



# NATIONAL APPRENTICESHIP TRAINING SCHEME

Instituted by Board of Apprenticeship and Training / Practical Training  
Ministry of Human Resource Development, Government of India

## STUDENT USER MANUAL

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*Version 1.2*

## **Copyright Information**

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## Version History

Date	Version	Description
02/03/2017	1.0	First version of Student User Manual
05/05/2017	1.1	Field level updates in Basic Information screen
30/06/2017	1.2	Vocational course removed and field level updates in Personal Information screen

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# 1. About the Application

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The National Apprenticeship Training Scheme (NATS) portal allows stakeholders to gain detailed information on the Apprenticeship Training Scheme (ATS), and access services provided by the Board of Apprenticeship and Training (BOAT)/Board of Practical Training (BOPT). The stakeholders, such as Technical Institutions, Establishments (Central, State and Private Sector), Candidates and Employees of BOAT/BOPT can use the portal as described below:

- **Technical Institutions** can upload information about their students and view the details related to their selection, sponsorship and placement status in different industries or establishments. They can also view details of available training slots based on subject, branch and fields.
- **Establishments** can view information on how to enrol apprentices for the training scheme, receive notifications for new training positions and recruit apprentices, manage various reports posted to BOAT/BOPT, and submit apprenticeships, contracts, and claims.
- **Employees of BOAT/BOPT** can use the portal to send a list of candidates to industries or establishments for apprenticeship training, issue Registration Numbers and certificates, display list of industries with vacancies for apprenticeship training, view details on claims reimbursement, and send all correspondence related to NATS.
- **Candidates** or students can use the portal to enrol for the Apprenticeship Training, receive information on available Apprenticeship vacancies and their benefits, employment news, interview tips, and view information related to their reports and certificates.

The portal can be also be used to provide insights related to Apprenticeship Training such as:

- budget requirements and costs
- manpower needs
- analysis of supply-demand pattern
- placement of apprentices
- utilisation of resources

## 1.1. About NATS

The National Apprenticeship Training Scheme in India was started by the Board of Apprenticeship and Training/Practical Training. It is a flagship programme from the Government of India, and undertaken by the Ministry of Human Resource Development. The programme is aimed at enhancing the employability of students by equipping technically qualified youth with practical knowledge and skills required in their respective field(s) of work.

As part of this programme, organisations and Training Managers provide year-long or six-month relevant training to apprentices using well-developed training modules. The establishments can pay stipend amount greater than or equal to the minimum stipend amount fixed by the Government of India to the apprentices. The establishments are reimbursed with half of the minimum prescribed stipend amount.

The apprentices are trained at Central, State and Private organisations. At the end of the training programme, the apprentices are issued a Certificate of Proficiency by the Government of India. This certificate can be registered at any employment exchanges across India as valid employment experience. The apprentices are governed solely by the Apprentices Act, 1961.

## 1.2. NATS Dashboard

After logging into the NATS portal by using your login credentials generated during enrolment, you will see the following dashboard based on your access rights.

- Candidate/Student Dashboard

The screenshot shows the NATS dashboard for a candidate named Vishnu P. The dashboard is divided into several sections:

- Header:** National Apprenticeship Training Scheme (NATS) logo and name, with the motto 'सत्यमेव जयते'.
- Navigation:** Home, Communication, Employment, Apprenticeship, My Profile, Find Establishment.
- Quick Access:** Links to Grievances, Job Advertisements, Openings, Performance, and Feedback.
- Related Sites:** Ministry of Human Resource Development.
- Job Openings:** No Openings Available.
- Job Advertisements:** Two listings for EstRak and kirak, both with 20 vacancies.
- Grievances:** No pending requests.
- COP:** No COP dispatched.
- Atal Pension Yojana:** A table showing pension details and a promotional banner for the scheme.

Age of Joining	Years of Contribution	Indicative Monthly Contribution (In Rs.)	Monthly Pension to the subscribers and his spouse (In Rs.)	Indicative Return Corpus to the nominee of the subscribers (In Rs.)
18	42	210	5,000	8.5 Lakh
20	40	248	5,000	8.5 Lakh
25	35	378	5,000	8.5 Lakh
30	30	577	5,000	8.5 Lakh
35	25	902	5,000	8.5 Lakh
40	20	1,454	5,000	8.5 Lakh

**Atal Pension Yojana**  
 Minimum Investment, Maximum Benefits during old-age  
 Fixed monthly pension from Rs.1000 to Rs.5000 depending on the contributions

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## 2. About the Student User Manual

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### 2.1. Structure of the Document

The User Manual is divided into several chapters. Each chapter has an overview and a set of tasks.

#### Task Overview

The task overview details why you need to perform a task, and how it is connected to the application or process workflow.

#### Procedural Steps

The procedural steps explain how to perform the task through a set of simple, step-by-step instructions. Screenshots are provided for reference.

Field description tables are added to explain the details of all the fields that is discussed in a task.

### 2.2. Roles and Responsibilities

The NATS portal can be accessed by four types of users — Educational Institutions, Establishments, BOAT/BOPT Officials and Candidates/Students.

The following table provides details of tasks that each user role can perform in the NATS portal:





Role	Functionality
Educational Institutions	<ul style="list-style-type: none"> <li>• Upload student data</li> <li>• View the details of students related to their placement in industries</li> <li>• View details of industries such as available branch, subject, and field-based training slots</li> </ul>
Establishments	<ul style="list-style-type: none"> <li>• View notifications about the Apprenticeship Scheme</li> <li>• Manage notifications on new training positions and recruitment</li> <li>• Manage reports on training</li> </ul>

Role	Functionality
BOAT/BOPT Officials	<ul style="list-style-type: none"> <li>• Manage student enrolment and reimbursement claims</li> <li>• Manage information related to reports</li> <li>• Manage correspondence related to ATS from Establishment</li> <li>• Manage list of candidates for apprenticeship training based on requests from Establishment</li> <li>• Manage Registration Numbers, and Certificates with Digital Signature</li> <li>• View notifications related to vacancy from Establishment</li> <li>• Manage Student, Establishment, and Institution</li> </ul>
Candidates/Students	<ul style="list-style-type: none"> <li>• View list of establishments and details related to the ATS</li> <li>• View Periodical Progress Report sent by Establishment to concerned BOAT/BOPT</li> <li>• View Training Completion Report sent by Establishment</li> <li>• View status of Certificate of Proficiency (COP)</li> <li>• View information on vacancies available across industries for apprentices</li> </ul>

### 2.3. Document Conventions

Convention	Description	Example
<b>Bold</b>	The bold typeface is used to present references to menu options, fields, numbered caption, section and button names.	1. On the home page, click <b>Register</b> . The Student Enrolment page appears.
Bulleted List	An unordered series of concepts, items or options.	A student with any of the following qualifications is eligible to enrol as a trainee: <ul style="list-style-type: none"> <li>• Graduation</li> <li>• Diploma</li> </ul>
Numbered List	A sequence of processes, events or steps.	1. On the home page, click <b>Register</b> . The Registration page appears. 2. In the category drop-down list, click <b>Student</b> and then click <b>Register</b> . The Student Enrollment page appears.



Convention	Description	Example			
(*)	The mandatory fields are indicated by using the asterisk symbol in red colour.	<table border="1"> <thead> <tr> <th>Field</th> </tr> </thead> <tbody> <tr> <td>Institution Name*</td> </tr> <tr> <td>AICTE/DOTE/DTE/Govt. Approval No.*</td> </tr> </tbody> </table>	Field	Institution Name*	AICTE/DOTE/DTE/Govt. Approval No.*
Field					
Institution Name*					
AICTE/DOTE/DTE/Govt. Approval No.*					
	Good-to-know information that helps improve task efficiency is provided as a tip	 <p><i>Before proceeding with enrolment, it is recommended that you read the <b>Terms and Conditions</b> section.</i></p>			
	Important information that needs to be highlighted regarding a concept or task is provided in the form of a note.	 <p><i>You can edit this field only if the <b>Others</b> option is selected in the <b>Branch of Engineering</b> field.</i></p>			

## 2.4. Acronyms

Acronyms	Description
NATS	National Apprenticeship Training Scheme
CGPA	Cumulative Grade Point Average
PWD	Person With Disability
BOAT	Board Of Apprenticeship and Training
BOPT	Board Of Practical Training
NDNC	National Do Not Call
ACRF	Apprentice Contract Registration Form
ATS	Apprenticeship Training Scheme
COP	Certificate of Proficiency
IFSC	Indian Financial System Code
MICR	Magnetic Ink Character Recognition

Acronyms	Description
CSV	Comma Separated Values file
PDF	Portable Document Format
OTP	One Time Password

## 2.5. Common Tasks

Common tasks are the functions or tasks that are repeatedly performed across the NATS portal.

The following are the common tasks that can be performed in NATS:

- [Log On](#)
- [Get New User ID](#)

### 2.5.1. Log On

You can log on to the portal with your email ID or user ID and password and perform the tasks displayed on your dashboard. These login credentials can be obtained after enrolment. For more information for enrolling to NATS, see [Managing Student Enrolment](#).

#### To log on to the portal

1. On the Home page, click **Login**. The Login page appears.



2. In the **EMAIL/USER ID** box, type your email ID or user ID.

**National Apprenticeship Training Scheme (NATS)**  
 Instituted by Board of Apprenticeship Training / Practical Training  
 Ministry of Human Resource Development, Government of India

Home About Students Industries Institutions [Login](#) [Enroll](#)

Home > Login

**Login**

Please login using your User ID (Enrollment number) or your registered Email ID and password. In case you have forgotten your password, please [click here](#).

EMAIL / USER ID ईमेल / युजर आईडी

PASSWORD / पासवर्ड

[Login](#)

New User? [Register here](#) [Forgot Password?](#)

If you are a registered user of the regional portal(s),  
 Please [Click Here](#)

- In the **PASSWORD** box, type your password.
- Click **Login**. The dashboard specific to you appears. For more information about your roles and responsibilities in the NATS portal, see [Roles and Responsibilities](#).



To retrieve your password, click **Forgot Password**.

## 2.5.2. Get New User ID

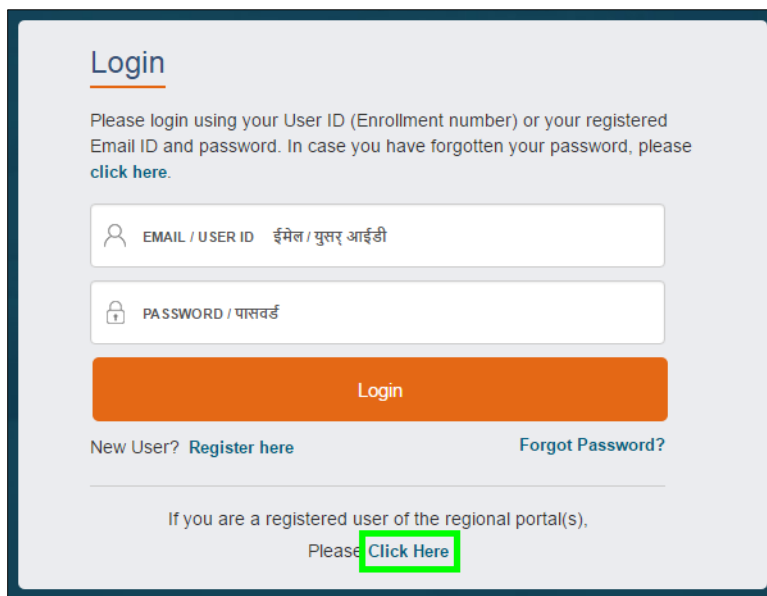
If you have enrolled on any of the BOAT/BOPT regional portals previously, you will require a new user ID to access the new NATS portal. You can get a new user ID to log on to the portal by providing your old user ID, password and your state of residence.

### To get a new user ID

- On the home page, click **Login**. The Login page appears.



2. Click **Click Here**. The related fields appear.



**Login**

Please login using your User ID (Enrollment number) or your registered Email ID and password. In case you have forgotten your password, please [click here](#).

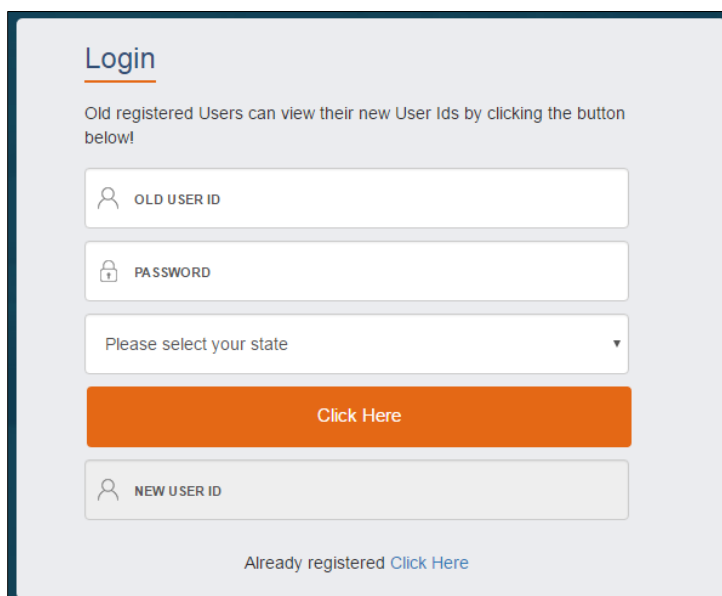
[Login](#)

New User? [Register here](#) [Forgot Password?](#)

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If you are a registered user of the regional portal(s),  
Please [Click Here](#)

3. In the **OLD USER ID** box, type your old user ID.



**Login**

Old registered Users can view their new User Ids by clicking the button below!

Please select your state ▼

[Click Here](#)

Already registered [Click Here](#)

4. In the **PASSWORD** box, type your password.
5. In the state drop-down list, click your state of residence, and then click **Click Here**. The newly generated user ID appears in the **NEW USER ID** area.

## 3. Managing Student Enrolment

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You can use the Enrolment module to enrol as a student for the Apprenticeship Training programme. After the enrolment, you can perform tasks based on your access rights.

A student with any of the following qualifications is eligible to enrol as a trainee/apprentice:

- Graduation
- Diploma

This chapter contains the following section:

- [Enrolling Student](#)

## 3.1. Enrolling Student

You can enrol as a student if you have completed graduation or hold a diploma. You are eligible to enrol for the one-year programme if your year of passing is within 3.3 years from the date of passing your educational course. But as a sandwich course student, you are eligible to enrol for the six-month programme only.

After you have successfully enrolled, you can perform tasks such as logging on to check enrolment status, job opportunities posted by establishments and relevant advertisements and download Certificate of Proficiency (COP) after completion of training.



*Vocational stream (10 and +2) students can now visit the **Ministry of Skill Development and Entrepreneurship** portal for training requirement.*

*<http://www.apprenticeship.gov.in/pages/apprenticeship/home.aspx>*

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This section contains the following topics:

- [Enrol Graduate Student](#)
- [Enrol Diploma Student](#)

### 3.1.1. Enrol Graduate Student

You can enrol for the apprenticeship programme if you have completed graduation from technology and engineering related technical courses. If you are graduating from any sandwich course, you can apply for the 6-month training programme. Other graduate students can apply for the regular one-year programme.



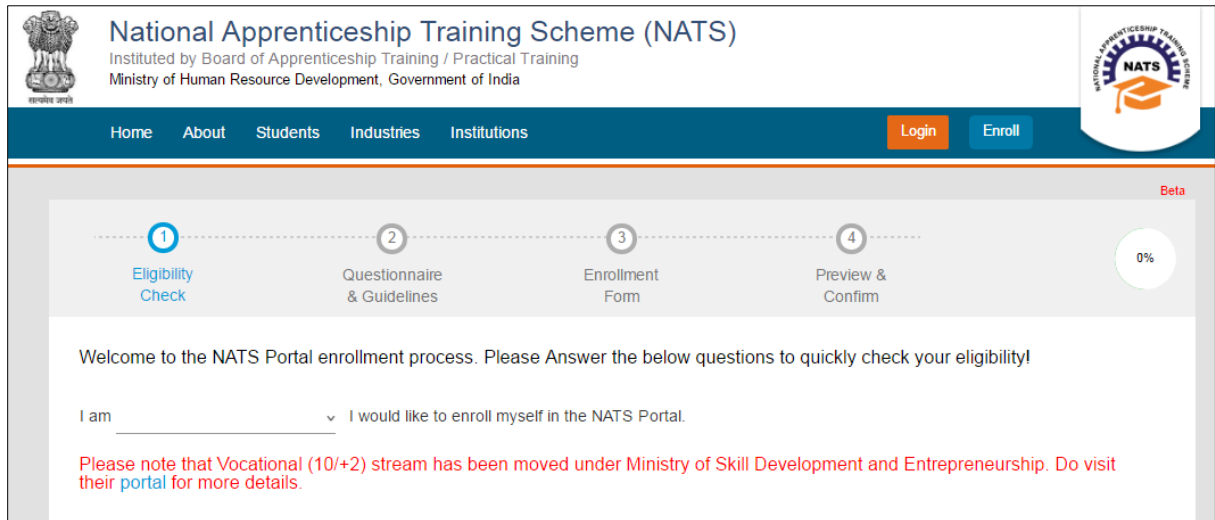
*Have the following items in hand to enrol with ease: Registration number from college, scanned passport photo, scanned qualifying degree/provisional certificate, college and university names, Aadhar card, percentage of marks or CGPA, branch of study, and month and year of passing.*

*If you are a resident of Jammu and Kashmir, Meghalaya or Assam, Aadhar card is not mandatory for enrolling. This list of states might vary from time to time.*

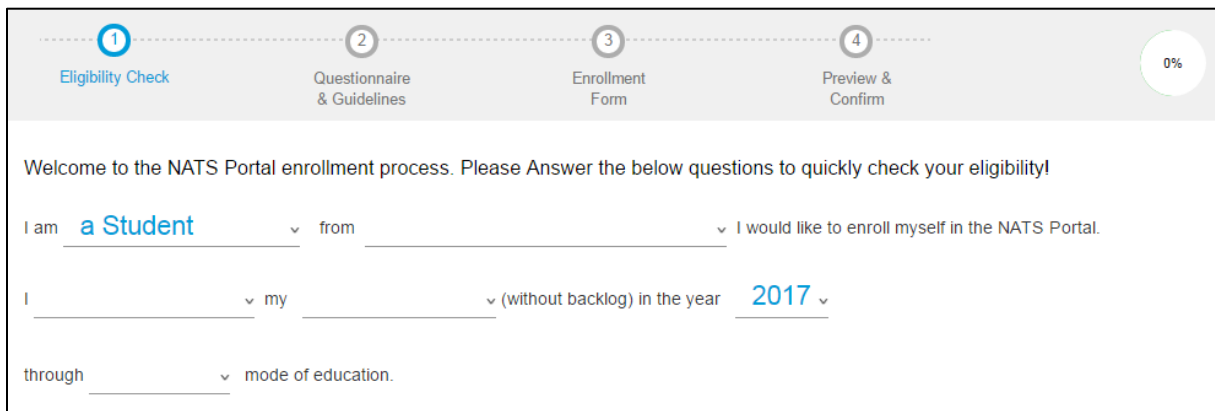
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#### To enrol a graduate student

1. On the home page, click **Enroll**. The page appears with **Eligibility Check, Questionnaire & Guidelines, Enrollment Form** and **Preview & Confirm** sections.





2. In the **Eligibility Check** section, in the drop-down list, click **I am a Student**. Other student related questions appear.




3. Type to answer the questions related to eligibility check for the NATS programme.
  - If you are eligible for the training programme, the **Congrats! You are eligible to enroll now** message appears and the **Let's get Started** area is displayed.
  - If you are not eligible for the training programme, the **Sorry! You are not eligible to enroll this apprentice Program** message appears.

Field	Description
I am	In the drop-down list, click <b>a student</b> .
from	In the drop-down list, click the state where your permanent residence is located.

Field	Description
I	<p>In the drop-down list, click <b>have completed</b> or <b>am doing</b> to specify the current status of your graduation.</p> <hr/>  <p><i>Based on the option selected, the following set of fields appear.</i></p>
If you select the <b>have completed</b> graduation option, select the following options.	
my	<p>If you choose the <b>have completed</b> option, in the drop-down list, click <b>Graduation in Engineering</b>.</p> <hr/>  <p><i>If you select <b>Vocational/+2 Course</b>, a message is displayed that Vocational stream has been moved to the <b>Ministry of Skill Development and Entrepreneurship</b>.</i></p> <p><i>You can visit the ministry portal for more details: <a href="http://www.apprenticeship.gov.in/pages/apprenticeship/home.aspx">http://www.apprenticeship.gov.in/pages/apprenticeship/home.aspx</a></i></p>
(without backlog) in the year	In the drop-down list, click the year in which you completed graduation without backlogs in examinations.
Through / mode of education	In the drop-down list, click <b>Regular</b> or <b>Part-time</b> or <b>Distance</b> to specify the mode of education of your graduation. More student related questions appear.
If you select the <b>am doing</b> graduation option, select the following options.	
my	If you choose the <b>am doing</b> option, in the drop-down list, click <b>Graduation in Engineering (Sandwich)</b> .
from the year	In the drop-down list, click the year in which your sandwich graduation course began.
Through / mode of education	In the drop-down list, click <b>Sandwich</b> to specify the sandwich mode of your graduation. More student related questions appear.
<b>More student related questions</b>	
Have you undergone any Masters (Post-graduation) Course	In the drop-down list, click <b>Yes</b> or <b>No</b> to specify whether you have undergone any post-graduation course.



Field	Description
Have you undertaken any previous training as part of the apprenticeship programme (except as Sandwich student)	<p>In the drop-down list, click <b>Yes</b> or <b>No</b> to specify whether you have undertaken any previous apprenticeship training programme.</p> <hr/>  <p><i>As a sandwich course student, although you might have undertaken a training programme during your course, click <b>No</b>.</i></p>
Do you have any work experience of one year or more	In the drop-down list, click <b>Yes</b> or <b>No</b> to specify whether you have any work experience of minimum one year.

4. Ensure that you have the mandatory documents and click **I've above data**. The Let's Get Started area is displayed.
5. In the **Mobile Number** text box, type your mobile number, and then click **Send OTP**. The One Time Password is sent to the mobile number.
6. In the **One Time Password** text box, type the password received on your mobile number, and then click **Continue**. The mobile number is verified and student related fields appear.



*The One Time Password cannot be used after 2 minutes. To resend the OTP, click **Regenerate OTP**.*

7. Type your name and primary email ID in the **Name of the Student** and **Primary Email ID** fields, respectively, and type a password in the **Setup a Password** and **Confirm Password** fields.



- *In case you are unable to complete the process of enrolment, you can log in by using the Email ID and password to complete the process of enrolment later.*
- *To view the password as you type, click **Show Password**, and to hide the password, click **Hide Password**.*

8. Click **Save and continue**. The **Questionnaire & Guidelines** section appears.
9. Read the guidelines, required enrolment documents and the terms and conditions, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.
10. Click **Agree and continue**. The **Enrollment Form** section appears with Personal Information, Education Details and Training Preferences tabs.
11. On the **Personal Information** tab, type or select the required details.

1  
Eligibility  
Check

2  
Questionnaire  
& Guidelines

3  
Enrollment  
Form

4  
Preview &  
Confirm

25%

0% Personal Information

0% Educational Details

0% Training Preferences

### Basic Information

Upload

(Image of type JPEG, dimension 3.0" \* 4.5" and File Size less than 200 KB can only be uploaded)

**\*Name of the Student**

**Father's Name**

**\*Mother's Name**

**\*Date of Birth**

**\*Aadhar card Number**

**\*Gender**

Male  Female  Others

**\*Upload Document (Govt. ID Card)**

Upload

(File of type PDF and Size maximum of 1MB can only be uploaded)

**\*Community**

**\*Minority Community**

Yes  No

**If yes, then specify**

**\*Person with Disability**

Yes  No

---

### Communication Information

**\*Permanent Address**

Pincode

State

District

Taluk / Block/Tahsil

Village/Locality

Door & Street

**\*Present Address**

Same as Permanent Address

Pin Code

State

District

Taluk / Block/Tahsil

Village/Locality

Door & Street

**\*Phone & Email**

Mobile Number

Primary Email Id

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### Bank Information

**\*Bank Name**

**\*Bank Branch Name**






**\*Bank Account Number**


(Account Numbers Only)


**\*IFSC Code**

We assure you that your bank details will not be shared with anyone without your consent. NATS team will never ask for your Debit Card/Bank Account details on phone call or through any other medium. In case you receive any such request, you are encouraged to report the matter to the nearest law enforcing officer.

Save and continue

Field	Description
<b>Basic Information</b>	
Upload*	<p>Click <b>Upload</b>. Select your photo from the local drive, and then click <b>Open</b>.</p> <hr/>  <p><i>The photo should be in JPEG format, with dimensions as 3.5" and 4.5", and with file size less than 200 KB.</i></p>
Name of the Student*	This field displays your full name as entered in the <b>Eligibility Check</b> section.
Father's Name	In the text box, type your father's name as it appears in your qualification certificate or marksheet.
Mother's Name*	In the text box, type your mother's name as it appears in your qualification certificate or marksheet.
Date of Birth*	Click the calendar icon  to select your date of birth.
Aadhar Card Number*	In the text box, type your Aadhar card number.
Government ID Card*	<hr/>  <p><i>This field is displayed for students from Jammu and Kashmir, Meghalaya and Assam. This list of states might vary from time to time.</i></p> <hr/> <p>In the drop-down list, click the government identity card type that you hold.</p>
Government Card Number*	<hr/>  <p><i>This field is displayed for students from Jammu and Kashmir, Meghalaya and Assam. This list of states might vary from time to time.</i></p> <hr/> <p>In the text box, type the identity number of the government ID card type that you selected.</p>
Gender*	Click the specific gender option.
Upload Document (Govt. ID Card)*	<p>Click <b>Upload</b>. Select the PDF version of the required government ID card from the local drive, and then click <b>Open</b>.</p> <hr/>  <p><i>The government ID card's file size should be of maximum 1 MB and should be in PDF format.</i></p>
Community*	In the drop-down list, click the community to which you belong.

Field	Description
Minority Community*	If the <b>Others/General (including minority)</b> option is selected in the <b>Community</b> field, then in the drop-down list, select the <b>Yes</b> or <b>No</b> option, as applicable.
If yes, then specify	If the <b>Yes</b> option is selected in the <b>Minority Community</b> field, then in the drop-down list, click the required minority community.
Person with Disability*	Select the <b>Yes</b> or <b>No</b> option, as applicable.  <i>A forty percent disability is a person with disability.</i>
<b>Communication Information</b>	
Permanent Address	
Pincode*	In the text box, type the pincode of your permanent residence locality.
State*	This field displays the state where your permanent residence is located as entered in the <b>Eligibility Check</b> section.
District*	In the drop-down list, click the district within the selected state.
Taluk / Block / Tahsil*	In the drop-down list, click the block or taluk within the selected district.
Village / Locality*	In the text box, type the name of the village or locality where your permanent residence is located.
Door & Street*	In the text box, type the door number and street name of your permanent residence.
Present Address*	<ul style="list-style-type: none"> <li>If the present residence's address is same as permanent address, then select the <b>Same as Permanent Address</b> check box. The present address fields are filled out.</li> <li>If the present residence's address is not the same as permanent address, then enter the details for present residence.</li> </ul>
<b>Phone &amp; Email</b>	
Mobile Number*	This field displays your mobile number as entered in the <b>Eligibility Check</b> section.
Primary Email ID*	This field displays your primary email ID as entered in the <b>Eligibility Check</b> section.

Field	Description
<p><b>Bank Information</b></p> <hr/> <div style="display: flex; align-items: flex-start;">  <p><i>We assure you that your bank details will not be shared with anyone without your consent. NATS team will never ask for your Debit Card/Bank Account details on phone call or through any other medium. In case you receive any such request, you are encouraged to report the matter to the nearest law enforcing officer.</i></p> </div>	
Bank Name*	In the drop-down list, click the name of the bank where you have a savings account.
Bank Branch Name*	In the text box, type the branch name of the bank.
Bank Account Number*	In the text box, type the account number.
IFSC Code*	In the text box, type the IFSC (Indian Financial System Code) assigned to the specific bank's branch.

12. Click **Save and continue**. The Education Details tab appears.
13. On the **Education Details** tab, type or select the required details.

1 Eligibility Check
2 Questionnaire & Guidelines
3 Enrollment Form
4 Preview & Confirm
50%

100% Personal Information
 4% Educational Details
 0% Training Preferences

**\*Type of Graduation**

Graduation after(10 + 2)
  Graduation after Diploma

**Graduate**

**\*State in which the University belongs** 
**\*Name of the University** 
**\*University Regn.No/Roll No/Enrol No**

**\*Type of Graduation**  
 Graduation after(10 + 2)
  Graduation after Diploma

**Graduate**

**\*State in which the University belongs** 
**\*Name of the University** 
**\*University Regn.No/Roll No/Enrol No**

**\*State to which College belongs** 
**\*City/District in which College belongs** 
**\*Name of the College**

**\*Branch of Engineering** 
**\*Year of Passing** 
**\*Month of Passing**

**\*Percentage of Marks/CGPA** 
**Class Obtained**

**Diploma**

**\*Regn.No/Roll No/EnrolNo** 
**\*Name of the Technical Board**

**\*State to which the college belongs** 
**\*City/District in which the College belongs** 
**\*Name of the College**

**\*Branch of Diploma** 
**\*Year of Passing** 
**\*Month of Passing**

**\*Percentage of Marks/CGPA** 
**Class Obtained**

**Elective Subjects**

List of Elective Subjects

+




**Short Term/Certificate Courses**





**Name of the course** 
**Duration in Weeks**  +

**\*Upload Document (Qualifying Degree / Provisional Certificate)**




(File of type PDF and Size maximum of 1MB can only be uploaded.)

Field	Description
Type of Graduation	To specify whether you took up graduation after 10+2 completion or after diploma completion, click the <b>Graduation after (10+2)</b> or <b>Graduation after Diploma</b> option, respectively.
<b>Graduate</b>	<div style="display: flex; align-items: center;"> <p><i>If you select the <b>Graduation after Diploma</b> option, Diploma related fields are displayed.</i></p> </div>

Field	Description
State in which the University belongs*	In the drop-down list, click the state where the university is located.
Name of the University*	In the drop-down list, click the name of the university that the college is affiliated to. <hr/>  <i>Based on your selection in the <b>State in which the University belongs</b> field, the drop-down list is populated.</i>
University Regn. No/Roll No/Enrol No*	In the text box, type your registration or roll number or enrolment number assigned by the college or university. <hr/>  <i>You can find your registration number from the marksheet issued by the university to which your college is affiliated.</i>
State to which College belongs*	In the drop-down list, click the state where the college is located.
City/District in which the College belongs*	In the drop-down list, click the city or district where the college is located based on the state selected.
Name of the College*	In the drop-down list, click the name of the college based on the state selected.
Branch of Engineering*	In the drop-down list, click the branch of study opted in the graduation college.
Year of Passing*	This field displays the year of passing or graduating from the college as entered in the <b>Eligibility Check</b> section.
Month of Passing*	In the drop-down list, click the month of passing or graduating from the college.
Percentage of Marks/CGPA*	1. In the drop-down list, click <b>Percentage</b> or <b>CGPA</b> to specify the marks obtained in graduation. 2. Based on the selection, in the text box, type the percentage of marks or CGPA score obtained. <hr/>  <i>Your percentage of marks should not be less than 35.</i>
Class Obtained	In the drop-down list, click the class or division held based on your pass percentage or CGPA, as applicable.

Field	Description
<p><b>Diploma</b></p> <p>If you selected the <b>Graduation after Diploma</b> option in the <b>Type of Graduation</b> field, the following Diploma related fields are displayed.</p>	
Regn. No/Roll No/Enrol No*	<p>In the text box, type your registration or roll number or enrolment number by the diploma college.</p> <hr/>  <i>You can find your registration number from the diploma marksheet.</i>
Name of the Technical Board*	<p>In the drop-down list, click the name of the technical board or department to which your college is registered.</p>
State to which the College belongs*	<p>In the drop-down list, click the state where the college is located.</p>
City/District in which College belongs*	<p>In the drop-down list, click the city or district where the college is located based on the state selected.</p>
Name of the College*	<p>In the drop-down list, click the name of the college based on the city selected.</p>
Branch of Diploma*	<p>In the drop-down list, click the branch of study opted in the college.</p>
Year of Passing*	<p>In the drop-down list, click the year of passing your diploma course.</p>
Month of Passing*	<p>In the drop-down list, click the month of passing your diploma course.</p>
Percentage of Marks/CGPA*	<ol style="list-style-type: none"> <li>In the drop-down list, click <b>Percentage</b> or <b>CGPA</b> to specify the marks obtained in diploma.</li> <li>Based on the selection, in the text box, type the percentage of marks or CGPA score obtained.</li> </ol> <hr/>  <i>Your percentage of marks should not be less than 35.</i>
Class Obtained	<p>In the drop-down list, click the class or division held based on your pass percentage or CGPA, as applicable.</p>
<p><b>Elective Subjects</b></p> <ul style="list-style-type: none"> <li>To add more elective subjects, click . A new row is added.</li> <li>To remove a row, click .</li> </ul>	



Field	Description
List of Elective Subjects	In the text box, type the name of the elective subject taken up during your course.
<b>Short Term/Certificate Courses</b> <ul style="list-style-type: none"> <li>To add more short term or certificate course names, click . A new row is added.</li> <li>To remove a row, click .</li> </ul>	
Name of the course	In the text box, type the name of any short term or certificate course that you undertook.
Duration in Weeks	In the text box, type the duration of the short term or certificate course that you undertook.
<b>Upload Document (Qualifying Degree/Provisional Certificate)</b>	
Upload*	<p>Click <b>Upload</b>. Select the PDF version of the qualifying degree or provisional certificate document from the local drive, and then click <b>Open</b>.</p> <hr/> <p> <i>The education qualification document's file size should be of maximum 1 MB and should be in PDF format.</i></p>

- Click **Save and continue**. The Training Preferences tab appears.
- On the **Training Preferences** tab, type or select the required details.

1  
Eligibility Check

2  
Questionnaire & Guidelines

3  
Enrollment Form

4  
Preview & Confirm

75%

100% Personal Information

56% Educational Details

0% Training Preferences

### Preference of Training

**Choice of Establishments**

- Manufacturing
- Construction
- Automobile
- Communication
- Project Execution
- Transportation
- Research & Development

**Field & Area of Interest**

- Processing(Oil Refinery)
- IT (Hardware)
- IT (Software)
- Services(Hospital & Health Care)
- Services(Education)
- Services(Hotel Industry)
- Services(Engineering)

---

**Choice of States & Cities Preferred for Apprenticeship Training**

**Choice 1**

**Choice 2**

**Choice 3**

---

**Choice of Preferred State to Work After Training**

(Please note that it is not obligatory on the part of Establishments/ BOATS/ BOPT)

**Choice 1**                      **Choice 2**

---

**Declaration**

I Name of the student son of Mother Name mobile number (validated through OTP) hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen, and will sincerely abide by the rules and regulations of the Apprentices Act monitored by BOATs / BOPT.

\*By clicking this box I agree to the above Terms and Conditions

Field	Description
<b>Preference of Training</b>	
Choice of Establishments	In the list, click the establishment type check boxes that you prefer for training for.
Field & Area of Interest	In the list, click the field or area on interest check boxes that you prefer for training.
<b>Choices of States &amp; Cities Preferred for Apprenticeship Training</b>	
Choice 1/2/3	In the drop-down lists, click your choice of state and associated district where you would like to undergo training.

Field	Description
<b>Choices of Preferred State to Work after Training</b>	
Choice 1 and Choice 2	In the drop-down lists, click your choice of states where you would like to work after the training.

- Read the Declaration, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.
- Click **Save and Preview**. The **Preview & Confirm** section appears.
- Check all the entered details and click **Submit**. The enrolment is completed and the Enrollment Successful page appears with your **Email ID, User ID** and **Password** details.

- Click **Close & Continue**. The Login page appears.



You can log on the NATS application with the enrolment details. For more information about logging on, see the [Log On](#) section.

Or

To print the enrolment details, click **Print**. The enrolment details are downloaded on the local drive in the PDF format.

### 3.1.2. Enrol Diploma Student

You can enrol for the one-year apprenticeship programme if you hold a diploma from technology or engineering institutes or universities.



Have the following items in hand to enrol with ease: DOTE/ DTE registration number, scanned passport photo, scanned provisional certificate, college name, percentage of marks or CGPA, scanned Aadhar card, percentage scored in tenth board examination, branch of study in college, and month and year of passing.

If you are a resident of Jammu and Kashmir, Meghalaya or Assam, Aadhar card is not mandatory for enrolling. This list of states might vary from time to time.

## To enrol a diploma student

1. On the home page, click **Enroll**. The page appears with **Eligibility Check, Questionnaire & Guidelines, Enrollment Form** and **Preview & Confirm** sections.

**National Apprenticeship Training Scheme (NATS)**  
 Instituted by Board of Apprenticeship Training / Practical Training  
 Ministry of Human Resource Development, Government of India

Home About Students Industries Institutions Login Enroll

1 Eligibility Check 2 Questionnaire & Guidelines 3 Enrollment Form 4 Preview & Confirm 0%

Welcome to the NATS Portal enrollment process. Please Answer the below questions to quickly check your eligibility!

I am  I would like to enroll myself in the NATS Portal.

Please note that Vocational (10/+2) stream has been moved under Ministry of Skill Development and Entrepreneurship. Do visit their portal for more details.

2. In the **Eligibility Check** section, in the drop-down list, click **I am a Student**. Other student related questions appear.

1 Eligibility Check 2 Questionnaire & Guidelines 3 Enrollment Form 4 Preview & Confirm 0%



Welcome to the NATS Portal enrollment process. Please Answer the below questions to quickly check your eligibility!


I am **a Student** from I would like to enroll myself in the NATS Portal.

I (without backlog) in the year **2017** through mode of education.

3. Type to answer the questions related to eligibility check for the NATS programme.
  - If you are eligible for the training programme, the **Congrats! You are eligible to enroll now** message appears and the **Let's get Started** area is displayed.
  - If you are not eligible for the training programme, the **Sorry! You are not eligible to enroll this apprentice Program** message appears.

Field	Description
I am	In the drop-down list, click <b>a student</b> .
from	In the drop-down list, click the state where your permanent residence is located.

Field	Description
I	<p>In the drop-down list, click <b>have completed</b> or <b>am doing</b> to specify the current status of your diploma.</p> <hr/>  <p><i>Based on the option selected, the following set of fields appear.</i></p>
If you select the <b>have completed</b> diploma option, select the following options.	
my	<p>If you choose the <b>have completed</b> option, in the drop-down list, click <b>Diploma in Engineering</b>.</p> <hr/>  <p><i>If you select <b>Vocational/+2 Course</b>, a message is displayed that Vocational stream has been moved to the <b>Ministry of Skill Development and Entrepreneurship</b>.</i></p> <p><i>You can visit the ministry portal for more details: <a href="http://www.apprenticeship.gov.in/pages/apprenticeship/home.aspx">http://www.apprenticeship.gov.in/pages/apprenticeship/home.aspx</a></i></p>
(without backlog) in the year	In the drop-down list, click the year in which you completed diploma without backlogs in examinations.
Through / mode of education	In the drop-down list, click <b>Regular</b> or <b>Part-time</b> or <b>Distance</b> to specify the mode of education of your diploma. More student related questions appear.
If you select the <b>am doing</b> diploma option, select the following options.	
my	If you choose the <b>am doing</b> option, in the drop-down list, click <b>Diploma in Engineering (Sandwich)</b> .
from the year	In the drop-down list, click the year in which your sandwich diploma course began.
Through / mode of education	In the drop-down list, click <b>Sandwich</b> to specify the sandwich mode of your diploma. More student related questions appear.
<b>More student related questions</b>	
Have you undergone any Masters (Post-graduation) Course	In the drop-down list, click <b>Yes</b> or <b>No</b> to specify whether you have undergone any post-graduation course.

Field	Description
Have you undertaken any previous training as part of the apprenticeship programme (except as Sandwich student)	<p>In the drop-down list, click <b>Yes</b> or <b>No</b> to specify whether you have undertaken any previous apprenticeship training programme.</p> <hr/>  <p><i>As a sandwich course student, although you might have undertaken a training programme during your course, click <b>No</b>.</i></p>
Do you have any work experience of one year or more	<p>In the drop-down list, click <b>Yes</b> or <b>No</b> to specify whether you have any work experience of minimum one year.</p>

4. Ensure that you have the mandatory documents and click **I've above data**. The Let's Get Started area is displayed.
5. In the **Mobile Number** text box, type your mobile number, and then click **Send OTP**. The One Time Password is sent to the mobile number.
6. In the **One Time Password** text box, type the password received on your mobile number, and then click **Continue**. The mobile number is verified and student related fields appear.



*The One Time Password cannot be used after 2 minutes. To resend the OTP, click **Regenerate OTP**.*

7. Type your name and primary email ID in the **Name of the Student** and **Primary Email ID** fields, respectively, and type a password in the **Setup a Password** and **Confirm Password** fields.



- *In case you are unable to complete the process of enrolment, you can log in by using the Email ID and password to complete the process of enrolment later.*
- *To view the password as you type, click **Show Password**, and to hide the password, click **Hide Password**.*

8. Click **Save and continue**. The **Questionnaire & Guidelines** section appears.
9. Read the guidelines, required enrolment documents and the terms and conditions, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.
10. Click **Agree and continue**. The **Enrollment Form** section appears with Personal Information, Education Details and Training Preferences tabs.
11. On the **Personal Information** tab, type or select the required details.

1  
Eligibility  
Check

2  
Questionnaire  
& Guidelines

3  
Enrollment  
Form

4  
Preview &  
Confirm

25%

0%  
Personal Information

0%  
Educational Details

0%  
Training Preferences

### Basic Information

Upload

(Image of type JPEG, dimension 3.5" \* 4.5" and File Size less than 200 KB can only be uploaded)

**\*Name of the Student**

**Father's Name**

**\*Mother's Name**

**\*Date of Birth**

**\*Aadhar card Number**

**\*Gender**

Male  Female  Others

**\*Upload Document (Govt. ID Card)**

Upload

(File of type PDF and Size maximum of 1MB can only be uploaded)

**\*Community**

**\*Minority Community**

Yes  No

**If yes, then specify**

**\*Person with Disability**

Yes  No

---

### Communication Information

**\*Permanent Address**

Pincode

State

District

Taluk / Block/Tahsil

Village/Locality

Door & Street

**\*Present Address**

Same as Permanent Address

Pin Code

State

District

Taluk / Block/Tahsil

Village/Locality

Door & Street

**\*Phone & Email**

Mobile Number

Primary Email Id

---

### Bank Information

**\*Bank Name**

**\*Bank Branch Name**






**\*Bank Account Number**

(Account Numbers Only)


**\*IFSC Code**


We assure you that your bank details will not be shared with anyone without your consent. NATS team will never ask for your Debit Card/Bank Account details on phone call or through any other medium. In case you receive any such request, you are encouraged to report the matter to the nearest law enforcing officer.

Save and continue

Field	Description
<b>Basic Information</b>	
Upload*	<p>Click <b>Upload</b>. Select your photo from the local drive, and then click <b>Open</b>.</p> <hr/>  <p><i>The photo should be in JPEG format, with dimensions as 3.5" and 4.5", and with file size less than 200 KB.</i></p>
Name of the Student*	This field displays your full name as entered in the <b>Eligibility Check</b> section.
Father's Name	In the text box, type your father's name as it appears in your qualification certificate or marksheet.
Mother's Name*	In the text box, type your mother's name as it appears in your qualification certificate or marksheet.
Date of Birth*	Click the calendar icon  to select your date of birth.
Aadhar Card Number*	In the text box, type your Aadhar card number.
Government ID Card*	<hr/>  <p><i>This field is displayed for students from Jammu and Kashmir, Meghalaya and Assam. This list of states might vary from time to time.</i></p> <hr/> <p>In the drop-down list, click the government identity card type that you hold.</p>
Government ID Number*	<hr/>  <p><i>This field is displayed for students from Jammu and Kashmir, Meghalaya and Assam. This list of states might vary from time to time.</i></p> <hr/> <p>In the text box, type the identity number of the government ID card type that you selected.</p>
Gender*	Click the specific gender option.
Upload Document (Govt. ID Card)*	<p>Click <b>Upload</b>. Select the PDF version of the government ID card from the local drive, and then click <b>Open</b>.</p> <hr/>  <p><i>The government ID card's file size should be of maximum 1 MB and should be in PDF format.</i></p>
Community*	In the drop-down list, click the community to which you belong.



Field	Description
Minority Community*	If the <b>Others/General (including minority)</b> option is selected in the <b>Community</b> field, then in the drop-down list, select the <b>Yes</b> or <b>No</b> option, as applicable.
If yes, then specify	If the <b>Yes</b> option is selected in the <b>Minority Community</b> field, then in the drop-down list, click the required minority community.
Person with Disability*	Select the <b>Yes</b> or <b>No</b> option, as applicable. <hr/>  <i>A forty percent disability is a person with disability.</i>
<b>Communication Information</b>	
Permanent Address	
Pincode*	In the text box, type the pincode of your permanent residence locality.
State*	This field displays the state where your permanent residence is located as entered in the <b>Eligibility Check</b> section.
District*	In the drop-down list, click the district within the selected state.
Taluk / Block / Tahsil*	In the drop-down list, click the block or taluk within the selected district.
Village / Locality*	In the text box, type the name of the village or locality where your permanent residence is located.
Door & Street*	In the text box, type the door number and street name of your permanent residence.
Present Address*	<ul style="list-style-type: none"> <li>• If the present residence's address is same as permanent address, then select the <b>Same as Permanent Address</b> check box. The present address fields are filled out.</li> <li>• If the present residence's address is not the same as permanent address, then enter the details for present residence.</li> </ul>
<b>Phone &amp; Email</b>	
Mobile Number*	This field displays your mobile number as entered in the <b>Eligibility Check</b> section.
Primary Email ID*	This field displays your primary email ID as entered in the <b>Eligibility Check</b> section.

Field	Description
<p><b>Bank Information</b></p> <hr/> <div style="display: flex; align-items: flex-start;">  <p><i>We assure you that your bank details will not be shared with anyone without your consent. NATS team will never ask for your Debit Card/Bank Account details on phone call or through any other medium. In case you receive any such request, you are encouraged to report the matter to the nearest law enforcing officer.</i></p> </div>	
Bank Name*	In the drop-down list, click the name of the bank where you have a savings account.
Bank Branch Name*	In the text box, type the branch name of the bank.
Bank Account Number*	In the text box, type the account number.
IFSC Code*	In the text box, type the IFSC (Indian Financial System Code) assigned to the specific bank's branch.

12. Click **Save and continue**. The Education Details tab appears.
13. On the **Education Details** tab, type or select the required details.

1  
Eligibility Check

2  
Questionnaire & Guidelines

3  
Enrollment Form

4  
Preview & Confirm

50%

100% Personal Information

0% Educational Details

0% Training Preferences

**\*Type of Diploma**

Diploma after(10 + 2)
  Diploma after 10

**Diploma**

**\*Regn.No/Roll No/EnrolNo** **\* Name of the Technical Board**

**\*State to which the college belongs** **\*City in which the College belongs** **\*Name of the College**

**\*Branch of Diploma** **\*Year of Passing** **\*Month of Passing**

**\*Percentage of Marks/CGPA** **Class Obtained**

**Elective Subjects**

List of Elective Subjects

+

**Short Term/Certificate Courses**

**Name of the course** **Duration in Weeks**

+






**\*Upload Document (Qualifying Degree / Provisional Certificate)**


Upload

(File of type PDF and Size maximum of 1MB can only be uploaded)

Save and continue

Field	Description
Type of Diploma	To specify whether you took up diploma after 10+2 completion or after 10, click the <b>Diploma after (10+2)</b> or <b>Diploma after 10</b> option, respectively.
<b>Diploma</b>	
Regn. No/Roll No/Enrol No*	In the text box, type your registration or roll number or enrolment number by the diploma college. <hr/> <div style="display: flex; align-items: center;"> <p><i>You can find your registration number from the diploma marksheet.</i></p> </div>
Name of the Technical Board*	In the drop-down list, click the name of the technical board or department to which the college is registered.

Field	Description
State to which the College belongs*	In the drop-down list, click the state where the college is located.
City/District in which College belongs*	In the drop-down list, click the city or district where the college is located based on the state selected.
Name of the College*	In the drop-down list, click the name of the college based on the state selected.
Branch of Diploma*	In the drop-down list, click the branch of study opted in the college.
Year of Passing*	This field displays the year of passing your diploma course as entered in the <b>Eligibility Check</b> section.
Month of Passing*	In the drop-down list, click the month of passing your diploma course.
Percentage of Marks/CGPA*	<ol style="list-style-type: none"> <li>In the drop-down list, click <b>Percentage</b> or <b>CGPA</b> to specify the marks obtained in diploma.</li> <li>Based on the selection, in the text box, type the percentage of marks or CGPA score obtained.</li> </ol> <hr/>  <i>Your percentage of marks should not be less than 35.</i>
Class Obtained	In the drop-down list, click the class or division held based on your pass percentage or CGPA, as applicable.
<b>Elective Subjects</b> <ul style="list-style-type: none"> <li>To add more elective subjects, click . A new row is added.</li> <li>To remove a row, click .</li> </ul>	
List of Elective Subjects	In the text box, type the name of the elective subject taken up during your diploma.
<b>Short Term/Certificate Courses</b> <ul style="list-style-type: none"> <li>To add more short term or certificate course names, click . A new row is added.</li> <li>To remove a row, click .</li> </ul>	
Name of the course	In the text box, type the name of any short term or certificate course that you undertook.

Field	Description
Duration in Weeks	In the text box, type the duration of the short term or certificate course that you undertook.
<b>Upload Document (Qualifying Degree / Provisional Certificate)</b>	
Upload*	<p>Click <b>Upload</b>. Select the PDF version of the qualifying degree or provisional certificate document from the local drive, and then click <b>Open</b>.</p> <hr/> <p> <i>The education qualification document should be in PDF format and with file size of maximum 1 MB only.</i></p>

14. Click **Save and continue**. The Training Preferences tab appears.
15. On the **Training Preferences** tab, type or select the required details.

1  
Eligibility Check

2  
Questionnaire & Guidelines

3  
Enrollment Form

4  
Preview & Confirm

75%

100% Personal Information

56% Educational Details

9% Training Preferences

### Preference of Training

**Choice of Establishments**

- Manufacturing
- Construction
- Automobile
- Communication
- Project Execution
- Transportation
- Research & Development

**Field & Area of Interest**

- Processing(Oil Refinery)
- IT (Hardware)
- IT (Software)
- Services(Hospital & Health Care)
- Services(Education)
- Services(Hotel Industry)
- Services(Engineering)

---

**Choice of States & Cities Preferred for Apprenticeship Training**

**Choice 1**

**Choice 2**

**Choice 3**

---

**Choice of Preferred State to Work After Training**

(Please note that it is not obligatory on the part of Establishments/ BOATS/ BOPT)

**Choice 1** **Choice 2**

---

**Declaration**

I Name of the student son of Mother Name mobile number (validated through OTP) hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen, and will sincerely abide by the rules and regulations of the Apprentices Act monitored by BOATs / BOPT.

\*By clicking this box I agree to the above Terms and Conditions

Field	Description
<b>Preference of Training</b>	
Choice of Establishments	In the list, click the establishment type check boxes that you prefer for training for.
Field & Area of Interest	In the list, click the field or area on interest check boxes that you prefer for training.
<b>Choices of States &amp; Cities Preferred for Apprenticeship Training</b>	
Choice 1/2/3	In the drop-down lists, click your choice of state and associated district where you would like to undergo training.

Field	Description
<b>Choices of Preferred State to Work after Training</b>	
Choice 1 and Choice 2	In the drop-down lists, click your choice of states where you would like to work after the training.

16. Read the Declaration, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.
17. Click **Save and Preview**. The **Preview & Confirm** section appears.
18. Check all the entered details and click **Submit**. The enrolment is completed and the Enrollment Successful page appears with your **Email ID, User ID** and **Password** details.

19. Click **Close & Continue**. The Login page appears.



*You can log on the NATS application with the enrolment details. For more information about logging on, see the [Log On](#) section.*

Or

To print the enrolment details, click **Print**. The enrolment details are downloaded on the local drive in the PDF format.

## 4. Index

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### Enrol

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## 5. Glossary

Term	Description
Apprentice	A person, who is trained by an organisation or establishment or an individual mentor, to follow and learn a trade or skill for a fixed period of time.
Surety	An individual who undertakes responsibility in case the apprentice is a minor.
Novation	A legal term that refers to the transfer of contract from one establishment to another when the former is not in a position to support training of the apprentice.
Contract	A voluntary, legally-binding agreement between a student and an establishment for the Apprentice Training Scheme as per The Apprentices Act, 1961.