

SoP on “Profile Check & Correction” module

This module allows candidate to update his profile data, at two stages. Profile can be verified only once during the lifetime of contract.

- A) Before Signing the contract. **OR**
- B) Before Applying for the AITT.

Note:

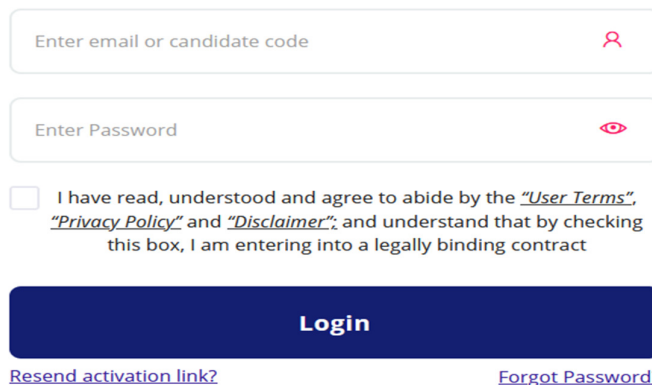
- Before starting the profile edit action, candidates are advised to visit **Education** section of the **Profile** and add / check that **only one educational qualification** is available which is the entry level / eligible qualification for the required apprenticeship trade.

Step 1) Candidate Activity

Case A): Contract not signed

1. Log in to the portal apprenticeshipindia.org

* In case you are unable to login, kindly close and reopen your browser or [Reset Password](#).



Enter email or candidate code

Enter Password

☐ 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

Login

[Resend activation link?](#) [Forgot Password?](#)

2. If candidate profile is not verified, message will be displayed, and candidate has to verify the profile before **Signing** the contract.

Candidates Dashboard

! Profile Not Verified

Kindly update profile & send for verification in order to sign contracts. [Click here to update the profile](#)



1

Contracts



0

Applications



0

Invitations Received

3. To verify the profile, Click on the **Contract**.
4. Against the displayed contract > **Action** > **Raise Profile Request**

Code	Opportunity	Establishment	Stipend	Status	Actions
CR072062129	Lineman Course : Lineman	PSCL BIL. OFFICE, MIDHUMBAH	Stipend First: ₹7,392.00	Completed	<div><div>...</div><div>View</div><div>Raise Profile Request</div></div>

5. Following information is displayed:

Basic details:

- Registration No – non editable
- Name – editable
- Gender – editable
- Date of Birth – editable
- Father name – editable
- Mother name – editable
- Signature – editable
- Photo – editable

Training details (not editable)

- Establishment code
- Establishment name
- Establishment address
- Establishment state
- Establishment district
- ATS Trade name
- Basic Training dates
- OJT dates
- Contract No
- Trade Type
- Trade related to:

- Candidate type (editable)

a) Submit without changes (If all the details are correct):

- Candidate has to accept/check the undertaking, and click on “**Submit**” button.

Candidate Type: ITI Pass/Non-ITI

Non-ITI ☐ Update

☒ "I have verified all the details in my profile and training and found to be correct. I also understand that once details are submitted / accepted no further changes are possible in my data".

Submit

- By clicking on **Submit** button, a confirmation about no changes in profile will be taken from the candidate, click on “**Proceed**” to submit the profile **without changes**.
- “**Profile verified successfully**” confirmation box will be displayed. Click Ok.

b) Submit with changes (profile data needs updation / changes)

- For the fields which require changes, select the **Update** checkbox, enter new field value, upload the supporting document, and enter remarks.
(for Signature and Photo – jpg file, for others – single PDF document max 2MB size).

Mother Name

Mother Name ☒ Update

Mother Name

Mother Name

Mother Name is required
Supporting Document


No file selected.

Remark

Enter remark

Mother name remark is required

- Select / check the Undertaking.
- Click on “**Submit for Approval**” button.

 "I have verified all the details in my profile and training and found to be correct. I also understand that once details are submitted / accepted no further changes are possible in my data".

Candidate type remark is required

Submit for Approval

- Confirmation message will be displayed, click on “**Proceed**”.
- Profile will now be available to establishment for verification and approval.

Case B): Contract is signed and before applying for AITT

During application for AITT, if profile is found not verified, then candidate has to mandatorily verify the same as per the steps mentioned above.

Step 2) Establishment activities

- 1) Login to the portal apprenticeshipindia.org.
- 2) **Contract > Profile View & Correction**
- 3) Against the pending record > **Action > View Profile Details**
- 4) Establishment can **correct** the data submitted by the candidate, and upload required documents.
- 5) Under drop-down box; **Action for Approval Verification > Approved**, enter the remarks.
- 6) Click on “**Submit for Approval**” button.
- 7) Confirmation box will be displayed.
- 8) Submitted successfully, dialog box is displayed.

Step 3) Approving Authority (RDSDE / AAA) activities:

- 1) Login to the portal.
- 2) **Contracts > Profile View & Correct**
- 3) Against required record > **Action > View Profile Details**
- 4) Scroll down, Click “**Action for Profile Verification**” > select **Approved**, and enter the remarks.
- 5) Click on “**Submit Review**”.

Now candidate can sign the contract / apply for the AITT.

Note: if Name, Gender, or Date of Birth fields are changed or Aadhaar is not verified then Aadhar verification is mandatory to proceed further.

*** End of Document ***