USER MANUAL

Development & Maintenance of Web Based Portal and MIS for Monitoring & Evaluation of Vocational Training Improvement Project

Ver–1.01

[Apprentice Module]

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1. Introduction

1.1 Overview
The Apprentices Act, 1961 was enacted with the objective of regulating the programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to youth to develop skilled manpower for the industry.

1.2 Scope of the Document
This document details about the various functionalities under Apprenticeship scheme in the public module of the MIS portal and the features are as follows:
1. New Establishment Registration and search.
2. Region & State wise Establishment Search.
3. Candidate Registration on portal.
5. Candidates apply for Apprenticeship in Establishment.
6. Verification of the enrolled Apprentice.
7. Authentication of Apprentice profile.
8. TPA and APY Guidelines.

2. About the Document

2.1 Intended Audience
General public and all users of the DGT web based portal will be the intended audience of this document.

2.2 Document Conventions
1. This guide uses the following conventions:
2. Fields which have * sign at the end indicates that it is mandatory.
3. Success messages are displayed in green boxes.
   Instructions are mentioned under “Before Proceeding please ensure” point wise
3. Process Flow
It defines the transaction flow of Establishment, Apprentice and RDAT/SAA.

Apprenticeship & APY Enrollment Process

<table>
<thead>
<tr>
<th>Apprentice</th>
<th>Establishment</th>
<th>NCVTMIS Portal</th>
<th>RDAT/SAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Start</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Apply on MIS Portal for Establishment Registration</td>
<td>Apply</td>
<td>System would register Establishment &amp; Send Activation Link on registered Email ID</td>
<td></td>
</tr>
<tr>
<td>2. Activate Esth. through Activation Link and get password by email</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Search Establishment &amp; vacancy</td>
<td>Apply</td>
<td>Candidate request would go to Establishment on user MIS ID</td>
<td></td>
</tr>
<tr>
<td>4. Register on MIS portal</td>
<td>Apply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Do MIS Portal Search</td>
<td>2. Establish Trade Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Candidate search, select &amp; accept offer</td>
<td>3. Apply for Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Register Apprenticeship request along with Training Course details &amp; Open Bank Account</td>
<td>4. Send Offer</td>
<td>Candidate request would go to Establishment on user MIS ID</td>
<td></td>
</tr>
<tr>
<td>5. Do MIS Portal Search</td>
<td>5.1 Search Establishment &amp; vacancy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Initiate request for any apprenticeship by APY Scheme</td>
<td>5.5 Request forwarded to concern RDAT/SAA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Send Offer</td>
<td>5. Apply for Apprenticeship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Approve Apprenticeship request along with Training Course details &amp; Open Bank Account</td>
<td>5.5 Request forwarded to concern RDAT/SAA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Initiate request for any apprenticeship by APY Scheme</td>
<td>5. Process through MIS Internal 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Email of Apprenticeship Contract</td>
<td>6. Email of APY Sanction Order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Candidate sends signature &amp; accept offer</td>
<td>6. Email of APY Sanction Order</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Concern RDAT/SAA would check details & approve (within 30 days). If not approved in 30 days, request would be auto approved.

End |
Process Description

**Establishment Registration**
1. Establishment need to register themselves on Public Portal under Establishment Registration option for Apprenticeship and the Establishment details will be saved into MIS Database. (refer section 5.1.1)
2. After registration a mail will be triggered to Establishment's registered Email ID along with the activation link.
3. Once Establishment click on activation link, it'll be redirected to MIS public page with the Establishment Registration no. and simultaneously a mail will be triggered to establishment registered Email ID along with MIS User ID and password for apprenticeship.
4. After Activation of Establishment, user ID & Password would be accessible for logging in MIS system and process further (refer MIS Manual).
5. Once Registration process is complete, that registered Establishment will go to NPIU/SPIU for Approval.
6. SPIU/NPIU can Approve/Reject Establishment. On Approval, establishment would get rights to perform further in MIS. On Rejection, establishment profile will be Deactive in system.

**Apprentice Registration and Apply**
7. Apprentice need to register themselves on Public Portal under Apprentices Registration option for Apprenticeship and the Apprentices details will be saved into MIS Database. (refer section 5.2.1)
8. Once Registration process is complete, an email will be triggered to the registered email ID of apprentice with activation link, once apprentice will click on Activation link, it'll be redirected to MIS public page with the Unique Registration Number.
9. Apprentice will search the Establishment and apply for apprenticeship Training (refer section 5.1.2.1).
4. Getting Started

4.1 Accessing portal

Public portal of MIS application has been designed as a comprehensive platform for external as well as internal users of DGE&T to allow timely and transparent flow of information. The web portal will have information such as, details of establishments and apprentices if they want to participate in the Scheme, period of training, trade of training, tracking of apprentice after training etc. To access, type the address in the address bar as: https://ncvtmis.gov.in/. User will be redirected to the Home page of the Public Portal.

4.2 Home page

Through provided URL user would directly access Home page of NCVT MIS module. Here on the top of the page Menu bar is available which contains Menu item as Home, ITI, Trainee, Certificate Verification, Instructor, Calendar, Apprenticeship and MIS Functionalities.

On selection of Apprentice options from Menu Bar, user would be redirect to the Apprentice Homepage. On Apprentice home Page on menu bar user can find different menu options as Establishment, Apprentice, Certificate verification, Apprentice protsahana Yojana, TPA and Apprentice Act.
5. **Apprenticeship**

On Apprenticeship home page on the top user can find menu bar which would have functionalities as per system prospective. On the top right corner of the home page options available as:

- **Login**: For Internal user to login in MIS application.
- **Support**: To send email to support team.
- **FAQ**: Frequently asked Questions about Apprenticeship Module.
- **Help**: To get user manual.

In between of the Home page there are images and below the images there are four sections available. These sections have functionalities as per user conveyance.

Explanations of these sub modules mentioned on menu bar are given below.
5.1 Establishment

5.1.1 Establishment Registration
The purpose of Registration of Establishment process is to engage establishment for apprenticeship training. This link enables all establishment to register for Apprenticeship Training on this portal under NAPS /NonNAPS Scheme. From the main menu of the apprenticeship home page when user go to Establishment, there are three options available as Establishment Registration, Establishment Search and Establishment Activation. Click on Establishment Registration and alert pop up will open, following the below mention steps to register Establishment:

1. Select Establishment> Establishment Registration.

*Figure- Establishment pop for NAPs/NonNAPs*
2. Click on ‘Yes’ then user can registred in NAPS Scheme.

Figure- Apprentice NAPS Registration Form
3. Click on ‘Apply for NonNAPS’ then user will be registered for NonNAPS Scheme. And Click on ‘Click’ hyperlink then all the details about Non-NAPS will display on screen.

4. Under NAPs Scheme, Establishment have two type.
   - Government type
   - Private type.

5. If user select ‘Government Type’ then TIN and TAN will be mandatory fields.

6. If user select ‘Private Type’ EPFO Employee Provident Fund Organization No., ESI Employee State Insurance No., LSI Labor Identification No will be mandatory fields.

7. If user enter Aadhar number then user will be registered under NAPS Scheme. Aadhar number will be unique.

8. Click on ‘No’ then user can register in NonNAPS Scheme.
9. Click on ‘Apply for NAPS’ then user will be registred for NAPs Scheme. And Click on ‘Click’ button then user know more about NAPS benefits.

10. If user select ‘Private Type’ then TIN/TAN, EPFO Employee Provident Fund Organization No., ESI Employee State Insurance No.,LSI Labor Identification No will not be mandatory filed.

11. If user select ‘Government Type’ then TIN and TAN will be mandatory filed.

12. Enter the Required details under below fields:
   a) Establishment Details title (In Head Quarter Establishment Registration Number, user need to enter the Establishment Registration no. (generate by MIS portal) of the Head Quarter of the same company),

   **NOTE:** If Head Quarter Establishment Registration Number is not available at the time of Registration, user can skip it as this is not mandatory field at the time of registration. These details can be provided later on.
   b) Establishment contact Details title,
   c) Details for Head of Establishment title,
   d) Details of Contact person for Apprenticeship title (it can be similar as Details for Head of Establishment, we can check the box ‘Same as Head of Establishment’ and the mentioned email ID should be valid as the Activation link for registration and login credentials will be sent on that email ID only)

13. Click on Submit to register the establishment for apprenticeship training or click on Clear to clear the entered details.

   **Figure- Establishment Registration**
14. If the user will select **Submit**, the mail would be triggered to the registered email ID of Contact Person for Apprenticeship with the activation link as displayed below:

*Figure- Establishment Registration Notification*
The triggered email will be displayed as below:

*Figure- Email with Activation link*

![Email with Activation link](image-url)

The user will click on Activation link, after clicking on it user will be redirected to a page along with system generated Establishment Registration number and a message.

*Figure- Establishment registration message*
A new e-mail will be triggered to the registered email ID with login Credentials for the MIS page.

**Figure-Login Credentials Message**

![Login Credentials Message](image)

5.1.2 Establishment Search

This link enables general public to search for registered Establishments for apprenticeship training based on the filter criteria. To search record of registered establishment(s), follow the below mention steps:

**Figure- Establishment Search**

![Establishment Search](image)
1. If the user will click on **Search** button, the details of establishments will be displayed based on filter criteria (refer below image).

**Figure - Establishment View**

**Figure - Establishment Profile View**
5.1.2.1 Apply for apprenticeship

This link enables user (candidates) to apply for establishment as per the trade. To apply for apprenticeship, follow the below mention steps:

1. Select Establishment> Establishment Search.
2. Enter the required details as Establishment Name, Region, State (mandatory), District, trade type, trade, Seat Available or Hostel facility.
3. Click on 'Search' to search the details or click on 'Clear' to clear the filters.
4. If the user will click on Search button, the details of establishments will be displayed based on filter criteria.
5. Click on Establishment Name in which user want to apply. If user will select the establishment, it redirect to establishment details page.
6. Under Establishment Trade Details if seats are available, there would be link to apply. Click on Apply as per the trade (refer below image)

![Figure- Apply for apprenticeship](image-url)
7. Once user will click on apply on overlay will appear as registration form.
8. Enter the required details as Applicant’s Registration Number, Date of Birth, Email ID, and the captcha image (refer below image)

*Figure- Apprenticeship form*

9. Click on **Apply** to apply for establishment or click on **Cancel** to cancel the changes.
10. If user will select apply, the apprentice request for apprenticeship will go for approval to the Establishment.

**Note:** If candidate has not registered yet on portal, refer section 4.2.1

### 5.1.3 Establishment Activation

This link enables general public to activate for registered Establishments for apprenticeship training.

To activate record of registered establishment(s), follow the below mention steps:

1. Select **Establishment > Establishment Activation**.
2. Enter the required details as Registration Type, Registration Number, Contact Person Email, Establishment Head Email and Captcha Image.
3. Click on ‘**Activate**’ to activate the details or click on ‘**Clear**’ to clear the filters.
4. The user will click on Activation link, after clicking on it user will be redirected to MIS page along with system generated Apprentice Registration number and a message. A new mail will be triggered to the registered email ID with the Apprentice Registration number as displayed below:

**Figure- Establishment registration message**
5. A new mail will be triggered to the registered email ID with the login Credentials to the MIS page for Internal/Registered users.

_Figure-Login Credentials Message_

<table>
<thead>
<tr>
<th>To</th>
<th>:<a href="mailto:aditya@gmail.com">aditya@gmail.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>CC</td>
<td></td>
</tr>
<tr>
<td>BCC</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>Establishment Registration for Apprenticeship Training</td>
</tr>
<tr>
<td>Body</td>
<td>Establishment Registration for Apprenticeship Training</td>
</tr>
<tr>
<td></td>
<td>Greetings from NCVT MIS Portal!</td>
</tr>
<tr>
<td></td>
<td>Thanks for your establishment’s Registration for Apprenticeship Training. Your registration is now complete.</td>
</tr>
<tr>
<td></td>
<td>Your unique Establishment Registration Number for Apprenticeship Training is : E09</td>
</tr>
<tr>
<td></td>
<td>With Registration, you have been provided access to NCVT MIS System, following are your login credentials:</td>
</tr>
<tr>
<td></td>
<td>User ID: E09</td>
</tr>
<tr>
<td></td>
<td>Password: g0p776</td>
</tr>
<tr>
<td></td>
<td>Thanks!</td>
</tr>
<tr>
<td></td>
<td>NCVT MIS Portal</td>
</tr>
<tr>
<td></td>
<td>This is an auto generated email. Please do not reply to this email.</td>
</tr>
</tbody>
</table>

5.2 Apprentices

5.2.1 Apprentice Registration

This link enables general public to register the perspective Apprentice for Apprenticeship Training in a registered Establishment on the portal. To register apprentice, follow the below mention steps:

1. Select Apprentices> Apprentice Registration.

_Figure- Apprentice pop for NAPs/NonNAPs_
2. Click on ‘Yes’ then user can register in NAPS Scheme or Click on ‘No’ then user can register in Non-NAPS Scheme.

3. If user click on ‘Yes’ then Candidate Type and Aadhar Card (UID) will be mandatory. otherwise it will not be mandatory.

*Figure- Apprentice NAPs Registration Form*
4. Under NAPS Scheme, if user selects **ITI Passed** in Candidate type field, then SCVT/NCVT numbers are mandatory to be entered in registration form.

5. When user enters **NCVT/SCVT Certificate No. (for ITI Pass-out)**. Then an external API will validate the NCVT/SCVT registration number entered.

6. Under NAPS Scheme, if user selects **Fresher** in Candidate type field, then min. eligibility qualification Certificate no. is mandatory to be entered in registration form.

7. Under NAPS Scheme, if user selects **MES** in Candidate type field, then **Unique Student Profile No./Certificate No.** is mandatory to be entered in registration form.

8. Under NAPS Scheme, if user selects **Pradhanmantry Kaushal Vikas Yojana** in Candidate type field, then **System Identification No.** is mandatory to be entered in registration form.
9. Under **NonNAPS Scheme** Candidate Type and Aadhar Card (UID) fields will not be mandatory.

10. Enter the required details under Personal details title, Contact Details title, Qualification details title and technical Qualification (if applicable). Click on **Add** to add rows under Technical Qualification.

11. Select Trade as per preferences, captcha and check the box under Declaration column for self-declaration.

12. Click on **Submit** button to register the apprentice for apprenticeship training or click on **Clear** to clear the entered details for the form.

13. If the user will select **Submit** button, the mail would be triggered to the registered email ID of apprentice with the activation link. The triggered email will be displayed as below:
14. The user will click on Activation link, after clicking on it user will be redirected to MIS page along with system generated Apprentice Registration number and a message. A new mail will be triggered to the registered email ID with the Apprentice Registration number as displayed below:

**Figure- Registration No. on mail**

```
To                  : aditi@gmail.com

Subject             : Registration for Apprenticeship Training

Registration for Apprenticeship Training
Greetings from NCVT MIS Portal!
Thanks for your Registration for Apprenticeship Training. In order to complete your registration please click following link:

[Activate Registration](#) Activation Link

Thank you!
NCVT MIS Portal

This is an auto generated email. Please do not reply to this email.
```

5.2.2 Apprentice Search

This link enables general public to search for apprentices registered to the Establishment based on the filter criteria. To search record of apprentice, follow the below mention steps:
1. Select **Apprentices > Apprentice Search**.
2. Enter the required details of apprentice as registration no., Establishment Name, State (mandatory), district, type of trade, Trade, Gender, or Scheme type.
3. Click on ‘**Search**’ to search the apprentice details or click on ‘**Clear**’ to clear the filters.

**Figure- Apprentice Search**

4. If the user will click on **Search**, the details of apprentices will be displayed based on filter criteria along with a small pop-up (providing details of search criteria & results) on bottom left of the page (refer below image).
5.2.3 Apprentice Profile

This link enables general public to view the apprentice profile. To view the apprentice profile, user needs to authenticate the apprentice record and after the successful authentication the profile will be opened. To view the apprentice profile, follow the below mention steps:

1. Select Apprentices> Apprentice Profile.
2. Enter the required details for the authentication of apprentice profile as Registration No., Father/Guardian Name, Date of Birth and Captcha image.
3. Select ‘Authenticate’ to authenticate and view the apprentice profile or select ‘Clear’ to clear the entered details.
4. If user will select authenticate, on successful authentication the trainee will be able to view own personal details, contact details and qualification details.
5. Apprentice can check Hall ticket eligibility status and download Hall ticket, Marksheet and print Certificate from profile page.
6. In order to download Hall ticket user have to click on Hall Ticket icon. The hall ticket will be downloaded in .pdf file.
7. In order to download Marksheet user have to click on Marksheet icon. The marksheet will be downloaded in .pdf file.
8. In order to download Certificate user have to click on Certificate icon. The Certificate will be downloaded in .pdf file.

**Note:** Click on Refresh link which is placed just below the Captcha to refresh the image texts.

### 5.2.4 Edit My Profile

This link enables general public to update the apprentice profile. To update the apprentice profile, user needs to authenticate the apprentice record and after the successful authentication the profile will be opened. To update the apprentice profile, follow the below mention steps:

1. Select **Apprentices> Edit My Profile.**
2. Enter the required details for the authentication of apprentice profile as Registration No., Father/Guardian Name, Date of Birth and Captcha image.

3. Select ‘Authenticate’ to authenticate and update the apprentice profile or select ‘Clear’ to clear the entered details.

Figure-Apprentice Edit Profile
1. Under **NAPS Scheme** Candidate Type and Aadhar Card (UID) fields will be mandatory.

2. Under **NonNAPS Scheme** Candidate Type and Aadhar Card (UID) fields will not be mandatory.

3. Enter the required details under Personal details title, Contact Details title, Qualification details title and technical Qualification (if applicable). Click on **Add** to add rows under Technical Qualification.

4. Select Trade as per preferences, captcha and check the box under Declaration column for self-declaration.

5. Click on **Submit** button to update the apprentice for apprenticeship training or click on **Clear** to clear the entered details for the form.

### 5.2.5 Apprentice Verification

This link enables general public to validate a particular apprentice on the basis search criteria and view the validated apprentice details. To Validate the apprentice profile, follow the below mention steps:

1. Select **Apprentices> Apprentice Verification**.
2. Enter the details as Registration number, Father/Guardian Name, Date of Birth, and Captcha Image.
3. Select ‘Search’ to view the validated profile or select ‘Cancel’ to clear the entered details.
4. If user will select the search, on successful validation the profile of apprentice will be displayed.

### 5.2.6 Apprentice Activation

This link enables general public to register the perspective Apprentice for Apprenticeship Training in a registered Establishment on the portal. To activate apprentice, follow the below mention steps:

1. Select **Apprentices > Apprentice Activation**.
2. Enter the required details as Apprentice Email ID, Father/Guardian Name, Date Of Birth and Captcha Image.
3. Click on ‘Activate’ to activate the details or click on ‘Clear’ to clear the filters.
4. The user will click on Activation link, after clicking on it user will be redirected to MIS page along with system generated Apprentice Registration number and a message. A new e-mail will be triggered to the registered email ID with the Apprentice Registration number as displayed below.
15. A new mail will be triggered to the registered email ID with the Apprentice Registration number as displayed below:

**Figure- Registration No. on mail**

<table>
<thead>
<tr>
<th>To</th>
<th>:<a href="mailto:hmy11111@gf.com">hmy11111@gf.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>CC</td>
<td></td>
</tr>
<tr>
<td>BCC</td>
<td>Registration for Apprenticeship Training</td>
</tr>
<tr>
<td>Subject</td>
<td>Registration for Apprenticeship Training</td>
</tr>
<tr>
<td>Body</td>
<td>Greetings from NCVT MIS Portal!!!</td>
</tr>
<tr>
<td></td>
<td>Thanks for your Registration for Apprenticeship Training. Your registration is now complete.</td>
</tr>
<tr>
<td></td>
<td>Your unique Registration Number for Apprenticeship Training is: A091600010</td>
</tr>
<tr>
<td></td>
<td>To search and apply for Apprenticeship Training please refer this link of Establishment offering Apprenticeship Training. Click here.</td>
</tr>
</tbody>
</table>

This is an auto generated email. Please do not reply to this email.

5.3 Certificate Verification

5.3.1 E-Certificate Verification
This link enables user to view the certified trainee information by providing the e-Certificate number. To view the certified trainee details, follow the below mention steps:

2. Enter the e-Certificate number of apprentice.
3. Click on ‘Go’.

**Figure- e-Certificate Search**
4. As per the provided e-Certificate number, the certified trainee details will be displayed (refer below image).

*Figure- Certified Trainee information*

5.3.2 Certified Trainee Search

This link enables user to view the certified apprentices details as per the search criteria. To view the certified trainee details, follow the below mention steps:

1. Select **Certificate verification**> **Certified Trainee Search**.
2. Enter required details as State (mandatory), Year (mandatory), ITI name, Trade and Trainee name.
3. Select ‘**Search**’ to view the details as per the search criteria or select ‘**Clear**’ to clear the entered details.
4. If user will select Search, the certified trainee details will be displayed along with a small pop-up (providing details of search criteria & results) on bottom left of the page (refer below image).

Figure - Certified Trainee details
5.4 Apprentice Protsahan Yojana

5.4.1 APY Guidelines

This link enables user to view the guidelines of Apprentice Protsahan Yojana. To view the APY guideline, follow the below mention steps:

1. Select Apprentice Protsahan Yojana> APY Guideline.

![Figure- APY Guidelines]

2. It will redirect to the APY guideline page (refer below image).
5.5 TPA Guidelines

This link enables user to view the guidelines of TPA. To view the TPA guideline, follow the below mention steps:

1. Select TPA>TPA Guideline.
2. It will redirect to the TPA guideline page (refer below image).

*Figure- TPA Guidelines*

5.6 Apprentice Act

This link enables user to view the Apprentice Act. Under this section different options are available to user to view as Apprentice Act 1961, Amendment to Apprenticeship Rules 1992, Amendment to Apprentice Act, Stipend Notification (Vocational), and Stipend Notification (Trade Apprentices). To view these details select them one by one (refer below image).

*Figure- Apprentice Act*
6. Help

For any guidance user can refer Help option on the Extreme top right corner of MIS application page (refer below image). Through this link user can download user manual any time, number of times.

*Figure: Help*