

PROCEDURE TO APPLY FOR APPRENTICESHIP TRAINING

Points to Note:

- A candidate should possess any of the following qualifications to enroll himself as an apprentice:
 - Graduation
 - Diploma

Checklist for Enrollment in NATS (National Apprenticeship Training Scheme) Portal

- Candidates should have the following details ready to complete the enrollment process:
 - a) Registration number from college
 - b) Name of College/University
 - c) Percentage of marks or CGPA
 - d) Branch of study
 - e) Month and year of passing

Steps for Enrollment:

1. Log onto website portal.mhrdnats.gov.in and Click on “Enroll” tab

- The page appears with **Eligibility Check, Questionnaire & Guidelines, Enrollment Form** and **Preview & Confirm** 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 _____ v I would like to enroll myself in the NATS Portal.

- In the **Eligibility Check** 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.

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

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

through **Regular** v mode of education.

- If you are eligible for the 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 programme, the **Sorry! You are not eligible to enroll this apprentice Program** message appears.

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.

*Ps: 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.

The screenshot shows a registration form with a progress bar at the top indicating 50% completion. The progress bar has four steps: 1. Eligibility Check, 2. Questionnaire & Guidelines, 3. Enrollment Form, and 4. Preview & Confirm. Below the progress bar, there are three tabs: Personal Information (100%), Educational Details (5%), and Training Preferences (5%). The Personal Information tab is active, showing two identical sections for 'Graduate' information. Each section includes radio buttons for 'Type of Graduation' (Graduation after(10 + 2) and Graduation after Diploma), dropdown menus for 'State in which the University belongs', 'Name of the University', and 'University Regs.No/Roll No/Enrol No', and a text input field for 'University Regs.No/Roll No/Enrol No'. The second section also includes dropdown menus for 'State to which College belongs', 'City/District in which College belongs', and 'Name of the College', as well as dropdown menus for 'Branch of Engineering', 'Year of Passing' (set to 2016), and 'Month of Passing'. At the bottom, there are fields for 'Percentage of Marks/CGPA' and 'Class Obtained'.

12. Click **Save and continue**. The Education Details tab appears.

The screenshot shows the same registration form as above, but with the 'Educational Details' tab selected. The progress bar now shows 50% completion, and the 'Educational Details' tab is highlighted with a blue arrow and '5%' completion. The 'Personal Information' tab is now greyed out. The 'Educational Details' section is visible, showing the same 'Graduate' information fields as in the previous screenshot, but with the 'Year of Passing' dropdown menu set to 2016. The 'Percentage of Marks/CGPA' and 'Class Obtained' fields are also visible at the bottom.

13. On the **Education Details** tab, type or select the required details. **Upload qualifying degree/diploma/provisional certificate.**

14. 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)

15. Read the Declaration, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.

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

Save & Preview

16. Click **Save and Preview**. The **Preview & Confirm** section appears.

17. 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.

1 Eligibility Check 2 Questionnaire & Guidelines 3 Enrollment Form 4 Preview & Confirm 100%

Student Enrollment has been created successfully

Dear Student,

Please find details of your enrollment and login below. Do note that you can log into the portal using email ID and Password

Email ID : aesdfghjkl@gmail.com
User ID : EASD646160300001
Password : [masked]

An email has been sent to your ID with login credentials along with your enrollment details. Please check spam folder if you are unable to find it in your inbox.

18. To print the enrolment details, click **Print**. The enrolment details are downloaded on the local drive in the PDF format.
19. Click **Close & Continue**. The Login page appears as given below. *Candidates can log on the NATS application with the enrolment details shown in the print out.*

PROCEDURE TO APPLY FOR APPRENTICESHIP TRAINING IN COCHIN SHIPYARD LTD

1. Log on 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.

The screenshot displays the NATS portal interface. At the top, there is a navigation bar with the following items: Home, Communication, Employment, Apprenticeship, Establishment Requests, and Help. The user is logged in as HI RAHUL. Below the navigation bar, the main content area is divided into several sections:

- My Profile:** Welcome, RAHUL. ID: SKLG006160501896. Email: rahulnats82@gmail.com. Contract No: No Contract Created. Date of Enrollment: 03-08-2017. [Update Profile](#)
- Quick Access:** Links for COMMUNICATION (Grievances) and APPRENTICESHIP (Performance, Feedback).
- Grievances:** No pending requests.
- Notifications:** We have updated our site with an all new-look. We have also added several new features to make your stay in our portal even more exciting! - NATS Admin Team
- Apprenticeship Advertisements:** No Advertisements.

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

The screenshot shows the search criteria page. At the top, there is a progress bar with two steps: 1) Search Establishment and 2) Establishment List. Below the progress bar, there is a search criterion form. The form has the following fields:

- Search By:** Radio buttons for Preferences (selected) and Establishment Name.
- *Education:** Dropdown menu with "--Select an option--".
- *Branch of Study:** Dropdown menu with "--Select an option--".
- Sector:** Dropdown menu with "--Select an option--".
- Region:** Dropdown menu with "Southern Region".
- State:** Dropdown menu with "--Select an option--".
- District:** Dropdown menu with "--Select an option--".
- Choice of Establishment/Nature of Technical Activity:** Dropdown menu with "None selected".
- Elective Subject:** Text input field with "Please Enter".

At the bottom of the form, there are three buttons: Search, Reset, and Back.

- Among the Search criterion options select Establishment Name, type “Cochin Shipyard Limited” and click on option “Search”.

Find Establishment

1 Search Establishment 2 Establishment List

Search Criterion

Search By

Preferences Establishment Name

COCHIN SHIPYARD LIMITED

Search Reset Back

- Once you click on “Search” below page appears.

Find Establishment

1 Search Establishment 2 Establishment List

Showing 1 to 1 of 1 entries

Copy Excel CSV PDF Print Search:

Establishment Name	Education Type	Branch of Study	Sector	Region	State	District	Action
COCHIN SHIPYARD LIMITED	Graduate	CIVIL ENGINEERING,COMMERCIAL PRACTICE,COMPUTER ENGINEERING,COMPUTER SCIENCE AND ENGINEERING,ELECTRICAL AND ELECTRONICS ENGINEERING,ELECTRICAL ENGINEERING,ELECTRONICS & COMMUNICATION ENGINEERING,INFORMATION TECHNOLOGY,INSTRUMENTATION ENGINEERING,INSTRUMENTATION TECHNOLOGY,MARINE ENGINEERING,MECHANICAL ENGINEERING,NAVAL ARCHITECTURE & SHIP BUILDING ENGG,OTHERS,SAFETY ENGINEERING	Central	SOUTHERN REGION	KERALA	ERNAKULAM	Apply

Join with us for an exciting career. Please click on Apply. Apply

COCHIN SHIPYARD LIMITED / SKLERC000007

Assessment details for the financial year: 2020

Disclaimer: Your application does not entail/guarantee automatic selection. Selection is prerogative of establishment.

Showing 1 to 15 of 15 entries

Search:

Department Name	Graduate Count	Technician Count
CIVIL ENGINEERING	0	7
COMMERCIAL PRACTICE	0	0
COMPUTER ENGINEERING	8	4
COMPUTER SCIENCE AND ENGINEERING	0	0
ELECTRICAL AND ELECTRONICS ENGINEERING	0	0
ELECTRICAL ENGINEERING	0	8
ELECTRONICS & COMMUNICATION ENGINEERING	9	8

6. 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”**.

Successfully applied for the training position. Based on availability, you will be contacted by the establishment

COCHIN SHIPYARD LIMITED / SKLERC000007
Assessment details for the financial year: 2020

Department Id	Department Name	Graduate Count	Technician Count	Vocational Count
103	CIVIL ENGINEERING	0	7	0
608	COMMERCIAL PRACTICE	0	0	0
115	COMPUTER ENGINEERING	8	4	0
224	COMPUTER SCIENCE AND ENGINEERING	0	0	0
186	ELECTRICAL AND ELECTRONICS ENGINEERING	0	0	0
113	ELECTRICAL ENGINEERING	0	8	0
206	ELECTRONICS & COMMUNICATION ENGINEERING	9	8	0

7. For detailed information, visit link shown below:
http://mhrdnats.gov.in/sites/default/files/NATS_User_Manual_Student_Enrol.pdf
8. For any queries, reach us at 0484-2501823 or mail to apprenticeship@cochinshipyard.com.
