

## Online Application Portal for Apprenticeship Training in Designated Trades (IT-24)

# How to Apply

### Before applying online, candidates should:-

- i. Scan their recent passport size photograph (not more than 03 months old) in jpg formats ensuring that the size of photograph does not exceed (up to 100KB) and the size of signature does not exceed (up to 100KB)
- ii. The following certificates may also be required in pdf format (up to 400KB).
  - a. 10th/SSC Standard Marksheet/ Certificate issued by a Board of Secondary Education for passing Matriculation Examination
  - b. Proof of Date of Birth (Matriculation certificate/ Birth certificate)
  - c. Caste/Category Certificate
  - d. ITI Certificate
- iii. Keep the necessary details/documents ready to be filled in the Application Portal.
- iv. Please go through the detail notification.

### New Registration:

- Click on “Register” button for new registration of candidate.


REGISTER

- Fill in the details and click on Register Button & Go to Home page After Registration to Log In with the login details displayed on registration page and received on your Email Address & Mobile Number

### Candidate Registration

**Note:Registration Successfull** ×  
Login ID: - test5268  
Password: - FqeEhW  
Please read the instructions under  
"How to apply" tab before  
commencing the online application  
process

Applicant's Name  
Name should be same as mentioned in Matriculation Certificate  
(Please enter name without any salutation (i.e  
Shri/Smt/Mr/Mrs/Dr/Prof))

- Already registered candidate can Login using the. login details displayed on registration page

### Candidate Login

## After Login:

### Step 1: Fill in the Basic Details carefully

**Note:**

- All star (\*) marked fields are mandatory.

**Applicant's Name \***

Name should be same as mentioned in Matriculation Certificate  
(Please enter name without any salutation (i.e Shri/Smt/Mr/Mrs/Dr/Prof))

**Father's Name \***

Name should be same as mentioned in Matriculation Certificate (if the name is mentioned in the matriculation certificate)

(Please enter name without any salutation (i.e Shri/Smt/Mr/Mrs/Dr/Prof))

**Mother's Name \***

(Please enter name without any salutation (i.e Shri/Smt/Mr/Mrs/Dr/Prof))

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**Mobile No**

8764305785

**Email**

n4391442@gmail.com

**Date of Birth**

January 1, 2002

**Registered On**

6/21/2022 9:53:33 AM

**Addhar Number \***

**Nationality \***  Indian

**Gender: \***

Male  Female  Transgender

**Category \***

**Identification Mark (Only One) \***

Whether belongs to PwBD Category \*  Yes  No

Whether candidate currently undergoing or undergone apprenticeship Training \*  Yes  No

Whether candidate ward of Defence employees \*

Select Yes only if applying for age relaxation with IHQ approval  Yes  No

Whether candidate ward of armed forces personnel \*  Yes  No

**Present Address \***

Address line 1

Address line 2

Address line 3

City

State

District

Pin Code

Is Permanent Address same as Present address? \*  Yes  No

□ Fill in the Education and Other Details carefully

Educational Qualification				
Eligible Qualification				
<input type="text" value="10 Pass (ITI)"/>				
<hr/>				
<b>10th Education Details</b>				
Institute Name	Passing Year	Obtain Marks	Total Marks	Percentage
<input type="text" value="INSTITUTE NAME"/>	<input type="text" value="PASSING YEAR"/>	<input type="text" value="OBTAIN MARKS"/>	<input type="text" value="TOTAL MARKS"/>	<input type="text" value="PERCENTAGE"/>

Technical Qualification		
ITI Result		
<input type="text" value="Pass"/>		
<hr/>		
Institute Name	Passing Year	ITI Trade
<input type="text" value="INSTITUTE NAME"/>	<input type="text" value="PASSING YEAR"/>	<input type="text" value="--Select Trade--"/>
Obtain Marks	Total Marks	Percentage
<input type="text" value="OBTAIN MARKS"/>	<input type="text" value="TOTAL MARKS"/>	<input type="text" value="PERCENTAGE"/>



Trade Selection
Apprenticeship Training Trade
<input type="text" value="--Select Trade--"/>

□ Upload photo, Signature and all other relevant documents

Document Upload \*

**Note:**

- Upload Passport size colour photograph with plain white background without any obstacle covering/obstructing the face and eyes. The photograph being uploaded should not be more than six months old and should have about 80% face coverage. The size of photo document should be between 50-100 KB.
- Candidate's signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. The size of signature document should be between 50-100 KB.
- Photo should be without cap, goggles and both ears should be visible
- The accepted formats are "jpg" and "jpeg"

<p>Photo</p>  <p><input type="button" value="Choose File"/> No file chosen</p>	<p>Signature</p>  <p><input type="button" value="Choose File"/> No file chosen</p>
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**Note:**

- All star (\*) marked fields are mandatory.
- You have to upload the required documents in PDF file format.
- The individual file size should not exceed 400 KB and should be clear and prominent.

Required Documents		
*SSC/Matriculation (STD 10) Marksheet	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/> <input type="button" value="Upload"/>
*ITI Marksheet	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/> <input type="button" value="Upload"/>
*Aadhar Card	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/> <input type="button" value="Upload"/>
Pan Card (If available)	<input type="text" value="Choose file"/>	<input type="button" value="Browse"/> <input type="button" value="Upload"/>

□

- Verify all the details in the Acknowledgement page and click on “Submit Application” button to Submit the Application or Edit Application. After submitting, the application cannot be edited.

Self Declaration

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the notice of examination, my candidature/appointment is liable to be cancelled/terminated.

[Submit Application](#)

- Click on "Yes, Confirm !!!" button to submit the application

