Registration - Pradhan Mantri National Apprenticeship Mela
(Candidate and Establishment)

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1 Introduction

The User Manual for *Registration - Pradhan Mantri National Apprenticeship Mela (Candidate and Establishment)* is designed to provide information on, how a new user can register as a Candidate. The Candidate can perform following functionalities as listed.

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2 Register to National Apprenticeship Mela – Candidate

The **Registration** section allows the new user to register as a Candidate.

➢ To **Register,** the new Candidate in the Pradan Mantri National Apprenticeship Mela do as follows.

➢ Click **For Registration**, the **Registration** screen appears

2.1 Candidate – New User

The **Candidate Registration** screen allows the new user to register as a Candidate.

> Select the **Candidate** and **New User,** and the **Candidate Registration** screen appears.

> The **Candidate Registration** screen hosts two sections as follows.

- Location Details
- Personal Details

> The **Location Details** section allows to select State, District, Year, and Month from the drop-down list.

➢ The **Personal Details** section allows to enter Name, Father/Mother/Spouse Name, and Relationship.

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
```

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

Relationship *

```
Relationship                              ▼
```

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
```

Please enter a valid mobile number

Alternate Mobile Number

```
Enter Alternate 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

Confirm Email ID *

```
Enter Confirm Email ID
```

This Email ID should match with the Email ID given earlier
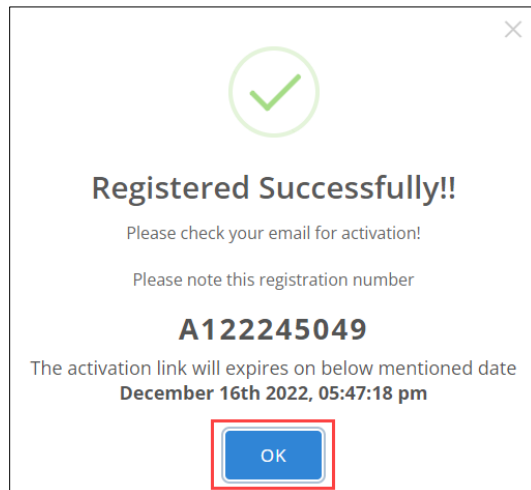
Password *

```
Enter Password
```

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

Confirm Password *

```
Confirm Password
```

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

- The **Personal Details** section also allows to select Date of Birth from the calendar and allows select Gender from the drop-down list. The **Personal Details** section also allows to enter Mobile Number, Email ID, Confirm Email ID, Password, and Confirm Password.

- Select the *checkbox* to **agree to User Terms, Privacy Policy and Disclaimer.**

- Click **Submit**, the **Registered successfully** screen appears along with the candidate registration number.

- Click **OK**, the **Active** screen appears

2.2   Candidate – Existing User

The **Candidate Registration** screen allows the existing user to fill in profile details.
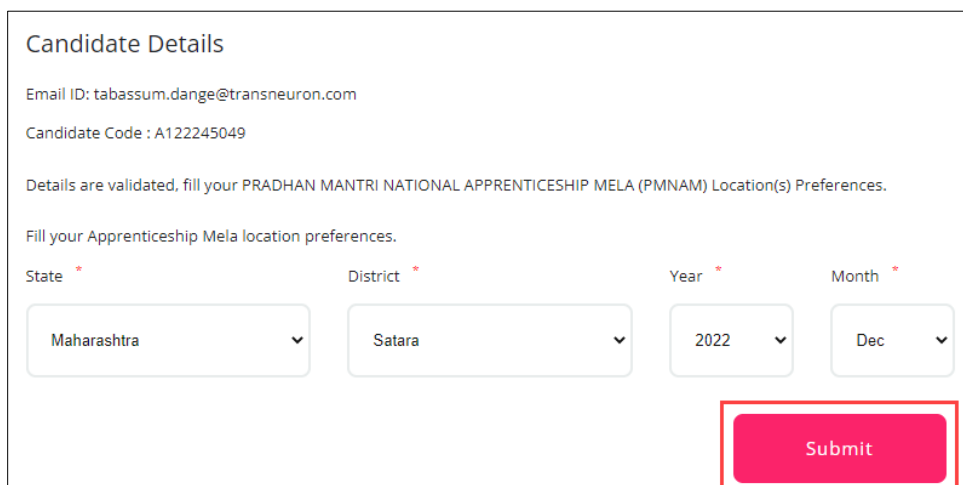
> ➢ Select the **Candidate** and **Existing User,** and the **Fill your profile details** screen appears.

> ➢ Enter the email address and click **Verify,** the **Candidate Details** screen appears.

> ➢ The **Candidate Details** allows to select State, District, Year, and Month and click **Submit**.

3 View Profile - Candidate

The **View Profile** screen allows Candidate to view profile.

➢ The **View Profile** screen hosts *four* sections as follows:

- About Me
- Contact Details
- Education and Preference
- Aadhar Verification

➢ The **About Me** section displays the Registration Number, Name, Date of Birth, Gender, Email, Phone Number, Alternate Phone Number, Category, Disability/ Divyang, Father/Mother/Spouse Name, Father Name, Mother Name, Relationship, Father, Guardian Name, Guardian Relationship,Candidate Signature, State of Domicile, Supporting Document, Disability Percentage, Disability Proof, Disability Category, and Sub Category.

➢ The **About Me** section also displays the Candidate Overview.

➢ The **Contact Details** section displays Address Line 1, Address Line 2, City, Pin code, State, District.

Contact Details

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

➢ The Education section displays Qualification Type, Qualification, Scheme, Eligibility Criteria (Min. Qualification), Category/Sector, Job Role, Specialization, Institute Name, Program Date, and Total Marks.

Education 🗗 Add Education

Note : Candidate are advised to update their profile with all Educational Qualification attained

Qualification Type	Qualification	Scheme	Eligibility Criteria(Min. Qualification)	Category/Sector	Job Role	Specialization	Institute Name	Program Date	Total Marks	P

Preference 🗗 Edit

Keywords

➢ The **Preference** section displays the preferences.

Aadhaar Verification 🗗 Edit

Please Verify your Aadhaar Number

➢ The **Aadhar Verification** section displays Aadhar Details.

4 Register to National Apprenticeship Mela - Establishment

The **Registration** section allows the new user to register as Establishment.
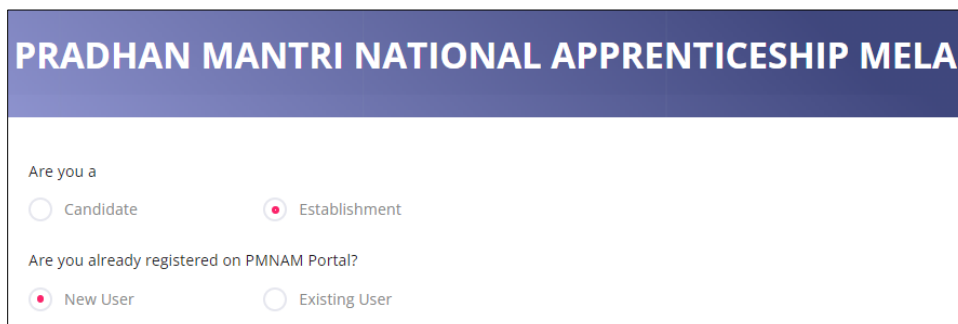
To Navigate

Home - - > For Registration
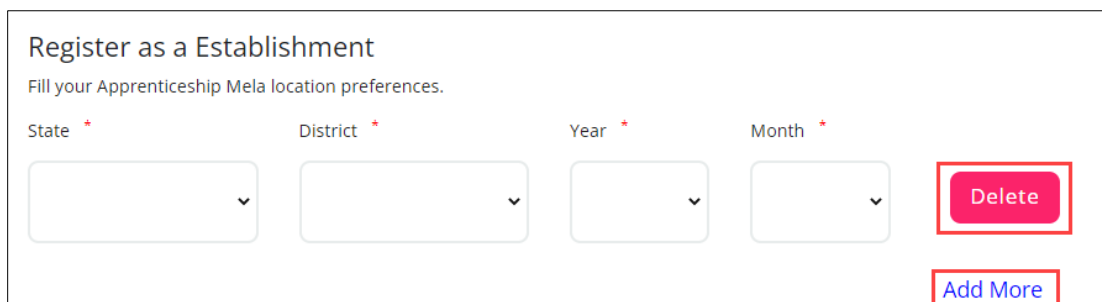
> To **Register,** the new Establishment in the Pradhan Mantri National Apprenticeship Mela do as follows.

> Click **For Registration**, the **Registration** screen appears

4.1 Establishment – New User

The **Establishment Registration** screen allows the new user to register as Establishment.

➢ Select the **Establishment** and **New User,** and the **Establishment Registration** screen appears.

➢ The **Establishment Registration** screen hosts two sections as follows.

- Location Preferences Details
- Establishment Details
- Address Details
- Contact Person Details

➢ The **Location Preferences Details** section allows establishment to select State, District, Year, and Month from the drop-down list.

➢ The **Location Preferences Details** screen allows establishment to delete and add more location preferences details.

➢ The **Establishment Details** section allows the establishment to enter the Name of the Establishment, Registration Type, and Registration Number.

Establishment Details

Name of the Establishment *

[Enter Establishment Name]

Registration Type *

[Select Registration Type ▾]

Registration Number

[Enter Number]

➢ The **Address Details** section allows the establishment to enter the establishment details such as Address Line 1, Address Line 2, City, Pin Code, State, and District.

Address Line 1 *

[Enter Address Line 1]

Address Line 2

[Enter Address Line 2]

City *

[Enter City]

Pin Code *

[Enter Pin Code]

State *

[Select State ▾]

District *

[Select District ▾]

➢ The **Contact Person Details** section allows the establishment to enter the contact person details such as Name of the Contact Person, Mobile Number, Landline Number, Official Email ID, Confirm Email ID, Password, and Confirm Password.

➢ Select **Are you engaging apprentices under BOAT/NATS** from the checkboxes.

➢ Select the *Checkbox*, to accept the "*User Terms*", "*Privacy Policy*", and "*Disclaimer*".

➢ Click **Submit**, the **Registered successfully** screen appears along with the establishment registration number.

➢ Click **OK**, the following screen appears.
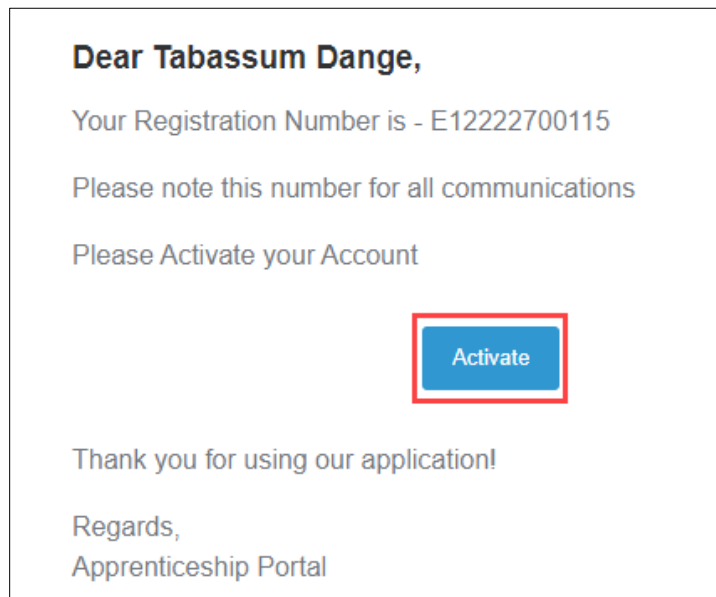
Dear Tabassum Dange,

Your Registration Number is - E12222700115

Please note this number for all communications

Please Activate your Account

Activate

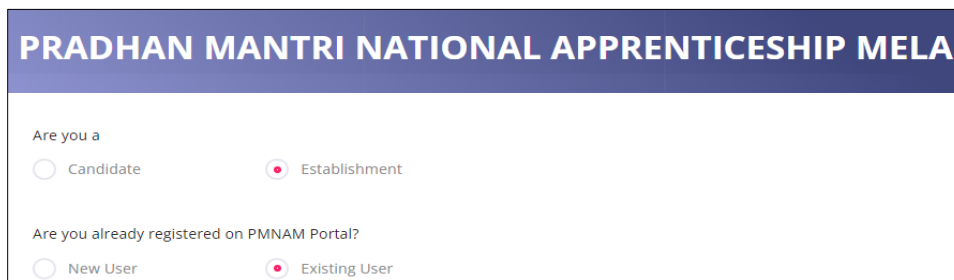Thank you for using our application!

Regards,
Apprenticeship Portal

➢ The activation mail displays the information of the establishment such as Establishment Name and Registration Number.

➢ Click **Activate**, to activate the login credentials.

4.2   Establishment – Existing User

The **Establishment Registration** screen allows the establishment to fill in profile details.

PRADHAN MANTRI NATIONAL APPRENTICESHIP MELA

Are you a
○ Candidate   ● Establishment

Are you already registered on PMNAM Portal?
○ New User   ● Existing User

➢ Select the **Establishment** and **Existing User,** and the **Fill your profile details** screen appears.
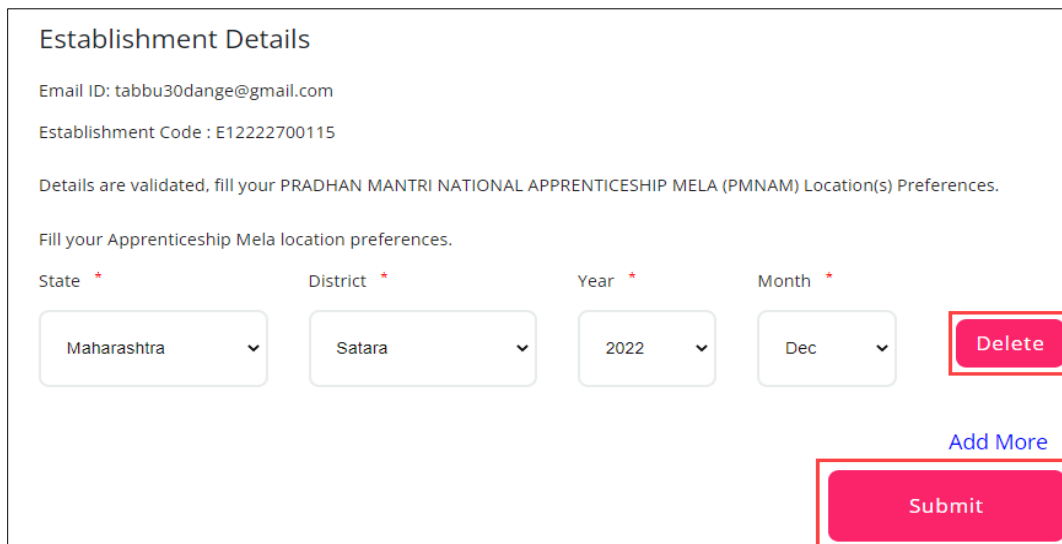
Fill your profile details.

Enter email address   Verify

➢ Enter the email address and click **Verify,** the **Establishment Details** screen appears.

➢ The **Establishment Details** screen displays Email ID and Establishment Code.

Establishment Details

Email ID: tabbu30dange@gmail.com

Establishment Code : E12222700115

Details are validated, fill your PRADHAN MANTRI NATIONAL APPRENTICESHIP MELA (PMNAM) Location(s) Preferences.

Fill your Apprenticeship Mela location preferences.

State *	District *	Year *	Month *	
Maharashtra	Satara	2022	Dec	Delete

Add More

Submit

➢ The **Establishment Details** screen also allows establishment to select location preferences from the drop-down list. The establishment can add more than one location preference and also can delete.

➢ Click **Submit**.