# Al Apprenticeship module - SOP

## 1st Step: ESTABLISHMENT LOGIN

### Apprenticeship Management - > Post Advertisement

Minis	nal Apprenticeship Training Schen ed by Boards of Apprenticeship Training / Pra try of Education, Government of In	te (NATS) etical Training dia				
Dashboard	Advertisement Management	Apprenticeship Management	Issue/Grievance	Profile Management	DBT	Test Demo Full Est Company Pvt Lto
/elcom	Advertisement List Post Advertisement	t company pvt ltd !		Pos	: Al Appren	tices Advertisement View Profile
ashboard	Advertisement Management	Apprenticeship Management	Issue/Grievance	Profile Managemer	nt DBT	Test Demo Full Est Company P
Post A	dvertisement ation of the Office *		s this AI Ap	prenticeship Advertisen	nent?	
Post A Select Locco	dvertisement ation of the Office * Ione selected - pprenticeship *		s this AI Ap	prenticeship Advertisen	nent?	
Post A Select Loco Sector of A SELECT IND	dvertisement ation of the Office * lone selected - pprenticeship * ustry sector		s this AI Ap	prenticeship Advertisen	nent?	~
Post A Select Loco Sector of A SELECT IND Apprentice	dvertisement ation of the Office * tone selected - pprenticeship * ustry sector ship Title *		s this AI Ap	prenticeship Advertisen	nent?	~
Post A Select Loco	dvertisement ation of the Office * Ione selected - pprenticeship * ustry sector ship Title * SHIP TITLE		s this AI Ap	prenticeship Advertisen	nent?	~

#### Post Advertisement

Select Location of the Office * None selected -		Is this AI Apprenticeship Advertisement?								
Sector of Apprenticeship *	_	Sub Sector of AI domain *								
AEROSPACE AND AVIATION	~	SELECT INDUSTRY SUB-SECTOR	Ŷ							
Apprenticeship Title *	-									
APPRENTICESHIP TITLE										
Apprenticeship Description(100 to 1000 wc	Apprenticeship Description(100 to 1000 words) *									

Education Type*	Course Type*	Specie	alization*	Minimum Percentage*
GRADUATE IN ENGINEERING / TECHNOLOGY	► BACHELOR/BE/BTECH	~	CIVIL TECHNOLOGY -	50
Amount of Stipend per Month *	Duration in Month*	Gende	er *	Year of Passing *
9000	12 MONTHS	~	All selected (3) -	All selected (5) -
Select State	Select District			
DELHI <del>-</del>	All selected (11) -			
Mobile Number *	Stri Code		Land L	ne Number
Mobile Number * 8765755454	Std Code		Land L 921123	ne Number 4
* Mobile Number * 8765755454 Email *	Std Code 011 Any supporting Docum	nent* (only pdf)	Land L 921123	ne Number
Mobile Number * 8765755454 imail * anil33@gmail.com	Std Code 01 Any supporting Docum	nent* (only pdf) tificate.pdf	Land L 921123	ne Number 4

### 2nd Step: BOAT OFFICER APPROVES THE ADVERTISEMENT

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

Dashboard	Manag	je Users	Apprentice	əship	Training & Pla	cement	Reports		Admin		Placem			Placement Officer!
					Establishment advertisemen	t Job it		0	Comment / Approve / R	əject				
Total Amo	unt	Total A	Amount	Indus	FTP			al	Industries without	Apprent	ices Target	Apprentices Ta	get	Post Apprenticeship
Sanctione	əd	Disb	ursed	Rein	nbursement	Reim	bursement		Reimbursement	Ass	signed	Achieved		Employment

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

prrenticeship ID	<b>Request Received On</b>	Requested By	Apprenticeship Name	No. of Apprentices Required	View					
ADL2505125360641	23-May-2025	test demo full est company pvt Itd	TEST DEMO AI POST ADVERTISEMENT	2	View Details					
ADL2505105560616	16-May-2025	test demo full est company pvt Itd	ANILAKD	2	View Details					
Apprenticesh	nip Details									
Select Location of	the Office *									
DELHI-NEW DELHI-1100	011 -									
🖬 is this Al Apprenti	ceship Advertisement?									
Sector of Apprentic	ceship *		Sub Sector of AI domain *							
IT/ITES			DATA ANALYTICS	DATA ANALYTICS						
Apprenticeship Tit	le *									
TEST DEMO AI POST A	DVERTISEMENT									
Appropriate bin Do	actintian *									
TEST DEMO	scription									
TEST DEMO										
Keywords										
TEST DEMO										
Number of Appren	tices *		Last Date to Apply *							
			21 MAY 2025							

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

## 3<sup>rd</sup> Step: STUDENT LOGIN > Apply

_	AI Apprenticeships							
s	how ventries						Sear	ch:
	Industry Name 🔺	Advertisement Title	Vacancies 🛊	Date of Publication +	Last Date to Apply 🛛 🖨	View \$	Action \$	Status 🗧
C	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 Itd	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	ХҮХАВС	2	14 May 2025	31 May 2025	View	Apply	Not Applied

## 4<sup>th</sup> Step: - ESTABLISHMENT LOGIN

Apprenticeship Management - > Applicant Management

Dashboard	Advertisement Management	Apprenticeship Management	Issue/Grievance	Profile Management	DBT	Test Demo Full Est Company Pvt Ltdl		
Welcome, test demo full es		Applicant Management						
		Contracts Management				Post Al Apprentices Advertisement View Profile		
	,	Student List Yearly Requirement						
Eprolla		ROP		Contract No : 905	6702466	Data of Pagistration: 22-04-2025		
Enrollment ID: NDLNDP096246		Claim	com	Contder No., 9056783455		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	r 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	
XYXABC - AADL250545410612	
ABCD - AADL2505125510611	Created
AAAAATESTIA - AADL2505105340615	Locations At Action
T TEST DEMO AI - AADL250511570617	NEW DELHI Applied View Profile Shortlist Applicant Waitlist Applicant Reject the Applicant
TEST DEMO AI POST ADVERTISEMENT - AADL2505125360641	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 Select Applic	Shortlist Applicant	Waitlist Applicant	Reject the Applicant

> After shortlisting, applicant can be called for interview.

Interview	Manag	ement								
Application For	Processing	Shortlisted	Applications	Waitlisted Applications	Co	illed for Inter	view S	elected Applications	Rejected Applico	itions
TEST DEMO AI POS	T ADVERTISEMENT	- AADL250512	5360641			~				
Excel Show 10 V	entries								Sear	ch:
Applicant Name	Student ID 🔶	Category $^{\diamond}$	Apprenticeship ID	<sup>‡</sup> Title	¢	Locations 🍦	Created At	Action		4
TEST AAA BBB	ADLWD5496566	OBC	AADL250512536064	41 TEST DEMO AI POST ADVERTISEMENT	N	IEW DELHI SI	hortlisted	View Profile Waitlist Applica	Reject the Applicant Select Applicant	

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### > Enter the interview details.

Interview Details

Date Of Interview *			Time *			
dd-mm-yyyy			:			Q
Interview Mode *			Documents Requi	red		
SELECT		~				
Address For Reporting, C	ontact Person Name, Phone	Numbe	er *			
Save changes						
Interview Managem	ent					
Application For Processing Shore	tlisted Applications Waitlisted Applica	tions	alled for Interview Selecte	d Application	Rejected Applications	
SELECT ADVERTISEMENT ID			~			

Excel Show 10 v entries								Search:		
Applicant Name		Student ID	Category <sup>¢</sup>	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 Reject the Applicant	Waitlist Applicant
owing 1 to 1 of 1	ent	ries							Previo	us 1 Nex

Interview Management		
Application For Processing Shortlisted Applications Waltlisted Application	ions	Called for Interview Selected Applications Rejected Applications
SELECT ADVERTISEMENT ID		~

### > Select the applicant, and enter the reporting venue.

	Excel Show 10 🗸	entries							S	arch:	]
	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	
s	howing 1 to 1 of 1 entrie	es							Previous	1 Next	

Reporting Venue Details		×
Date Of Reporting	Time Of Reporting	
dd-mm-yyyy	:	O
Reporting Venue		
Save changes		

### > Initiate contract for selected candidates.

Interview Management			
Application For Processing Shortlisted Applications Wait	tlisted Applications Called for Interview	Selected Applications Rejected Application	5
SELECT ADVERTISEMENT ID	~		
Excel Show 10 v entries           Applicant Name         Student ID         Category         A	Apprenticeship ID 🕴 Title	Locations	Search:
TEST AAA BBB ADLWD5496566 OBC A	ADL2505125360641 TEST DEMO AI POST AD	VERTISEMENT NEW DELHI Selected	View Profile Initiate Contract

ADLWD5496566 (test aaa bbb )     Mob No;9080808900     Community: OBC     Physically Handicapped: N     Govt Id     CardeWirZadmOEZUNU05TUdPOHNmY2FqQT09     Passed Out In:GRADUATE IN ENGINEERING /     TECHNOLOGY     Year of Passing:2021     Month of Passing:6     DView Profile Photo     DView Profile     DEdit Profile	Date of Joining * dd-mm-yyyy  Period of Training *  SELECT PERIOD IN MONTHS Supend *  Solect Section N SELECT SECTION *  Bank Branch Name *  DELHI - CHANDNI CHOWK?Å  Decynu want to send the amount to the same account given by the students? *	Apprentice Training Sector *  Tr/TES  Select State of Office *  Select Location of Office *  Select Location of Office *  Select Location of Office *  Bank IFSC Code *  Icicco006292 Bank Account Number *  100002346578767888	Industry Sub-Sector *  DATA ANALYTICS  Soft Skills *  SELECT SOFT SKIL  Professional Skills *  Professional Skills *  Area of Domain *  AREA OF DOMAIN  Bank Name *  ICICI BANK LIMITED  Account Holder Name *  TEST AAA BBB
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interefore 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

# 5<sup>th</sup> Step: - STUDENT LOGIN -> accepts contract.

V	Velcome, TEST AAA BBB!		You are undergoing a	apprenticeship train	ing in TEST DEMO FL	JLL EST COMPANY PVT LTE	D, click here to see details.
	Enrollment ID: ADLWD5496566	Email: test200@gr	nail.com	Contact No.: 9080	808900	Date of Bir	th: 01-Apr-2011
	Applied against advertisments S	ihortlisted O	Interview Calls O		Selected 1		Rejected O
	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 - D	ELHI	23 May 2025	9000	Contract Generated	View Contract

## 6<sup>th</sup> Step: BOAT USER APPROVES CONTRACT

Dashboard Manage Users	Apprenticeship Training & Pla	cement Reports Student Edu	cation			test user
	Contract	Creation				
	Non-Reimbursed Students	Termination		1	1	
Total Amount Sanctioned Total A	Performance	Novation	Industries without	Apprentices Target	Apprentices Target	Post Apprenticeship
	Stipend	Bulk Contract Upload	Reimbursement	Assigned	Achieved	Employment
0.169Cr.	COP	40	23	12896	559	00
			NATIONAL SN	APSHOT		
Pending Contro	acts					
Pending Verified Se	ek Clarification Rejected 1	Termination Amendment				
Financial Year *	From Date *	To Date	Search By			
SELECT FINANCIAL YEAR	✓ dd-mm-yyyy	dd-mm-yyyy	SEARCH		Reset Filter	
						Download Excel

Select			
# Contract Numbar CONTRACT ID NOT GENERATED	Applicant Name Test Aaa Bbb	Enrollment ID ADLWD5496566	Establishment (Enrollment ID) Test Demo Full Est Company Pvt
Locations     NEW DELHI	<ul> <li>Date of Joining</li> <li>23 May 2025</li> </ul>	Status Contract accepted by student	LIQ(NDLNDP036246)
	VIEW PROFILE	Approve Contract Seek Clarification Reject Contract Quick View	

# 7<sup>th</sup> Step: BOAT PLACEMENT OFFICER APPROVES

Dashboard	Manage Users	Apprenticeship	Training & Placem	ent Reports	Admin				Placement Officer
		Contract	c	reation					
		Non-Reimbursed	Students Te	ermination					
Total Amount S	Sanctioned Tota	A Performance	N	ovation		Industries without	Apprentices Target	Apprentices Target	Post Apprenticeship
		Stipend	B	ulk Contract Uplo	ad	Reimbursement	Assigned	Achieved	Employment
0.169	Cr.	COP			40	23	12896	559	00
						NATIONAL SN	APSHOT		

### Enter Student Enrolment Id

ending Contrac	ts						
Pending Verified Seek Clarification Rejected Termination Amendment							
Pending Verified Seek C	annication Rejecte	Amenume					
Pending Venned Seek C	idmication Rejecte						
Financial Year *	From Date *	To Date	Search By				

ſ	Contract Numbar CONTRACT ID NOT GENERATED CONTRACT ID NOT GENERATED CLOCATIONS NEW DELHI	<ul> <li>Applicant Name Test Aaa Bbb</li> <li>Date of Joining 23 May 2025</li> </ul>	<ul> <li>Enrollment ID ADLWD5496566</li> <li>Status Approved by user training</li> </ul>	Establishment (Enrollment ID) Test Demo Full Est Company Pvt Ltd(NDLNDP096246)
		VIEW PROFILE	pprove Contract Seek Clarification Reject Contract Quick View	

## 8<sup>th</sup> 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: te		test200@gmail.com Cor		ntact No.: 9080808900		Date of Birth: 01-Apr-2011	
Applied against advertisments Shortli 1 O	ted	Interview Calls 0		Selected 1		Rejected O	
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		9000 Approved by Boat View Contract		Not generated yet	

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