

# NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS) 2.0 PORTAL

**Portal Functionalities Walkthrough - Students  
Manual**



# Contents

- Overview ..... 2
- Modules & Functionality ..... 2
  - 1. Student Registration..... 6
  - 2. Student Profile ..... 9
  - 3.Contract management by Student ..... 15
    - 3.1 Contract Accepted and downloaded ..... 16
  - 4. Student Profile LOCKED ..... 18
- Contact Us..... 19

## Overview

National Apprenticeship Training Scheme is one of the flagship programmes of Government of India for Skilling Indian Youth in Trade disciplines. The National Apprenticeship Training Scheme under the provisions of the Apprentices Act, 1961 amended in 1973; offers Graduate, Diploma students and Vocational certificate holders; a practical, hands-on On-the-Job-Training (OJT) based skilling opportunities with duration ranging from 6 months to 1 year.

## Modules & Functionality

Students play the critical role in NATS 2.0 Portal of posting apprenticeship advertisements aligned to their manpower requirements. The following modules pertain to the apprenticeship related activities a student is responsible for:

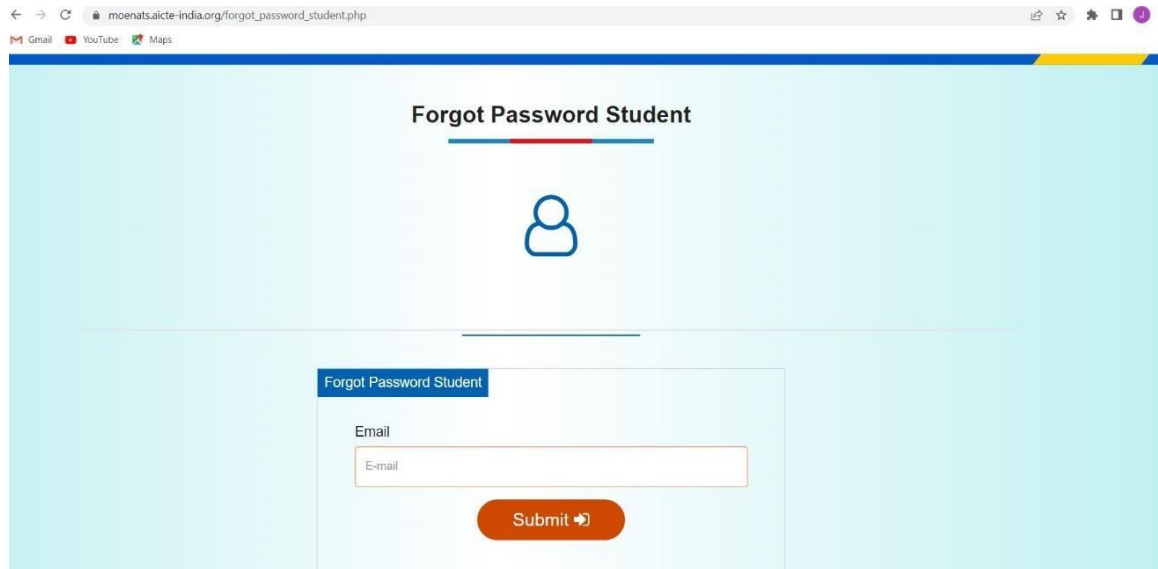
- Step 1:** Registration
- Step 2:** Profile filling
- Step 3:** Apply for apprenticeship available
- Step 4:** Application Management
- Step 5:** Contract creation
- Step 6:** Profile Lock
- Step 7:** Record of progress
- Step 8:** Download COP, after successful completion of apprenticeship program.
- Step 9:** Employment Opportunities

Below is each of these modules elaborated along with screenshots.

## **Resetting password (upgraded portal)**

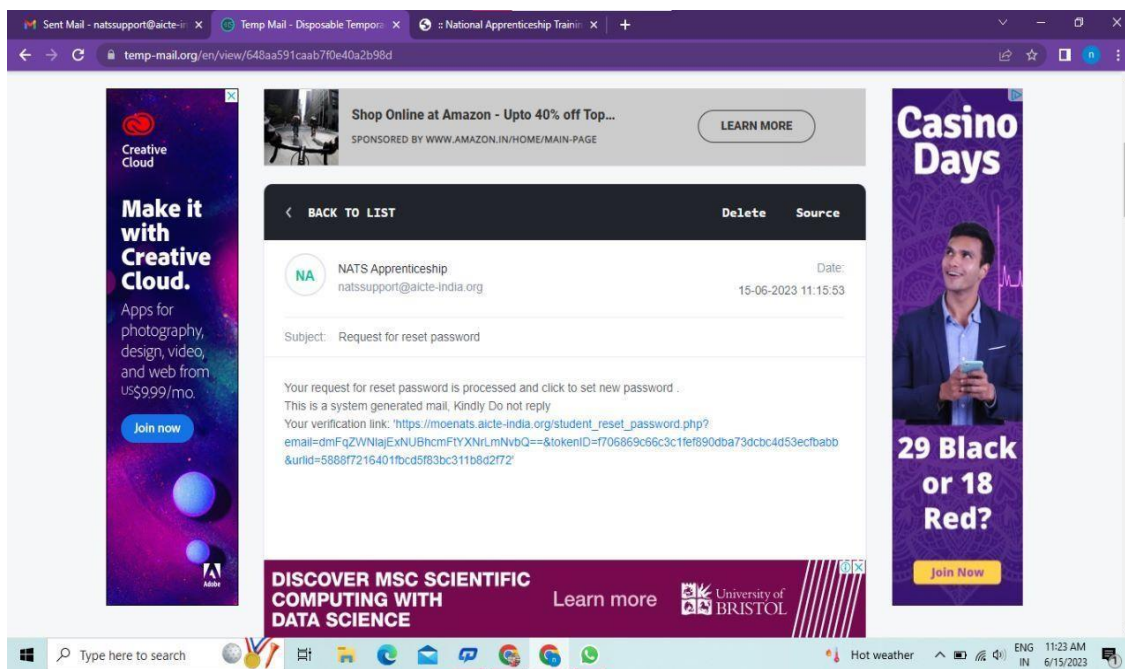
**Step 1:** Click on the below link,

[https://moenats.aicte-india.org/forgot\\_password\\_student.php](https://moenats.aicte-india.org/forgot_password_student.php)



The screenshot shows a web browser window with the URL [moenats.aicte-india.org/forgot\\_password\\_student.php](https://moenats.aicte-india.org/forgot_password_student.php). The page has a light blue background and a white form box. At the top of the form, it says "Forgot Password Student" with a blue outline of a person icon above it. Inside the form, there is a label "Email" above a text input field containing "E-mail". Below the input field is a blue "Submit" button with a right-pointing arrow.

**Step 2:** Enter your email, a password reset email will be received to the email.



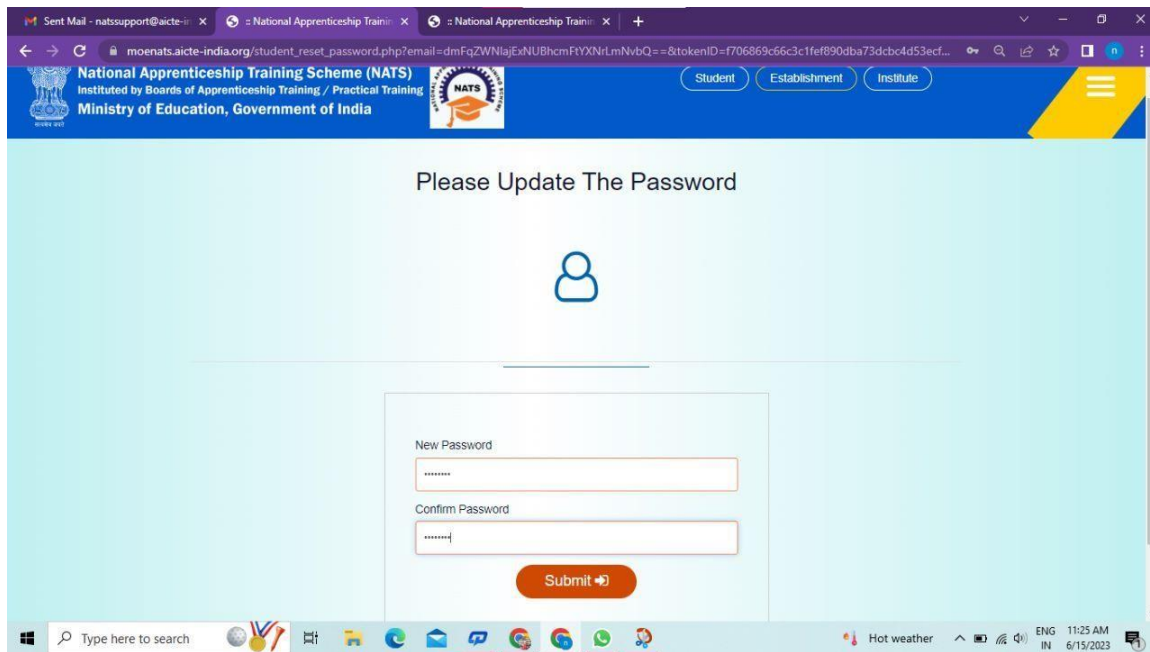
The screenshot shows an email client interface. The email is from "NATS Apprenticeship" (natssupport@aicte-india.org) dated 15-06-2023 11:15:53. The subject is "Request for reset password". The body of the email contains the following text:

Your request for reset password is processed and click to set new password .  
This is a system generated mail, Kindly Do not reply  
Your verification link: [https://moenats.aicte-india.org/student\\_reset\\_password.php?email=dmFgZWNIajEXNUBhcmFYXNRLmNvbQ==&tokenID=f706869c66c3c1fe890dba73dcbc4d53ectbabb&urlid=5888f7216401fbcdf83bc311b8d2f72](https://moenats.aicte-india.org/student_reset_password.php?email=dmFgZWNIajEXNUBhcmFYXNRLmNvbQ==&tokenID=f706869c66c3c1fe890dba73dcbc4d53ectbabb&urlid=5888f7216401fbcdf83bc311b8d2f72)

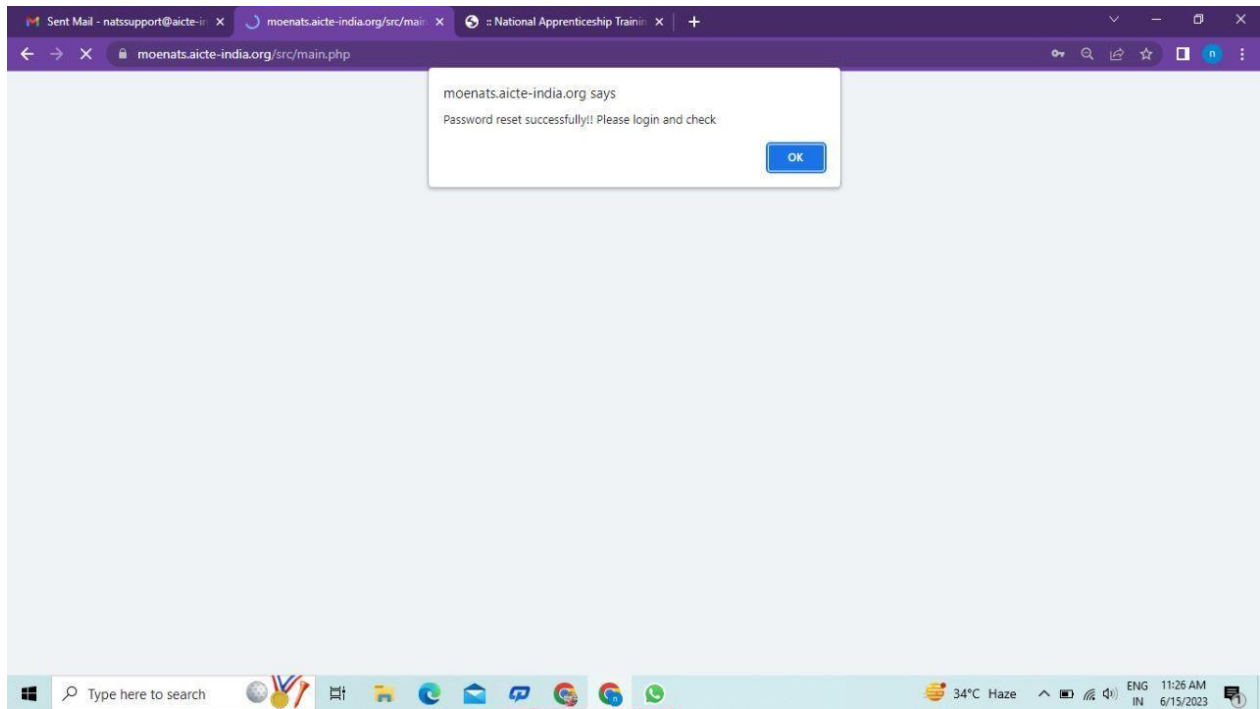
The email is displayed in a window with several advertisements: "Creative Cloud" on the left, "Shop Online at Amazon - Upto 40% off Top..." at the top, and "Casino Days" on the right. The Windows taskbar is visible at the bottom, showing the time as 11:23 AM on 6/15/2023.

**Step 3:** Open the email and click on the link, and it will be redirected to the password reset page.

**Step 4:** From this page, you will be prompted to enter the password two times for confirmation.



**Step 5:** A success pop-up will appear on screen & the password is shared over your email in return.



**Step 6:** To Login Visit [https://moenats.aicte-india.org/student\\_login.php](https://moenats.aicte-india.org/student_login.php) , enter your login credentials to login as student.

## Student Registration

Students are expected to register on the NATS 2.0 Portal with their preliminary details before they are enrolled in apprenticeship.

Student registration url: [https://moenats.aicte-india.org/student\\_register.php](https://moenats.aicte-india.org/student_register.php).

Following the above details, student is asked to fill the below details,

- Basic details – Name, Father/Mother's name, Aadhar no.
- Educational details – Course/Institute details
- Communication information- Address, Mobile no
- Training preference – Preferred field/location for apprenticeship
- Bank details

Below are the student registration form screenshots.

### *Registration form for Students*

The screenshot shows a web browser window with the URL `moenats.aicte-india.org/student_register.php`. The page title is "Student Register". Below the title, there is a paragraph of text: "This Enrollment module of student facilitates to the Pass-Outs in Graduate in Engineering / Technology, Graduate in General Stream, Graduate in Vocational, Diploma in Engineering / Technology, Diploma in General Stream, Diploma in Vocational. The Students pursuing sandwich courses should contact their institution for enrollment."

The form contains the following fields and values:

- Have you undertaken any previous training as part of the apprenticeship programme (except sandwich apprenticeship): NO
- Do you have any work experience of one year or more: NO
- Have you passed out through Regular / Part Time / Distance: DISTANCE
- Name \*: MANISHA
- Date of Birth \*: 09/16/2001
- Gender\*: FEMALE
- Category \*: OBC
- Aadhar Number(Pattern xxxx xxxx xxxx)\*: XXXX XXXX 7578
- Upload Aadhar Card (only pdf size < 1MB) \*: Choose File adhar.pdf

The Windows taskbar at the bottom shows the system tray with a temperature of 40°C, Haze, and the date/time 4:34 PM on 6/12/2023.

### *Registration form for Students (cont.)*



Institute Name (If institute name not appearing in drop down , please contact natssupport@aicte-india.org)\*

Select Graduate in Engg./Tech in case of B.E./B.Tech/B.Pharma/B.Arch/B.HMCT/B.Lib/B.E.Aagri/B.E.Dairy/B.E.Biotech/B.Food/B.Fashion  
 Select Graduate in General Stream in case of General Bachelor  
 Degree/BCA/BFA/BBA/BBS/BEM/BD/BPA/BSW/BA/BCOM/BSC/BscAgri/BscDairy/BscBiotech/BscFood  
 Select Diploma in Engg./Tech in case Polytechnic – Engg/Pharma/Arch/HMCT/Lib/Agri/Food/Fashion/MoP/Secretarial/MLT

Education Type (Pass Out)\*

Specialization \*

Student ID (Unique Registration/Roll Number)\*

Year of Passing \*

Month of Passing \*

Percentage \* (For CGPA, convert into Percentage according to University formula)

Email (Will be used as a Username for Login Purpose)\*

Mobile No (Will be used as a Username for Login Purpose)\*

Password\*

Confirm Password\*

Show Password

I'm not a robot

Quick links      Help & Reports      Others

## Student Profile

Following are the basic details to be filled by student at time of registration:

The screenshot displays the NATS student dashboard at the URL [moenats.aicte-india.org/student\\_module/student-dashboard-eligibility-check.php](https://moenats.aicte-india.org/student_module/student-dashboard-eligibility-check.php). The page header includes the NATS logo and text: "National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India". A "Logout" link is visible in the top right corner. A progress bar at the top shows five steps: 1. Basic Details (active), 2. Education Details, 3. Communication Information, 4. Training Preferences, and 5. Bank Details. The main content area is titled "Basic Details" and features a "Passport Size Photo (only jpeg & png)\*" section with a "Choose File" button and the text "No file chosen". The Windows taskbar at the bottom shows the system tray with a temperature of 40°C, the date 6/12/2023, and the time 4:53 PM.

The first step basic details – show the details filled in the before filled registration form. The student shall continue to fill their profile.

The screenshot shows a web browser window with the URL [moenats.aicte-india.org/student\\_module/student-dashboard-eligibility-check.php](https://moenats.aicte-india.org/student_module/student-dashboard-eligibility-check.php). The page title is "Basic Details". The form contains the following fields:

- Passport Size Photo (only jpeg & png):
- Name of Student \*: MOENSHA
- Date of Birth \*: 10 SEP 2001
- Gender \*: FEMALE
- Category \*: OBC
- Mother's Name \*: T PREMAL
- Father's Name \*: K.P. THANGAVEL
- Aadhaar Number \*: XXXX XXXX 7599
- Aadhaar: [View Aadhaar](#)
- Minority \*: NO
- Person with Disability \*: NO
- Email \*: venudell199@rediffmail.com
- Mobile \*: 9750260888

A "Save and continue" button is located at the bottom left of the form. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates a temperature of 40°C, Haze, and the date/time as 4:54 PM on 6/12/2023.

## STEP 2: Education details:

Students need to provide education details like course/college details . The forms would appear in the below format:

moenats.aicte-india.org/student\_module/student-dashboard-education-details.php

### EDUCATIONAL DETAILS

Select Graduate in Engg /Tech in case of B.T./B. Tech/B. Pharma/B.Arch/B.I/MCT/B.Lib/B.E. Agr/B.E. Dary/B.E. Botech/B. Food/B. Fashion  
 Select Graduate in General Stream in case of General Bachelor Degree/BCA/BF/MBA/BSB/BSM/BSP/BSW/BA/BCom/BSC/BSc/Agr/BSc/Dary/BSc/Btech/B.Food

State to Which Institute Belongs \*  
 DEHJI

District to Which Institute Belongs \*  
 NEW DELHI

Institute Name (If institute name not appearing in drop down , please contact abc@xyz.com)  
 COLLEGE OF ARTS&SC

Education Type (Pass Out)\*  
 DIPLOMA IN ENGINEERING / TECHNOLOGY

Course Name\*  
 CHEMICAL ENGINEERING

Specialization \*  
 CHEMICAL ENGINEERING

Student ID (Unique Registration/Rol Number) \*  
 7826270473620787375267926787634

Year of Passing \*  
 2022

Month of Passing \*  
 JUNE

Percentage (For CGPA, convert into Percentage according to University formula) \*  
 99

Upload Provisional / Passed Certificate (only pdf of size < 1MB) \* (Only pdf)  
 Choose File

DIPLOMA IN ENGINEERING / TECHNOLOGY Joint after \*  
 Higher Secondary (10+2)  Diploma  High School(10th)  ITI

#### Quick links

- MSE
- NAPS portal of MSDE
- AICTE
- National Career Service (NCS)
- Local Nodal Centre

#### Help & Reports

- FAQs
- Establishment Manual
- Process Manual (English)
- Process Manual (Hindi)
- Quarterly Skill Assessment

#### Others

- Apprentices act
- RTI
- Startup
- Disclaimer
- Privacy

40°C Haze 4:55 PM 6/12/2023

moenats.aicte-india.org/student\_module/student-dashboard-education-details.php

DIPLOMA IN ENGINEERING / TECHNOLOGY Joint after \*

Higher Secondary (10+2)  Diploma  High School(10th)  ITI

School / Institute State\*  
 DEHJI

School / Institute District\*  
 NORTH EAST DELHI

School / Institute Name\*  
 KV

School / Institute Board Name\*  
 DTEA

Student ID (Enrollment Number) \*  
 98789775844322423486787656787654

School Percentage / CGPA (For CGPA, convert into Percentage according to School formula)\*  
 99

About your Self \*  
 IM DEVELOPER

General Skills (Add comma separated values eg: Skill1,Skill2 and space is not allowed) \*  
 CEMENT

Languages Known (Add comma separated values eg: Hindi,English and space is not allowed)  
 ENGLISH

[Save and Continue](#)

#### Quick links

- MSE
- NAPS portal of MSDE
- AICTE
- National Career Service (NCS)
- Local Nodal Centre
- Contact Us

#### Help & Reports

- FAQs
- Establishment Manual
- Process Manual (English)
- Process Manual (Hindi)
- Quarterly Skill Assessment
- Annual Report
- Look Back

#### Others

- Apprentices act
- RTI
- Startup
- Disclaimer
- Privacy
- PUSH Handbook

40°C Haze 4:58 PM 6/12/2023

### STEP 3: Communication Information

In this address details/mobile details of the student is asked.

The screenshot shows a web browser window with the URL [moenats.aicte-india.org/student\\_module/student-dashboard-communication-info.php](https://moenats.aicte-india.org/student_module/student-dashboard-communication-info.php). The page header includes the NATS logo and the text "National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India". A navigation bar at the top contains five steps: 1. Basic Details, 2. Education Details, 3. Communication Information (highlighted), 4. Training Preferences, and 5. Bank Details. A "Logout" button is visible in the top right corner.

Below the navigation bar, a message reads: "If you don't know your area pin code please click <https://www.indiapost.gov.in/vas/pages/findpincode.aspx> to find".

The form is divided into two sections:

- Permanent Address:** Includes fields for Pin Code (110070), Post Office (BANSOOD PUR BO), District (NEW DELHI), State/UT (DELHI), and Address (VASANTH KUNJ NEAR AICTE).
- Present Address:** Includes a checkbox "Present Address same as Permanent Address" which is checked. Below it are identical fields for Pin Code, Post Office, District, State/UT, and Address.

A "Save and continue" button is located at the bottom of the form. The Windows taskbar at the bottom shows the search bar, task view, and system tray with a temperature of 40°C Haze and the date 6/12/2023.

### STEP 4: Training preferences

Further, the student needs to update the training preferences such as field and location of apprenticeship.

National Apprenticeship Training Scheme (NATS)  
Instituted by Boards of Apprenticeship Training / Practical Training  
Ministry of Education, Government of India

Logout

1 Basic Details 2 Education Details 3 Communication Information 4 Training Preferences 5 Bank Details

Training Preferences

Location Preference

Preferred State - 1  
DELHI

Preferred District - 1  
NEW DELHI

Preferred State - 2  
DELHI

Preferred District - 2  
EAST DELHI

Preferred State - 3  
DELHI

Preferred District - 3  
NORTH DELHI

Field Preference

Preferred Field - 1  
ENERGY

Preferred Field - 2  
BEAUTY AND WELLNESS

Preferred Field - 3  
COATINGS AND PAINT

Save and continue

Monday, June 12, 2023  
40°C Haze  
ENG IN  
5:02 PM  
6/12/2023

## STEP 5: Bank details

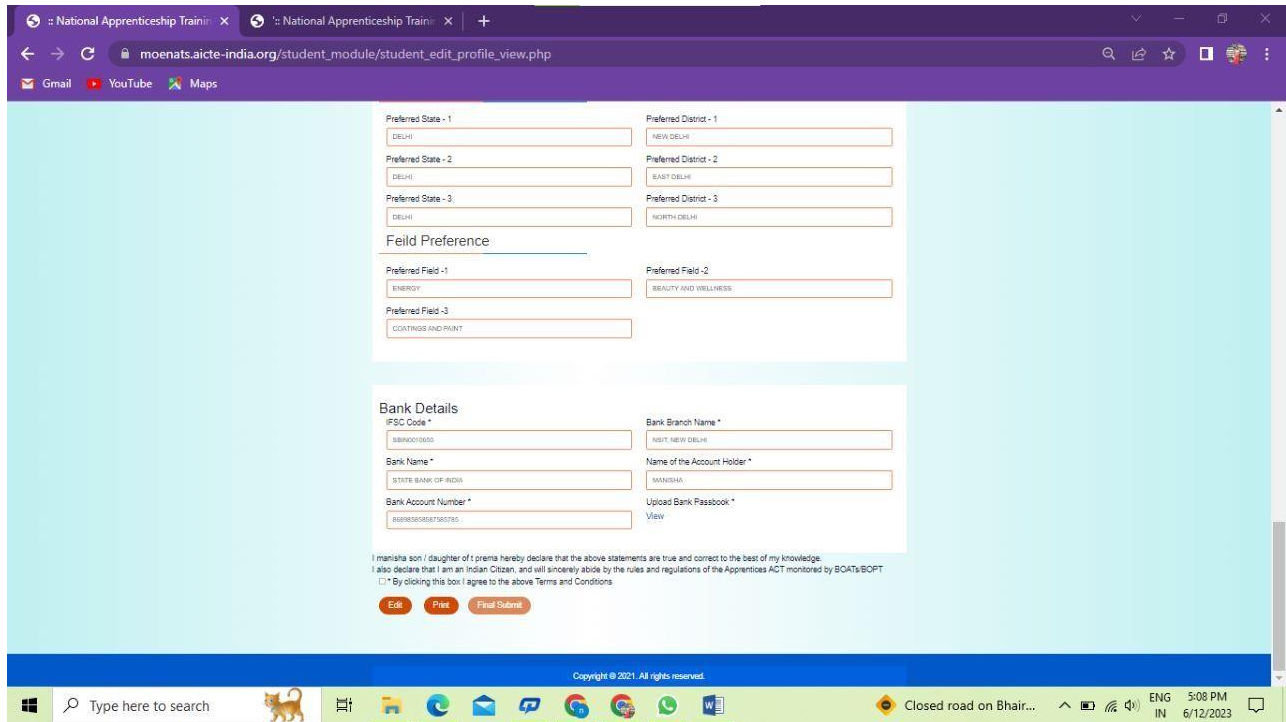
The students are asked to fill the bank account details, for stipend receiving.

The screenshot shows a web browser window with the URL [moenats.aicte-india.org/student\\_module/student-dashboard-bank-info.php](https://moenats.aicte-india.org/student_module/student-dashboard-bank-info.php). The page header includes the NATS logo and the text "National Apprenticeship Training Scheme (NATS) Instituted by Boards of Apprenticeship Training / Practical Training Ministry of Education, Government of India". A navigation bar contains five steps: 1. Basic Details, 2. Education Details, 3. Communication Information, 4. Training Preferences, and 5. Bank Details (highlighted). A disclaimer states: "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 us." Below this, a form titled "Please finish the bank accounts details in which you want to get stipend by establishment." contains the following fields: "IFSC Code \*" (text input with value "SBIN0019632"), "Bank Branch Name \*" (dropdown menu with value "NSBT, NEW DELHI"), "Bank Name \*" (dropdown menu with value "STATE BANK OF INDIA"), "Name of the Account Holder \*" (text input with value "MANISHA"), "Bank Account Number \*" (text input with value "300905650575875755"), and "Upload Passbook (Only pdf) \*" (file upload button labeled "Choose File"). A "Save and Preview" button is located at the bottom left of the form. The footer contains "Quick links" (MOE, NAPS portal of MIDE, AICTE, National Career Service (NCS), Local Nodal Centre), "Help & Reports" (FAQs, Establishment Manual, Process Manual (English), Process Manual (Hindi), Quarterly Skill Assessment), "Others" (Apprentices act, RTI, Stipend, Disclaimer, Privacy), and logos for India.gov.in, Skill India, and AICTE. The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray with weather (40°C Haze), and date/time (5:04 PM 6/12/2023).

## STEP 6: Profile view and final submit

Scroll down to the end of the page, cross-check the details and click on “SUBMIT” button.





## Contract management by Student

### Apprenticeship advertisement on student dashboard

Advertisements show on dashboard in listing way, they can apply to their suitable apprenticeship by viewing the details like,

1. Apprenticeship title, description, duration, location, skills required, qualification required to apply.
2. After applying, they can check for application status from the application management

### *Student dashboard with apprenticeship advertisement*

#### Apply against Skills vacancies

| Industry Name | Post Title | State          | District      | Vacancies | Date of Publication | Last Date to Apply | View                 | Action | Status |
|---------------|------------|----------------|---------------|-----------|---------------------|--------------------|----------------------|--------|--------|
| Vamsi tech    | ECE        | ANDHRA PRADESH | VISAKHAPATNAM | 10        | 21-Jul-2022         | 28-Jul-2022        | <a href="#">View</a> |        |        |

Student has to accept the contract request from establishment firstly, in order to send request to BOAT for final confirmation.



## Application Management

### Applied Apprenticeship

| Location | State Name  | Company Name | Apprenticeship Name | Date of Application | Status   | Action   |
|----------|-------------|--------------|---------------------|---------------------|--|--|
| DEHRADUN | UTTARAKHAND | Akash        | TITLE               | 25-Jul-2022         | Akash Industry generating the contract for Apprenticeship Training whether you would to Accept or Reject | <a href="#">Accept</a><br><a href="#">Reject</a> |

On acceptance, Contract request sent to BOAT for approval

### Apply against Skills vacancies

| Industry Name | Post Title | State       | District | Vacancies | Date of Publication | Last Date to Apply | View                 | Action                  | Status                             |
|---------------|------------|-------------|----------|-----------|---------------------|--------------------|----------------------|-------------------------|------------------------------------|
| Akash         | TITLE      | UTTARAKHAND | DEHRADUN | 13        | 23-Jul-2022         | 23-Jul-2022        | <a href="#">View</a> | <a href="#">Applied</a> | Contract Sent For Approval of Boat |

## 3.1 Contract Accepted and downloaded

### Contract management by student

After the establishment contract initiation, student has to accept the contract request from establishment firstly, in order to send request to BOAT for final confirmation.

Contract is download by student & engaged into apprenticeship program

## BOARD OF PRACTICAL TRAINING (EASTERN REGION)

(An Autonomous Body Under Ministry of Human Resource Development, Department of Higher Education, Government of India)



Block- EA, Sector- I , Salt Lake City, Opp to Labony Estate , Kolkata - 700064

Phone No: 033 - 23370750 / 23370751 Fax No: 033-2321 6814 Email: [info@boptr.gov.in](mailto:info@boptr.gov.in)

Website: <http://www.mhrdnats.gov.in/>



### APPRENTICESHIP CONTRACT REGISTRATION FORM

#### APPRENTICE INFORMATION

|  |                      |  |            |  |
|--|----------------------|--|------------|--|
| Name   | Gender               | Date of Birth  | Age        |  |
| <b>BITTU KUMAR</b>   | <b>M</b>             | <b>2003-01-16</b>  | <b>19</b>  |  |
| Father / Mother Name   | Enrollment Number    | Caste  | PWD        |  |
| <b>AJAY MANDAL</b>   | <b>1171818025</b>    | <b>OBC</b>   | <b>N</b>   |  |
| Address for Communication  | Mobile Number        | Email Address  | Age 19     |  |
| <b>Barhiya SO, WARD NO<br/>17, BARHIYA, LAKHISARAI, LAKHISARAI<br/>UTTARAKHAND, 811302</b> | <b>6206925676</b>    | <a href="mailto:bittu16012003@gmail.com">bittu16012003@gmail.com</a> | <b>25</b>  |  |
|  | Father / Mother Name | Enrollment Number  | Caste      |  |
|  | <b>AJAY MANDAL</b>   | <b>1171818025</b>  | <b>OBC</b> |  |
| PWD  |                      |  |            |  |
| <b>N</b>   |                      |  |            |  |

#### EDUCATIONAL QUALIFICATION

|  |   |  |
|--|---|--|
| Name of the Institution /<br>College /University | Univ. Regn. Number / DOTE / Month & Year of passing<br>DTE Regn. Number / +2 Regn | Educational Qualification  |
| <b>GOVT. POLYTECHNIC</b>                         | <b>1-512869913</b><br><b>October, 2021</b>  | <b>COMPUTER SCIENCE AND<br/>ENGINEERING -<br/>COMPUTER SCIENCE AND<br/>ENGINEERING</b> |

#### TRAINING DETAILS

|  |                    |                       |
|--|--------------------|-----------------------|
| Training start date  | Period of Training | Stipend Rs. per month |
| <b>12-07-2022</b>  | <b>Months</b>      | <b>8000</b>           |
| The apprentice would be undergoing training under section 22 (1) |                    |                       |

#### NAME AND ADDRESS OF THE EMPLOYER

|         |                 |                               |
|---------|-----------------|-------------------------------|
| Akash - | Doranda, Ranchi | RANCHI, JHARKHAND -<br>834002 |
|---------|-----------------|-------------------------------|

## 4. Student Profile LOCKED

1. Once a student contract is created, their profile is locked as they can't apply for any more apprenticeships.
2. If they need any change in profile they need to request BOAT for it.

So, if the student is selected through SEC 22(A), the student is taken as an employee into the same establishment after the apprenticeship program is finished.

If it's SEC 22(B), the student can apply to jobs available after the apprenticeship program ends.

|           |         |                   |                        |                   |                  |      |        |
|-----------|---------|-------------------|------------------------|-------------------|------------------|------|--------|
| Dashboard | Profile | Issues/Grievances | Application Management | Issues/Grievances | Event Management | Help | Logout |
|-----------|---------|-------------------|------------------------|-------------------|------------------|------|--------|

Welcome, ECE STUDENT!

Your profile is locked as you are doing apprenticeship click here to raise change your profile

## Contact Us

Email: [natssupport\\_student@aicte-india.org](mailto:natssupport_student@aicte-india.org)