



USER MANUAL

**Development & Maintenance of Web Based
Portal and MIS for Monitoring & Evaluation of
Vocational Training Improvement Project**

Ver-1.02

[APPRENTICESHIP MIS MODULE]

Submitted By

**WIPRO Limited (Infotech Division)
Plot No. 480-481, UdyogVihar, Phase III
Gurgaon – 122016
Haryana**



User Manual – Apprentice

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1. Introduction

1.1 Overview

The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in Approval trades to impart Apprenticeship Training on the job in industry to youth to develop skilled manpower for the industry.

1.2 Scope of the Document

This document covers various functionalities available in MIS for internal/registered users. These functional are as below:

1. Establishment Edit Profile after Registration.
2. Establishment Create, Edit & Delete Course details.
3. Establishment Approve or Reject application for Apprenticeship.
4. Establishment view and Edit Apprentice Profile.
5. Establishment Register apprentice under APY Scheme.
6. Establishment Create and Edit APY Claim.
7. Establishment can create and edit the AITT application for new and failed candidate.
8. Establishment can capture the attendance of candidate.
9. Establishment can print hall ticket, mark sheet and NAC certificate.
10. Establishment can apply or edit apprentice for novation/extension/ termination
11. Approval authority Create, Edit & Delete the advertisement.
12. Approval authority view and upload the Establishment
13. Approval authority view, approve and upload the apprentice profile
14. Approval authority update the Apprentice's Bank Details
15. Approval authority approve the claim and upload payment status.
16. Approval authority Approve, Sent for Correction and reject application for Apprenticeship.
17. Approval authority can approve the AITT application for new and failed candidate.
18. Approval authority can upload Exam centre mapping as well as candidate marks
19. Approval authority can also print hall ticket, mark sheet and NAC certificate.
20. Approval authority can Approve, Sent for Correction and reject apprentice's record for novation/extension/ termination



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2. About the Document

2.1 Intended Audience

Login user as Establishments, RDAT, Central Approval Authority (CAA) and State Apprenticeship Advisors (SAA) of each state.

2.2 Document Conventions

1. This guide uses the following conventions:
2. Fields which have * sign at the end indicates that it is mandatory.
3. Success messages are displayed in green boxes.
4. Instructions are mentioned under “**Before Proceeding please ensure**” point wise.

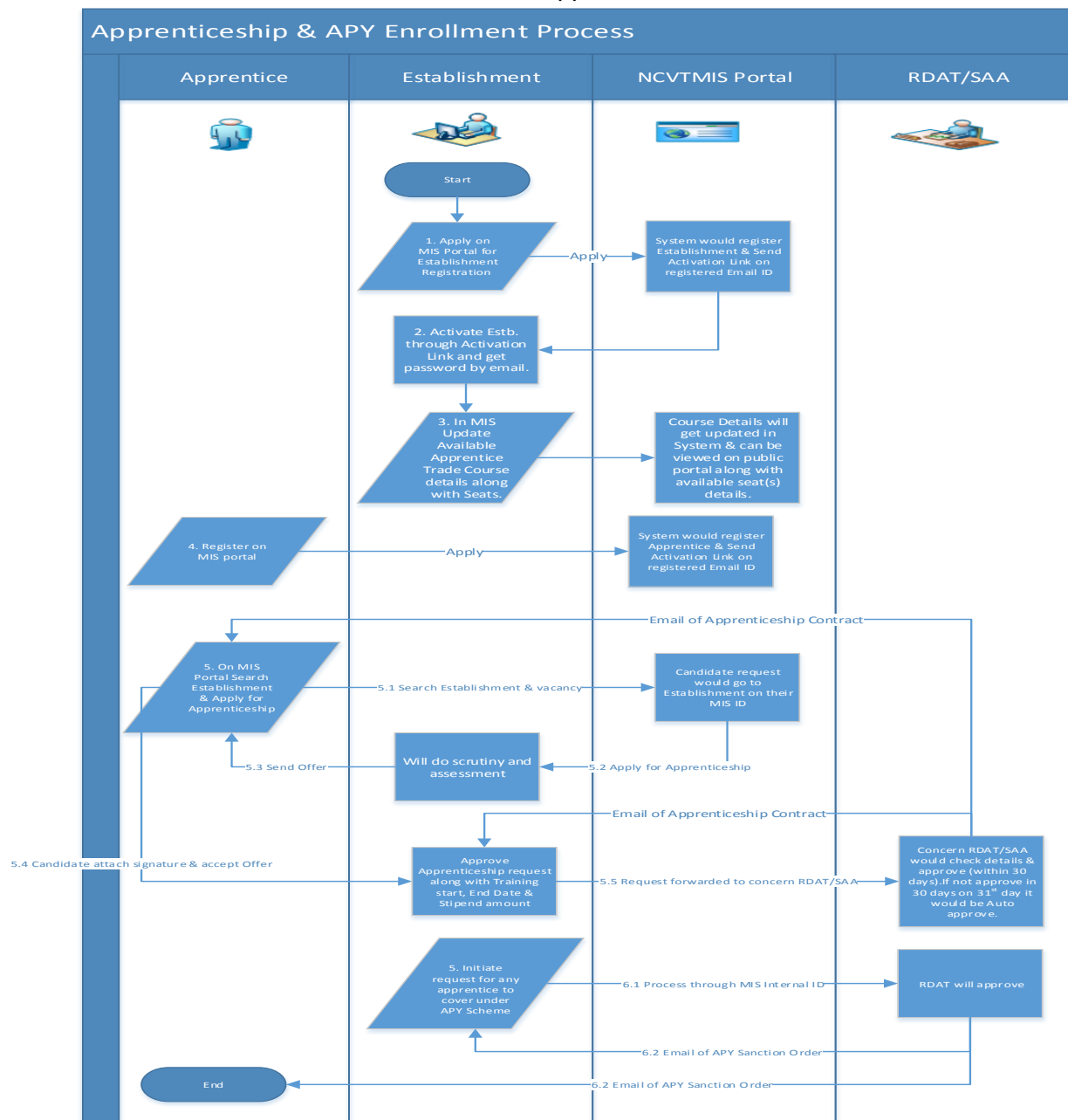


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3. Process Flow

3.1 Apprenticeship Flow

It defines the transaction flow of Establishment, Apprentice and RDAT/SAA.





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Process Description

1. Establishment need to register themselves on Public Portal under Establishment Registration option for Apprenticeship and the Establishment details will be saved into MIS Database.
2. After registration process, Establishment will receive an activation link on their registered Email ID along with Activation Link.
3. After activation of Establishment Registration MIS User ID & Password would be send on the same registered email ID for logging in MIS system and process further (refer below Sections of functionality) and simultaneously establishment would be available to NPIU/SPIU for Approval.
4. SPIU/NPIU can Approve/Reject Establishment. On Approval, establishment would get rights to to perform further in MIS. On Rejection, establishment profile will be inactive in system.
5. The Establishment will create the trade and vacancy in trades (refer section 5.1.1.2) and same will reflect in public portal.
6. Apprentice will apply from public portal and it'll reflect in Establishment's MIS ID and Establishment will approve the same as per the available vacancies (refer section 5.1.1.3)
7. After candidate Scrutining (offline) Establishment will send Offer and a mail will be triggered to apprentice's registered email ID.
8. For sending offer Establishment would specify Training Start Date, training End date and Stipend amount in system.
9. Apprentice will upload their Signature to accept the Offer online.
10. After Candidate acceptance offer will reach to Establishment MIS ID for approval and a contract will be generated by System.
11. After approval from Establishment contract request request will go to concern Approval authority for further approval (only if applied for Approval Trade, in case of Optional Trade process will End at previous stage only).
12. Once Approval authority will approve it, system generated contract will be generated (refer section 5.2.1.5).
13. Establishment have rights to convert apprentice to APY and the same will be initiated by Establishment itself and will go to Approval authority for approval
14. Once Approval authority will approve it, Sanction Order will be generated and a mail will be triggered along with the copy of sanction Order to apprentice and Establishment.



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3.2 All india Trade Test (AITT) Flow

It defines the transaction flow of Establishment, Candidate and Approval Authority as RDAT/ SAA/ CAA.

Process Description

1. NPIU needs to create and approve the date sheet.
2. The Establishment will create the Quarterly attendance of candidate(s).
3. Establishment need to create the AITT application for new candidate and it will go to Approval authority for approval (refer section 6.1.1.2 and 6.2.1.1)
4. Once Approval authority will approve the application, it'll reflect in Establishment profile.
5. Approval Authority will update the Exam center mapping (refer section 6.2.1.2)
6. Once Exam center has been uploaded, a backend process will run to generate the hall ticket.
7. Establishment and Approval authority both can print the hall ticket of candidate(s)
8. After Examination (offline), Approval Authority will upload the marks of the candidate(s) (refer section 6.2.1.4)
9. Once marks has been uploaded, a backend process will run to generate the mark sheet of candidate. Establishment and Approval Authority both can print the marks sheet of the candidate(s)
10. For the past candidate, NAC certificate will be generated by backend process. Establishment and Approval Authority both can print the NAC certificate of candidate(s)
11. Failed candidate will reflect to Establishment under AITT Application for failure candidate. Establishment will create the application for failure students and same will go for approval to Approval Authority.



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4. Getting Started

4.1 Accessing portal

Public portal of MIS application has been designed as a comprehensive platform for external as well as internal users of DGT to allow timely and transparent flow of information. The web portal will have information such as, details of establishments and apprentices if they want to participate in the Scheme, period of training, trade of training, result of monitoring visits etc.

To access, type the address in the address bar as: <https://ncvtmis.gov.in/>. User will be redirected to the Home page of the Public Portal.

4.2 Home page

Through provided URL user would directly access Home page of NCVT MIS module. To access the Apprenticeship page user need to select the **Apprenticeship** from the Menu item (refer below image).

Figure- NCVT Home page

Ministry of Skill Development And Entrepreneurship

Home ITI Trainee Certificate Verification Instructor Assessor Calendar **Apprenticeship** MIS Functionalities

Login Support FAQ Help

Welcome to NCVT-Management Information System

Shri Narendra Modi
Hon'ble Prime Minister of India

Shri Rajiv Pratap Rudy
Minister of State (I/C)

Shri Sunil Arora
Secretary

The National Council for Vocational Training, an advisory body, was set up by the Government of India in 1956 (the then National Council of Training in Vocational Trades—NCTVT). The Council has been entrusted with the responsibilities of prescribing standards and curricula for craftsmen training, advising the Government of India on the overall policy and programs, conducting All India Trade Tests and awarding National Trade Certificates.

This portal is a one-stop information source for all Institutes and courses under the purview of the National Council of Vocational Training (NCVT). The links in the boxes below may be used for currently available features of the portal.
If you are an internal user from the DGT, Regional Directorates, State Directorates, ITIs or any other field Institutions, please [click here to login](#).

CTS Apprenticeship CITS SDIS

News & Updates

- DGET-MIS User Manual Data Entry By ITI (1.2 MB) [Download](#)
- Instructions to ITI's for Trainee Data and Seasonal Marks Update (size: 0.13 MB) [Download](#)
- NCVT MIS FAQ (1 MB) [Download](#)
- NCVT MIS Training for Pvt. ITIs Annex 1 (1.19 MB) [Download](#)
- NCVT MIS Training for Pvt. ITIs Annex 2 (0.54 MB) [Download](#)

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Once the user will select the Apprenticeship, user will be redirect to the Apprentice homepage. It will provide the different menu options as Establishment, Apprentice, and Certificate



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verification, Apprentice protsahana Yojana, TPA, Apprentice Act and also allows internal user to login into the MIS portal.

Figure- Apprenticeship Home page

Ministry of Skill Development And Entrepreneurship

NCVT Home Home Establishment Apprentices TPA Certificate Verification Apprentice Act APY [Login](#) [Support](#) [FAQ](#) [Help](#)

Welcome to Apprenticeship Training Portal

Millions and Millions of Indian youth should go for acquisition of skills and there should be a network across the country for this and not the archaic systems. They should acquire the skills which could contribute towards making India a modern country. Whenever they go to any country in the world, their skills must be appreciated.
- **Shri. Narendra Modi (Hon'ble Prime Minister of India)**

Shri Narendra Modi
Hon'ble Prime Minister of India

Shri Rajiv Pratap Rudy
Minister of State (I/C)

Apprentice

- Apprentice Registration
- Establishment Search

Establishment

- Establishment Registration
- Update Apprenticeship Vacancies

RDATs

- Contract Approval
- APY Approvals

SAAs

- Contract Approval
- APY Approvals

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Once user will click on 'Login', the user will redirect to NCVT MIS login page.

4.3 Login Page

Login page provides access to authorized users inside the MIS application. Authorized users include Registered Establishments & Approval authority's. This page also has links to recover the password if forgot. Login Page for the MIS is as follows:



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Figure: Login Page

The login page allows the user to login inside the portal. The user has to enter the User Name, Password, select the name of the Business Unit to which user belongs and click on Login. Business Unit field is a drop down menu that displays the Business Units that have been assigned to the user.

In case of unsuccessful login, a message *'Invalid password, please check...!'* would be displayed. On ten unsuccessful login attempts in a row, the user's account would be locked and a message *'Your account is locked due to 10 unsuccessful login attempts, please contact System Administrator.'* would be displayed.

Tip: Click on the password field once Username is entered, to populate the Business Unit drop down

Note: If the user account has been locked, user should contact the administrator.

In case of successful Login, No two users can login using the same **Username** into the MIS Application. If one user is already logged into the application, and the other user tries to access the MIS system using the same Username, he gets the **Warning** screen as follows indicating if user wants to terminate the session for the first user:



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Figure: Warning

Warning	
There are already other user sessions in progress:	
Login IP Address	Last Access Time
10.201.51.16	12 Oct 2012 12:00 PM
Continue will result in Termination of the other session. Please select from one of the following options:	
<input type="button" value="Continue the session"/>	<input type="button" value="Cancel"/>

Clicking on '**Continue the session**', terminates the session for the first user. Clicking '**Cancel**' redirects the logged in user to the **Logout** page.

4.4 Forgot Password

If the user forgets his password, user has to recover the password. On clicking Forgot Password link, a new page prompts the user to answer his/her security question. To recover the password: Click **Forgot Password** link on the **Login** page. Screen for Forgot Password is as follows:

Figure: Forgot password

Login ID	
Hint Question 1	
Answer	
Hint Question 2	
Answer	
<input type="button" value="Submit"/>	<input type="button" value="Clear"/>
Click here to go back to Login page	

- 1) Enter the login id.
- 2) Both the security questions set by users would be displayed.
- 3) Enter the answer and click **Submit**. On successful validation, user's password is sent on the e-mail ID registered with the DGE&T.

User can set his Hint Question and answer as follows:

When logged in for the first time, user is redirected to the following screen.



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Figure: Hint questions

Hint Questions	
Hint Question 1 :	<input type="text" value="....Select...."/>
Answer :	<input type="text"/>
Hint Question 2 :	<input type="text" value="....Select...."/>
Answer :	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

1. Select Hint Question 1 and set the answer to the question.
2. Select Hint Question 2 (Question that has been selected in the Hint Question 1 will not get visible again in the drop down field of Hint Question 2) and set the answer to Hint Question 2.
3. Click on 'Submit' to save the Hint Question and Answer.
4. User is redirected to change his password. On changing Password, user can access modules of MIS application.

Note: In case user has forgotten the answers to the security question, user should contact the administrator

Tip: Click the tab key on entering Login ID such that Hint Questions are displayed on Forgot Password page



5. Apprenticeship

5.1 Establishment Functionality

5.1.1 Apprenticeship

MIS Apprenticeship module will enable existing Establishments Edit their profile, create, edit and delete the course details, process candidates for apprenticeship, to view and edit the processed apprentice profile, and to create and edit the claim. Explanations of these sub functions are given below.

5.1.1.1 Establishment

5.1.1.1.1 Profile

5.1.1.1.1.1 Edit

This link enables Establishment user to edit the profile of establishment. To edit the profile of establishment, follow the below mention steps:

1. Select **MIS> APPRENTICESHIP>Establishment>Profile>Edit**.
2. The edit page will be displayed of establishment, and user can edit the editable field (except disabled field) under Establishment details panel, Establishment Contact details panel, Details Head of Establishment panel, Details of contact person for apprenticeship panel and also can upload the signature of authorized person (This signature will be placed on the apprenticeship contract to be issued).
3. Click on '**Save**' to save the details or click on '**Cancel**' to cancel the changes.



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Figure- Establishment Edit Profile (i)

The screenshot shows the 'Edit Establishment Registration Details' page in the NCVT MIS system. The page is divided into several sections:

- Establishment Details:** Includes fields for Registration Type (Economy Census No.), Registration Number (E07150600006), Establishment Name (test_estbname), Establishment Type (Central Government), Establishment Category (Large), Industry Type (Manufacturing), Business Nature, Operating in States (count: 5), Working Days in a Week, Establishment Strength (Regular: 2, Contractual: 4, Seasonal: 3, Others: 10, Total Strength: 19), Head Quarter Establishment Registration Number, and Hostel Type.
- Establishment Contact Details:** Includes Establishment Address (hjkjhjhkj), State (Haryana), District (Fatehabad), PinCode (122016), Contact Number (09540566863), Email (shatakshi271221@), and Fax Number.
- Details for Head of Establishment:** Includes Name (Suman Kumar), Designation (test_designation), Contact Number (09540566863), Email (shatakshi271221@gmail.com), and Mobile Number (9971398693).
- Details of Contact Person for Apprenticeship:** Includes a checkbox for 'Same as Head of Establishment', Name (Suman Kumar), Designation (test_designation), Contact Number (09540566863), Email (shatakshi271221@gmail.com), and Mobile Number (9971398693).

At the bottom, there is a footer with copyright information: © 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: MISWEB-STAGE | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 14-07-2015 17:07:19

Figure- Establishment Edit Profile (ii)

The screenshot shows the 'Edit Establishment Registration Details' page in the NCVT MIS system, similar to Figure (i) but with additional fields:

- Head Quarter Establishment Registration Number:** A text input field.
- Hostel Type:** A dropdown menu with '--Select--'.
- Upload signature image of authorized signatory:** Includes an 'Upload Signature' field with a 'Choose File' button and a note: 'No file chosen'. Below this is a note: 'Upload Attachments upto 200 KB only in JPEG/JPG format. This signature will be placed on the apprenticeship contract to be issued.'
- Footer:** Same as Figure (i), including copyright information and a note: 'All fields marked with * are mandatory.' with 'Save' and 'Cancel' buttons.



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4. If user will select **Save**, the details will be updated successfully and display a confirmation message and click on '**OK**'

5.1.1.2 Course

5.1.1.2.1 Course details

5.1.1.2.1.1 Create

This link enables Establishment users to create the courses which are running under the establishment. User can create two types of Courses (i) Under Approval Trade (Trades defined by DGT) (ii) Under Optional Trade (which are tailor-made courses of individual Establishment) but under predefined Sectors only. To create the Courses for the establishment, follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Course > Course Details>Create**.
- 2) Select type of trade either Approval or optional.
- 3) If user will select trade as 'Approval', then user need to enter the required details as Trade name, Basic Training Facility Availability, Practical training Availability, AITT Facility Availability, Types of Apprentice Engagement for Approval Trade, Total Seats(it should be less than or equal to Permissible Seat Capacity as Apprentice Act mentioned on the Top of the page) and Remarks.
- 4) If user will select trade as 'Optional', then user need to enter the required details as Sector (under which establishment creating the trade), Trade name, Basic Training Facility Availability, Practical training Availability, Outcome Competency (set of knowledge and skills which would be imparted through this course. Trade duration(it should be between 6 to 24 months), Type of Apprentice Engagement for Optional trade, Total Seats (it should be less than or equal to Permissible Seat Capacity as Apprentice Act mentioned on the top of the page), Upload Syllabus details (up to 2 MB only in PDF/JPEG/JPG format), and Remarks.
- 5) Click on '**Add**' to add the trade in to the establishment or click on '**Clear**' to clear the entered details.
- 6) If user will select Add, the trade will be save and will display under saved Apprenticeship Trade details.



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Figure- Create Course-Approval Trade

NCVT MIS Welcome, Aditya Chadha Logout

MIS > Apprenticeship > Course > Create

Menu: MIS, APPRENTICESHIP, Establishment, Trades (Designated/Optional), Trade Details, Create, Apprentice, Training, Claim

Apprenticeship Trade details of Establishment

Maximum Permissible Seat(s) as per Apprentices Act: 40
 Seats Located by Establishment in Designated + Optional Trade: 17
 Minimum Permissible Seat(s) as per Apprentices Act: 10
 Apprentice Engaged in Designated + Optional Trade: 1

Select Type of Trade: Designated Optional

Capture details for Apprenticeship trade (Designated Trade)

Trade Name: --Select--
 Practical Training Available: Yes No
 Type of Apprenticeship Engagement for Designated Trade: --Select--
 Remarks:

Basic Training Facility Available: Yes No
 AITT Facility Available: Yes No
 Total Seats:

Saved Apprenticeship Trade Details

Select	Trade Name	Apprentice Engagement Type	Is Basic Training Available	Is Practical Training Available	AITT Facility Available	Total Seats	Remarks
<input type="checkbox"/>	Advance Mechanic (Instruments)	Both	Yes	Yes	Yes	1	Aa
<input type="checkbox"/>	Wood Handicrafts Worker	ITI/ITC Passed	No	No	No	1	Appro
<input type="checkbox"/>	Battery Repairer	ITI/ITC Passed	Yes	Yes	Yes	1	Aaw
<input type="checkbox"/>	Fitter Structural	ITI/ITC Passed	Yes	Yes	Yes	1	dfdf1
<input type="checkbox"/>	Apprentice Food Production (Vegetarian)	Both	Yes	Yes	Yes	1	Applied
<input type="checkbox"/>	Assistant Fashion Designer(Garment)	Both	Yes	Yes	Yes	1	Fashion Designer
<input type="checkbox"/>	Auto Electrician	Non ITI	Yes	Yes	Yes	1	Apply
<input type="checkbox"/>	Auto Mechanic (Two Wheeler/ Three Wheeler)	ITI/ITC Passed	Yes	No	No	1	Apply

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Figure- Create Course-Optional Trade

NCVT MIS Welcome, Aditya Chadha Logout

MIS > Apprenticeship > Course > Create

Menu: MIS, APPRENTICESHIP, Establishment, Trades (Designated/Optional), Trade Details, Create, Apprentice, Training, Claim

Apprenticeship Trade details of Establishment

Maximum Permissible Seat(s) as per Apprentices Act: 40
 Seats Located by Establishment in Designated + Optional Trade: 17
 Minimum Permissible Seat(s) as per Apprentices Act: 10
 Apprentice Engaged in Designated + Optional Trade: 1

Select Type of Trade: Designated Optional

Capture details for Apprenticeship trade (Optional Trade)

Sector: --Select--
 Trade Name:
 Practical Training Available: Yes No
 Outcome Competency:
 Type of Apprenticeship Engagement for Optional Trade: --Select--
 Upload Syllabus Details: Choose File No file chosen
 Remarks:

Basic Training Facility Available: Yes No
 Trade Duration: (months) (between 6 to 24 months only)
 Total Seats:

Upload Attachments upto 2 MB only in PDF/JPEG/JPG format

Saved Apprenticeship Trade Details

Select	Trade Name	Trade Duration (In Months)	Outcome Competency	Apprentice Engagement Type	Sector Name	Is Basic Training Available	Is Practical Training Available	Total Seats	Remarks	Uploaded Syllabus
<input type="checkbox"/>	Optional Trade	10	Optional	8th pass and above	Agriculture, Horticulture, Floriculture	No	No	1	Optional Trade	
<input type="checkbox"/>	Optional2	10	Optional2	8th pass and above	Aviation	Yes	Yes	1	Optional2	
<input type="checkbox"/>	Optional III	10	Optional III	8th pass and above	Agriculture, Horticulture, Floriculture	Yes	Yes	1	Optional III	

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5.1.1.2.1 Edit

This link enables user to edit the trade which are running under the establishment. To edit the trade for the establishment, follow the below mention steps:

- 1) Select **MIS> Apprenticeship> Course> Course Details>Create.**
- 2) Select the trade under Saved Apprenticeship Trade Details.
- 3) Click on '**Edit**' to edit the details of the trade.
- 4) The existing details of selected trade will displayed under Capture details for Apprenticeship trade.

Figure- Edit Course-Approval Trade

The screenshot displays the 'Apprenticeship Trade details of Establishment' page. The form includes the following fields:

- Maximum Permissible Seat(s) as per Apprentices Act: 40
- Seats Located by Establishment in Designated + Optional Trade: 17
- Minimum Permissible Seat(s) as per Apprentices Act: 10
- Apprentice Engaged in Designated + Optional Trade: 1
- Select Type of Trade: Designated (selected), Optional
- Trade Name: Advance Mechanic (Instruments)
- Basic Training Facility Available: Yes (selected), No
- Practical Training Available: Yes (selected), No
- AITT Facility Available: Yes (selected), No
- Type of Apprentice Engagement for Designated Trade: Both
- Total Seats: [Empty field]
- Remarks: Creating Trade

Buttons: Edit, Delete, Add, Clear

Select	Trade Name	Apprentice Engagement Type	Is Basic Training Available	Is Practical Training Available	AITT Facility Available	Total Seats	Remarks
<input type="checkbox"/>	Advance Mechanic (Instruments)	Both	Yes	Yes	Yes	1	Aa
<input type="checkbox"/>	Wood Handicrafts Worker	ITI/ITC Passed	No	No	No	1	Appro
<input type="checkbox"/>	Battery Repairer	ITI/ITC Passed	Yes	Yes	Yes	1	Aaw
<input type="checkbox"/>	Fitter Structural	ITI/ITC Passed	Yes	Yes	Yes	1	dfd1
<input type="checkbox"/>	Apprentice Food Production (Vegetarian)	Both	Yes	Yes	Yes	1	Applied
<input type="checkbox"/>	Assistant Fashion Designer(Garment)	Both	Yes	Yes	Yes	1	Fashion Designer
<input type="checkbox"/>	Auto Electrician	Non ITI	Yes	Yes	Yes	1	Apply
<input type="checkbox"/>	Auto Mechanic (Two Wheeler/ Three Wheeler)	ITI/ITC Passed	Yes	No	No	1	Apply

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Figure- Edit Course-Optional Trade

The screenshot displays the NCVT MIS web application interface. The main content area is titled 'Apprenticeship Trade details of Establishment'. It contains several input fields and sections:

- Maximum Permissible Seat(s) as per Apprentices Act:** 40
- Seats Located by Establishment in Designated + Optional Trade:** 17
- Minimum Permissible Seat(s) as per Apprentices Act:** 10
- Apprentice Engaged in Designated + Optional Trade:** 1
- Select Type of Trade:** Designated (radio button), Optional (radio button)
- Capture details for Apprenticeship trade (Optional Trade):**
 - Sector: Agriculture, Horticulture, Flo
 - Trade Name: Agri
 - Basic Training Facility Available: Yes No
 - Practical Training Available: Yes No
 - Outcome Competency: Cultivation
 - Trade Duration: 6 (months) (between 6 to 24 months only)
 - Type of Apprentice Engagement for Optional Trade: 8th pass and above
 - Total Seats: 20
 - Upload Syllabus Details: Choose File verification doc.pdf
 - Upload Attachments upto 2 MB only in PDF/JPEG/JPG format
 - Remarks: creating trade
- Buttons:** Add, Clear, Edit, Delete
- Saved Apprenticeship Trade Details Table:**

Select	Trade Name	Trade Duration (in Months)	Outcome Competency	Apprentice Engagement Type	Sector Name	Is Basic Training Available	Is Practical Training Available	Total Seats	Remarks	Uploaded Syllabus
<input type="checkbox"/>	Optional Trade	10	Optional	8th pass and above	Agriculture, Horticulture, Floriculture	No	No	1	Optional Trade	
<input type="checkbox"/>	Optional2	10	Optional2	8th pass and above	Aviation	Yes	Yes	1	Optional2	
<input type="checkbox"/>	Optional III	10	Optional III	8th pass and above	Agriculture, Horticulture, Floriculture	Yes	Yes	1	Optional III	

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- 5) Click on '**Save**' to update the changes or click on '**Clear**' to clear the data.
- 6) If user will select Save, the details will be updated successfully and will get a confirmation message. Click on '**OK**'.

5.1.1.2.1.3 Delete

This link enables user to delete the trade which are running under the establishment. To delete the trade for the establishment, follow the below mention steps:

- 1) Select **MIS> Apprenticeship> Course > Course Details>Create**.
- 2) Select the trade under Saved Apprenticeship Trade Details.
- 3) Click on '**Delete**' to delete the details of the trade.
- 4) A confirmation message will display, click on '**OK**' to delete the trade or click on '**Cancel**' to cancel the deletion.
- 5) If user will select the OK the trade will be delete from the establishment.



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Figure- Delete Course-Approval Trade

The page at 164.100.128.233 says:
Are you sure you want to delete?

OK Cancel

Apprenticeship Trade details of Establishment

Maximum Permissible Seat(s) as per App... 10
Minimum Permissible Seat(s) as per Apprentices Act 10

Select Type of Trade : Designated Optional

Capture details for Apprenticeship trade (Designated Trade)

Trade Name: --Select--
Basic Training Facility Available: Yes No
Practical Training Available: Yes No
Type of Apprenticeship Engagement for Designated Trade: --Select--
AITT Facility Available: Yes No
Total Seats: *

Remarks: *

Add Clear

Saved Apprenticeship Trade Details

Select	Trade Name	Apprentice Engagement Type	Is Basic Training Available	Is Practical Training Available	AITT Facility Available	Total Seats	Remarks
<input checked="" type="checkbox"/>	Advance Mechanic (Instruments)	Both	Yes	Yes	Yes	1	As
<input type="checkbox"/>	Wood Handicrafts Worker	ITI/ITC Passed	No	No	No	1	Appro
<input type="checkbox"/>	Battery Repairer	ITI/ITC Passed	Yes	Yes	Yes	1	Aaw
<input type="checkbox"/>	Fitter Structural	ITI/ITC Passed	Yes	Yes	Yes	1	dfd1
<input type="checkbox"/>	Apprentice Food Production (Vegetarian)	Both	Yes	Yes	Yes	1	Applied
<input type="checkbox"/>	Assistant Fashion Designer(Garment)	Both	Yes	Yes	Yes	1	Fashion Designer
<input type="checkbox"/>	Auto Electrician	Non ITI	Yes	Yes	Yes	1	Apply
<input type="checkbox"/>	Auto Mechanic (Two Wheeler/ Three Wheeler)	ITI/ITC Passed	Yes	No	No	1	Apply

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Figure- Delete Course-Optional Trade

The page at 164.100.128.233 says:
Are you sure you want to delete?
 Prevent this page from creating additional dialogs.

OK Cancel

Apprenticeship Trade details of Establishment

Maximum Permissible Seat(s) as per App... 10
Minimum Permissible Seat(s) as per Apprentices Act 10

Select Type of Trade : Designated Optional

Capture details for Apprenticeship trade (Optional Trade)

Sector: --Select--
Trade Name: *
Basic Training Facility Available: Yes No
Practical Training Available: Yes No
Outcome Competency: *
Trade Duration: *(months) (between 6 to 24 months only)
Type of Apprenticeship Engagement for Optional Trade: --Select--
Total Seats: *
Upload Syllabus Details: No file chosen
Upload Attachments upto 2 MB only in PDF/JPEG/JPG format

Remarks: *

Add Clear

Saved Apprenticeship Trade Details

Select	Trade Name	Trade Duration (in Months)	Outcome Competency	Apprentice Engagement Type	Sector Name	Is Basic Training Available	Is Practical Training Available	Total Seats	Remarks	Uploaded Syllabus
<input checked="" type="checkbox"/>	Optional Trade	10	Optional	8th pass and above	Agriculture, Horticulture, Floriculture	No	No	1	Optional Trade	
<input type="checkbox"/>	Optional2	10	Optional2	8th pass and above	Aviation	Yes	Yes	1	Optional2	
<input type="checkbox"/>	Optional III	10	Optional III	8th pass and above	Agriculture, Horticulture, Floriculture	Yes	Yes	1	Optional III	

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5.1.1.3 Training

5.1.1.3.1 Approval

5.1.1.3.1.1 Queue

This link enables Establishment user to search the apprentice details who have applied in that establishment for Apprenticeship training under any trade. User can also offer, approve, reject and also can resend the trainees for correction (according to application status). To view the details of apprentice Application, follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Training>Approval>Queue**
- 2) Enter the required details to search the apprentice as Apprentice Registration No., Apprentice Name, State, District, Trade Type, Trade and Status.
- 3) Click on '**Search**' to search the apprentice or click on '**Cancel**' to cancel the search.

Figure- Search Apprentice

The screenshot displays the NCVT MIS web application interface. The header includes the NCVT MIS logo, the Indian national flag, and a 'Logout' button. The main content area is titled 'Apprentice Queue List' and features a search criteria form with the following fields:

Search Criteria	
Apprentice Registration No.	Apprentice Name
State	District
Trade Type	Trade
Status	

Below the search form are 'Search' and 'Cancel' buttons. The left sidebar shows a menu with 'Queue' selected under the 'Approval' sub-menu. The footer contains copyright information: © 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: MISWEB-STAGE | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 14-07-2015 17:07:19



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- 4) If user will select the Search, the details will be display under pending Approval List panel as per the filter criteria.
- 5) Select the record(s) to offer, approve, reject and to resend the trainee for correction.
- 6) Select required option from the dropdown list.
 - **Offer-** If Establishment will select offer, a pop up window will appear to enter training start date, training end date and Stipend Amount (it includes column as Year, Stipend Amount and Minimum Wages as on current date) as displayed in below image.

Figure-View Apprentice Details: Offer

The screenshot displays the NCVT MIS interface. The top navigation bar includes the NCVT logo, 'NCVT MIS', a welcome message for 'Ranj Goel', and a 'Logout' button. The breadcrumb trail is 'MIS > Apprenticeship > Training > Contract Approval'. The left sidebar menu shows 'MIS' expanded to 'APPRENTICESHIP', with sub-items: 'All India Trade Test', 'Establishment', 'Claim', 'Apprentice', 'Course', 'Training', 'Approval', 'Queue', and 'View'. The main content area is titled 'Apprentice Queue List' and features a search form with fields for 'Apprentice Registration No.', 'State', 'Trade Type', 'Status', 'Apprentice Name', 'District', and 'Trade'. Below the search form is a 'Pending Approval List' table with a 'Select Action' dropdown set to 'Offer' and an 'Offer' button. The table contains the following data:

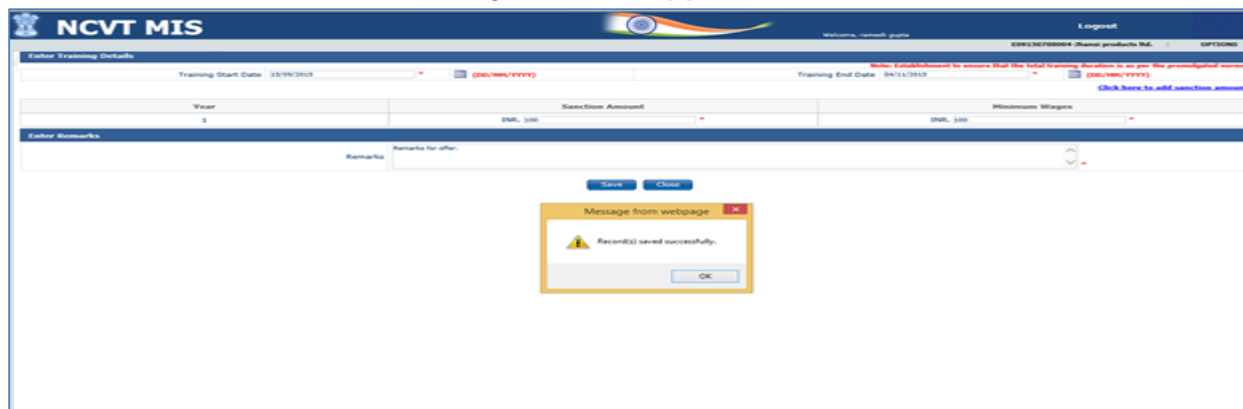
	Apprentice Reg. No.	Apprentice Name	Trade Type	Trade Name	Training Start Date	Training End Date	Available Seats	Status	Remarks
<input type="checkbox"/>	A091501326	gyan bharti ghaziabad	Designated	Computer Operator and Programming Assistant	17/11/2015	10/11/2016	3	Accepted by Apprentice	app
<input checked="" type="checkbox"/>	A111500005	shatakshi	Designated	Computer Operator and Programming Assistant			3	Applied by Apprentice	

At the bottom of the page, the footer text reads: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 26-11-2015 17:11:26'



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Figure- Offer Apprentice



Click on Save to save the details or click on Close to close the pop up window. Once user will click on save a mail has been triggered to apprentice mail ID with the acceptance link. The apprentice need to click on the link for the acceptance and will update the self-signature, then it will again reflect in queue of establishment and they can approve/reject/send for correction.

- **Approve-** It allows establishment to approve the Apprentice Application aligned in queue. It can be done by Establishment and after that it will go the concern Approval authority for further approval.
- **Reject-** It allows establishment to reject the Apprentice application aligned in queue. Once the apprentice has been rejected, the Application would be in reject state and can be found under Rejected Status.
- **Send for Correction-** It allows establishment to resend the apprentice details for correction and the apprentice itself need to correct it (Once offer is accepted by Apprentice then only it can be sent for correction by Establishment)



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Figure-View Apprentice Details: Approve/Reject/Sent for Correction

The screenshot displays the NCVT MIS interface. The top navigation bar includes the NCVT logo, the text 'NCVT MIS', and a 'Logout' button. Below the navigation bar, the breadcrumb trail reads 'MIS > Apprenticeship > Training > Contract Approval'. The main content area is divided into two sections: 'Apprentice Queue List' and 'Pending Approval List'. The 'Apprentice Queue List' section contains search criteria for Apprentice Registration No., State, Trade Type, Status, Apprentice Name, District, and Trade. The 'Pending Approval List' section features a table with columns for Selection Action, Apprentice, Name, Trade Type, Trade Name, Training Start Date, Training End Date, Available Seats, Status, and Remarks. A dropdown menu is open over the 'Apprentice' column, showing options: 'Approve', 'Offer', 'Send for correction', and 'Reject'. The table contains one entry with the registration number A091501326, name gyan bharti ghaziabad, trade type Designated, trade name Computer Operator and Programming Assistant, training start date 17/11/2015, training end date 10/11/2016, 2 available seats, and status 'Accepted by Apprentice'.

Select Action	Apprentice	Name	Trade Type	Trade Name	Training Start Date	Training End Date	Available Seats	Status	Remarks
<input checked="" type="checkbox"/>	A091501326	gyan bharti ghaziabad	Designated	Computer Operator and Programming Assistant	17/11/2015	10/11/2016	2	Accepted by Apprentice	app

Note:

- If the application is applied by apprentice then for the first time establishment can Offer/Reject it and establishment need to enter Training Start date/ End date and Stipend amount (it includes column as Year, Stipend Amount and Minimum Wages as on current date).
- Once it has been offered by Establishment, it will go to apprentice for the acceptance and to upload the self-signature and apprentice will send it back to Establishment.
- At last Establishment can Approve, Reject or Sent it of correction to the apprentice.
- Once it has been approved by Establishment, it'll go to the concern approval authority (RDAT/SAA/CAA).

Note: If Trade type is Optional Trade then Contract will not go ahead to any approval authority for approval. It will be finalize after Establishment Approval.

5.1.1.3.1.2View



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This link enables Establishment User to view the Apprentice profile. To view the profile of apprentice, follow the below mention steps:

1. Select **MIS> APPRENTICESHIP>Training>Approval> View**.
2. Enter the search Criteria as Apprentice Registration no., Apprentice name, State, District, Trade Type, Trade, and Status.
3. Select **Search** to search the details as per entered criteria or select **Cancel** to cancel the search.
4. If user will select Search the details will be displayed under Apprentice Training List panel. User can view the Apprentice profile by clicking on Hyperlink under Apprentice Reg. No. Column (refer below image)

Figure- Apprentice Training List

The screenshot displays the NCVT MIS interface. The top navigation bar includes the NCVT logo, the text 'NCVT MIS', the Indian national flag, the user name 'Welcome, GURU ajhskh', and a 'Logout' button. Below the navigation bar, there is a 'Menu' on the left and a main content area titled 'Apprentice View List'. The 'Apprentice View List' section contains a search form with fields for 'Apprentice Registration No.', 'Apprentice Name', 'State', 'District', 'Trade Type', 'Trade', and 'Status'. Below the search form are 'Search' and 'Cancel' buttons. Underneath the search form is a table titled 'Apprentice Training List' with the following data:

Apprentice Reg. No.	Apprentice Name	Trade Type	Trade Name	Training Start Date	Training End Date	Available Seats	Status	Remarks
A061500002	Monazir Ahsan	Optional	optional-testing	15/07/2015	30/11/2016	7	Contract Generated	pr
A061500003	Raj Kumar	Optional	optional-testing	15/07/2015	30/07/2015	7	Applied by Apprentice	ok

At the bottom of the page, there is a footer with the text: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: L-219037016 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 28-07-2015 16:07:20'



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5.1.1.3.2 Novation/Extension/Termination

5.1.1.3.2.1 Novation

5.1.1.3.2.1.1 Apply

This link enables establishment's user to apply apprentice for novation. To apply for novation, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Apply**.
2. Enter the required details as Apprentice Reg. No., Contract Reg. No., select action Type as **Novation** and Application Type as **New**.
3. Click on **Search** to search the apprentice for novation or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:

Figure: Novation Apply(i)

The screenshot shows the NCVT MIS interface for applying for novation. The page title is "Novation/Extension/Termination of Apprenticeship Training Contract". The user is logged in as "Anita Rathore". The interface includes a search criteria section with instructions for searching for new applications, corrections, and submissions. Below this are input fields for "Apprentice Registration No." and "Contract Registration No.", and radio buttons for "Action Type" (Novation, Extension, Termination) and "Application Type" (New, Sent For Correction). A "List of Apprentices" table is displayed below the form, showing one apprentice: Abhishek, with registration number A021600026 and contract number CR0103160700026SADL. The table also shows training start and end dates and the trade name "Advanced Attendant Operator (Process)".

Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Trade	New Establis Registration Search
A021600026	Abhishek	CR0103160700026SADL	12/02/2014	20/05/2016	Advanced Attendant Operator (Process)	



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Figure: Novation Apply (ii)

The screenshot shows the NCVT MIS interface for applying for novation. The page title is "Novation/Extension/Termination of Apprenticeship Training Contract". It includes a search criteria section with instructions on how to use the search function. Below this is a form with fields for "Apprentice Registration No.", "Contract Registration No.", "Action Type" (Novation, Extension, Termination), and "Application Type" (New, Sent For Correction). There are "Search" and "Clear" buttons. Below the form is a table titled "List of Apprentices" with columns for Trade, New Establishment Registration No., New Establishment Name, Unutilized Seats, Training New End Date, Novation Effective Date, and Remarks. A red message states "All fields marked with * are mandatory." and there are "Submit" and "Clear" buttons at the bottom of the table.

Trade	New Establishment Registration No.* Search	New Establishment Name *	Unutilized Seats *	Training New End Date	Novation Effective Date*	Remarks *
sd Attendant Operator (Process)				(DD/MM/YYYY)	(DD/MM/YYYY)	

4. Select the apprentice, and enter the New Establishment Registration No. (If user didn't know the new estb. Reg. No. user can search the reg. no. by clicking on Hyperlink [Search](#)) Once user will enter the New Establishment Registration No., New Establishment Name and Utilized seats will populate automatically, enter Training New end date (if required), novation effective date and remarks.
5. Click on **Submit** to submit the data or click on **Clear** to clear the entered data. If user will click on Submit, the record will go to new establishment for approval and the record editing will be disabled for the current establishment.
6. A confirmation message will display, Click on OK to process.

Note:

1. Trade and vacant seats should be available in the new establishment for novation.
2. User can view apprentice profile by clicking on apprentice Reg. No. and also can view the contract by clicking on Contract Registration No.



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5.1.1.3.2.1.2 Approve

This link enables establishment's user to approve apprentice for novation which is applied by another establishment. To approve record(s) for novation, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Approve**.
2. Enter the required details as Apprentice Reg. No., Contract Reg. No., and Application Type as **New**.
3. Click on **Search** to search the apprentice for novation or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:

Figure: Approve by Establishment

Establishment Name	Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Trade	Novation Effective Date	Training New End Date	Establishment Remarks
Anita systems ltd	A021600026	Abhishek	CR0103160700026SAD	12/02/2014	20/05/2016	Advanced Attendant Operator (Process)	05/03/2016	28/05/2016	novation

4. Select the record(s).
5. Select the Action type from the dropdown list:
 - **Approve**- It allows new establishment to approve the Apprentice record which is applied by another establishment. If user click on approve, a pop window will appear. They can update the stipend amount (if previous estb. Enter the new extension date), enter remarks and check the declaration, then click on **Save** to save the record or click on **Close** to close that window. If user will click on the record will go the concern Approval authority for further approval.



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Figure: Approve by estb. Confirmation

The screenshot shows the 'Stipend Amount Details' form in the NCVT MIS system. The form has a header with the NCVT logo and the text 'NCVT MIS'. Below the header is a table with three columns: 'Year', 'Stipend Amount', and 'Minimum Wages as on current date'. The table contains three rows of data for years 1, 2, and 3. Each row has input fields for the stipend amount and minimum wages, both set to 1000.00 and 500.00 respectively. Below the table is a 'Remarks' field with the text 'approve'. At the bottom of the form, there is a checkbox with the text 'I here by confirm that amount mentioned in Minimum Wages as per current Minimum Wages declared by the State and stipend amount is in accordance with rules of Apprenticeship Act.' and two buttons: 'Save' and 'Close'.

Year	Stipend Amount	Minimum Wages as on current date
1	INR. 1000.00 *	INR. 500.00 *
2	INR. 1000.00 *	INR. 500.00 *
3	INR. 1000.00 *	INR. 500.00 *

Remarks: approve *

I here by confirm that amount mentioned in Minimum Wages as per current Minimum Wages declared by the State and stipend amount is in accordance with rules of Apprenticeship Act. *

Save Close

- **Reject-** It allows new establishment to reject the Apprentice record which is applied by another establishment, and a pop window will appear. They need to enter the remarks, then click on **Save** to save the record or click on **Close** to close that window. Once the apprentice has been rejected, the record will go to previous establishment.
 - **Send for Correction-** It allows new establishment to resend the novated record for correction, and a pop window will appear. They need to enter the remarks, then click on **Save** to save the record or click on **Close** to close that window and it will go to previous establishment.
6. A confirmation message will display, Click on OK to process.

5.1.1.3.2.1.3 Edit

This link enables establishment's user to edit apprentice record for novation, it can be either send by any establishment or designated authority. To edit it for novation, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Apply.**
2. Enter the required details as Apprentice Reg. No., Contract Reg. No., select action Type as **Novation** and Application Type as **Sent for Correction.**
3. Click on **Search** to search the apprentice for novation or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:



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Figure: Edit Novation

NCVT MIS | Welcome, Anita Rathore | E02160700007-Anita systems ltd. | OPTIONS

Novation/Extension/Termination of Apprenticeship Training Contract

Search Criteria

Search for New Application -
1. Apprentice records which are pending for Novation/Extension/Termination approval, sent for correction & whose Novation/Termination are approved will not display here.
2. Novation - Only those Apprentice records will appear whose training is going on, in designated trade with Non-APY Scheme.
3. Extension/Termination - Only those Apprentice records will appear whose training is going on in designated trade.
Search for Sent for correction -
1. Only those apprentice records will appear whose application is sent for correction.
On Submission -
1. Novation - Approval request will be sent to New Establishment and on approval from new Establishment request will be sent to new establishment RDAT/CAA/SAA/AAA.
2. Extension/Termination - Approval request will be sent to concern RDAT/CAA/SAA/AAA.

Apprentice Registration No. Contract Registration No.

Action Type Novation Extension Termination Application Type New Sent For Correction

List of Apprentices

Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Trade	New Establishment Registration No.* Search	
<input type="checkbox"/> A021600026	Abhishek	CR0103160700026SADL	12/02/2014	20/05/2016	Advanced Attendant Operator (Process)	E02160700013	Pasco

All fields marked with * are mandatory.

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4. Update the New Establishment Registration No. (If user didn't know the new estb. Reg. No. user can search the reg. no. by clicking on Hyperlink [Search](#)) Once user will enter the New Establishment Registration No., New Establishment Name and Utilized seats will populate automatically, update Training New end date (if required), novation effective date and remarks.
5. Click on **Submit** to submit the data or click on **Clear** to clear the entered data. If user will click on Submit, the record will go to new establishment for approval and the record editing will be disabled for the current establishment.
6. A confirmation message will display, Click on OK to process.

5.1.1.3.2.2 Extension

5.1.1.3.2.2.1 Apply

This link enables establishment's user to apply apprentice for extension. To apply for extension, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Apply**.



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2. Enter the required details as Apprentice Reg. No., Contract Reg. No., select action Type as **Extension** and Application Type as **New**.
3. Click on **Search** to search the apprentice for extension or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:

Figure: Extension Apply

NCVT MIS | Welcome, Anita Rathore | Logout | E02160700007-Anita systems ltd. | OPTIONS

Novation/Extension/Termination of Apprenticeship Training Contract

Search Criteria

Search for New Application -
1. Apprentice records which are pending for Novation/Extension/Termination approval, sent for correction & whose Novation/Termination are approved will not display here.
2. Novation - Only those Apprentice records will appear whose training is going on, in designated trade with Non-APY Scheme.
3. Extension/Termination - Only those Apprentice records will appear whose training is going on in designated trade.

Search for Sent for correction -
1. Only those apprentice records will appear whose application is sent for correction.
On Submission -
1. Novation - Approval request will be sent to New Establishment and on approval from new Establishment request will be sent to new establishment RDAT/CAA/SAA/AAA.
2. Extension/Termination - Approval request will be sent to concern RDAT/CAA/SAA/AAA.

Apprentice Registration No. [] Contract Registration No. []

Action Type Novation Extension Termination Application Type New Sent For Correction

Search **Clear**

List of Apprentices

Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Is Break	Training New End Date *	Stipend Amount (in INR) *	Minimum Wag (in INR) *
A021600026	Abhishek	CR0103160700026SADI	12/02/2014	20/05/2016	<input type="checkbox"/>	<input type="text" value="(DD/MM/YYYY)"/>	<input type="text"/>	<input type="text"/>

All fields marked with * are mandatory. **Submit** **Clear**

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4. Check 'Is break' column (if apprentice have any break during apprenticeship training), enter Training new End date and Stipend amount, minimum wages will populate automatically (it will be same as entered earlier while offering the apprentice) and enter remarks.
5. Click on **Submit** to submit the data or click on **Clear** to clear the entered data. If user will click on Submit, the record will go to designated authority for approval and the record editing will be disabled for the current establishment.
6. A confirmation message will display, Click on OK to process.

Note: If training period is less than 2 year then only one break is allowed, If training period is more than 2 year then only two breaks are allowed



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5.1.1.3.2.2.2 Edit

This link enables establishment's user to edit apprentice record for extension. To edit it for extension, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Apply**.
2. Enter the required details as Apprentice Reg. No., Contract Reg. No., select action Type as **Extension** and Application Type as **Sent for Correction**.
3. Click on **Search** to search the apprentice for extension or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:

Figure: Extension Edit

The screenshot shows the NCVT MIS interface for editing an apprentice record. The page title is "Novation/Extension/Termination of Apprenticeship Training Contract". The search criteria section includes fields for Apprentice Registration No., Contract Registration No., Action Type (Novation, Extension, Termination), and Application Type (New, Sent For Correction). The "List of Apprentices" table shows one record for Abhra with registration number A031600007, training start date 01/03/2016, and training end date 01/03/2016. The Training New End Date is set to 04/03/2016. The Stipend Amount and Minimum Wages fields are empty. The Remarks field contains the word "extension".

Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Is Break	Training New End Date *	Stipend Amount (in INR) *	Minimum Wages (in INR) *	Remarks *
A031600007	Abhra	CR0103160700007SADL	01/03/2016	01/03/2016	<input type="checkbox"/>	04/03/2016 (DD/MM/YYYY)			extension

4. Update the Training New End date and Stipend amount, minimum wages will populate automatically (it will be same as entered earlier while offering the apprentice) and enter remarks.
5. Click on **Submit** to submit the data or click on **Clear** to clear the entered data. If user will click on Submit, the record will go to designated.
6. A confirmation message will display, Click on OK to process.



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5.1.1.3.2.3 Termination

5.1.1.3.2.3.1 Apply

This link enables establishment's user to apply apprentice for termination. To apply for termination, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Apply**.
2. Enter the required details as Apprentice Reg. No., Contract Reg. No., select action Type as **Termination** and Application Type as **New**.
3. Click on **Search** to search the apprentice for termination or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:

Figure: Termination Apply

The screenshot shows the NCVT MIS interface for applying for termination. The page title is "Novation/Extension/Termination of Apprenticeship Training Contract". The search criteria section includes instructions for searching for new applications, novation, extension/termination, and search for sent for correction. The form fields include Apprentice Registration No., Contract Registration No., Action Type (Novation, Extension, Termination), and Application Type (New, Sent For Correction). Below the form is a table titled "List of Apprentices" with columns for Apprentice Registration No., Apprentice Name, Contract Registration No., Training Start Date, Training End Date, Termination Date*, Is Termination with Stipend, and Remarks*. A sample record is shown for Apprentice Name "Abhishek" with Registration No. "A021600026" and Contract Registration No. "CR0103160700026SADL". The Termination Date field is marked with an asterisk and a calendar icon. The "Is Termination with Stipend" column has a checkbox. The "Remarks" column is empty. At the bottom of the table, there is a note: "All fields marked with * are mandatory." and buttons for "Submit" and "Clear".

Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Termination Date*	Is Termination with Stipend	Remarks*
A021600026	Abhishek	CR0103160700026SADL	12/02/2014	20/05/2016	(DD/MM/YYYY)	<input type="checkbox"/>	

4. Enter Termination date, check 'Is termination with stipend' column (if required) and enter remarks.
5. Click on **Submit** to submit the data or click on **Clear** to clear the entered data. If user will click on Submit, the record will designated authority for approval and the record editing will be disabled for the current establishment.
6. A confirmation message will display, Click on OK to process.



User Manual – Apprentice

5.1.1.3.2.3.2 Edit

This link enables establishment's user to edit apprentice record for termination. To edit it for termination, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Apply.**
2. Enter the required details as Apprentice Reg. No., Contract Reg. No., select action Type as **Extension** and Application Type as **Sent for Correction.**
3. Click on **Search** to search the apprentice for termination or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:

Figure: Termination Edit

The screenshot shows the NCVT MIS web application interface. The page title is "Novation/Extension/Termination of Apprenticeship Training Contract". The interface includes a search criteria section with the following instructions:

- Search for New Application -
1. Apprentice records which are pending for Novation/Extension/Termination approval, sent for correction & whose Novation/Termination are approved will not display here.
- 2. Novation - Only those Apprentice records will appear whose training is going on, in designated trade with Non-APY Scheme.
- 3. Extension/Termination - Only those Apprentice records will appear whose training is going on in designated trade.

Search for Sent for correction -
1. Only those apprentice records will appear whose application is sent for correction.

On Submission -
1. Novation - Approval request will be sent to New Establishment and on approval from new Establishment request will be sent to new establishment RDAT/CAA/SAA/AAA.
2. Extension/Termination - Approval request will be sent to concern RDAT/CAA/SAA/AAA.

The search criteria section includes the following fields:

- Apprentice Registration No. (text input)
- Contract Registration No. (text input)
- Action Type: Novation Extension Termination
- Application Type: New Sent For Correction

Buttons: Search, Clear

List of Apprentices

Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Termination Date*	Is Termination with Stipend	Remarks*	Approval Remarks
A021600041	Ashish	CR2902160700041SADL	01/03/2015	27/03/2016	26/03/2016 (DD/MM/YYYY)	<input type="checkbox"/>	terminate	SFC

All fields marked with * are mandatory. Buttons: Submit, Clear

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4. Update the Termination date and Stipend amount, check column is termination with stipend and enter remarks.
5. Click on **Submit** to submit the data or click on **Clear** to clear the entered data. If user will click on Submit, the record will go to designated.
6. A confirmation message will display, Click on OK to process.



User Manual – Apprentice

5.1.1.4 Apprentice

5.1.1.4.1 Profile

5.1.1.4.1.1 Edit

This link enables user to edit the processed apprentice profile. To edit the apprentice profile follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Apprentice>Profile> Edit**.
- 2) Enter the required details as Status (mandatory), Scheme type, Apprentice Registration No. Apprentice name, training Start Date, training End date, Trade Type, and Trade.
- 3) Click on '**Search**' to search the apprentice details as per the search criteria or click on '**Cancel**' to cancel the search. The details will be displayed as per the search criteria.

Figure- Edit Apprentice Profile

The screenshot displays the NCVT MIS web application interface. The top navigation bar includes the NCVT logo, the text 'NCVT MIS', a welcome message, and a 'Logout' button. A left-hand menu lists various options under 'MIS', with 'Apprentice' > 'Profile' > 'Edit' selected. The main content area is titled 'Search Apprentice Details' and contains a search form with fields for Status (set to 'Processed'), Scheme Type, Apprentice Registration No., Apprentice Name, Training Start date, Training End date, Trade Type, and Trade. Below the search form is a table titled 'List Of Apprentice' with the following data:

S. No.	Apprentice Registration No	Apprentice Name	Gender	State	District	ITI Trade	Apprentice Trade Type	Apprentice Trade	Training Start Date	Training End Date	Contract Date	Scheme	Status	Edit
1	A071510897	Pawan Kumar	Male	Maharashtra	Mumbai		Designated	Advance Welder	27/07/2015	30/08/2015		NON-APY	Processed	

- 4) Select the apprentice from the list (Establishment can view the apprentice profile by clicking on Apprentice Registration No.)
- 5) Click on **Edit link**, apprentice profile will be opened in editable mode and user can update the apprentice details as Adhar Card No. (UID No.), Spouse Name, Apprentice Address, State, District, Pincode, Is Person with Disability (PwD), Mobile No., Email ID, and Apprentice Photograph.
- 6) Click on '**Update**' to update the changes or click on **Close** to close the edit window.



User Manual – Apprentice

Figure-Edit Apprentice Profile

NCVT MIS

Edit Apprentice Details

Apprentice Registration No.: A111500001

Whether ITI Passed Yes No

Apprentice Name: Aditya Chaudha
 Apprentice DOB: 26/09/1988
 Adhar Card No. (UID No.):
 H. No 3132
 State: Delhi
 Pincode: 150401
 Apprenticeship Trade: **Apprentice Food and Beverage**
 Is Person with Disability (PwD): No Yes
 Email ID: atshihok.sharma55@wipro.com
 Training End Date: 02/01/2016
 Contract Registration Date: 23/11/2015

Apprentice Gender: Male
 Father/Guardian Name: DP
 Spouse Name:
 District: Central
 Advertisement Reference: --Select--
 Apprentice Category: General
 Mobile No.: 8743893003
 Training Start Date: 01/01/2016
 Contract Registration No.: CR231150700001SADL

Qualification Details

Academic Qualification: 10th
 Attach Document: [Choose File](#) No file chosen
[Sumeet_Rawalcvnvw_20151113_12_52_15.pdf](#)

Technical Qualification Details

Institute Name: *
 Trade Name: *
 Course End Date: * (DD/MM/YYYY)
 University/Council Name: *
 Course Start Date: * (DD/MM/YYYY)

[Add](#) [Clear](#)

Institute Name	Council/University	Trade	Course Start Date	Course End Date	Is Highest Qualification	Edit	Delete
NC	NT		01/01/2015	02/11/2015	<input checked="" type="checkbox"/>	Edit	Delete

Uploaded Highest Qualification Document: [Choose File](#) No file chosen
[Sumeet_Rawalcvnvw_20151113_12_52_15.pdf](#) [Check Trade Eligibility](#)

Trade Preference

SNo.	Preference Type	Description
1	First Trade Preference	Advanced Attendant Operator (Process)
2	Second Trade Preference	Advance Welder
3	Third Trade Preference	Advance Mechanic (Instruments)

Upload Apprentice Photograph: [Choose File](#) No file chosen
 Upload JPG up to 200 KB

[Update](#) [Close](#)

Note: The Edit link will be enable if the apprentice satisfies the below condition:

- The Apprentice Status should be **Processed**
- The End date of training should be future date.

5.1.1.4.1.2View

This link enables user to view the apprentice profile. To view the apprentice profile follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Apprentice>Profile> View**.
- 2) Enter the required details as Status (mandatory), Scheme type, Apprentice Registration No. Apprentice name, training Start Date, training End date, Trade Type, and Trade.



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- 3) Click on '**Search**' to search the apprentice details as per the search criteria or click on '**Cancel**' to cancel the search. The details will be displayed as per the search criteria (Establishment can view the apprentice profile by clicking on Apprentice Registration No.)

Figure-View Apprentice List

The screenshot displays the NCVT MIS web application interface. The top navigation bar includes the NCVT MIS logo, the Indian national flag, and a 'Logout' button. The user is logged in as 'testestbname porval' with the user ID 'E07150600006-test_estbname'. A left-hand menu lists various options: MIS, APPRENTICESHIP, Establishment, Claim, Apprentice, Profile, Edit, View, Course, Training, Approval, and Queue.

The main content area is titled 'Search Apprentice Details'. It features a search form with the following fields:

- Status: Processed *
- Scheme Type: --Select--
- Apprentice Registration No.
- Apprentice Name
- Training Start date
- Training End date
- Trade Type: --Select--
- Trade: --Select Trade Type--

A red note indicates: 'All fields marked with * are mandatory.' Below the form are 'Search' and 'Cancel' buttons.

Below the search form is a table titled 'List Of Apprentice' with the following data:

S. No.	Apprentice Registration No	Apprentice Name	Gender	State	District	ITI Trade	Apprentice Trade Type	Apprentice Trade	Training Start Date	Training End Date	Contract Date	Scheme	Status
1	A071510897	Pawan Kumar	Male	Maharashtra	Mumbai		Designated	Advance Welder	27/07/2015	30/08/2015		NON-APY	Processed

At the bottom of the page, the footer contains the following text: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: MISWEB-STAGE| Help Desk: support.dget@wipro.com or 0120-440-3610| Date Time: 28-07-2015 14:07:34'



User Manual – Apprentice

Figure-View Apprentice Profile

NCVT MIS									
Apprentice Details									
Personal Details (Apprentice Registration No.: A111500001)									
Scheme	NON-APY				Whether ITI Passed	No			
Name	AdityaChadha				Gender	Male			
Date Of Birth	26/09/1988				Father/Guardian Name	OP			
Adhar Card No. (UD No.)					Spouse Name				
Category	General				Is Person with Disability (PwD)	No			
Apprentice Photograph					Apprentice Signature				
Apprentice Guardian Signature (In case of Minor)									
Contact Details									
Address	H. No 3132				State	Delhi			
District	Central				Pincode	140401			
Contact No.	8743893003				Email ID	abhishek.sharma55@wigro.com			
Qualification Details									
Academic Qualification	10th				Attached Document	Sumest.Ravalioreu.2015119.12.52.15.pdf			
Technical Qualification									
S. No.	Institute Name	Council/University	Name of Trade	Course Start Date	Course End Date				
1	NI	NC	NT	01/01/2015	02/11/2015				
Highest Qualification Document Details									
Uploaded Highest Qualification Document	Sumest.Ravalioreu.2015119.12.52.15.pdf								
Trade Preference									
S.No.	Preference Type	Description							
1	First Trade Preference	Advanced Attendant Operator (Process)							
2	Second Trade Preference	Advance Welder							
3	Third Trade Preference	Advance Mechanic (Instruments)							
Training Details(completed/in progress)									
S. No.	Establishment	Trade Type	Trade	Training Start Date	Training End Date	Contract Registration No.	Contract Registration Date	Registered Contract	Self Declaration
1	YD_YD_Establishes	Designated	Advance Mechanic (Instruments)	18/10/2015	07/11/2015	CR1311150700001RDFB	13/11/2015	CR1311150700001RDFB.pdf	
Stipend Amount Details									
S. No.	Year	Amount							
1	1	100.00							

5.1.1.4.2 Enrollment

5.1.1.4.2.1 APY

This link enables the Establishment user to enroll a Non-APY apprentice user to APY Scheme (Apprentice Protsahan Yojana Scheme). To enroll apprentice from Non APY to APY, follow the below mention steps:

- 1) Login with Establishment User in MIS application.
- 2) Select **MIS> Apprenticeship> Apprentice> Enrollment> APY**.
- 3) List of Non APY apprentice will be displayed. Click on **Edit** icon for the conversion of apprentice to APY.



User Manual – Apprentice

Figure- View Non APY Apprentice Details

NCVT MIS | Welcome, Adiya Chadha | Logout | E07150300006-Adiya | OPTIONS

Apprentice Enrollment

Details of Establishment

Registration No: E07150300006 | Registration Name: Adiya
Registration Type: EPFO-Employee Provident Fund Organisation Number | No. of Registration Type: REG

Non APY Apprentice Details

Name	Gender	ITI Passed	ITI Trade	Training Start Date	Training End Date	Contract Date	Contract No.	Edit
Raj Kumar	Male	No		14/07/2014	30/07/2015	09/07/2015		


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- 4) Enter the Bank details of the apprentice under Apprentice Bank details panel.
- 5) Select **Update** to update the bank details or select **Close** to close the Edit screen.
- 6) Once user will select the Update, that apprentice will go to concern Approval authority for approval.



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Figure- Edit Non APY Bank details

NCVT MIS		Admit Apprentice For APY Scheme	
Apprentice Details (Apprentice Registration No.: A061500003)			
Applying For Scheme	APY	Whether ITI Passed	<input type="radio"/> Yes <input checked="" type="radio"/> No
Apprentice Name	Raj Kumar	Apprentice Gender	Male
Apprentice DOB	01/01/1992	Father/Guardian Name	Binod Kumar Singh
Adhar Card No. (UID No.)		Spouse Name	
Apprentice Address	Maulana Minnatullah Rahmani Memorial Technical Institute,	District	Chandauli
State	Uttar Pradesh	Advertisement Reference	--Select--
Pincode	201308	Apprentice Category	General
Apprenticeship Trade	Apprentice Food and Beverage S	Mobile No.	9711391264
Is Person with Disability (PWD)	<input checked="" type="radio"/> No <input type="radio"/> Yes	Training Start Date	14/07/2014
Email ID	amin1983@hotmail.com	Contract Registration No.	
Training End Date	30/07/2015		
Contract Registration Date	09/07/2015		
Apprentice Bank Details			
Name on Bank Account	Aditya Chadha *	Name of Bank	SBP *
Bank Branch	Greater Noida *	IFSC Code of Branch	SBIN0018185 *
State of Bank	Uttar Pradesh *	District of Bank	Gautam Buddha Nagar *
Bank Account No.	34534534534534534 *		
Upload Apprentice Photograph		Upload Self Declaration	Choose File Male.jpg * Download Self Declaration Template
	Upload JPG up to KB		Upload PDF/JPG up to KB
<input type="button" value="Update"/> <input type="button" value="Close"/>			

Note:

- 1) If a candidate have ever been nominated as APY candidate by same or different establishment, then candidate cannot be nominated for APY enrolment again.
- 2) An establishment can nominate maximum two or 10% of **Total Strength** (whichever is less) candidates for APY enrollment.
- 3) In order to nominate for APY enrollment, an establishment must have at least 6 employees in the organization, else establishment cannot nominate an apprentice for APY enrollment.

5.1.1.5 Claim

5.1.1.5.1 Create



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This link enables Establishment user to create the claim for the apprentice. To create the claim follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Claim>Create**.
- 2) Enter the required details as Apprentice, Registration No., Claim type, Claim period, Year, Claim Amount, Total No. of unauthorized leaves, and need to upload the payment proof and Attendance proof (as per the template)
- 3) Click on Submit to save the details or click on Cancel to cancel the changes.
- 4) If user will click on **Submit** button the claim will be created and will go to Approval authority or the approval.

Figure-Create Claim

The screenshot displays the 'Claim Submission' page in the NCVT MIS system. The page title is 'Claim Submission' and the breadcrumb trail is 'MIS > Apprenticeship > Claim > Claim Submission'. The user is logged in as 'test_estbname' and the system version is 'E07150600006-test_estbname'. The page contains a 'Menu' on the left with options like 'Establishment', 'Claim', 'Create', 'Edit', 'Apprentice', 'Profile', 'Course', and 'Training'. The main content area is titled 'Enter Claim details' and contains the following fields:

Select Apprentice	--Select--	Registration No.	
Claim Type	--Select--	Claim Period	--Select--
Year	--Select--	Claim Amount(Rs.)	
Total No. of Unauthorized leaves			View Terms & Condition
Payment Proof	Choose File No file chosen		Attendance proof Template
Attendance Proof	Choose File No file chosen		

At the bottom of the form, there are 'Submit' and 'Cancel' buttons. The footer of the page contains the copyright information: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: MISWEB-STAGE | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 14-07-2015 17:07:50'.



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Figure-Attendance Proof Template

Monthly Attendance Proof (APY)

Apprentice Reg. No. (MIS) _____
 Apprentice Name _____
 Apprentice Father/Guardian Name _____
 Contract Reg. No. _____
 Establishment Reg. No. (MIS) _____
 Establishment Name _____
 Establishment Address _____
 District & State _____
 Unauthorized Absence (days) _____ Attendance for (MM-YYYY) _____

Day of Month	Signature of Apprentice	Day of Month	Signature of Apprentice
Day 1		Day 16	
Day 2		Day 17	
Day 3		Day 18	
Day 4		Day 19	
Day 5		Day 20	
Day 6		Day 21	
Day 7		Day 22	
Day 8		Day 23	
Day 9		Day 24	
Day 10		Day 25	
Day 11		Day 26	
Day 12		Day 27	
Day 13		Day 28	
Day 14		Day 29	
Day 15		Day 30	
		Day 31	

Signature of Authorized Signatory (with seal)

Note:

- 1) User can check the Terms and Conditions by selecting Terms and conditions link.
- 2) User can download the template of Attendance Proof by selecting the Attendance Proof Template link.

5.1.1.5.2 Edit

This link enables Establishment user to edit the claim for the apprentice. In order to edit a claim follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Claim>Edit**.
- 2) Enter the required details as Claim No., Year, and Status.
- 3) Click on **Search** to search the claim details or click on **Clear** to clear the changes.
- 4) If user will select the **Search**, the claim details will be displayed as per the search criteria. (refer below image)



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Figure-Search claim

The screenshot displays the NCVT MIS web application interface. The top navigation bar includes the NCVT logo, the text 'NCVT MIS', and a 'Logout' button. Below the navigation bar, there is a breadcrumb trail: 'MIS > Apprenticeship > Claim > Claim Approval'. The main content area is titled 'Edit Claim Details' and features a search form with the following fields: 'Claim No.', 'Status' (a dropdown menu), and 'Year' (a dropdown menu). There are 'Search' and 'Clear' buttons below the search form. Below the search form is a table titled 'List of Claims' with the following data:

Claim No.	Registration No.	Apprentice Name	Establishment	Claim Period	Claim Year	Claim Submission Date	Attendance Proof	Payment Proof	Claim Amount	Remarks	Edit
C150400000201	A061500002	Monazir Ahsan	Guru	April	2015	29/07/2015 10:32:44	AM82015_A061500002.pdf	PM82015_A061500002.pdf	967.00		
C150200000201	A061500002	Monazir Ahsan	Guru	February	2015	29/07/2015 10:41:33	AM62015_A061500002.pdf	PM62015_A061500002.pdf	967.00		
C150400000401	A061500004	Ranjeet Kumar	Guru	April	2015	29/07/2015 10:40:53	AM82015_A061500004.pdf	PM82015_A061500004.pdf	483.00		
C150200000401	A061500004	Ranjeet Kumar	Guru	February	2015	29/07/2015 10:42:14	AM62015_A061500004.pdf	PM62015_A061500004.pdf	483.00		
C150300000401	A061500004	Ranjeet Kumar	Guru	March	2015	13/07/2015 15:41:07	AM72015_A061500005.pdf	PM72015_A061500005.pdf	483.00		

At the bottom of the page, there is a footer with the following text: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0023 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 29-07-2015 11:07:45'

- 5) Click on **Edit** to update the details of the claim (Establishment user can download the Attendance and Payment proof by selecting the hyper link under Attendance Proof and Payment Proof columns)
- 6) Update the required details as Total No. of Unauthorized leaves, Payment Proof, and Attendance Proof.
- 7) Click on **Submit** to update the changes or click on **Cancel** to cancel the changes.
- 8) If user will select **Submit**, the claim will go to Approval authority for approval.



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Figure-Edit claim

The screenshot shows the 'Claim Submission' form in the NCVT MIS system. The form is titled 'Enter Claim details' and contains the following fields:

Select Apprentice	Monazir Ahsan	Registration No.	A061500002
Claim Type	Monthly	Claim Period	April
Year	2015	Claim Amount(Rs.)	967.00
Total No. of Unauthorized leaves	1		View Terms & Condition
Payment Proof	Choose File No file chosen		* PM82015_A061500002.pdf
Attendance Proof	Choose File No file chosen		* AM82015_A061500002.pdf Attendance proof Template

Buttons:

Footer: © 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 29-07-2015 11:07:21

Note: The claims which are created and not approved, can be edited. After creating/editing, the claim will go to concern RDAT/SAA/CAA for approval.



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5.2 Approval Authority (RDAT/SAA/CAA Functionality)

5.2.1 Apprenticeship

5.2.1.1 Advertisement

Advertisement module enables the approval authority to manage the entire process of advertisement for all the states belonging to them. Approval authority can create 'new' advertisements, edit existing advertisements and can view the advertisements as explained in below sections.

5.2.1.1.1 Create

This link enables approval authorities to create a new APY advertisement in MIS application. To create a new advertisement follow the below mention steps:

- 1) Select MIS > **APPRENTICESHIP** > **Advertisement** > **Create**.
- 2) Enter the details as Advertisement Title, Description(details related to the advertisement of a state), Start Date of advertisement, End Date of advertisement, Attachment Language languages (English, Hindi, Regional) and need to upload the file related to Advertisement (uploaded attachment should meet the guidelines as displayed on the page, refer bellow image).

Figure- Create Advertisement

The screenshot displays the 'APY Advertisement Details' form within the NCVT MIS application. The form is structured as follows:

- Advertisement Title:** A text input field containing 'Test Advertisement'.
- Description:** A large text area for providing details about the advertisement.
- Start Date:** A date picker set to '01/07/2015'.
- End Date:** A date picker set to '01/07/2016'.
- Attachment Language:** A dropdown menu currently set to 'English'.
- Attachment Upload:** A section with a 'Choose File' button, a file name 'verification doc.pdf', and an 'Upload' button.

Below the form, there are instructions: 'Upload Attachments upto 2 MB only in PDF/JPEG/JPG format', 'Upto 3 attachments can be uploaded', and 'All fields marked with * are mandatory.' There are 'Submit' and 'Cancel' buttons at the bottom of the form.



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- 3) Click on **Submit** to create an advertisement or **Cancel** it to cancel the changes. Click on OK to confirm, once the claim has been submitted the approval authority further can edit or view the advertisement.

5.2.1.1.2 Edit

This link enables approval authority to edit the existing advertisement details. To edit an advertisement, follow the below mention steps:

- 1) Select **MIS > APPRENTICESHIP > Advertisement > Edit**.
- 2) Enter the required details as State (mandatory), Advertisement Title, Start Date, End date,
- 3) Click on Search to search the details or click on Clear to clear the selected data, if user will select search the details related to search criteria will be displayed, (refer below image)

Figure-Search Advertisement

The screenshot shows the NCVT MIS interface. The top navigation bar includes the NCVT logo, 'NCVT MIS', and a 'Logout' button. The user is logged in as 'rdatt delhi'. The breadcrumb trail is 'MIS > Apprenticeship > Advertisement > Advertisement Edit'. The left sidebar menu shows 'MIS' expanded, with 'APPRENTICESHIP' selected, and 'Advertisement' > 'Edit' chosen. The main content area is titled 'View APY Advertisement'. It contains a form with the following fields: State (Delhi), Advertisement Title, Start Date (DD/MM/YYYY), and End Date (DD/MM/YYYY). A note states 'All fields marked with * are mandatory.' Below the form are 'Search' and 'Clear' buttons. Three advertisement entries are displayed, each with a table of details and an 'Attachments' table.

Advertisement Title : Requirement	
Description	Description Requiremnet
Start Date	28/05/2015
End Date	31/07/2015
Published On	08/07/2015

Attachments	
S. No.	File Name
1	98_English_08072015_190331.pdf

Advertisement Title : hgng656	
Description	dfggffdh654654
Start Date	18/06/2015
End Date	23/07/2015
Published On	26/06/2015

Attachments	
S. No.	File Name
1	97_English_26062015_174532.pdf

Advertisement Title : ppp	
Description	ppp
Start Date	30/12/2008
End Date	15/08/2015

Attachments	
S. No.	File Name
1	79_2015_2_4ob.1oo

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 30-07-2015 17:07:25

- 4) Click on **Edit** to make changes, the advertisement will be open in editable mode.



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- 5) Update the details as Description, End date of Advertisement, Attachment Languages (English, Hindi, Regional) and need to upload the file related to Advertisement (uploaded attachment should meet the guidelines as displayed on the page, refer bellow image).
- 6) Click on **Submit** to update the changes or click on **Cancel** to cancel the changes.

Figure-Edit Advertisement

APY Advertisement Details

Advertisement Title	Requirement *
Description	Description Requirement *
Start Date	28/05/2015 * (DD/MM/YYYY)
End Date	31/07/2015 * (DD/MM/YYYY)
Attachment Language	--Select-- *
Please select file: Choose File No file chosen * Upload	
Upload Attachments upto 2 MB only in PDF/JPEG/JPG format	
Upto 3 attachments can be uploaded	
All fields marked with * are mandatory.	
Submit Cancel	

Select	S. No.	File Name
<input type="checkbox"/>	1	98_English_08072015_190331.pdf

5.2.1.1.3 View

This link enables approval authority user to view the saved Advertisement details. To view an advertisement, follow the below given steps:

- 1) Select **MIS > APPRENTICESHIP > Advertisement > View**.
- 2) Enter the required details as State (mandatory), Advertisement Title, Start Date, End date,
- 3) Click on Search to search the details or click on Clear to clear the selected data, if user will select search the details related to search criteria will be displayed.
- 4) The advertisement will display the following details of an advertisement (refer below image):
 - Advertisement title: It will display the title of the advertisement.
 - Description: It will display the details of an advertisement.



User Manual – Apprentice

- Start date: It will display the start date of an advertisement.
- End Date: It will display the end date of an advertisement.
- Published On: It will display the published date of an advertisement
- Attachments: Under this tab, three details will display
 - S.no: It will display the serial no. of the attached documents
 - File name: It will display the name of the attachment file. Click on the link available in this column to download the attachments.
 - File Language: It will display the language of an attachment.

Figure-View Advertisement

The screenshot shows the NCVT MIS interface for viewing advertisements. The page includes a navigation menu on the left, a search form at the top, and a list of advertisements with their details and attachments.

Advertisement Title : Requirement	
Description	Description Requiremnet
Start Date	28/05/2015
End Date	31/07/2015
Published On	08/07/2015
Attachments	
S. No.	File Name
1	98_English_08072015_190331.pdf

Advertisement Title : hgng656	
Description	dfggffdh654654
Start Date	18/06/2015
End Date	23/07/2015
Published On	26/06/2015
Attachments	
S. No.	File Name
1	97_English_26062015_174532.pdf

Advertisement Title : ppp	
Description	ppp
Start Date	30/12/2008
End Date	15/08/2015
Published On	10/02/2015
Attachments	
S. No.	File Name
1	79_2015_2_4cb.jpg

Advertisement Title : Required a fitter with instrumentation	
Description	
Start Date	
End Date	
Published On	
Attachments	
S. No.	File Name

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5.2.1.2 Establishment

5.2.1.2.1 Profile

5.2.1.2.1.1 View



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This link enables approval authority user to view the profile of establishment. To view the profile of establishment, follow the below mention steps:

1. Select **MIS> APPRENTICESHIP>Establishment>Profile> View.**
2. Enter the search Criteria as Establishment name, Establishment Registration No., State, District and Scheme Type (mandatory).

Figure-View Establishment list

The screenshot displays the NCVT MIS web application interface. The header includes the NCVT MIS logo, the Indian national flag, and the user name 'Welcome, S. Harinath Babu'. The main content area is titled 'View Approved Establishment Details' and contains a search criteria form with fields for Establishment Name, Establishment Registration No., State, District, and Scheme Type (set to APY). Below the form is a table titled 'List of Approved Establishments' with columns for S. No., Reg No., Estb Name, State, District, Estb Regist Type, Estb Type, Industry Category, Address, Contact No., and Edit. The table lists several establishments, including Logitech Limited, ABC Electronics Limited, Regional Directorate of Apprenticeship Training, XYZ Ltd, FINEARC SYSTEM PVT. LTD., and MOGORA COSMIC PVT. LTD.

S. No.	Reg No.	Estb Name	State	District	Estb Regist Type	Estb Type	Industry Category	Address	Contact No.	Edit
1	E06152700001	Logitech Limited	Maharashtra	Nashik	EPFO-Employee Provident Fund Organisation No.	Private Sector	Medium	Mumbai	05422345678	
2	E06152700002	ABC Electronics Limited	Maharashtra	Pune	ESI-Employee's State Insurance No.	Private Sector	Small	Pune	02223456777	
3	E06152700003	Regional Directorate of Apprenticeship Training	Maharashtra	Mumbai	TAN-Tax Deduction Account No.	Central Government	Other	ATI Campus, V N Purav Marg, Chunabhatti, Sion East	022-24057519	
4	E06152400001	XYZ Ltd	Gujarat	Ahmadabad	Other	Private Sector	Large	DEF campus	0261-2405124	
5	E03152700001	FINEARC SYSTEM PVT. LTD.	Maharashtra	Pune	MSME-Ministry of Micro Small and Medium Enterprises Registration No.	Private Sector	Small	S.NO.-21, F-2 BLOCK, MIDC, PIMPRI	27130582	
6	E03152700002	MOGORA COSMIC PVT. LTD.	Maharashtra	Pune	Other	Private Sector	Small	EL 31/16, ELECTRONICS ZONE, PIMPRI INDUSTRIAL AREA, MIDC, BHOSARI	02066123861	
7	E03152700003	GUSHI ELECTRONICS PVT. LTD.	Maharashtra	Pune	Factory	Private Sector	Small	GAT NO- 271, MIDC, BHOSARI	02066123861	

3. Select **Search** to search the details as per entered criteria or select **Cancel** to cancel the search. If user will select Search, the details will be displayed as per the search criteria (approval authority can view the Establishment profile by clicking on Hyperlink under estb name Column and can view the Registration details, Establishment trade Details, and Apprentice details of particular Establishment, refer below image).



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Figure-View establishment Profile

NCVT MIS			
View Establishment Registration Details			
Registration Details Establishment Trade Details Apprentice Details			
Details of Establishment			
Registration Type:	EPFO-Employee Provident Fund organisation No.	Registration No.	E06152700001
Establishment Name:	Logitech Limited		
Establishment Type:	Private Sector	Establishment Category:	Medium
Industry Type:	Manufacturing	Business Nature:	Tech Tools
Operating in States (count):	23	Working Days in a Week:	6
Establishment Strength:	870	Head Quarter Establishment Registration Number:	
Establishment Contact Details			
Address:	Mumbai	District:	Nashik
State:	Maharashtra	Phone Number:	05422345678
Pin Code:	410010	Fax Number:	
Email:	ashish.chauhan011@rediffmail.com		
Head Person Details			
Name:	Abhijeet Mane	Designation:	MD
Contact No.	05422345678	Email ID:	ashish.chauhan011@rediffmail.com
Mobile No.		Fax No.	
Contact Person Details			
Name:	Abhijeet Mane	Designation:	MD
Contact No.	05422345678	Email ID:	ashish.chauhan011@rediffmail.com
Mobile No.		Fax No.	

5.2.1.2.1 Upload

This link enables approval authority users to upload the Establishment data in Bulk as per given template. To upload the Establishment data, follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Establishment>Profile>Upload**.
- 2) Download the template using the link Download template.
- 3) Fill the details in the template and save.
- 4) Browse the file & click on **Upload** to upload the trainee Details.
- 5) Once submitted acknowledgement message will display on the screen.



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Figure-Upload Establishment



6) If the file is uploaded successfully, then it'll reflect under View Apprentice File Status.

Note:

1. In template, the combination of Registration Type and Registration No. should be different every time.
2. In template, AP Contact Email ID should be unique.

5.2.1.2.1.3 View Establishment File Status

This link enables approval authority User's to view the file status of uploaded Establishment's. To view the status, follow the below mention steps:

1. Select **MIS> Apprenticeship>Establishment>Profile>View Establishment File Status.**
2. User can view the upload file Status under List of Establishment Files and also can export the status of Establishment Files in Excel format by clicking on **Export** tab panel as displayed in below screenshot:



User Manual – Apprentice

Figure-View Establishment File Status

NCVT MIS | Welcome, RDATE MASTER | Logout | RDAT Faridabad | OPTIONS

MIS > Apprenticeship > Establishment > View Establishment File Status

Uploaded Establishment File Results

Status Description

1. Pending : File has not been processed yet
2. Running : File is getting processed
3. Error : Uploaded file have some issue
4. Complete : File has been processed

List of Establishment Files: [Export]

S. No.	File Name	Total Processed Records	Success Record Count	Error Record Count	Status	Error Description	Uploaded Date
1	EstablishmentRegistration#@_20150813150317_14176_20151118114918.xlsx	0	0	0	Pending		18/11/2015
2	EstablishmentRegistration#@_20150813150317_14174_20150915121224.xlsx	1	1	0	Complete	1 of 1 records loaded successfully. Processed in 0 secs	15/09/2015
3	EstablishmentRegistration#@_20150813150317_14174_20150915115748.xlsx	1	1	0	Complete	1 of 1 records loaded successfully. Processed in 0 secs	15/09/2015
4	EstablishmentRegistration#@_20150813150317_14174_20150915112435.xlsx	1	0	1	Complete	0 of 1 records loaded successfully. Processed in 0 secs	15/09/2015
5	EstablishmentRegistration#@_20150813150317-Copy_14174_20150915103257.xlsx	2	0	2	Complete	0 of 2 records loaded successfully. Processed in 0 secs	15/09/2015
6	EstablishmentRegistration#@_20150813150317-Copy_14176_20150907162212.xlsx	2	0	2	Complete	0 of 2 records loaded successfully. Processed in 0 secs	07/09/2015
7	EstablishmentRegistration#@_20150813150317-Copy_14176_20150907125802.xlsx	2	2	0	Complete	2 of 2 records loaded successfully. Processed in 0 secs	07/09/2015

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Note: Description of Status

1. Pending : File has not been processed yet
2. Running : File is getting processed
3. Error : Uploaded file have some issue
4. Complete : File has been processed

5.2.1.3 Claim

5.2.1.3.1 Approve

This link enables approval authority users to view the details of the claims and can approve, reject, or sent the claim for correction as well. Once the claim has been created by Establishment, it will come to approval authority to proceed further. To view and for the approvals of the claim follow the below mention steps:

- 7) Select **MIS> Apprenticeship>Claim>Approve.**
- 8) Enter the required details under Claim Approval Queue panel as Claim No., Year, Status, or Establishment.



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- 9) Click on **Search** to search the claim details or click on **Clear** to clear the selection criteria (by default pending state claims will be displayed under List of Claims panel).
- 10) Select the claims at the right corner from the list of pending state Claims.
- 11) Select the status under Approval for claims options:
 - **Approved-** If claim has been approved, can be viewed in Approved status
 - **Rejected-** If claim has been rejected, can be viewed in Rejected status
 - **Correction Required-** If claim has been sent for correction, it will reflecting Edit screen of that Establishment.

Figure-Approve Claim

The screenshot displays the 'Claim Approval Queue' interface in the NCVT MIS system. It includes a navigation menu on the left, a search and filter section at the top, an 'Approved Claim Summary' table, a 'List of Claims' table, and an 'Approval For Claims' form at the bottom.

Approved Claim Summary

	Quarter till date	Year till date	Total
Count	4	4	5
Amount	1933.00	1933.00	2400.00

List of Claims

Claim No.	Registration No.	Apprentice Name	Establishment	Claim Period	Claim Year	Claim Submission Date	Attendance Proof	Payment Proof	Claim Amount	
C150400000201	A061500002	Monazir Ahsan	Guru	April	2015	29/07/2015 10:32:44	AM82015_A061500002.pdf	PM82015_A061500002.pdf	967.00	<input type="checkbox"/>
C150200000201	A061500002	Monazir Ahsan	Guru	February	2015	29/07/2015 10:41:33	AM62015_A061500002.pdf	PM62015_A061500002.pdf	967.00	<input type="checkbox"/>
C150400000401	A061500004	Ranjeet Kumar	Guru	April	2015	29/07/2015 10:40:53	AM82015_A061500004.pdf	PM82015_A061500004.pdf	483.00	<input type="checkbox"/>
C150200000401	A061500004	Ranjeet Kumar	Guru	February	2015	29/07/2015 10:42:14	AM62015_A061500004.pdf	PM62015_A061500004.pdf	483.00	<input type="checkbox"/>

Approval For Claims

Approval Status: * Remarks:

All fields marked with * are mandatory.

Buttons:

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Note:

- Approve Claim Summary panel display the information about the no. of approved claim and total approved claim amount.
- RDAT is supposed to fetch the report from the MIS system and upload in PFMS system for DDO approval & DBT. Once payment is made by PFMS system, RDAT would fetch PAO report from their system & upload in MIS system.



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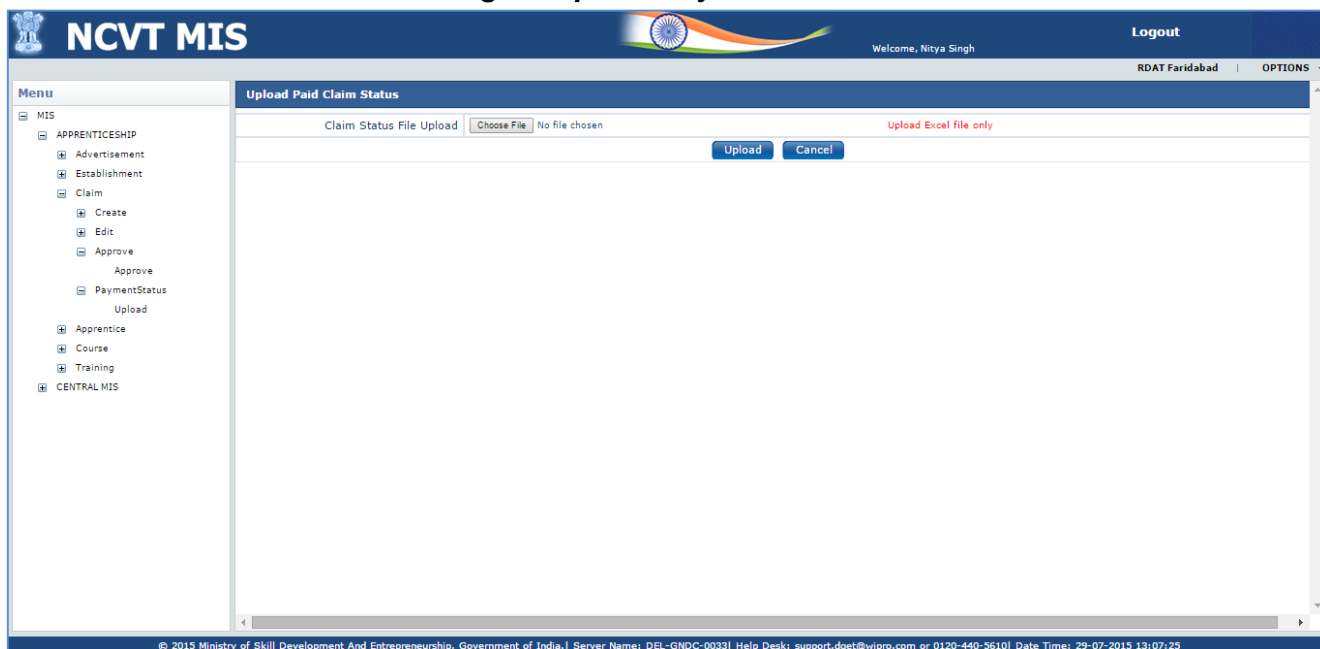
5.2.1.3.2 Payment Status

5.2.1.3.2.1 Upload

This link enables approval authority users to upload the final payment report status (in excel format) in MIS system. To view the status of payment follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Claim>Payment Status> Upload.**
- 2) Upload the file under Upload paid Claim Status.
- 3) Select **Upload** to upload the file or click on **Cancel** to cancel the upload.

Figure-Upload Payment Status



5.2.1.4 Apprentice

5.2.1.4.1 Enrollment

5.2.1.4.1.1 Approve

This link enables approval authority user to approve or reject the apprentice which are processed by Establishment. Once Establishment has been processed the apprentice to APY, it will reflect in approval



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authority screen for the approval. To process the apprentice, login with credentials in MIS application and follow the below steps:

- 1) Select **MIS>Apprenticeship>Apprentice>Enrollment>Approve**
- 2) Enter the details to search the records as Application Registration No., Apprentice Name, Estb. State, Estb. District, or Advertisement.
- 3) Select **Search** to search the records, or click on **Cancel** to cancel the search.
- 4) If user will select Search, the apprentice details will be displayed under List of Apprentices.
- 5) Select the record from list, select status from dropdown as **Approved/ Rejected** and enter remarks.
 - **Approved**- If apprentice is approve, the contract will be generated.
 - **Rejected**- If apprentice is rejected at any step of the process then candidate will be excluded from the process but record will be available in rejected status
- 6) Click on **Submit** button to submit the apprentice application or click on Clear to clear the changes.

Note:

- 1) If a candidate have ever been nominated as APY candidate by same or different establishment, then candidate cannot be nominated for APY enrolment again.
- 2) An establishment can nominate maximum two or 10% of **Total Strength** (whichever is less) candidates for APY enrollment.
- 3) In order to nominate for APY enrollment, an establishment must have at least 6 employees in the organization, else establishment cannot nominate an apprentice for APY enrollment.

5.2.1.4.1.2 Update Bank Details

This Link enables approval authority users to update the bank details of apprentice's. To update the bank details of apprentice, follow the below mention Steps:

- 1) Select **MIS> Apprenticeship>Apprentice>Enrollment>Update Bank Details**.
- 2) Enter the required fields under Update Apprentice Bank Details panel.
- 3) Click on **Update** to update the details of Click on **Clear** to clear the data as displayed below:



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Figure: Update Apprentice Bank Details

NCVT MIS

Welcome, RDAT MASTER

Logout

MIS > Apprenticeship > Apprentice > Update Bank Details

RDAT Faridabad | OPTIONS

Menu

- MIS
- APPRENTICESHIP
 - Advertisement
 - Establishment
 - Apprentice
 - Enrollment
 - Approve
 - Update Bank Details
 - Upload
 - View Apprentice File Stat
 - Training
 - Claim
- CENTRAL MIS

Update Apprentice Bank Details

1. Data of Apprentices registered in Apprenticeship Training with processed status will appear here.
2. This Screen is used to update the bank details of apprentice.
3. Updated bank details of apprentice will appear in View Apprentice Details Pop-Up.

Apprentice Registration No.	*	Apprentice Name	
Name on Bank Account	*	Name of Bank	*
Bank Branch	*	IFSC Code of Branch	*
State of Bank	--Select-- *	District of Bank	--Select State-- *
Bank Account No.	*		

All fields marked with * are mandatory.

Update Clear

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- 4) If User will click on Update the bank details of apprentice will be updated and will appear in View Apprentice Details Pop-Up.

Note: Data of Apprentices registered in Apprenticeship Training with processed status will appear here.

5.2.1.4.1.3 Upload

This link enables approval authority users to upload the apprentice data in Bulk as per given template. To upload the apprentice data, follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Apprentice>Enrollment>Upload.**
- 2) Download the template using the link Download template.
- 3) Fill the details in the template and save.
- 4) Browse the file & click on **Upload** to upload the trainee Details.
- 5) Once submitted acknowledgement message will display on the screen.



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Figure-Upload Apprentice



6) If the file is uploaded successfully, then it'll reflect under View Apprentice File Status

5.2.1.4.1.4 View Apprentice File Status

This link enables approval authority User's to view the file status of uploaded Apprentice's. To view the status, follow the below mention steps:

3. Select **MIS> Apprenticeship> Apprentice>Enrollment >View Apprentice File Status.**
4. User can view the upload file Status under List of Apprentice Files and also can export the status of Apprentice Files in Excel format by clicking on **Export** tab panel as displayed in below screenshot:



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Figure-View Apprentice File Status

NCVT MIS | Welcome, RDAT MASTER | Logout | RDAT Faridabad | OPTIONS

MIS > Apprenticeship > Apprentice > View Apprentice File Status

Menu

- MIS
 - APPRENTICESHIP
 - Advertisement
 - Establishment
 - Apprentice
 - Enrollment
 - Approve
 - Update Bank Details
 - Upload
 - View Apprentice File Status
 - Training
 - Claim
 - CENTRAL MIS

Uploaded Apprentice File Results

Status Description

- Pending** : File has not been processed yet
- Running** : File is getting processed
- Error** : Uploaded file have some issue
- Complete** : File has been processed

List of Apprentice Files: Export

S. No.	File Name	Total Processed Records	Success Record Count	Error Record Count	Status	Error Description	Uploaded Date
1	AxprenticeRegistration_1_14176_20151118120541.xlsx	0	0	0	Pending		18/11/2015
2	AxprenticeRegistration_1_14174_20150915120805.xlsx	1	1	0	Complete	1 of 1 records loaded successfully. Processed in 0 secs	15/09/2015
3	AxprenticeRegistration_1_14174_20150915120601.xlsx	1	0	1	Complete	0 of 1 records loaded successfully. Processed in 0 secs	15/09/2015
4	AxprenticeRegistration_1_14174_20150915120204.xlsx	1	0	1	Complete	0 of 1 records loaded successfully. Processed in 0 secs	15/09/2015
5	ApprenticeRegistration(2)_14174_20150915103742.xlsx	1	0	1	Complete	0 of 1 records loaded successfully. Processed in 0 secs	15/09/2015
6	ApprenticeRegistration(2)_14176_20150907162342.xlsx	1	0	1	Complete	0 of 1 records loaded successfully. Processed in 0 secs	07/09/2015
7	ApprenticeRegistration(2)_14174_20150907131113.xlsx	1	1	0	Complete	1 of 1 records loaded successfully. Processed in 0 secs	07/09/2015

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Note: Description of Status

1. Pending : File has not been processed yet
2. Running : File is getting processed
3. Error : Uploaded file have some issue
4. Complete : File has been processed

5.2.1.5 Training

5.2.1.5.1 Approval

5.2.1.5.1.1 Queue

This link enables approval authority’s user to search the apprentice details who have applied in the establishment for Apprenticeship under any trade. Once the apprentice has been approved by Establishment, it will reflect in approval authority’s profile. Approval authority user can Process, Reject



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and also can Resend for correction the apprentice. The approval authority will be as per the below matrix:

Figure: Contract Approval Matrix

Establishment Type/Final Approval Authority	RDAT	SAA	CAA
Central Government	✓		
Central Public Sector Undertaking	✓		
State Government		✓	
State Public Sector Undertaking		✓	
Private Sector		✓	
Private Sector (Pan India)			✓
Natural Resources	✓		

To view the details of apprentice Application, follow the below mention steps:

- 1) Select **MIS> Apprenticeship>Training>Approval>Queue**
- 2) Enter the required details to search the apprentice as Apprentice Registration No., Apprentice Name, State, District, Trade Type, Trade and Status.
- 3) Click on **Search** to search the details or click on **Cancel** to cancel the search.
- 4) If user will select Search, the list of apprentice will be displayed under Pending Approval List panel.
- 5) Select the records and click on appropriate action from the dropdown as explained below:
 - **Process:** If user will select Process, the apprentice application will be processed. A pop up window will appear either to upload the physically signed contract copy (If the approval authority's digital signature is not available) or to Enter the Certificate password (If the approval authority's digital signature is available), click on Save and the record will be updated (refer below image)



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Figure-Search Apprentice Application via approval authority

The screenshot shows the NCVT MIS interface. The top navigation bar includes the NCVT MIS logo, the Indian flag, and the text 'Welcome, RDAT MASTER'. The user is logged in as 'RDAT Faridabad'. The main content area is titled 'Apprentice Queue List' and contains a search form with fields for 'Apprentice Registration No.', 'State', 'Trade Type', 'Status', 'Apprentice Name', 'District', and 'Trade'. Below the search form is a 'Pending Approval List' table with columns for 'Establishment Reg. No.', 'Apprentice Reg. No.', 'Apprentice Name', 'Trade Type', 'Trade Name', 'Training Start Date', 'Training End Date', 'Available Seats', 'Status', and 'Remarks'. The table contains three rows of data.

Establishment Reg. No.	Apprentice Reg. No.	Apprentice Name	Trade Type	Trade Name	Training Start Date	Training End Date	Available Seats	Status	Remarks
E09150700014	A081500017	Aditya	Optional	Optional	15/09/2015	30/09/2015	2	Forwarded by CAA	FTR
E10150600002	A101500001	praveen	Designated	Fitter	20/10/2015	19/10/2016	9	Approved by Establishment	Approve
E08150700002	A111500004	Ram Singh	Designated	Welder (Gas & Electric)	26/11/2015	25/11/2018	59	Approved by Establishment	join

Case 1: When Digital Signature is not available

In this case, user need to upload the physically signed contract copy in Contract file option and click on save to update the record.

Figure-RDAT Signed Contract Upload when not present

The screenshot shows a form titled 'Upload manually signed contract for Approval (Digital Signature not available)'. It includes a note: 'Note: Existing contract will be replaced with uploaded document. Please upload valid signed contract.' The form has two main sections: 'Contract File' with a 'Choose File' button and 'No file chosen' text, and 'Remarks' with a text area. At the bottom, there are 'Save' and 'Close' buttons.



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Case 2: When Digital Signature is available

In this case, user need to Enter the Certificate password and click on save to update the record.

Figure-RDAT Signed Contract Upload when present

Enter Digital Certificate Password

Certificate Password *

Confirm Password *

Remarks *

Save Close

- **Send for Correction:** If user will select send for correction, the application will go back to Establishment for the correction
- **Reject:** If user will select, the application will be removed from the system.
- **Forward to RDAT:** This link enables only CAA (by CAA login ID) to forward the request to RDAT or SAA.

Figure-Forward to RDAT via CAA

Establishment Reg. No.	Establishment Name	Apprentice Reg. No.	Apprentice Name	Trade Type	Trade Name	Training Start Date	Training End Date	Available Seats	Status	Remarks	
ED9150700004	Jhansi products ltd.	A091500014	Dimpy mahajan	Designated	Computer Operator and Programming Assistant	15/09/2015	04/11/2015	2	Approved by Establishment	Approved.	
<input checked="" type="checkbox"/>	ED9150700013	Parvati Ent Ltd.	A091500013	Aditya	Designated	Electrician	16/09/2015	20/11/2015	1	Approved by Establishment	approved now.
ED9150700014	Nitya e Ltd.	A091500017	Aditya	Optional	Optional	15/09/2015	30/09/2015	1	Approved by Establishment	Approved	



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Once user will click on Forward to RDAT, pop up window will appear to select RDAT and to enter the Remarks as displayed in below screenshot:

Figure-Select RDAT to Forward

RDAT	Remarks
RDAT Chennai	

Click on **Save** to save the details or click on **Close** to Close the pop up window. Once user will select save, the record will be move to select RDAT.

Note: Once the request has been forwarded to RDAT/SAA, the further communication will remain between Establishment and RDAT/SAA (it will not reflect in CAA queue again)

Note: If signature of RDAT already exists in MIS, then RDAT need to enter their login password for authentication else need to upload the signature for approval.

5.2.1.5.1.2View

This link enables approval authority User to view the Apprentice and Establishment profile. To view the profile, follow the below mention steps:

1. Select **MIS> APPRENTICESHIP>Training>Approval> View.**
2. Enter the search Criteria as Apprentice Registration no., Apprentice name, State, District, Trade Type, Trade or Status.
3. Select **Search** to search the details as per entered criteria or select **Cancel** to cancel the search.
4. If user will select Search, the details of both apprentice and Establishment will be displayed under Apprentice Training list. User can view the Establishment profile by clicking on Hyperlink under Establishment Reg. No. and can view the Apprentice profile by clicking on Hyperlink under Apprentice Reg. No. Column (refer below image)



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Figure-View Apprentice list

The screenshot displays the NCVT MIS interface. At the top, there is a header with the NCVT logo, the text 'NCVT MIS', a welcome message 'Welcome, Nitya Singh', and a 'Logout' button. Below the header is a navigation menu on the left with options like MIS, APPRENTICESHIP, Advertisement, Establishment, Claim, Apprentice, Course, Training, Approval, Queue, View, and CENTRAL MIS. The main content area is titled 'Apprentice View List' and contains a search form with fields for 'Apprentice Registration No.', 'Apprentice Name', 'State', 'District', 'Trade Type', 'Trade', and 'Status'. Below the search form is a table titled 'Apprentice Training List' with columns for Establishment Reg. No., Establishment Name, Apprentice Reg. No., Apprentice Name, Trade Type, Trade Name, Training Start Date, Training End Date, Available Seats, Status, and Remarks. The table contains several rows of data, including entries for Monazir Ahsan, Raj Kumar, Neha, Aditya, Aditya234, Nitish Kumar, Amin Rehman, and AdityaChadha.

Establishment Reg. No.	Establishment Name	Apprentice Reg. No.	Apprentice Name	Trade Type	Trade Name	Training Start Date	Training End Date	Available Seats	Status	Remarks
E04150700001	Guru	A061500002	Monazir Ahsan	Optional	optional-testing	15/01/2015	30/11/2016	6	Contract Generated	pr
E04150700001	Guru	A061500003	Raj Kumar	Optional	optional-testing	15/07/2015	30/07/2015	6	Applied by Apprentice	ok
E04150700001	Guru	A071500029	Neha	Optional	optional-testing	01/08/2015	31/10/2015	6	Contract Generated	processing neha.
E06150700002	AdityaE	A061500012	Aditya	Optional	Remarks	01/01/2014	09/07/2015	-1	Offered by Establishment	
E06150700002	AdityaE	A061500017	Aditya234	Optional	Remarks	01/01/2015	01/05/2016	-1	Offered by Establishment	
E06150700002	AdityaE	A061500023	Nitish Kumar	Optional	Remarks	11/07/2015	24/10/2015	-1	Contract Generated	
E01150700020	Wipro	A061500001	Amin Rehman	Optional	Dummy Trade	16/09/2015	16/12/2015	0	Offered by Establishment	
E01150700001	Nitya	A061500001	Amin Rehman	Optional	ewewew			50	Offered by Establishment	
E07150300004	AdityaII	A071500017	AdityaChadha	Optional	optional First			1	Rejected	Rejected.

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- If User will click on hyperlink under Apprentice Reg. No. Column, a pop-up window will open with apprentice details and user can also download the registered contract under Training Details (completed/in progress) panel as displayed in below screenshot.



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Figure-View Apprentice Profile

NCVT MIS										
Apprentice Details										
Personal Details (Apprentice Registration No.: A101500001)										
Scheme	NON-APY	Whether ITI Passed	Yes							
NCVT/SCVT Certification Type		Certified Candidate Type	ITI Trade							
NCVT/SCVT Certificate No.	1000234	ITI Trade	Fitter							
Name	praveen	Gender	Male							
Date Of Birth	12/10/1992	Father/Guardian Name	shyam lal							
Adhar Card No. (UID No.)	122349004880	Spouse Name	geeta							
Category	General	Is Person with Disability (PwD)	No							
Apprentice Photograph		Apprentice Signature								
Apprentice Guardian Signature (In case of Minor)										
Contact Details										
Address	14/32, ajoronda chowk, sector 1, FARIDABAD						State	Haryana		
District	Fatehabad						Pincode	123635		
Contact No.	5632450909						Email ID	sdlahiri@yahoo.com		
Qualification Details										
Academic Qualification	ITI									
Technical Qualification										
S. No.	Institute Name	Council/University	Name of Trade	Course Start Date	Course End Date					
1	GIT	State board of Technical Education	Diploma Mechanical	01/10/2010	01/10/2013					
Highest Qualification Document Details										
Uploaded Highest Qualification Document										
Trade Preference										
SNo.	Preference Type	Description								
No record(s) found.										
Training Details(completed/in progress)										
S. No.	Establishment	Trade Type	Trade	Training Start Date	Training End Date	Contract Registration No.	Contract Registration Date	Registered Contract	Self Declaration	
1	DNC pvt.LTD	Designated	Fitter	20/10/2015	19/10/2016	CR1310150600001RDFB	13/10/2015	R1310150600001RDFB.pdf		
Stipend Amount Details										
S. No.	Year	Amount								
1	1	5000.00								



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5.2.1.5.2 Novation/Extension/Termination

5.2.1.5.2.1 Novation

5.2.1.5.2.1.1 Approve

This link enables designated authority to approve/reject/ sent the novated record for correction. To perform these action, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Approve**.
2. Enter the required details as Establishment Reg. No., Contract Reg. No., Apprentice Reg. No., and select action Type as **Novation**.
3. Click on **Search** to search the record or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:

Figure: Novation approve

The screenshot displays the NCVT MIS interface. The main heading is "Approval of Novation/Extension/Termination of Apprenticeship Training Contract". Below this, there are search criteria fields for Establishment Registration No., Apprentice Registration No., and Contract Registration No. The Action Type is set to "Novation". There are "Search" and "Clear" buttons. Below the form is a table titled "List of Apprentices" with the following data:

Select	Establishment One Registration No.	Establishment Name	Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Trade	New Establishment Name	Novation Effective Date	Training New End Date	Establishment Remarks
<input checked="" type="checkbox"/>	E02160700007	Anita systems ltd	A021600026	Abhishek	CR01031607000268 ADL	12/02/2014	20/05/2016	Advanced Attendant Operator (Process)	Pasco India Ltd	05/03/2016	28/05/2016	novation

4. Select the record(s).
 5. Select the Action type from the dropdown list:
- **Approve-** It allows designated authority to approve the record. If user will click on approve, a pop window will appear. They need to enter the password (if digital signature is present) or upload the signed copy of contract (if digital signature is not present and contract copy will be



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replaced with the new one) then enter remarks and check the declaration. Then click on **Save** to save the record or click on **Close** to close that window. If user will click on save the record will be approved.

Figure: Novation approve confirmation

The screenshot shows the NCVT MIS interface for novation approval. It features a table for stipend details, a file upload section for contracts, a remarks field, and a confirmation checkbox. The table lists stipend amounts for three years, each set at 1000.00 INR, which is higher than the minimum wages of 500.00 INR. Below the table, there is a section for uploading a manually signed contract, with a note that existing contracts will be replaced. A file upload button is present, along with a link to download a contract to sign. A remarks field is provided for additional information. At the bottom, there is a checkbox for confirming the accuracy of the stipend and wages, and two buttons for 'Save' and 'Close'.

Year	Amount	Minimum Wages as on current date(in INR)
1	1000.00	500.00
2	1000.00	500.00
3	1000.00	500.00

Upload manually signed contract for Approval (Digital Signature not available)

Note: Existing contract will be replaced with uploaded document. Please upload valid signed contract.

Contract File: No file chosen * [Download Contract To Sign](#)

Remarks:

I here by confirm that I have verified amount mentioned in Minimum Wages is as per current Minimum Wages declared by the State and stipend amount is in accordance with rules of Apprenticeship Act. *

- **Reject-** It allows designated authority to reject the record, they need to enter the remarks, then click on **Save** to save the record or click on **Close** to close that window. Once the apprentice has been rejected, the record will be deleted and will go the previous estb. Who initiated for novation.
 - **Send for Correction-** It allows designated authority to send the record for the correction, they need to enter the remarks then click on **Save** to save the record or click on **Close** to close that window and it will go to establishment for correction who sent it to designated authority.
6. A confirmation message will display, Click on OK to process.

Note: User can view Establishment profile by clicking on Establishment Reg. No., can view apprentice profile by clicking on apprentice Reg. No. and also can view the contract by clicking on Contract Registration No.



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5.2.1.5.2.2 Extension

5.2.1.5.2.2.1 Approve

This link enables designated authority to approve/reject/ sent the extended record for correction. To perform these action, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Approve**.
2. Enter the required details as Establishment Reg. No., Contract Reg. No., Apprentice Reg. No., and select action Type as **Extension**.
3. Click on **Search** to search the record or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:

Figure: Extension Approve

The screenshot displays the NCVT MIS interface. The main heading is "Approval of Novation/Extension/Termination of Apprenticeship Training Contract". Below this, there are search criteria fields for Establishment Registration No., Apprentice Registration No., and Contract Registration No. The Action Type is set to "Extension". A "Search" button is visible. Below the search fields, there is a "List of Apprentices" table.

Select One	Establishment Name	Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Is Break	Training New End Date	Stipend Amount (in INR)	Minimum Wages (in INR)	Establishment Remarks
<input type="checkbox"/>	Pasco India Ltd	A031600007	Abhra	CR01031607000075ADL	01/03/2016	01/03/2016	No	04/03/2016	5675.00	6000.00	extension

4. Select the record(s).
 5. Select the Action type from the dropdown list:
- **Approve**- It allows designated authority to approve the record. If user will click on approve, a pop window will appear. They need to enter the password (if digital signature is present) or upload the signed copy of contract (if digital signature is not present and contract copy will be replaced with the new one) then enter remarks and check the declaration. Then click on **Save**



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to save the record or click on **Close** to close that window. If user will click on save the record will be approved.

Figure: Extension approve confirmation

The screenshot shows the NCVT MIS interface for uploading a manually signed contract. The header includes the NCVT logo and the text 'NCVT MIS'. Below the header, there is a blue bar with the text 'Upload manually signed contract for Approval (Digital Signature not available)'. A red note states: 'Note: Existing contract will be replaced with uploaded document. Please upload valid signed contract.' The form has two main sections: 'Contract File' and 'Remarks'. The 'Contract File' section has a 'Choose File' button, a text box showing 'No file chosen', and a link 'Download Contract To Sign'. The 'Remarks' section has a large text area with a diagonal line icon and an asterisk. At the bottom, there is a checkbox with the text: 'I here by confirm that I have verified amount mentioned in Minimum Wages is as per current Minimum Wages declared by the State and stipend amount is in accordance with rules of Apprenticeship Act. *'. Below the checkbox are two buttons: 'Save' and 'Close'.

- **Reject-** It allows designated authority to reject the record, they need to enter the remarks, then click on **Save** to save the record or click on **Close** to close that window. Once the apprentice has been rejected, the record will be deleted.
- **Send for Correction-** It allows designated authority to send the record for the correction, they need to enter the remarks then click on **Save** to save the record or click on **Close** to close that window and it will go to establishment for correction.

6. A confirmation message will display, Click on OK to process.

5.2.1.5.2.3 Termination

5.2.1.5.2.3.1 Approve

This link enables designated authority to approve/reject/ sent the terminated record for correction. To perform these action, follow the below mention steps:

1. Select **MIS> Apprenticeship>Training>Novation/extension/Termination>Approve.**



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2. Enter the required details as Establishment Reg. No., Contract Reg. No., Apprentice Reg. No., and select action Type as **Termination**.
3. Click on **Search** to search the record or click on **Clear** to clear the entered data. If user will click on Search, the list of apprentice will be display as shown in below screenshot:

Figure: Termination approve

Approval of Novation/Extension/Termination of Apprenticeship Training Contract

Search Criteria

On Search -
1. Novation - Apprentice records whose request is created by Apprentice current Establishment & approved by new Establishment (belongs to this business unit) which are pending for Novation approval will display here.
2. Extension/Termination - Apprentice records whose request is created by establishment (belongs to this business unit) which are pending for Extension/Termination approval will display here.

Establishment Registration No. Establishment Registration No. Contract Registration No.

Apprentice Registration No.

Action Type Novation Extension Termination

Select Action >>

List of Apprentices

Select One	Establishment Name	Apprentice Registration No.	Apprentice Name	Contract Registration No.	Training Start Date	Training End Date	Termination Date	Is Termination with Stipend	Establishment Remarks
<input type="checkbox"/>	Pasco India Ltd	A021600041	Ashish	CR4902160700041SA DL	01/03/2015	27/03/2016	05/03/2016	No	terminate

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4. Select the record(s).
5. Select the Action type from the dropdown list:
 - **Approve-** It allows designated authority to approve the record.
 - **Reject-** It allows designated authority to reject the record and the record will display to establishment under Application Type **New**. Enter the remarks, click on save to save to records or click on Close to close the window
 - **Send for Correction-** It allows designated authority to send the record for the correction and it will go to establishment for correction.
6. A confirmation message will display, Click on OK to process.



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6. All India Trade Test

6.1 Establishment Functionality

6.1.1 All India Trade Test

6.1.1.1 Apprentice Quarterly Attendance

6.1.1.1.1 Create

This link enables Establishment user to enter the Quarterly Attendance of the apprentice (APY or Non-APY). To enter the Quarterly attendance follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>Apprentice Quarterly Attendance> Create.**
2. Enter the required details under search criteria panel.
3. Click on **Search**, the details of Candidate will be displayed under List of Apprentices panel as shown in below screenshot:

Figure: Create/Edit Quarterly Attendance

Contract Registration No.	Apprentice Name	Designated Trade	Quarter	Quarter Start Date	Quarter End Date	Total Quarterly Attendance
CTR13	Aditi	Advance Mechanic (Instruments)	2	01/04/2015	30/06/2015	
CTR13	Aditi	Advance Mechanic (Instruments)	3	01/07/2015	30/09/2015	
CTR13	Aditi	Advance Mechanic (Instruments)	4	01/10/2015	30/12/2015	
CTR13	Aditi	Advance Mechanic (Instruments)	1	01/01/2015	31/03/2015	50
CTR15	Alok	Advanced Attendant Operator (Process)	2	01/04/2015	30/06/2015	
CTR15	Alok	Advanced Attendant Operator (Process)	3	01/07/2015	30/09/2015	
CTR15	Alok	Advanced Attendant Operator (Process)	4	01/10/2015	30/12/2015	
CTR15	Alok	Advanced Attendant Operator (Process)	1	01/01/2015	31/03/2015	50
CTR11	Kirti	Advanced Attendant Operator (Process)	2	01/04/2015	30/06/2015	
CTR11	Kirti	Advanced Attendant Operator (Process)	3	01/07/2015	30/09/2015	

Note:

1. Only those apprentice records will be shown on this page whose training end date exists between selected end date and 5 months older date than selected end date.



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2. If the hall ticket has been generated of any candidate, the attendance field will be disabled for that candidate

4. Enter the attendance under Total quarterly Attendance column.
5. Select the record(s).
6. Click on **Submit** to submit the details or click on **Clear** to clear the entered data. If user will click on Submit, captured attendance of apprentice will be saved and a confirmation will be displayed.
7. Click on Ok.

6.1.1.2 AITT Application for New Candidate

6.1.1.2.1 Create Application

This link enables Establishment user to create AITT application for new candidate in which the user can create the Fees status and Sessional Marks of candidate. To enter the fees status and sessional marks of candidate, follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>AITT Application for New Candidate> Create Application.**
2. Enter the Contract Registration no. whose application need to create under Candidate details panel.
3. Click on Get Data, the existing data of that candidate will display in greyed textbox and will be non-editable as displayed in below screen:

Figure: Create AITT application

Enroll new candidate for AITT exam

1. Using this page establishment can register apprentice for AITT exam.
2. Submitted candidate records will appear in approver dash board page for further action.
3. The candidate will be eligible for AITT exam if he/she acquired minimum 200 attendances days in one year training period if working days in establishment is 5 days a week.
4. The candidate will be eligible for AITT exam if he/she acquired minimum 240 attendances days in one year training period if working days in establishment is 6 days a week.
5. The establishment can force training eligibility if the establishment is satisfied with the grounds for shortfall in attendance.

Candidate Details

Contract Registration No. * [Get Data](#)

Name Father/Guardian Name

Address

AITT to be Held in Month AITT to be Held in Year

Training Start Date Training End Date

Designated Trade ITI Passed Yes No

Exam Fee Paid Yes No *

Attendance Details

Total Attendance (In Days) Apprenticeship Training Eligibility Completed Not Completed

Force Training Eligibility Eligibility Remarks

Sessional Marks Details

Subject Name	Max Mark	Subject Marks *
Practical 'A'	100	<input type="text"/>
Trade Theory 'B'	20	<input type="text"/>
W/S Cal. & Sc. 'C'	10	<input type="text"/>
Engg. Draw. 'D'	20	<input type="text"/>

All fields marked with * are mandatory.

[Submit](#) [Clear](#)

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Note: Date sheet should be created and approved by NPIU

4. Enter the required details as Fees status under the Candidate details panel and Sessional Marks as per the mentioned subject under Sessional Marks Details. If the candidate is Non-APY, the establishment should check the Force training Eligibility Field under Attendance details panel.
5. Click on **Submit** to submit the candidate data or click on **Clear** to clear the entered data. If Establishment will click on Submit, the application will go to Approval Authority for approval.

6.1.1.2.2 Edit Application

This link enables Establishment user to edit AITT application for new candidate in which the user can update the Fees status and Sessional Marks of candidate. To update the fees status and sessional marks of candidate, follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>AITT Application for New Candidate> Edit Application.**
2. Enter the details to search the candidate for editing under Search Criteria panel.
3. Click on Search to search the details or click on Cancel to cancel the search. If user will click on search, the list of candidates will be displayed under List of AITT applicants as displayed in below screen:

Figure: Search AITT application for new candidate

New Candidate Application Edit List

1. This page displays candidate records which are approved or resent by approval authority.
2. Using this page establishment can modify particular candidate record.
3. Clicking on edit button candidate details will be populated in pop page for updating.

Search Criteria

Contract Registration No. Candidate Name
Designated Trade Status

List of AITT Applicants

Contract Registration No.	Name	Father/GaurdianName	Designated Trade	AITT to be Held In	Status	Approver Remarks	Edit
CT115	Alok	AP	Advanced Attendant Operator (Process)	August 2016	Approved	23	

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4. Click on Edit link under Edit column.
5. Update the Fees status and enter the Edit Remarks under Candidate details panel and can also update the sessional marks of candidate under Sessional Marks details panel as displayed in below screen:

Figure: Edit AITT application for new candidate

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Edit AITT Candidate Application Details

1. This page displays candidate application details for particular candidate.
2. Modify required details and submit updated application.
3. Submitted candidate application will appear in approver dash board page for further action.

Candidate Details

Contract Registration No.	CTR15	Name	Alok
Father/Guardian Name	AP	ITI Passed	<input type="radio"/> Yes <input checked="" type="radio"/> No
Address	H. No 3134		
AITT to be Held in Month	August	AITT to be Held in Year	2016
Training Start Date	01 Jan 2015	Training End Date	30 Dec 2015
Designated Trade	Advanced Attendant Operator (Pro)	Exam Fee Paid	<input checked="" type="radio"/> Yes <input type="radio"/> No *
Edit Remarks			

Attendance Details

Total Attendance (In Days)	90	Apprenticeship Training Eligibility	<input type="radio"/> Completed <input checked="" type="radio"/> Not Completed
Force Training Eligibility	<input checked="" type="checkbox"/>	Eligibility Remarks	SA

Sessional Marks Details

Subject Name	Max Mark	Subject Marks *
Practical 'A'	100	80
Trade Theory 'B'	20	13
W/S Cal. & Sc. 'C'	10	9
Engg. Draw. 'D'	20	15

All fields marked with * are mandatory.

6. Click on Submit to update the data or click on Close to close the screen, if user will click on Submit, a confirmation message will display.
7. Click on Ok and the updated record will go to Approval Authority for approval.

Note: Once the hall ticket has been processed, the candidates will not appear under edit options.

6.1.1.3 Hall Ticket

6.1.1.3.1 Print

This link enables user to print the generated hall ticket of candidate(s). To print the hall ticket follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>Hall Ticket> Print.**



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2. Select the print Option either Single Print or Batch Print.
3. Click on Submit to submit the details or click on Clear to clear the selected data.
4. **Single Print**- If user will select the single print and click on submit, it will redirect to another screen.
 - a) Enter the required details under Search criteria panel
 - b) Click on Search to search the details or click on Back to go back to previous screen. If user will select on Search, the list of candidate will be displayed under Details of Apprentice panel as shown in below screenshot:

Figure: Print Hall ticket-Single print

The screenshot shows the NCVT MIS interface for printing a hall ticket. The page title is "NCVT MIS" and the user is logged in as "Welcome, game_rome". The search criteria panel includes fields for "Registration No.", "Session" (set to "Aug-2016"), and "Trade" (set to "Advanced Attendant Operator"). Below the search panel is a table titled "Details of Apprentice" with the following data:

S. No.	Registration No.	Apprentice Name	Session	Trade	Select
1	A021600044	Kirti	Aug-2016	Advanced Attendant Operator (Process)	<input type="radio"/>
2	A021600061	Alok	Aug-2016	Advanced Attendant Operator (Process)	<input type="radio"/>

Below the table, there is a note: "All fields marked with * are mandatory. Note : Only those apprentices will appear in the list whose Trade Testing Center is Assigned." At the bottom of the table, there are "Print" and "Clear" buttons.

- c) Select the record.
 - d) Click on **Print** to print the hall ticket of selected record or click on **Clear** to clear the selection. If user select Print, a pop-up window will appear and a file of hall ticket will be downloaded and afterwards user can print those downloaded hall ticket.
5. **Batch Print**- If user will select the batch print and click on submit, it will redirect to another screen.
 - a) Enter the required details under Print Hall ticket panel
 - b) Click on **Search** to search the details or click on **Back** to go back to previous screen. If user will select on Search, the list of candidate will be displayed under Details of Apprentice panel as shown in below screenshot:



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Figure: Print hall ticket- Batch Print

The screenshot shows the NCVT MIS interface for printing hall tickets. The header includes the NCVT MIS logo, the Indian national flag, and the text 'Welcome, game rome' and 'Logout'. The user ID 'E02160700003-Thrones' and 'OPTIONS' are also visible. The left sidebar contains a menu with categories like MIS, APPRENTICESHIP, and CENTRAL MIS. The main content area is titled 'Print Hall Ticket' and features a search form with fields for Session (Aug-2016), District (Central), State (Delhi), and Establishment Name (Thrones - E02160700003). A Trade dropdown menu is also present. Below the search form is a table titled 'Details of Apprentice' with columns for S. No., Registration No., Apprentice Name, Session, and Trade. Two records are listed: Kirti (Registration No. A021600044) and Alok (Registration No. A021600061), both for the Aug-2016 session and Advanced Attendant Operator (Process) trade. A note states: 'All fields marked with * are mandatory. Note : Only those Apprentices will appear in the list whose Trade Testing Center is Assigned for the selected session.' At the bottom of the table are buttons for 'Print All', 'Print', and 'Clear'. The footer contains copyright information for the Ministry of Skill Development and Entrepreneurship, Government of India.

- c) Select the record(s).
- d) Click on given options:
 - **Print All:** This option enables user to print all the hall ticket of candidates who are displaying in that page (there is no need to select the record)
 - **Print:** This link enables user to print the selected hall ticket of the candidate(s)
 - **Clear:** This link enables user to clear the selection
- e) If user will select either print all or print, a pop-up window will appear and a file of hall ticket will be downloaded and afterwards user can print those downloaded hall ticket.

6.1.1.4 Apprentice Mark sheet

6.1.1.4.1 Print

This link enables user to print the generated mark sheet of candidate(s). To print the mark sheet follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>Apprentice Mark sheet> Print.**
2. Select the print Option either Single Print or Batch Print.
3. Click on Submit to submit the details or click on Clear to clear the selected data.



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4. **Single Print-** If user will select the single print and click on submit, it will redirect to another screen as displayed in below screenshot:

Figure: Print mark sheet-Search

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- Enter the Registration No. of candidate under Search criteria panel
- Click on Search to search the details or click on Back to go back to previous screen or click on Clear to clear the entered data. If user will select on Search, the candidate will be displayed under Details of Apprentice panel as shown in below screenshot:



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Figure: Print mark sheet-Single print

The screenshot shows the NCVT MIS interface for printing a mark sheet. The header includes the NCVT logo, the text 'NCVT MIS', the Indian national flag, and a 'Logout' button. Below the header, there is a 'Menu' on the left and a 'Print Mark Sheet' panel on the right. The 'Print Mark Sheet' panel contains a search criteria dropdown, a registration number input field (A021600043), and buttons for 'Search', 'Back', and 'Clear'. A red message states 'All fields marked with * are mandatory.' Below this is a table titled 'Details of Apprentice' with columns for S. No., Registration No., Roll No., Apprentice Name, Session, and Select. The table contains one record for Swati in Aug-2016. A 'Print' button is located below the table. The footer contains copyright information for the Ministry of Skill Development and Entrepreneurship, Government of India.

S. No.	Registration No.	Roll No.	Apprentice Name	Session	Select
1	A021600043	021600043	Swati	Aug-2016	<input type="radio"/>

- c) Select the record.
- d) Click on **Print** to print the mark sheet of selected record, a pop-up window will appear and a file of mark sheet will be downloaded and afterwards user can print those downloaded marks sheet of candidate.

5. **Batch Print**- If user will select the batch print and click on submit, it will redirect to another screen.

- a) Enter the required details under Print Mark sheet panel
- b) Click on **Search** to search the details or click on **Back** to go back to previous screen or click on **Clear** to clear the entered data. If user will select on Search, the list of candidate will be displayed under Details of Apprentice panel as shown in below screenshot:



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Figure: Print Mark sheet-Batch Print

The screenshot shows the NCVT MIS interface for printing mark sheets. The header includes the NCVT logo, the text 'NCVT MIS', the Indian national flag, and a 'Logout' button. Below the header, there is a 'Menu' on the left and a 'Print Mark Sheet' section on the right. The 'Print Mark Sheet' section has search criteria for State (Delhi), Establishment Name (E02160700003-Thrones), and Session (Aug-2016). A table titled 'Details of Apprentice' lists three candidates: Kushank, Swati, and Kirti, with their respective registration and roll numbers. At the bottom of the table are 'Print All' and 'Print' buttons. A footer contains copyright information for the Ministry of Skill Development and Entrepreneurship, Government of India.

S. No.	Registration No.	Roll No.	Apprentice Name	Session	
1	A021600042	021600042	Kushank	Aug-2016	<input type="checkbox"/>
2	A021600043	021600043	Swati	Aug-2016	<input type="checkbox"/>
3	A021600044	021600044	Kirti	Aug-2016	<input type="checkbox"/>

- c) Select the record(s).
- d) Click on given options:
- **Print All:** This option enables user to print all the mark sheet of candidates who are displaying in that page (there is no need to select the record)
 - **Print:** This link enables user to print the selected Mark sheet of the candidate(s)
- f) If user will select either print all or print, a pop-up window will appear and a file of mark sheet will be downloaded and afterwards user can print those downloaded mark sheet.

6.1.1.5 NAC Certificate

6.1.1.5.1 Print

This link enables user to print the generated NAC certificate of candidate(s). To print the NAC certificate follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>NAC Certificate> Print.**
2. Select the print Option either Single Print or Batch Print.
3. Click on Submit to submit the details or click on Clear to clear the selected data.



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4. **Single Print**- If user will select the single print and click on submit, it will redirect to another screen.

- Enter the Registration No. of candidate under Search criteria panel
- Click on **Search** to search the details or click on **Back** to go back to previous screen or click on **Clear** to clear the entered data. If user will select on Search, the candidate will be displayed under Details of Apprentice panel as displayed in below screenshot:

Figure: Print NAC Certificate-Single print

The screenshot shows the NCVT MIS interface. The header includes the NCVT logo, 'NCVT MIS', a welcome message 'Welcome, game rome', and a 'Logout' button. The user ID 'E02160700003-Thrones' and 'OPTIONS' are also visible. The left menu shows 'APPRENTICESHIP' with sub-items like 'All India Trade Test', 'Apprentice Quarterly Atter...', 'AITT Application for New...', 'Hall Ticket', 'Apprentice Marksheet', 'NAC Certificate', 'Print', and 'AITT Application for Failur...'. The main content area is titled 'Print NAC Certificate' and contains a search criteria panel with a dropdown menu and a text input field for 'Registration No.' containing 'A021600044'. Below the input field are 'Search', 'Back', and 'Clear' buttons. A red message states 'All fields marked with * are mandatory.' Below this is a table titled 'Details of Apprentice' with columns: S. No., Registration No., Roll No., Apprentice Name, Trade, Session, and Select. The table contains one row with S. No. 1, Registration No. A021600044, Roll No. 021600044, Apprentice Name Kirti, Trade Advanced Attendant Operator (Process), and Session Aug-2015. A 'Print' button is located below the table. The footer contains copyright information: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033| Help Desk: support.dget@wipro.com or 0120-440-5610| Date Time: 22-02-2016 10:02:41'.

- Select the record.
- Click on **Print** to print the NAC certificate of selected record, a pop-up window will appear and a file of NAC certificate will be downloaded and afterwards user can print those downloaded NAC certificate of candidate.

6. **Batch Print**- If user will select the batch print and click on submit, it will redirect to another screen.

- Enter the required details under Print NAC certificate panel
- Click on **Search** to search the details or click on **Back** to go back to previous screen or click on **Clear** to clear the entered data. If user will select on Search, the list of candidate will be displayed under Details of Apprentice panel as displayed in below screenshot:



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Figure: Print NAC certificate-Batch Print

The screenshot shows the NCVT MIS interface for printing NAC certificates. The search criteria are set to State: Delhi, Establishment Name: E0216070003-Thrones, and Session: Aug-2015. The details table shows one apprentice, Kirti, with Registration No. A021600044 and Roll No. 021600044, working as an Advanced Attendant Operator (Process) in Aug-2015. The interface includes buttons for 'Print All' and 'Print'.

S. No.	Registration No.	Roll No.	Apprentice Name	Trade	Session	
1	A021600044	021600044	Kirti	Advanced Attendant Operator (Process)	Aug-2015	<input type="checkbox"/>

- c) Select the record(s).
- d) Click on given options:
 - **Print All:** This option enables user to print all the NAC certificate of candidates who are displaying in that page (there is no need to select the record)
 - **Print:** This link enables user to print the selected NAC certificate of the candidate(s)
- g) If user will select either print all or print, a pop-up window will appear and a file of NAC certificate will be downloaded and afterwards user can print those downloaded NAC certificate.

6.1.1.6 AITT Application for Failure Candidate

6.1.1.6.1 Create

This link enables Establishment user to create the application for those students who were failed in Exams. To Create the application for failed candidate(s), follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>AITT Application for Failure Candidate> Create Application.**
2. Enter the required details to search under Search criteria panel.



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- Click on Search to search the candidate(s) or click in Cancel to cancel the search. If user will click Search, the details of candidate will display under Candidate List panel as displayed in below screenshot:

Figure: Search AITT application for failed candidate

List of Candidates Failed in AITT Exam

- This page displays candidates failed in previous AITT exam.
- Using this page establishment can enroll selected candidate for upcoming AITT exam.

Search Criteria

Contract Registration No. Candidate Name

Designated Trade

Contract Registration No.	Name	Father/Guardian Name	Designated Trade	Apply for AITT Exam
CR1502160700026RDFB	lemon	oiuk	Advance Mechanic (Instruments)	<input type="button" value="Apply"/>
CTR9	Kushank	OP	Advance Mechanic (Instruments)	<input type="button" value="Apply"/>
CTR10	Swati	OP	Advance Welder	<input type="button" value="Apply"/>

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- Click on icon  under Apply for AITT Exam panel, a new pop-up window will appear.
- Enter the Exam Fees status under Candidate Details panel as displayed in below screenshot:

Figure: Create AITT application for failed candidate

Enroll failed candidate for AITT Exam

- This page displays failed candidate details.
- Enter required details and submit application.
- Submitted application will appear in approver dash board page for further action.
- System does not allows to enroll candidates who have already completed maximum allowed 6 attempts.
- System does not allows to enroll candidates who have crossed 3 years period (Starting from apprenticeship training end date).

Candidate Details

Contract Registration No.	CTR9	Name	Kushank
Father/Guardian Name	OP	Designated Trade	Advance Mechanic (Instruments)
AITT to be Held in Month		AITT to be Held in Year	0
Training Start Date	01 Jan 2015	Training End Date	30 Dec 2015
Exam Fee Paid	<input type="radio"/> Yes <input type="radio"/> No *		

Failed Subjects List

Subject Name	Last AITT Exam held in Year	Last Attempt Count
Trade Theory 'B'	August 2015	1

All fields marked with * are mandatory.



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6. Click on Submit to submit the application or click on close to close that window. If user will click on Submit, a confirmation message will display.
7. Click on Ok and that application will go to Approval authority for approval.

6.1.1.6.2 Edit

This link enables Establishment user to edit the application for those students who were failed in Exams. To Edit the application for failed candidate(s), follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>AITT Application for Failure Candidate> Edit Application.**
2. Enter the required details to search under Search criteria panel.
3. Click on Search to search the candidate(s) or click in Cancel to cancel the search. If user will click Search, the details of candidate will display under List of AITT Applicants panel as displayed in below screenshot:

Figure: Edit AITT application for failed candidate

4. Click on Edit icon, a pop- window will appear with the candidate details and Establishment will update the candidate details
5. Click on Submit to save the updated details or click on Close to close that window. If User will click on Submit that application will go to Approval authority for approval.



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6.2 Approval Authority Functionality (RDAT/SAA/CAA Functionality)

6.2.1 All India Trade Test

6.2.1.1 AITT Application for new Candidate

6.2.1.1.1 Approve Application

This link enables Approval Authority to approve the AITT application for candidate(s). To approve the candidate's application, follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>AITT Application for New Candidate> Approve Application**.
2. Enter the details of candidate under Search Criteria panel.
3. Click on **Search** to search the details or click on **Cancel** to cancel the search. If user will click on search, the list of candidates will be displayed under List of AITT applicants as shown in below screenshot:

Figure: Approve AITT Application

Approval of AITT Candidates Application

1. This page displays candidate records which are enrolled by establishment for AITT exam.
2. Using this page approver can perform appropriate action.
3. Approved records will be used for AITT examination process.
4. Rejected records will be deleted from system.
5. Send for correction records will be sent back to establishment for modification.

Search Criteria

Contract Registration No. Candidate Name
Establishment Name Designated Trade

Search **Cancel**

List of AITT Applicants

<input type="checkbox"/>	Contract Registration No.	Name	Designated Trade	Establishment Name	AITT to be Held In	Exam Fee Paid	Training Eligibility	Force Eligibility	Comments
<input checked="" type="checkbox"/>	CTR15	Alak	Advanced Attendant Operator (Process)	Thrones	August 2016	Yes	No	Yes	

Approval Status

Remarks

Submit

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4. Select the record(s)
5. Select the Approval Status for the application and enter remarks.



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- **Approve-** To approve the application of Candidate
 - **Sent For Correction-** To send the application for correction and the application will display to Establishment for correction
 - **Reject-** To reject the application of Candidate.
6. Click on Submit. If user will click on Submit, a confirmation message will display.
 7. Click on OK to submit the application or click on Cancel to cancel the changes. If user will click on OK a confirmation message will display stating the Record has been saved successfully and click on OK.

6.2.1.2 Exam center Mapping

6.2.1.2.1 Upload

This link enables user to upload the marks of candidate(s). To upload the marks of candidate(s) follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>Exam Center Mapping> Upload**
2. Enter the required details under Upload exam center mapping panel as displayed in below screen

Figure: Upload Exam center Mapping

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3. Browse the file and click on Upload to upload the exam center Mapping. Once user will click on upload the file be uploaded and record status will be displayed.

Note:

1. User can download the template of exam Center mapping by selecting Download Template link.
2. User can download the existing exam center mapping by selecting Download Existing Mapping Template link.

6.2.1.3 Hall ticket

6.2.1.3.1 Print

This link enables user to print the generated hall ticket of candidate(s). To print the hall ticket follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>Hall Ticket> Print.**
2. Select the print Option either Single Print or Batch Print.
3. Click on Submit to submit the details or click on Clear to clear the selected data.
4. **Single Print-** If user will select the single print and click on submit, it will redirect to another screen.
 - a) Enter the required details under Search criteria panel
 - b) Click on Search to search the details or click on Back to go back to previous screen. If user will select on Search, the list of candidate will be displayed under Details of Apprentice panel as displayed in below screenshot:



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Figure: Print Hall ticket-Single print

The screenshot shows the NCVT MIS interface for printing a hall ticket. The header includes the NCVT logo, 'NCVT MIS', the Indian flag, 'Welcome, RDATE MASTER', and 'Logout'. The user is logged in as 'RDATE Faridabad'. A left-hand menu lists various options under 'MIS' and 'APPRENTICESHIP'. The main area is titled 'Print Hall Ticket' and contains search criteria for 'Registration No.', 'Session' (set to 'Aug-2016'), and 'Trade' (set to 'Advanced Attendant Operator'). Below the search fields is a table titled 'Details of Apprentice' with columns for S. No., Registration No., Apprentice Name, Session, Trade, and Select. Two records are listed: Kirti (A021600044) and Alok (A021600061), both for the Aug-2016 session and Advanced Attendant Operator trade. A note states that fields marked with an asterisk are mandatory and that only apprentices assigned to a trade testing center will appear. 'Print' and 'Clear' buttons are at the bottom of the table.

S. No.	Registration No.	Apprentice Name	Session	Trade	Select
1	A021600044	Kirti	Aug-2016	Advanced Attendant Operator (Process)	<input type="radio"/>
2	A021600061	Alok	Aug-2016	Advanced Attendant Operator (Process)	<input type="radio"/>

All fields marked with * are mandatory.
Note : Only those apprentices will appear in the list whose Trade Testing Center is Assigned.

- c) Select the record.
- d) Click on **Print** to print the hall ticket of selected record or click on **Clear** to clear the selection. If user select Print, a pop-up window will appear and a file of hall ticket will be downloaded and afterwards user can print those downloaded hall ticket.

5. **Batch Print**- If user will select the batch print and click on submit, it will redirect to another screen

- a) Enter the required details under Print Hall ticket panel
- b) Click on **Search** to search the details or click on **Back** to go back to previous screen. If user will select on Search, the list of candidate will be displayed under Details of Apprentice panel as shown in below screenshot:



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Figure: Print Hall ticket-Batch print

The screenshot shows the NCVT MIS interface for printing hall tickets. The header includes the NCVT logo, 'NCVT MIS', the Indian flag, and 'Logout'. The user is identified as 'Welcome, RDAT MASTER' from 'RDAT Faridabad'. A left-hand menu lists various options under 'MIS' and 'APPRENTICESHIP'. The main area is titled 'Print Hall Ticket' and contains a search form with fields for Session (Aug-2016), State (Delhi), District (Central), Establishment Name (Thrones - E02160700003), and Trade (Advanced Attendant Operator). Below the search form is a table titled 'Details of Apprentice' with columns for S. No., Registration No., Apprentice Name, Session, and Trade. Two records are listed: Kirti (A021600044) and Alok (A021600061), both for Aug-2016. A note states: 'All fields marked with * are mandatory. Note : Only those Apprentices will appear in the list whose Trade Testing Center is Assigned for the selected session.' Buttons for 'Print All', 'Print', and 'Clear' are at the bottom.

S. No.	Registration No.	Apprentice Name	Session	Trade	
1	A021600044	Kirti	Aug-2016	Advanced Attendant Operator (Process)	<input type="checkbox"/>
2	A021600061	Alok	Aug-2016	Advanced Attendant Operator (Process)	<input type="checkbox"/>

- c) Select the record(s).
- d) Click on given options:
 - **Print All:** This option enables user to print all the hall ticket of candidates who are displaying in that page (there is no need to select the record)
 - **Print:** This link enables user to print the selected hall ticket of the candidate(s)
 - **Clear:** This link enables user to clear the selection
- e) If user will select either print all or print, a pop-up window will appear and a file of hall ticket will be downloaded and afterwards user can print those downloaded hall ticket.

6.2.1.4 Apprentice Marks Upload

6.2.1.4.1 Upload

This link enables Approval authority to upload the examination marks of candidate(s). To upload the marks of candidates follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>Apprentice Marks Upload> Upload.**



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2. Enter the required details under Upload Candidate Marks Details panel as Exam type, trade type, Examination Session, paper, select the Excel file of marks which need to be upload, and enter remarks as displayed in below screenshot:

Figure: Apprentice Marks Upload

The screenshot displays the 'Upload Candidate Marks Details' form in the NCVT MIS system. The form is titled 'Upload Candidate Marks Details' and is located within the 'APPRENTICESHIP' menu. The form contains the following fields and controls:

- Exam Type:** A dropdown menu with a red asterisk indicating it is mandatory.
- Trade Type:** A dropdown menu with a red asterisk indicating it is mandatory.
- Examination Session:** A dropdown menu with a red asterisk indicating it is mandatory.
- Paper:** A dropdown menu with a red asterisk indicating it is mandatory. A 'Download Template' link is located to the right of this field.
- File Upload:** A section with the text 'Please select Excel file to import marks details:'. It includes a 'Choose File' button and a message 'No file chosen'. A red note below states 'Only xls,xlsx files are allowed.'
- Remarks:** A text area with the label 'Remarks (Max 1000 Characters)'.
- Upload Button:** A blue button labeled 'Upload'.
- Footer:** A red note at the bottom of the form states 'All fields marked with * are mandatory.'

3. Click on Upload, once user will click on Upload the processed/rejection summary of records will be displayed if any record will be rejected the reason of rejection will also display as shown in below screenshot:



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Figure: Apprentice marks Upload message

NCVT MIS | Welcome, RDAT MASTER | Logout | RDAT Faridabad | OPTIONS

Menu

- MIS
 - APPRENTICESHIP
 - All India Trade Test
 - AITT Application for New Candidate
 - Exam Center Mapping
 - Hall Ticket
 - Apprentice Marks Upload
 - Upload
 - Apprentice Marksheet
 - NAC Certificate
 - AITT Application for Failure candidate
 - Advertisement
 - Establishment
 - Claim
 - Apprentice
 - Training
 - CENTRAL MIS

Upload Candidate Marks Details

Exam Type: Final * | Trade Type: Engineering * | Examination Session: Apr-2016 * | Paper: Engg. Draw. 'D' - Engg. * | [Download Template](#)

Please select Excel file to import marks details: No file chosen | Required: Only xls,xlsx files are allowed.

Remarks (Max 1000 Characters):

All fields marked with * are mandatory.

Records Processed:	1
Records Uploaded:	1
Errors Found:	0

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Note:

User can download the template of Marks Upload by selecting **Download Template** link.

6.2.1.5 Apprentice Mark sheet

6.2.1.5.1 Print

This link enables user to print the generated mark sheet of candidate(s). To print the mark sheet follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>Apprentice Mark sheet> Print**.
2. Select the print Option either Single Print or Batch Print.
3. Click on Submit to submit the details or click on Clear to clear the selected data.
4. **Single Print**- If user will select the single print and click on submit, it will redirect to another screen.
 - a) Enter the required details under Search criteria panel



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- b) Click on Search to search the details or click on Back to go back to previous screen or click on Clear to clear the entered data. If user will select on Search, the candidate will be displayed under Details of Apprentice panel as shown in below screenshot:

Figure: Print mark sheet- Single print

The screenshot shows the NCVT MIS interface. The header includes the NCVT logo, the text 'NCVT MIS', the Indian national flag, and the user name 'Welcome, RDAT MASTER'. The left sidebar contains a 'Menu' with various options under 'MIS' and 'APPRENTICESHIP'. The main content area is titled 'Print Mark Sheet' and features a search form with a 'Registration No.' field containing 'A021600043'. Below the search form is a table titled 'Details of Apprentice' with the following data:

S. No.	Registration No.	Roll No.	Apprentice Name	Session	Select
1	A021600043	021600043	Swati	Aug-2015	<input type="radio"/>

Below the table is a 'Print' button. A red message below the search form states: 'All fields marked with * are mandatory.' The footer of the page contains copyright information: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 22-02-2016 11:02:22'.

- c) Select the record.
d) Click on **Print** to print the mark sheet of selected record, a pop-up window will appear and a file of mark sheet will be downloaded and afterwards user can print those downloaded marks sheet of candidate.

5. **Batch Print**- If user will select the batch print and click on submit, it will redirect to another screen.

- a) Enter the required details under Print Mark sheet panel.
b) Click on **Search** to search the details or click on **Back** to go back to previous screen or click on **Clear** to clear the entered data. If user will select on Search, the list of candidate will be displayed under Details of Apprentice panel as shown in below screenshot:



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Figure: Print mark sheet- Batch print

The screenshot shows the NCVT MIS interface for printing mark sheets. The header includes the NCVT logo, the text 'NCVT MIS', the Indian national flag, and the user's name 'Welcome, RDATE MASTER'. The page title is 'Print Mark Sheet'. The search criteria section includes dropdown menus for State (Delhi), Establishment Name (E02160700003-Thrones), and Session (Feb-2016). There are buttons for Search, Clear, and Back. A note states 'All fields marked with * are mandatory.' Below this is a table titled 'Details of Apprentice' with columns for S. No., Registration No., Roll No., Apprentice Name, Session, and a checkbox. The table contains three rows of data for candidates Kushank, Swati, and Kirti. At the bottom of the table are buttons for 'Print All' and 'Print'.

S. No.	Registration No.	Roll No.	Apprentice Name	Session	<input type="checkbox"/>
1	A021600042	021600042	Kushank	Feb-2016	<input type="checkbox"/>
2	A021600043	021600043	Swati	Feb-2016	<input type="checkbox"/>
3	A021600044	021600044	Kirti	Feb-2016	<input type="checkbox"/>

- Select the record(s).
- Click on given options:
 - Print All:** This option enables user to print all the mark sheet of candidates who are displaying in that page (there is no need to select the record)
 - Print:** This link enables user to print the selected Mark sheet of the candidate(s)
- If user will select either print all or print, a pop-up window will appear and a file of mark sheet will be downloaded and afterwards user can print those downloaded mark sheet.

6.2.1.6 NAC certificate

6.2.1.6.1 Print

This link enables user to print the generated NAC certificate of candidate(s). To print the NAC certificate follow the below mention steps:

- Select **MIS> Apprenticeship>All India Trade Test>NAC Certificate> Print.**
- Select the print Option either Single Print or Batch Print.



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- Click on Submit to submit the details or click on Clear to clear the selected data.
- Single Print**- If user will select the single print and click on submit, it will redirect to another screen.

- Enter the required details under Search criteria panel
- Click on **Search** to search the details or click on **Back** to go back to previous screen or click on **Clear** to clear the entered data. If user will select on Search, the candidate will be displayed under Details of Apprentice panel as shown in below screenshot:

Figure: Print NAC certificate- Single print

The screenshot shows the NCVT MIS interface. The top navigation bar includes the NCVT logo, the text 'NCVT MIS', the Indian national flag, and 'Welcome, RDAT MASTER'. The user is logged in as 'RDAT Faridabad' with 'OPTIONS' available. A left-hand menu lists various functions under 'MIS' and 'APPRENTICESHIP'. The main content area is titled 'Print NAC Certificate' and features a search criteria panel with a dropdown menu and a text input field for 'Registration No.' containing 'A021600044'. Below the input field are 'Search', 'Back', and 'Clear' buttons. A red note states 'All fields marked with * are mandatory.' Below this is a table titled 'Details of Apprentice' with the following data:

S. No.	Registration No.	Roll No.	Apprentice Name	Trade	Session	Select
1	A021600044	021600044	Kirti	Advanced Attendant Operator (Process)	Aug-2015	<input checked="" type="radio"/>

Below the table is a 'Print' button. The footer of the page contains copyright information: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 22-02-2016 11:02:54'.

- Select the record.
- Click on **Print** to print the NAC certificate of selected record, a pop-up window will appear and a file of NAC certificate will be downloaded and afterwards user can print those downloaded NAC certificate of candidate.



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5. **Batch Print**- If user will select the batch print and click on submit, it will redirect to another screen.

- a) Enter the required details under Print NAC certificate panel
- b) Click on **Search** to search the details or click on **Back** to go back to previous screen or click on **Clear** to clear the entered data. If user will select on Search, the list of candidate will be displayed under Details of Apprentice panel as shown in below screenshot:

Figure: Print NAC certificate- Batch print

The screenshot shows the 'Print NAC Certificate' interface in the NCVT MIS system. The header includes the NCVT MIS logo, the Indian national flag, and the text 'Welcome, RDAT MASTER' and 'Logout'. The left sidebar contains a 'Menu' with options like 'MIS', 'APPRENTICESHIP', 'All India Trade Test', 'AITT Application for New Car', 'Exam Center Mapping', 'Hall Ticket', 'Apprentice Marks Upload', 'Apprentice Marksheet', 'NAC Certificate', 'Print', 'AITT Application for Failure', 'Advertisement', 'Establishment', 'Claim', 'Apprentice', 'Training', and 'CENTRAL MIS'. The main content area is titled 'Print NAC Certificate' and features a 'Search Criteria' section with dropdown menus for 'State' (Delhi), 'Session' (Aug-2015), 'Establishment Name' (E02160700003-Thrones), and 'Trade' (Advanced Attendant Operator (Process)). Below the search criteria are 'Search', 'Back', and 'Clear' buttons. The 'Details of Apprentice' section contains a table with the following data:

S. No.	Registration No.	Roll No.	Apprentice Name	Trade	Session	
1	A021600044	021600044	Kirti	Advanced Attendant Operator (Process)	Aug-2015	<input type="checkbox"/>

Below the table are 'Print All' and 'Print' buttons. The footer of the page contains the text: '© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033| Help Desk: support.dget@wipro.com or 0120-440-5610| Date Time: 22-02-2016 11:02:24'

- c) Select the record(s).
- d) Click on given options:
 - **Print All**: This option enables user to print all the NAC certificate of candidates who are displaying in that page (there is no need to select the record)
 - **Print**: This link enables user to print the selected NAC certificate of the candidate(s)
- e) If user will select either print all or print, a pop-up window will appear and a file of NAC certificate will be downloaded and afterwards user can print those downloaded NAC certificate.



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6.2.1.7 AITT Application for Failure Candidate

6.2.1.7.1 Approve Application

This link enables Approval Authority to approve/reject/sent that application for correction. To approve/reject/sent that application for correction, follow the below mention steps:

1. Select **MIS> Apprenticeship>All India Trade Test>AITT Application for Failure Candidate> Approve Application.**
2. Enter the required details to search under Search criteria panel.
3. Click on Search to search the candidate(s) or click in Cancel to cancel the search. If user will click on Search, the details of candidate will display under List of AITT Applicants panel as shown in below screen:

Figure: Approve AITT application for failed candidate

Approval of Failure Candidates AITT Application

1. This page displays failure candidate records which are enrolled by establishment for AITT exam.
2. Using this page approver can perform appropriate action.
3. Approved records will be used for AITT examination process.
4. Rejected records will be deleted from system.
5. Send for correction records will sent back to establishment for modification.

Search Criteria

Contract Registration No. Candidate Name
Establishment Name Designated Trade

List of AITT Applicants

<input type="checkbox"/>	Contract Registration No.	Name	Designated Trade	Establishment Name	AITT to be Held In	Exam Fee Paid	Comments
<input type="checkbox"/>	CR1502160700026RQFB	lemon	Advance Mechanic (Instruments)	Thrones	February 2016	Yes	

Approval Status

Remarks

© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: DEL-GNDC-0033 | Help Desk: support.dget@wipro.com or 0120-440-5610 | Date Time: 19-02-2016 16:02:52

4. Select the record(s).



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5. Select the Approval Status for the application and enter remarks.
 - **Approve-** To approve the application of Candidate
 - **Sent For Correction-** To send the application for correction and the application will display to Establishment for correction
 - **Reject-** To reject the application of Candidate.
6. Click on Submit. If user will click on Submit, a confirmation message will display.
7. Click on OK to submit the application or click on Cancel to cancel the changes. If user will click on OK a confirmation message will display stating the Record has been saved successfully and click on OK.

7. Central MIS Reports

CENTRAL MIS module facilitates generation of MIS related Reports pertaining to the modules of MIS application i.e. RDAT, Establishment.

7.1 Fixed Format Report

This module enables users to generate the reports which have fixed format and data for the report to be fetched from MIS database. Report will be generated on the basis of filter criterions on the columns of the report.

7.1.1 Sanction Order

Displays all the system generated sanction orders in the MIS portal,

1. Go to > **MIS > Central MIS > Fixed Format Report > Sanction Order**
2. User can enter the search criteria in the following fields :
 - a. Apprentice Registration No
 - b. Establishment Registration No
 - c. State
 - d. Establishment
3. Click on View Report.
4. The report will get displayed, refer below screen



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Figure- Sanction Order Report

AppnRegistrationNo EstbRegistrationNo NULL

State Chandigarh, Delhi, Haryana, Himachl Establishment SG GROUP, Wild Flower Hall Chharab

1 of 2 ? Find | Next

F. No. RDATFB/10001/K/APY/2014-15 Apprentice Reg No. A041501000010001
 Dated 09-Jan-15

APPRENTICE PROTSAHAN YOJANA
SANCTION ORDER

1. Sanction is hereby conveyed to M/s Kashmir under
 Apprentice Protsahan Yojana for Shri/Ms. SANDEEP SINGH S/O SUJAN SINGH
 R/O SUJAN SINGH, Doda, Jammu and Kashmir
 as an apprentice in the trade of Assistant Front Office Manager from 01-Oct-14 to 30-Sep-16.
 2. M/s Kashmir HOTEL ATUL REGENCY, HOTEL ATUL REGENCY JAMMU ROAD KATRA (V.D), Reasi, Jammu and
 will pay the stipend as stated below
 every month to Shri/Ms. SANDEEP SINGH S/O SUJAN SINGH through his/her bank account(No.) 0606040100000368
 with JAMMU & KASHMIR BANK ASSAR DISTT DODA
 During the 1st year of training: Rs. 3675.00 .(as at prevailing Rate)
 During the 2nd year of training: Rs. 4200.00 .(as at prevailing Rate)
 3. M/s HOTEL ATUL REGENCY, HOTEL ATUL REGENCY JAMMU ROAD KATRA (V.D), Reasi, Jammu
and Kashmir shall abide by the terms and conditions of
 Apprentice Protsahan Yojana for claiming reimbursement under the Scheme.

(Signature of Regional Director)

To
 1. M/s HOTEL ATUL REGENCY Name: Hukam Singh
 2. State Apprenticeship Advisor, Jammu and Kashmir Address of RDAT: Delhi
 3. Shri/Ms. SANDEEP SINGH S/O SUJAN SINGH

5. User will have the following options in the Sanction Order report ,

Option	Description
	Displays the current page of the report and enables users to browse between multiple pages by using navigation arrows.
<input type="text"/> Find Next	Enables users to find text in the report.
	Enables users to export the report in the following formats: XML File with Report data CSV (Comma Delimited) PDF MHTML (Web Archive) Excel TIFF File Word
	Enables users to refresh the report



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Enables users to go to Parent Report

7.1.2 Claim Summary Report

Displays the summary of approved/rejected/send for correction/pending claims of each Establishment.

1. Go to > **MIS > Central MIS > Fixed Format Report > Claim Summary Report**
2. User can enter the search criteria in the following fields :
 - a. Start Date
 - b. End Date
 - c. Status
 - d. State
 - e. Establishment
3. Click on View Report.
4. The report will get displayed, refer below screen

Figure- Claim Summary Report

Start Date* End Date* [View Report](#)

Status* State

Establishment

1 of 1 Find | Next

NCVT MIS Claim Summary

Summary

Status	Count
Approved	2
Rejected	1
Sent For Correction	2

Claim Details

S.No.	Claim ID	Registration No.	Establishment	Apprentice Name	Claim Date	Claim Amount	Status
1	11	A021506000040001	E02150600004	Shalini	15-Feb-15	14516.13	Sent For Correction
2	12	A021506000050001	E02150600005	Anuj	16-Feb-15	1419.35	Sent For Correction
3	14	A021507000040001	E02150700004	Aadil	16-Feb-15	1191.67	Approved
4	16	A021507000070002	E02150700007	abha	20-Feb-15	75.83	Approved
5	17	A021507000070001	E02150700007	haniya	20-Feb-15	33.33	Rejected

Report Generated on :: 23/02/2015 13:05:49 Page 1 of 1

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5. User will be able to view the report generation date and time at the left most corner of the page.
6. The following options will be available in the report ,

Option	Description
	Displays the current page of the report and enables users to browse between multiple pages.
	Enables users to find text in the report.
	Enables users to export the report in the following formats: <ul style="list-style-type: none">• XML File with Report data• CSV (Comma Delimited)• PDF• MHTML (Web Archive)• Excel• TIFF File• Word
	Enables users to refresh the report
	Enables users to go to Parent Report

7.1.3 PAO

Displays the PAO report according to the search criteria given by the user.

1. Go to > **MIS > Central MIS > Fixed Format Report > PAO Report.**
2. User can enter the search criteria in the following fields:
 - a. Start Date
 - b. End Date
 - c. Region
3. Click on View Report.
4. The report will get displayed, refer below screen:



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Figure- PAO report

The screenshot displays the NCVT MIS interface for generating a PAO report. The header includes the NCVT logo, 'NCVT MIS', and a 'Logout' button. The breadcrumb trail is 'MIS > CentralMIS > Fixed Format Reports > Apprenticeship Reports > PAO Report'. The user is logged in as 'RDAT Faridabad'. The interface shows search filters for 'Start Date' (10/02/2015 00:00:00) and 'End Date' (23/02/2015 00:00:00), and a 'Region' dropdown set to 'RDAT Kanpur'. A 'Menu' sidebar on the left lists options like 'Sanction Order', 'Claim Summary Report', and 'PAO Report'. The main content area displays a 'Beneficiary List for Sanction Creati' with a summary table and a detailed beneficiary table.

S.No.	Beneficiary Name	Regional Name	Father/Husband Name	Gender	Beneficiary Code	Date Of Birth	Category	Religion Name	Payment Amount	Payment Period	Activity Name	Payment Amount(Activity)	Benefici
1	kernel	RDAT Kanpur	iykj	Transgender	A02150900070001	01 Feb 2001	Scheduled Cast		143020.45	Dec-2014		143020.45	reshma
2	Juhi	RDAT Kanpur	ijhijh	Female	A021509000100001	01 Feb 2001	General		2538.97	Jan-2015		2538.97	reshmae
3	kernel	RDAT Kanpur	iykj	Transgender	A02150900070001	01 Feb 2001	Scheduled Cast		397279.03	Jan-2015		397279.03	reshma
4	alok	RDAT Kanpur	qwewqewqew	Male	A021509000110001	06 Feb 1991	Other Backward Class		116.13	Dec-2014		116.13	mnbvnm

5. User will be having the following options in the report.

Option	Description
	Displays the current page of the report and enables users to browse between multiple pages.
<input type="text"/> Find Next	Enables users to find text in the report.
	Enables users to export the report in the following formats: <ul style="list-style-type: none"> • XML File with Report data • CSV (Comma Delimited) • PDF • MHTML (Web Archive) • Excel • TIFF File • Word



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	Enables users to refresh the report
	Enables users to go to Parent Report

7.1.4 List of Establishments

Displays the list of Establishment according to the search criteria given by the user.

Follow the below steps to generate the report.

1. Go to > **MIS > Central MIS > Fixed Format Report > List of Establishment.**
2. User can enter the search criteria in the following fields:
 - a. Start Date*
 - b. End Date*
 - c. State*
 - d. Status*
3. Click on View Report.
4. The report will get displayed, refer below screen:

Figure- List of Establishment report

The screenshot displays the NCVT MIS web application interface. The top navigation bar shows the user is logged in as G. Nandakumar. The breadcrumb trail indicates the path: MIS > CentralMIS > Fixed Format Reports > Apprenticeship Reports > List of Establishment. The search filters are set to Start Date: 01/01/2015 00:00:00, End Date: 14/05/2015 00:00:00, State: Lakshadweep, Kerala, Tamil Nadu, P, and Status: Approved, Submitted, Rejected. The main content area shows a table titled 'Establishment Details' with 12 rows of data.

S.No.	Reg Type No.	Establishment Name	State	District	Establishment Type	Industry Category	Advertisement	Prioritization
1	S(IND)Q300	Qetcos Ltd	Kerala	Kollam	Private Sector	Manufacturing		A
2	330151201085	JAH-RAJ INDUSTRIES	Tamil Nadu	Tiruchirappalli	Private Sector	Manufacturing		A
3	ch:6091	R.K. Industries IV	Tamil Nadu	Chennai	Private Sector	Manufacturing		A
4	320071105303	INDUS TRANSFORMERS AND DEVICES (P) LTD	Kerala	Thrissur	Private Sector	Manufacturing		A
5	32006115123 Part-II	TECHNOLOGIES PVT LTD	Kerala	Palakkad	Private Sector	Manufacturing		A
6	330241201794 (Part	SUN PRESSING(P) LTD	Tamil Nadu	Madurai	Private Sector	Manufacturing		A
7	E-2050/08/4803/SB	J.P.Constructions Engineers & Contractors	Kerala	Kozhikode	Private Sector	Services		A
8	32070208072	Exide Industries Ltd	Kerala	Kozhikode	Private Sector	Services		A
9	33015120122	BABY ENGINEERING PRIVATE LIMITED	Tamil Nadu	Tiruchirappalli	Private Sector	Manufacturing		A
10	330151202844	PIONEER ENGINEERING INDUSTRIES	Tamil Nadu	Tiruchirappalli	Private Sector	Manufacturing		A
11	330142106057	Jallaxmi Auto Works And Agencies Private Limited	Tamil Nadu	Karur	Private Sector	Services		A
12	180100666	WORTH INDUSTRIES	Tamil Nadu	Tiruchirappalli	Private Sector	Manufacturing		A

5. User will be having the following options in the report.



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<i>Option</i>	<i>Description</i>
	Displays the current page of the report and enables users to browse between multiple pages.
	Enables users to find text in the report.
	Enables users to export the report in the following formats: <ul style="list-style-type: none">• XML File with Report data• CSV (Comma Delimited)• PDF• MHTML (Web Archive)• Excel• TIFF File• Word
	Enables users to refresh the report
	Enables users to go to Parent Report

7.1.5 Claim Payment Report.

RDAT will be able to view claim payment report according to the search criteria given by the user.

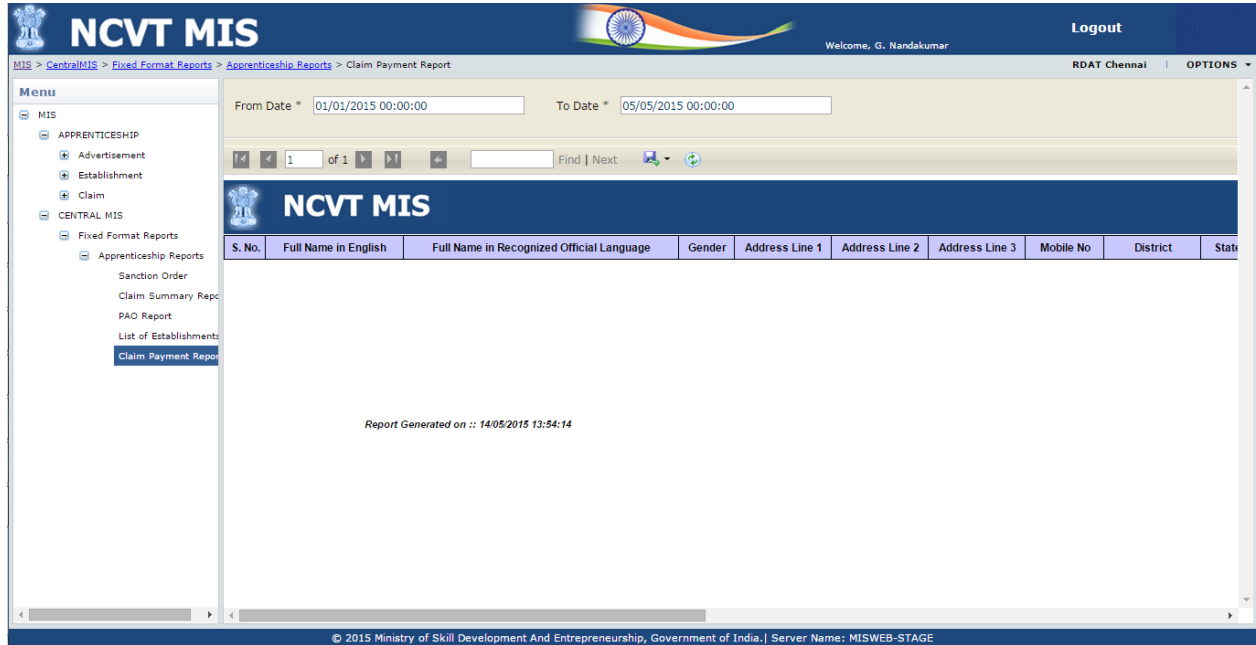
Follow the steps to generate the report,

1. Go to > **MIS > Central MIS > Fixed Format Report > Claim Payment Report.**
2. User can enter the search criteria in the following fields:
 - a. From Date*
 - b. To Date*
3. Click on View Report.
4. The report will get displayed, refer below screen:



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Figure- Claim Summary Report



5. User will be having the following options in the report.

Option	Description
	Displays the current page of the report and enables users to browse between multiple pages.
	Enables users to find text in the report.
	Enables users to export the report in the following formats: <ul style="list-style-type: none"> • XML File with Report data • CSV (Comma Delimited) • PDF • MHTML (Web Archive) • Excel • TIFF File • Word



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	Enables users to refresh the report
	Enables users to go to Parent Report

8. Help

For any guidance user can Refer Help section on the extreme top right corner of MIS application in OPTIONS (refer below image).Through this link user can download user manual any time, number of times. Path to access User manual is:

Login into MIS Application > OPTIONS > Help

The screenshot shows the NCVT MIS application interface. At the top, there is a blue header with the NCVT logo and the text "NCVT MIS". Below the header, there is a navigation bar with "Logout" and "RDAT Channel | OPTIONS". The main content area displays "WELCOME TO MIS APPLICATION" and a "My Profile" section with the following details:

My Profile			
Name	RDAT MASTER	Designation	Allied Trade Instructor
Email ID	support.dget@wipro.com	Mobile Number	9643321358

On the right side of the profile section, there are two links: "Edit My Profile" and "Reset Security Question". A red box highlights the "Help" link in the top right corner of the application.