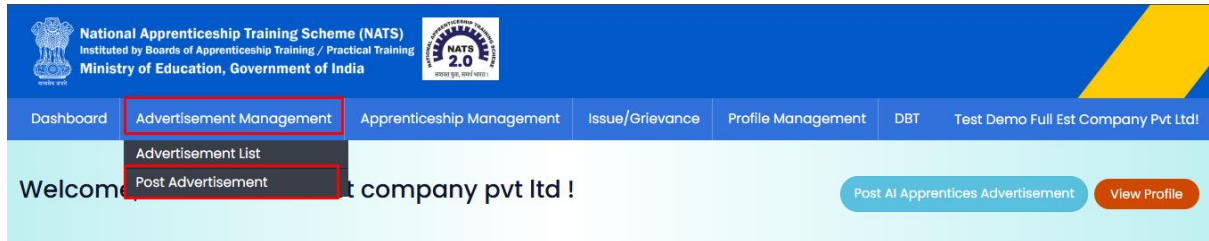


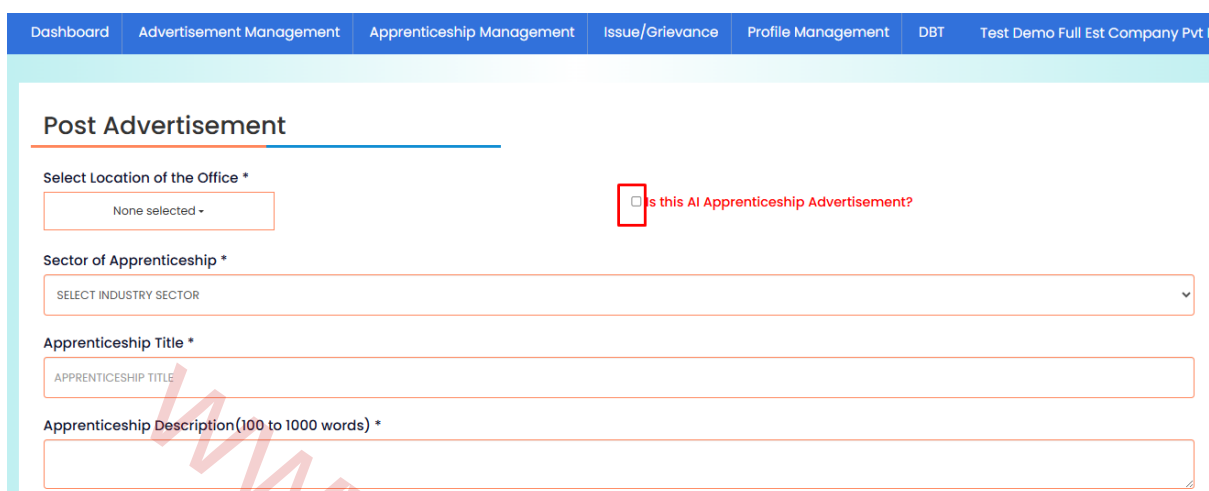
AI Apprenticeship module - SOP

1st Step: ESTABLISHMENT LOGIN

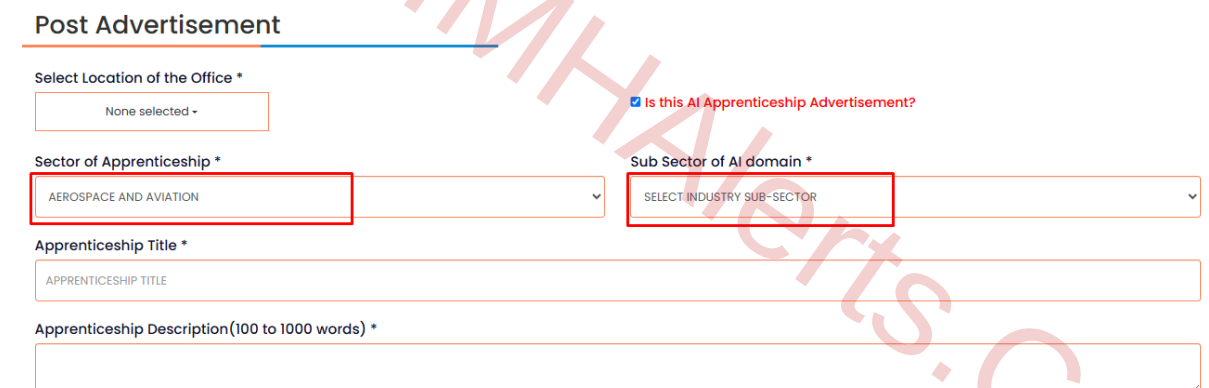
- Apprenticeship Management - > Post Advertisement



The screenshot shows the top navigation bar of the NATS 2.0 portal. The 'Advertisement Management' menu item is highlighted with a red box. Below it, a dropdown menu is visible, also with 'Advertisement Management' highlighted. The main header area includes the NATS logo, the text 'National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India', and a 'NATS 2.0' badge. The user is logged in as 'Test Demo Full Est Company Pvt Ltd'.



The screenshot shows the 'Post Advertisement' form. The 'Is this AI Apprenticeship Advertisement?' checkbox is highlighted with a red box. The form includes fields for 'Select Location of the Office *', 'Sector of Apprenticeship *', 'Apprenticeship Title *', and 'Apprenticeship Description (100 to 1000 words) *'. The 'None selected -' option is visible in the location dropdown.



The screenshot shows the 'Post Advertisement' form. The 'Sector of Apprenticeship *' dropdown is highlighted with a red box, showing 'AEROSPACE AND AVIATION' as the selected option. The 'Sub Sector of AI domain *' dropdown is also visible, showing 'SELECT INDUSTRY SUB-SECTOR'. The 'Is this AI Apprenticeship Advertisement?' checkbox is checked. The form includes fields for 'Select Location of the Office *', 'Apprenticeship Title *', and 'Apprenticeship Description (100 to 1000 words) *'. The 'None selected -' option is visible in the location dropdown.

Who can apply?

Education Type*

Course Type*

Specialization*

Minimum Percentage*

Amount of Stipend per Month *

Duration in Month*

Gender *

Year of Passing *

Select State

Select District

Mobile Number *

Std Code

Land Line Number

Email *

Any supporting Document* (only pdf)

2nd Step: BOAT OFFICER APPROVES THE ADVERTISEMENT

- Training & Placement -> Establishment Job Advertisement ->Comment/Approve/Reject

Dashboard	Manage Users	Apprenticeship	Training & Placement	Reports	Admin	Placement Officer!
			Establishment Job advertisement		Comment / Approve / Reject	
Total Amount Sanctioned	Total Amount Disbursed	Indus Reimbursement	FTP Reimbursement	Industries without Reimbursement	Apprentices Target Assigned	Apprentices Target Achieved
81666	81666	45	49	83	10686	550
						Post Apprenticeship Employment
						88

- Then view Detail and Accept and Post, students will be able to see the advertisement.

Apprenticeship ID	Request Received On	Requested By	Apprenticeship Name	No. of Apprentices Required	View
AADL2505125360641	23-May-2025	test demo full est company pvt ltd	TEST DEMO AI POST ADVERTISEMENT	2	View Details
AADL2505105560616	16-May-2025	test demo full est company pvt ltd	ANILAKD	2	View Details

Apprenticeship Details

Select Location of the Office *

☐ Is this AI Apprenticeship Advertisement?

Sector of Apprenticeship *

Sub Sector of AI domain *

Apprenticeship Title *

Apprenticeship Description *

Keywords

Number of Apprentices *

Last Date to Apply *

Mobile Number	STD code	Landline Number
8765755454	011	9211234
Email	Related Document	
ANIL33@GMAIL.COM	View	
Accept and Post Reject		

3rd Step: STUDENT LOGIN > Apply

AI Apprenticeships								
Show	▼	entries	Search:					
Industry Name	Advertisement Title	Vacancies	Date of Publication	Last Date to Apply	View	Action	Status	
test demo full est company pvt ltd	TEST DEMO AI POST ADVERTISEMENT	2	23 May 2025	31 May 2025	View	Apply	Not Applied	
test demo full est company pvt ltd	TEST DEMO AI	2	16 May 2025	31 May 2025	View	Apply	Not Applied	
test demo full est company pvt ltd	AAAAATESTIA	2	16 May 2025	31 May 2025	View	Apply	Not Applied	
test demo full est company pvt ltd	XYZ	2	15 May 2025	31 May 2025	View	Apply	Not Applied	
test demo full est company pvt ltd	YXXABC	2	14 May 2025	31 May 2025	View	Apply	Not Applied	

4th Step: - ESTABLISHMENT LOGIN

- Apprenticeship Management - > Applicant Management

Dashboard	Advertisement Management	Apprenticeship Management	Issue/Grievance	Profile Management	DBT	Test Demo Full Est Company Pvt Ltd!
Welcome, test demo full es			Post AI Apprentices Advertisement View Profile			
Enrollment ID: NDLP096246			Contact No: 9056783455			
Claim			Date of Registration: 22-04-2025			

- Under the applicant management, select the advertisement to see the list of students who applied.
- Take necessary action and choose the option whether to “view the student profile”, “Shortlist”, “Waitlist”, “Reject”, “Select”.

Interview Management

Application For Processing

Shortlisted Applications

Waitlisted Applications

Called for Interview

Selected Applications

Rejected Applications

SELECT ADVERTISEMENT ID

▼

Interview Management

Application For Processing

Shortlisted Applications

Waitlisted Applications

Called for Interview

Selected Applications

Rejected Applications

SELECT ADVERTISEMENT ID

▼

SELECT ADVERTISEMENT ID

PYTHON JOB - AADL2504114350532

YXXABC - AADL250545410612

ABCD - AADL2505125510611

XYZ - AADL2505105570613

AAAAATESTIA - AADL2505105340615

TEST DEMO AI - AADL250511570617

TEST DEMO AI POST ADVERTISEMENT - AADL2505125360641

Locations	Created At	Action
NEW DELHI	Applied	View Profile Shortlist Applicant Waitlist Applicant Reject the Applicant Select Applicant

Export Excel							
Applicant Name	Student ID	Category	Apprenticeship ID	Title	Locations	Created At	Action
TEST AAA BBB	ADLWD5496566	OBC	AADL2505125360641	TEST DEMO AI POST ADVERTISEMENT	NEW DELHI	Applied	View Profile Shortlist Applicant Waitlist Applicant Reject the Applicant
							Select Applicant

- After shortlisting, applicant can be called for interview.

Interview Management

[Application For Processing](#)
[Shortlisted Applications](#)
[Waitlisted Applications](#)
[Called for Interview](#)
[Selected Applications](#)
[Rejected Applications](#)

TEST DEMO AI POST ADVERTISEMENT - AADL2505125360641

Excel	Show 10 entries	Search:					
Applicant Name	Student ID	Category	Apprenticeship ID	Title	Locations	Created At	Action
TEST AAA BBB	ADLWD5496566	OBC	AADL2505125360641	TEST DEMO AI POST ADVERTISEMENT	NEW DELHI	Shortlisted	View Profile Waitlist Applicant Reject the Applicant
							Call Applicant for Interview Select Applicant

- Enter the interview details.

Interview Details

Date Of Interview *

dd-mm-yyyy

Time *

--:--

Interview Mode *

SELECT

Documents Required

Address For Reporting, Contact Person Name, Phone Number *

Save changes

Interview Management

[Application For Processing](#)
[Shortlisted Applications](#)
[Waitlisted Applications](#)
[Called for Interview](#)
[Selected Applications](#)
[Rejected Applications](#)

SELECT ADVERTISEMENT ID

Excel Show 10 entries Search:

Applicant Name	Student ID	Category	Apprenticeship ID	Title	Locations	Created At	Action
TEST AAA BBB	ADLWD5496566	OBC	AADL2505125360641	TEST DEMO AI POST ADVERTISEMENT	NEW DELHI	Called For Interview	View Profile View Interview Details Waitlist Applicant Reject the Applicant

Showing 1 to 1 of 1 entries Previous 1 Next

Interview Management

[Application For Processing](#)
[Shortlisted Applications](#)
[Waitlisted Applications](#)
[Called for Interview](#)
[Selected Applications](#)
[Rejected Applications](#)

SELECT ADVERTISEMENT ID

- Select the applicant, and enter the reporting venue.

Excel Show 10 entries Search:

Applicant Name	Student ID	Category	Apprenticeship ID	Title	Locations	Created At	Action
TEST AAA BBB	ADLWD5496566	OBC	AADL2505125360641	TEST DEMO AI POST ADVERTISEMENT	NEW DELHI	Waitlisted	View Profile Select Applicant Reject the Applicant

Showing 1 to 1 of 1 entries Previous 1 Next

Reporting Venue Details

Date Of Reporting
Time Of Reporting

Reporting Venue

[Save changes](#)

- Initiate contract for selected candidates.

Interview Management

[Application For Processing](#)
[Shortlisted Applications](#)
[Waitlisted Applications](#)
[Called for Interview](#)
[Selected Applications](#)
[Rejected Applications](#)

SELECT ADVERTISEMENT ID

Excel Show 10 entries Search:

Applicant Name	Student ID	Category	Apprenticeship ID	Title	Locations	Created At	Action
TEST AAA BBB	ADLWD5496566	OBC	AADL2505125360641	TEST DEMO AI POST ADVERTISEMENT	NEW DELHI	Selected	View Profile Initiate Contract

ADLWD5496566 (test aaa bbb)
 Mob No:9080808900
 Community: OBC
 Physically Handicapped: N
 Govt Id
 CardId:WlrZ3dmOEZUNu05TudPOHnmYzfQQT09
 Passed Out In:GRADUATE IN ENGINEERING / TECHNOLOGY
 Year of Passing:2021
 Month of Passing:6
☐ View Profile Photo
☐ View Profile
☐ Edit Profile

Date of Joining *

Period of Training *

Stipend *

Select Section *

Bank Branch Name *

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

Apprentice Training Sector *

Select State of Office *

Select Location of Office *

Bank IFSC Code *

Bank Account Number *

Industry Sub-Sector *

Soft Skills *

Professional Skills *

Area of Domain *

Bank Name *

Account Holder Name *

☐ 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](#)

5th Step: - STUDENT LOGIN -> accepts contract.

Welcome, TEST AAA BBB!

You are undergoing apprenticeship training in TEST DEMO FULL EST COMPANY PVT LTD, click here to see details.

Enrollment ID: ADLWD5496566

Email: test200@gmail.com

Contact No.: 9080808900

Date of Birth: 01-Apr-2011

Applied against advertisements

1

Shortlisted

0

Interview Calls

0

Selected

1

Rejected

0

Contract Status

Name of Establishment	Location for Apprenticeship Training	DOJ	Stipend Rate	Status	View Certificate
test demo full est company pvt ltd (NDLNDP096246)	NEW DELHI - DELHI	23 May 2025	9000	Accept Reject	View Contract

6th Step: BOAT USER APPROVES CONTRACT

Dashboard	Manage Users	Apprenticeship	Training & Placement	Reports	Student Education	test user!
		Contract	Creation			
Total Amount Sanctioned	Total A	Non-Reimbursed Students	Termination	Industries without Reimbursement	Apprentices Target Assigned	Apprentices Target Achieved
0.169Cr.		Performance	Novation	23	12896	559
		Stipend	Bulk Contract Upload			Post Apprenticeship Employment
		COP		40		00

NATIONAL SNAPSHOT

Pending Contracts

[Pending](#) [Verified](#) [Seek Clarification](#) [Rejected](#) [Termination](#) [Amendment](#)

Financial Year *

From Date *

To Date

Search By

[Reset](#) [Filter](#)

[Download Excel](#)

1

Select

Contract Number

CONTRACT ID NOT GENERATED

Applicant Name

Test Aaa Bbb

Enrollment ID

ADLWD5496566

Establishment (Enrollment ID)

Test Demo Full Est Company Pvt Ltd(NDLNDP096246)

Locations

NEW DELHI

Date of Joining

23 May 2025

Status

Contract accepted by student

VIEW PROFILE

Approve Contract

Seek Clarification

Reject Contract

Quick View

7th Step: BOAT PLACEMENT OFFICER APPROVES

Dashboard	Manage Users	Apprenticeship	Training & Placement	Reports	Admin	Placement Officer!			
		Contract	Creation						
		Non-Reimbursed Students	Termination						
Total Amount Sanctioned	Total A	Performance	Novation	Industries without Reimbursement	Apprentices Target Assigned	Apprentices Target Achieved	Post Apprenticeship Employment		
0.169Cr.		Stipend	Bulk Contract Upload						
		COP		40	23	12896	559	00	
NATIONAL SNAPSHOT									

Enter Student Enrolment Id

Pending Contracts

Pending

Verified

Seek Clarification

Rejected

Termination

Amendment

Financial Year *

SELECT FINANCIAL YEAR

From Date *

dd-mm-yyyy

To Date

dd-mm-yyyy

Search By

SEARCH...

Reset

Filter

1

Select

Contract Number

CONTRACT ID NOT GENERATED

Applicant Name

Test Aaa Bbb

Enrollment ID

ADLWD5496566

Establishment (Enrollment ID)

Test Demo Full Est Company Pvt Ltd(NDLNDP096246)

Locations

NEW DELHI

Date of Joining

23 May 2025

Status

Approved by user training

VIEW PROFILE

Approve Contract

Seek Clarification

Reject Contract

Quick View

8th Step: STUDENT LOGIN

View Contract Approved by Boat

Welcome, TEST AAA BBB!

You are undergoing apprenticeship training in TEST DEMO FULL EST COMPANY PVT LTD, click here to see details.

Enrollment ID: ADLWD5496566

Email: test200@gmail.com

Contact No.: 9080808900

Date of Birth: 01-Apr-2011

Applied against advertisements
1

Shortlisted
0

Interview Calls
0

Selected
1

Rejected
0

Contract Status

Name of Establishment	Location for Apprenticeship Training	DOJ	Stipend Rate	Status	View Certificate
test demo full est company pvt ltd (NDLNDP096246)	NEW DELHI - DELHI	23 May 2025	9000	Approved by Boat View Contract	Not generated yet

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