



NATIONAL APPRENTICESHIP TRAINING SCHEME

Instituted by Board of Apprenticeship and Training / Practical Training Ministry of Human Resource Development, Government of India

ESTABLISHMENT USER MANUAL

Version 1.1

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Version History

Date	Version	Description
02/03/2017	1.0	First draft of Establishment User Manual
30/06/2017	1.1	Vocational course removed

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1. About the Application

The National Apprenticeship Training Scheme (NATS) portal allows stakeholders to gain detailed information on the Apprenticeship Training Scheme (ATS), and access services provided by the Board of Apprenticeship and Training (BOAT)/Board of Practical Training (BOPT). The stakeholders, such as Technical Institutions, Establishments (Central, State and Private Sector), Candidates and Employees of BOAT/BOPT can use the portal as described below:

- **Technical Institutions** can upload information about their students and view the details related to their selection, sponsorship and placement status in different industries or establishments. They can also view details of available training slots based on subject, branch and fields.
- **Establishments** can view information on how to enrol apprentices for the training scheme, receive notifications for new training positions and recruit apprentices, manage various reports posted to BOAT/BOPT, and submit apprenticeships, contracts, and claims.
- **Employees of BOAT/BOPT** can use the portal to send a list of candidates to industries or establishments for apprenticeship training, issue Registration Numbers and certificates, display list of industries with vacancies for apprenticeship training, view details on claims reimbursement, and send all correspondence related to NATS.
- **Candidates** or students can use the portal to enrol for the Apprenticeship Training, receive information on available Apprenticeship vacancies and their benefits, employment news, interview tips, and view information related to their reports and certificates.

The portal can be also be used to provide insights related to Apprenticeship Training such as:

- budget requirements and costs
- manpower needs
- analysis of supply-demand pattern
- placement of apprentices
- utilisation of resources

1.1. About NATS

The National Apprenticeship Training Scheme in India was started by the Board of Apprenticeship and Training/Practical Training. It is a flagship programme from the Government of India, and undertaken by the Ministry of Human Resource Development. The programme is aimed at enhancing the employability of students by equipping technically qualified youth with practical knowledge and skills required in their respective field(s) of work.

As part of this programme, organisations and Training Managers provide year-long or six months relevant training to apprentices using well-developed training modules. The establishments can pay stipend amount greater than or equal to the minimum stipend amount fixed by the Government of India to the apprentices. The establishments are reimbursed with half of the minimum prescribed stipend amount.

The apprentices are trained at Central, State and Private organisations. At the end of the training programme, the apprentices are issued a Certificate of Proficiency by the Government of India. This certificate can be registered at all employment exchanges across India as valid employment experience. The apprentices are governed solely by the Apprentices Act, 1961.

1.2. NATS Dashboard

After logging into the NATS portal by using your login credentials generated during enrolment, you will see the following dashboard based on your access rights.

• Establishment Dashboard

MATS	National Apprenticeship Training Scheme (NATS)				
<u>Home</u> <u>Communication</u> <u>Employment</u>	ent ▼ Apprentice <u>s</u> hip ▼ My <u>P</u> rofile				
BRAHMOS AEROSPAC	E THIRUVANANTHAPURAM LIMI	TED Home Page	Contact Logout		
Hi, BRAHMOS AEROSPACE THIRUVA (SKLTVP000009)	Facilitate Training and Placement	Job Fair			
Email: dummy@dummy.com <u>Update Profile</u>	No pending requests	No JobMela Invitations available			
Grievances		View All			
No pending requests					
	Contracts Please be aware that the system will allow contract				
	registration only within 7 days of the apprentice joining the training.				
	SKLG006150500348 SKLG006140400145				
	<u>SKLG006150400339</u> More				
	COMMUNICAT	ION CENTER			
Copyri	ight (c) 2016 National Apprenticeship Training Scheme. All Rights Reserve	ed. <u>Disclaimer</u> <u>Privacy</u>			

2. About the Establishment User Manual

2.1. Structure of the Document

The User Manual is divided into several chapters. Each chapter has an overview and a set of tasks.

Task Overview

The task overview details why you need to perform a task, and how it is connected to the application or process workflow.

Procedural Steps

The procedural steps explain how to perform the task through a set of simple, step-by-step instructions. Screenshots are provided for reference.

Field description tables are added to explain the details of all the fields that is discussed in a task.

2.2. Roles and Responsibilities

The NATS portal can be accessed by four types of users — Educational Institutions, Establishments, BOAT/BOPT Officials and Candidates.

The following table provides details of tasks that each user role can perform in the NATS portal:

Role	Functionality		
Educational Institutions	 Upload student data View the details of students related to their placement in industries View details of industries such as available branch, subject, and field-based training slots 		
Establishments	 View notifications about the Apprenticeship Scheme Manage notifications on new training positions and recruitment Manage reports on training 		

Role	Functionality
	Manage student enrolment and reimbursement claims
	Manage information related to reports
	Manage correspondence related to ATS from Establishment
BOAT/BOPT Officials	 Manage list of candidates for apprenticeship training based on requests from Establishment
	 Manage Registration Numbers, and Certificates with Digital Signature
	View notifications related to vacancy from Establishment
	Manage Student, Establishment, and Institution
	• View list of establishments and details related to the ATS
Can didatas (Ctudanta	 View Periodical Progress Report sent by Establishment to concerned BOAT/BOPT
Candidates/Students	View Training Completion Report sent by Establishment
	View status of Certificate of Proficiency (COP)
	View information on vacancies available across industries for apprentices

2.3. Document Conventions

Convention	Description	Example		
Bold	The bold typeface is used to present references to menu options, fields, numbered caption, section and button names.	 On the home page, click Register. The Student Enrolment page appears. 		
Bulleted List	An unordered series of concepts, items or options.	 A student with any of the following qualifications is eligible to enrol as a trainee: Graduation Diploma 		
Numbered A sequence of processes, events or List steps.		 On the home page, click Register. The Registration page appears. In the category drop-down list, click Student and then click Register. The Student Enrollment page appears. 		

Convention	Description	Example
		Field
(*)	The mandatory fields are indicated by using the asterisk symbol in red	Institution Name*
	colour.	AICTE/DOTE/DTE/Govt. Approval No.*
Ţ	Good-to-know information that helps improve task efficiency is provided as a tip	Before proceeding with enrolment, it is recommended that you read the Terms and Conditions section.
—	Important information that needs to be highlighted regarding a concept or task is provided in the form of a note.	You can edit this field only if the Others option is selected in the Branch of Engineering field.

2.4. Acronyms

Acronyms	Description
NATS	National Apprenticeship Training Scheme
CGPA	Cumulative Grade Point Average
PWD	Person With Disability
BOAT	Board Of Apprenticeship and Training
BOPT	Board Of Practical Training
NDNC	National Do Not Call
ACRF	Apprentice Contract Registration Form
ATS	Apprenticeship Training Scheme
СОР	Certificate of Proficiency
IFSC	Indian Financial System Code
MICR	Magnetic Ink Character Recognition

Acronyms	Description
CSV	Comma Separated Values file
PDF	Portable Document Format
ОТР	One Time Password

2.5. Common Tasks

Common tasks are the functions or tasks that are repeatedly performed across the NATS portal.

The following are the common tasks that can be performed in NATS:

- <u>Log On</u>
- Get New User ID

2.5.1. Log On

You can log on to the portal with your email ID or user ID and password and perform the tasks displayed on your dashboard. These login credentials can be obtained after enrolment. For more information for enrolling to NATS, see <u>Managing Establishment Enrolment</u>.

To log on to the portal

1. On the Home page, click **Login**. The Login page appears.



2. In the **EMAIL/USER ID** box, type your email ID or user ID.

	National Apprenticeship Training Scheme (NATS) Instituted by Board of Apprenticeship Training / Practical Training Ministry of Human Resource Development, Government of India						MATS
0.0202010117	Home Abo	out Students	Industries	Institutions		Login Er	roll
	Home > Lo	gin					
			Log Pleas Email click I	gin_ te login using your User ID (6 ID and password. In case yo here. EMAIL / USER ID ईमेल / पुसर् आ PASSWORD / पासचर्ड USER? Register here If you are a registered u Please	Enrollment number) or your registered ou have forgotten your password, please ईडी ogin Forgot Password? ser of the regional portal(s), Click Here		

- 3. In the **PASSWORD** box, type your password.
- 4. Click **Login**. The dashboard specific to you appears. For more information about your roles and responsibilities in the NATS portal, see <u>Roles and Responsibilities</u>.



To retrieve your password, click Forgot Password.

2.5.2. Get New User ID

If you have enrolled on any of the BOAT/BOPT regional portals previously, you will require a new user ID to access the new NATS portal. You can get a new user ID to log on to the portal by providing your old user ID, password and your state of residence.

To get a new user ID

1. On the home page, click Login. The Login page appears.



2. Click **Click Here**. The related fields appear.



3. In the OLD USER ID box, type your old user ID.

Login				
Old registered Users can view their new User Ids by clicking the button below!				
T PASSWORD				
Please select your state				
Click Here				
Already registered Click Here				

- 4. In the **PASSWORD** box, type your password.
- 5. In the state drop-down list, click your state of residence and then click **Click Here**. The newly generated user ID appears in the **NEW USER ID** area.

3. Managing Establishment Enrolment

You can use the Enrolment module to enrol as an establishment. After the enrolment, you can perform tasks based on your access rights.

An establishment can enrol to recruit students with any of the following qualifications:

- Graduation
- Technician

This chapter contains the following section:

• <u>Enrolling Establishment</u>

3.1. Enrolling Establishment

You can enrol as an establishment if you have the requisite infrastructure and trained managers and supervisors to impart training to the apprentices. You can offer training to graduate and diploma students for a year or six months (sandwich students), with subsidy from the Government of India. You can also absorb apprentices onto regular roles in the establishment as per your requirement after the completion of apprenticeship training. It is not mandatory for an establishment to provide transport, food or medical facilities to an apprentice.

After the establishment has been successfully enrolled and approved by BOAT/BOPT, you can perform tasks such as receive notifications for new training positions, forwarding the progress of an apprentice, managing recruitment of apprentices, and managing online submission of claims, apprenticeship contracts and training-completion reports.

This section contains the following topics:

• Enrolling Graduate and Technician Establishment

3.1.1. Enrol Graduate and Technician Establishment

You can enrol as an establishment to train graduates and technicians. During enrolment, you can specify the number of graduates and technicians that you plan to train and also the stipend for each. During the enrolment, you must upload supporting documents to be sent to BOAT/BOPT, such as PAN/TAN ID, company profile, latest Income Tax Return, Structured Training Module and Certificate of Incorporation.



Have the following items in hand to enrol with ease: Details about factory or place of training, Infrastructure and Manpower, and Nature of technical activity practiced in the establishment.

To enrol graduate and technician establishment

1. On the home page, click **Enroll**. The page appears with **Eligibility Check**, **Questionnaire & Guidelines**, **Enrollment Form** and **Preview & Confirm** sections.

स्वमंत्र उस्ते	National Apprenticeship Training Scheme (NATS) Instituted by Board of Apprenticeship Training / Practical Training Ministry of Human Resource Development, Government of India						
	Home About S	Students Industries Institutions		Login Enrol			
	1 Eligibility Check	Questionnaire & Guidelines	3 Enrollment Form	Preview & Confirm	0%		
	Welcome to the NATS	S Portal enrollment process. Plea	se Answer the below que	stions to quickly check your eligibilit	yļ		
	I am I would like to enroll myself in the NATS Portal.						

2. In the **Eligibility Check** section, in the drop-down list. click **I am an Establishment**. Other establishment related questions appear.

Eligibility Check	Questionnaire & Guidelines	3 Enrollment Form	Preview & Confirm	0%
Welcome to the NATS Po	ortal enrollment process. Plea	ase Answer the below que	estions to quickly check your eli	gibility!
I am an Establishm	ient v I would like to enroll my	yself in the NATS Portal.		
Established in the year	✓ Our establishment empl	loys People(Inc	cluding all type of contractual, casua	ıl staff)
My role with the Establishme	ent is	-		

- 3. Type to answer the questions related to eligibility check for the NATS programme.
 - If you are eligible for the programme, the **Congrats! You are eligible to enroll now** message appears and the **Let's get Started** area is displayed.
 - If you are not eligible for the programme, the **Sorry! You are not eligible to enroll this apprentice Program** message appears.

Field	Description		
I am	In the drop-down list, click an Establishment .		
Established in the year	In the drop-down list, click the year when the establishment was formed.		
Our establishment employs	In the drop-down list, click the number of employees in your establishment, including contractual and casual staff.		
My role with the Establishment is	In the drop-down list, click CEO or Training Officer or HR to specify your role in the establishment.		

4. Ensure that your establishment has fulfilled the eligibility criteria displayed for enrolment approval and click **I've above data**. The Let's Get Started area is displayed.

- 5. In the **Mobile Number** text box, type your mobile number, and then click **Send OTP**. The One Time Password is sent to the mobile number.
- 6. In the **One Time Password** text box, type the password sent as a message to your mobile number, and then click **Continue**. The mobile number is verified and establishment related fields appear.
- 7. Type your name and primary email ID in the **CEO/HR/Training Officer Name** and **Email ID** fields, respectively, and type a password in the **Setup a Password** and **Confirm Password** fields.
 - In case you are unable to complete the process of enrolment, you can log in by using the Email ID and password to complete the process of enrolment later.
 - To view the password as you type, click **Show Password**, and to hide the password, click **Hide Password**.
- 8. Click Save and continue. The Basic Information area appears.
- 9. Upload the mandatory documents and type or select other required details.



All the documents should be in PDF or DOCx format and with file size of maximum 1 MB.

0	2	3		6
Eligibility Check	Questionnaire & Guidelines	Enrollment Form	Preview & Confirm	
Basic Information				
Availability of Certificate of Incorpora	tion? No 🌔	Yes File Not Available (File of type PDF or Dock or uploaded)	t and Size maximum of 1MB can only be	Upload
Availability of PAN/TAN?	No 🌔	Yes File Not Available (File of type PDF or Dock upbosded)) and Size maximum of 1MB can only be	Upload
Availability of Past Assessment year l	T Returns No	Yes File Not Available (File of type PDF or Dock or uploaded)	t and Size maximum of 1MB can only be	Upload
Availability of structured training mod	dule? No 🌔	Yes File Not Available (File of type PDF or Dook or uploaded)	and Size maximum of 1MB can only be	Upload
Availability of internal complaint com of Sexual harassment of women at w	mittee in regard No	Yes File Not Available (File of type PDP or Dook of uploaded)	t and Size maximum of 1MB can only be	Upload
Availability of Company Profile	No 🌔	Yes File Not Available (File of type PDF or Dock of uploaded)	t and Size maximum of 1MB can only be	Upload
Committee Incharge	* Designation			
Mobile No	Designation			
	Enter the Email ID			
Brief details of the committee (Max)	250 Characters)			
Lietais of the committee				
Establishment wishes to register				
Select	×			
Save and continue				

Field	Description
Availability of Certificate of	In the list, select Yes or No to specify if the Certificate of Incorporation is available with the establishment.
Incorporation? *	• If Yes, click Upload , and select the required document from the local drive, and then click Open .
Availability of DANI/TANI2 *	In the list, select Yes or No to specify if PAN or TAN identity document is available with the establishment.
	• If Yes , click Upload , and select the required document from the local drive, and then click Open .
Availability of Past Assessment year	In the list, select Yes or No to specify if the IT returns from previous assessment years are available with the establishment.
IT Returns*	• If Yes , click Upload , and select the required document from the local drive, and then click Open .
Availability of structured training	In the list, select Yes or No to specify if a structured training module is available with the establishment.
module? *	• If Yes , click Upload , and select the required document from the local drive, and then click Open .
Availability of internal complaint committee in regard of Sexual	In the list, select Yes or No to specify if an internal complaint committee for sexual harassment of women at work place is available with the establishment.
place? *	• If Yes , click Upload , and select the required document from the local drive, and then click Open .
Augilability of Company Decfile *	In the list, select Yes or No to specify if a company profile is available with the establishment.
Availability of Company Profile *	• If Yes , click Upload , and select the required document from the local drive, and then click Open .
Committee Incharge*	In the text box, type the name of the internal complaint committee's in-charge.
Designation*	In the text box, type the designation of the internal complaint committee's in-charge.
Mobile No*	In the text box, type the mobile number of the internal complaint committee's in-charge.
Email ID*	In the text box, type the email ID of the internal complaint committee's in-charge.
Brief details of the committee*	In the text box, type details about the internal complaint committee.

Field	Description
Establishment wishes to register Apprentice Selection Type*	In the drop-down list, click the Graduate/Technician option to specify that the establishment wishes to recruit graduates or technicians for the training programme.

- 10. Click Save and continue. The Questionnaire & Guidelines section appears.
- 11. Read the guidelines, required enrolment documents and the terms and conditions, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.
- 12. Click **Agree and continue**. The **Enrollment Form** section appears with Organisation Information, Infrastructure for Training and Bank Information & Account Details tabs.
- 13. On the Organisation Information tab, type or select the required details.

0	0	U	
Eligibility Qu Check &	estionnaire Guidelines	Form	Preview & Confirm
Omanisation Information		Infrastructure for Training	Bank Information & Account Details
Establishment Details			
Name of the Organisation / Establishme	ent	Vear of Incorporation of Establishment	Name of Head of Organisation
		2003	
Nature of Industry Select an ontion		Nature of Technical Activity	*Website Address
-Select an option-	Ŷ		Eg.ntp://www.example.com
*Does the Establishment have presence	in a minimur	n of four states across regions and want to enroll on	an No 💽 Yes
India basis			
-Select an option-		- Select an ontion	- District
conta un spriori			
Communication Informa Registered/Corporate/Head Office Addre * Pincode	ition ss		
- State		District Select an ontice	* Taluk / Block/Tahsil
-Select an option -	×	-Select an option V	Select an option
City/ Town/ Village		* Locality	* Street
Dhone Number		Fee Mumber	
Phone Number		rax number	
Phone no. must be in this format : 044-23458789		Fax no. must be in this format : 044-23456789	
* Mobile Number		* Email	
		(Phone no & Email ID will be used to send important communication)	
Factory / Work Address 📃 Same as R	egistered/Co	rporate/Head office Address	
* Pincode			
* State		District	* Taluk / Block/Tahsil
Select an option	~	Select an option	Select an option
* City/ Town/ Village		* Locality	* Street
Communication			
Phone Number		Fax Number	
Mobile Number		• Email	
5343165465		gdjdf@gmail.com	
Man Power Details- Gra	iduate/1	Technician	
Technical Manpower Employed with the	qualification	of Degree/Diploma in Engineering/Technology	
Graduate		• Example and Asso	
• Department		+ Functional Area	Manpower
Select an option	~		0
Diploma		* Functional Area	Mannower
externation.			manpower
-Select an option-	v		0
Tell Products and the second second			
Graduate Graduate Graduate	anpower	* Total	
NaN NaN			
Note: The total Engg/Tech/Voc manpower should be san	ne or lesser than	overall total manpower.	
Overall Total Mannower			
* Regular * Contractual		Casual Outsourced	* Total
note: The Total manpower entered above should be the	same or greater	tnan Engg/Tech/Voo manpower.	
Apprentice Requiremen	t		
Apprentice Requiremen	t		
Apprentice Requiremen Graduate * Branch of Engineering/Technology	t	* Proposed Training Slots * Monthly Stipend	
Apprentice Requiremen Graduate * Branch of Engineering/Technology	t	* Proposed Training Slots * Monthly Stipend Current Year Next Year	
Apprentice Requiremen Graduate * Branch of Engineering/Technology -Select an option-	t	* Proposed Training Slots * Monthly Stipend Current Year Next Year	
Apprentice Requiremen Graduate • Branch of Engineering/Technology -Select an option	t ~	Proposed Training Slots * Monthly Stipend Current Year	
Apprentice Requiremen Graduate Branch of Engineering/Technology -Select an option- Diploma	v v	* Proposed Training Slots * Monthly Slipend Current Year Next Year	
Apprentice Requiremen Graduate Banch of EngineeringTechnology -Select an option- Detoma Branch of EngineeringTechnology	v.		
Apprentice Requiremen Graduate Branch of Engineering Technology -Select an option- Diploma Branch of Engineering Technology	v v		
Apprentice Requiremen Graduate *Branch of Engineering/Technology -Select an option- Dploma *Branch of Engineering/Technology -Select an option-	* 		

Field		Description
Establishment Details		
Name of the Organisation / Establishment*		In the text box, type the name of the establishment.
Year of Incorporation of Establishment*		This field displays the year when the establishment was formed as entered in the Eligibility Check section.
Name of Head of Organisation*		In the text box, type the name of the person heading the establishment.
Nature of Industry*		In the drop-down list, click to specify whether the establishment is run by the central government, state government or by a private party.
Nature of Technical Activity*		In the drop-down list, select all the technical activity check boxes that the establishment offers.
		In the text box, type the website address of the establishment.
Website Address*		An example for website address: <u>https://www.abcd.com</u> .
Does the	In the list, s states acros fields are d	elect Yes or No to specify if the establishment has presence in four as regions and want to enrol on pan-India basis. If Yes , more related isplayed.
Establishment have presence in a minimum of four	Region*	In the drop-down list, click the region where the establishment requires pan India presence.
states across regions and want to enroll on pan India basis?	State*	In the drop-down list, click the state where the establishment requires pan India presence based on the selected region.
	District*	In the drop-down list, click the district where the establishment requires pan India presence based on the selected state.
Communication Information		
Registered/Corporate/Head Office Address		
Pincode*		In the text box, type the pincode of the establishment's registered or corporate or head office.
State*		In the drop-down list, click the state where the registered or corporate or head office is located.

Field	Description	
District*	In the drop-down list, click the district within the selected state.	
Taluk / Block / Tahsil*	In the drop-down list, click the block or taluk within the selected district.	
City/Town/Village*	In the text box, type the name of the city/town where the registered or corporate or head office is located.	
Locality*	In the text box, type the name of the locality where the registered or corporate or head office is located.	
Street*	In the text box, type the name of the street where the registered or corporate or head office is located.	
Phone Number*	In the text box, type the phone number of the registered or corporate or head office.	
Fax Number	In the text box, type the fax number of the registered or corporate or head office.	
Mobile Number*	In the text box, type the mobile number of the registered or corporate or head office.	
Email ID*	In the text box, type the email ID of the registered or corporate or head office.	
Factory / Work Address*	 If the factory or work address and communication is same as corporate or head office's address and communication, then select the Same as Registered/Corporate/Head Office Address check box. The factory or work address fields are filled out. 	
	• If the factory or work address and communication is not the same as corporate or head office's address and communication,, then enter the details for registered or corporate or head office address.	
Manpower Details – Graduate/Te	chnician	
Graduate To add more graduate manpov 	ver details, click 🕒. A new row is added.	
• To remove a row, click 🖳		

Field	Description
Department *	In the drop-down list, click the department name associated with the educational qualification of the trainers holding a degree.
Functional Area*	In the text box, type the functional area associated with the educational qualification of the trainers holding a degree.
Manpower*	In the text box, type the total manpower with the educational qualification of a degree.
Diploma	
To add more diploma manpow	er details, click 😶. A new row is added.
• To remove a row, click .	
Department *	In the drop-down list, click the department name associated with the educational qualification of the trainers holding a diploma.
Functional Area*	In the text box, type the functional area associated with the educational qualification of the trainers holding a diploma.
Manpower*	In the text box, type the total manpower with the educational qualification of a diploma.
Total Engineering/Technical/Vocational Manpower	
Graduate*	This field displays the total manpower employed at the establishment holding a degree.
Diploma*	This field displays the total manpower employed at the establishment holding a diploma.
Total	This field calculates the total manpower of Graduate, Diploma and Vocational manpower.
Overall Total Manpower	
Regular*	In the text box, type the total number of regular manpower employed at the establishment.
Contractual*	In the text box, type the total manpower employed at the establishment on contract basis.
Casual*	In the text box, type the total number of casual manpower employed at the establishment.

Field		Description	
Outsourced*		In the text box, type the total number of outsourced manpower employed by the establishment.	
Total		This field calculates the total manpower.	
		The Total value should be equal or greater than the value displayed in the Total field of the Total Engineering/Technical/Vocational Manpower section.	
Apprentice Requi	rement		
GraduateTo add more dTo remove a ro	epartments or fu	inctional areas, click 💽. A new row is added.	
Branch of Engineering/Technology*		In the drop-down list, click the branch of engineering or technology that the apprentices should have graduated from.	
Proposed	Current Year	In the text box, type the number of training slots available for current year.	
Training Slots*	Next Year	In the text box, type the number of training slots for next year.	
Monthly Stipend*		In the text box, type the monthly salary amount or stipend that is to be paid to graduate apprentices.	
Diploma			
• To add more departments or functional areas, click . A new row is added.			
To remove a ro	ow, click <mark>으</mark> .		
Branch of Engineering/Technology*		In the drop-down list, click the branch of engineering or technology that the apprentices should have diploma in.	
Proposed	Current Year	In the text box, type the number of training slots available for current year.	
	Next Year	In the text box, type the number of training slots for next year.	
Monthly Stipend*		In the text box, type the monthly salary amount or stipend that is to be paid to diploma apprentices.	

14. Click Save and continue. The Infrastructure for Training tab appears.

Eligibility Check	Questionnaire & Guidelines	Enrollment Form	Preview & Confirm	
Crganisation Informat	ion	Nnfrastructure for Training	8 Bank Information & Account Details	
Infrastructure D	etails			
* Name		* Designation	Mobile No.	
werwerwrwe		HR	3463654545	
* Email ID		Qualification	Years Of Experience	
sdfs345dfsd@gmail.com				
*Does the Establishment ha	ave exclusive workshop fa	cilities for training?	No 🕖 Yes	
Does the Establishment have lecture-halls/rooms for conducting group discussions & meetings? No 💭 Yes				
*Does the Establishment have a technical library under the control of the training department? No 💭			No 🕖 Yes	
* Does the Establishment have hostel facilities for accommodating Apprentices? No 🕖 Yes				
*a. Does the Establishment have canteen facilities for Apprentices? No			No Yes	
*b. Does the Establishment have Transport facilities for Apprentices? No O Yes				
*Does the Establishment involve the Apprentices in normal production activities No 🕖 Yes				
*Does the Establishment have its own management training scheme? No 🕖 Yes				
* Where does the Establish	ment draw the faculty from	1?		
Training Department				
	Vithin the Organisation			
Other Functional Areas V				
Other Functional Areas V Outside faculty				
Other Functional Areas V Outside faculty Tooes the Establishment ha	ave Medical Facility?		No 🕖 Yes	
Other Functional Areas V Outside faculty Does the Establishment h	ave Medical Facility? ave Safety Officer?		No Yes	
Other Functional Areas V Outside faculty Does the Establishment h Outside faculty	ave Medical Facility? ave Safety Officer? nt policy provides regular	job to the Apprentices after 1 year training?	No Yes No Yes No Yes	

Field	Description	
Infrastructure Details		
Name*	This field displays your full name as entered in the Eligibility Check section.	
Designation*	This field displays your designation as selected in the Eligibility Check section.	
Mobile No	This field displays your mobile number as entered in the Eligibility Check section.	
Email ID*	This field displays your email ID as entered in the Eligibility Check section.	
Qualification	In the text box, type your qualification level.	

Field	Description
Years of Experience	In the text box, type the total years of experience.
Does the Establishment have exclusive workshop facilities for training?	Select the Yes or No option, as applicable.
Does the Establishment have lecture- halls/rooms for conducting group discussions & meetings?	Select the Yes or No option, as applicable.
Does the Establishment have a technical library under the control of the training department?	Select the Yes or No option, as applicable.
Does the Establishment have hostel facilities for accommodating Apprentices?	Select the Yes or No option, as applicable.
 a. Does the Establishment have canteen facilities for Apprentices? b. Does the Establishment have Transport facilities for Apprentices? 	Select the Yes or No options, as applicable.
Does the Establishment involve the Apprentices in normal production activities?	Select the Yes or No option, as applicable.
Does the Establishment have its own management training scheme?	Select the Yes or No option, as applicable.
Where does the Establishment draw the faculty from?	In the list, select the option check boxes to specify the department or functional areas where the training faculty is chosen from.
Does the Establishment have Medical Facility?	Select the Yes or No option, as applicable.
Does the Establishment have Safety Officer?	Select the Yes or No option, as applicable.
Whether the Establishment policy provides regular job to the Apprentices after 1 year training?	Select the Yes or No option, as applicable.

Field	Description
Is the Establishment willing to pay higher stipend than the Government prescribed stipend rate?	Select the Yes or No option, as applicable.

15. Type or select the required details, and then click **Save and continue**. The **Bank Information & Account Details** tab appears.

0	2		4
Eligibility Check	Questionnaire & Guidelines	Enrollment Form	Preview & Confirm
Organisation Information	1009	Infrastructure for Training	Bank Information & Account Details
Bank Information			
Bank Name	Bank	Branch Name	Bank Account Number
Select an option			
			(Savings Account Numbers Only)
Name of the Account Holder	IFSC	Code	MICR Code
Account Officer De	• Des	signation	
* Mobile No	* Em	ail ID	
Declaration I sdfsdfsd entering the data in	n my capacity as CEO mobi	ile number (6857464351) hereby decla	are that the above statements are true and correct to the best
of my Knowledge. I also declar	e that I am an Indian Citize	:n.	
*By clicking this box I agr	ee to the above Terms and	I Conditions	
Preview			

Field

Bank Information

Bank Name	In the drop-down list, click the name of the bank where the establishment has a savings account.
Bank Branch Name	In the text box, type the branch name of the bank.
Bank Account Number	In the text box, type the savings account number.
Name of the Account Holder	In the text box, type the name of the account holder.
IFSC Code	In the text box, type the IFSC (Indian Financial System Code) assigned to the specific bank's branch.

Description

Field	Description
MICR Code	In the text box, type the MICR (Magnetic Ink Character Recognition) code from the account holder's cheque.
Account Officer Details	
Name*	In the text box, type the name of the account officer from the establishment.
Designation*	In the text box, type the designation of the account officer from the establishment.
Mobile No*	In the text box, type the mobile number of the account officer from the establishment.
Email ID*	In the text box, type the email ID of the account officer from the establishment.

- 16. In the **Declaration** section, select the **By clicking this box I agree to the above Terms and Conditions** check box.
- 17. Click **Preview**. The Preview page appears with selected details in the required fields.
- 18. Check all the entered details and click **Submit**. The enrolment is completed and the Enrollment Successful page appears with your **User ID**, **Email ID** and **Password** details.

0	2	3	•••••••••••••••••••••••••••••••••••••••	
Eligibility Check	Questionnaire & Guidelines	Enrollment Form	Preview & Confirm	100%
Establishment E	nrollment has been	created successfully		
Dear Industry,				
Please find details of your e	nrollment and login below. Do not	e that you can log into the portal usi	ing email ID and Password	
User ID: NJKRSC000001				
Email ID: dfggf@gmail.com	1			
Password :				
Print Close & Cont	inue			
An email has been sent to your ID with	n login credentials along with your enrollment o	letails Please check spam folder if you are unabl	le to find it in your inbox	

- 19. Click **Close & Continue**. The Login page appears.
 - **F**

You can log on to the NATS application with the enrolment details. For more information about logging on, see the <u>Log On</u> section.

Or

To print the enrolment details, click **Print**. The enrolment details are downloaded on the local drive in the PDF format.

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Enrol

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5. Glossary

Term	Description
Apprentice	A person, who is trained by an organisation or establishment or an individual mentor, to follow and learn a trade or skill for a fixed period of time.
Surety	An individual who undertakes responsibility in case the apprentice is a minor.
Novation	A legal term that refers to the transfer of contract from one establishment to another when the former is not in a position to support training of the apprentice.
Contract	A voluntary, legally-binding agreement between a student and an establishment for the Apprentice Training Scheme as per The Apprentices Act, 1961.