भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
('A' Miniratna Category-1 Public Sector Enterprise)
REGIONAL HEADQUARTER (EASTERN REGION)
N.S.C.B.I. Airport, Kolkata -700052

ADVT. NO.
01/2022/APPRENTICE/GRADUATE/DIPLOMA/ITI/ER

Notification for Engagement of Graduate/Diploma/ITI Apprentices (under Apprentices Act, 1961) for year 2022-23 in Airports Authority of India, Eastern Region

Airports Authority of India (AAI) (Schedule – 'A' Miniratna Category-1 Public Sector Enterprise) was constituted by an Act of Parliament and came into being on 1st April, 1995 by merging erstwhile National Airports Authority and International Airports Authority of India. The merger brought into existence a single organization entrusted with the responsibility of creating, upgrading, maintaining and managing civil aviation infrastructure both on the ground and air space in the country.

Airports Authority of India, Regional Headquarter (Eastern Region) is inviting applications for Apprenticeship Training Program in RHQ and various airports in Eastern Region for the year 2022-23. During the period of Apprenticeship, the candidates are governed by Apprentices Act 1961 (as amended in 1973 and till date) and commensurate policies/rules of the organization.

A. Details of posts and qualifications (No. of posts are tentative that can be reduced/increased):

Sl. No	Field of Specialization/Discipline	No. of Seats	Duration of Training	Monthly Stipend	Locations/Airports of Apprenticeship Training under Eastern Region
1.	Civil (Graduate)	06	01 Year	1. Graduate (Degree) Apprentices – Rs. 15000/- 2. Technical (Diploma) Apprentices – Rs. 12000/-	RHQ (ER), Patna, Bhubaneswar, Ranchi, Raipur, Gaya, Port Blair, Bagdogra, Jharsuguda, Pakyong, Deoghar, Katihar, cooch Behar
2.	Electrical (Graduate)	07	01 Year		
3.	Electronics (Graduate)	13	01 Year		
4.	Computer Science/ Information Technology (Graduate)	03	01 Year		
5.	Mechanical/ Automobile (Graduate)	01	01 Year		
6.	Civil (Diploma)	10	01 Year		
7.	Electrical (Diploma)	10	01 Year		
8.	Electronics (Diploma)	25	01 Year		
9.	Computer Science / Information Technology (Diploma)	10	01 Year		

10.	Mechanical/ Automobile (Diploma)	05	01 Year		
11.	ITI Trade (Computer Operator Programming Assistant, Electrical, Mechanic, Electronics)	35	01 Year	3. Trade (ITI) Apprentices Rs. 9000/-	

Last date of application: 04.12.2022 *(please read the general instructions carefully before applying)*

B. Educational Qualification:

1. **Graduate & Diploma:** Candidates should possess full time (regular) four years degree or three years (regular) diploma in Engineering in any of the above-mentioned streams, recognized by AICTE, GOI.
2. **ITI Trade**: Candidates should possess ITI/NCVT certificate of the above-mentioned trades from institutes recognized by AICTE, GOI.

C. Conditions:

1. Apprentices shall have to undergo Apprenticeship training at notified Airports/Establishments. **The allocated airport/station/unit will be final; no change in place of training will be done.**
2. As per the provisions of the Apprentices Act, 1961 as amended from time to time, candidates who have already completed their apprenticeship or terminated their apprenticeship midway or are pursuing in other organizations or in AAI with the same qualification level, shall not be eligible for engagement as apprentice.
3. As per the Apprentices Act, 1961, candidates who had apprenticeship training/job experience for a period of 1 year or more after the attainment of essential qualifications, shall not be eligible for engagement as apprentice.

D. Eligibility Criteria:

1. Only Indian Nationals **under the Eastern Region** are eligible.
2. Candidates passed degree/diploma **in 2020 or after 2020** are eligible.
3. Age limit: Maximum Age is 26 years as on 31.08.2022.

E. Mode of Selection:

1. Provisional selection of the candidates would be merit-based in the qualifying examination.
2. **The shortlisted candidates will be called for Interview/Document verification through their registered email IDs only.**
3. The final selection will be based on Interview/verification of certificates and submission of Medical Fitness Certificate at the time of joining.
4. The selected candidates will be posted preferably at the given locations in Eastern Region based on their registration location (in portal).

F. General Instructions:

1. The interested candidates are required to apply through BOAT/RDAT's web portal www.mhrdnats.gov.in (for graduate/diploma apprentices) and www.apprenticeshipindia.org (for ITI Trade) by finding establishment **Airports Authority**

of India –RHQ ER, Kolkata (EWBPNC000015(BOAT) / E02211900015 (NAPS)) and click the apply button in the next page. After successful application, the message "Successfully applied for the training position. Based on availability, you will be contacted by the establishment" will appear.

2. **Candidates should register themselves with the concerned portal (NATS/NAPS/RDAT) prior to applying for apprenticeship training in AAI without fail.** Correspondence/Communication in any other manner will not be entertained.
3. No TA/DA will be provided.
4. The number of candidates to be engaged is indicative and may undergo changes without any further notification.
5. During the period of apprenticeship, candidates will be governed by the Apprentices Act, 1961 (as amended in 1973 and till date) and the policies/rules of the organization.
6. Reservation for SC/ST, OBC and EWS as applicable will be followed, however, in case of non- availability of candidates in reserved category it will be filled from other reserved categories/general categories.
7. **Airports Authority of India has no obligation to give regular employment to Apprentices.** They shall have no right to claim regular employment from AAI on the basis of this apprenticeship at any point of time. This training program shall not create any liability on AAI for providing any job to the Apprentice. AAI management does not take any responsibility for any sort of employment/placement.
8. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will entertained, if some of these seats are not filled due to unsuitability/insufficient number of candidates.
9. AAI Management does not take any responsibility to reply to the candidate / organization for non-selection /non-issuance of call letter.
10. It shall be the sole responsibility of the candidates to get their profile verified from therespective regional Board.
11. Candidates applying for more than one discipline will not be considered and their applicationwill be rejected.
12. **No Application Fee** is being charged.
13. The candidature of the applicant would be provisional, subject to verification of all certificates and submission of certificate of Medical Fitness (to be obtained only from a Government Medical officer/Medical Officer of a Government Undertaking) at the time of joining.
14. At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidate is liable to be cancelled.

    For BOAT/Portal **www.mhrdnats.gov.in** related queries please email or reach out to -Eastern Region Students, Email: **admin@boatnr.org, info@boatnr.org, establishment.bopt@gmail.com, inf@bopter.gov.in, bopter@gmail.com. Phone 0512 2584056/2584057/2580349.**

15. **For any ITI trade related clarification/queries candidates may contact via e-mail apprenticeship@nsdcindia.org or log on www.apprenticeshipindia.gov.in.**

16. In case of any dispute, **English version** of notice and communication will be treated as valid.

ANNEXURE-I

PROCEDURE FOR ENROLLMENT IN NATS PORTAL

A candidate should possess any of the following qualifications to enroll himself/herself as anapprentice:

1. Graduation
2. Diploma

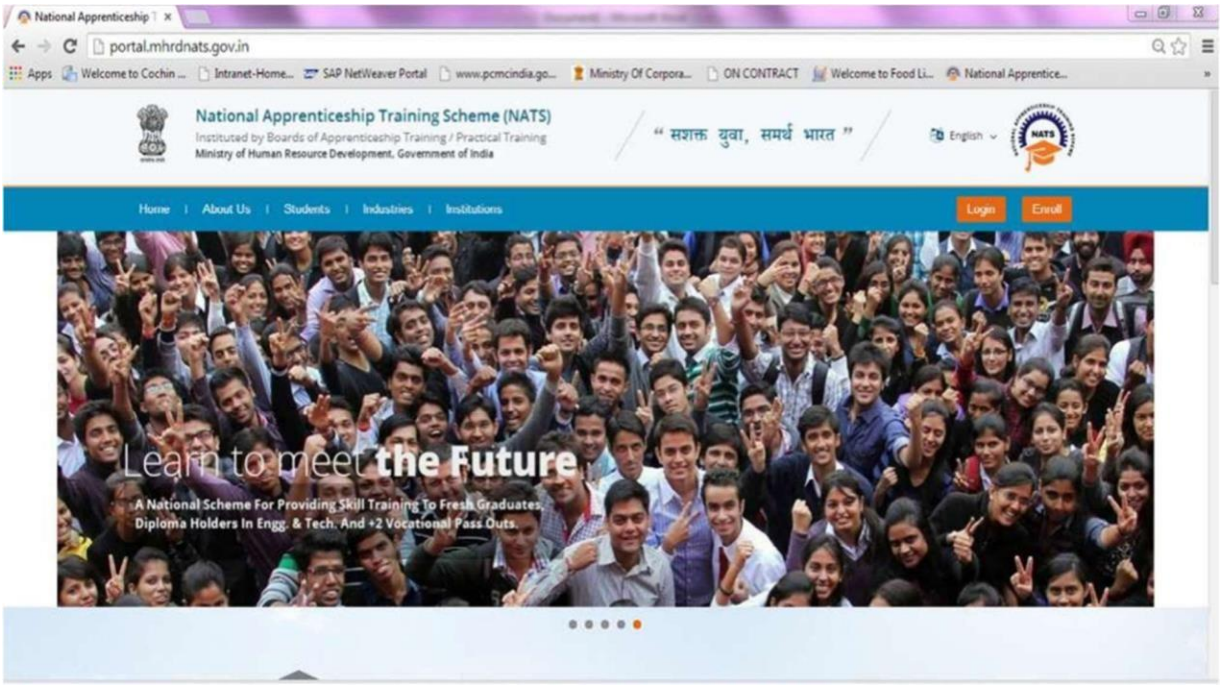
Checklist for Enrollment:

Candidates should have the following details ready to complete the enrollment process:

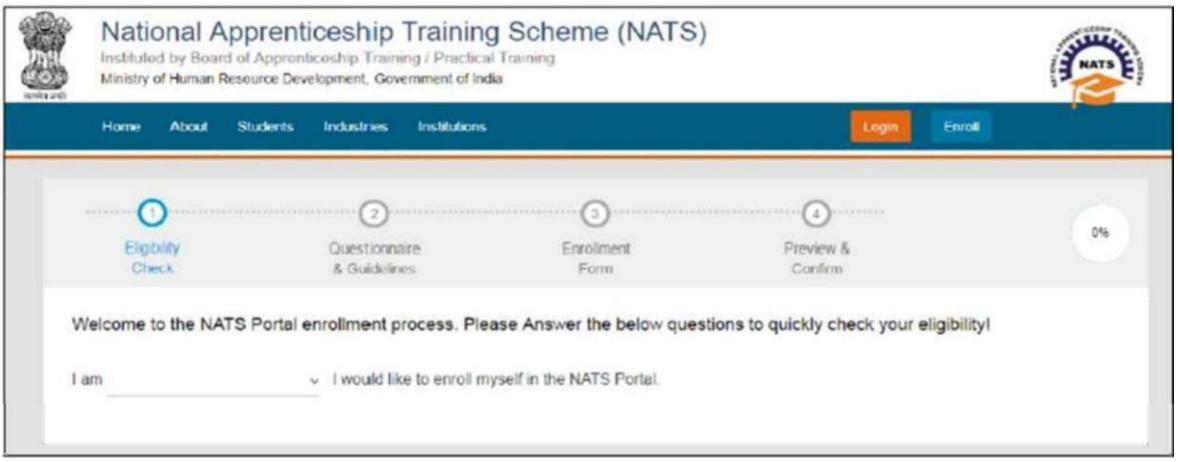
1. University Reg. No./Roll No./Enroll. No.
2. Final Degree/Diploma Certificate/Consolidated Mark sheet (Scannedcopy for uploading: Format: PDF, Size: Less than 1MB)
3. Name of College/University
4. Percentage of marks or CGPA
5. Branch of study
6. Month and year of Passing
7. Aadhar Card Number
8. Bank details
9. Valid personal E-mail ID &Mobile No. (Will be required to send/verify OTP)
10. Passport size photograph (Scanned copy for uploading: Format: JPEG, Size: Less than1MB)

Steps for Enrollment:

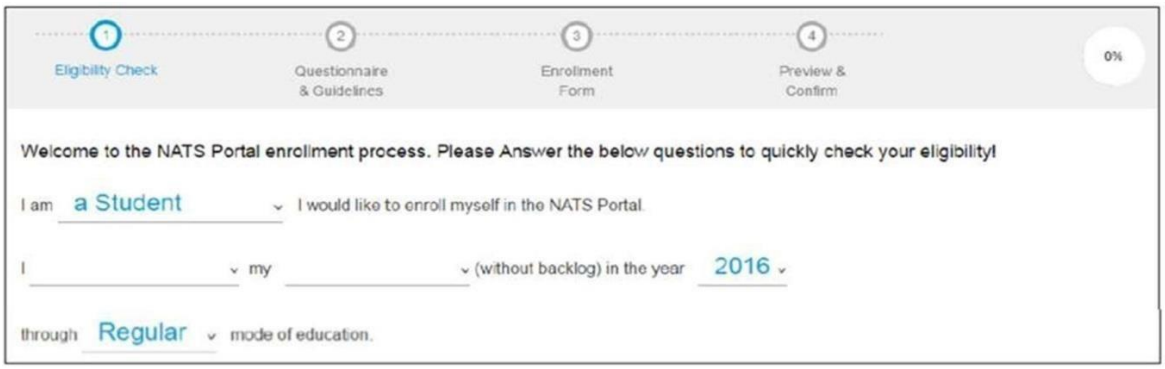
1. Logon to website **portal.mhrdnats.gov.in** and Click on **"Enroll" tab**.



2. The page appears with **Eligibility Check (1)**, **Questionnaire & Guidelines (2)**,**Enrollment Form (3)** and **Preview & Confirm (4)** sections as shown below:

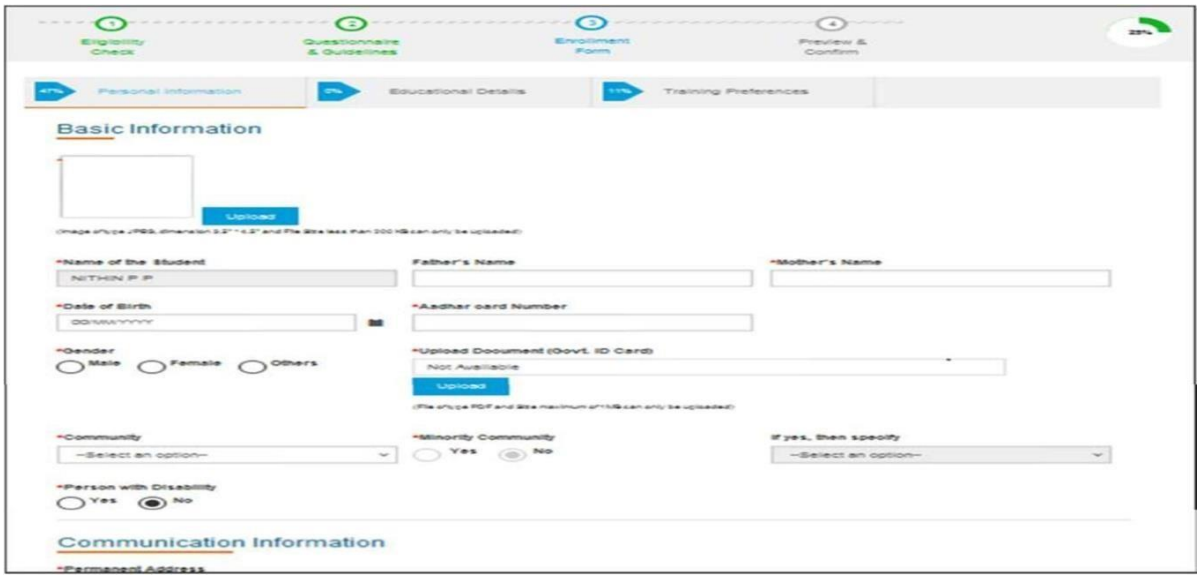


3. In the **Eligibility Check (1)** section, select "**Student"** from the drop-down list. Then other student related questions appear. Answer the questions related to eligibility check for the NATS programme.

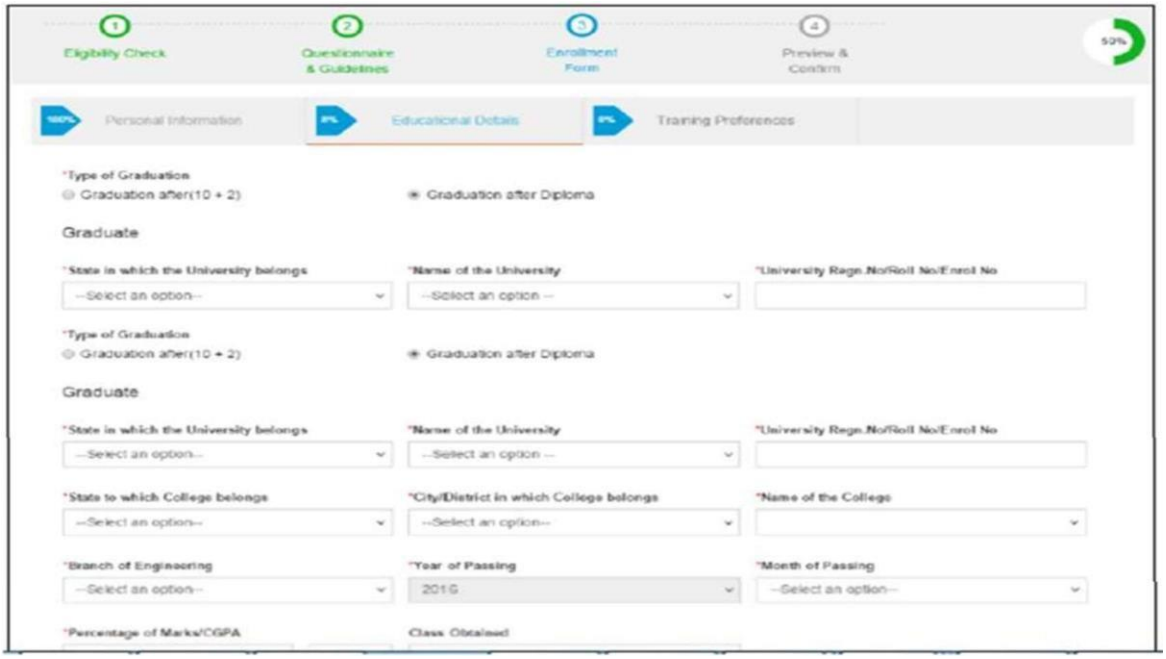


4. If you are eligible for the programme, the **'Congrats! You are eligible to enroll'** message appears.
5. If you are not eligible for the programme, the '**Sorry! You are not eligible to enroll this apprentice Programme'** message appears.
6. **Ensure that you have the mandatory documents** and click '**I've above data'**. The **'Let's Get Started'** area is displayed.
7. In the **Primary Email ID box**, type your valid Email ID and click **Send OTP**. The One Time Password is sent to your Email Id.
8. In the **One Time Password** text box, type the password received on your Email ID and then click "**Continue"**. The e-mail ID is now verified.
9. Then a **Mobile Number box** appears, enter your Mobile Number. The One Time Password is sent to your mobile number. Please enter the OTP in the box and click **"Continue".** The mobile number is verified now.
10. Type your name in the **Name of the Student** field (as per certificate/marksheet) and type a password in the **Setup a Password** and **Confirm Password** fields.
11. In case you are unable to complete the process of enrollment, you can login by using theEmail ID and password to complete the process of enrollment later.
12. To view the password as you type, click Show Password, and to hide the password, click Hide Password.
13. Click "**Save and continue"**. The **Questionnaire & Guidelines (2)** section appears.
14. Read the guidelines, required enrollment documents and the terms and conditions and then select the **By clicking this box I agree to the above Terms and Conditions** checkbox.
15. Click "**Agree and continue"** .The **Enrollment Form** section appears with Personal Information, Education Details and Training Preferences tabs.

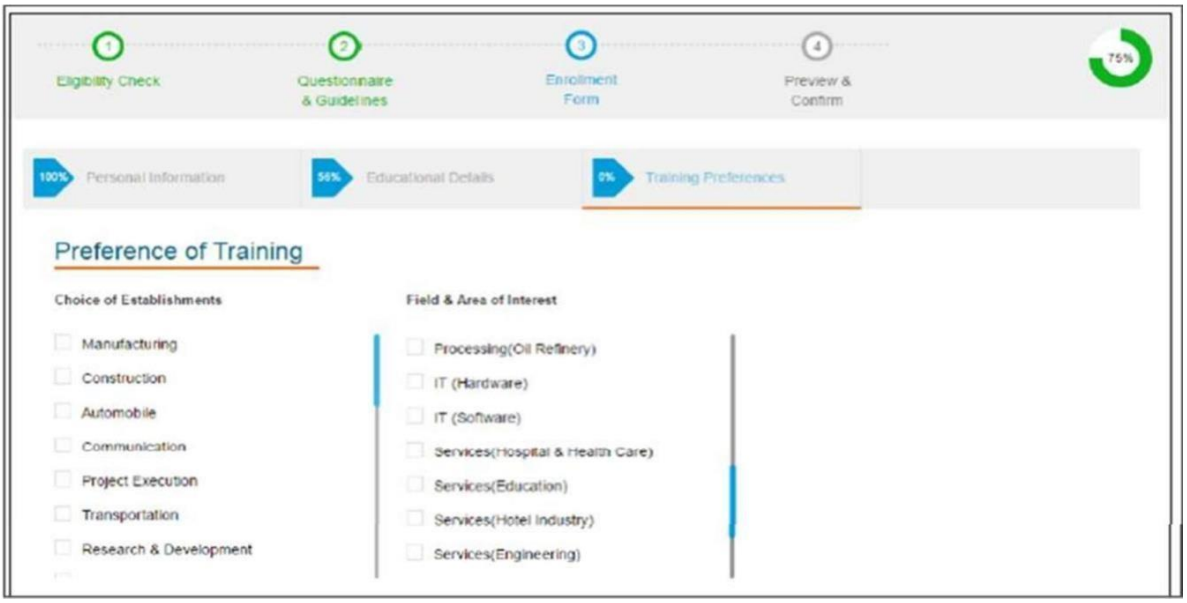
16. On the Personal Information tab, type or select the required details.



17. Click Save and continue. The Educational Details tab appears.

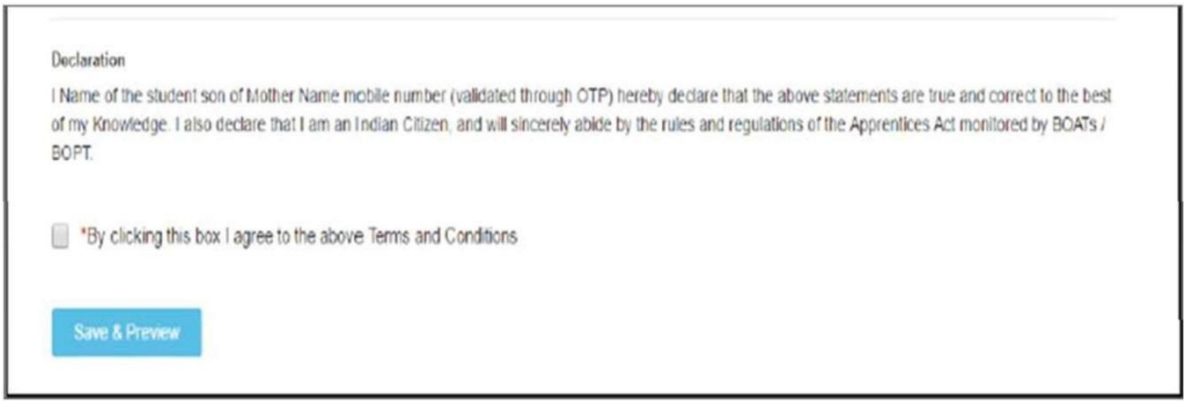


18. On the **Educational Details** tab, type or select the required details. **Upload qualifyingdegree/ diploma/ provisional certificate.**
19. Click **Save and continue**. The Training Preferences tab appears. On the



TrainingPreferences tab, type or select the required details.

20. Read the Declaration given at the bottom of the page, and then select '**By clicking this box I agree to the above Terms and Conditions'** check box.



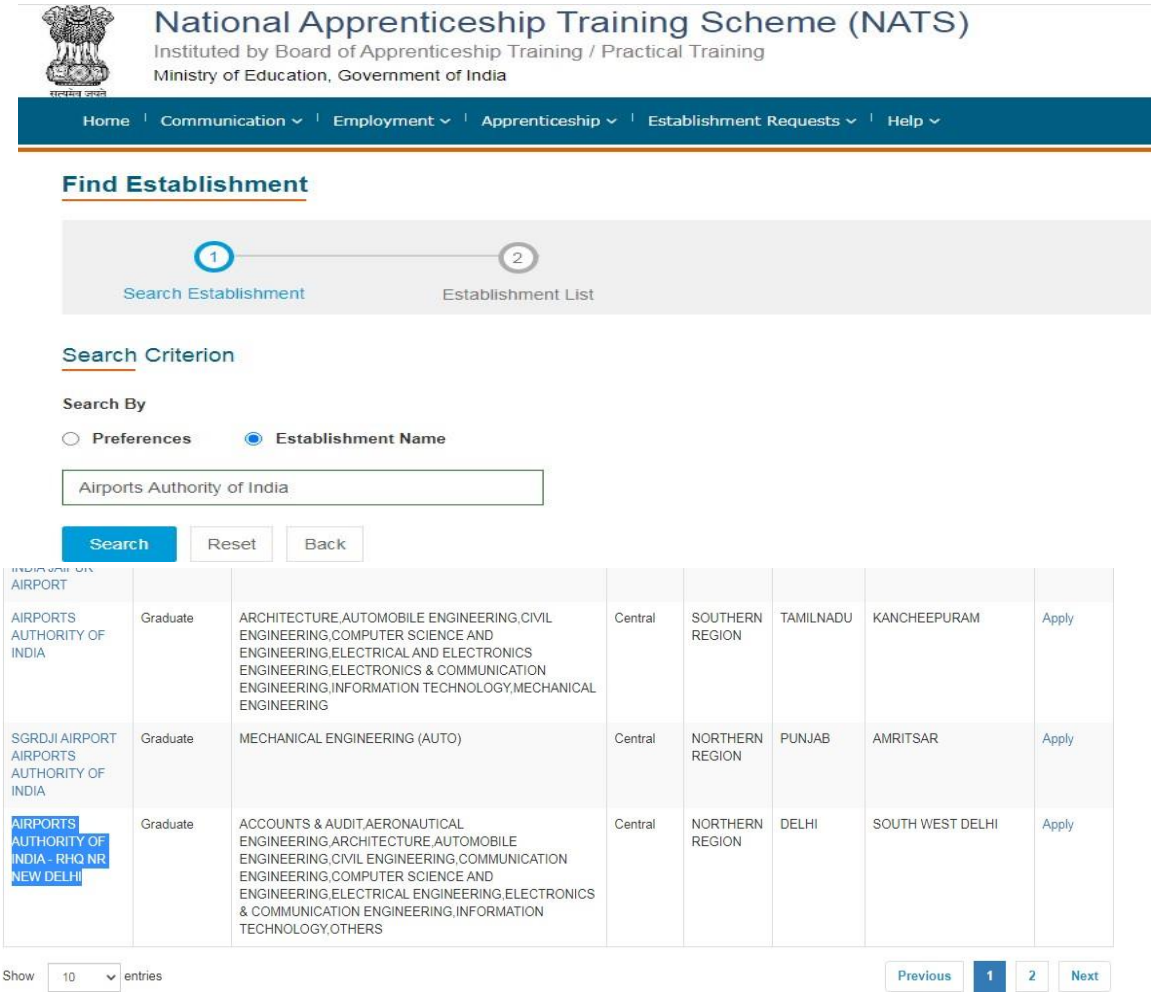
21. Click **Save and Preview**. The **Preview & Confirm** section appears.
22. Check all the entered details and click **Submit**. The enrollment is completed and the Enrollment Successful page appears with your **Email ID**, **User ID** and **Password** details.
23. To print the enrollment details, click **Print**.
24. Click **Close & Continue**. The Login page appears as given below. ***Candidates can log onthe NATS Portal with the enrollment details shown in the printout.***

ANNEXURE - II

PROCEDURE TO APPLY FOR APPRENTICESHIP TRAINING IN AIRPORTS AUTHORITY OF INDIA

1. Logon 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 AIRPORTS AUTHORITY OF INDIA and click on option "Search".**
5. Once you click on "Search" below page appears listing current openings in AIRPORTS

AUTHORITY OF INDIA. **Click on Establishment name "AIRPORTS AUTHORITY OF INDIA"** (First column) & Region-**Eastern REGION** and Select **"Apply"** button given at the page.

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".**

For detailed information, visit link shown below: http://mhrdnats.gov.in/sites/default/files/NATS_User_Manual_Student_Enrol.pdf.

Annexure -III

THE APPRENTICESHIP PORTAL

The Apprenticeship Portal is a website of the Central Government for exchange of information on Apprenticeship. The public view gives you access to information on Apprenticeship Opportunities Posted by Companies, Registered Candidates, and Apprenticeship Guidelines.

The Candidates can access information such as available Apprenticeship Opportunities on the basis of the Search Parameters like State, District, Sector and Trade, Organization and so on. To apply against available apprenticeship opportunities, it is mandatory for you register on the portal. The steps for registration are as follows:

Note: The fields marked in * are mandatory.

SKILL INDIA PORTAL FOR OPTIONAL TRADES (NSDC PORTAL)

HTTPS://APPRENTICESHIPINDIA.ORG

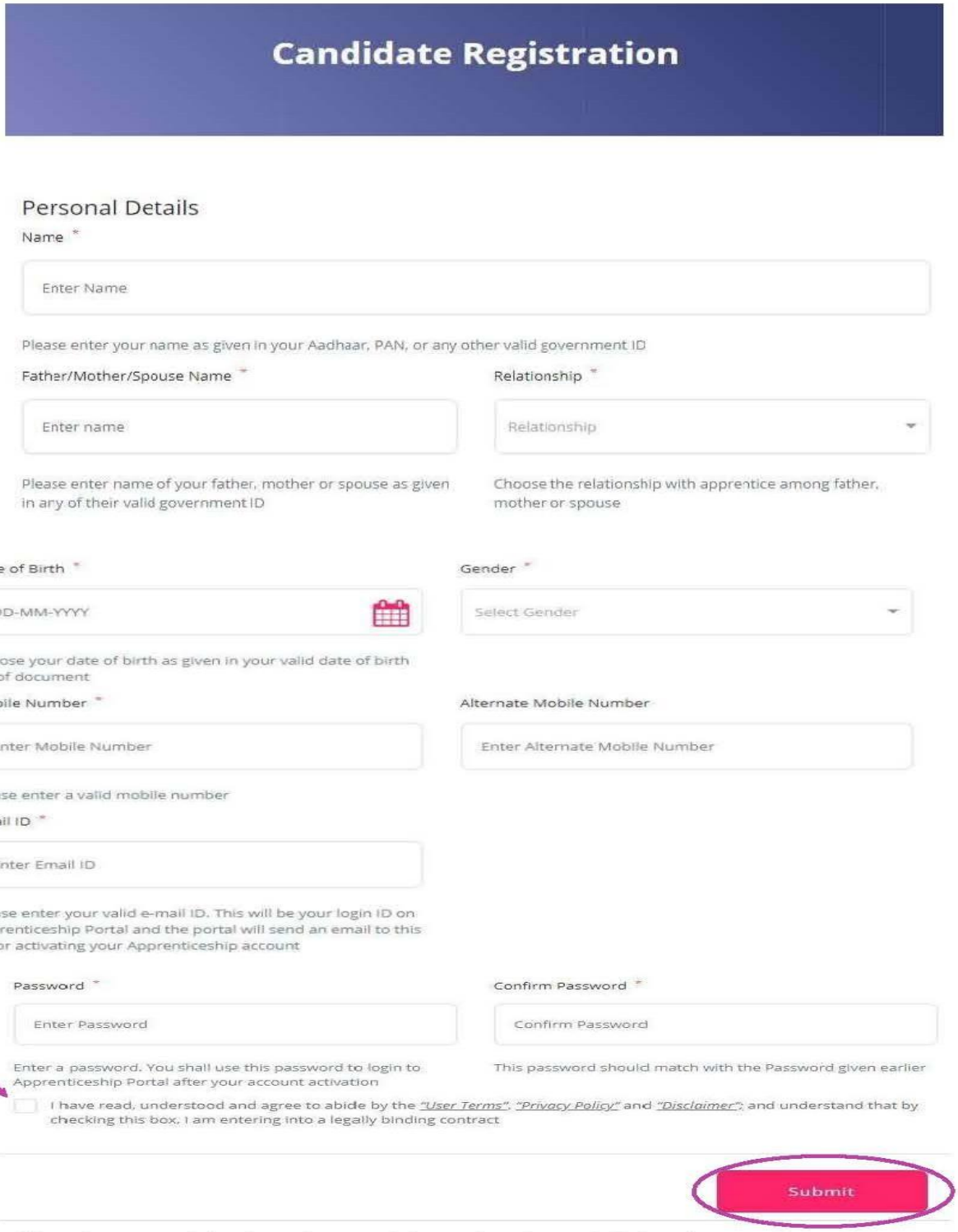
A candidate can enroll himself/herself with designated trades for engagement as an apprentice in an organization.

1. CANDIDATE REGISTRATION

Click on the **"Register" button** the top toolbar and select the option **Candidate**.

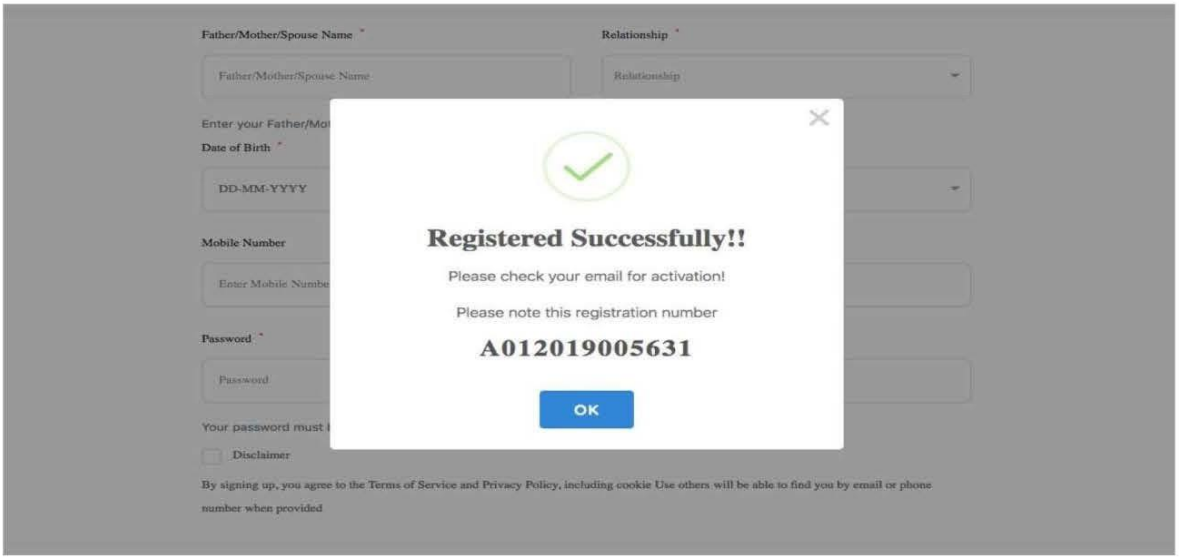
A **Short Registration Form** will open (as shown below). You would be required to fill your Basic, Family and Contact details and click continue.

Note: Please enter a valid email ID as the activation link will be send through a mail to that ID. Also, remember the password and you will use it to login to your account on the Apprenticeship Portal.

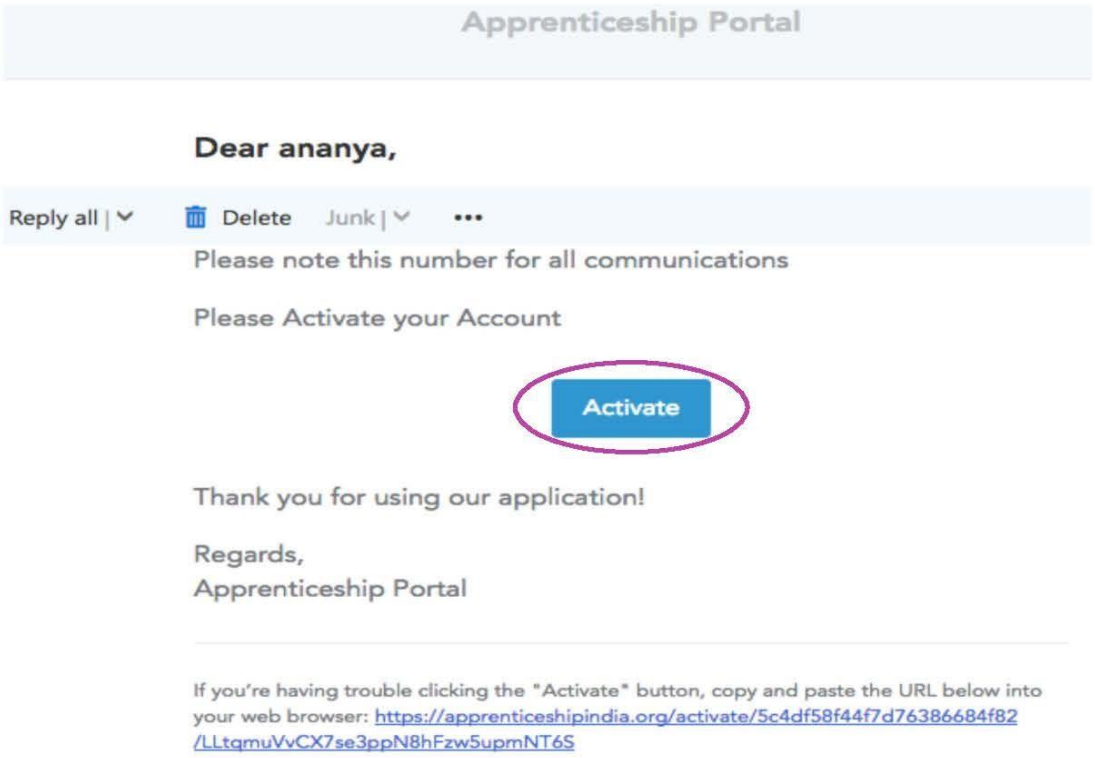


After filling the required details you have to click on submit (encircled above).

A dialog Box with the **Registration number** will notify your account creation after which you will receive an activation Email on the registered Email Address.

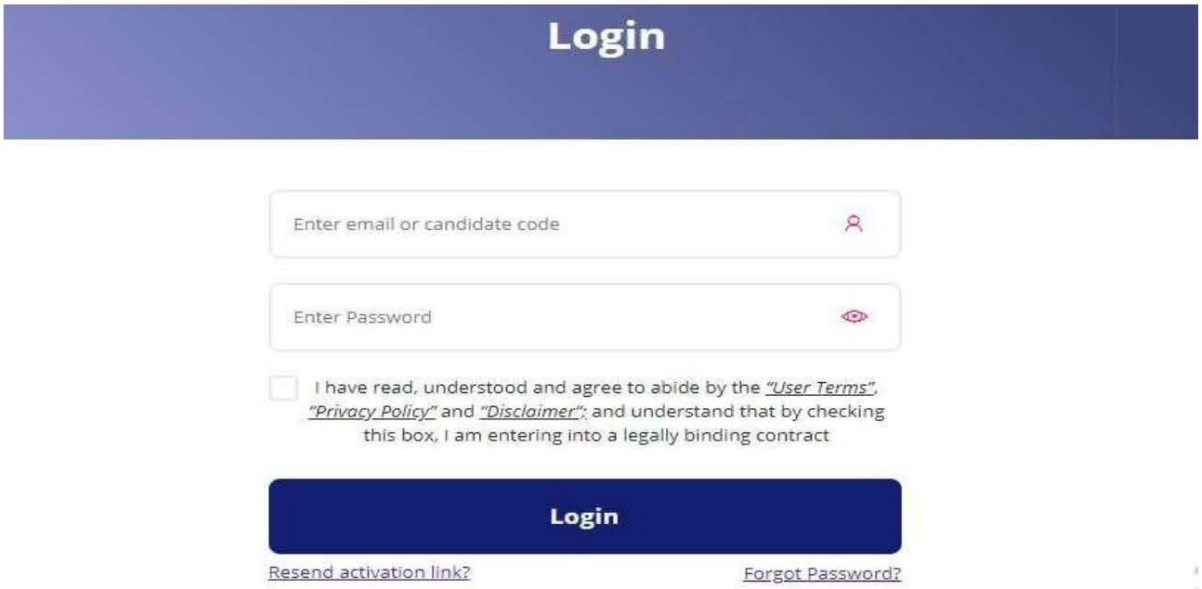


On the Email, click the '**Activate**' button (as shown in the image below).



2. LOGIN

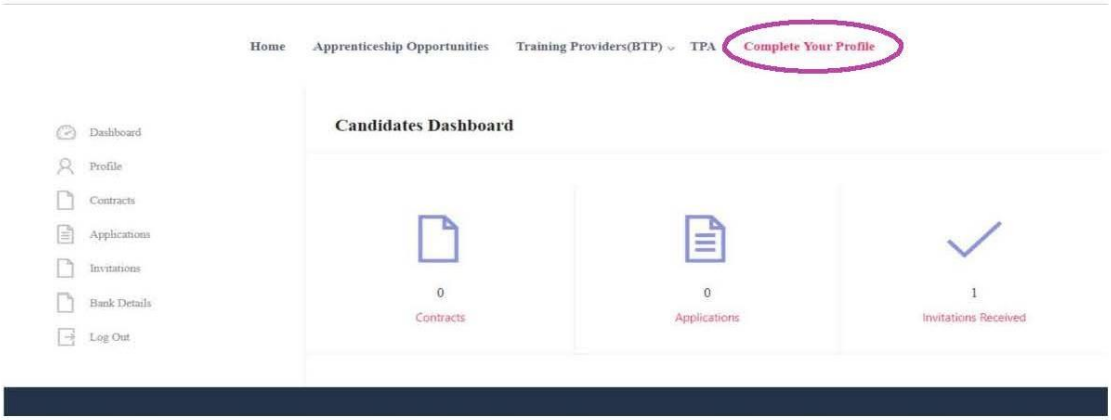
Once you click on the Activate Button, the screen will automatically **redirect you to the Login page** (see below) where you type your registered **Email ID/Registration Number and Password** *(the email ID and Password are the same you mentioned during registration)* to login.



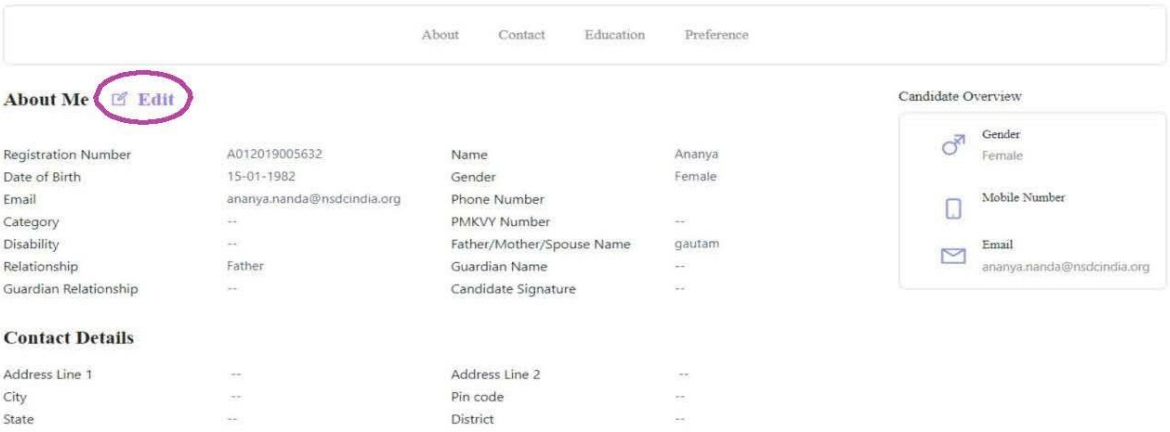
3. PROFILE COMPLETION

Once Logged In, you will have to click on the button **'Complete Your Profile'** (encircled below).

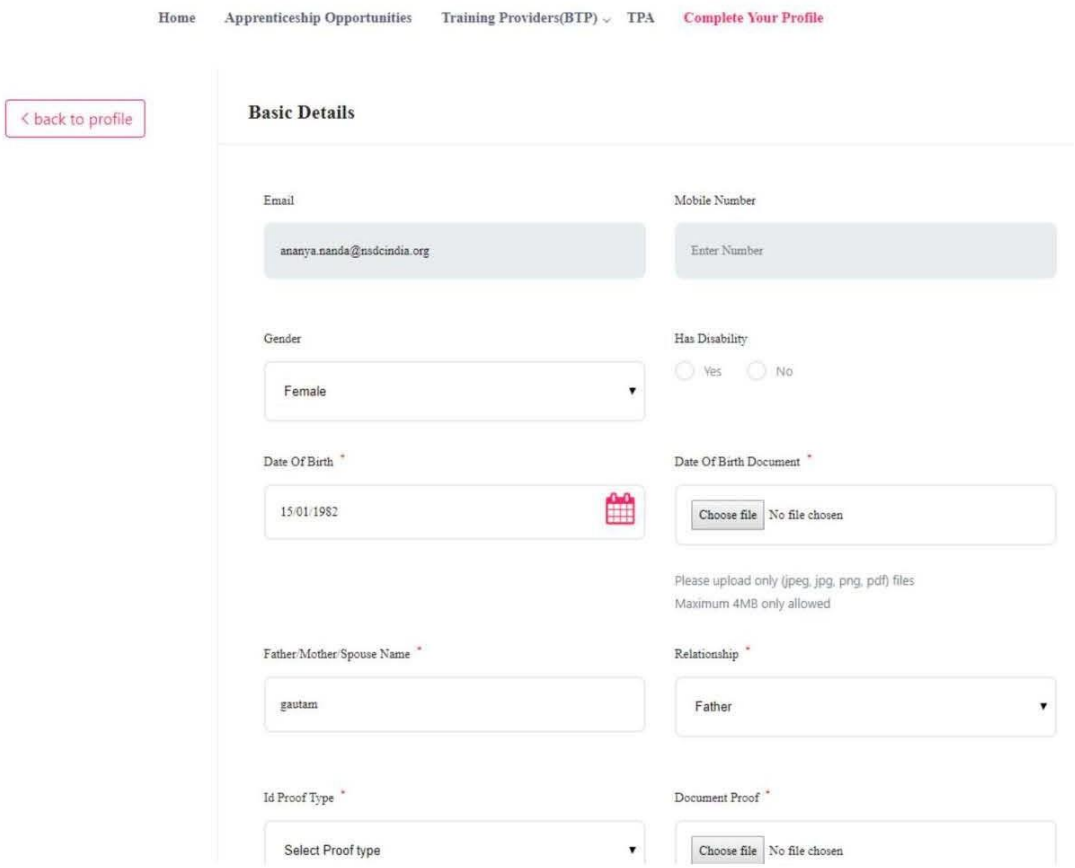
You will not be able to apply to any Apprenticeship Opportunity without completing your profile.



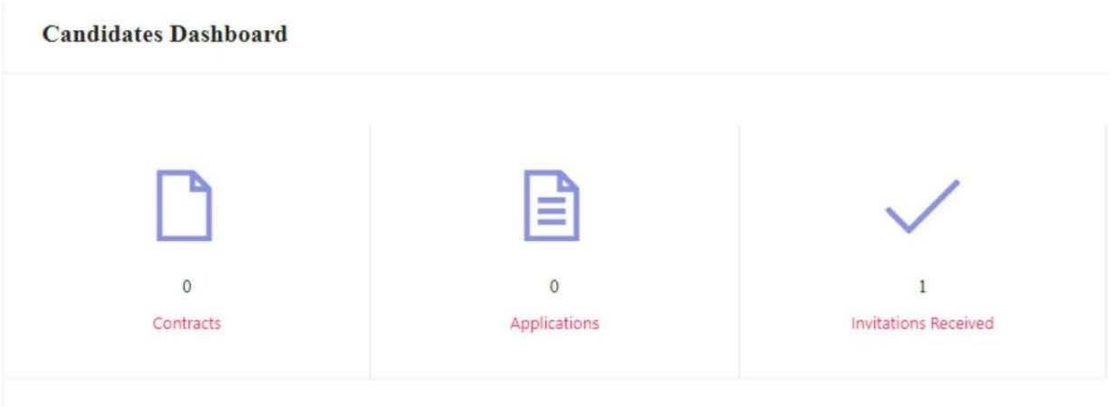
Start by clicking the **'Edit'** button (encircled below) to add your "About Me" and Contact Details.



On clicking the 'Edit' button, the following screen will emerge. *The **fields marked in '*' are mandatory.***



4. UNDERSTANDING CANDIDATE DASHBOARD

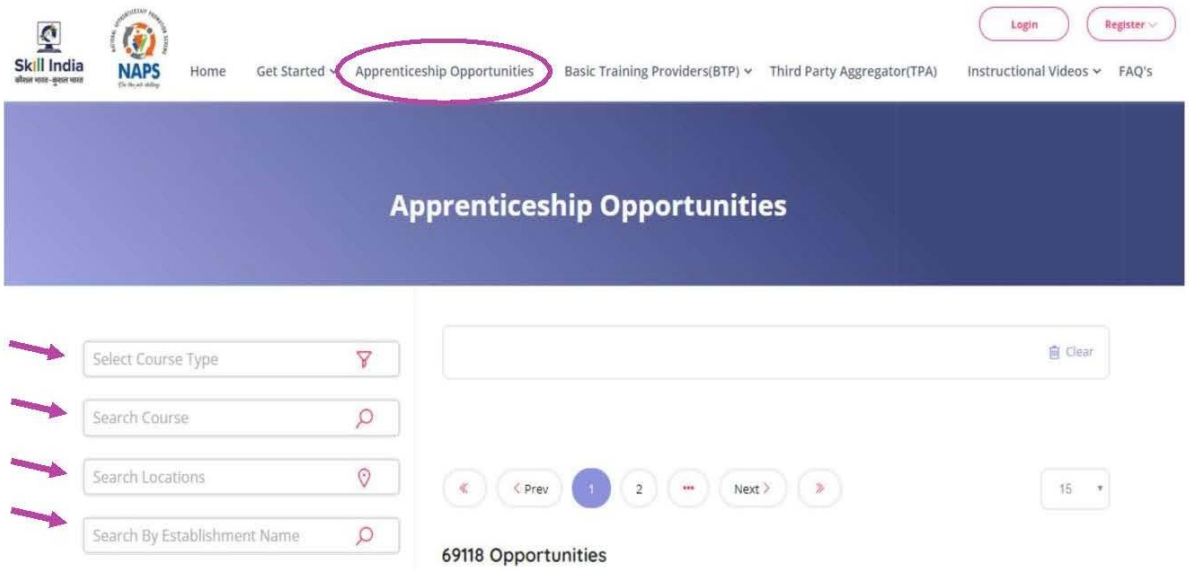


There are 3 items on your dashboard and they are explained below:

1. **Invitations Received** – Some companies screen your profile and if they feel you're fit for the opportunity, they send out an invitation to you to apply to the opportunity. This section lists the number of invitations received by the candidate.

2. **Applications:** This section lists the number of Apprenticeship Opportunities you had applied to.
3. **Contracts:** This section will show the contract you have signed with the company. Multiple companies can send you contracts; however, you will only be able to accept one.
5. **5. APPLY TO OPPORTUNITIES**

   You can use the option **"Apprenticeship Opportunities"** (encircled below) on the top toolbar to view the opportunities. You can search by **keywords**, for course, locations, course type, Establishment Name and so on in the 'Search Opportunities" section.



To apply fill the details as below:

- Course type- Designated
- Search Course- COPA or Stenographer
- Establishment Name- Airports Authority of India

Computer Operator Programming Assistant

You can view the opportunity details by clicking on **'view'** button as shown below or simply click on the **'Apply'** button to apply to the opportunity of your choice.