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**
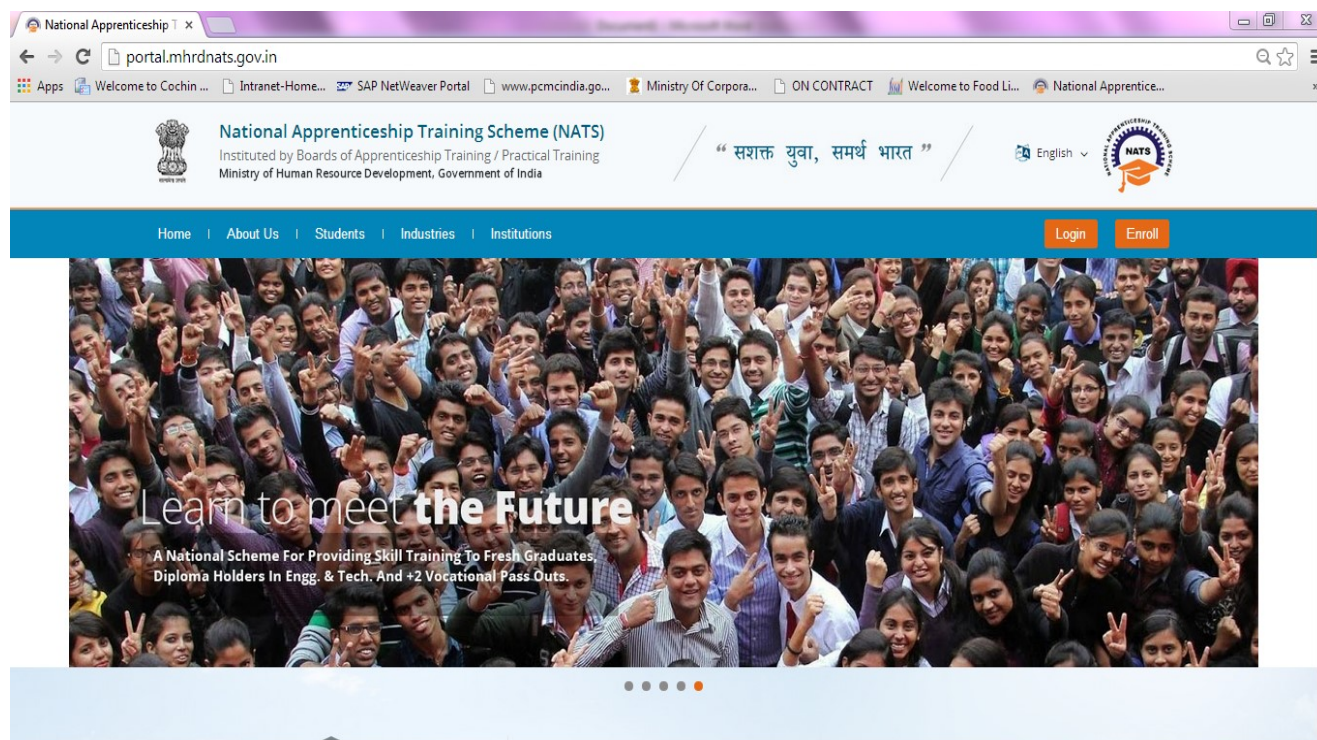
2. The page appears with **Eligibility Check**, **Questionnaire & Guidelines**, **Enrollment Form** and **Preview & Confirm** sections as shown below.

3. 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.

- 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.

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

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.

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

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.

Eligibility Check   Questionnaire   Enrollment   Preview &   100%
                     & Guidelines   Form   Confirm

Student Enrollment has been created successfully

Dear Student,

Please find details of your enrolment 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

[Print]   [Close & Continue]

An email has been sent to your ID with login credentials along with your enrolment 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**.**

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

4. Among the Search criterion options select Establishment Name, type "Cochin Shipyard Limited" and click on option "Search".

5. Once you click on "Search" below page appears.

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"**.

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 0820 2538604 or mail to hr@udupicsl.com

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