



User Manual for Establishment Registration - Pradhan Mantri National Apprenticeship Mela



Table of Contents

1	Introduction	2
2	Registration	3
2.1	Activate Establishment Login ID	8
2.2	First Time Login	9
3	Apprenticeship Mela Location	12
4	View Apprenticeship Statistics and State – wise e-KYC Map	13

1 Introduction

The *User Manual for Establishment Registration – Pradhan Mantri National Apprenticeship Mela* is designed to provide information on, how a new user can register as an Establishment. The Establishment can perform the following functionalities as listed.

- Registration
 - Active Establishment Login ID
 - First-Time Login
- Apprenticeship Mela Location
- View Apprenticeship Statistics and State – wise e – KYC Map

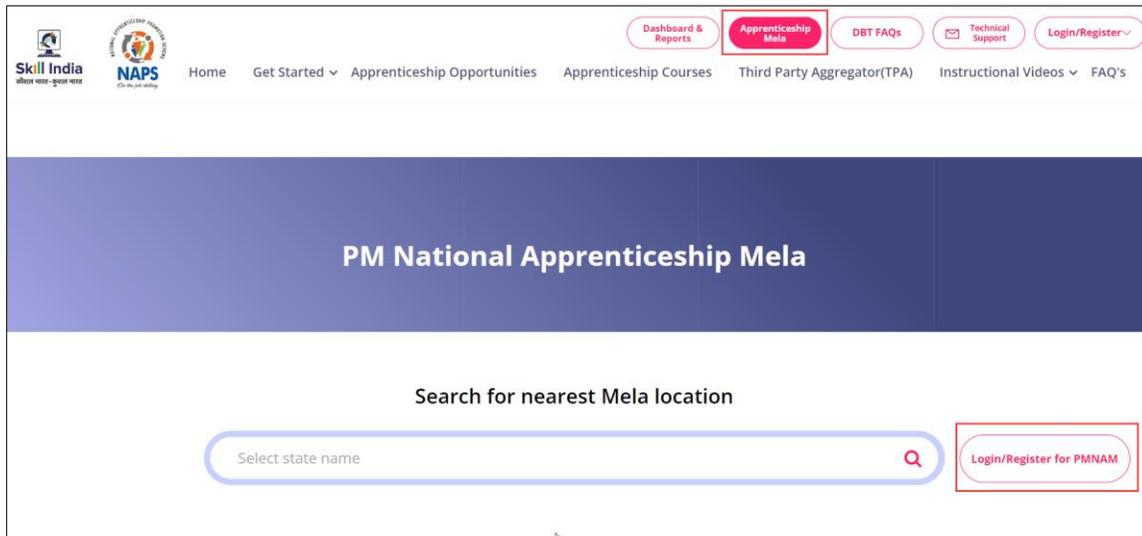
2 Registration

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

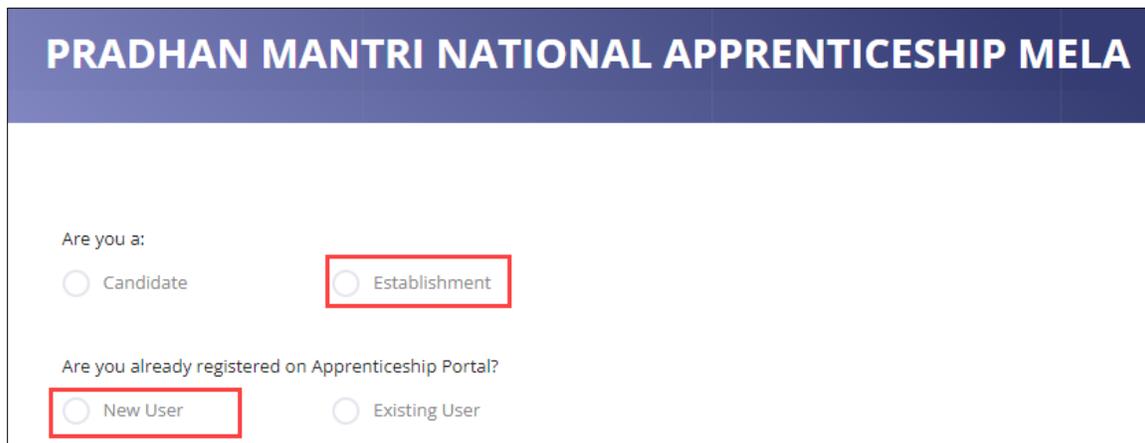
To Navigate

Home - - > Apprenticeship Mela - - > Login / Register for PMNAM

To **Register**, the new Establishment on the Apprenticeship India website do as follows.

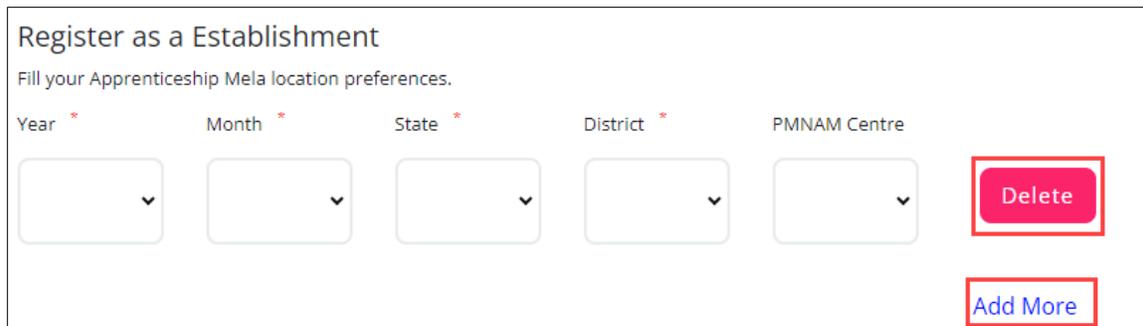


- Click **Login / Register for PMNAM**, the **PRADHAN MANTRI NATIONAL APPRENTICESHIP MELA** screen appears.



- Select **Establishment** and **New User** from the given list, the **Register as a Establishment** screen appears.

- The **Register as a Establishment** screen hosts **two** sections as listed below
 - Register as a Establishment
 - Establishment Details
- The **Register as an Establishment** screen allows to select Apprenticeship Mela location preferences details such as Year, Month, State, District, and PMNAM Centre from the drop – down list.



Register as a Establishment
Fill your Apprenticeship Mela location preferences.

Year * Month * State * District * PMNAM Centre

- The **Register as a Establishment** screen also allows to Delete and Add More Apprenticeship Mela location preferences.

Note: The Establishment can add more than one apprenticeship mela location preference.

- The **Establishment Details** section allows to enter Name, PAN Number, Address Line 1, Address Line 2, City, and Pin Code.

Establishment Details

Name of the Establishment *	Establishment Type *
<input type="text" value="Enter Establishment Name"/>	<input type="text" value="Select Establishment Type"/>
Registration Type *	PAN Number
<input type="text" value="Select Registration Type"/>	<input type="text" value="Enter Number"/>
Address Line 1 *	Address Line 2
<input type="text" value="Enter Address Line 1"/>	<input type="text" value="Enter Address Line 2"/>
City *	Pin Code *
<input type="text" value="Enter City"/>	<input type="text" value="Enter Pin Code"/>

- The **Establishment Details** section also allows to select Establishment Type, and Registration Type from the drop – down list.

- The **Establishment Details** section also allows to select State, and District from the drop – down list.

State *

Select State ▼

District *

Select District ▼

Name of the Contact Person *

Enter Contact Person Name

Mobile Number

Enter Number

Landline Number *

STD Code

Landline Number

Official Email ID *

Enter Email

Confirm Email ID *

Enter Confirm Email

Password *

Password

Confirm Password *

Confirm Password

Your password must be 6 characters long.

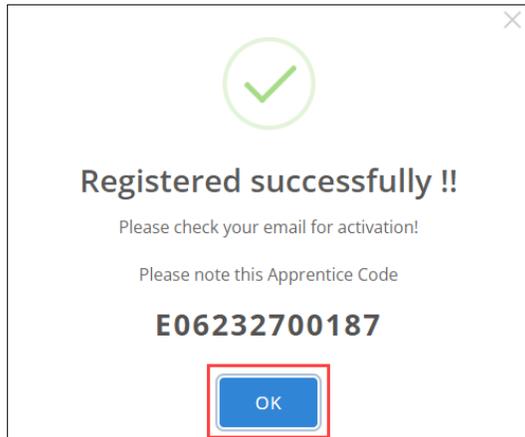
Are you engaging apprentices under BOAT/NATS?

Yes
 No

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

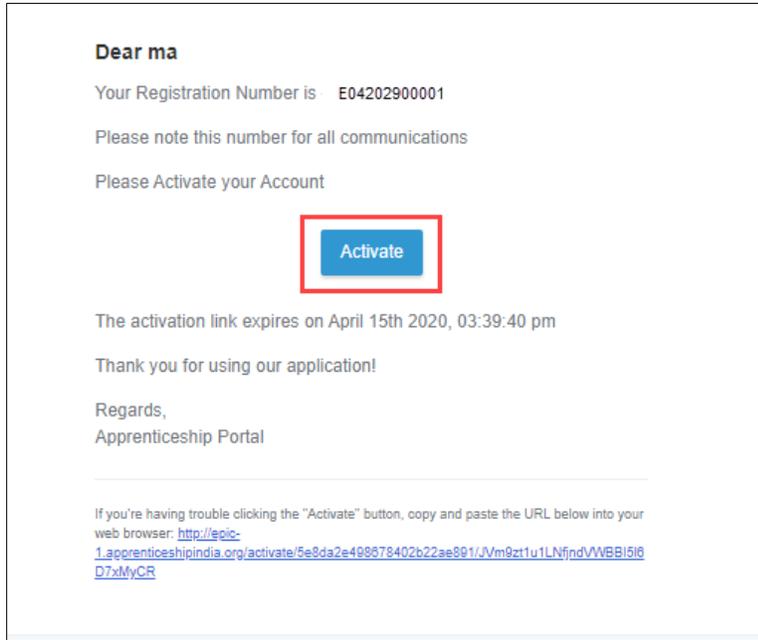
- The **Establishment Details** section also allows to enter Name of the Contact Person, Mobile Number, Landline Number, Official Email ID, Confirm Email ID, Password, and Confirm Password.
- Select **Are you engaging apprentices under BOAT/NATS** from the checkboxes.
- Select the **Checkbox**, to accept the *"User Terms," "Privacy Policy,"* and *"Disclaimer"*.
- Click **Submit**, the **Registered successfully** screen appears along with the Establishment registration number.



- Click **OK**, the **Activate** screen appears.

2.1 Activate Establishment Login ID

The successfully registered Establishment will receive the activation email to the registered mail ID.



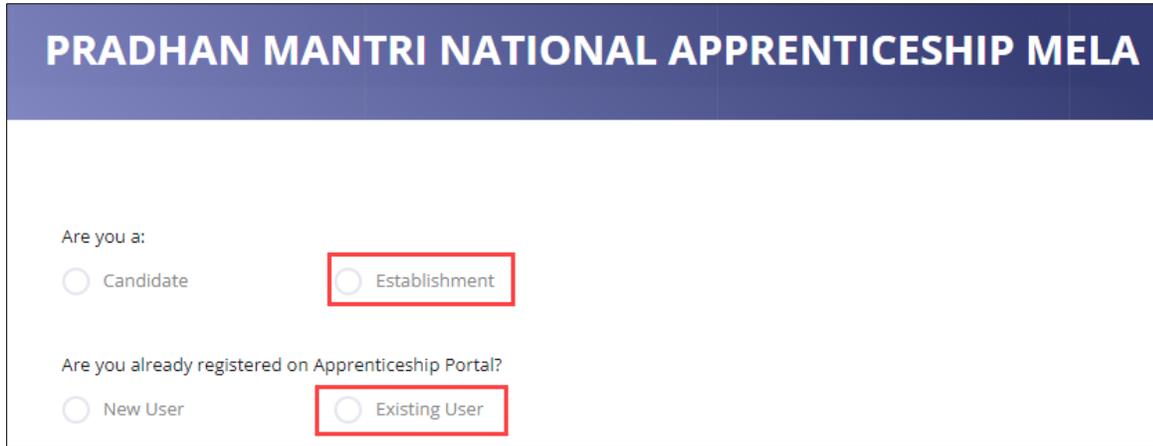
- The activation mail displays the information of the Establishment such as Establishment Name, Registration Number, and also contains the information on the activation link expires on date/time.
- Click **Activate**, to activate the login credentials and to navigate to the **First Time Login** screen.

2.2 First Time Login

The **First Time Login** screen allows the Establishment to login to apprenticeship portal and to complete the Establishment Registration.

To Navigate

Home - - > PMNAM Registration



PRADHAN MANTRI NATIONAL APPRENTICESHIP MELA

Are you a:

Candidate Establishment

Are you already registered on Apprenticeship Portal?

New User Existing User

- Select **Establishment** and **Existing User** from the given list, the **Fill your profile details** screen appears.



Fill your profile details.

Enter email address

Verify

- The **Fill your profile details** screen allows to enter email address.
- Click **Verify**, the **Establishment details** screen appears.

- The **Establishment Details** screen displays establishment details such as Email ID, and Establishment Code.

Establishment Details

Email ID: tabbu30dange@gmail.com

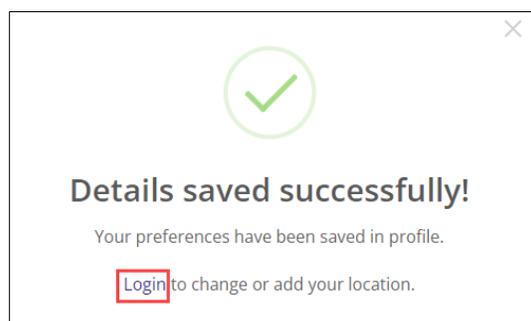
Establishment Code : E12222700115

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

Fill your Apprenticeship Mela location preferences.

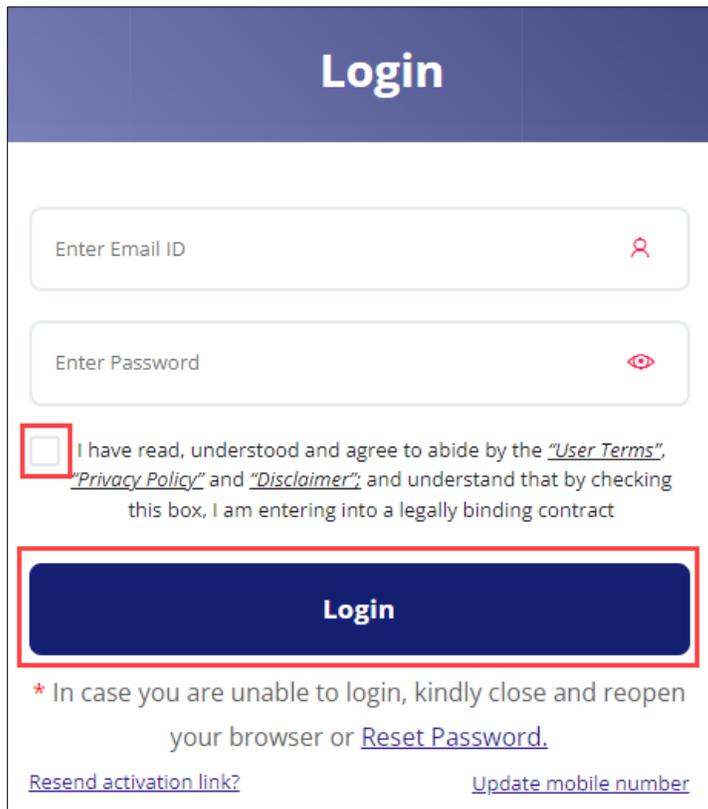
Year *	Month *	State *	District *	PMNAM Centre	
2023 ▼	Jun ▼	Mahara: ▼	Latur ▼	▼	<div style="background-color: #e91e63; color: white; padding: 5px 10px; border-radius: 5px;">Delete</div>
					Add More
					<div style="border: 2px solid #e91e63; background-color: #e91e63; color: white; padding: 10px 20px; border-radius: 10px; display: inline-block;">Submit</div>

- The **Establishment Details** screen also allows to select Apprenticeship Mela Location preference such as Year, Month, State, District, and PMNAM Centre from the drop – down list.
- Click **Submit**, the following screen appears.



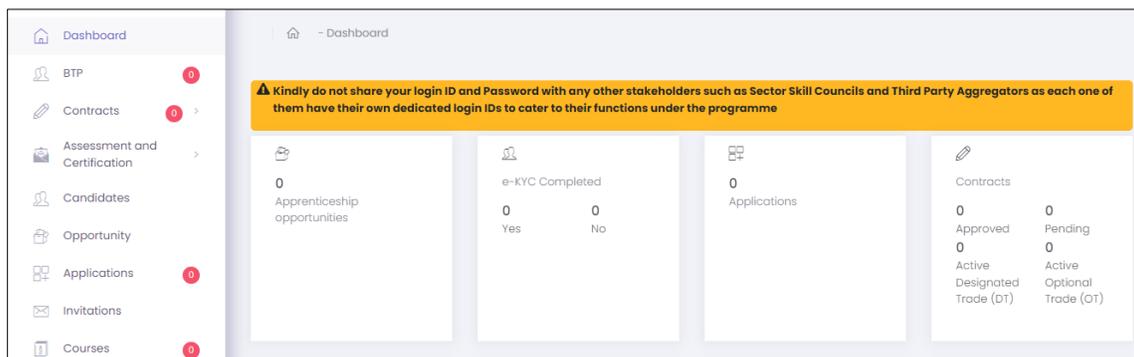
- Click **Login**, to navigate to the **Login** screen.

- The **Login** screen allows to enter Email ID and Password.



The screenshot shows a login interface with a dark blue header containing the word "Login". Below the header are two input fields: "Enter Email ID" with a person icon and "Enter Password" with an eye icon. A checkbox is highlighted with a red box, followed by the text: "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". Below this is a large dark blue button labeled "Login", also highlighted with a red box. At the bottom, there is a note: "* In case you are unable to login, kindly close and reopen your browser or [Reset Password](#)." and two links: [Resend activation link?](#) and [Update mobile number](#).

- Select *checkbox* to agree the **User Terms, Privacy policy, and Disclaimer**.
- Click **Login**, the **Dashboard** appears.



The screenshot shows a dashboard interface. On the left is a sidebar menu with items: Dashboard, BTP, Contracts, Assessment and Certification, Candidates, Opportunity, Applications, Invitations, and Courses. The main content area has a yellow warning banner: "⚠ Kindly do not share your login ID and Password with any other stakeholders such as Sector Skill Councils and Third Party Aggregators as each one of them have their own dedicated login IDs to cater to their functions under the programme". Below the banner are four summary cards:

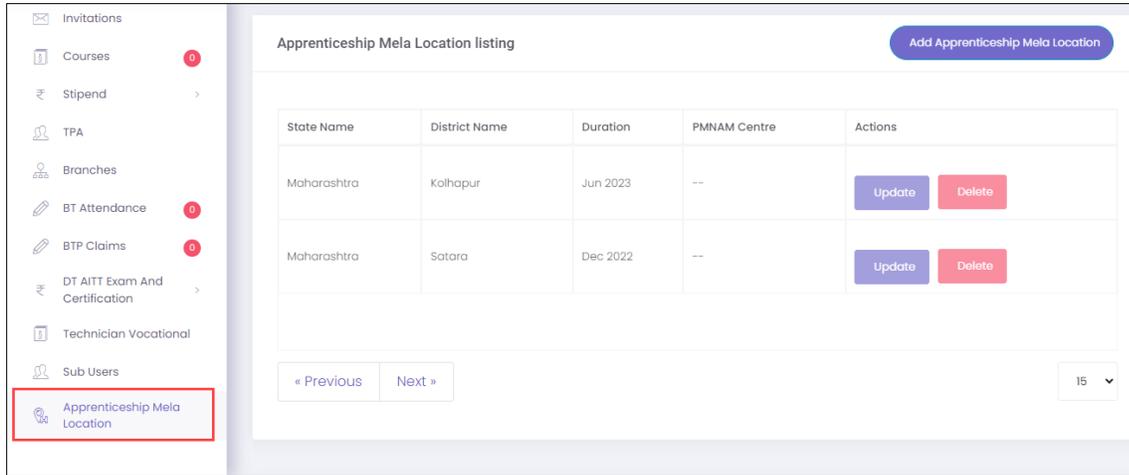
- Apprenticeship opportunities: 0
- e-KYC Completed: 0 Yes, 0 No
- Applications: 0
- Contracts: 0 Approved, 0 Pending, 0 Active, 0 Designated Trade (DT), 0 Active, 0 Optional Trade (OT)

3 Apprenticeship Mela Location

The **Apprenticeship Mela Location** screen allows to view the apprenticeship mela location preferences.

To Navigate

Home - - > Dashboard - - > Apprenticeship Mela Location



Apprenticeship Mela Location listing

Add Apprenticeship Mela Location

State Name	District Name	Duration	PMNAM Centre	Actions
Maharashtra	Kolhapur	Jun 2023	--	Update Delete
Maharashtra	Satara	Dec 2022	--	Update Delete

« Previous Next »

15 ▾

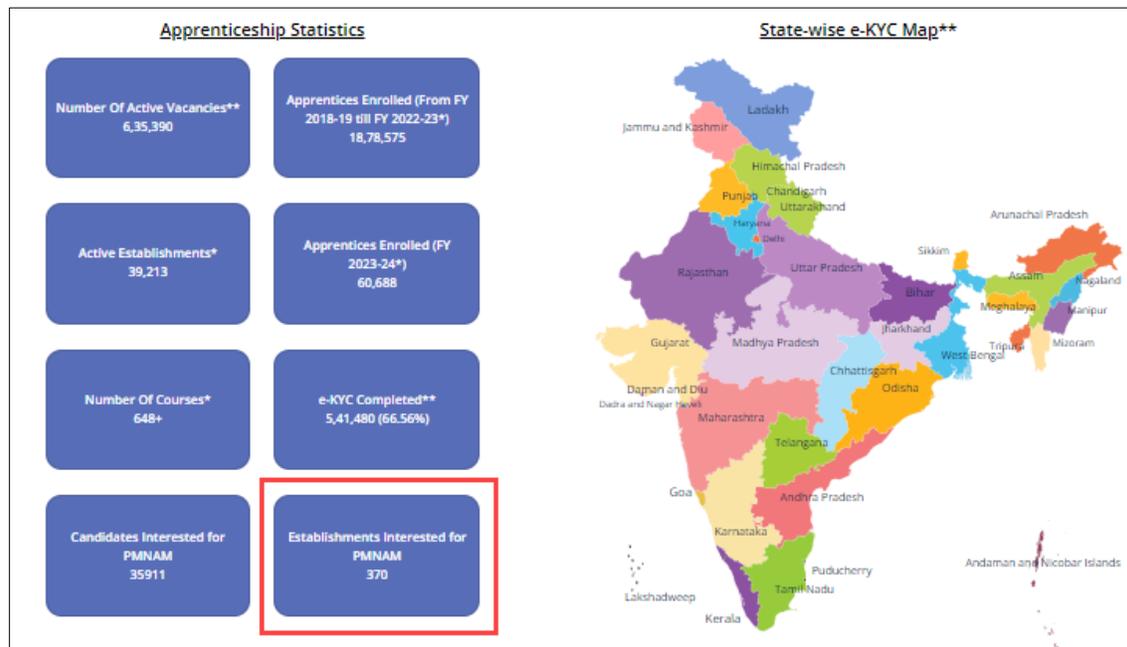
- The **Apprenticeship Mela Location Listing** screen displays State Name, District name, Duration, PMNAM Centre, and Actions.

4 View Apprenticeship Statistics and State – wise e-KYC Map

The **Apprenticeship Statistics and State – wise e – KYC Map** screen allows Establishment to view details of Apprenticeship such as number candidates enrolled and number of opportunities for the required states.

To Navigate

Home - - > Dashboard



- The count of Establishment Interested for PMNAM will be increased after successful registration of Establishment.

Note: The count of Establishment Interested for PMNAM will be updated from last month second Monday to current month second Monday.