

## Standard Operating Procedure (SoP)

Creation of online contracts for Fresher / BTP candidates  
For **Designated Trades** (DGT Managed, NCVET Certified)  
Portal: <https://apprenticeshipindia.org>

### **A) Basic Training Provider registration, TC creation and course mapping:**

**Note:** Will require two separate Email IDs, one each for BTP and TC.

1. **Open URL:** <https://apprenticeshipindia.org> in internet browser.
2. **Register > Basic Training Provider (BTP).** Select Trade Type as **"Designated Trade"**.
3. Fill all the required details, upload documents and click on **Submit** button.
4. Message will be displayed intimating the successful creation of the BTP.
5. Note down the BTP Number created.
6. **Activation of BTP:** Go to the **Inbox** of your registered mail, and click on **Activate** button in activation mail that was sent by the system.  
**Note:**
  - a) If activation mail is not received, Please check in Email Junk/Spam folders. There may be an organization policy also not to allow mails from the unknown domains. It might have blocked by your Firewall as well. Please check with your Network Admin. **OR**
  - b) Please send a mail to [ajay.bhagat68@gov.in](mailto:ajay.bhagat68@gov.in), write in subject line: **Activation of BTP No BTP123456 (Ex.)** and mention your registered **Email ID / login ID**.
7. To complete the BTP profile, login to the portal using BTP User ID / Email ID and password.
8. Click on **"Complete Your Profile"** in top right corner of page.
9. Enter all the required details, upload the legal documents. All the sections need to be updated / completed.
10. **Training Centre (TC) Creation:** Login as BTP > Training Center > Create Training Center.
11. Enter all the required information, upload documents, and **Submit**. TC Code will be created and linked with your BTP.
12. To **map** / add the **course** with the TC: Login as TC > **Action Menu > Map Course**.
13. Under **Course (Sector) field**, Search the available **designated trades/courses** by **entering few keywords of the trade**. Trade name will be displayed, select the same. Most of the fields will be pre-filled.  
*(BTP user may also click on the hyperlink [Approved DT Course](#) to get the details of approved DT courses).*
14. Select the remaining options and upload the mandatory documents.
15. Click on **Submit** button.  
*(A popup message will be displayed informing about the success of course creation).*
16. Now the mapped courses can be checked by clicking on **Course** button (on left panel).
17. **Submission** of TC and Course **for approval** to concerned RDSDE.
  - a) **TC login > Training Centre >** against required TC > **Action Menu > Submit for Approval >** Click Yes.  
*(Message "TC and Course submitted successfully for approval" will be displayed in the top right area of the screen, and TC status will change to "Pending for Approval").*

This TC will have to inspected [if required] by the concerned RDSDE [as per jurisdiction] and then approve in online mode.  
Please contact your jurisdiction RDSDE for further process).

**Note:** Training Centres are attached to the RDSDEs based on the TC address declared while creating the TC.

### **B) Creation of Desktop Assessor (DA) users by the RDSDE Admin:**

1. RDSDE Admin user logs in to the portal.
2. Click on **Desktop Assessors** from left pane.
3. Click on **Create a Desktop Assessor** (top right corner).  
(This will require unique Email ID, other than gov.in ID already being used by the officer).

4. Fill the Name, Email ID, Mobile, and Password and click on **Create**.

#### **5. Activation of DA user:**

Send mail with DA username / email id to [ajay.bhagat68@gov.in](mailto:ajay.bhagat68@gov.in) for activation of DA users just created; **email subject line: Activation of DA Users**

#### **Note:**

- DA user is part of BTP inspection team.
- Team of minimum two members is required for BTP/TC inspection.
- **RDSDE Admin has to create DA users for all the staff (which can be spared for BTP inspections) working under him.**
- Staff from subordinate offices can also be used for inspection as DA user.

### **C) Approval of BTP, TC, and Course by the RDSDE Admin (DA users):**

1. RDSDE Admin logs in to the portal.
2. TC, after its creation will be available in the queue of concerned RDSDE as per the jurisdiction, and based on the TC address.
3. Officers assigned for inspection of this TC can be viewed by: **TC List > Against TC name > Action Menu > Re Assign DA**.
4. Physical Inspection for this TC has to carried out (if required) by the Team of Two Officers (DA Users). Two officers (from the pool of DA users already created) will be randomly assigned to one TC by the system.
5. RDSDE Admin, if desires, can change these system allotted officers by using TC List > **Action Menu > Re Assign DA**.
6. After inspection is over, any one of the inspection team members (DA User) can login to the portal and approve the TC and courses submitted.
7. **Approval of TC by DA user:** DA user logs in > **BTPs > Action Menu > View Training Center > Approve**, enter **remarks**, upload **TC Inspection Report**, or select **Physical inspection not done (if applicable)** and **click Approve**.

**Note:** For BTPs which were already inspected and approved on Wipro portal can be approved without inspection. In such cases, a copy of old inspection report should be uploaded on the portal in relevant screen.

### **D) Approval of partial batch size of inspected TC (before TC approval)**

(**Note:** This is possible only if TC is NOT approved).

1. DA user login in to the portal.
2. **BTPs > TC Details > Action Menu > View Training Center > TC Details > Action Menu > Send Back**, enter comments and click **Ok**.
3. Status of TC changes to **"Sent back for modification"**.
4. BTP user login in.
5. **Training Center > Action Menu > Edit**.
6. Edits only the **Training Capacity No**.
7. After edit, **Menu > Send for Approval**.  
**Note:** Other data should not be changed by the BTP.
8. This change (TC) now has to be approved by the RDSDE DA user as explained in Step (C) above.

#### **E) Establishment to BTP association procedure:**

*(Note: Before starting this procedure, PI find out the BTP Code and the Course name; establishment wishes to associate with. Note down the BTP Code and Name).*

##### **1. Creation of Association Request by an Establishment.**

- a) **Establishment logs** in to the portal.
- b) Click on **BTP** (left panel).
- c) Click on **"Available BTP"**.
- d) Under **Search** by BTP Name, BTP Code, enter **BTP Code**.
- e) Click on **Search** button.  
*(Required BTP details should get displayed).*
- f) BTP **Action** Menu > **Send Association Request**.
- g) Check the displayed details and click on **Confirm** button.  
*(Success will be informed via a popup box, Click Ok).*

##### **2. Acceptance of association request (sent by Establishment) by the BTP:**

- h) BTP logs in to the portal.
- i) Click on **Establishment** in left panel.
- j) Click on **"Pending Requests"**.
- k) Against the required Establishment; **Action > Approve**.
- l) Check the displayed details, and if Ok, enter the Remarks, and click on **"Approve"** button.  
*(Popup box will inform the success of action, click Ok).*
- m) Click on **"Associated Establishments"** button to cross-check the success of the association process.  
*(Associated Establishment list should get displayed).*

#### **F) BTP to Establishment association procedure:**

##### **1. Creation of Association Request by BTP.**

- a) **BTP Logs** in to the portal.  
*(Note: Before starting this procedure, find the Establishment Code and name; BTP wishes to associate with. Note down the E Number).*
- b) Click on **"Available Establishments"**.
- c) Under "Search by Name, Code" field, enter the **E Number** of the establishment. Click on **Search** button.
- d) Establishment details will be displayed.

- e) Click on **Action** Menu > **Send Association Request**.
- f) Check the displayed details and if Ok, click on **Confirm** button.  
(Pop up message indicating the success of association request will be displayed, click Ok).

## 2. **Acceptance of BTP association request by an Establishment**

- a) **Establishment** logs in to the portal.
- b) Click on **BTP** (left panel).
- c) Click on **Pending Association Requests**.  
(List of BTPs who have sent association requests should be displayed).
- d) Against required BTP; **Action** Menu > **Accept**.
- e) Enter **Remarks**, Click **Approve** button.  
(Success will be confirmed with a popup box. Click Ok).

### **G) Issuing Contract:**

#### **Note:**

- a) Only after proper Establishment and BTP association, contracts can be issued to Fresher candidates.
- b) Establishment and BTP/TC should complete their profiles.
- c) Establishment should update their staff strength (manpower).
- d) Establishment should create the Opportunities and enable them.

1. Establishment logs in in to the portal.
2. Click on **Applications** (on left pane) > **Action Menu > Issue Contract**.
3. Select **Yes** against "**Basic Training**" field, enter stipend (as per the latest norms), and fill the other requisite details.
4. Select **On-the-Job Training Location** (Practical training location). This is the industry in which candidate will undergo hands-on training after completing the basic training and is associated with BTP.
5. Under training block, **enter the training dates for BT and OJT trainings**.  
(Max 3 training blocks can be filled in, based on the course)
6. Click on the **Save** button when finished.
7. Temporary contract will be created (**TMP**....) and will be available under candidate login.

### **H) Signing of the Contract by candidate:**

1. Candidates logs in to the portal, and checks all the required details.
2. If satisfied, he will **SIGN** the contract by clicking on the button of same name.

#### **Notes for the candidate:**

- Before "Aadhaar verification", check date of birth for correctness.
- Check all data correctness and availability before SIGNing the contract
- It's not possible to change any part of the contract, once it is signed.

### **I) Approving the Contract:**

1. This, just signed contract will then be available under the login of concerned **Approving Authority**.
2. They have to search the desired contract, and **Approve** the same, within 30 days from its receipt.

Thus, ends the process of contract generation for fresher candidates using BTP.

**Notes:**

- **Every user has to be activated after its creation, by opening the Inbox of Web Mail and clicking on Activate button. Without activation, login is not possible, and system will show error like **"Incorrect Email or Password"**.**
- **If back-dating of contract is required, establishment can send the requisite information in the desired format (available with DGT Portal Admin), and DGT will update the Training Start Date of the contract.**
- **Association process can be initiated by either Establishment or BTP. But, only one of the (C) or (D) procedure to be followed.**
- **De-association of Establishment and BTP is also possible, can be performed by either party.**
- **However, de-association is not possible, once the contract is issued and training is under progress.**

Sl. No	BTP Type	Inspection Required/Not Required
1	In house BTP (TC of Establishment)	Inspection Required.
2	Training Centres setup / supported by Industry Cluster / Industry Association / Industry Chamber	Inspection Required.
3	Training Centres setup / supported by Industry Cluster / Industry Association / Industry Chamber (under STRIVE project)	No inspection required.
4	Hospitals and Health Care Units accredited to NABH and approved under PMJAY	No inspection required.
5	Polytechnic Colleges	Inspection Required.
6	Engineering Colleges	Inspection Required.
7	Universities	Inspection Required
8	Management Colleges	Inspection Required.
9	NSTI and NSTI (W)	No inspection required.
10	Government & Private Training Centres approved by NSDC under its SDMs / SMART portal & Pradhan Mantri Kaushal Kendra (PMKK)	Inspection Required
11	Training Centre's empanelled with State Govts Schemes	Inspection Required.
12	Training Centre's empanelled with Central Govt schemes	Inspection Required.
13	ITI / ITCs with Star Ratings 2 and above.	No inspection required.

## RDSDE Jurisdictions

SI No	Name of RDSDE	Headquarter	Territorial Jurisdiction (Names of States / UTs)	Names of Central Field Institutes (CFIs) under RDSDE
01	RDSDE Andhra Pradesh	Vijayawada	Andhra Pradesh	
02	RDSDE Assam	Guwahati	Assam, Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland, and Tripura	NSTI (W) Tura, NSTI (W) Agartala, Extension Centre at Mizoram, Nagaland, Arunachal Pradesh, and Manipur
03	RDSDE Bihar	Patna	Bihar	NSTI (W) Patna
04	RDSDE Chhattisgarh	Raipur	Chhattisgarh	
05	RDSDE Gujarat	Gandhi Nagar	Gujarat Dadra and Nagar Haveli, Daman and Diu	NSTI (W) Vadodara
06	RDSDE Haryana	Chandigarh	Haryana (excluding Faridabad and Gurugram Districts), Union Territory (UT) of Chandigarh	NSTI (W) Panipat
07	RDSDE Himachal Pradesh	Shimla	Himachal Pradesh	NSTI (W) Shimla
08	RDSDE Jammu & Kashmir	Jammu	Union Territory of Jammu and Kashmir * Union Territory of Ladakh	NSTI (W) Jammu
09	RDSDE Jharkhand	Ranchi	Jharkhand	NSTI, Jamshedpur and NSTI (W) Ranchi
10	RDSDE Karnataka	Bengaluru	Karnataka	NSTI Bengaluru, NSTI (W) Bengaluru
11	RDSDE Kerala	Thiruvananthapuram	Kerala, Lakshadweep	NSTI (W) Thiruvananthapuram, NSTI Calicut
12	RDSDE Madhya Pradesh	Bhopal	Madhya Pradesh	NSTI (W) Indore
13	RDSDE Maharashtra	Mumbai	Maharashtra, Goa	NSTI Mumbai, NSTI (W) Mumbai, NSTI (W) Goa
14	RDSDE Odisha	Bhubaneswar	Odisha	NSTI Bhubaneswar
15	RDSDE Punjab	Ludhiana	Punjab	NSTI Ludhiana NSTI (W) Mohali
16	RDSDE Rajasthan	Jaipur	Rajasthan	NSTI (W) Jaipur, NSTI Jodhpur
17	RDSDE Tamil Nadu	Chennai	Tamil Nadu, Puducherry, Andaman & Nicobar Islands	NSTI Chennai, NSTI (W) Trichy and Extension Centre at Puducherry and Andaman & Nicobar
18	RDSDE Telangana	Hyderabad	Telangana	NSTI Hyderabad NSTI (W) Hyderabad
19	RDSDE Uttarakhand	Dehradun	Uttarakhand	NSTI Dehradun NSTI Haldwani
20	RDSDE Uttar Pradesh	Kanpur	Uttar Pradesh (excluding Ghaziabad and Gautam Buddha Nagar districts)	NSTI Kanpur, NSTI (W) Allahabad
21	RDSDE West Bengal	Kolkata	West Bengal, Sikkim	NSTI Kolkata, NSTI (W) Kolkata and Extension Centre at Sikkim
22	RDSDE NCR (National Capital Region)	Faridabad	Delhi, Haryana (Faridabad and Gurugram Districts only) Uttar Pradesh (Ghaziabad and Gautam Buddha Nagar Districts only)	NSTI (W) Noida

**\*\*\*\*\* End of Document \*\*\*\*\***