

Candidate Registration Guide

A complete, step-by-step guide to registering, building your profile, and applying for apprenticeship opportunities across India.

Apprenticeship Internship India — Independent Informational Portal

This is an independent informational guide and is NOT an official Government of India publication. It is intended to help candidates understand the general registration process; always complete registration and applications on the official Government of India apprenticeship portal.

Table of Contents

- [1. Introduction](#)
- [2. Who Can Register](#)
- [3. Eligibility Criteria](#)
- [4. Documents Required](#)
- [5. Step-by-Step Registration Process](#)
- [6. Profile Completion](#)
- [7. How to Search Apprenticeships](#)
- [8. How to Apply](#)
- [9. Application Status Tracking](#)
- [10. Common Registration Mistakes](#)
- [11. Frequently Asked Questions](#)
- [12. Official Useful Links](#)
- [13. Contact Information](#)

1. Introduction

Apprenticeship programs give candidates hands-on, on-the-job training under a registered establishment while earning a monthly stipend, and typically end with a recognized certificate. This guide walks you through the entire candidate registration journey — from checking eligibility to tracking your application status — in plain, step-by-step language.

Why Register?

Registering builds a single candidate profile you can use to discover and apply to apprenticeship opportunities across sectors and states, without re-entering your details each time.

2. Who Can Register

- Indian citizens who meet the minimum age requirement for apprenticeship training.
- Candidates who have completed at least the qualifying education level for their chosen trade (e.g. Class 8th/10th/12th, ITI, Diploma, or Degree, depending on the trade).
- School, ITI, diploma, or degree pass-outs seeking structured, on-the-job training.
- Candidates currently unemployed or seeking a transition into a skilled trade.

3. Eligibility Criteria

Criterion	Typical Requirement
Age	Generally 14–35 years (varies by trade and scheme)
Minimum Education	Varies by trade — 8th pass to graduate level
Nationality	Indian citizen
Medical Fitness	Should be physically fit for the chosen trade

Exact eligibility (age, qualification) differs by trade, sector, and the specific scheme (e.g. NAPS, NATS). Always check the specific opportunity's posted eligibility before applying.

4. Documents Required

- Valid photo ID proof (Aadhaar Card, Voter ID, or Passport)
- Educational qualification certificates and mark sheets
- Passport-size photograph (recent, plain background)
- Address proof
- Caste certificate (if applying under a reserved category)
- Bank account details (for stipend disbursement)
- Mobile number and email ID for OTP verification and communication

5. Step-by-Step Registration Process

Step	What to do
	Visit the official Government of India apprenticeship portal.
Step 2	Select “Candidate Registration” and choose your preferred login method (mobile OTP or email).
	Enter your basic personal details — name, date of birth, gender, and contact information.
Step 4	Verify your mobile number and email address using the OTP sent to you.
	Set a secure password for your candidate account.
Step 6	Log in to your new account and proceed to complete your full profile.

6. Profile Completion

A complete profile significantly improves your chances of being shortlisted. After registration, fill in each of the following sections:

- Personal details (address, category, differently-abled status if applicable)
- Educational qualifications with certificate uploads
- Skills and trade preferences
- Work experience, if any
- Preferred locations and sectors
- Bank account details for stipend disbursal

Tip

Keep scanned copies of your certificates and photograph ready in PDF/JPEG format before you start — it makes profile completion much faster.

7. How to Search Apprenticeships

Once your profile is complete, use the search and filter tools to find relevant openings:

- Use the Keyword field to search by trade name (e.g. “Electrician”, “Data Entry”).
- Use the Sector filter to narrow results to an industry (e.g. Manufacturing, IT/ITeS, Retail).
- Use the State filter to find opportunities near your preferred location.
- Combine filters together for more precise results.
- Review each listing's stipend, qualification, and last date before applying.

8. How to Apply

- Open the opportunity you're interested in and review the full Opportunity Details.
- Check the eligibility, qualification, and last date for applying.
- Click the official “Apply Online” button to be redirected to the official portal.
- Submit your application before the last date — late applications are typically not accepted.
- Save or note your application reference number for future tracking.

9. Application Status Tracking

After applying, log in to your candidate dashboard on the official portal to track your application status. Typical stages include:

Status	Meaning
Submitted	Your application has been received.
Under Review	The establishment is reviewing applications.
Shortlisted	You have been selected for the next step (interview/test).
Selected	You have been offered the apprenticeship.
Not Selected	Your application was not successful this time.

10. Common Registration Mistakes

- Entering a mobile number or email you don't have active access to for OTP verification.
- Uploading blurry or incomplete certificate scans.
- Leaving the profile incomplete, which reduces visibility to employers.
- Providing bank details that don't match your registered name.
- Missing the application last date due to not tracking deadlines.
- Creating multiple duplicate candidate accounts.

11. Frequently Asked Questions

Q: Is registration free?

A: Yes, candidate registration on the official Government portal is free of cost.

Q: Can I apply to multiple apprenticeships at once?

A: Yes, you can apply to multiple opportunities that match your profile.

Q: What if I don't have prior work experience?

A: Most apprenticeship programs are designed for freshers — prior experience is usually not mandatory.

Q: Is a stipend guaranteed during training?

A: Yes, apprentices typically receive a monthly stipend as per applicable Government norms.

Q: Can I edit my profile after submitting an application?

A: Yes, but changes may not reflect on applications already submitted.

12. Official Useful Links

Resource	Where to Find It
Candidate Registration	Official Government of India apprenticeship portal
Candidate Login	Official Government of India apprenticeship portal
Scheme Information (NAPS / NATS)	Ministry of Skill Development and Entrepreneurship
Browse Apprenticeships	apprenticeshipinternshi.in/apprenticeships

13. Contact Information

For questions about this guide, or for help navigating apprenticeship opportunities listed on this portal, use the contact details published on the Apprenticeship Internshi Portal Contact page.

Important Disclaimer

Apprenticeship Internshi Portal is an independent informational portal and is NOT affiliated with, endorsed by, or an official website of the Government of India. All registration, login, and application actions must be completed on the official Government of India apprenticeship portal. This guide is for general informational purposes only.