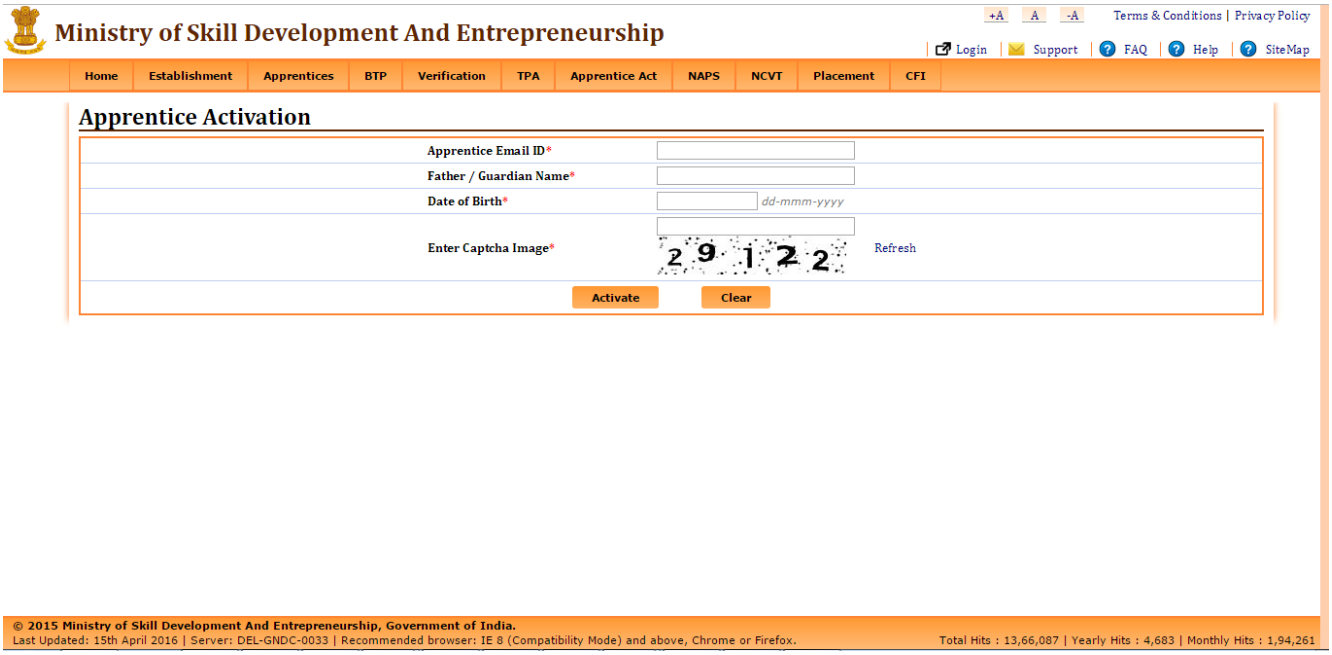
3. Select '**Search**' to view the validated profile or select '**Cancel**' to clear the entered details.
4. If user will select the search, on successful validation the profile of apprentice will be displayed.

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.

Figure- Apprentices Activation



4. 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

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
Body	**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** 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.*

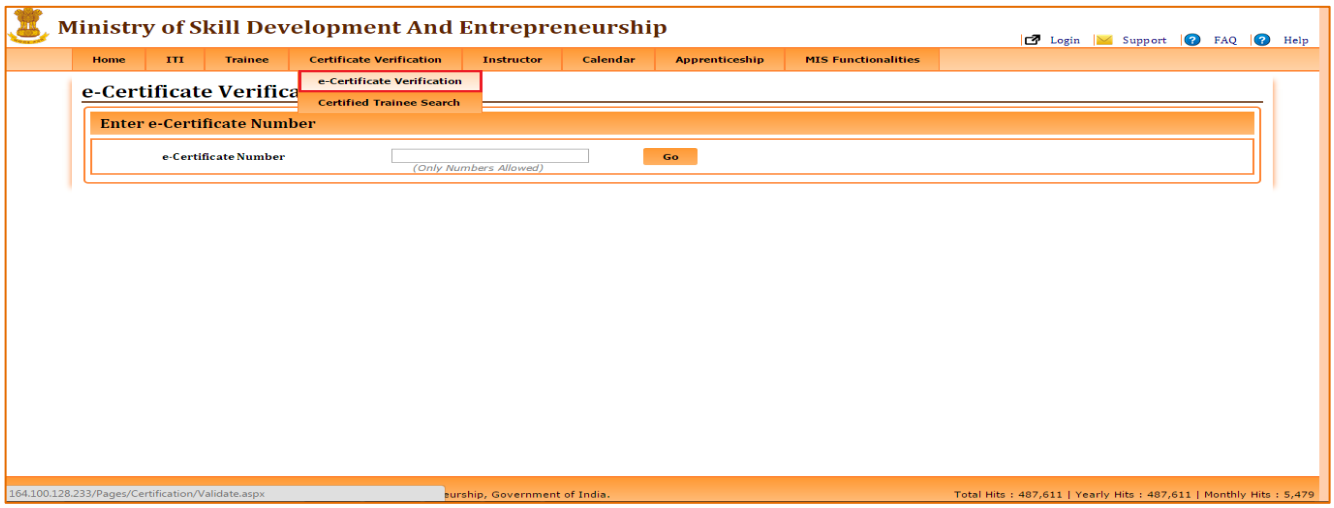
5.3 Certificate Verification

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:

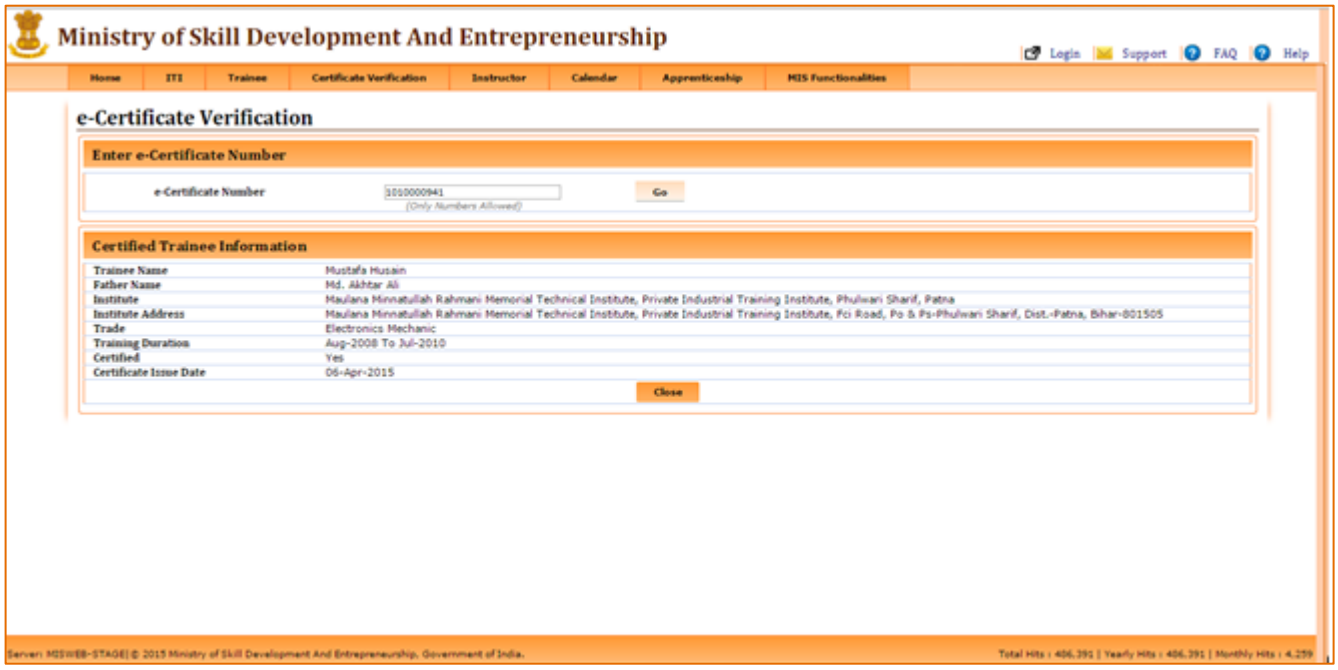
1. Select **Certificate verification> e-Certificate Verification.**
2. Enter the e-Certificate number of apprentice.
3. Click on '**Go**'.

Figure- e-Certificate Search



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

Figure- Certified Trainee information

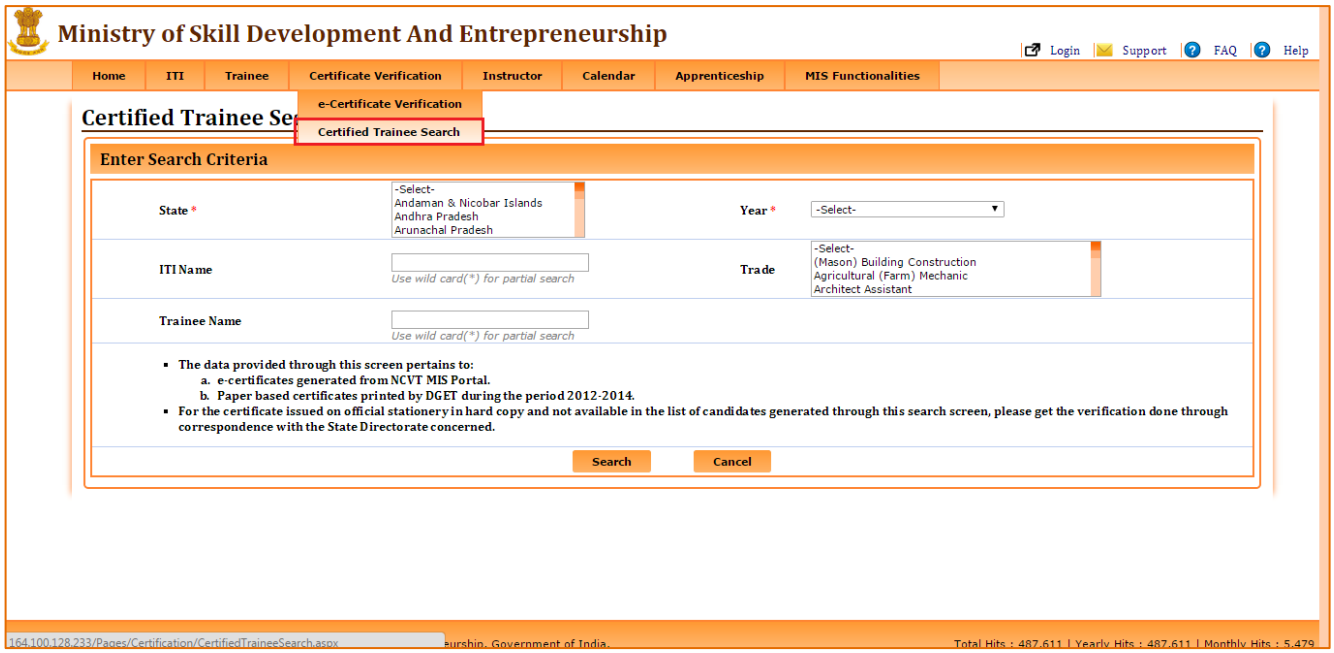


5.3.2 Certified Trainee Search

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:

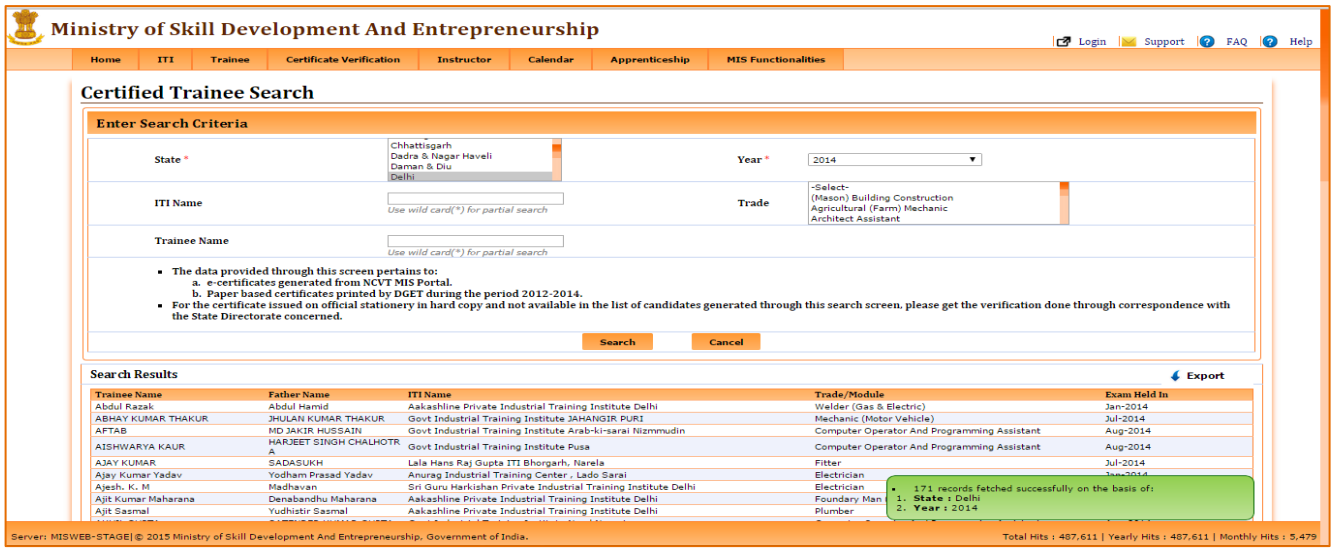
1. Select **Certificate verification> Certified Trainee Search.**
2. Enter required details as State (mandatory), Year (mandatory), ITI name, Trade and Trainee name.
3. Select '**Search**' to view the details as per the search criteria or select '**Clear**' to clear the entered details.

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



5.4 Apprentice Protsahan Yojana

5.4.1 APY Guidelines

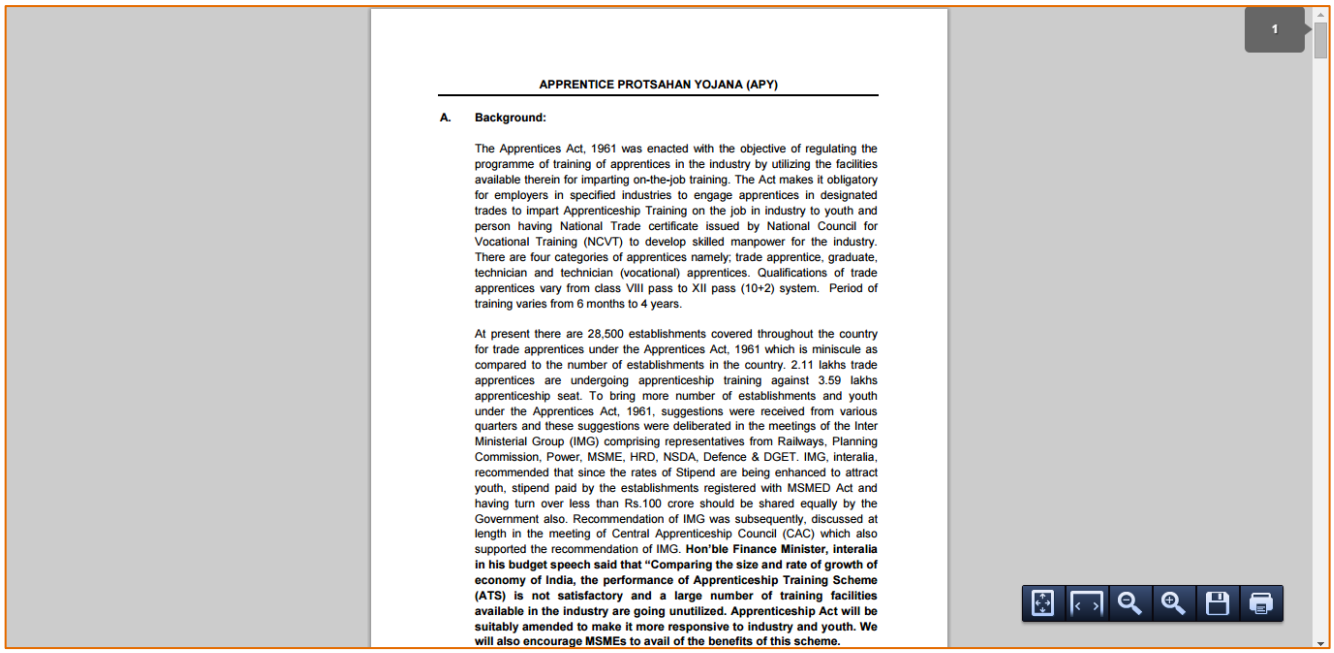
This link enables user to view the guidelines of Apprentice Protsahan Yojana. To view the APY guideline, follow the below mention steps:

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

Figure- APY Guidelines

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

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

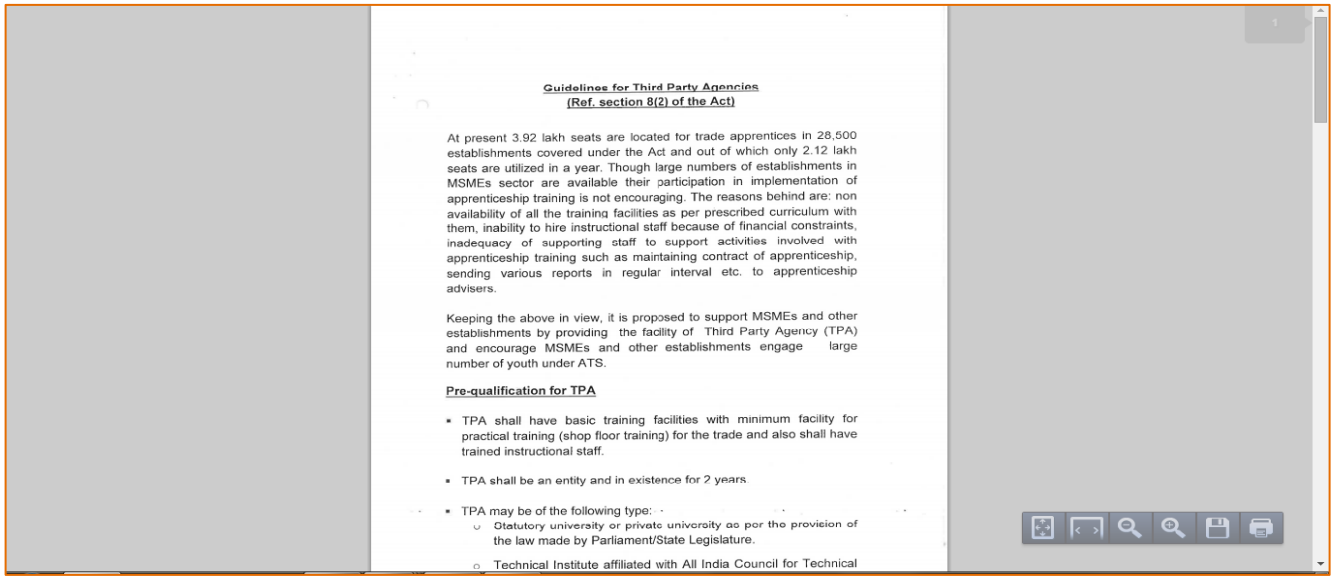
This link enables user to view the guidelines of TPA. To view the TPA guideline, follow the below mention steps:

1. Select **TPA>TPA Guideline.**

Figure- TPA Guidelines view

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

Figure- TPA Guidelines



Guidelines for Third Party Agencies
(Ref. section 8(2) of the Act)

At present 3.92 lakh seats are located for trade apprentices in 28,500 establishments covered under the Act and out of which only 2.12 lakh seats are utilized in a year. Though large numbers of establishments in MSMEs sector are available their participation in implementation of apprenticeship training is not encouraging. The reasons behind are: non availability of all the training facilities as per prescribed curriculum with them, inability to hire instructional staff because of financial constraints, inadequacy of supporting staff to support activities involved with apprenticeship training such as maintaining contract of apprenticeship, sending various reports in regular interval etc. to apprenticeship advisers.

Keeping the above in view, it is proposed to support MSMEs and other establishments by providing the facility of Third Party Agency (TPA) and encourage MSMEs and other establishments engage large number of youth under ATS.

Pre-qualification for TPA

- TPA shall have basic training facilities with minimum facility for practical training (shop floor training) for the trade and also shall have trained instructional staff.
- TPA shall be an entity and in existence for 2 years.
- TPA may be of the following type:
  - Statutory university or private university as per the provision of the law made by Parliament/State Legislature.
  - Technical Institute affiliated with All India Council for Technical

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

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