



गोड्डा कॉलेज, गोड्डा

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NAAC Accredited 'B' Grade

दिनांक : 07 / 10 / 2023

सूचना

श्रम, नियोजन, प्रशिक्षण एवं कौशल विकास विभाग निदेशालय, नियोजन एवं प्रशिक्षण झारखण्ड राँची के पत्र सं० सं०-05/प्रशि० (शिक्षु)-01-2023/1566 राँची, दिनांक 05.10.2023 के आलोक में "Apprenticeship Act 1961" के अंतर्गत राज्य के निबंधित (MSME/Manufacturing Sector/Service Sector/ एवं अन्य सभी प्रकार के प्रतिष्ठान/उपक्रम यथा-होटल/रेस्टोरेंट/शॉपिंग मॉल/ हॉस्पिटल/कोचिंग सेन्टर/ ऑथोराइज्ड सर्विस सेन्टर/ बैंक इत्यादि द्वारा तकनीकी प्रशिक्षणार्थियों (आईटीआई/डिप्लोमा/इंजीनियरिंग/Short term skill etc) एवं गैर तकनीकी छात्रों (5वीं से स्नातक आदि) को Designated/Optional व्यवसायों में प्रशिक्षण कराया जाता है। प्रशिक्षण अवधि में प्रशिक्षुओं को प्रति माह 5000-9000/- छात्रवृत्ति प्रदान की जाती है, तथा सफल प्रशिक्षुओं को प्रमाण-पत्र प्रदान किया जाता है, जो भविष्य में सफल कैरियर हेतु सहायक होते हैं।

सचिव (श्रम) के निदेशानुसार योजना का लाभ गोड्डा कॉलेज, गोड्डा में पढ़ने वाले छात्र-छात्राओं को सूचित किया जाता है कि वे निबंधन Apprenticeship Portal- <https://www.apprenticeshipindia.gov.in/> पंजीकरण होना आवश्यक है।

Sly-
प्रभारी-प्राचार्या 7/10/23
गोड्डा कॉलेज, गोड्डा।

16/10/23



सं० सं०-05/प्रशि० (शिक्षा)-01-2023 1566

झारखण्ड सरकार

श्रम, नियोजन, प्रशिक्षण एवं कौशल विकास विभाग
निदेशालय, नियोजन एवं प्रशिक्षण झारखण्ड राँची।

प्रेषक:-

निदेशक

-सह- राज्य शिक्षता सलाहकार (SAA)
नियोजन एवं प्रशिक्षण
झारखण्ड, राँची।

सेवा में,

1. निदेशक

उच्च एवं तकनीकी शिक्षा विभाग
झारखण्ड, राँची।

2. The Vice Chancellors

All Universities of Jharkhand State

राँची, दिनांक 5/10/23

विषय:-

Apprenticeship Portal पर छात्रों/छात्राओं का निबंधन कराने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि "Apprenticeship Act 1961" के अंतर्गत राज्य के निबंधित (MSME/Manufacturing Sector/Service Sector / एवं अन्य सभी प्रकार के प्रतिष्ठान / उपक्रम यथा-होटल / रेस्टोरेंट / शॉपिंग मॉल/ हॉस्पिटल / कोचिंग सेन्टर / ऑथोराइज्ड सर्विस सेन्टर / बैंक इत्यादि द्वारा तकनीकी प्रशिक्षणार्थियों (आई० टी० आई०/ डिप्लोमा / इंजीनियरिंग / Short term Skill etc) एवं गैर तकनीकी छात्रों (5 वी से स्नातक आदि) को Designated / Optional व्यवसायों में प्रशिक्षण कराया जाता है। प्रशिक्षण अवधि में प्रशिक्षुओं को प्रति माह 5000-9000/- छात्रवृत्ति प्रदान की जाती है, तथा सफल प्रशिक्षुओं को प्रमाण-पत्र प्रदान किया जाता है, जो भविष्य में सफल कैरियर हेतु सहायक होते हैं।

सचिव (श्रम) के निदेशानुसार योजना का लाभ विश्वविद्यालयों/तकनीकी कॉलेजों में पढ़ने वाले छात्रों/छात्राओं तक पहुँचाने के लिए छात्रों का निबंधन Apprenticeship Portal- <https://www.apprenticeshipindia.gov.in/> पर कराया जाना आवश्यक है।

अतः अनुरोध है कि राज्य के विश्वविद्यालयों में प्रशिक्षणरत छात्रों/छात्राओं का निबंधन Apprenticeship Portal पर कराना सुनिश्चित कराने की कृपा की जाय, ताकि इस योजना का लाभ छात्रों/छात्राओं तक पहुँचाया जा सके।

अनुलग्नक:- Registration Manual

विश्वासभाजन

निदेशक

-सह- राज्य शिक्षता सलाहकार (SAA)
नियोजन एवं प्रशिक्षण
झारखण्ड, राँची।

ज्ञापांक:- 05/प्रशि0 (शिक्षु)-01-2023 1566

राँची, दिनांक 5/10/23

प्रतिलिपि:- सभी जिला नियोजन पदाधिकारी -सह- सहायक शिक्षु सलाहकार (AAA) झारखण्ड/सभी सहायक निदेशक प्रशिक्षण (शिक्षु0) जमशेदपुर/राँची/दुमका एवं आदित्यपुर, झारखण्ड को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित। निदेश दिया जाता है कि अपने जिले में अवस्थित यूनिवर्सिटी/तकनीकी कॉलेजों के कुलपति/प्राचार्यों से व्यक्तिगत रूप से संपर्क कर छात्रों का निबंधन कराना सुनिश्चित करायेंगे।

निदेशक

-सह- राज्य शिक्षुता सलाहकार (SAA)
नियोजन एवं प्रशिक्षण
झारखण्ड, राँची।

ज्ञापांक:- 05/प्रशि0 (शिक्षु)-01-2023 1566

राँची, दिनांक 5/10/23

प्रतिलिपि:- क्षेत्रीय निदेशक, RDSDE झारखण्ड, राँची को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

निदेशक

-सह- राज्य शिक्षुता सलाहकार (SAA)
नियोजन एवं प्रशिक्षण
झारखण्ड, राँची।

ज्ञापांक:- 05/प्रशि0 (शिक्षु)-01-2023 1566

राँची, दिनांक 5/10/23

प्रतिलिपि :- सचिव (श्रम) के प्रधान आप्त सचिव, श्रम, नियोजन, प्रशिक्षण एवं कौशल विकास विभाग झारखण्ड, राँची, को सूचनार्थ प्रेषित।

निदेशक

-सह- राज्य शिक्षुता सलाहकार (SAA)
नियोजन एवं प्रशिक्षण
झारखण्ड, राँची।

Candidate Instruction Manual

THE APPRENTICESHIP PORTAL

The Apprenticeship Portal is a website of the Central Government for exchange of information on Apprenticeship. The public view gives you access to information on Apprenticeship Opportunities Posted by Companies, Registered Candidates, and Apprenticeship Guidelines.

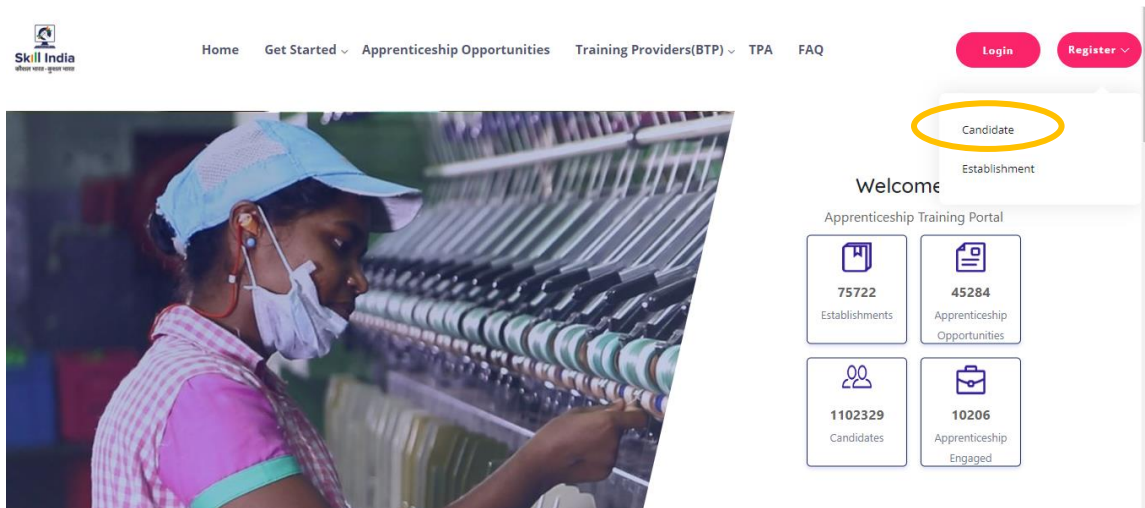
The Candidates can access to information such as available Apprenticeship Opportunities basis the Search Parameters like State, District, Sector and Trade, Organization and so on. To apply against available apprenticeship opportunities, it is mandatory for you register on the portal. The steps for registration are as follows:

The screenshot shows the Skill India Apprenticeship Opportunities portal. At the top, there is a navigation bar with the Skill India logo, links for Home, Apprenticeship Opportunities, Training Providers(BTP) with a dropdown arrow, and TPA. On the right side of the navigation bar are Login and Register buttons. Below the navigation bar is a large blue header with the text "Apprenticeship Opportunities". Underneath the header, there is a search bar with a "Clear" button. To the left of the search bar is a dropdown menu showing search suggestions: "Software", "Junior Software", "Junior Software Developer", "Junior Software Developer and", "Junior Software Developer and Web", and "Junior Software Developer and Web Develo...". Below the search bar is a pagination control showing "830 Opportunities", a set of navigation buttons (Previous, 1, 2, Next, and arrows), and a page number "15" with a dropdown arrow.

Note: The fields marked in * are mandatory.

Candidate Registration

Click on the **“Register”** button the top toolbar and select the option **Candidate**.



A **Short Registration Form** will open (as shown below). You would be required to fill your Basic, Family and Contact details and click continue.

Note: Please enter a valid email ID as the activation link will be send through a mail to that ID. Also, remember the password and you will use it to login to your account on the Apprenticeship Portal.

The screenshot shows the 'Candidate Registration' form. The form is titled 'Candidate Registration' and contains fields for Personal Details, including Name, Father/Mother/Spouse Name, Relationship, Date of Birth, and Gender.

Personal Details

Name *

Enter Name

Father/Mother/Spouse Name *

Relationship *

Enter your Father/Mother/Spouse Name

Date of Birth *

DD-MM-YYYY

Gender *

Select Gender

Mobile Number

Enter Mobile Number

Email ID *

Enter Email ID

Email ID is required

Password *

Password

Confirm Password *

Confirm Password

Your password must be 6 characters long.
Password is required

☐ Disclaimer

By signing up, you agree to the Terms of Service and Privacy Policy, including cookie Use others will be able to find you by email or phone number when provided

Submit

A dialog Box with the **Registration number** will notify your account creation after which you will receive an activation Email on the registered Email Address.

Father/Mother/Spouse Name *

Father/Mother/Spouse Name

Relationship *

Relationship

Enter your Father/Mo

Date of Birth *

DD-MM-YYYY

Mobile Number

Enter Mobile Number

Password *

Password

Your password must be 6 characters long.

☐ Disclaimer

By signing up, you agree to the Terms of Service and Privacy Policy, including cookie Use others will be able to find you by email or phone number when provided

Registered Successfully!!

Please check your email for activation!

Please note this registration number

A012019005631

OK

On the Email, click the **'Activate'** button (as shown in the image below)

Apprenticeship Portal

Dear ananya,

Reply all | ▾



Delete

Junk | ▾



Please note this number for all communications

Please Activate your Account

Activate

Thank you for using our application!

Regards,
Apprenticeship Portal

If you're having trouble clicking the "Activate" button, copy and paste the URL below into your web browser: <https://apprenticeshipindia.org/activate/5c4df58f44f7d76386684f82/LLtqmuVvCX7se3ppN8hFzw5upmNT6S>

Login

Once you click on the Activate Button, the screen will automatically **redirect you to the Log-In page** (see below) where you type your registered **Email ID/Registration Number**

and Password (the email ID and Password are the same you mentioned during registration) to login.

[Home](#) [Apprenticeship Opportunities](#) [Training Providers\(BTP\)](#) ▾ [TPA](#)

Login

ananya.nanda@nsdcindia.org





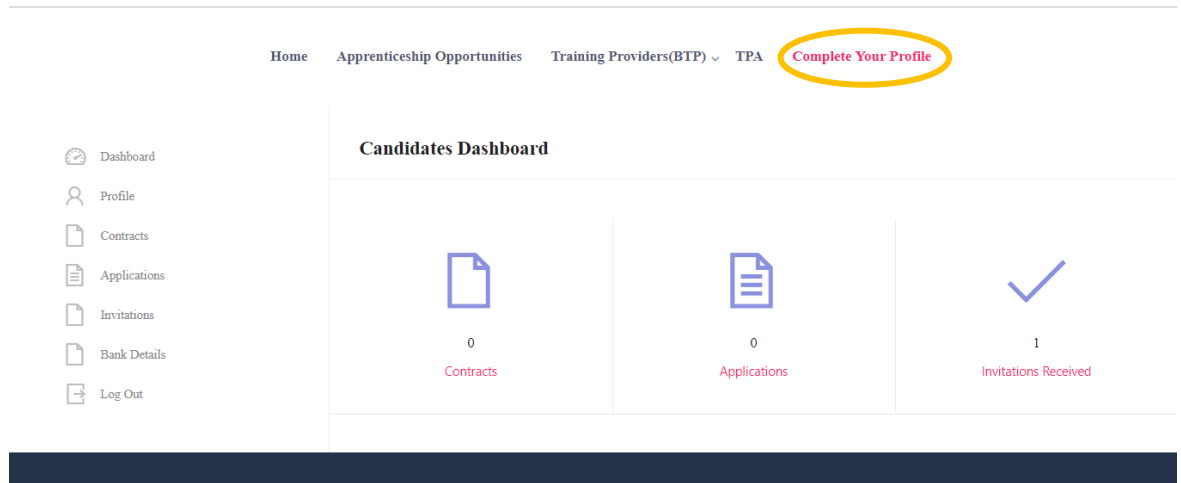
Login

[Resend activation link?](#)

[Forgot Password?](#)


Profile Completion

Once Logged In, you will have to click on the button **‘Complete Your Profile’** (encircled below). You will not be able to apply to any Apprenticeship Opportunity without completing your profile.



Start by clicking the **‘Edit’** button (encircled below) to add your “About Me” and Contact Details.

AboutContactEducationPreference


About Me 


Registration Number	A012019005632	Name	Ananya
Date of Birth	15-01-1982	Gender	Female
Email	ananya.nanda@nsdcindia.org	Phone Number	
Category	--	PMKVY Number	--
Disability	--	Father/Mother/Spouse Name	gautam
Relationship	Father	Guardian Name	--
Guardian Relationship	--	Candidate Signature	--


Contact Details

Address Line 1	--	Address Line 2	--
City	--	Pin code	--
State	--	District	--

Candidate Overview

 Gender
Female

 Mobile Number

 Email
ananya.nanda@nsdcindia.org

On clicking the ‘Edit’ button, the following screen will emerge. *The fields marked in ‘*’ are mandatory.*

[< back to profile](#)

Basic Details

Email

ananya.nanda@nsdcindia.org

Mobile Number

Enter Number

Gender

Female ▼

Has Disability

☐ Yes ☐ No

Date Of Birth *

15/01/1982



Date Of Birth Document *

No file chosen

Please upload only (jpeg, jpg, png, pdf) files
Maximum 4MB only allowed

Father/Mother/Spouse Name *

gautam

Relationship *

Father ▼

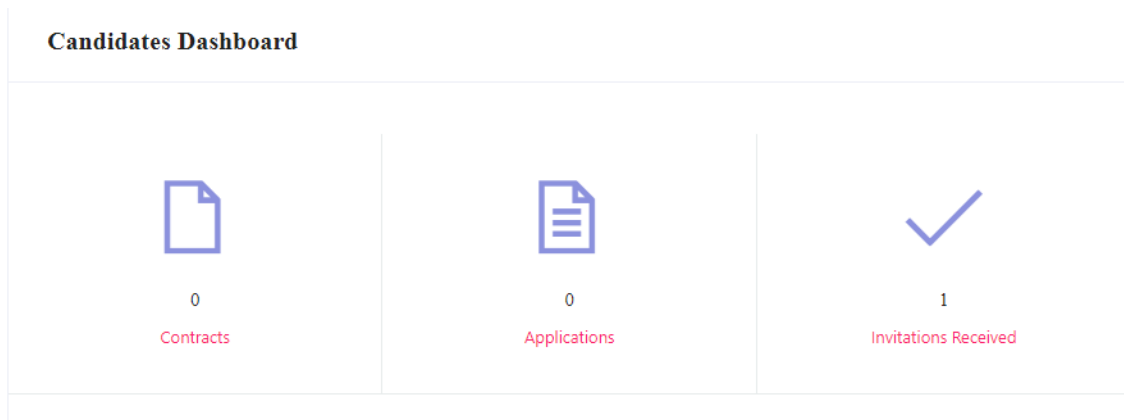
Id Proof Type *

Select Proof type ▼

Document Proof *

No file chosen

Understanding Candidate Dashboard



There are 3 items on your dashboard and they are explained below:

1. **Invitations Received** – Some companies screen your profile and if they feel you're fit for the opportunity, they send out an invitation to you to apply to the opportunity. This section lists the number of invitations received by the candidate.
2. **Applications:** This section lists the number of Apprenticeship Opportunities you had applied to.
3. **Contracts:** This section will show the contract you have signed with the company. Multiple companies can send you contracts, however, you will only be able to accept one.

Apply to Opportunities

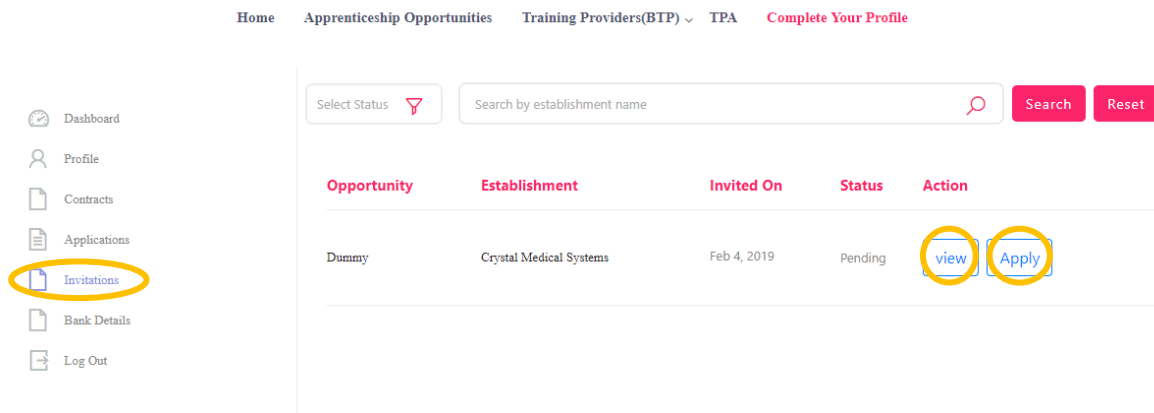
You can use the option **“Apprenticeship Opportunities”** on the top toolbar to view the opportunities. You can search by **keywords**, such as ‘hospitality’ or ‘fitter’, ‘operator’, “chef”, “sewing machine” and so on in the ‘Search Opportunities’ section (encircled below)

The screenshot displays the 'Apprenticeship Opportunities' page. At the top, the navigation bar includes 'Home', 'Apprenticeship Opportunities' (circled in yellow), 'Training Providers(BTP) ~', and 'TPA'. Below this is a dark blue header with the text 'Apprenticeship Opportunities'. On the left, a search bar contains the text 'chef' (circled in yellow), with a dropdown menu showing suggestions: 'Chef', 'Trainee Chef', 'trainee Chef' (highlighted), and 'Trainee Chef Apprenticeship'. To the right of the search bar is a 'Clear' button. Below the search bar is a pagination control showing '1' of 2 pages, with 'Prev' and 'Next' buttons. A dropdown menu shows '15' items per page. The main content area is titled '911 Opportunities'. The first opportunity listed is 'Customer Relationship Executive' by 'Navyeti Global Solutions Pvt Ltd'. It has a description: 'Person will be handling customer over the email and chat. Calling will b...'. It includes details: Location: Gurugram, Haryana; Duration: 900 Hours; Posted On: 04-02-2019. There are 'Apply' (circled in yellow) and 'View' buttons. The second opportunity listed is 'Apprentice' by 'BAPS Shastriji Maharaj Hospital'. It has a description: '--'. It also has 'Apply' and 'View' buttons.

Simply click on the **‘Apply’** button (encircled above) to apply to the opportunity of your choice.

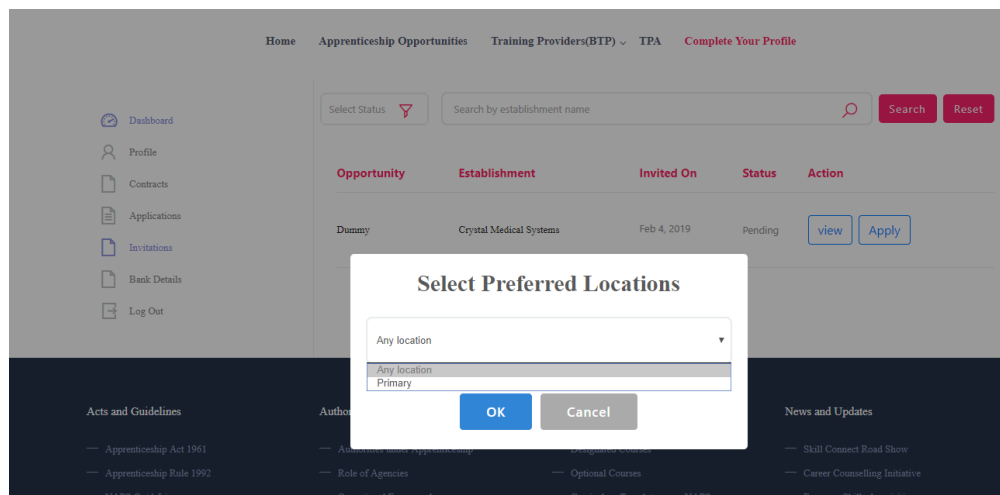
Invitations

Companies can view your profile and invite you to apply to an apprenticeship opportunity posted by them. You can view them by clicking the **'Invitations'** option (encircled below) on the left menu.



You can view the details of the opportunity by clicking on the **'View'** button (encircled above). If the opportunity interests you, you can click on the **'Apply'** button (encircled above) to apply to the opportunity.

On clicking 'Apply', you will be given the option to **choose the location** (in cases where the company has offered opportunity in several locations). The following box will appear and you can choose the location based on your preference.



Applications and Selection Process

You can view all your application on the tab 'Applications' (encircled below) on the left menu.

Home

Apprenticeship Opportunities

Training Providers(BTP) ▾

TPA

Dashboard

Profile

Contracts

Applications

Invitations

Bank Details

Log Out

Select Status ▾

Search by opportunity name

Search

Reset

Opportunity	Establishment	Applied On	Status	Action
Food and Beverage Service Trainee Course name: Food and Beverage Service Trainee	The Chocolate Room India Private Ltd	31-01-2019	pending	View
Food and Beverage Service Trainee Course name: Food and Beverage Service Steward	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	31-01-2019	Contract issued	View
Front office Trainee Course name: Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	31-01-2019	Contract issued	View

The page will show you a summary of all your applications.

After to an Opportunity, the company will review your profile and call invite you for an interview. If the company selects you, they will issue a 'Contract', and you will be able to see this in the 'Status' column above.

View and Accept Contract

If a company wants to make you an offer, they will send the contract to you. To view the list of contracts, click on the option **'Contracts'** (encircled below) in the left menu

Home Apprenticeship Opportunities Training Providers(BTP) TPA

Select Status Search by contract code **Search** **Reset**

Code	Opportunity	Establishment	StipendActions
TMPCON012019000478	Food and Beverage Service Steward Course Food and Beverage Service Steward	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	View
CN022019000271	Front office Trainee Course Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	View
CN022019000271	Front office Trainee Course Front Office Trainee	NEW ARAM RESTAURANT AND LODGING BOARDING JAMNAGAR	View

To view details of the contract, click on the option **'View'** (encircled above).

You will be able to see all details of opportunity – Stipend details, working days, location and so on. If all the details are correct as per your knowledge, you can accept the contracts by selecting the option **'Sign'** (encircled below). If for any reason, you don't plan to accept the opportunity, you can select the option **'Reject'** and the contract will get deleted.

Home Apprenticeship Opportunities Training Providers(BTP) TPA

CODE: TMPCON012019000478
(Contract to be signed within 5 days from contract generation)

Status: Pending **Sign** **Reject**

Opportunity			
Name	Food And Beverage Service Steward	Code	AO002013
Stipend Details		Contract Generated at	31-01-2019

Course Details			
Course Code	CO012019000008	Course Name	Food and Beverage Service Steward