



User Manual for Establishment Registration and Payroll– NAPS



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1 Introduction

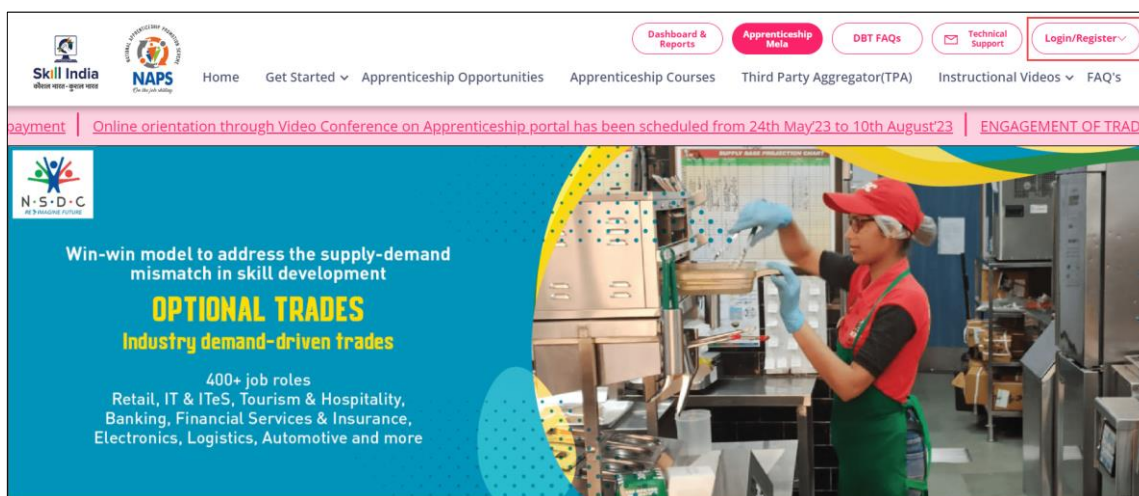
The *User Manual for Establishment Registration and Payroll – NAPS* is designed to provide information on, how a new user can register as an Establishment. The Establishment can perform the following functionalities as listed.

- Registration
 - Establishment Registration
 - Active Establishment Login ID
 - First-Time Login
- Attendance and Stipend (Payroll)
 - Create Payroll
 - Freeze Payroll
 - Payment Mode
 - Process Payment
 - View Bank Details
 - View Payment Details
 - Re-Try Payment
- Claims and Reimbursement
 - Submit Claim
- Upload Sampling Document
 - Submit Bank Certificate
- Edit Bank Details – Establishment
- View DBT Payroll – NSDC Admin
- View DBT Payroll – DGT Admin
- View DBT Payroll – RDAT Admin
- View DBT Payroll – CAA Admin
- Create Course – Establishment
- Create Opportunity – Establishment
- Candidate Registration – ITI Student

2 Registration

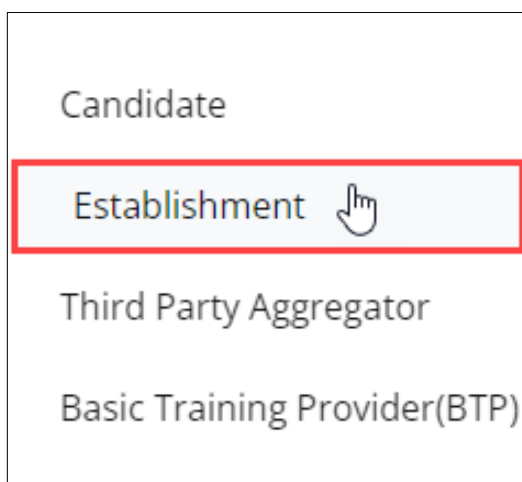
The **Registration** section allows the new user to register as an Establishment.

- To **Register**, the new Establishment in the NAPS website do as follows.



To Navigate

Home --> Register --> Establishment



- Select **User Type** as an Establishment from the Login / Register drop-down list.
- Click **Establishment**, the **Establishment Registration** screen appears.

2.1 Establishment Registration

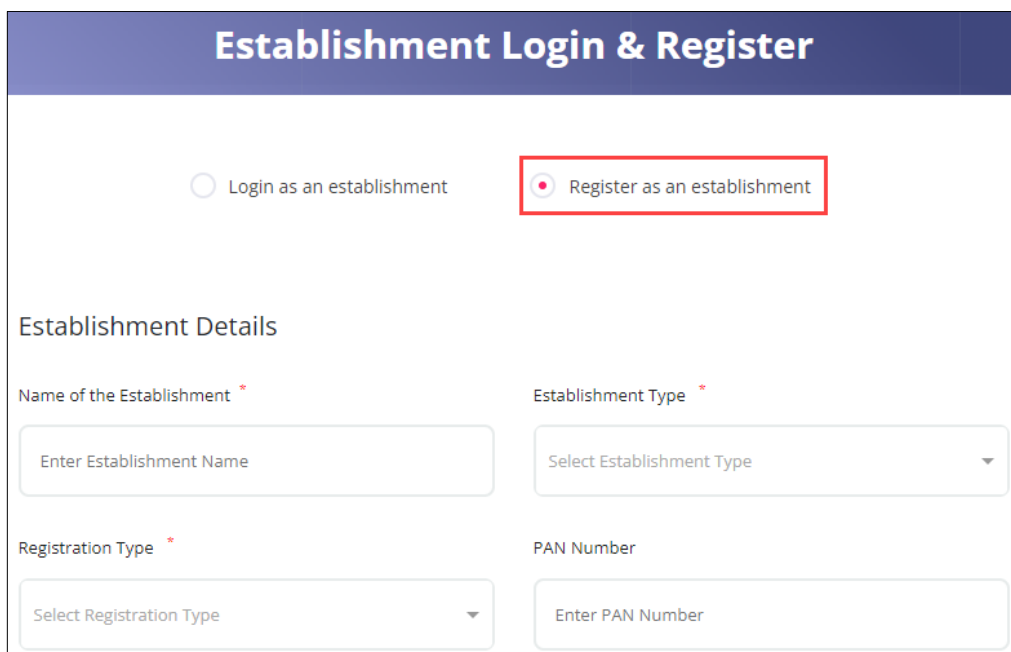
The **Establishment Registration** screen allows the Establishment to enter the required basic information.

To Navigate

Home - - > Register - - > Establishment - - > Establishment Registration

The **Establishment Registration** screen allows the Establishment to enter the Establishment details.

- The **Establishment Registration** screen hosts *three* sections as listed below.
 - Establishment Details
 - Address Details
 - Contact Person Details
- Select the *checkbox* to **Register as an Establishment**.
- The **Establishment Details** section allows the Establishment to enter the Name of the Establishment, Registration Type, Registration Number, and PAN Number.



- The **Establishment Details** section also allows you to select Establishment Type from the drop – down list.

Note:

- The Establishment type such as Co – operative and Private sector **cannot** select registration type as Government.
- If the user selects Establishment Type as Private Sector or Co – operative and contract as NAPS, then it is considered as DBT contract.
- If the user selects Establishment Type as Private Sector or Co – operative and contract as Non – NAPS, then it is considered as non-DBT contract.
- The Establishment Type such as Co - operative and Private sector are considered as DBT.
- Except Private Sector and Co – operative all other establishment types are considered as non-DBT.

- The **Address Details** section allows the Establishment to enter the Establishment details such as Address Line 1, Address Line 2, City, Pin Code, State, and District.

Address Line 1 *	Address Line 2
<input type="text" value="Enter Address Line 1"/>	<input type="text" value="Enter Address Line 2"/>
City *	Pin Code *
<input type="text" value="Enter City"/>	<input type="text" value="Enter Pin Code"/>
State *	District *
<input type="text" value="Select State"/>	<input type="text" value="Select District"/>

- The **Contact Person Details** section allows the Establishment to enter the contact person details such as Name of the Contact Person, Mobile Number, Landline Number, Official Email ID, Confirm Email ID, Password, and Confirm Password.
- Select **Are you engaging apprentices under BOAT/NATS** from the checkboxes.

Name of the Contact Person *

Enter Contact Person Name

Mobile Number

Enter Number

Landline Number *

STD Code

Landline Number

Official Email ID *

Enter Email

Confirm Email ID *

Enter Confirm Email

Password *

Password

Confirm Password *

Confirm Password

Your password must be 6 characters long.

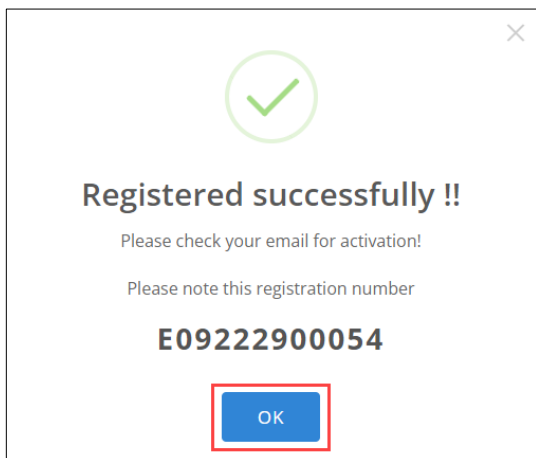
Are you engaging apprentices under BOAT/NATS?

☐ Yes
 ☒ No

☐ I have read, understood and agree to abide by the ["User Terms"](#), ["Privacy Policy"](#) and ["Disclaimer"](#); and understand that by checking this box, I am entering into a legally binding contract

Submit

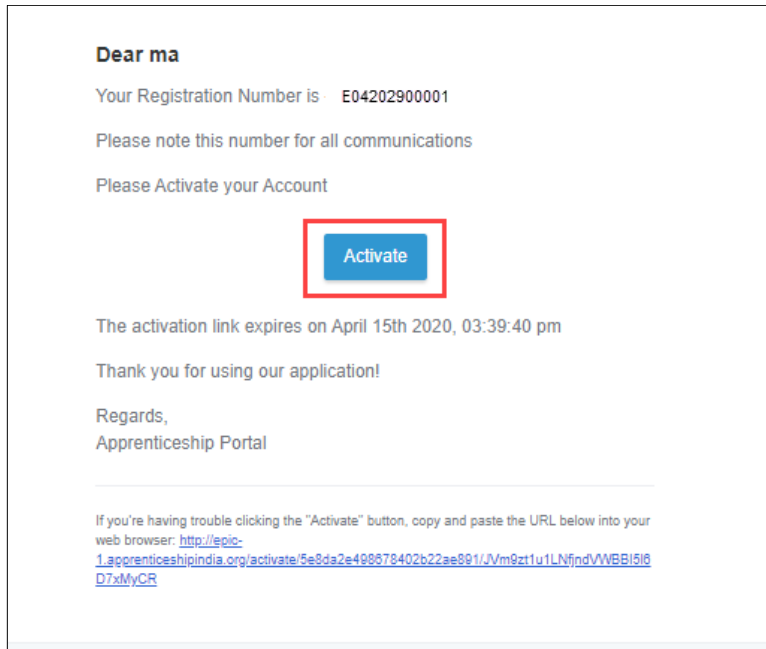
- Select the **Checkbox**, to accept the *"User Terms," "Privacy Policy,"* and *"Disclaimer"*.
- Click **Submit**, the following screen appears along with the Establishment registration number.



- Click **OK**, the **Activate** screen appears.

2.2 Activate Establishment Login ID

The successfully registered Establishment will receive the activation email to the registered mail ID.



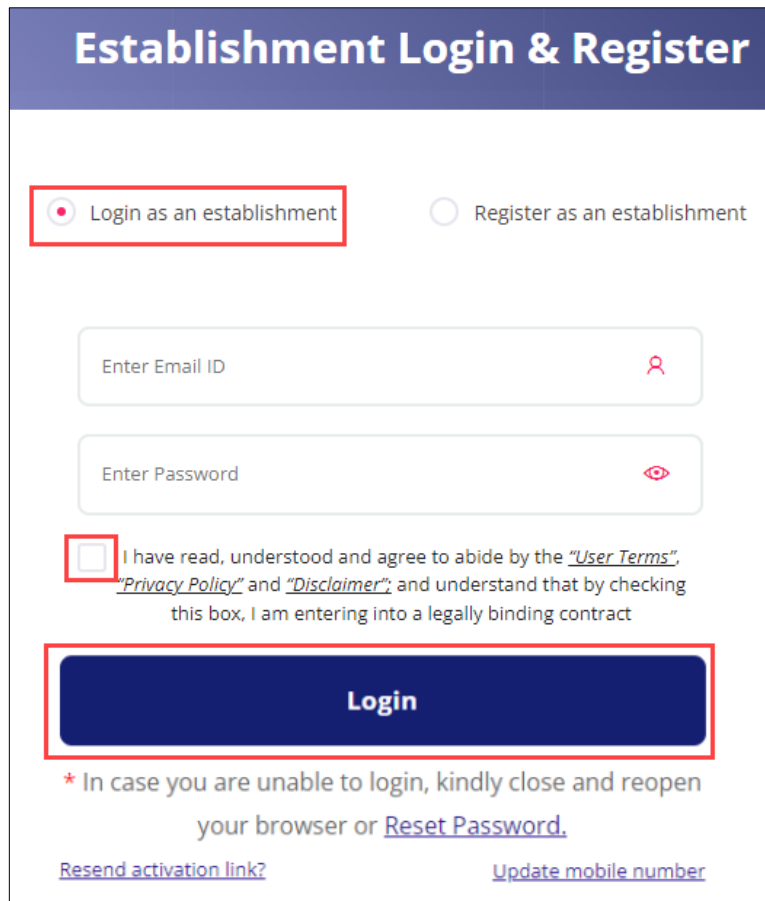
- The activation mail displays the information of the Establishment such as Establishment Name, Registration Number, and also contains the information on the activation link expires on date/time.
- Click **Activate**, to activate the login credentials and to navigate to the **First Time Login** screen.

2.3 First-Time Login

The **First Time Login** screen allows the Establishment to login to the Establishment Registration Form.

To Navigate

Home - - > Login



The screenshot shows the 'Establishment Login & Register' form. It has a dark blue header with the title. Below the header, there are two radio buttons: 'Login as an establishment' (selected) and 'Register as an establishment'. Below these are two input fields: 'Enter Email ID' and 'Enter Password'. Below the password field is a checkbox with the text: 'I have read, understood and agree to abide by the "User Terms", "Privacy Policy" and "Disclaimer"; and understand that by checking this box, I am entering into a legally binding contract'. Below the checkbox is a large blue 'Login' button. At the bottom, there is a red asterisk followed by the text: '* In case you are unable to login, kindly close and reopen your browser or [Reset Password](#).' Below this are two links: '[Resend activation link?](#)' and '[Update mobile number](#)'.

➤ Select the *checkbox* to **Login as an Establishment**.

➤ Enter the appropriate Email ID and Password.

Note: The Establishment email ID and Password are the same that the one mentioned in the Establishment registration form.

➤ Select the *checkbox*, to accept the "User Term," "Privacy Policy" and "Disclaimer".

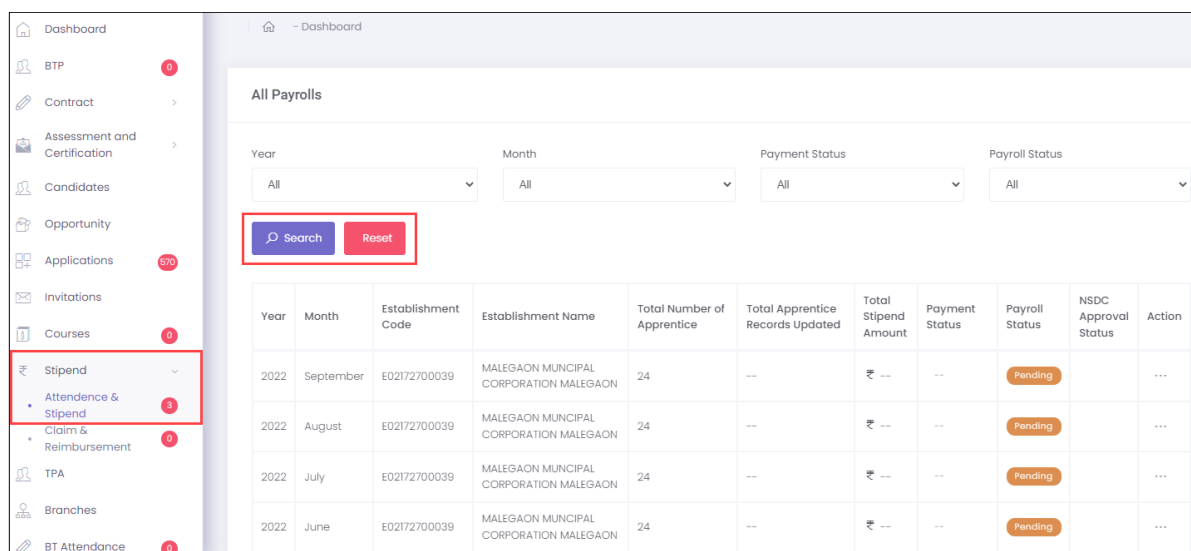
➤ Click **Login**, to navigate to the **Dashboard**.

3 Attendance and Stipend (Payroll)

The **Attendance and Stipend** screen allows the Establishment to view the payroll details.

To Navigate

Home - - > Dashboard - - > Stipend - - > Attendance & Stipend



Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	September	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	---	₹ ---	---	Pending		---
2022	August	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	---	₹ ---	---	Pending		---
2022	July	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	---	₹ ---	---	Pending		---
2022	June	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	---	₹ ---	---	Pending		---

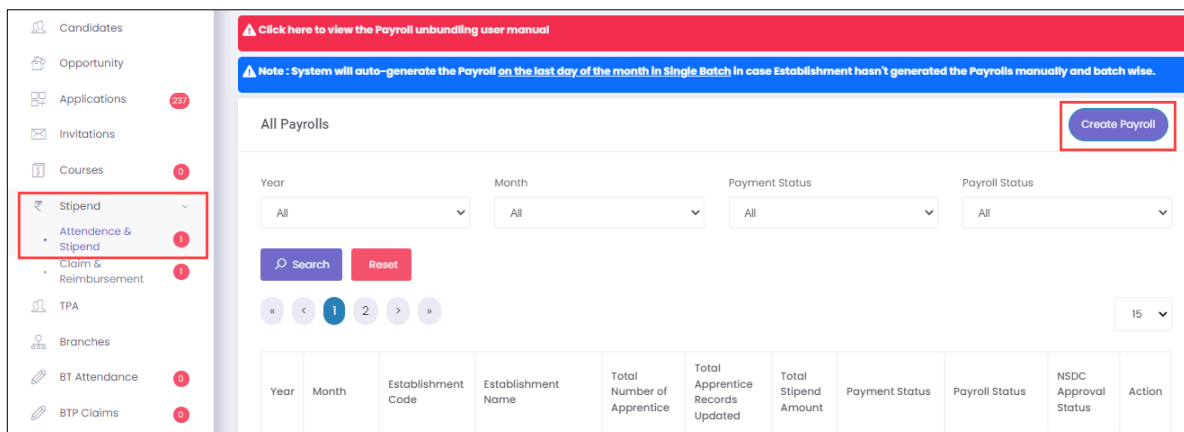
- The **All Payrolls** screen displays all payroll details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, NSDC Approval Status, and also view details under Action.
- The **Establishment** can search for a particular payroll based on Year, Month, Payment Status, and Payroll Status. Click **Search**, to search for a particular payroll.

3.1 Create Payroll

The **Create Payroll** screen allows Establishment to create payroll for the candidates.

To Navigate

Home - - > Dashboard - - > Stipend - - > Attendance & Stipend - - > Create Payroll



All Payrolls

Year: All | Month: All | Payment Status: All | Payroll Status: All

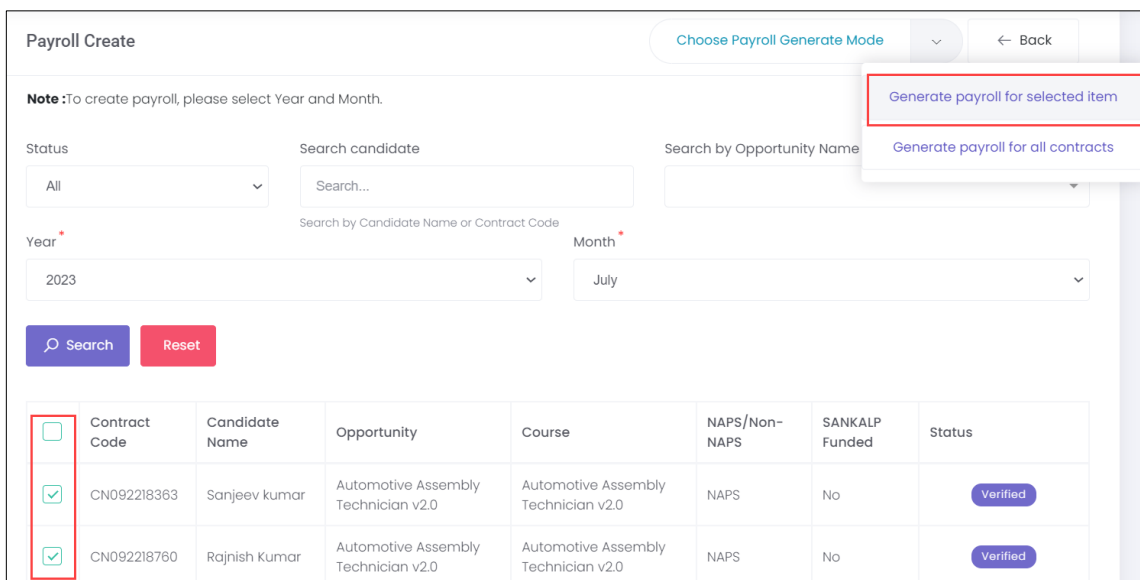
Search [] Reset

« < 1 2 > » 15

Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
------	-------	--------------------	--------------------	----------------------------	----------------------------------	----------------------	----------------	----------------	----------------------	--------

- The **All Payrolls** screen displays all payroll details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, NSDC Approval Status, Action, and also allows to create payroll.
- Click **Create Payroll**, the **Payroll Create** screen appears.

- The **Payroll Create** screen displays candidate details such as Contract Code, Candidate Name, Opportunity, Course, NAPS / Non – NAPS, SANKALP Funded, and Status.



Payroll Create

Note :To create payroll, please select Year and Month.

Status: All

Search candidate: Search...

Search by Opportunity Name: Search...

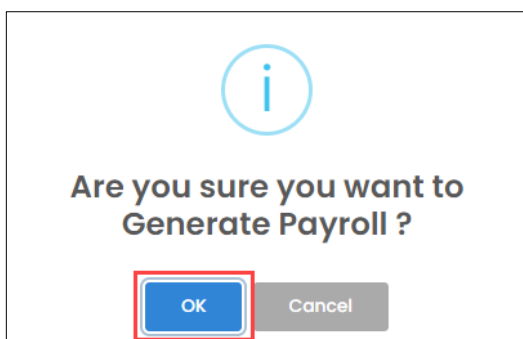
Year: 2023

Month: July

Search Reset

	Contract Code	Candidate Name	Opportunity	Course	NAPS/Non-NAPS	SANKALP Funded	Status
<input type="checkbox"/>	CN092218363	Sanjeev kumar	Automotive Assembly Technician v2.0	Automotive Assembly Technician v2.0	NAPS	No	Verified
<input checked="" type="checkbox"/>	CN092218760	Rajnish Kumar	Automotive Assembly Technician v2.0	Automotive Assembly Technician v2.0	NAPS	No	Verified

- Select the *checkboxes* of the respective candidates, to proceed with payroll.
- Click **Generate payroll for selected item**, the following screen appears.



Are you sure you want to Generate Payroll ?

OK Cancel

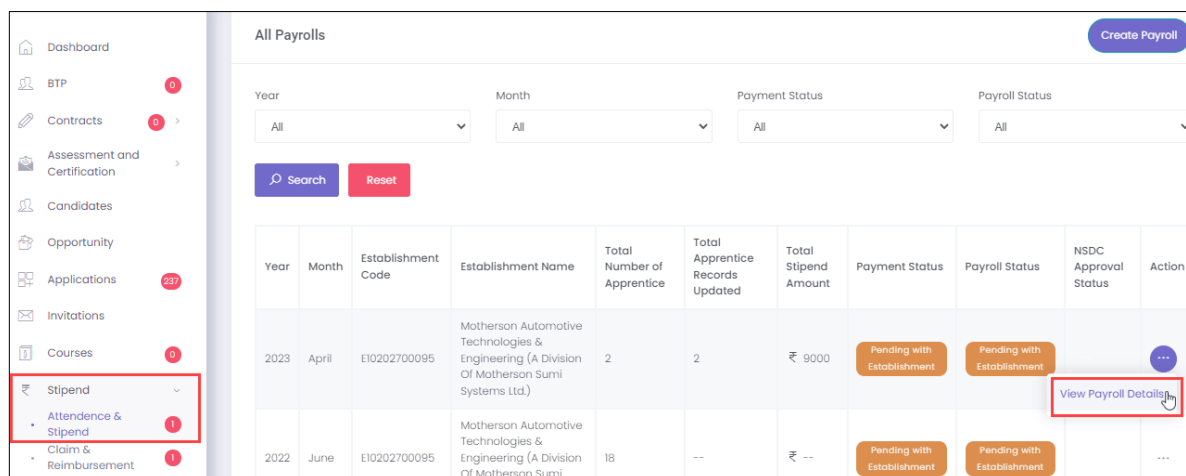
- Click **OK**, the **Payroll Generated Successfully** message appears.

3.2 Freeze Payroll

The **Freeze Payroll** screen allows Establishment to freeze the payroll.

To Navigate

Home --> Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payroll Details --> Freeze Payroll



Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2023	April	E10202700095	Motherson Automotive Technologies & Engineering (A Division Of Motherson Sumi Systems Ltd.)	2	2	₹ 9000	Pending with Establishment	Pending with Establishment		View Payroll Details
2022	June	E10202700095	Motherson Automotive Technologies & Engineering (A Division Of Motherson Sumi Systems Ltd.)	18	--	₹ --	Pending with Establishment	Pending with Establishment		...

➤ The **All Payrolls** screen displays the payment details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, and NSDC Approval Status.

➤ Click **View Payroll Details**, the **Monthly Apprenticeship Payroll** screen appears.

- The **Monthly Apprenticeship Payroll** screen displays the candidate details such as Candidate Code, Candidate Name, Candidate Bank A/C Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, and Stipend Payable.

April 2023 - Monthly Apprenticeship Payroll

Download Payroll Template

Payroll Bulk Update

Freeze Payroll

Save As Draft

Back

Search by candidate code & name

Search...

Stipend Amount

All

Search

Reset

Total Stipend Payable for this Month = ₹ 9000

Note: For a Successful DBT payment the following information should be available

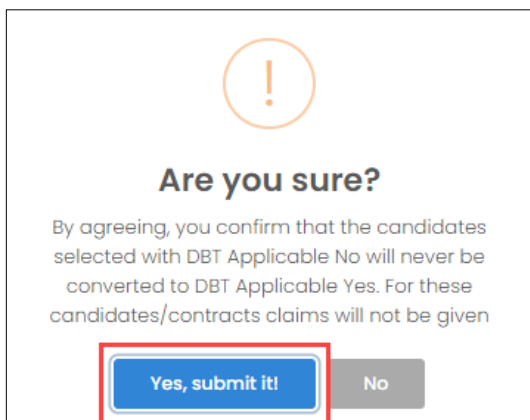
- Establishment - PAN and GST Number to be updated
- Candidate - Bank Details and DBT Consent marked as yes

Candidate Code	Candidate Name	DBT Applicable	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days) *	Stipend Payable	Total Amount Payable	Establishment contribution	DBT Amount
A092113398	Govind kumar Verma	Yes	Yes	₹ 12300	₹ 6000	30	Enter	₹ 11890	1890	₹ 4500	₹ 1500
A1021127215	Sukhadev Gorakshanath waje	Yes	Yes	₹ 12300	₹ 6000	30	Enter	₹ 11890	1189	₹ 4500	₹ 1500

Additional Information:

- The Establishment can select candidates individually or in bulk.
- The Establishment can generate payroll anytime in the month.
- The Establishment can select the **candidates** on the first page and selection will be carried forward to the subsequent pages.
- The Establishment can generate **multiple** payrolls for the same month & year.
- The Establishment **should** generate payroll manually for all the months.
- The Establishment can generate current months and previous months payroll.
- The Establishment can **freeze** the payroll at any time of the current month.
- When the existing or previous payroll batch of the same month is not frozen, then new contracts are added to the existing or previous payroll batch.
- The Establishment **must** select only online payments if any DBT-applicable payroll item exists in that payroll.
- The Establishment can choose between **Online** and **Offline** payment modes for payrolls where DBT-applicable payroll items do not exist.
- If any DBT applicable payroll item exists in that payroll, then the Establishment must select only online payment mode.
- The Establishment selects an offline/online gateway, if the payroll month and year are less than the DBT month and year (i.e., Before April 2023) then it should generate the claim for that payroll.
- The Establishment **cannot freeze** the current month's payroll without freezing the previous month's payroll.
- If the Establishment selects DBT applicable as **No**, then the Establishment can never change it to Yes.

- Select DBT Applicable from the drop – down list.
- Enter the appropriate Unauthorized / Leave Without Pay (No. of Days), and Total Amount Payable.
- Click **Freeze Payroll**, the following screen appears.

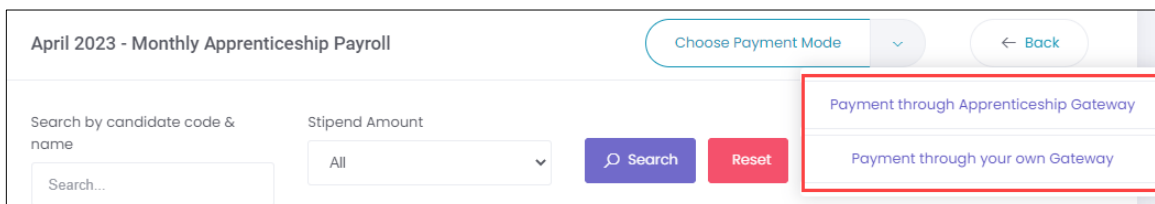


!

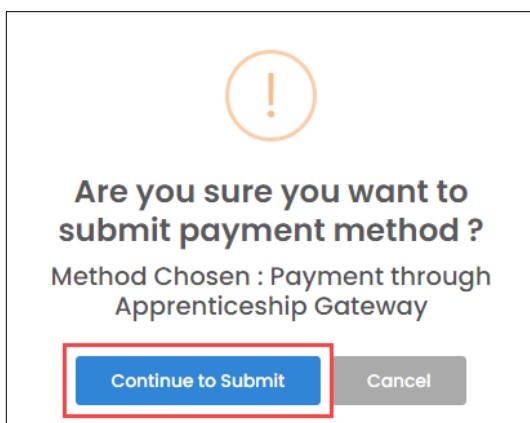
Are you sure?

By agreeing, you confirm that the candidates selected with DBT Applicable No will never be converted to DBT Applicable Yes. For these candidates/contracts claims will not be given

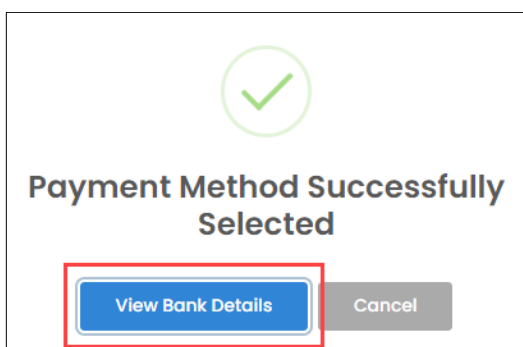
- Click **Yes, submit it**, the **Payroll Freezed Successfully** message appears, and the Payment Mode appears.



- Select the appropriate payment mode from the drop-down list and the following screen appears.



- Click **Continue to Submit**, the **Payment Method Successfully Selected** screen appears.



- Click **View Bank Details**, to navigate to the **Dashboard**.

3.3 Payment Mode

The **Monthly Apprenticeship Payroll** screen allows the Establishment to select the payment process.

To Navigate

Home --> Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payroll Details

All Payrolls

Year

Month

Payment Status

Payroll Status

All

All

All

All

Search

Reset

Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	September	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	August	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	July	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	June	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		View Payroll Details

- The **All Payrolls** screen displays the payment details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, and NSDC Approval Status.
- Click **View Payroll Details**, the **Monthly Apprenticeship Payroll** screen appears.

- The **Monthly Apprenticeship Payroll** screen displays the candidate details such as Candidate Code, Candidate Name, Candidate Bank A/C Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, and Stipend Payable.

July 2022 - Monthly Apprenticeship Payroll

Download Payroll Template Payroll Bulk Update Freeze Payroll Save As Draft Back

Search by candidate code & name Stipend Amount

Search... All Search Reset

Total Stipend Payable for this Month = ₹ --

Candidate Code	Candidate Name	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable
A052024914	Vishal Vijay Thakare	Yes	₹ 7700	₹ 6000	31	Enter	₹ --	Enter
A0821206116	GAYATRI SANJAY NIKAM	Yes	₹ 7700	₹ 6000	31	Enter	₹ --	Enter
A0522143023	NARENDRA POPAT BACHHAV	Yes	₹ 7700	₹ 6000	31	Enter	₹ --	Enter
A0821206498	KALYANI ASHOK NIKAM	Yes	₹ 7700	₹ 6000	31	Enter	₹ --	Enter

- Enter the appropriate Unauthorized / Leave Without Pay (No. of Days), and Total Amount Payable.
- Click **Freeze Payroll**, the following screen appears.

!

Are you sure?

You will not be able to edit once you submit.

Yes, submit it! No

- Click **Yes, submit it**, the **Payroll Freeze Successfully** message appears, and the Payment Mode appears.

July 2022 - Monthly Apprenticeship Payroll

Choose Payment Mode Back

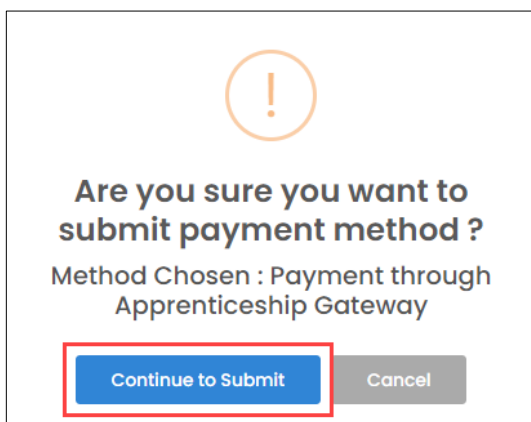
Search by candidate code & name Stipend Amount

Search... All Search Reset Download

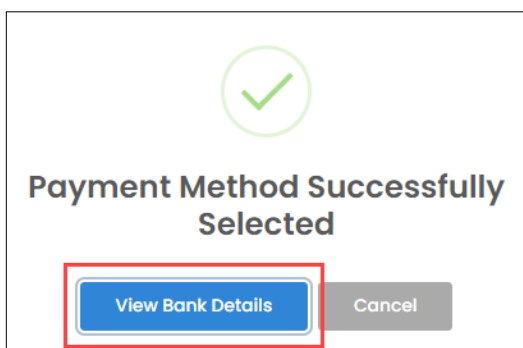
Payment through Apprenticeship Gateway

Payment through your own Gateway

- Select the appropriate payment mode from the drop-down list and the following screen appears.



- Click **Continue to Submit**, the **Payment Method Successfully Selected** screen appears.



- Click **View Bank Details**, to navigate to the **Dashboard**.

3.4 Process Payment

The **Process Payment** screen allows the Establishment to process the payments for candidates in a batch.

To Navigate

Home --> Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payroll Details --> Process Payment

June 2022 - Monthly Apprenticeship Payroll

Process Payment

Bank Details

← Back

Search by candidate code & name

Stipend Amount

Search...

All

Search

Reset

Download

Total Stipend Payable for this Month = ₹ 186900

<input type="checkbox"/>	Candidate Code	Candidate Name	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable
<input type="checkbox"/>	A052024914	Vishal Vijay Thakore	Yes	₹ 7700	₹ 6000	30	1	₹ 7443	7700
<input type="checkbox"/>	A0821208116	GAYATRI SANJAY NIKAM	Yes	₹ 7700	₹ 6000	30	1	₹ 7443	7700
<input type="checkbox"/>	A0522143023	NARENDRA POPAT BACHHAV	Yes	₹ 7700	₹ 6000	30	1	₹ 7443	7700

- The **Monthly Apprenticeship Payroll** screen displays the details such as Candidate Code, Candidate Name, Candidate Bank A/C Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, Unauthorized / Leave Without Pay (No. of Days), Stipend Payable, and Total Amount Payable.

Note: To process current or any months payment, the establishment must complete or cancel all existing payments.

Dashboard

BTP

Contracts

Assessment and Certification

Candidates

Opportunity

Applications

Invitations

Courses

Stipend

Attendance & Stipend

Claim & Reimbursement

TPA

Branches

BT Attendance

BTP Claims

Dashboard

Click here to view the Payroll unbundling user manual

September 2023 - Monthly Apprenticeship Payroll

Process Payment

Bank Details

← Back

Search by candidate code & name

Stipend Amount

Search...

All

Search

Reset

Download

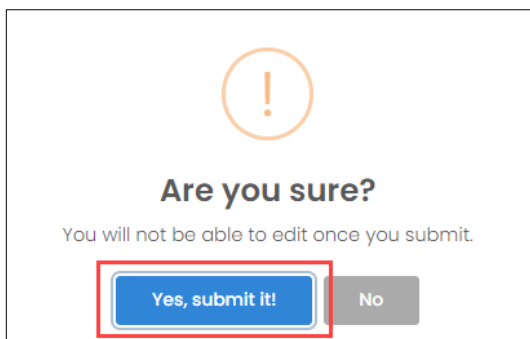
Total Est. contribution for this Month = ₹ 42000

Total DBT amount for this Month = ₹ --

Note: For a Successful DBT payment the following information should be available
 - Establishment - PAN and GST Number to be updated
 - Candidate - Bank Details and DBT Consent marked as yes

<input type="checkbox"/>	Candidate Code	Candidate Name	DBT Applicable	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable	Establishment contribution	DBT Amount
<input checked="" type="checkbox"/>	A0622152872	KARTHIK KRISHNAN K	No	Yes	₹ 7000	₹ 6000	30	1	₹ 6767	7000	₹ 7000	₹ --

- Select the checkboxes of the respective candidates, to proceed with payment.
- Click **Process Payment**, the following screen appears.



- Click **Yes, submit it**, the **Payment Batch Created Successfully** message appears.

3.5 View Bank Details

The **Bank Details** screen allows the Establishment to view the associated bank details.

To Navigate

Home --> Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payroll Details --> Bank Details

July 2023 - Monthly Apprenticeship Payroll

Process Payment

Bank Details

← Back

Search by candidate code & name

Stipend Amount

Search...

All

Search

Reset

Download

Total Est. contribution for this Month = ₹ 1387

Total DBT amount for this Month = ₹ 462.33

Note: For a Successful DBT payment the following information should be available

- Establishment - PAN and GST Number to be updated
- Candidate - Bank Details and DBT Consent marked as yes

<input type="checkbox"/>	Candidate Code	Candidate Name	DBT Applicable	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable
--------------------------	----------------	----------------	----------------	------------------------------	------------------	--------------------	----------------------	--	-----------------	----------------------

- The **Monthly Apprenticeship Payroll** screen displays the details such as Candidate Code, Candidate Name, DBT Applicable, Candidate Bank A/C Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, Unauthorized / Leave Without Pay (No. of Days), Stipend Payable, and Total Amount Payable.
- Click **Bank Details**, the **View Bank Details** screen appears.

- The **View Bank Details** screen displays details such as Total Stipend Payable for this Month, Bank Name, Van Number, IFSC Code, Account Number, Van Balance, and Note.

View Bank Details
Total Stipend Payable for this Month = ₹ 1387
[← Back](#)

Details of Bank ICICI:

Bank Name	ICICI	Van Number	NAPEE04210600111
IFSC Code	ICIC0000104	Account Number	NAPEE04210600111
Van Balance	₹ --		
Note	--		

- Click **Back**, to navigate to the **Monthly Apprenticeship Payroll** screen.

3.6 View Payment Details

The **Payment Details** screen allows the Establishment to view the individual candidate's payment details.

To Navigate

Home - - > Dashboard - - > Stipend - - > Attendance & Stipend - - > All Payrolls - - > Action - - > View Payment Details

All Payrolls

Year
All

Month
All

Payment Status
All

Payroll Status
All

Search

Reset

Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	September	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	August	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	24	₹ 186900	Pending	Frozen		<div> View Payroll Details View Payment Details </div>
2022	July	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	24	₹ 186900	Payment through your own Gateway	Frozen		

- Click **View Payment Details**, the **All Payments** screen appears.
- The **All Payments** screen displays details such as Month, Year, Payment Code, Total Amount, Number of Candidates, and Status.

August 2022 - All Payments					
← Back					
Status		Search by payment code			
All		Search...		Search	Reset
Payment Code	Total Amount	Number of Candidates	Status	View Details	Action
PM092202421	₹ 30800	4	Pending	View	...
PM092202422	₹ 31500	4	Pending	View	...

- Click **View** under **View Details**, the **All Payments** screen appears.
- The **All Payments** screen displays the individual candidate details such as Payment Code, Candidate Code, Candidate Name, Total Amount, Status, UTR, and Remarks.

All Payments

← Back

Status

Search by candidate code & name

All

Search...

Search

Reset

Payment Code	Candidate Code	Candidate Name	Total Amount	Status	UTR	Remarks
PI092284397	A052024914	Vishal Vijay Thakare	₹ 7700	Pending	--	--
PI092284398	A0821206116	GAYATRI SANJAY NIKAM	₹ 7700	Pending	--	--
PI092284399	A0522143023	NARENDRA POPAT BACHHAV	₹ 7700	Pending	--	--
PI092284400	A0821206498	KALYANI ASHOK NIKAM	₹ 7700	Pending	--	--

- Click **Back**, to navigate to the **All Payments** screen.

3.7 Re-Try Payment

The **Re-Try Payment** screen allows the Establishment to do the payment for failed status candidates.

To Navigate

Home - - > Dashboard - - > Stipend - - > Attendance & Stipend - - > All Payrolls - - > Action - - > View Payment Details - - > View Details - - > View - - > Status

All Payments

[Re-Try Payment](#)
[← Back](#)

Status

All

Search by candidate code & name

Search...

Search

Reset

Payment Code	Candidate Code	Candidate Name	Total Amount	Status	UTR	Remarks
PI092284397	A052024914	Vishal Vijay Thakare	₹ 7700	Failed	--	--
PI092284398	A0821206116	GAYATRI SANJAY NIKAM	₹ 7700	Failed	--	--
PI092284399	A0522143023	NARENDRA POPAT BACHHAV	₹ 7700	Failed	--	--
PI092284400	A0821206498	KALYANI ASHOK NIKAM	₹ 7700	Failed	--	--

- The **All Payments** screen displays the individual candidate details such as Payment Code, Candidate Code, Candidate Name, Total Amount, Status, UTR, and Remarks.
- Click **Re-Try Payment**, the **Payment Generated Successfully** message appears, and navigate to the All Payments screen.

Note: New Payment code will appear for the candidates after re-try payment process.

4 Claims and Reimbursement

The **Claims and Reimbursement** screen allows the Establishment to view the Quarterly Apprenticeship Claim & Reimbursement details.

To Navigate

Home - - > Dashboard - - > Stipend - - > Claim & Reimbursement

Quarterly Apprenticeship Claim & Reimbursement										
Status			Year		Sampling Status					
All			All		All			Reset		
Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2022	Jul-Sep	MALEGAON MUNICIPAL CORPORATION MALEGAON	19	19	₹ 407321	₹ 421050	₹ 81000	Pending	--	...

Note: The Establishment can initiate the claims only if the payments for all the **three** months of the quarter is freeze.

- The **Quarterly Apprenticeship Claim & Reimbursement** screen displays the list of all eligible contracts for NAPS along with claim & reimbursement details such as Year, Quarter, Establishment, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount Paid as per Norms, Total Actual Stipend Amount Paid, Total Claim Processed, Status, and Sampling Status.

Quarterly Apprenticeship Claim & Reimbursement

Status
All

Year
All

Sampling Status
All

Reset

Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2022	Jul-Sep	MALEGAON MUNICIPAL CORPORATION MALEGAON	19	19	₹ 407321	₹ 421050	₹ 81000	Pending	--	...

- The **Establishment** can search for a particular Quarterly Apprenticeship Claim & Reimbursement based on Status, Year, and Sampling Status. Click **Reset**, to change the setting as default.

Note:

- The Establishment can only claim for the OJT (On-the-Job Training).
- The claim will be generated every quarter of each month in the quarter.
- The claim for the Quarter 1 (Jan-Mar) will be generated once the payroll for Jan, Feb, and March is freeze and payment method is selected.

4.1 Submit Claim

The **View Claims Details** screen allows the Establishment to enter and submit the details of the claim.

To Navigate

Home - - > Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Submit Claim

Quarterly Apprenticeship Claim & Reimbursement										
Status			Year		Sampling Status					
All			All		All			Reset		
Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2022	Jul-Sep	MALEGAON MUNICIPAL CORPORATION MALEGAON	19	19	₹ 407321	₹ 421050	₹ 81000	Pending	--	View Claim Details

➤ Click **View Claim Details**, to navigate to the **Claim Details** screen. The **Claim Details** screen hosts **three** sections as listed below.

- Apprentice Details
- Quarterly
- Description

- The **Apprentice Details** section displays the apprentice details such as Apprentice Registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Contract Stipend, and Stipend Amount as per Payroll.

Quarter Jul-Sep, 2022 - Claim & Reimbursement

Download Template Claims Bulk Upload Upload Documents **Submit Claim** Save As Draft Back Download

Overall July August September

Search by candidate name Search... Claim Status All Sampling Status All ☐ Sampled Item

Search **Reset** Total Stipend Paid for this Quarter = ₹ 421050

1 2 15

Apprentice Details												Contract Stipend	Stipend Amount as per Payroll	Acti Stip Paid
SLNo	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start date of OJT Training	End Date of OJT Training	Prescribed Stipend	Did the Apprentice drop-out during the Training Quarter*				
1	A052024914	CN082216437	Vishal Vijay Thakare	BT Exempt	Search BTP	0 years, 11 months and 27 days	2022-04-01	2023-03-31	6000	Did the Apprentice drop-out during the Training Quarter*	₹ 7700	₹ 7452	₹ 7	

- The Establishment can search for a particular candidate based on Candidate Name, Claim Status, and Sampling Status. Click **Search**, to search for a particular candidate. Also displays the **Total Stipend Paid for this Quarter**.
- The Establishment should select the appropriate option for **Did the Apprentice leave during the Training Quarter** from the drop-down list.

Did the Apprentice leave during the Training Quarter

No


No

Yes

Additional Information

- If the Establishment selects the option as **Yes**, then the apprentice left/drop out without completing the training. The eligible claim amount will become **Zero**, for the selection of yes.
- If the Establishment selects the option as **No**, If the apprentice has completed the training in the middle of the quarter or available for the entire quarter

- Click **Submit Claim**, to send the required claims for the further process.
- The Establishment can use **Save as Draft** to save the form in between and can continue from the place where left earlier.



Name of Establishment MALEGAON MUNICIPAL CORPORATION MALEGAON.

1. There is no duplicate claim in respect of any apprentices and we have not received any claims from any Apprenticeship Advisor against whom the claim is submitted.

2. There is no drop out/ terminated apprentice in this claim.

3. Excess amount (Not due) received from any Apprenticeship Advisor is recoverable and we will return the excess amount.

4. We have ensured that stipend is paid to the Aadhaar linked bank account of apprentices.

5. Stipend is paid from our bank account.

6. The data submitted in this form is correct to the best of our knowledge.

☐ Disclaimer.

Yes, submit it!

No

- Select the **checkbox of Disclaimer**, to accept all the above-mentioned information.
- Click **Yes Submit it**, the **Claim submitted successfully** message appears and navigate to the Claim & Reimbursement screen.

5 Upload Sampling Document

The **Upload Sampling Document** screen allows the Establishment to upload sampling documents.

To Navigate

Home - - > Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Upload

Quarter Jul-Sep, 2021 - Claim & Reimbursement
 ← Back
Download

Overall

July

August

September

Search by candidate name

Search...

Claim Status

All

Sampling Status

All

☐ Sampled Item

Search

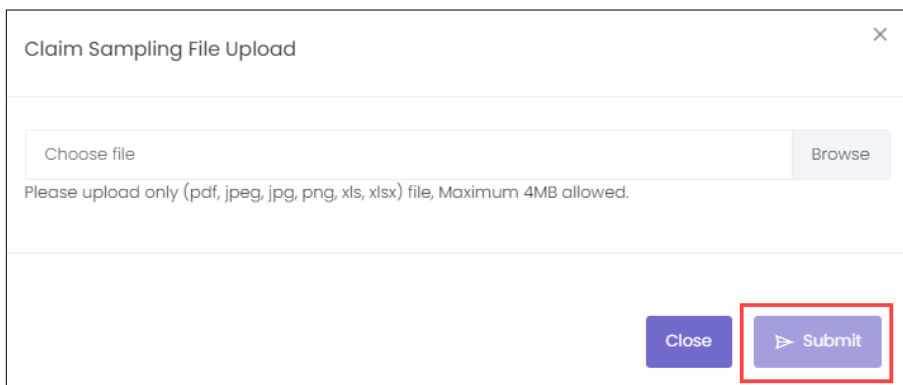
Reset

Total Stipend Paid for this Quarter = ₹ 140348

September			Description								Practical Assessment Status (Based on marks upload for the practical)	Actions
Claim Amount (25% of prescribed stipend or Rs 1500 whichever is less)	Eligible amount of reimbursement	Approving Authority	Status	Remarks	Sampled Item	Sampling Status	Sampling Documents					
377	Enter	₹ 950	3514.52	Khordha	Verified	View	No	Initiated	-	N/A		
143	Enter	₹ 1450	4353.22	Khordha	Verified	View	Yes	Initiated	Upload	N/A		

- The **Claim & Reimbursement** screen displays the apprentice details and also allows the Establishment to upload the sampling document.
- Click **Upload**, the **Claim Sampling File Upload** screen appears.

- The **Claim Sampling File Upload** screen allows the Establishment to upload the appropriate sampling document.



Claim Sampling File Upload

Choose file Browse

Please upload only (pdf, jpeg, jpg, png, xls, xlsx) file, Maximum 4MB allowed.

Close Submit

- Click **Browse** to *upload* the appropriate Sampling Document. The Establishment can upload only pdf, jpeg, jpg, png, xls, xlsx, and the maximum file size is **four** MB.
- Click **Submit**, the **Document Uploaded Successfully** message appears.

5.1 Submit Bank Certificate

The **Submit Bank Certificates** screen allows the Establishment to submit the bank certificates.

To Navigate

Home - - > Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Submit Bank Certificates

Quarter Jul-Sep, 2021 - Claim & Reimbursement

Submit Bank Certificates
Back
Download

Overall
July
August
September

Search by candidate name
Search...
Claim Status
All
Sampling Status
All
☐ Sampled Item

Search
Reset

Total Stipend Paid for this Quarter = ₹ 140348

➤ Click **Submit Bank Certificate**, the **Sampling Submitted Successfully** screen appears.

6 Edit Bank Details – Establishment

The **Edit Bank Details** screen allows Establishment to edit the bank details.

To Navigate

Home --> Dashboard --> My Profile --> Bank Details --> Edit

Bank Details				Edit
Bank Name	STATE BANK OF INDIA	Bank Account Number	56092000097	
Account Type	current	IFSC Code	SBIN0060092	
Beneficiary Name		Cancelled Cheque Copy	--	

- The **Bank Details** screen displays Bank Name, Bank Account Number, Account Type, IFSC Code, Beneficiary Name, Cancelled Cheque Copy, and also allows to edit the bank details.
- Click **Edit**, the **Bank Details** screen appears.

Bank details

← Back

Bank Name *

STATE BANK OF INDIA

Bank Account Number *

56092000097

Account Type *

Current

IFSC Code *

SBIN0060092

Beneficiary Name *

Beneficiary Name

Upload Cancelled Cheque Copy

Choose file (Eg: jpeg, jpg, png), Maximum 4MB allowed.

Browse

[Upload Cancelled Cheque Copy.](#)

Save

- The Bank Details screen allows Establishment to edit Bank Name, Bank Account Number, Account Type, IFSC Code, and Beneficiary Name.
- Click **Browse** to *upload* the Cancelled Cheque Copy. The Establishment can upload only jpeg, jpg, png, and the maximum file size is **four** MB.
- Click **Save**, the **Bank Details Updated Successfully** message appears.

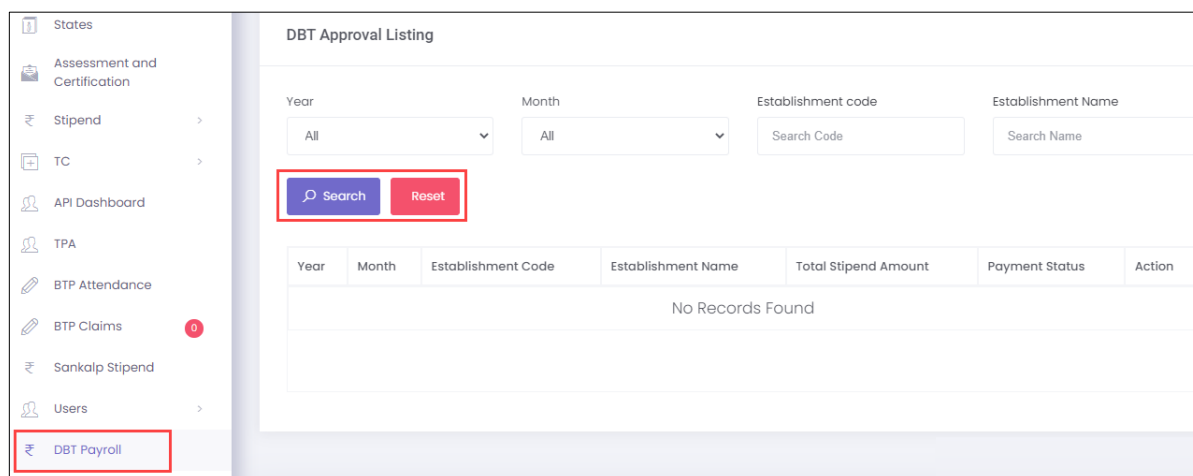
Note: The Establishment must enter the valid IFSC code.

7 View DBT Payroll – NSDC Admin

The **View DBT Payroll** screen allows NSDC Admin to view the DBT payroll details.

To Navigate

Home - - > Dashboard - - > DBT Payroll



DBT Approval Listing

Year: Month: Establishment code: Establishment Name:

Year	Month	Establishment Code	Establishment Name	Total Stipend Amount	Payment Status	Action
No Records Found						

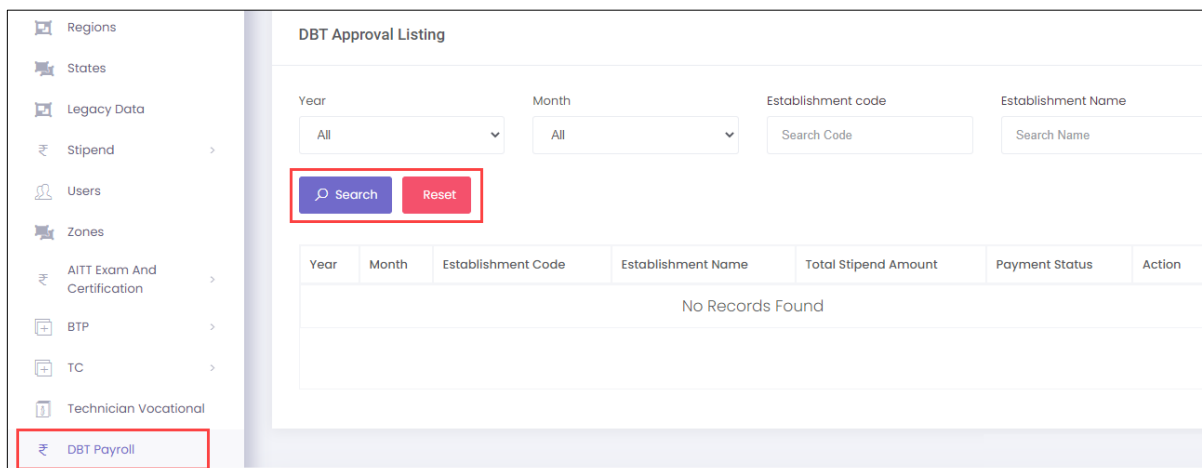
- The **DBT Approval Listing** screen displays details such as Year, Month, Establishment Code, Establishment Name, Total Stipend Amount, Payment Status, and Action.
- The NSDC admin can search for particular payroll based on Year, Month, Establishment Code, and Establishment Name. Click **Search**, to search for a particular payroll.

8 View DBT Payroll – DGT Admin

The **View DBT Payroll** screen allows DGT Admin to view the DBT payroll details.

To Navigate

Home - - > Dashboard - - > DBT Payroll



DBT Approval Listing

Year: All | Month: All | Establishment code: Search Code | Establishment Name: Search Name

Search **Reset**

Year	Month	Establishment Code	Establishment Name	Total Stipend Amount	Payment Status	Action
No Records Found						

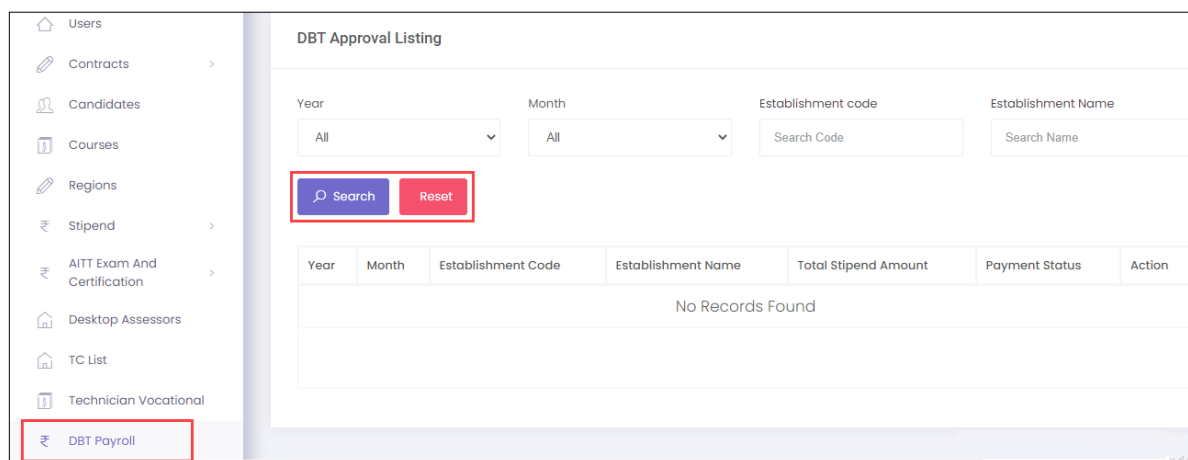
- The **DBT Approval Listing** screen displays details such as Year, Month, Establishment Code, Establishment Name, Total Stipend Amount, Payment Status, and Action.
- The DGT Admin can search for a particular payroll based on Year, Month, Establishment Code, and Establishment Name. Click **Search**, to search for a particular payroll.

9 View DBT Payroll – RDAT Admin

The **View DBT Payroll** screen allows RDAT Admin to view the DBT payroll details.

To Navigate

Home - - > Dashboard - - > DBT Payroll



DBT Approval Listing

Year: All | Month: All | Establishment code: Search Code | Establishment Name: Search Name

Search **Reset**

Year	Month	Establishment Code	Establishment Name	Total Stipend Amount	Payment Status	Action
No Records Found						

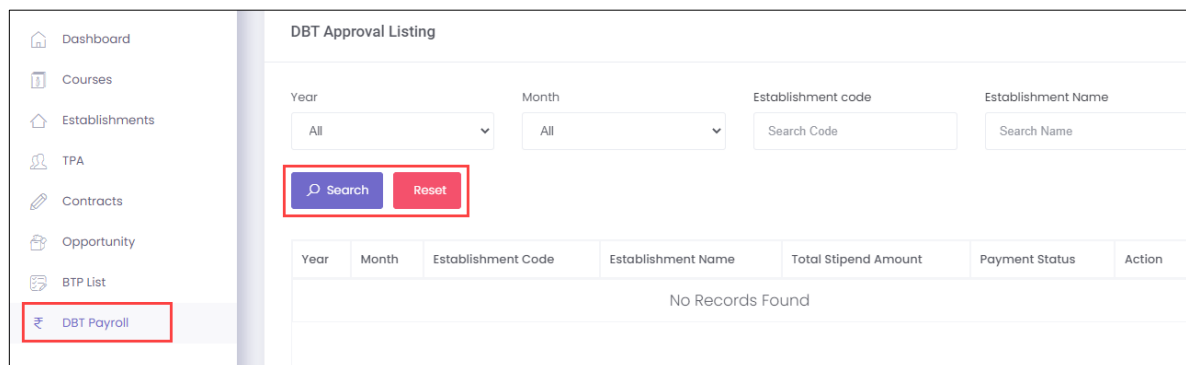
- The **DBT Approval Listing** screen displays details such as Year, Month, Establishment Code, Establishment Name, Total Stipend Amount, Payment Status, and Action.
- The RDAT Admin can search for a particular payroll based on Year, Month, Establishment Code, and Establishment Name. Click **Search**, to search for a particular payroll.

10 View DBT Payroll – CAA Admin

The **View DBT Payroll** screen allows RDAT Admin to view the DBT payroll details.

To Navigate

Home - - > Dashboard - - > DBT Payroll



DBT Approval Listing

Year: All | Month: All | Establishment code: Search Code | Establishment Name: Search Name

Search **Reset**

Year	Month	Establishment Code	Establishment Name	Total Stipend Amount	Payment Status	Action
No Records Found						

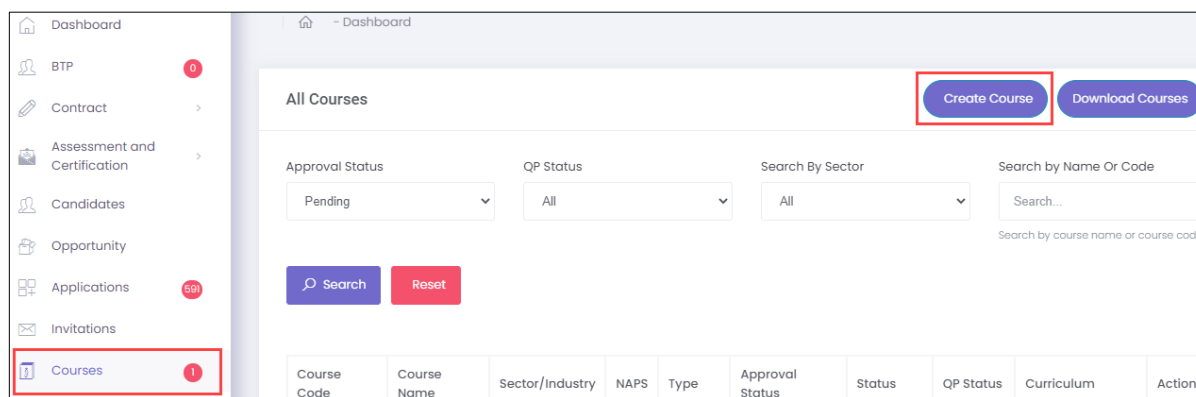
- The **DBT Approval Listing** screen displays details such as Year, Month, Establishment Code, Establishment Name, Total Stipend Amount, Payment Status, and Action.
- The CAA Admin can search for a particular payroll based on Year, Month, Establishment Code, and Establishment Name. Click **Search**, to search for a particular payroll.

11 Create Course - Establishment

The **Create Course** screen allows the Establishment to create the required courses.

To Navigate

Home - - > Dashboard - - > Courses - - > Create Course



- The **All Courses** screen allows the Establishment to create the required course. Click **Create Course**, the **Create Course** screen appears.
- The **Create Course** screen allows the Establishment to enter the course details in **three** sections as listed below.
 - Course Details
 - Minimum Qualification Required
 - Course Duration

- The **Course Details** section allows the Establishment to enter the details of the course such as Course Name, and NAPS (NAPS/Non-NAPS).

Create Course

← Back

Note : If the Course Curriculum is already existing in the portal, you may kindly use the same Curriculum while creating the Opportunity in the portal.

Course Name *

Enter Course Name

NAPS

☒ NAPS
 ☐ Non NAPS

Are you creating this course for PwD candidates

☐ Yes
 ☒ No

Are you creating this as hazardous course

☐ Yes
 ☒ No

Proposed NSQF Level *

Select Level

Sector/Industry *

Select Sector/Industry

QP(NOS) / Module * ?

☐ Module
 ☐ QP(NOS)

Description

Enter Description

Curriculum *

Choose file

Browse

Please upload only (pdf,doc) file, Maximum 4MB allowed.

- The **Course Details** screen also allows to check the checkboxes for PwD candidates and hazardous courses. Also allows to select Proposed NSQF Level and Sector/Industry.
- It also allows to check checkboxes for QP(NOS) / Module and also can enter description.
- The Establishment can upload the Curriculum. Click **Browse** to *upload* the appropriate supporting documentation for the Curriculum. The Establishment can upload only pdf or doc and the maximum file size is **four** MB.

- On the selection of the **module**, the following screen appears. The Establishment can select the required module from the drop-down list.

Modules *

Select Modules


- The Establishment can select the required module from the drop-down list. The **Module Mapped** screen appears.

Modules *

Select Module

Industrial Education
Industrial Education - Line Assembler
Introduction
Mobile System Architectures
Mobile Data networks concepts
Identifiers used in mobile System
Interconnection and interfaces

- The **Module Mapped** screen displays Type, QP Code, QP Name, NOS/Module Code, NOS/Module Name and also allows to enter Practical (Maximum Marks, Passing Percentage, Passing Marks) and Theory (Maximum Marks, Passing Percentage, Passing Marks), and also allows to delete under Action.

Module Mapped												
						Practical			Theory			
Type	QP Code	QP Name	QP Version	NOS/MODULE CODE	NOS/MODULE Name	Maximum marks *	Passing Percentage % *	Passing marks *	Maximum marks *	Passing Percentage % *	Passing marks *	Action
Module	--	--	--	MOD01992	Industrial Education	100	35	35	100	35	35	 Delete
Total Marks :						100		35	100		35	

- The **Module Mapped** screen also displays Total Marks.

- On the selection of **QP (NOS)** the following screen appears. The Establishment can select the required Qualification Pack (QP) and National Occupational Standard (NOS) from the drop-down list.

Qualification Pack *

Select Qualification Pack *

Search Qualification Pack

Select NOS *

Select NOS

+ Add

- Click **+Add**, the **NOS Mapped** list appears as follows.

NOS Mapped								
Type	QP Code	QP Name	QP Version	NOS/MODULE CODE	NOS/MODULE Name	Maximum Practical (On the Job Training) marks *	Maximum Theory (with/without Basic Training) marks *	Action
Nos	SSC/Q8605	RPA Test Engineer	1.0	SSC/N9006	Build and Maintain relationships in a Workplace			Delete
Total Marks :						0	0	

- The **NOS Mapped** section displays the added QP-NOS for the course along with the details such as Type, QP Code, QP Name, QP Version, NOS/MODULE CODE, and NOS/MODULE Name. Also, allow the user to enter the required Maximum Practical (On the Job Training) marks, Maximum Theory (with/without Basic Training) marks for the selected QP-NOS.
- The **Minimum Qualification Required** section allows the user (Establishment, TPA, SSC, and NSDC) to enter the required qualification for the course such as Qualification Type, Minimum Qualification, Category/Sector, and Specialization.

Minimum Qualification Required *

Qualification Type *

Select Qualification type

Minimum Qualification *

Select Minimum Qualification

Category/Sector

Select Category/Sector

Specialization

Enter Specialization

+ Add

- Click **Add**, to add the selected **Minimum Qualification** for the course.

- The **Added Minimum Qualification** section displays the selected minimum qualification for the course such as Qualification Type, Schemes, Eligibility Criteria (Min. Qualification), Minimum Qualification, Sector, Category/Sector, Job Role, NSQF Level, Specialization, and also allows the user to delete the added minimum qualification under Action.

Qualification Type	Schemes	Eligibility Criteria (Min. Qualification)	Minimum Qualification	Sector	Category/Sector	Job Role	NSQF Level	Specialization	Action
Educational Qualification	--	--	10th	--	--	--	--	--	 Delete

Stipend as per the minimum qualification will be: **Rs:6000**

Note: Basic Training (BT) of 2-4 weeks is embedded within the total training duration as deemed by the establishment.

- The **Added Minimum Qualification** section also displays Stipend as per the minimum qualification.

Note:

- If the duration of the course is more than **12 months**, then the course creator Establishment have to submit “Approval letter from MSDE” and also have to enter the course duration (in months) manually.
- The **Save as Draft** option allows the Establishment to save the course at different stage and update the same course with the required details later.

- The **Course Duration** screen allows user to select duration of course from the drop-down list.

Course Duration *

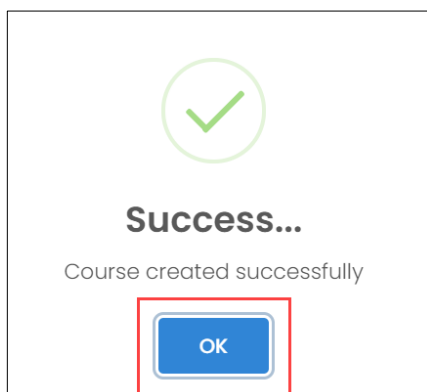
Select Course Duration

Select Course Duration
 6 Months
 9 Months
 12 Months
 More than 12 months

Save as Draft

Save

- Click **Save**, the following screen appears.



- Click **OK**, to create the course and navigate to the **All Courses** screen.

Additional Information:

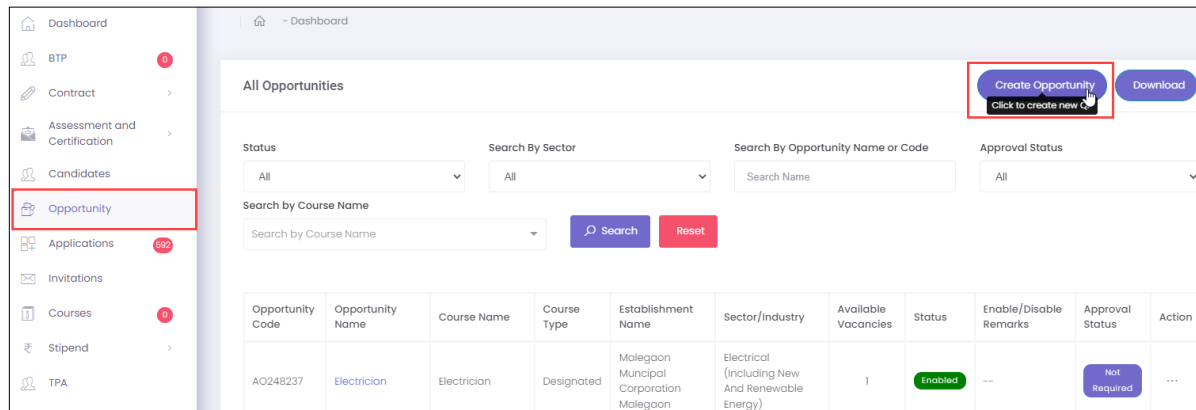
- The Establishment can convert the NAPS Course and NAPS opportunity into Non - NAPS opportunity.
- The Establishment can convert the NAPS Course and non – NAPS opportunity into NAPS opportunity.
- The Establishment **cannot** convert the Non - NAPS course and Non – NAPS opportunity into NAPS opportunity.
- The Establishment can convert Non – NAPS to NAPS opportunity and vice versa without NSDC approval.

12 Create Opportunity - Establishment

The **Create Opportunity** screen allows the Establishment to create the required opportunity for the courses.

To Navigate

Home - - > Establishment Dashboard - - > Opportunity - - > Create Opportunity



Opportunity Code	Opportunity Name	Course Name	Course Type	Establishment Name	Sector/Industry	Available Vacancies	Status	Enable/Disable Remarks	Approval Status	Action
AO248237	Electrician	Electrician	Designated	Molegaon Municipal Corporation Molegaon	Electrical (Including New And Renewable Energy)	1	Enabled	--	Not Required	...

- The **All Opportunities** screen allows the Establishment to create the required opportunity. Click **Create Opportunity**, the **Create Opportunity** screen appears.
- The **Create Opportunity** screen allows the Establishment to enter the details in **three** sections as listed below.
 - Course Details
 - Location and Stipend
 - Training Document

- The **Course Details** section allows the Establishment to select Course Type and enter details such as Course, Number of Vacancies, and Gender Preference.

Create Opportunity

← Back

Select Course Type

☒ Any
 ☐ Optional Courses
 ☐ Designated Courses

Course *

Select Course

Number Of Vacancies *

Gender Preference

Select Gender

Can be anything from 1 to the maximum limit of 15% (25% for Maharashtra and Karnataka) as per the employee strength

- The **Location and Stipend** section allows the Establishment to select the Locations and Expiration Date from the drop-down and also allows to enter Opportunity Description.

Locations *

Select Locations

Expiration Date

YYYY-MM-DD

Opportunity Description

Enter Description

Mention the job description of the job role that the candidate will be performing after completion of the training program. It is to understand the profile of the job/work that the candidate will perform. Company can add the brief JD of the vacancy created

Stipend *

Min

To

Max

☒ NAPS
 ☐ Non NAPS

- The **Location and Stipend** section also allows to enter Stipend from min to max and select NAPS or Non NAPS.

- The **Training Document** section allows Establishment to upload the Training Document. Click **Browse**, to upload the appropriate training document. The Establishment can upload only pdf and the maximum file size is **four** MB.

Training Document

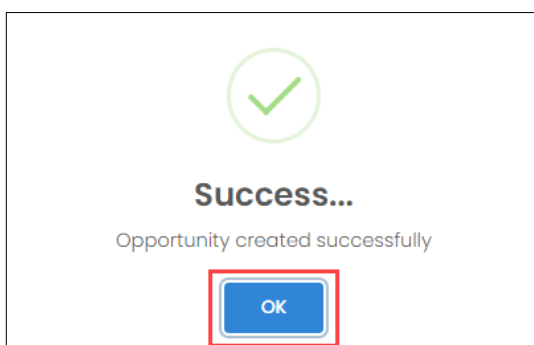
Choose file (Eg: pdf), Maximum 4MB allowed.

Browse

Any additional NOS/module,etc to be added in the curriculum should be attached here as pdf format. While writing the additional module, please write the learning outcomes in actionable verbs as well.

Save

- Click **Save**, the following screen appears.



- Click **OK**, to navigate to the **All Opportunities** screen.

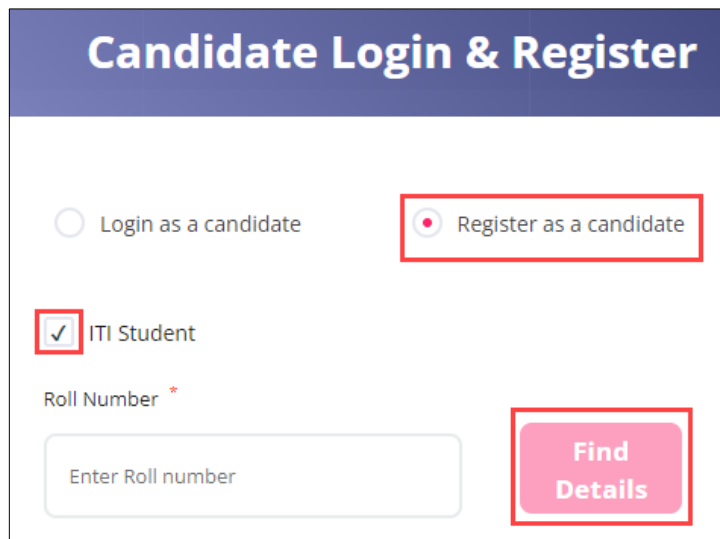
13 Candidate Registration – ITI Student

The **Registration** section allows the new user to register as a Candidate.

To Navigate

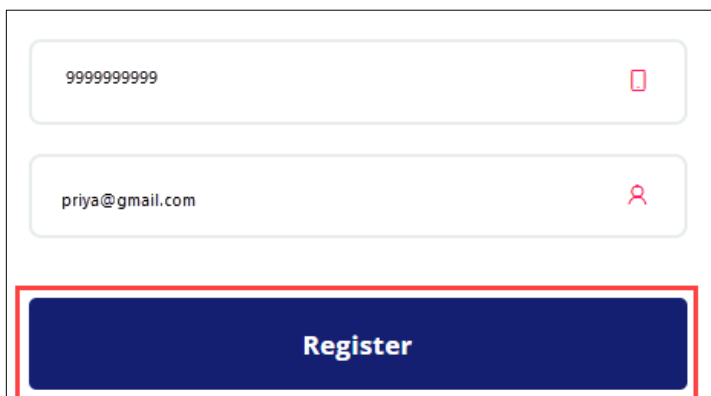
Home - - > Login/Register - - > Candidate

To **Register**, the new Candidate on the Apprenticeship India website do as follows.



- Select *checkboxes* for **Register as a Candidate** and **ITI Student**.
- Enter Roll Number.
- Click **Find Details**, the following screen appears.

- Enter the Mobile Number and Email ID.

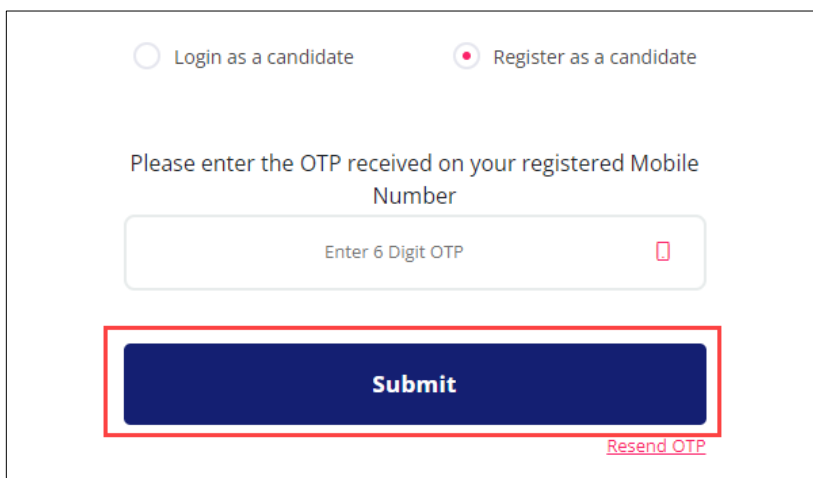


9999999999

priya@gmail.com

Register

- Click **Register**, the following screen appears.



☐ Login as a candidate ☒ Register as a candidate

Please enter the OTP received on your registered Mobile Number

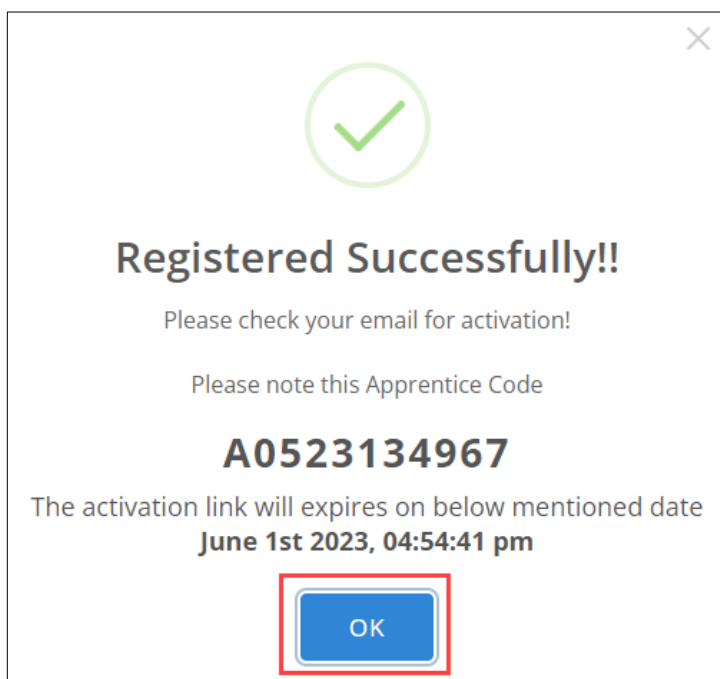
Enter 6 Digit OTP

Submit

[Resend OTP](#)

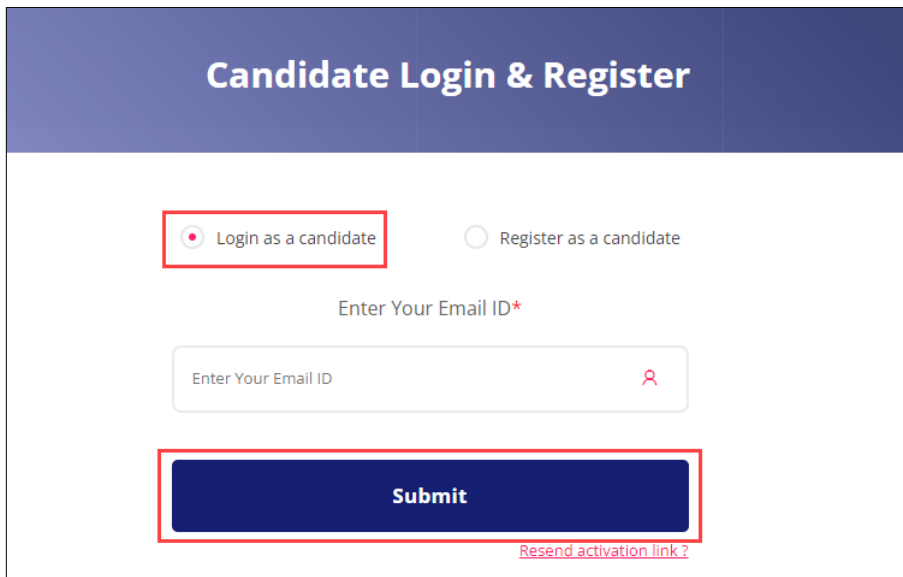
- Enter the OTP received on the registered Mobile Number.

- Click **Submit**, the **User Activated Successfully** message appears, and the **Registered Successfully** screen appears.



- Click **OK**, the **Login** screen appears.


- Enter the Email ID.



Candidate Login & Register

☒ Login as a candidate
 ☐ Register as a candidate

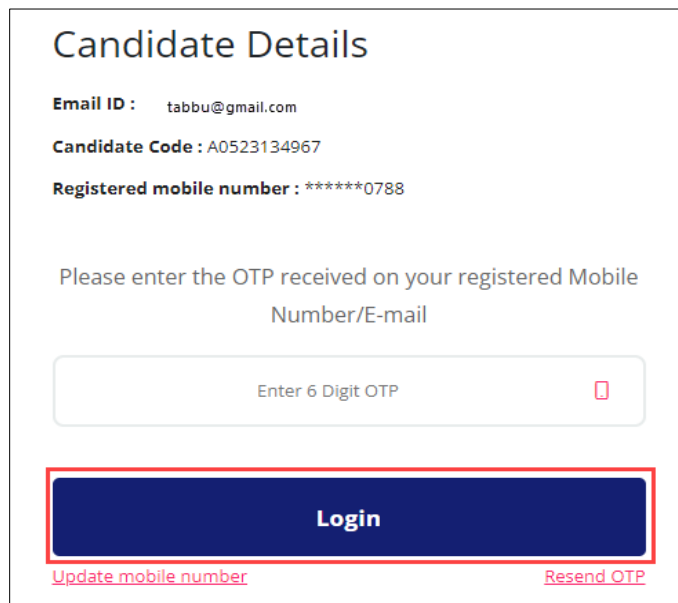
Enter Your Email ID*

Enter Your Email ID 

Submit

[Resend activation link?](#)

- Click **Submit**, the **Candidate Details** screen appears.
- The **Candidate Details** screen displays Email ID, Candidate Code, Registered Mobile Number, and also allows to enter OTP received on registered mobile number.




Candidate Details

Email ID : tabbu@gmail.com

Candidate Code : A0523134967

Registered mobile number : *****0788

Please enter the OTP received on your registered Mobile Number/E-mail

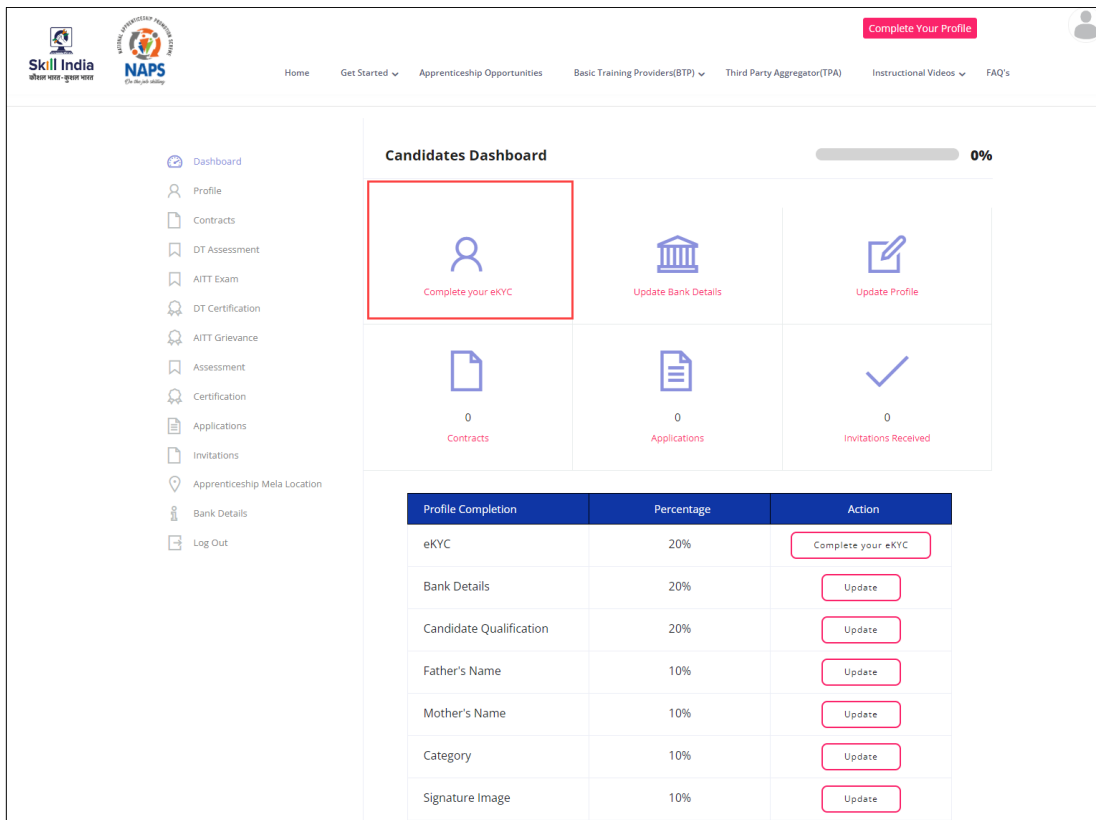
Enter 6 Digit OTP 

Login

[Update mobile number](#)
[Resend OTP](#)

- Click **Login**, the **Candidate Dashboard** screen appears.

- The **Candidate Dashboard** screen allows the candidate to update the required information.



The screenshot shows the 'Candidates Dashboard' interface. On the left is a sidebar with navigation links: Dashboard, Profile, Contracts, DT Assessment, AITT Exam, DT Certification, AITT Grievance, Assessment, Certification, Applications, Invitations, Apprenticeship Mela Location, Bank Details, and Log Out. The main content area is titled 'Candidates Dashboard' and features a progress bar at 0%. Below the title is a grid of six cards: 'Complete your eKYC' (highlighted with a red border), 'Update Bank Details', 'Update Profile', '0 Contracts', '0 Applications', and '0 Invitations Received'. At the bottom is a table showing the profile completion status for various fields.

Profile Completion	Percentage	Action
eKYC	20%	Complete your eKYC
Bank Details	20%	Update
Candidate Qualification	20%	Update
Father's Name	10%	Update
Mother's Name	10%	Update
Category	10%	Update
Signature Image	10%	Update

- Click **Complete your eKYC**, the following screen appears.

- Enter Aadhaar Number.

Complete your eKYC

Enter Your Aadhaar Number*

Enter Your Aadhaar Number


☐

I agree to give my UIDAI Number for Authentication

मैं प्रमाणीकरण के लिए अपना यूआईडीएआई नंबर देने के लिए सहमत हूँ


Individual agrees to provide his/her UIDAI Number for Authentication

उम्मीदवार प्रमाणीकरण के लिए अपना यूआईडीएआई नंबर देने के लिए सहमत है



I hereby consent to provide my Aadhaar Number and/or Biometric and/or One Time Pin (OTP) data for Aadhaar based authentication for the purpose of establishing my identity for Apprenticeship.

I have no objection in authenticating myself and fully understand that information provided by me shall be used for authenticating my identity through Aadhaar Authentication System for the purpose stated above and no other purpose.



मैं अप्रेंटिसशिप के लिए अपनी पहचान स्थापित करने के उद्देश्य से अपना आधार कार्ड नंबर देने की सहमति देता/ देती हूँ। इसके अलावा बायोमेट्रिक या ओटीपी अथवा दोनों की ही जरूरत होने पर मैं इसे भी उपलब्ध कराने के लिए सहमत हूँ।

मेरे इस सत्यापन को लेकर मुझे किसी तरह की अपत्ति नहीं होगी। मैं जानता/ जानती हूँ कि मेरे द्वारा दी गई यह जानकारी का उपयोग आधार प्रणाली के जरिये मेरी पहचान को सत्यापित करने के लिए ही किया जाएगा और उपरोक्त उद्देश्य के अलावा किसी अन्य उद्देश्य के लिए इसका उपयोग नहीं किया जाएगा।

Send OTP

- Select the *checkbox*, to **agree to provide UIDAI number for Authentication**.
- Click **Send OTP**, the following screen appears.

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Complete your eKYC

Enter Your OTP sent on your mobile *

Enter OTP here

Verify

Resend OTP in 0:43

- Enter OTP received on registered mobile.
- Click **Verify**, the following screen appears.

- Select District and Relationship from the drop-down list.

Your state as per the aadhaar details - **Assam** *

Select District ▼


Parent Name *

C/O: Dillip Kumar


Note : Remove D/O: , S/O: , W/O: , C/O: before submitting this form.

Enter your relationship with - **C/O: Dillip Kumar** *

Select Relationship ▼

☐


Aadhaar Image

☐


Profile Image

Use jpeg, jpg and png.
Image size upto 4MB

Upload Image

Go

- Enter the Parent Name.
- Select any one image.

Additional Information:

- When a candidate uploads a clear face accurate image, it will upload successfully.
- When a candidate uploads a non-human face image, “please select valid profile image it will recognise only human faces” error message appears.
- When candidate uploads not clear human image, “The image is blurred cannot allow it to be uploaded” error message appears.
- When a candidate uploads multiple face images, “Please select single face image popup message” error message appears.
- The candidate cannot upload white and black images.

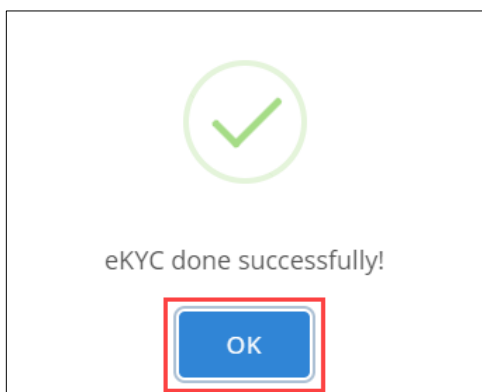
- Click **Go**, the **Candidate Details** screen appears.
- The **Candidate Details** screen displays Information in Profile and Information from Aadhaar details such as DOB, Name, and Father Name.

Field	Information in Profile	Information from Aadhaar
DOB	2000 - 00 - 00	2000 - 00 - 00
Name	PRITY ZINTA	Munmun
Father Name	BINOD	Dilip

☐ I agree to update my profile details as per my Aadhaar. On the basis of this confirmation my Contract/Marksheet/Certificate will be regenerated

Go

- Select *checkbox* to **agree to update profile details as per Aadhaar**.
- Click **Go**, the following screen appears.



- Click **OK**, to navigate to the **Candidate Dashboard**.

Example: eKYC Candidates

Example A: The candidate has not completed the eKYC, but the profile image was already uploaded.

- In case eKYC is not completed the candidate cannot perform any action in the profile or in other modules.
- In the final step of eKYC completion, the candidate can select profile image or Aadhaar image as primary image.
- If a candidate does not want to select the image from the Aadhaar Image and Profile Image, then the candidate can upload a new image.
- Based on candidate selection all the documents will get updated with the selected image.
- On the selection of the primary image, the system will regenerate the contract marksheet and certificate.

Example B: The candidate has not completed the eKYC and the profile image is also not available.

- In case eKYC is not completed the candidate cannot perform any action in the profile or in other modules.
- In the final step of eKYC, the candidate image from Aadhaar will be displayed and an option is available to select a new image from the computer.
- Based on candidate selection all the documents will get updated with the selected image.
- Candidate will be able to select either profile image or aadhaar image as a primary image.
- On the selection of the primary image, the system will regenerate the contract marksheet and certificate.