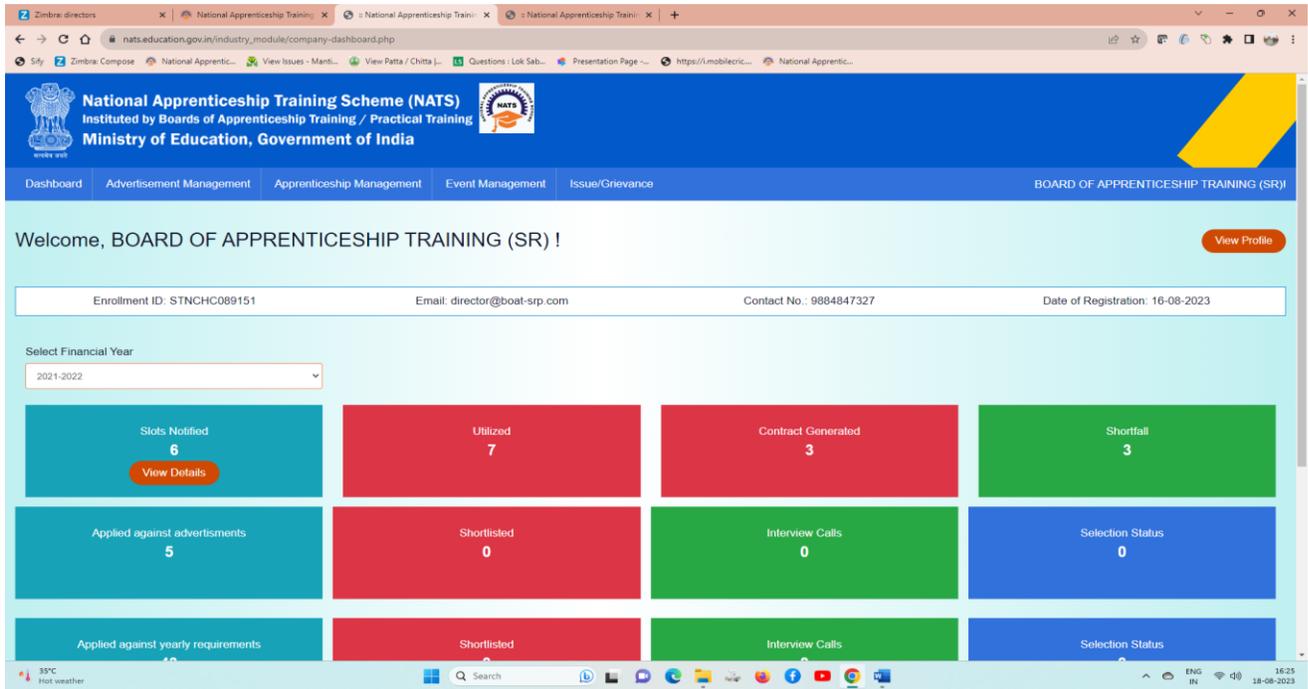


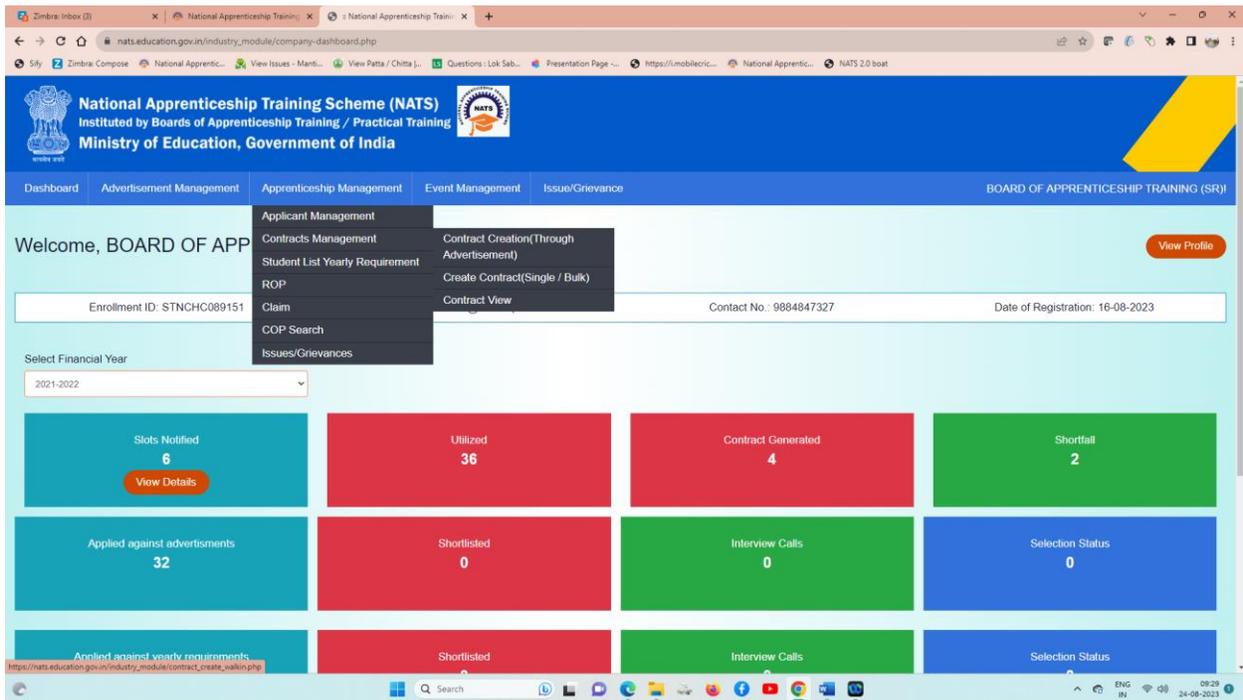
NATIONAL APPRENTICESHIP TRAINING SCHEME PORTAL (NATS 2.0) – USER MANUAL

1. Contract Creation by Establishment

Step 1: Login as an Establishment:



Step 2: In navigation bar click on Apprenticeship Management -> Select Contract Management -> Click Create Contract (Single / Bulk) :



Step 3: On clicking the “Bulk Create Contract”, the below page opens from where student enrollment ID can be given.

National Apprenticeship Training Scheme (NATS)
Instituted by Boards of Apprenticeship Training / Practical Training
Ministry of Education, Government of India

Dashboard Advertisement Management Apprenticeship Management Event Management Issue/Grievance BOARD OF APPRENTICESHIP TRAINING (SR)

Create Contract

Add Student in Comma Separated

STUDENT ENROLMENT ID

Total Slots Available for training : 6

Apply All With same stipend and date of Joining, period of training etc.

I therefore certify that I have verified the certificates and other credential of the students that are mentioned in the contract and confirm that they are eligible for apprenticeship as per the Apprenticeship (amendment) Act, 2014.

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Step 4: Please type “Student Enrolment ID (SPYG569150200001)” and click “Search”:

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Create Contract

Add Student in Comma Separated

SPYG569150200001

Total Slots Available for training : 6

Apply All With same stipend and date of Joining, period of training etc.

I therefore certify that I have verified the certificates and other credential of the students that are mentioned in the contract and confirm that they are eligible for apprenticeship as per the Apprenticeship (amendment) Act, 2014.

SPYG569150200001(RAJESH TEST)
Mob No 9710620715
Community: OBC
Physically Handicapped: N
Govt Id Card:
Passed Out In: GRADUATE IN ENGINEERING / TECHNOLOGY
Year of Passing: 2020
Month of Passing: 4
 Govt Id Proof
 View Profile Photo
 View Profile

Date of Joining *

Period of Training *

Stipend *

Bank IFSC Code *

Account Holder Name *

Select State of Office *

Select Location of Office *

Select Section *

Bank Account Number *

Bank Branch Name *

Soft Skills *

Professional Skills *

Area of Domain *

Bank Name *

Do you want to send the stipend to the same account given by the students? *

Step 5: Enter the following Details for Initiating the contract:

1. Date of Joining
2. Select State of office
3. Soft Skills
4. Period of Training
5. Location of office
6. Professional Skills
7. Select the option - SEC 22(1), student may or may not be retained as an employee in the same establishment or SEC 22(2), the student is retained as an employee into same establishment after apprenticeship program is finished
8. Enter Area of Domain
9. Confirm and select the bank account details of the apprentice

The screenshot shows a web browser window with the URL https://nats.education.gov.in/industry_module/contract_create_walkin.php?student_id=SPYG569150200001&search_student=. The page displays a search bar with the student ID "SPYG569150200001" and a "Search" button. Below the search bar, it indicates "Total Slots Available for training : 6".

A checkbox labeled "Apply All With same stipend and date of Joining, period of training etc." is present. The main form contains the following fields:

<input type="checkbox"/>	SPYG569150200001(RAJESH TEST) Mob No 9710620715 Community: OBC Physically Handicapped: N Govt Id Card: Passed Out In: GRADUATE IN ENGINEERING / TECHNOLOGY Year of Passing 2020 Month of Passing 4 Govt Id Proof View Profile Photo View Profile	Date of Joining * 01-04-2023	Select State of Office * TAMIL NADU	Soft Skills * COMMUNICATION SKILL
		Period of Training * 12 MONTHS	Select Location of Office * CHENNAI	Professional Skills * AEROSPACE
		Stipend * 9000	Select Section * SEC22(1)	Area of Domain * AEROSPACE
		Bank IFSC Code * SBIN000245	Bank Account Number * 12456214512	Bank Name * STATE BANK OF INDIA
		Account Holder Name * RAJESH	Bank Branch Name * ISLAMPUR	<input checked="" type="checkbox"/> Do you want to send the stipend to the same account given by the students? *

Below the form, there is a checkbox: "I therefore certify that I have verified the certificates and other credential of the students that are mentioned in the contract and confirm that they are eligible for apprenticeship as per the Apprenticeship (amendment) Act, 2014." A "Create Contract Request" button is located at the bottom of the form.

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Step 6: Confirm the terms and condition on the verification of the candidate with original certificates

SPYG56915020001 Search

Total Slots Available for training : 6

Apply All With same stipend and date of Joining, period of training etc.

 <p>SPYG56915020001(RAJESH TEST) Mob No 9710620715 Community: OBC Physically Handicapped: N Govt Id Card: Passed Out In GRADUATE IN ENGINEERING / TECHNOLOGY Year of Passing 2020 Month of Passing 4 <input type="checkbox"/> Govt Id Proof View Profile Photo View Profile</p>	Date of Joining *	Select State of Office *	Soft Skills *
	01-04-2023	TAMIL NADU	COMMUNICATION SKILL
	Period of Training *	Select Location of Office *	Professional Skills *
	12 MONTHS	CHENNAI	AEROSPACE
	Stipend *	Select Section *	Area of Domain *
	9000	SEC22(1)	AEROSPACE
	Bank IFSC Code *	Bank Account Number *	Bank Name *
	SBIN000245	12456214512	STATE BANK OF INDIA
Account Holder Name *	Bank Branch Name *	<input checked="" type="checkbox"/> Do you want to send the stipend to the same account given by the students? *	
RAJESH	ISLAMPUR		

I therefore certify that I have verified the certificates and other credential of the students that are mentioned in the contract and confirm that they are eligible for apprenticeship as per the Apprenticeship (amendment) Act, 2014.

[Create Contract Request](#)

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Step 7: Click, “Create Contract Request” – Contract is created successfully and sent to candidate for acceptance.

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Dashboard Advertisement Management Apprenticeship Management Event Management Issue/Grievance BOARD OF APPRENTICESHIP TRAINING (SR)

Create Contract

Add Student in Comma Separated

STUDENT ENROLMENT ID Search



Done!

You Have Successfully Created Contract for 1 students!

[OKAY](#)

Apply All With same stipend and date of Joining, period of training etc.

I therefore certify that I have verified the certificates and other credential of the students that are mentioned in the contract and confirm that they are eligible for apprenticeship as per the Apprenticeship (amendment) Act, 2014.

[Create Contract Request](#)

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Contract Management:

After the establishment contract creation, the request goes to student dashboard for contract approval and upon approval from student the same will reflect at BOAT for final acceptance of contract creation.

The below are the detailed explanation of the contract creation process.

1. Upon “Initiation of contract” the status of application changes to status to approve contract.
2. After selecting students, a contract has to be created individually with each of them, with approval from BOAT and acceptance from student, a contract is created.
3. Multiple students contract creation can be done by verification of details and by giving the joining date, life skills, professional skills date, the contract request is created in BULK Manner.
4. Multi-select option and Advertisement-wise segregation is enabled.
5. Once a student’s contract is created, they are part of establishment as an apprentice and so can’t apply elsewhere until, there contract is terminated in any such case.
6. Based on their training period, each student’s performance is recorded quarter-wise and is used at the time of Certificate generation and stipend claim by establishment.

2. Contract Creation Acceptance by the Student

Step 1: Login as a student:

Dashboard | Profile | Change Request | Application Management | Event Management | Issues/Grievance | Help | Logout

Welcome, RAJESH TEST! [Edit Profile](#)

Ref. ID: 729130 | Enrollment ID: SPYG56915020001 | Email: rajamanisap@gmail.com | Contact No.: 9710620715
Date of Birth: 04-Sep-1984

Applied against advertisements	Shortlisted	Interview Calls	Selected	Rejected
3	0	0	1	0

Contract Status

Name of Establishment	Location for Apprenticeship Training	DOJ	Stipend Rate	Status	View Certificate
BOARD OF APPRENTICESHIP TRAINING (SR) (STNCH089151)	CHENNAI - TAMIL NADU	01 Apr 2023	9000	Contract Generated Accept Reject	Not generated yet

32°C Mostly sunny | Search | ENG IN | 10:24 21-08-2023

Step 2: Check the Dashboard, verify the contract details and click Accept.

The screenshot displays the NATS student dashboard. At the top, there is a navigation menu with options: Dashboard, Profile, Change Request, Application Management, Event Management, Issue/Grievance, Help, and Logout. Below the navigation, a welcome message reads "Welcome, RAJESH TEST!" with an "Edit Profile" button. A summary row contains the following information: Ref. ID: 729130, Date of Birth: 04-Sep-1984, Enrollment ID: SPYG569150200001, Email: rajamanisap@gmail.com, and Contact No.: 9710620715. Below this, there are five colored boxes representing application statistics: Applied against advertisements (3), Shortlisted (0), Interview Calls (0), Selected (1), and Rejected (0). The "Contract Status" section features a table with the following data:

Name of Establishment	Location for Apprenticeship Training	DOJ	Stipend Rate	Status	View Certificate
BOARD OF APPRENTICESHIP TRAINING (SR) (STNCHC089151)	CHENNAI - TAMIL NADU	01 Apr 2023	9000	Contract Generated <input type="button" value="Accept"/> <input type="button" value="Reject"/>	Not generated yet

The bottom of the screenshot shows a Windows taskbar with the date 21-08-2023 and time 10:25.

After the establishment contract initiation, student has to accept the contract request, in order to send request to BOAT for final confirmation, after the acceptance of student, contract will be approved by BOAT, contract number will be generated, the status will reflect in the Dashboard.