## NATIONAL APPRENTICESHIP TRAINING SCHEME PORTAL (NATS 2.0) – USER MANUAL <u>1. Contract Creation by Establishment</u>

Step 1: Login as an Establishment:

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Dashboard Advertisement Management	Apprenticeship Management	Event Management	Issue/Grievance		BOARD OF APPRENTICESHIP TRAINING (SR)
Welcome, BOARD OF APF	PRENTICESHIP TR	AINING (SR)	!		View Profile
Enrollment ID: STNCHC089151	Em	ail: director@boat-srp.co	om	Contact No.: 9884847327	Date of Registration: 16-08-2023
Select Financial Year	<b>~</b>				
Slots Notified 6 View Dotails		Utilized 7		Contract Generated 3	Shortfall 3
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Step 2: In navigation bar click on Apprenticeship Management -> Select Contract Management -> Click Create Contract (Single / Bulk) :

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	Student List Yearly Requirement	t Advertisement) Create Contract(Sing	le / Bulk)				
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Step 3: On clicking the "Bulk Create Contract", the below page opens from where student enrollment ID can be given.

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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 Seprated	
STUDENT ENROLMENT ID	Search
Total Slots Available for	training : 6
I therefore certify that I have verified the certificates and other credential of the students that are mentioned in the contract and a     Create Contract Request	onfirm that they are eligible for apprenticeship as per the Apprenticeship (amendment) Act, 2014.
Copyright © 2023. All right	reserved.
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Step 4: Please type "Student Enrolment ID (SPYG569150200001)" and click "Search":

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SPYG569150200001			Search
	Tota	al Slots Available for training : 6	
Apply All With same stipend and dat	te of Joining, period of training etc.		
SPYG569150200001(RAJES	SH Date of Joining *	Select State of Office *	Soft Skills *
Mob No:9710620715	dd-mm-yyyy 1	SELECT STATE	SELECT SOFT SKILL
Physically Handicapped: N	Period of Training *	Select Location of Office *	Professional Skills *
Govt Id Card: Passed Out In:GRADUATE I	N SELECT PERIOD IN MONTHS	SELECT LOCATION OF OFFICE *	PROFESSIONAL SKILLS
ENGINEERING / TECHNOL	OGY Stipend *	Select Section *	Area of Domain *
Month of Passing:4	9000	SELECT SECTION *	AREA OF DOMAIN
□Govt Id Proof □View Profile Photo	Bank IFSC Code *	Bank Account Number *	Bank Name *
□View Profile	SBIN0000245	12456214512	STATE BANK OF INDIA
	Account Holder Name *	Bank Branch Name *	
	RAJESH	ISLAMPUR	the students? *
I therefore certify that I have verified     Create Contract Request	the certificates and other credential of the students that are m	nentioned in the contract and confirm that they are eligible for apprenti	ceship as per the Apprenticeship (amendment) Act, 2014.

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

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SPYG569150200001			Search				
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	Total S	lote Available for training - 6					
Apply All With same stipend and date of Joini	ing, period of training etc.						
SPYG560150200001/RAJESH	, , , , , , , , , , , , , , , , , , ,						
TEST)	Date of Joining *	Select State of Office *	Soft Skills *				
Mob No:9710620715 Community: OBC	01-04-2023	TAMIL NADU 🗸	COMMUNICATION SKILL V				
Physically Handicapped: N	Period of Training *	Select Location of Office *	Professional Skills *				
Passed Out In:GRADUATE IN	12 MONTHS ¥	CHENNAI ~	AEROSPACE				
ENGINEERING / TECHNOLOGY Year of Passing 2020	Stipend *	Select Section *	Area of Domain *				
Month of Passing:4	9000	SEC22(1) ~	AEROSPACE				
□Govt Id Proof □View Profile Photo	Bank IFSC Code *	Bank Account Number *	Bank Name *				
□View Profile	SBIN0000245	12456214512	STATE BANK OF INDIA				
	Account Holder Name *	Bank Branch Name *					
	RAJESH	ISLAMPUR	Do you want to send the stipennd to the same account given by the students? *				
<ul> <li>I therefore certify that I have verified the certified</li> </ul>	ficates and other credential of the students that are mentio	oned in the contract and confirm that they are eligible for apprentic	eship as per the Apprenticeship (amendment) Act, 2014.				
Create Contract Request							
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Step 6: Confirm the terms and condition on the verification of the candidate with original certificates

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	Total Slo	ots Available for training : 6	
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Mob No:9710620715 Community: OBC	01-04-2023	TAMIL NADU V	COMMUNICATION SKILL V
Physically Handicapped: N Govt Id Card:	Period of Training *	Select Location of Office "	Professional Skills "
Passed Out In:GRADUATE IN ENGINEERING / TECHNOLOGY	12 MONTHS V	CHENNAI V	AEROSPACE
Year of Passing:2020	Stipend *	Select Section *	Area of Domain
Govt Id Proof	9000	SECZ2(1)	AEROSPACE
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	Account Holder Name *	Bank Branch Name *	Do you want to send the stiperind to the same account given by
Create Contract Request	ificates and other credential of the students that are mention	ed in the contract and confirm that they are eligible for apprentic	eship as per the Apprenticeship (amendment) Act, 2014.
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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 Manage		
Create Contract Add Student in Comma Seprated STUDENT ENROLMENT ID Apply All With same stipend and date of Joining, period of training etc. Therefore certify that I have verified the certificates and other credential of the students that Create Contract Request	Done! You Have SuccessFully Created Contract for 1 students!	Search he Apprenticeship (amendment) Act, 2014.
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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

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National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India							
Dashboard Profile Change Request	Application Management Event Management	gement Issue/Grievance	Help				Logout
Welcome, RAJESH TEST!							Edit Profile
Ref. ID: 729130 Date of Birth: 04-Sep-1984	Enrollment ID: SF	YG569150200001	Email: ra	jamanisap@gmail	.com	Contact N	o.: 9710620715
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Contract Status							
Name of Establishment		Location for Apprenticeship T	raining	DOJ	Stipend Rate	Status	View Certificate
						Contract Generated	
BOARD OF APPRENTICESHIP TRAINING (SR	) (STNCHC089151)	CHENNAI - TAMIL NADU		01 Apr 2023	9000	Accept Reject	Not generated yet
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## Step 1: Login as a student:

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Dashboard Profile Change Request	Application Management Event Manage	ement Issue/Grievance Help				Logout	
Welcome, RAJESH TEST!						Edit Profile	
Ref. ID: 729130 Date of Birth: 04-Sep-1984	Enrollment ID: SPY	YG569150200001 Ema	l: rajamanisap@gmai	I.com	Contact N	No.: 9710620715	
Applied against advertisments 3	Shortlisted 0	Interview Calls O		Selected 1		Rejected 0	
Contract Status							
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	Not generated yet	
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Step 2: Check the Dashboard, verify the contract details and click Accept.

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.