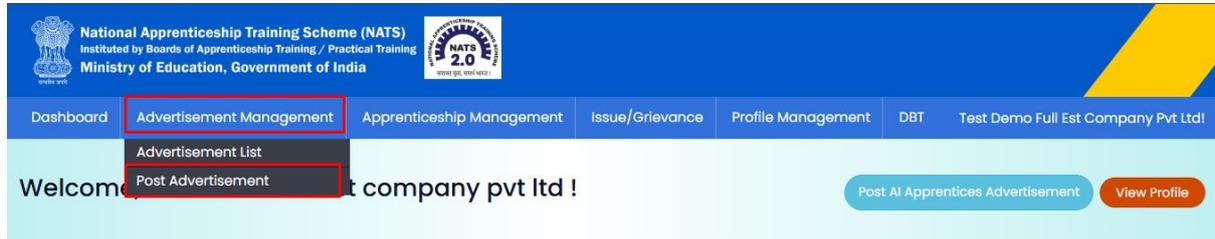


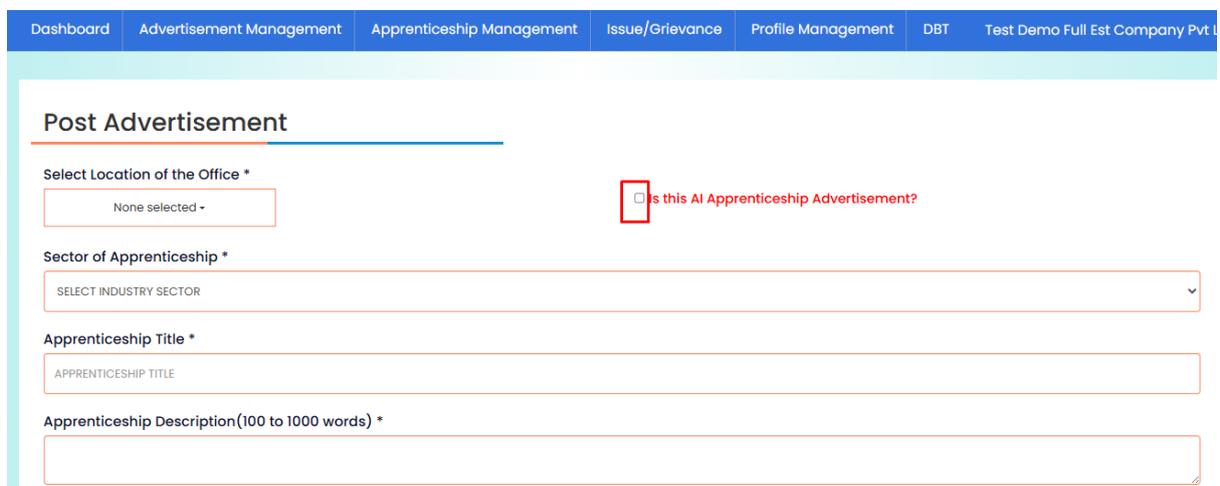
AI Apprenticeship module - SOP

1st Step: ESTABLISHMENT LOGIN

- Apprenticeship Management - > Post Advertisement

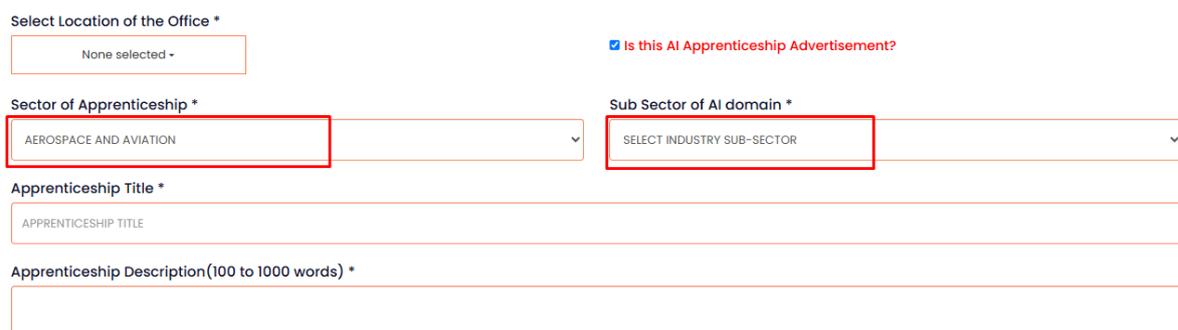


The screenshot shows the top navigation bar of the NATS 2.0 portal. The 'Advertisement Management' menu item is highlighted with a red box. Below the navigation bar, a dropdown menu is visible with 'Advertisement List' and 'Post Advertisement' options. The 'Post Advertisement' option is also highlighted with a red box. The main header area contains the text 'Welcome to company pvt ltd !' and two buttons: 'Post AI Apprentices Advertisement' and 'View Profile'.



The screenshot shows the 'Post Advertisement' form. The 'Select Location of the Office *' dropdown is set to 'None selected -'. The 'Sector of Apprenticeship *' dropdown is set to 'SELECT INDUSTRY SECTOR'. The 'Apprenticeship Title *' field is empty. The 'Apprenticeship Description(100 to 1000 words) *' field is empty. The checkbox 'Is this AI Apprenticeship Advertisement?' is unchecked.

Post Advertisement



The screenshot shows the 'Post Advertisement' form. The 'Select Location of the Office *' dropdown is set to 'None selected -'. The 'Sector of Apprenticeship *' dropdown is set to 'AEROSPACE AND AVIATION'. The 'Sub Sector of AI domain *' dropdown is set to 'SELECT INDUSTRY SUB-SECTOR'. The 'Apprenticeship Title *' field is empty. The 'Apprenticeship Description(100 to 1000 words) *' field is empty. The checkbox 'Is this AI Apprenticeship Advertisement?' is checked.

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 FTP Reimbursement	Reimbursement	Industries without Reimbursement	Apprentices Target Assigned	Apprentices Target Achieved	Post Apprenticeship Employment
0.1886	0.1886	45	40	83	10686	550	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	<input type="button" value="View Details"/>
AADL2505105560616	16-May-2025	test demo full est company pvt ltd	ANILAKD	2	<input type="button" value="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

Email

Related Document

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	<input type="button" value="View"/>	<input type="button" value="Apply"/>	Not Applied
test demo full est company pvt ltd	TEST DEMO AI	2	16 May 2025	31 May 2025	<input type="button" value="View"/>	<input type="button" value="Apply"/>	Not Applied
test demo full est company pvt ltd	AAAAATESTIA	2	16 May 2025	31 May 2025	<input type="button" value="View"/>	<input type="button" value="Apply"/>	Not Applied
test demo full est company pvt ltd	XYZ	2	15 May 2025	31 May 2025	<input type="button" value="View"/>	<input type="button" value="Apply"/>	Not Applied
test demo full est company pvt ltd	YXXABC	2	14 May 2025	31 May 2025	<input type="button" value="View"/>	<input type="button" value="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

Enrollment ID: NDLNDP096246

Contact No: 9056783455

Date of Registration: 22-04-2025

- Applicant Management
- Contracts Management
- Student List Yearly Requirement
- ROP
- Claim

- 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

SELECT ADVERTISEMENT ID

Interview Management

SELECT ADVERTISEMENT ID

Locations	Created At	Action
NEW DELHI	Applied	<input type="button" value="View Profile"/> <input type="button" value="Shortlist Applicant"/> <input type="button" value="Waitlist Applicant"/> <input type="button" value="Reject the Applicant"/> <input type="button" value="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 *

Time *

Interview Mode *

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
 Card:WlrZ3dmOEZUNUo5tUdPOHNmYzfQQT09
 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 *

Apprentice Training Sector *

Industry Sub-Sector *

Period of Training *

Select State of Office *

Soft Skills *

Stipend *

Select Location of Office *

Professional Skills *

Select Section *

Bank IFSC Code *

Area of Domain *

Bank Branch Name *

Bank Account Number *

Bank Name *

Account Holder Name *

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

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	<input type="button" value="Accept"/> <input type="button" value="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	Post Apprenticeship Employment
0.169Cr.		Performance	Novation	23	12896	559	00
		Stipend	Bulk Contract Upload	40			
		COP					

NATIONAL SNAPSHOT

Pending Contracts

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

Financial Year *

From Date *

To Date

Search By

[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

Performance Novation

Stipend Bulk Contract Upload

COP

Total Amount Sanctioned Total A

0.169Cr.

Industries without Reimbursement

23

Apprentices Target Assigned

12896

Apprentices Target Achieved

559

Post Apprenticeship Employment

00

NATIONAL SNAPSHOT

Enter Student Enrolment Id

Pending Contracts

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

Financial Year * From Date * To Date Search By

[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

