



User manual for Candidate Registration - DBT



सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

Table of Contents

1	Introduction	2
2	Registration	3
3	Login	5
4	Profile Completion	6

1 Introduction

The *User Manual for Candidate Registration* is designed to provide information on, how the user can register as a candidate.

For registered candidates, this user manual provides information on profile completion activities.

- Registration and Login
 - Candidate Registration
 - Login
- Profile Completion

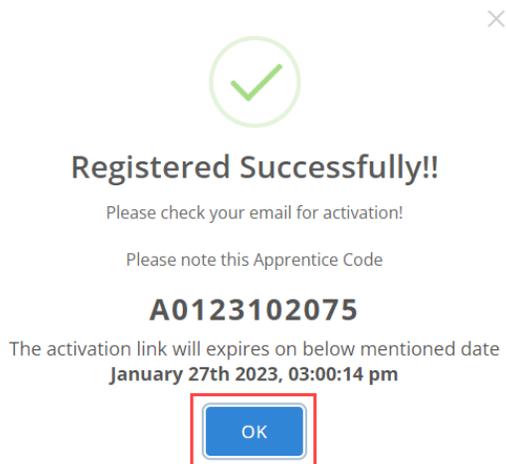
Login as a candidate Register as a candidate

Please enter the OTP received on your registered Mobile Number

[Resend OTP](#)

Enter the OTP received on the Mobile Number on **Apprenticeship Portal**.

Click on the **Submit button**, the **User Activated Successfully** message appears, and the **Registered Successfully** screen appears.



Click on the **OK button**, on the **Apprenticeship Portal**.

The **Apprenticeship Portal** screen displays the candidate's registration number and allows them to **Activate** the account.

Apprenticeship Portal

Dear User,

Your Registration Number is - A0123102078

Please note this number for all communications

Please Activate your Account

[Activate](#)

The activation link expires on January 27th 2023, 03:11:28 pm

Thank you for using our application!

Regards,
Apprenticeship Portal

If you're having trouble clicking the "Activate" button, copy and paste the URL below into your web browser: <http://dey-ui.apprenticeshipindia.org/activate/63ca61c898678449d7438709/OzkapaoYRTGHJFs2mE2F1Bz5J1zRmA>

The activation e-mail shares the information of the user such as the Registration Number, and also contains the information on the activation link expiry date and time.

Click **Activate**, and the **Login** screen appears along with a Notification that the Candidate Activated successfully.

3 Login

The **Login** screen allows the Candidate to login for the first time.

Candidate Login & Register

Login as a candidate Register as a candidate

Enter Your Email ID*

Enter Your Email ID

Submit

[Resend activation link ?](#)

Enter Email ID.

Click on the **Submit** button, An **OTP has been sent to your registered mobile number** message appears and navigates to the **Candidate Details** screen.

The **Candidate Details** screen displays the Email ID, Candidate Code, and registered mobile number, and also allows you to enter the OTP.

Candidate Login & Register

Login as a candidate Register as a candidate

Candidate Details

Email ID : munmun.m@transneuron.com

Candidate Code : A0123102075

Registered mobile number : *****2952

Please enter the OTP received on your registered Mobile
Number

Enter 6 Digit OTP

Login

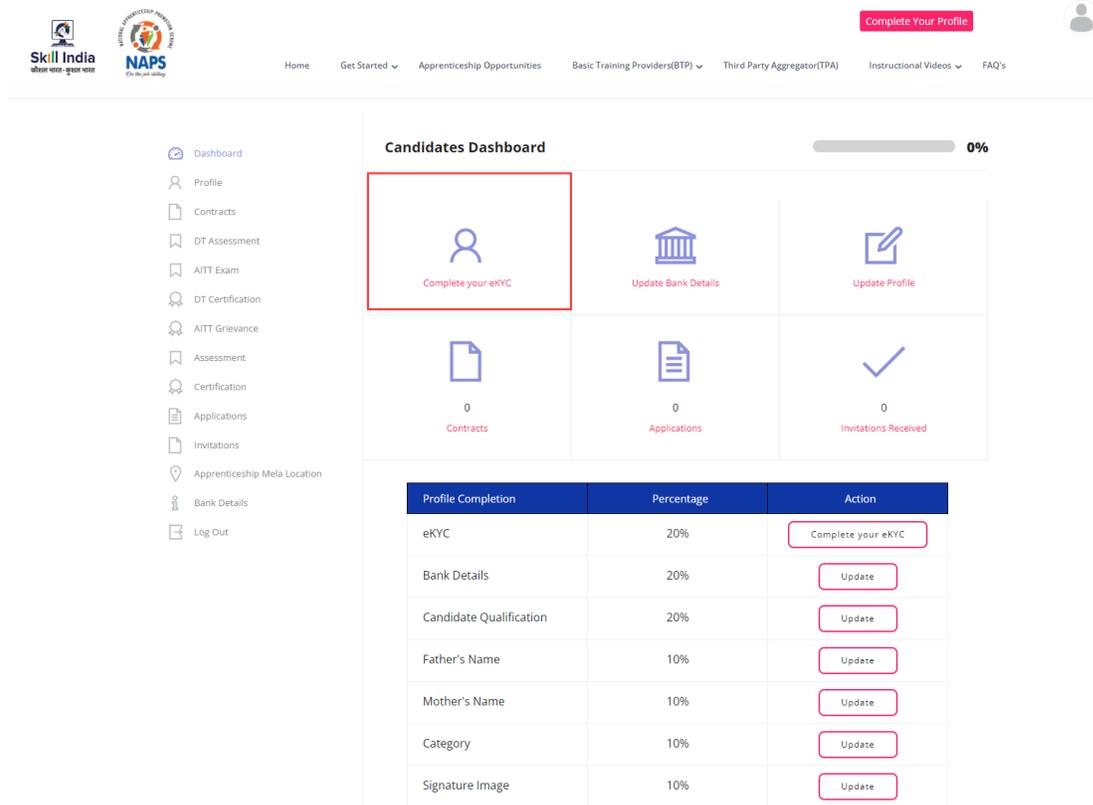
[Update mobile number](#)

[Resend OTP](#)

Click on the **Login button** after OTP is entered and verified, and the **Candidate Dashboard** screen appears.

4 Profile Completion

The **Candidate Dashboard** screen allows the candidate to update the required information.



Profile Completion	Percentage	Action
eKYC	20%	Complete your eKYC
Bank Details	20%	Update
Candidate Qualification	20%	Update
Father's Name	10%	Update
Mother's Name	10%	Update
Category	10%	Update
Signature Image	10%	Update

Click on **Complete your eKYC**, and the **Enter Your Aadhaar Number** screen appears.

Enter Your Aadhaar Number

Enter Your Aadhaar Number *

Enter Your Aadhaar Number

I agree to provide my UIDAI number for my Apprenticeship profile authentication

Send OTP

Enter your Aadhaar Number.

Select the *checkbox*, to **agree to provide a UIDAI number for Apprenticeship profile authentication**.

Click on **Send OTP**, and the following screen appears.

Enter Your OTP sent on your mobile

Enter your OTP *

Enter OTP here

Verify

Enter OTP received on the registered mobile.

Click on **Verify**, and the **Share your District** screen appears.

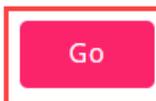
Share your District screen allows the candidate to select the District and Relationship from the drop-down list.

Share your District



Your state as per the aadhaar details - **Assam**

Enter your relationship with - **C/O: Dilip Mazumder**



Click on the **Go button**, **eKYC details saved successfully** message appears and navigates to the **Candidates Dashboard**.

Click **Update Bank Details**, and the **Bank Details** screen appears.

Candidates Dashboard 30%

 Complete your eKYC	 Update Bank Details	 Update Profile
 0 Contracts	 0 Applications	 0 Invitations Received

The **Bank Details** screen displays the details such as Account Holder Name, Account Number, Account Type, IFSC Code, Bank Name, and Allowed for DBT.

Bank Details  **Edit**

[< back](#)

Account Holder Name	--	Account Number	--
Account Type	--	IFSC Code	--
Bank Name	--	Allowed for DBT	--

Click on Edit  , and the **Bank Details** screen appears.

The **Bank Details** screen displays details such as Account Holder Name and Allowed for DBT.

Bank Details < back

Account Holder Name <input type="text" value="Munmun Mazumder"/>	Allowed for DBT <input type="text" value="Yes"/>
Account Number * <input type="text" value="Account Number"/>	Account Type * <input type="text" value="Select Account Type"/>
IFSC Code * <input type="text" value="IFSC Code"/>	Bank Name * <input type="text" value="Select Bank Name"/>

By submitting this information, you agree to receive the stipend and DBT in this Bank Account.

Submit

The **Bank Details** screen allows the candidate to enter details such as Account Number and IFSC Code and also allows to select Account Type, and Bank Name from the drop-down list.

To give DBT consent - Click on the *checkbox* **By submitting this information you agree to receive the stipend and DBT in this Bank Account and click the Submit button.**

The **Bank Details** screen displays all the added details.

Bank Details [Edit](#) < back

Account Holder Name	Munmun Mazumder	Account Number	1234567890
Account Type	Savings	IFSC Code	ICIC0006343
Bank Name	ICICI Bank Ltd	Allowed for DBT	Yes

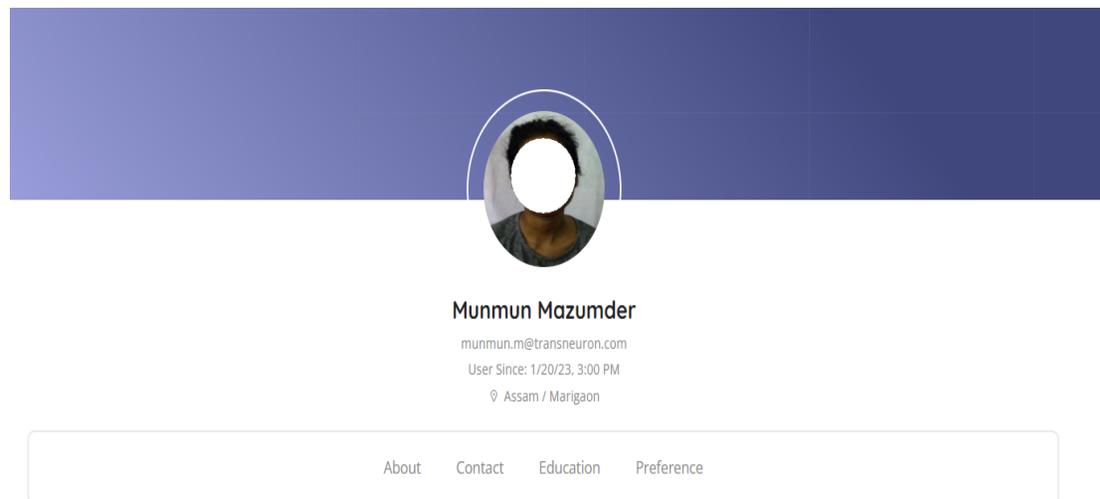
Click on the **Back button**, to navigate to the **Candidate Dashboard**.

Click on **Update Profile**, and the **Candidate Profile** screen appears.

Candidates Dashboard 50%

 Complete your eKYC	 Update Bank Details	 Update Profile
 0 Contracts	 0 Applications	 0 Invitations Received

The **Candidate Profile** screen displays the candidate's Profile Picture along with the candidate details such as Candidate Name, Email ID, User Since, and Address.



Munmun Mazumder
munmun.m@transneuron.com
User Since: 1/20/23, 3:00 PM
Assam / Marigaon

About Contact Education Preference

The **Candidate Profile** screen hosts the details of the candidates in **four** sections as listed below.

- About Me
- Contact Details
- Education
- Preference

The **About Me** section displays the basic information of the candidate such as Registration Number, Date of Birth, Email, Alternative Phone Number, Disability/Divyang, Relationship, Guardian Relationship, PAN Card, State of Domicile, Disability Percentage, Name, Gender, Phone Number, Category, Father/Mother/Spouse Name, Guardian Name, Candidate Signature, Document Proof, Supporting Document and Disability Proof.

About Me ✎ Edit

Registration Number	A0123102075	Name	Munmun Mazumder
Date of Birth	04-02-1990	Gender	Female
Email	munmun.m@transneuron.com	Phone Number	9113962952
Alternate Phone Number		Category	--
Disability/ Divyang	--	Father/Mother/Spouse Name	C/O: Dilip Mazumder
Father's Name	C/O: Dilip Mazumder	Mother's Name	--
Relationship	Father	Guardian Name	--
Guardian Relationship	--	Candidate Signature	--
State of Domicile	--	Supporting Document	--
Disability Percentage	--	Disability Proof	--
Disability Category and Sub Category			

Candidate Overview

 Gender
Female

 Mobile Number
9113962952

 Email
munmun.m@transneuron.com

Profile Completion

50%

Click on Edit , and the **Basic Details** screen appears.

The **Basic Details** screen hosts the details of the candidates in **two** sections as listed below.

- Basic Details
- Address Details

The **Basic Details** section displays the details such as Name, Mobile Number, Gender, Date of Birth, and allows to enter/edit the basic information about the candidate such as Email, Alternate Mobile Number, Disability/Divyang, Father/Mother/Spouse Name, Relationship, Father Name, Mother Name, and ID Proof Type.

Basic Details

Name *	Email *
Munmun Mazumder	munmun.m@transneuron.com
Mobile Number *	Alternate Mobile Number
9113962952	Enter Alternate Number
Gender *	Disability/ Divyang
Female	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Please choose the appropriate option in case you have any of the disability as identified by Government of India
Date Of Birth *	Father/Mother/Spouse Name *
1990-02-04 	C/O: Dilip Mazumder
Relationship *	Father Name *
Father	C/O: Dilip Mazumder
Mother Name *	ID Proof Type *
Mother Name	Select Proof type
	Please enter valid ID proof details. Valid ID proof shall include PAN, Voter ID, Driving License or any other government approved ID proof.

The **Address Details** section allows you to enter/edit the address details such as State of Domicile, Supporting Document, Category, City, Address Line 1, Address Line 2, State, District, Pin Code, Candidate Signature Image, and About Me.

<p>State of Domicile</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">Select State▼</div>	<p>Supporting Document</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">Choose FileNo file chosen</div> <p style="font-size: 0.8em; margin-top: 5px;">Please upload only (jpeg, jpg, png, pdf, doc, docx) files Maximum 4MB only allowed</p>
<p>Category *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">Select Category▼</div>	<p>City *</p> <div style="border: 1px solid #ccc; padding: 5px;">Nakhula Grant,</div>
<p>Address Line 1 *</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;">Natungaon, Nakhula Grant, Assam, Marigaon, 782410</div>	<p>Address Line 2</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;">Enter Address Line 2</div>
<p>State *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">Assam▼</div>	<p>District *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">Marigaon▼</div>
<p>Pin code *</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;">782410</div>	<p>Candidate Signature Image *</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;">Choose FileNo file chosen</div> <p style="font-size: 0.8em; margin-top: 5px;">Upload a scan copy or image of your signature. This shall be used in the apprenticeship contract. Please use a legibile image file. Please upload only (jpeg, jpg, png) files Maximum 4MB only allowed</p>
<p>About Me</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"></div>	

Write a short description about yourself that will help the employers to understand you better.

Save as Draft

Update

Click **Update** to complete your profile, **Updated Successfully** message appears.

The **Contact Details** section displays the contact details such as Address Line 1, City, State, Address Line 2, Pin code, and District.

Contact Details

Address Line 1	Natungaon, Nakhula Grant, Assam, Marigaon, 782410	Address Line 2	--
City	Nakhula Grant,	Pin code	782410
State	Assam	District	Marigaon

The **Education** section allows adding the education details of the candidate such as Qualification Type, Qualification, Scheme, Eligibility Criteria (Min. Qualification), Category/Sector, Job Role, Specialization, Institute Name, Program Date, Total Marks, Percentage, Aggregate Marks, and Is Highest. And also allows editing/deleting under Actions.

Education [Add Education](#)

Note: Candidate are advised to update their profile with all Educational Qualification attained

Qualification Type	Qualification	Scheme	Eligibility Criteria(Min. Qualification)	Category/Sector	Job Role	Specialization	Institute Name	Program Date	Total Marks	P
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Click on Edit , and the **Education Details** screen appears.

The **Education Details** screen allows the candidate to select the education details such as Qualification Type, Qualification, Category/Sector, Start Date, and End Date.

Candidate should also enter the details such as Specialization, Institute, Aggregate Marks, Total Marks, Percentage, and Qualification Document.

Education Details

Qualification Type *

Qualification *

Category/Sector *

Specialization

Institute *

Aggregate Marks

Total Marks

Percentage *

Start Date *

End Date *

Enter start date of the programme as accurately as possible

Enter end date of the programme as accurately as possible

Qualification Document *

 No file chosen

Please upload a scan copy or image of the marksheet or certificate

Please upload only (jpeg, jpg, png, pdf) files

Maximum 4MB only allowed

Click **Update** to complete and save the information on the Apprenticeship Portal, the **Updated Successfully** message appears and navigates the Candidate to the **Candidate Profile** screen.

The **Preference** section allows the candidate to edit the preferences.

Preference  **Edit**

Keywords

Click on Edit  , and the **Preference** screen appears.

The **Preference** screen allows the candidate to select the preference details from the drop-down list.

Preferences

Preferences

Preferences List

Update

Click **Update**, the **Preference Updated Successfully** message appears, and navigate to the **Candidate Profile** screen.

Candidates Dashboard

 **100%**



Complete your eKYC



Update Bank Details



Update Profile



0

Contracts



0

Applications



0

Invitations Received

The **Candidate Dashboard** screen displays the percentage of the updated details.