



भारतीय विमानपत्तन प्राधिकरण

AIRPORTS AUTHORITY OF INDIA
(A Category – 1 ‘Mini Ratna’ Public Sector Enterprise)
Eastern Region, NSCBI Airport, Kolkata-52

ADVT. NO. 05/2025/APPRENTICE/GRADUATE/DIPLOMA/ITI/ER

Notification for Engagement of Graduate/Diploma/ITI Apprentices (under Apprentices Act, 1961) for year 2025-26 in Airports Authority of India, Eastern Region

Airports Authority of India (AAI) (Schedule – ‘A’ Miniratna Category-1 Public Sector Enterprise) was constituted by an Act of Parliament and came into being on 1st April, 1995 by merging erstwhile National Airports Authority and International Airports Authority of India. The merger brought into existence a single organization entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and air space in the country.

Airports Authority of India, Regional Headquarter (Eastern Region) is inviting applications for Apprenticeship Training Program in RHQ and various airports in Eastern Region for the year 2025-26. During the period of Apprenticeship, the candidates are governed by Apprentices Act 1961 (as amended in 1973 and till date) and commensurate policies/rules of the organization.

A. Details of posts and qualifications (No. of posts are tentative that can be reduced/increased):

Sl. No	Discipline	No. of Seats	Duration of Training	Monthly Stipend	Locations/ Airports of Apprenticeship Training under Eastern Region
1.	Graduate	42	01 Year	1.Rs. 15000/- (Graduate Apprentices)	1. RHQ (ER) 2. Berhampur

2.	Diploma	47	01 Year	2.Rs. 12000/- (Diploma Apprentices)	3. Bagdogra 4. Bhubaneswar 5. Cooch Behar 6. Deoghar 7. Gaya 8. Jharsuguda 9. Patna 10. Pakyong 11. Port Blair 12. Raipur 13. Ranchi 14. Darbhanga
3.	ITI Trade (Computer Operator & Programming Assistant, Electrical, Mechanic, Electronics)	46	01 Year	Rs. 9000/-	

Last date of application: 31/05/2025 (please read the general instructions carefully before applying)

PERIOD OF APPRENTICESHIP TRAINING: Period of Apprenticeship Training shall be 12 months from commencing of the Contract of Apprenticeship.

B. EDUCATIONAL QUALIFICATION:

1. **Graduate & Diploma:** Candidates should possess full time (regular) four years degree or three years (regular) diploma in Engineering in any of the above-mentioned streams, recognized by AICTE, GOI.
2. **ITI Trade:** Candidates should possess ITI/NCVT certificate of the above-mentioned trades from institutes recognized by AICTE, GOI.

c. CONDITIONS:

1. Apprentices shall have to undergo Apprenticeship training at notified Airports/Establishments. **The allocated airport/station/unit will be final; no change in place of training will be done.**
2. As per the provisions of the Apprentices Act, 1961 as amended from time to time, candidates who have already completed their apprenticeship or terminated their apprenticeship midway or are pursuing in other organizations or in AAI with the

same qualification level, shall not be eligible for engagement as apprentice.

3. As per the Apprentices Act, 1961, candidates who had apprenticeship training/job experience for a period of 1 year or more after the attainment of essential qualifications, shall not be eligible for engagement as apprentice.

D. ELIGIBILITY CRITERIA:

1. Only Indian Nationals **under the Eastern Region (candidates of West Bengal, Odisha, Bihar, Jharkhand, Chhattisgarh, Sikkim and Andaman Nicobar)** are eligible to apply under this advertisement.
2. Candidates passed degree/diploma **in 2023 or after 2023** are eligible.
3. Age limit: Maximum Age is 26 years as on **31 / 03 /2025**. ((Relaxation in upper age limit for categories like SC/ST/OBC/PWBD etc. as per Govt. of India guidelines is applicable)

APPLICATION/ REGISTRATION PROCESS

- a. The interested candidates are required to apply through BOAT/RDAT's web portal [_https://nats.education.gov.in](https://nats.education.gov.in) (graduate/diploma apprentices) and <https://www.apprenticeshipindia.gov.in> (for ITI Trade) by finding establishment **Airports Authority of India –RHQ ER, Kolkata** (EWBPNC000015) and click the apply button in the next page. After successful application, the message “Successfully applied for the training position. Based on availability, you will be contacted by the establishment” will appear.
- b. **Candidates should register themselves with the concerned portal (NATS/NAPS/RDAT) prior to applying for apprenticeship training in AAI without fail.** Correspondence/Communication in any other manner will not be entertained.
- c. No TA/DA will be provided.
- d. The number of candidates to be engaged is indicative and may undergo changes without any further notification.
- e. During the period of apprenticeship, candidates will be governed by the

Apprentices Act, 1961 (as amended in 1973 and till date) and the policies/rules of the organization.

MODE OF SELECTION

1. The provisional selection of the candidate shall be made based on the percentage of marks obtained in the qualifying examination. Date of birth and there after date of passing will be taken as seniority in case of equal percentage of marks of the candidates.
2. CGPA shall be converted into percentage as per the norms of the concerned Educational Board/University.
3. The eligible candidate shall be called for document verification at establishment office through registered email -ids only.
4. The date, time and venue for document verification shall be intimated to the eligible candidates accordingly.
5. The candidates would be required to furnish original documents and submit self-attested copies and soft copies thereof.
6. Final selection of the candidates in each seat shall be made after verification of documents and found fit in medical examination. Shortlisted candidates merely attending the document verification process or medical examination does not entitle selection of his candidature as Apprentice with establishment.
7. After document verification and obtaining medical fitness certificate the candidates shall be selected for training, based on merit and apprentice engagement letter shall be issued.
8. Selected candidates will be posted preferably at the given locations in Eastern Region based on their registration location (in portal).

REGISTRATION OF CONTRACT

The Selected apprentice will have to sign and accept contract of apprenticeship training at the NATS portal of the Board of Apprenticeship Training immediate after joining at Airports Authority of India.

TERMINATION OF CONTRACT

After completion of such apprenticeship Training for stipulated period of 12 months, the Apprenticeship Contract shall automatically cease. Any act of indiscipline on the part of the apprentices during the apprenticeship is subject to cancellation Contract thereby discontinuing

of training

OBLIGATIONS OF APPRENTICES

Every Graduate and Technician apprentice undergoing apprenticeship training shall have the following obligations, namely: a) to learn his subject field in engineering or non-engineering or technology conscientiously and diligently at his place of training. b) to attend the practical and instructional classes regularly. c) to carry out all lawful orders of his employer and superiors in the establishment. d) to maintain a Work Dairy in specified format given below and countersigned by his supervisor once a week

ASSESSMENT OF APPRENTICES

Apprentices undergoing apprenticeship training, will be assessed every quarter and will undergo skill assessment test (online) after the completion of apprenticeship. Certificates to apprentices shall be awarded only upon completion of all assessments.

RESERVATION

- A. Reservation will be provided as per the provisions of the Apprentice Act, 1961(amended) and Apprenticeship Rules 1992 (amended).
- B. Applicants belonging to reserve categories shall produce their valid caste certificate in the prescribed format as stipulated by the Central Government for SC/ST/OBC category candidates issued by the Competent Authority applicable for jobs, valid on the date of verification. In case of candidate belongs to Non-Creamy Layer of OBC category, certificate should be specifically containing a clause that "the candidate does not belong to Creamy Layer Section" and the same should be valid on the date of document verification.
- C. When the prescribed number of persons belonging either to the Scheduled Castes or to the Scheduled Tribes are not available on the seniority list of the establishment, the training places so reserved for them shall be filled by persons belonging to the Scheduled Tribes or as the case may be, to the Scheduled Caste and if the prescribed training places cannot be filled even in the above given manner, then the training places so lying unfilled shall be filled by persons available on the establishment's down the merit list not belonging to the Scheduled Castes or the Scheduled Tribes.
- D. The prescribed training places cannot be filled from OBC candidates, then the training places so lying unfilled shall be filled up by Candidates not belonging to the

OBC category, from down the merit list.

GENERAL INSTRUCTIONS

1. **Airports Authority of India has no obligation to give regular employment to Apprentices.** They shall have no right to claim regular employment from AAI on the basis of this apprenticeship at any point of time. This training program shall not create any liability on AAI for providing any job to the Apprentice. AAI management does not take any responsibility for any sort of employment/placement.
2. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will be entertained, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
3. AAI Management does not take any responsibility to reply to the candidate / organization for non-selection /non-issuance of call letter.
4. Verification of credentials shall be done prior to final selection and in case any deviation or non-conformity with the desired eligibility criteria, the candidature of the candidate shall be summarily rejected.
5. Candidates belonging to reserve categories shall produce valid caste certificate in the prescribed format as stipulated by the Central Government for SC/ST/OBC category candidates issued by the Competent Authority applicable for jobs, valid on the date of verification. In case of candidate belongs to Non Creamy Layer of OBC category, certificate should be specifically containing a clause that "the candidate does not belong to Creamy Layer Section" and the same should be valid on the date of document verification.
6. Candidates shall have to produce their valid Aadhar Card as Identity Proof, Mark-sheet of qualifying Examination, Proof of date of birth, document as NATS enrolment proof, Caste Certificate and Non-Creamy Layer Certificate valid till date of verification, duly signed with photograph on-line web application form in original during the verification of documents.
7. Date of Birth will be taken as mentioned in the Mark-sheet or Certificate of class Xth or XIIth (HSSC/SSC Board) or equivalent examination. No other proof for date of birth shall be accepted.

8. It shall be the sole responsibility of the candidates to get their profile verified from the respective regional Board.
9. Candidates applying for more than one discipline will not be considered and their application will be rejected.
10. **No Application Fee** is being charged.
11. No TA / DA will be paid to applicants called for document verification process and for any stage of engagement process as Apprentice.
12. No accommodation, food etc will be provided at any stage.
13. The candidature of the applicant would be provisional, subject to verification of all certificates and submission of certificate of Medical Fitness (to be obtained only from a Government Medical officer/Medical Officer of a Government Undertaking) at the time of joining.
14. At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidate is liable to be cancelled.
15. **For BOAT/Portal- www.nats.education.gov.in related queries please email or reach out to - Eastern Region Students, Email: boptr@gmail.com, boptrsdit@gmail.com Phone- 0512 2584056/2584057/2580349. For any ITI trade related clarification/queries candidates may contact via e-mail apprenticeship@nsdcindia.org or log on to [www. apprenticeshipindia.org](http://www.apprenticeshipindia.org)**
16. In case of any dispute, **English version** of notice and communication will be treated as valid.

Hindi version followed.

PROCEDURE FOR ENROLLMENT IN NATS PORTAL

A candidate should possess any of the following qualifications to enroll himself/herself as an apprentice:

1. Graduation
2. Diploma

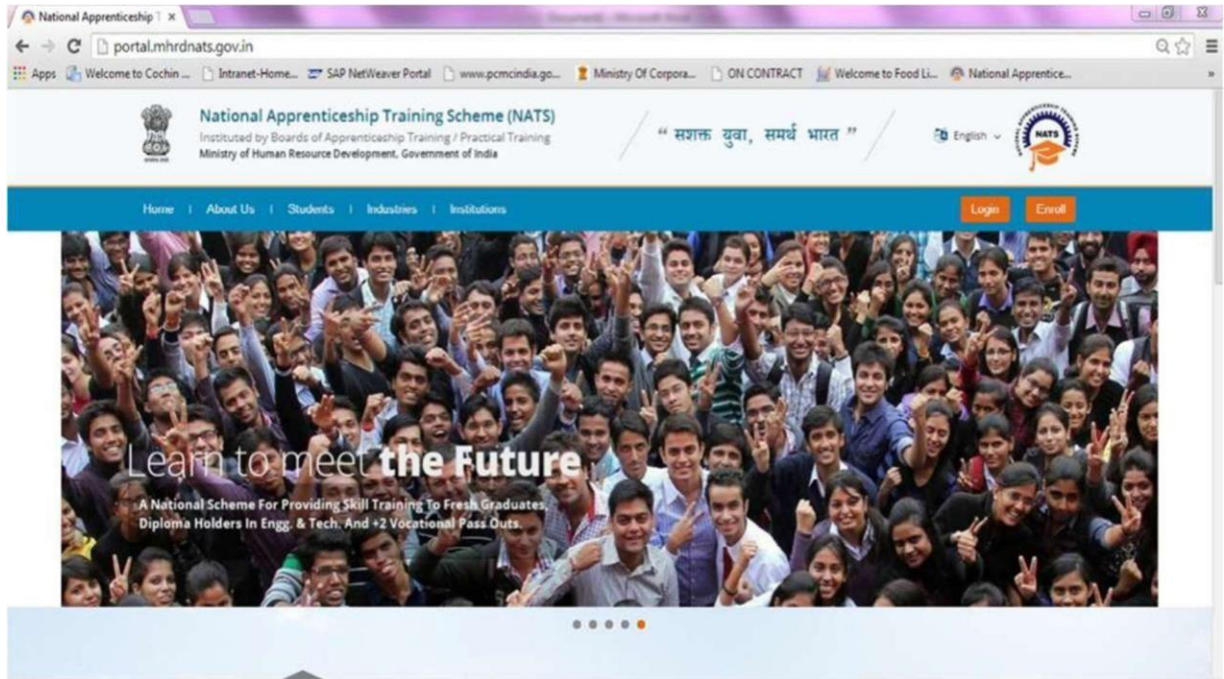
Checklist for Enrollment:

Candidates should have the following details ready to complete the enrollment process:

1. University Reg. No./Roll No./Enroll. No.
2. Final Degree/Diploma Certificate/Consolidated Mark sheet
(Scanned copy for uploading: Format: PDF, Size: Less than 1MB)
3. Name of College/University
4. Percentage of marks or CGPA
5. Branch of study
6. Month and year of Passing
7. Aadhar Card Number
8. Bank details
9. Valid personal E-mail ID & Mobile No. (Will be required to send/verify OTP)
10. Passport size photograph (Scanned copy for uploading: Format: JPEG, Size: Less than 1MB)

Steps for Enrollment:

1. Logon to website **portal- <https://nats.education.gov.in>** and Click on “**Enroll**” tab.



2. The page appears with **Eligibility Check (1)**, **Questionnaire & Guidelines (2)**, **EnrollmentForm (3)** and **Preview & Confirm (4)** sections as shown below:

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.

3. In the **Eligibility Check (1)** section, select “**Student**” from the drop-down list. Then other student related questions appear. Answer the questions related to eligibility check for the NATS programme.

 my (without backlog) in the year 2016', and 'through Regular mode of education.'"/>

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

I my (without backlog) in the year **2016**

through **Regular** mode of education.

4. If you are eligible for the programme, the ‘**Congrats! You are eligible to enroll**’ message appears.
5. If you are not eligible for the programme, the ‘**Sorry! You are not eligible to enroll this apprentice Programme**’ message appears.
6. **Ensure that you have the mandatory documents** and click ‘**I’ve above data**’. The ‘**Let’s Get Started**’ area is displayed.
7. In the **Primary Email ID box**, type your valid Email ID and click **Send OTP**. The One Time Password is sent to your Email Id.
8. In the **One Time Password** text box, type the password received on your Email ID and then click “**Continue**”. The e-mail ID is now verified.
9. Then a **Mobile Number box** appears, enter your Mobile Number. The One Time Password is sent to your mobile number. Please enter the OTP in the box and click “**Continue**”. The mobile number is verified now.
10. Type your name in the **Name of the Student** field (as per certificate/marksheet) and type a password in the **Setup a Password** and **Confirm Password** fields.
11. In case you are unable to complete the process of enrollment, you can login by using the Email ID and password to complete the process of enrollment later.
12. To view the password as you type, click Show Password, and to hide the

password, click Hide Password.

13. Click “**Save and continue**”. The **Questionnaire & Guidelines (2)** section appears.

14. Read the guidelines, required enrollment documents and the terms and conditions and then select the **By clicking this box I agree to the above Terms and Conditions** checkbox.

15. Click “**Agree and continue**”. The **Enrollment Form** section appears with Personal Information, Education Details and Training Preferences tabs.

16. On the Personal Information tab, type or select the required details.

The screenshot shows the 'Personal Information' tab with a 40% completion status. The progress bar at the top indicates 40% completion. The tab is titled 'Basic Information'. It includes a profile picture upload area with an 'Upload' button. Below this, there are input fields for 'Name of the Student' (filled with 'NITHIN P P'), 'Father's Name', and 'Mother's Name'. There are also fields for 'Date of Birth', 'Aadhar card Number', and an 'Upload Document (Govt. ID Card)' section with a 'NOT AVAILABLE' status and an 'Upload' button. A note specifies: '(File type: PDF and Size maximum of 10 MB can only be uploaded)'. Further down, there are dropdown menus for 'Community' and 'Minority Community' (with 'Yes' and 'No' radio buttons), and a 'Person with Disability' section with 'Yes' and 'No' radio buttons. At the bottom, there is a 'Communication Information' section with a 'Permanent Address' field.

17. Click Save and continue. The Educational Details tab appears.

The screenshot shows the 'Educational Details' tab with an 80% completion status. The progress bar at the top indicates 80% completion. The tab is titled 'Graduate'. It includes input fields for 'Type of Graduation' (radio buttons for 'Graduation after (10 + 2)' and 'Graduation after Diploma'), 'State in which the University belongs', 'Name of the University', and 'University Regn. No/Roll No/Enrol No'. There are also fields for 'State to which College belongs', 'City/District in which College belongs', 'Name of the College', 'Branch of Engineering', 'Year of Passing' (filled with '2015'), 'Month of Passing', 'Percentage of Marks/CGPA', and 'Class Obtained'.

18. On the **Educational Details** tab, type or select the required details.

Upload qualifying degree/ diploma/ provisional certificate.

19. 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

50%

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)

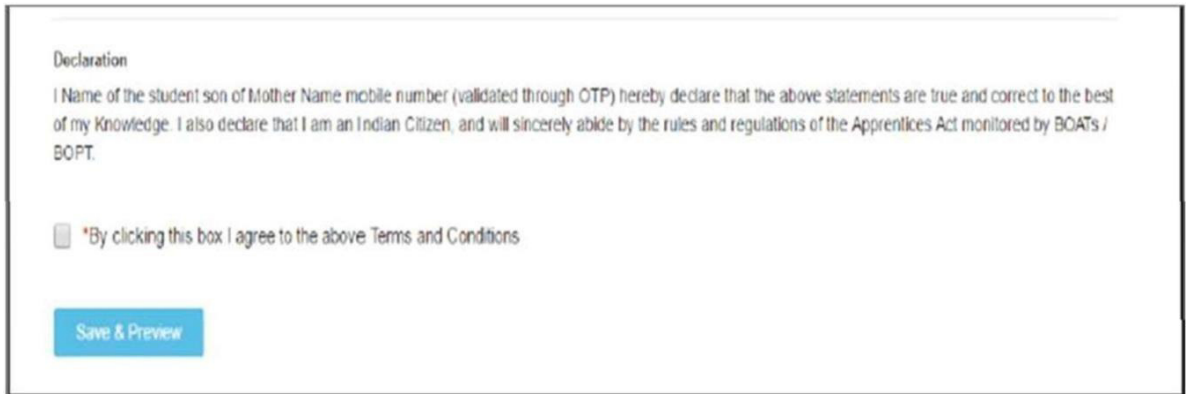
☐ Services(Education)

☐ Services(Hotel Industry)

☐ Services(Engineering)

20. Read the Declaration given at the bottom of the page, and then select **'By clicking this**

box I agree to the above Terms and Conditions' check box.



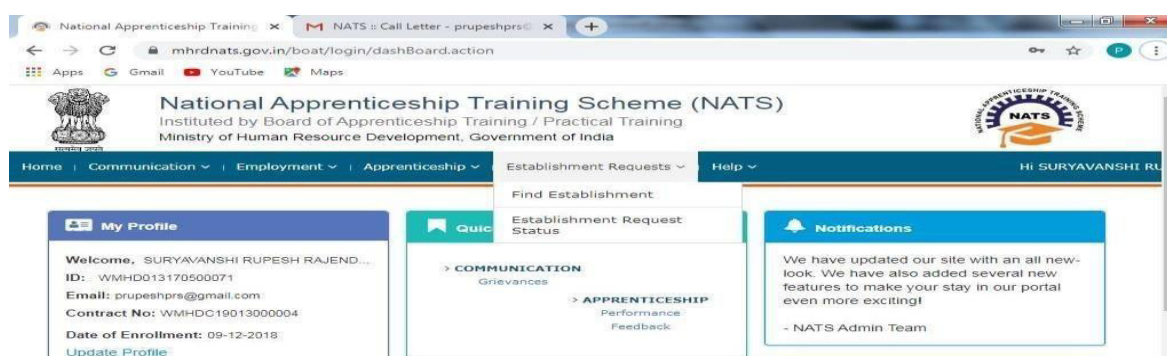
The screenshot shows a form titled "Declaration". The text inside the form reads: "I Name of the student son of Mother Name mobile number (validated through OTP) hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen, and will sincerely abide by the rules and regulations of the Apprentices Act monitored by BOATs / BOPT." Below this text is a checkbox followed by the text: "*By clicking this box I agree to the above Terms and Conditions". At the bottom of the form is a blue button labeled "Save & Preview".

- 21.** Click **Save and Preview**. The **Preview & Confirm** section appears.
- 22.** Check all the entered details and click **Submit**. The enrollment is completed and the Enrollment Successful page appears with your **Email ID, User ID** and **Password** details.
- 23.** To print the enrollment details, click **Print**.
- 24.** Click **Close & Continue**. The Login page appears as given below.
Candidates can log on the NATS Portal with the enrollment details shown in the printout.

ANNEXURE - II

PROCEDURE TO APPLY FOR APPRENTICESHIP TRAINING IN AIRPORTS AUTHORITY OF INDIA

1. Logon to NATS Portal using your User ID/E-mail ID and password obtained after enrollment.
2. In the home page Click on “Establishment Requests” Tab And Select Option “Find Establishment” from Drop Down Menu.



3. Once you click on “Find Establishment”, below page appears with two “Search Criteria” i.e. Options to Search by 1) Preferences and 2) Establishment Name.



National Apprenticeship Training Scheme (NATS)

Instituted by Board of Apprenticeship Training / Practical Training
Ministry of Education, Government of India

[Home](#) | [Communication](#) | [Employment](#) | [Apprenticeship](#) | [Establishment Requests](#) | [Help](#)

Find Establishment

1

Search Establishment

2

Establishment List

Search Criterion

Search By

☐ Preferences

☒ Establishment Name

Airports Authority of India

Search

Reset

Back

AIRPORTS AUTHORITY OF INDIA	Graduate	ARCHITECTURE,AUTOMOBILE ENGINEERING,CIVIL ENGINEERING,COMPUTER SCIENCE AND ENGINEERING,ELECTRICAL AND ELECTRONICS ENGINEERING,ELECTRONICS & COMMUNICATION ENGINEERING,INFORMATION TECHNOLOGY,MECHANICAL ENGINEERING	Central	SOUTHERN REGION	TAMILNADU	KANCHEEPURAM	Apply
SGRDJI AIRPORT AIRPORTS AUTHORITY OF INDIA	Graduate	MECHANICAL ENGINEERING (AUTO)	Central	NORTHERN REGION	PUNJAB	AMRITSAR	Apply
AIRPORTS AUTHORITY OF INDIA - RHQ NR NEW DELHI	Graduate	ACCOUNTS & AUDIT,AERONAUTICAL ENGINEERING,ARCHITECTURE,AUTOMOBILE ENGINEERING,CIVIL ENGINEERING,COMMUNICATION ENGINEERING,COMPUTER SCIENCE AND ENGINEERING,ELECTRICAL ENGINEERING,ELECTRONICS & COMMUNICATION ENGINEERING,INFORMATION TECHNOLOGY,OTHERS	Central	NORTHERN REGION	DELHI	SOUTH WEST DELHI	Apply

Show 10 entries

Previous

1

2

Next

- Among the Search criterion options select Establishment Name, type AIRPORTS AUTHORITY OF INDIA and click on option "Search".

- Once you click on "Search" below page appears listing current openings in AIRPORTS

AUTHORITY OF INDIA. Click on Establishment name "AIRPORTS AUTHORITY OF INDIA" (First column) & Region-Eastern REGION and Select "Apply" button given at the page.

- Once you click on "Apply" button a message appears as given below "Successfully applied for the training position. Based on availability, you will be contacted by the Establishment".

For detailed information, visit link shown below: <https://nats.education.gov.in>

THE APPRENTICESHIP PORTAL

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

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

Note: The fields marked in * are mandatory.

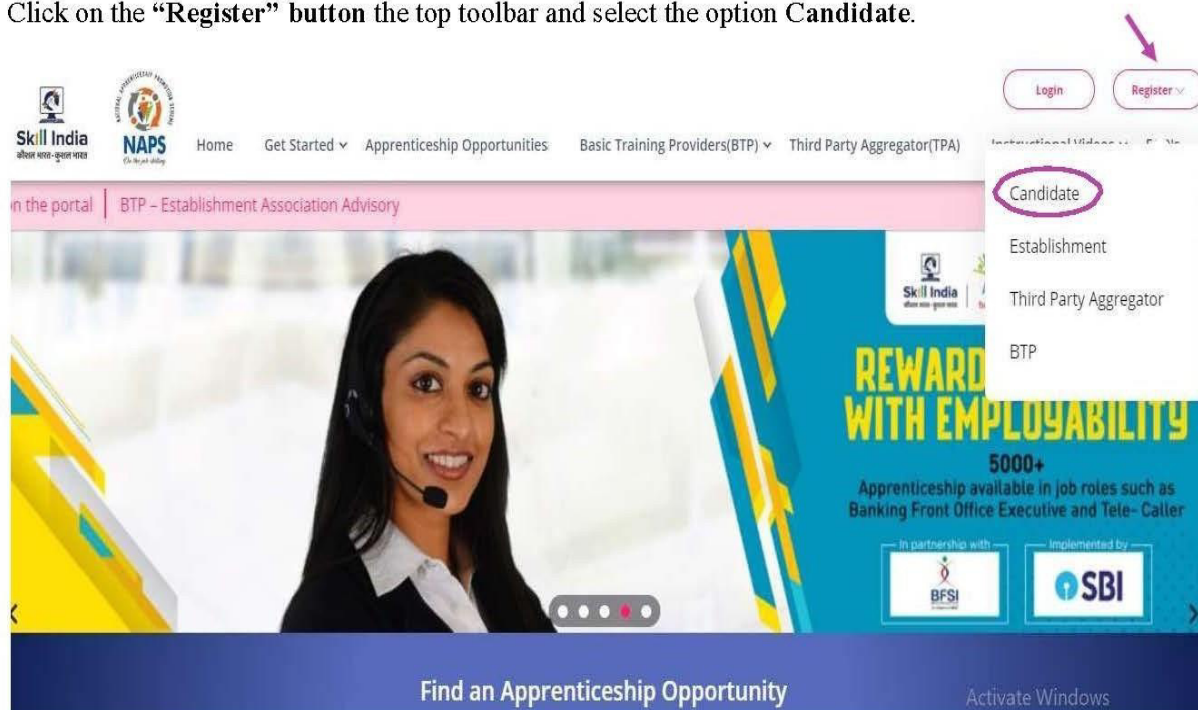
SKILL INDIA PORTAL FOR OPTIONAL TRADES (NSDC PORTAL)

[HTTPS://APPRENTICESHIPINDIA.ORG](https://apprenticeshipindia.org)

A candidate can enroll himself/herself with designated trades for engagement as an apprentice in an organization.

1. CANDIDATE REGISTRATION

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



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

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

Candidate Registration

Personal Details

Name *

Enter Name

Please enter your name as given in your Aadhaar, PAN, or any other valid government ID

Father/Mother/Spouse Name *

Enter name

Relationship *

Relationship

Please enter name of your father, mother or spouse as given in any of their valid government ID

Choose the relationship with apprentice among father, mother or spouse

Date of Birth *

DD-MM-YYYY



Choose your date of birth as given in your valid date of birth proof document

Gender *

Select Gender

Mobile Number *

Enter Mobile Number

Alternate Mobile Number

Enter Alternate Mobile Number

Please enter a valid mobile number

Email ID *

Enter Email ID

Please enter your valid e-mail ID. This will be your login ID on Apprenticeship Portal and the portal will send an email to this ID for activating your Apprenticeship account

Password *

Enter Password

Confirm Password *

Confirm Password

Enter a password. You shall use this password to login to Apprenticeship Portal after your account activation

This password should match with the Password given earlier

☐

I have read, understood and agree to abide by the "[User Terms](#)", "[Privacy Policy](#)" and "[Disclaimer](#)"; and understand that by checking this box, I am entering into a legally binding contract

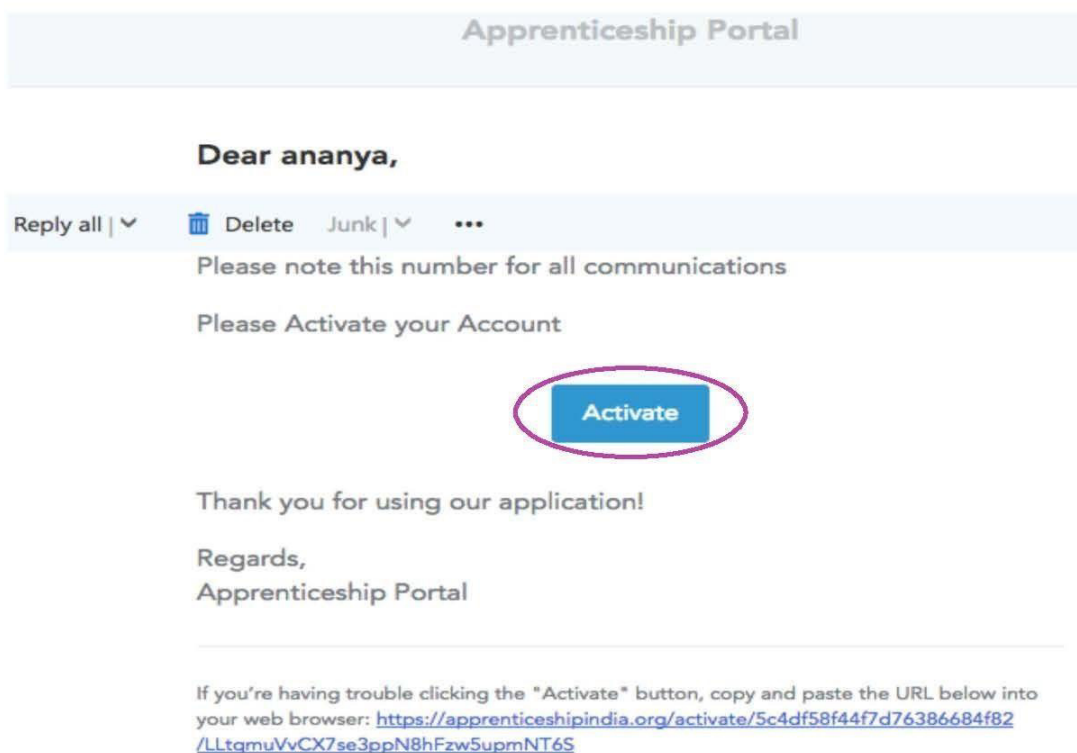
Submit

After filling the required details you have to click on submit (encircled above).

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

The image shows a registration form in the background with fields for 'Father/Mother/Spouse Name', 'Relationship', 'Date of Birth', 'Mobile Number', and 'Password'. A white modal box is overlaid in the center, displaying a green checkmark icon and the text: 'Registered Successfully!!', 'Please check your email for activation!', 'Please note this registration number', and the registration number 'A012019005631'. An 'OK' button is at the bottom of the modal.

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



2. LOGIN

Once you click on the Activate Button, the screen will automatically **redirect you to the Login page** (see below) where you type your registered **Email ID/Registration Number and Password** (the email ID and Password are the same you mentioned during registration) to login.

Login

Enter email or candidate code



Enter Password



☐ I have read, understood and agree to abide by the ["User Terms"](#), ["Privacy Policy"](#) and ["Disclaimer"](#); and understand that by checking this box, I am entering into a legally binding contract

Login

[Resend activation link?](#)

[Forgot Password?](#)

3. PROFILE COMPLETION

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

Home Apprenticeship Opportunities Training Providers(BTP) TPA **Complete Your Profile**

Dashboard Profile Contracts Applications Invitations Bank Details Log Out

Candidates Dashboard

 0 Contracts	 0 Applications	 1 Invitations Received
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Start by clicking the **'Edit'** button (encircled below) to add your "About Me" and Contact Details.

About Contact Education Preference

About Me **Edit**

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

Contact Details

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

Candidate Overview

	Gender Female
	Mobile Number
	Email ananya.nanda@nsdcindia.org

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

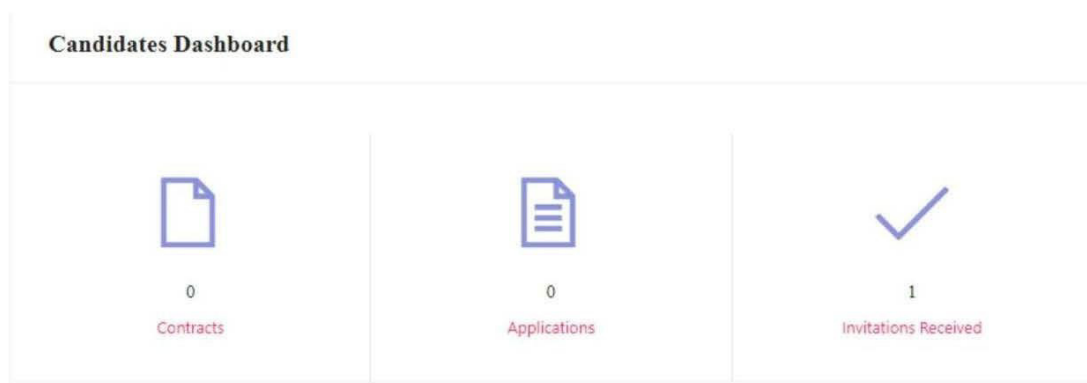
[Home](#) [Apprenticeship Opportunities](#) [Training Providers\(BTP\)](#) [TPA](#) [Complete Your Profile](#)

[< back to profile](#)

Basic Details

Email	Mobile Number
ananya.nanda@nsdcindia.org	Enter Number
Gender	Has Disability
Female	☐ Yes ☐ No
Date Of Birth *	Date Of Birth Document *
15/01/1982	Choose file No file chosen
Please upload only (jpeg, jpg, png, pdf) files Maximum 4MB only allowed	
Father/Mother/Spouse Name *	Relationship *
gautam	Father
Id Proof Type *	Document Proof *
Select Proof type	Choose file No file chosen

4. UNDERSTANDING CANDIDATE DASHBOARD



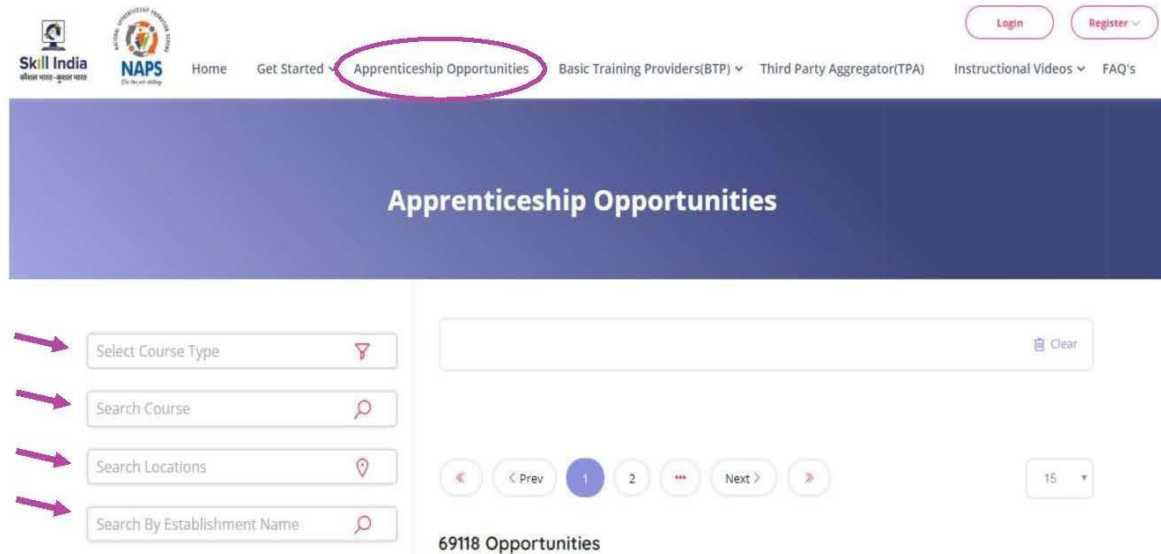
There are 3 items on your dashboard and they are explained below:

- 1. Invitations Received** – Some companies screen your profile and if they feel you're fit for the opportunity, they send out an invitation to you to apply to the opportunity. This section lists the number of invitations received by the candidate.

2. **Applications:** This section lists the number of Apprenticeship Opportunities you had applied to.
3. **Contracts:** This section will show the contract you have signed with the company. Multiple companies can send you contracts; however, you will only be able to accept one.

5. 5. APPLY TO OPPORTUNITIES

You can use the option “**Apprenticeship Opportunities**” (encircled below) on the top toolbar to view the opportunities. You can search by **keywords**, for course, locations, course type, Establishment Name and so on in the ‘Search Opportunities’ section.



To apply fill the details as below:

- Course type- Designated
- Search Course- COPA or Stenographer
- Establishment Name- Airports Authority of India

Computer Operator Programming Assistant

You can view the opportunity details by clicking on ‘**view**’ button as shown below or simply click on the ‘**Apply**’ button to apply to the opportunity of your choice.