

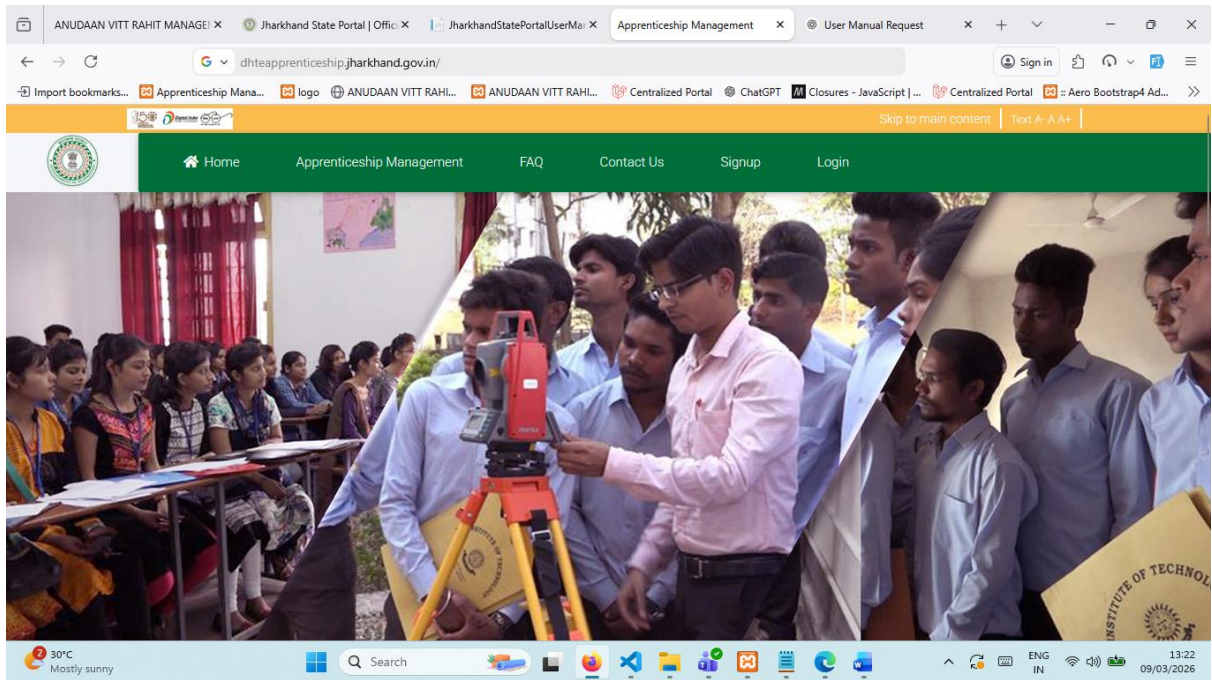
USER MANUAL

Apprenticeship Management



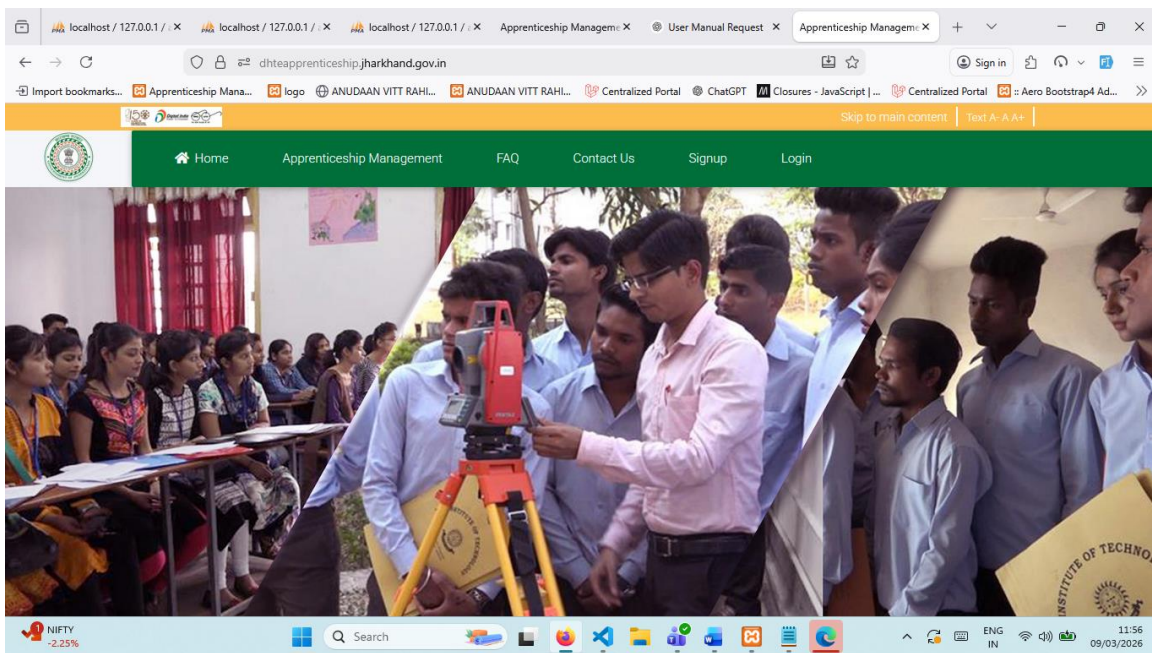
A User Manual to Navigate the Apprenticeship Management portal

APPRENTICESHIP MANAGEMENT PORTAL HOME PAGE



Candidate Registration Process

1. Access the Portal



- Open the **Apprenticeship Management Portal** in a web browser.
- The homepage displays menu options such as **Home, Apprenticeship Management, FAQ, Contact Us, Signup, and Login**.
- Click on **Signup** to begin the registration process.

2. Fill Registration Details

- On the registration page, the candidate must enter the following details:

- **First Name** – Enter the candidate's first name.
- **Middle Name** – Enter the middle name (optional).
- **Last Name** – Enter the last name.
- **Mobile Number**
 - Enter a valid mobile number.
 - Click **Send OTP** to receive the verification code.
- **NATS Version**
 - Select the appropriate **NATS Version** from the dropdown list.
- **NATS ID**
 - Enter the valid **NATS Registration ID**.
- **Email Address**
 - Enter a valid email address.
 - Click **Send OTP** to verify the email.
- **Password**
 - Enter a secure password.
- **Confirm Password**
 - Re-enter the password to confirm.

3. OTP Verification

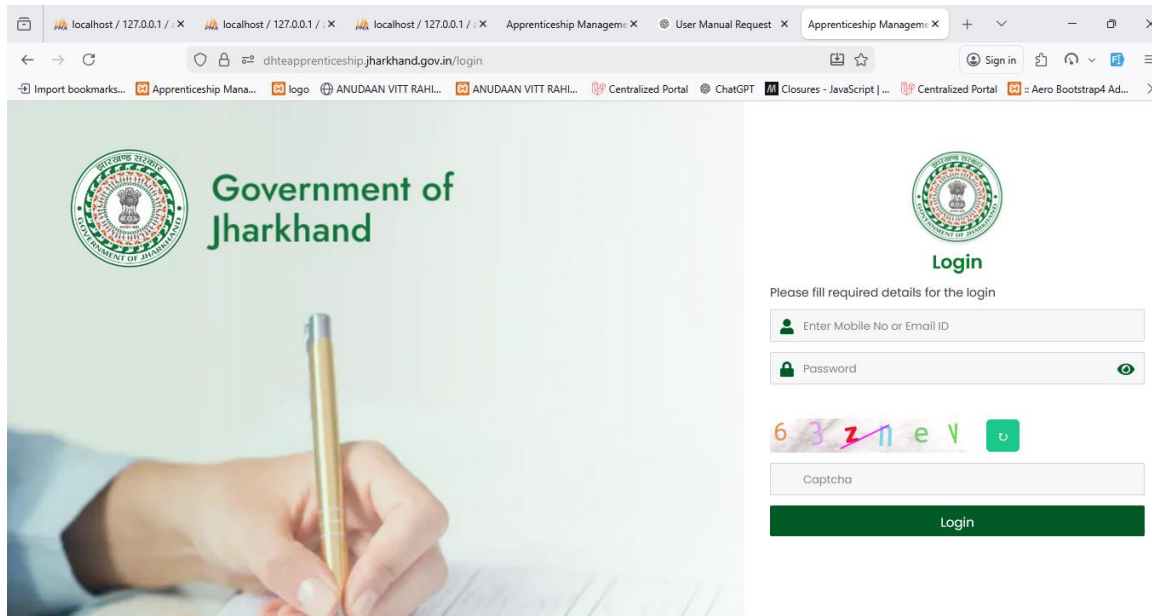
- After clicking **Send OTP**, a One-Time Password (OTP) will be sent to the registered **mobile number** and **email address**.
- Enter the received OTP in the verification field.

- • OTP verification confirms the authenticity of the candidate's contact details.

4. Complete Registration

- • After filling all required details and verifying the OTP, click **Register**.
- • The system will successfully create the candidate account.

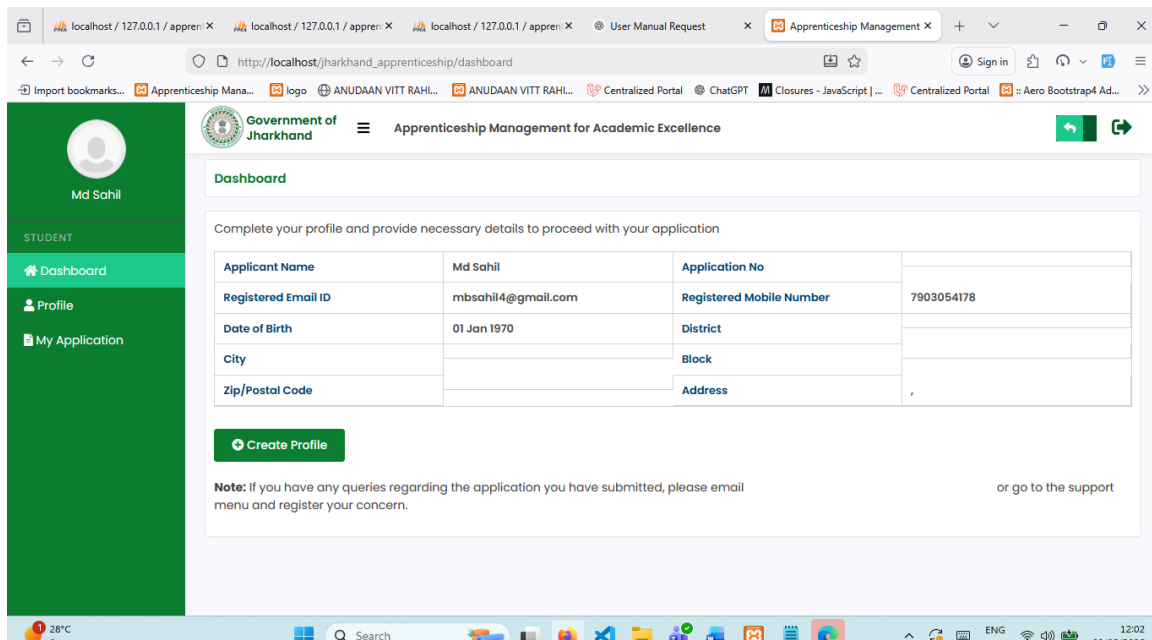
5. Candidate Login



The screenshot shows a web browser window with the URL `dhteapprenticeship.jharkhand.gov.in/login`. The page features the Government of Jharkhand logo and the text "Government of Jharkhand". Below this, there is a "Login" section with the instruction "Please fill required details for the login". The form includes three input fields: "Enter Mobile No or Email ID", "Password", and "Captcha". The "Captcha" field contains the characters "6 3 z n e v" and a refresh button. A green "Login" button is positioned at the bottom of the form. The background of the page shows a hand holding a pen over a document.

- After successful registration:
 - • Go to the **Login** page.
 - • Enter the **registered Mobile Number or Email ID**.
 - • Enter the **Password and Captcha**.
 - • Click **Login**.
- After successful login, the candidate can proceed to **complete the application form and apply for apprenticeship positions**.

6. Candidate Dashboard



- After successful login, the candidate will be redirected to the **Dashboard**.
- The dashboard displays basic applicant information such as Applicant Name, Registered Email ID, Registered Mobile Number, and Application Number.
- To proceed with the application process, click **Create Profile**.

7. Profile Creation

- The candidate must complete the profile before applying for apprenticeship positions.
- The profile consists of the following sections:
 - Personal Information
 - Academic Information
- Candidates can click **Save as Draft** to save the entered details and continue later.

8. Personal Information

The screenshot displays the 'Personal Information' section of the 'Apprenticeship Management for Academic Excellence' portal. The user, Md Sahil, is in the 'Personal' step of the profile completion process. The form includes the following fields:

- 1. Name* (As Mentioned In Aadhar ID):** Md Sahil
- 2. Father's Name*:** Enter Father's Name
- 3. Date Of Birth*:** dd / mm / yyyy
- 4. Mobile Number*:** 7903054178
- 5. Email Id*:** mbsahil4@gmail.com
- 6. Gender*:** Male Female Others
- 7. Category*:** --Social Category--
- 7.1. Caste Certificate*:** Browse... No file selected.
- 7.2. Caste Reference No.** @**
- 7.3. Caste Certificate Token No.** @**

- In this section, the candidate must fill the following personal details:
 - Name (as mentioned in Aadhaar ID)
 - Father's Name
 - Date of Birth
 - Mobile Number
 - Email ID
 - Gender
 - Category
 - Divyang Status
- The candidate must also provide address details:
 - Address Line
 - District
 - City
 - Block
 - Zip/Postal Code
- Upload the **Local Resident Certificate of Jharkhand** and enter the required reference details.
 - After completing all required information, click **Next** to proceed to the next step.

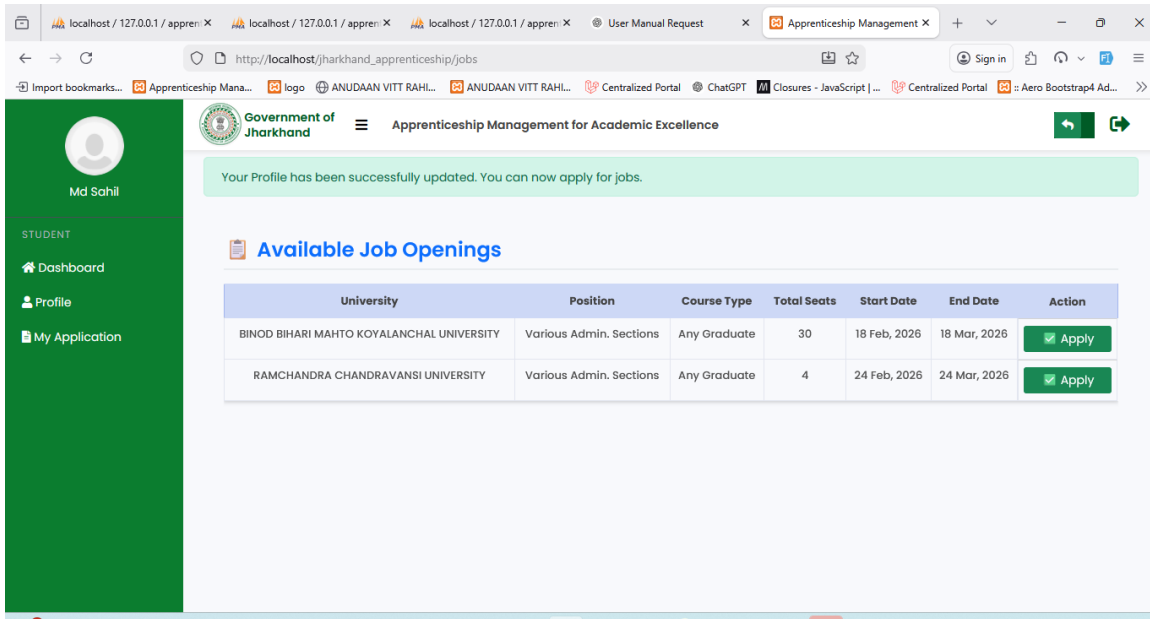
9. Academic Information

The screenshot displays the 'Academic Information' section of the web application. The progress bar shows two steps: 'Personal' (1) and 'Academic' (2). The 'Academic' step is currently active. The form contains the following questions and input fields:

- 13.** Have you passed graduate/diploma level exam from a recognized university/college in Jharkhand?
 Yes No
- 14.** Year Of Passing*
- 15.** Type Of University*
 State Government Private
- 16.** Name of University/Diploma Institute Where UG Was Completed*

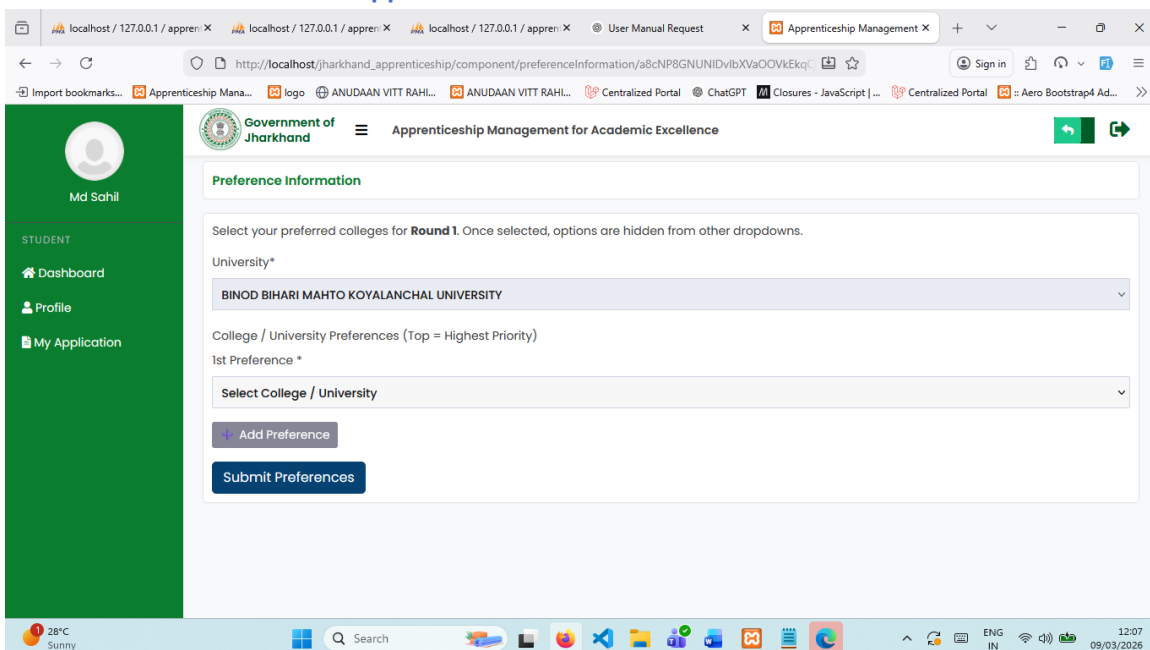
- • In this section, the candidate must enter educational details:
- • Whether the candidate has passed Graduate/Diploma level examination.
- • Year of Passing
- • Type of University (State Government / Private)
- • Name of University or Diploma Institute
- • The candidate must also enter course evaluation details:
- • Registration Number of Course
- • Evaluation Type (Marks / CGPA)
- • Full Marks
- • Total Marks Obtained
- • The system automatically calculates the **Percentage** based on the marks entered.
- • Upload the **combined marksheets and final certificate in PDF format**.
- • Click **Next** or **Save** to complete the profile.

10. View Available Job Openings



- After completing the profile, the candidate can view **Available Job Openings**.
- The job list displays the following details:
 - University Name
 - Position
 - Course Type
 - Total Seats
 - Start Date
 - End Date
- Candidates can click **Apply** to submit the application for the selected position.

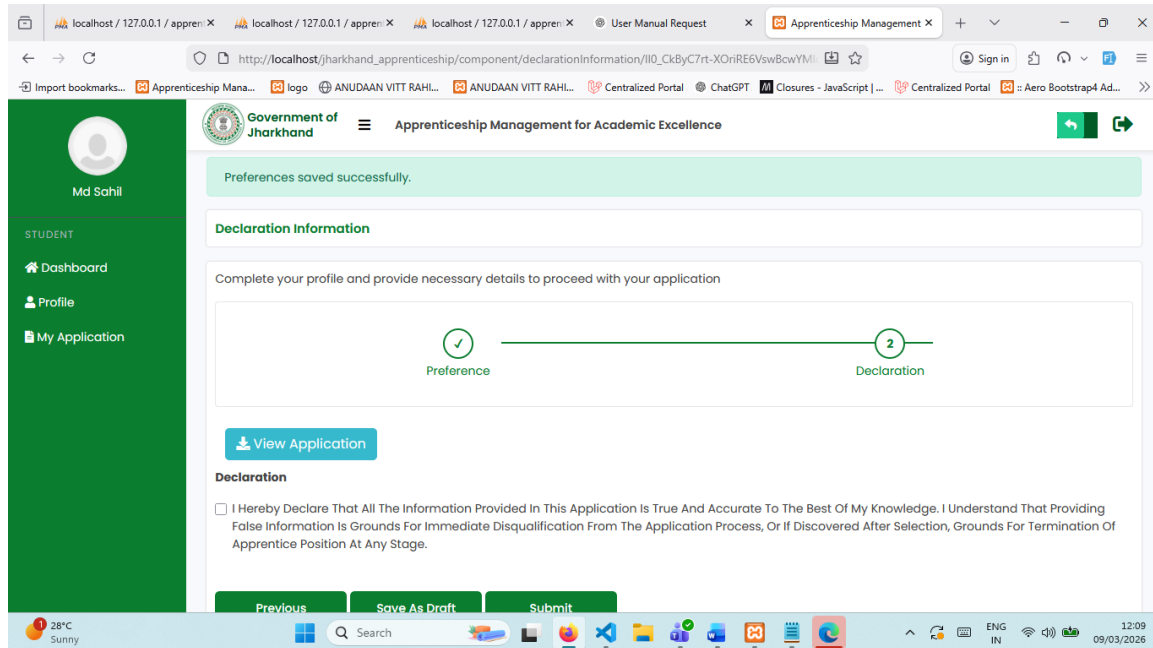
10. Preference Selection and Application Submission



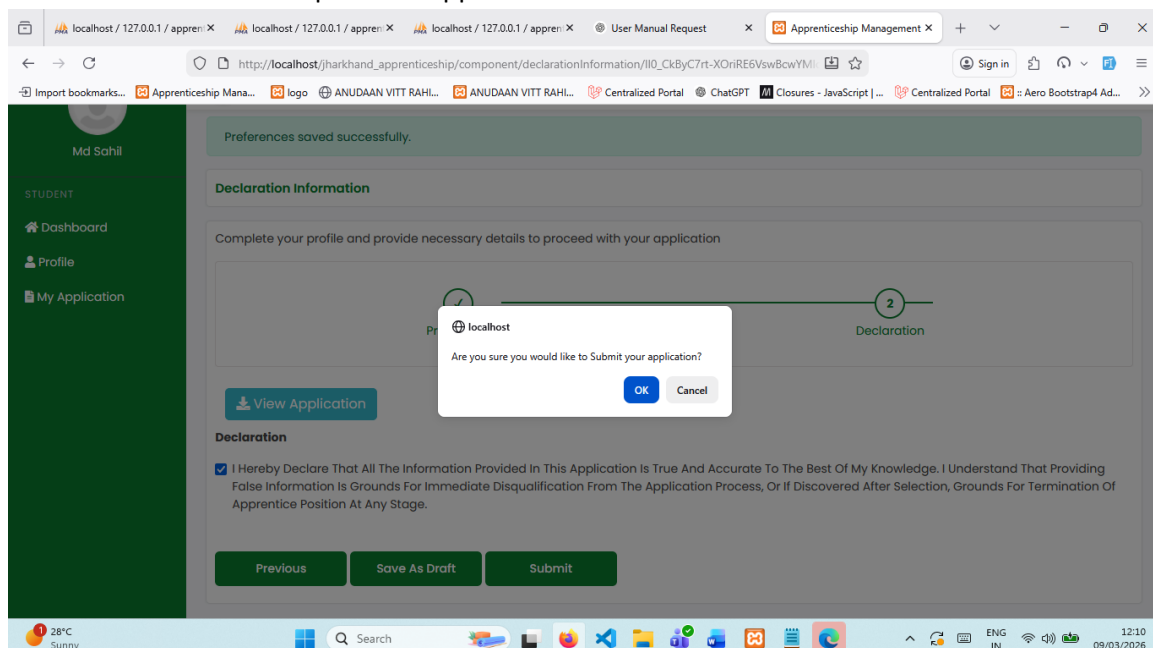
- After selecting **Apply** for a job opening, the candidate must select **college preferences**.
- On the **Preference Information** page:

- Select the **University** from the dropdown.
- Choose the **College/University Preferences** in order of priority.
- The **1st Preference** represents the highest priority.
- Click **Add Preference** to add more college options if required.
- After selecting the preferences, click **Submit Preferences**.

10.1 Declaration and Final Submission



- After submitting preferences, the **Declaration Information** page will appear.
- Candidates must:
 - Review the application details using **View Application**.
 - Read the declaration statement carefully.
 - Tick the **Declaration Checkbox** confirming that the provided information is true and accurate.
 - Click **Submit** to complete the application submission.



- A confirmation message will appear asking the candidate to confirm the submission.

11.Application Status (My Application)

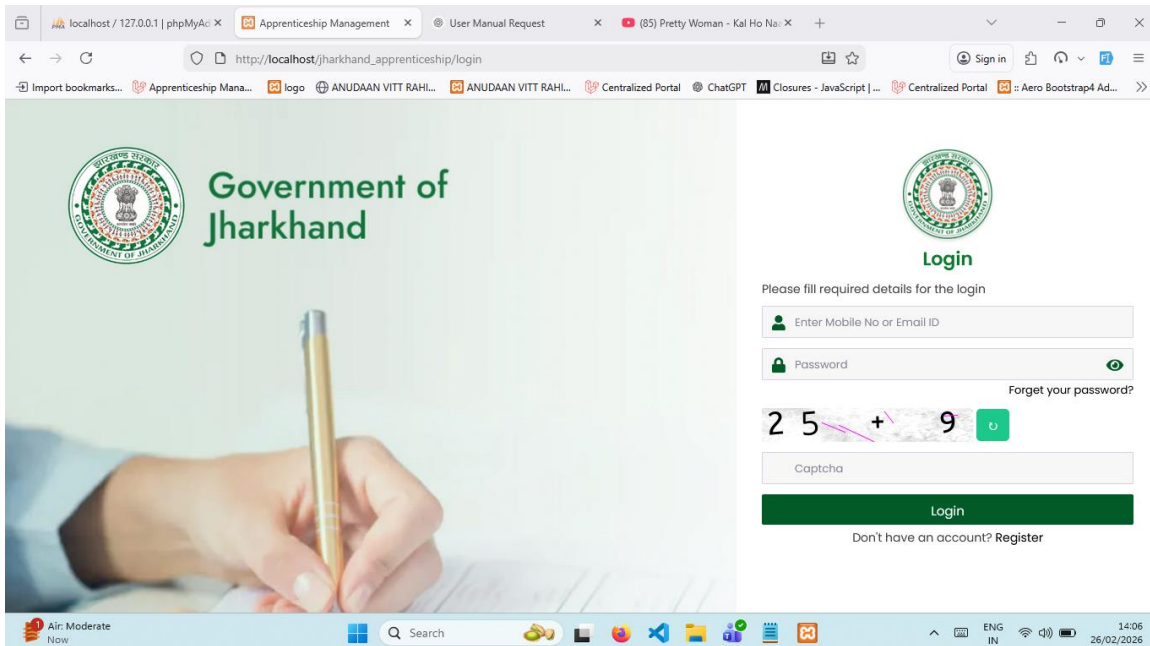
The screenshot displays the 'My Applications' section of the Apprenticeship Management for Academic Excellence portal. The user, Md Sahil, is logged in as a student. The page shows a table of applied applications. The table has the following structure:

Action	NATS ID	Applicant Name	Applied Position	Document Verification	College Approval	University Approval	Admission Status
	MDSA567412476315	Md Sahil	Various Admin. Sections	Pending	Pending	Pending	Pending

- After successful submission, the application will appear in the **My Application** section.
- Candidates can view:
 - NATS ID
 - Applicant Name
 - Applied Position
 - Document Verification Status
 - College Approval Status
 - University Approval Status
 - Admission Status
- The candidate can track the progress of the application through this page.

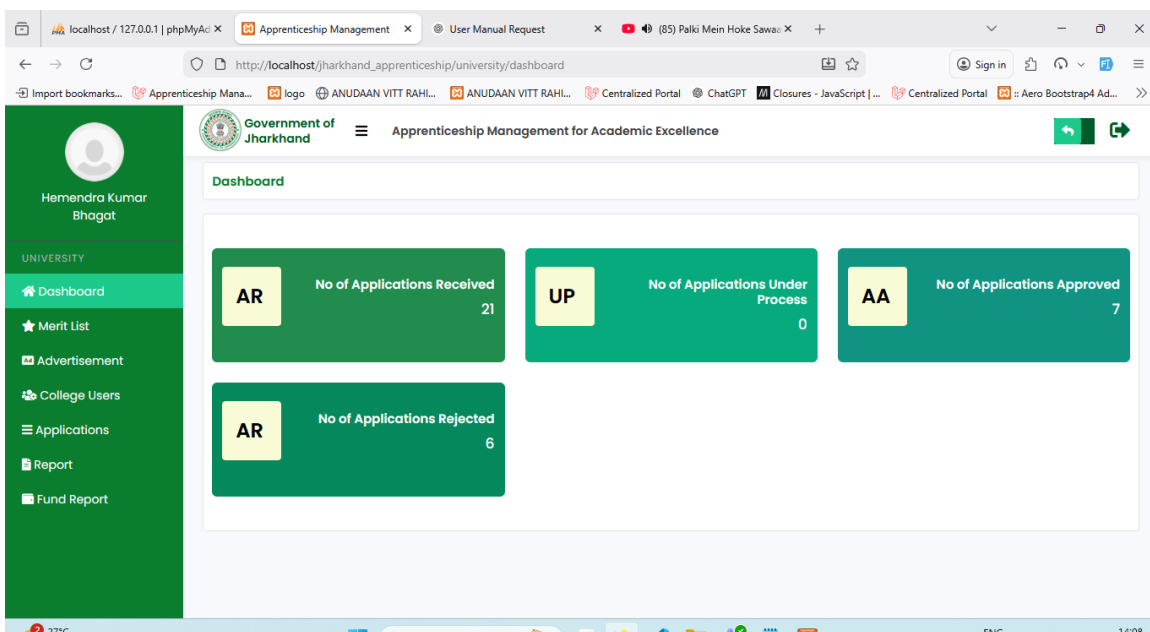
University Module User Manual

1. University Login



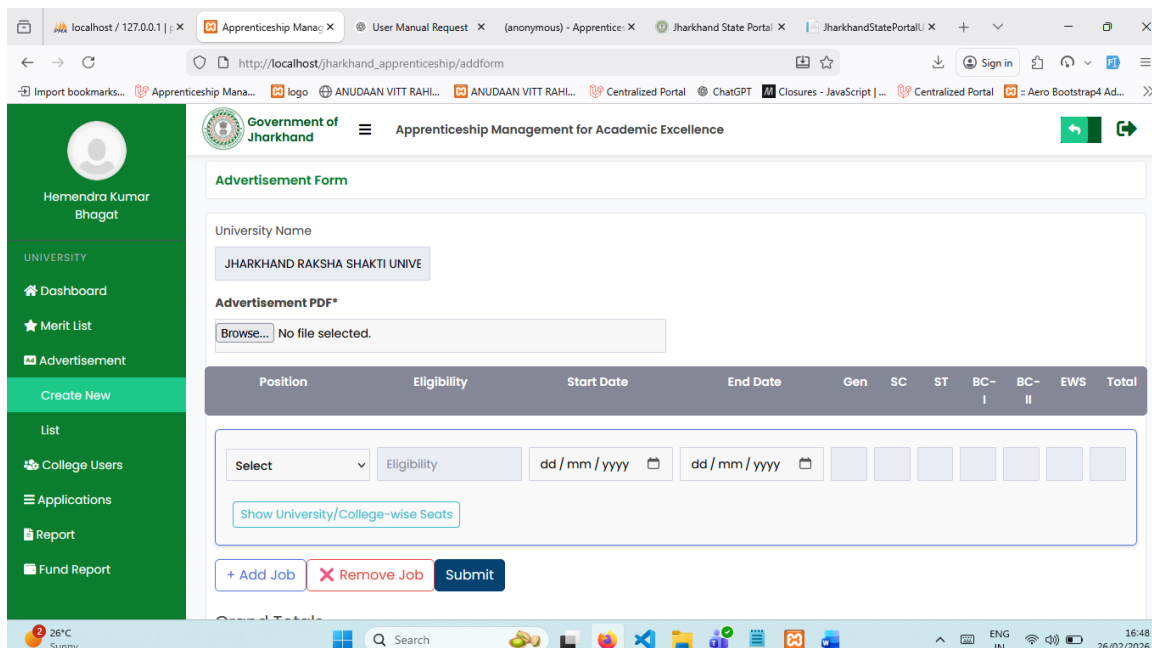
- Step 1: Open the Apprenticeship Management Portal URL.
- Step 2: Enter Mobile No / Email ID, Password, and Captcha.
- Step 3: Click on the Login button.
- After successful login, the University Dashboard will appear.

2. University Dashboard



- Displays total number of Applications Received.
- Displays number of Applications Under Process.
- Displays number of Applications Approved.
- Displays number of Applications Rejected.
- Provides navigation menu: Dashboard, Merit List, Advertisement, College Users, Applications, Report, Fund Report.

3. Create Advertisement



- Click on Advertisement from the left-side menu.
- Upload Advertisement PDF (if applicable).
- Select Position and enter Eligibility details.
- Select Start Date and End Date.
- Enter category-wise seats: General (UR), SC, ST, BC-I, BC-II, EWS.
- Click '+ Add Job' to add multiple positions if required.
- System automatically calculates Grand Totals.
- Click Submit to publish the advertisement.

4. Advertisement List

Action	Advertisement Id	Positions	Start Date	End Date	Open Seats	SC Seats	ST Seats	BC-I Seats	BC-II Seats	EWS Seats	Total Seats	Status
	ADV1767688276	Account Section, Computer Lab Section, Library, Various Admin. Sections	06-01-2026	06-02-2026	4	0	1	0	0	0	5	Closed

- Displays all created advertisements.
- Shows Start Date, End Date, Positions, and Total Seats.
- Admin can View, Edit, or Delete advertisement (if applicable).

4. Applications List

- The Applications List page displays all applications submitted by candidates against the advertisement.
- University Admin can search, filter, export, and view application details from this page.

Applied Category	Approved By University	Allocated College	Contract Round 1	Contract Round 2	Contract Round 3	Filled Round 2 Preference	Filled Round 3 Preference
BC-II	Forwarded To College	Jharkhand Raksha Shakti University, Ranchi (Headquarter)	View	No file	No file	Not Fill Yet	Not Fill Yet
BC-I	Documents Verified – Pending Merit List / Selection	Not Allocated	No file	No file	No file	Not Fill Yet	Not Fill Yet
ST	Documents Verified – Pending Merit List / Selection	Not Allocated	No file	No file	No file	Not Fill Yet	Not Fill Yet
GENERAL	Documents Verified – Pending Merit List / Selection	Not Allocated	No file	No file	No file	Not Fill Yet	Not Fill Yet

5. View Application Details

- Step 1: Click on the 'View' icon/button from the Applications List.

The screenshot shows the 'Apprenticeship Management Program List' interface. The table contains the following data:

Actions	S.No	NATS ID	Applicant Name	Applying Position For	Applied Category	Approved By University	Allocated College	Contract Round 1	Contract Round 2
	1	ATULK8409204	Atul Kumar Sahu	Account Section	BC-II	Forwarded To College	Jharkhand Raksha Shakti University, Ranchi (Headquarter)	View	No file
	2	RAJKU4580369	Rajkumar Mahto	Account Section	BC-I	Documents Verified – Pending Merit List / Selection	Not Allocated	No file	No file
	3	AJHSI7698543	Sachi Horo	Account Section	ST	Documents Verified – Pending Merit List / Selection	Not Allocated	No file	No file
	4	ARPIA9456781	ARPITA ANAND	Account Section	GENERAL	Documents Verified – Pending Merit List / Selection	Not Allocated	No file	No file

- Step 2: Complete application details will open including: NATS ID, Personal Information, Academic Details, Preferences, Declaration, and Uploaded Documents.

The screenshot shows the 'View' page for application ID ATULK8409204. The page displays the following information:

Actions	S.No	NATS ID	Applicant Name	Applying Position For	Applied Category	Approved By University	Allocated College	Contract Round 1	Contract Round 2
	1	ATULK8409204	Atul Kumar Sahu	Account Section	BC-II	Forwarded To College	Jharkhand Raksha Shakti University, Ranchi (Headquarter)	View	No file

6. Document Verification Process

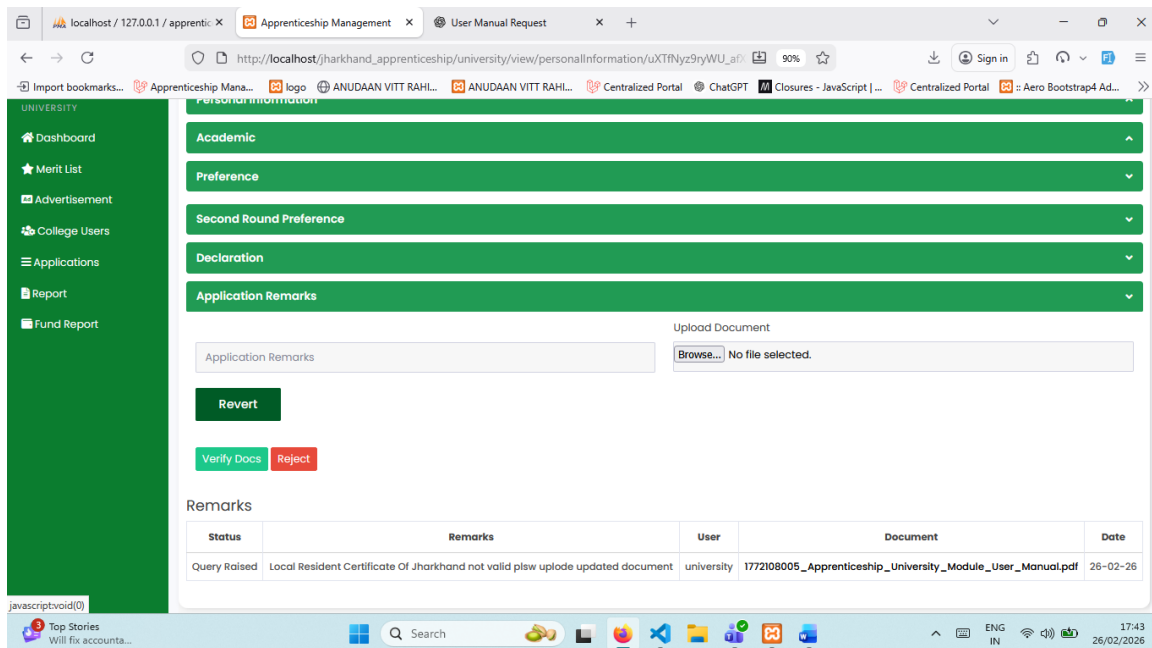
- Step 1: University Admin verifies all submitted documents and details carefully.
- Step 2: Click on 'Docs Verified' button after successful verification.

The screenshot displays a web application interface for 'Apprenticeship Management'. The user is logged in as 'Hemendra Kumar Bhagat'. The main content area shows a profile card with sections for 'NATS ID', 'Personal Information', 'Academic', 'Preference', 'Declaration', and 'Application Remarks'. Below the profile card, there is a form for 'Application Remarks' and an 'Upload Document' section with a 'Browse...' button and the text 'No file selected.'. There are three buttons: 'Revert', 'Verify Docs', and 'Reject'. At the bottom, a 'Remarks' table is visible.

Status	Remarks	User	Document	Date
Query Raised	Test	university	1768974280_doc-pdf.pdf	21-01-26

7. Revert / Approve / Reject Application

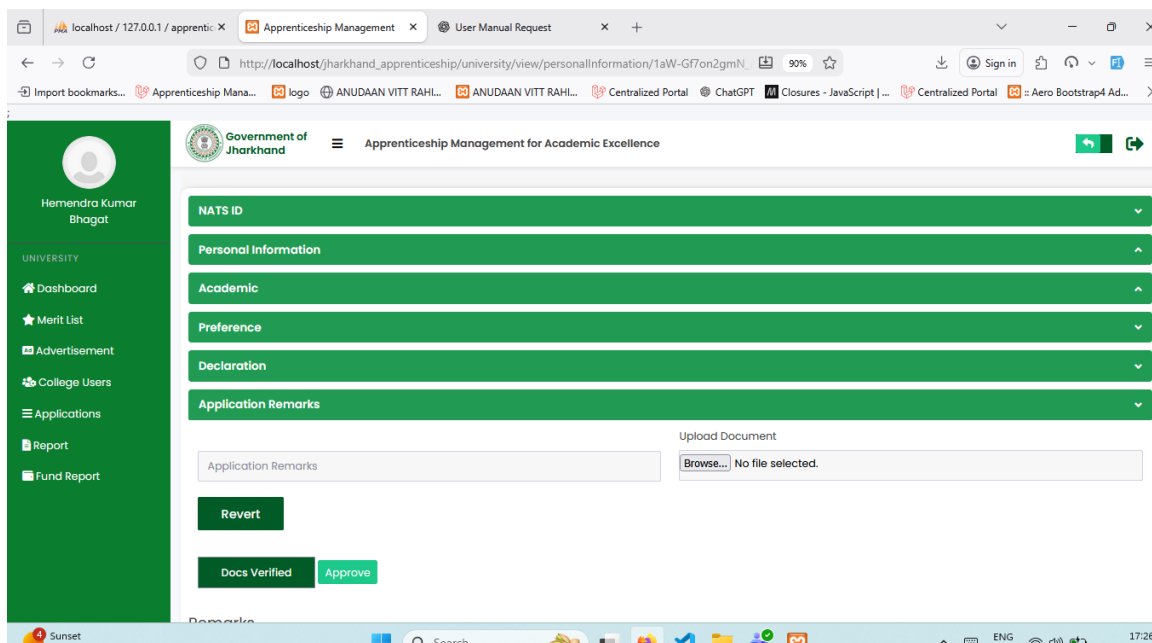
7.1 Revert Application



any document is missing, incorrect, or improperly uploaded, click on the 'Revert' button

- Enter remarks specifying required corrections. The application will be sent back to the applicant for re-submission.

7.2 Approve Application



all documents and details are correct, click on the 'Approve' button.

- The application status changes to Approved and moves to the Merit List stage.

7.3 Reject Application

The screenshot displays the 'Apprenticeship Management' web application. The user is logged in as Hemendra Kumar Bhagat. The interface shows a sidebar with navigation options like Dashboard, Merit List, Advertisement, College Users, Applications, Report, and Fund Report. The main content area is titled 'User Manual Request' and contains several sections: NATS ID, Personal Information, Academic, Preference, Declaration, and Application Remarks. The 'Application Remarks' section includes a text input field, an 'Upload Document' button, and a 'Revert' button. Below this, there are 'Verify Docs' and 'Reject' buttons. At the bottom, a 'Remarks' table is visible with columns for Status, Remarks, User, Document, and Date.

Status	Remarks	User	Document	Date
Query Raised	Test	university	1768974280_doc--pdf.pdf	21-01-26

If the applicant does not meet eligibility criteria, click on the 'Reject' button.

- The application status changes to Rejected and the process ends for that candidate.

8. Merit List Generation Overview

The screenshot shows a web browser window displaying the 'Forward Merit List' page. The browser tabs include 'localhost / 127.0.0.1 | phpMyAc', 'Apprenticeship Management', and 'User Manual Request'. The address bar shows 'http://localhost/jharkhand_apprenticeship/university/forward-merit'. The page header includes the Government of Jharkhand logo and the text 'Apprenticeship Management for Academic Excellence'. A user profile for Hemendra Kumar Bhagat is visible in the top left. The main content area is titled 'Forward Merit List' and includes a note: 'This will allocate students to colleges based on their merit and preferences for each post.' Below the note is a table with columns for Advertisement #, ID, Start Date, End Date, Post Names, and R1 Actions. The table contains one row with ID ADV1767688276, Start Date 06 Jan 2026, and End Date 06 Feb 2026. The Post Names section shows four categories: Account Secti... (1 Seats), Computer Lab Section (1 Seats), Library (1 Seats), and Various Admin. Secti... (2 Seats). The Total Seats is 5. The R1 Actions column includes buttons for Common, Category, View, Already Forwarded, and View Details.

After all applications are verified and approved by the University, only approved applications are considered for merit preparation.

Merit List is generated based on highest to lowest Percentage/CGPA.

System automatically ranks candidates in descending order.

Click on 'Merit List' from the left-side menu.

Click on 'Common' under R1 Actions.

System automatically generates the Common Merit List (Round 1).

9. Generate Category-wise Merit List

Forward Merit List Manage and allocate based on merit & preferences

Note: This will allocate students to colleges based on their merit and preferences for each post.

#	Advertisement ID	Start Date	End Date	Post Names	RI Actions
1	ADV1767688276	06 Jan 2026	06 Feb 2026	<ul style="list-style-type: none"> Account Secti... 1 Seats Computer Lab Section 1 Seats Library 1 Seats Various Admin. Secti... 2 Seats Total Seats: 5	<ul style="list-style-type: none"> Common Category View Forward RI Awaiting responses

- After Common Merit is generated, click on 'Category'.
- System generates category-wise merit list (UR, SC, ST, BC-I, BC-II, EWS, etc.).
- Candidates are ranked from highest to lowest percentage within each category.

Export Category-wise Merit CSV (Round 1)

Round 1 Combined Merit List

All Candidates (Combined) Total: 4

S.No	Application No.	Name	Post	Gender	Category	Percentage	Horizontal Reservation	Advt. ID
1	ADV2026-46-470	Amit kumar	Various Admin. Sections	Male	UR	99%	Not Specified	ADV1767688276
2	ADV2026-44-176	Atul Kumar Sahu	Account Section	Male	BC2	95%	Not Specified	ADV1767688276
3	ADV2026-43-746	Divya Singha	Library	Female	UR	95%	Not Specified	ADV1767688276
4	ADV2026-13-431	Ruchi Toppo	Various Admin. Sections	Female	ST	95%	Not Specified	ADV1767688276

Post: Account Section

Post: Computer Lab Section

9.1 View Category-wise Data

Round 1 Merit List for Advertisement: **ADV1767688276**

[Download CSV \(Round 1\)](#)

All Candidates (Combined) Total: 4

#	Application No.	Post Name	Full Name	Category	Allocated Category	Full Marks / CGPA Total	Obtained Marks / CGPA Obtained	Percentage	Allocated College
1	ADV2026-46-470	Various Admin. Sections	Amit kumar	General	UR	10.00 CGPA Total	9.90 CGPA Obtained	99.00%	Not Allocated
2	ADV2026-13-431	Various Admin. Sections	Ruchi Toppo	ST	ST	10.00 CGPA Total	9.50 CGPA Obtained	95.00%	Not Allocated
3	ADV2026-44-176	Account Section	Atul Kumar Sahu	BC-II	UR	10.00 CGPA Total	9.50 CGPA Obtained	95.00%	Not Allocated
4	ADV2026-43-746	Library	Divya Singha	General	UR	10.00 CGPA Total	9.50 CGPA Obtained	95.00%	Not Allocated

Post: Various Admin. Sections

- Click on 'View' to see category-wise candidate details.
- Admin can view Rank, Application Number, Name, Category, Percentage, and Advertisement ID.
- This step is used for verification before allocation.

10. Forward & Seat Allocation (Round 1)

Government of Jharkhand | Apprenticeship Management for Academic Excellence

Forward Merit List

[Manage and allocate based on merit & preferences](#)

Note: This will allocate students to colleges based on their merit and preferences for each post.

Advertisement #	ID	Start Date	End Date	Post Names	R1 Actions
1	ADV1767688276	06 Jan 2026	06 Feb 2026	Account Secti... 1 Seats Computer Lab Section 1 Seats Library 1 Seats Various Admin. Secti... 2 Seats	Common Category View Forward R1 Awaiting responses

Total Seats: **5**

- After category merit generation, 'Forward R1' button becomes enabled.
- Click 'Forward R1' to allocate candidates.
- Allocation is done based on Merit Rank, Seat Availability, Candidate Preference, and Reservation Rules.
- Highest ranked candidate gets first available preferred seat.

- Allocation continues until all seats are filled.

11. Post Allocation Update

#	Application No.	Post Name	Full Name	Category	Allocated Category	Full Marks / CGPA Total	Obtained Marks / CGPA	Percentage	Allocated College
1	ADV2026-46-470	Various Admin. Sections	Amit kumar	General	UR	10.00 CGPA Total	9.90 CGPA Obtained	99.00%	Jharkhand Raksha Shakti University, Ranchi (Headquarter)
2	ADV2026-13-431	Various Admin. Sections	Ruchi Toppo	ST	ST	10.00 CGPA Total	9.50 CGPA Obtained	95.00%	Jharkhand Raksha Shakti University, Ranchi (Headquarter)
3	ADV2026-44-176	Account Section	Atul Kumar Sahu	BC-II	UR	10.00 CGPA Total	9.50 CGPA Obtained	95.00%	Jharkhand Raksha Shakti University, Ranchi (Headquarter)
4	ADV2026-43-746	Library	Divya Singha	General	UR	10.00 CGPA Total	9.50 CGPA Obtained	95.00%	Jharkhand Raksha Shakti University, Ranchi (Headquarter)

- After forwarding, allocated college is updated in the system.
- Allocated College name appears in the merit view page.
- Candidate status is updated accordingly.
- Admin can download allocation list using CSV option.

12. Round 2 Merit Generation and Allocation

- Round 2 allocation is conducted **only if seats remain vacant after completion of Round 1** and after colleges update the **Joined / Not Joined** status of allocated candidates.
- The system automatically calculates the **remaining vacant seats** based on candidates who did not join in Round 1.

Case 1: Positions Available Only at University Headquarters

- In some advertisements, apprenticeship positions are available **only at the University Headquarters**.
- In this scenario, candidates submit **only one preference** during the application process.
- **Round 2 Process**
 - After completion of Round 1, candidates who have **Joined or Not Joined** are excluded from further rounds.
 - The University Admin clicks **Generate Common Merit (R2)**.
 - The system automatically generates a **new merit list using the remaining eligible candidates** for the vacant seats.
 - Candidates are ranked based on **Percentage / Merit Score**.
 - The University Admin clicks **Category** to generate the **Category-wise Merit List**.
 - After category-wise merit generation, the **Forward R2** button becomes enabled.

- The University Admin clicks **Forward R2** to allocate candidates to the **remaining vacant seats**.
- Allocation continues until all remaining seats are filled.

Case 2: Positions Available in Multiple Colleges

- In this scenario, candidates have selected **multiple college preferences** during the application process.
- **Round 2 Process**
 - After Round 1 completion, the system identifies **vacant seats based on candidates who did not join**.
 - The University Admin may click **Reopen Preference (R2)**.
 - Once reopened, the **Preference Form becomes visible to eligible applicants** for Round 2.
 - Applicants can log in and **update or submit their college preferences again for Round 2**.

The screenshot displays the 'Available Job Openings' section of the system. The interface includes a sidebar for the user 'CIPHER MASTER' with options for Dashboard, Profile, and My Application. The main content area shows a table of job openings with columns for University, Position, Course Type, Total Seats, Start Date, End Date, and Action.

University	Position	Course Type	Total Seats	Start Date	End Date	Action
BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY	Physics Lab	B.Sc. Physics (H)	7	18 Feb, 2026	18 Mar, 2026	<input checked="" type="checkbox"/> Already Applied <input type="checkbox"/> Fill Second Round Preference
BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY	Various Admin. Sections	Any Graduate	30	18 Feb, 2026	18 Mar, 2026	<input checked="" type="checkbox"/> Apply
RAMCHANDRA CHANDRAVANSI UNIVERSITY	Physics Lab	B.Sc. Physics (H)	5	24 Feb, 2026	24 Mar, 2026	<input checked="" type="checkbox"/> Apply
RAMCHANDRA CHANDRAVANSI UNIVERSITY	Various Admin. Sections	Any Graduate	4	24 Feb, 2026	24 Mar, 2026	<input checked="" type="checkbox"/> Apply

- The University Admin also has the option to click **Auto Fill R2 Preference**.
- When **Auto Fill R2 Preference** is selected, the system automatically prepares the candidate list by **excluding candidates who have already Joined or Not Joined in Round 1**.
- The system then uses the **existing candidate preferences** for allocation of the remaining vacant seats.
- After preparing the preference data, the University Admin clicks **Generate Common Merit (R2)**.
- The system generates the **Common Merit List for Round 2** using the remaining eligible candidates.
- The University Admin clicks **Category** to generate the **Category-wise Merit List**.
- After category-wise merit generation, the **Forward R2** button becomes enabled.
- The University Admin clicks **Forward R2** to allocate candidates to the **remaining vacant seats**.
- **Allocation is done based on:**
 - Merit Rank
 - Category Reservation
 - Seat Availability
 - Candidate Preferences (Updated or Auto-filled)

13. Round 3 Merit Generation and Allocation

- Round 3 allocation is conducted **only if seats remain vacant after completion of Round 2** and after colleges update the **Joined / Not Joined** status of allocated candidates.
- The system automatically calculates the **remaining vacant seats** based on candidates who did not join in Round 2.

Case 1: Positions Available Only at University Headquarters

- In some advertisements, apprenticeship positions are available **only at the University Headquarters**.
- In this scenario, candidates submit **only one preference** during the application process.
- **Round 3 Process**
 - After completion of Round 2, candidates who have **Joined or Not Joined** are excluded from further rounds.
 - The University Admin clicks **Generate Common Merit (R3)**.
 - The system automatically generates a **new merit list using the remaining eligible candidates** for the vacant seats.
 - Candidates are ranked based on **Percentage / Merit Score**.
 - The University Admin clicks **Category** to generate the **Category-wise Merit List**.
 - After category-wise merit generation, the **Forward R3** button becomes enabled.
 - The University Admin clicks **Forward R3** to allocate candidates to the **remaining vacant seats**.
 - Allocation continues until all remaining seats are filled.

Case 2: Positions Available in Multiple Colleges

- In this scenario, candidates have selected **multiple college preferences** during the application process.
- **Round 3 Process**
 - After Round 2 completion, the system identifies **vacant seats based on candidates who did not join**.
 - The University Admin may click **Reopen Preference (R3)**.
 - Once reopened, the **Preference Form becomes visible to eligible applicants** for Round 3.
 - Applicants can log in and **update or submit their college preferences again for Round 3**.

The screenshot displays the 'Available Job Openings' section of the portal. The header includes the Government of Jharkhand logo and the text 'Apprenticeship Management for Academic Excellence'. The user is logged in as 'Cipher Master'.

University	Position	Course Type	Total Seats	Start Date	End Date	Action
BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY	Physics Lab	B.Sc. Physics (H)	7	18 Feb, 2026	18 Mar, 2026	<input checked="" type="checkbox"/> Already Applied <input type="checkbox"/> Fill Third Round Preference
BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY	Various Admin. Sections	Any Graduate	30	18 Feb, 2026	18 Mar, 2026	<input checked="" type="checkbox"/> Apply
RAMCHANDRA CHANDRAVANSI UNIVERSITY	Physics Lab	B.Sc. Physics (H)	5	24 Feb, 2026	24 Mar, 2026	<input checked="" type="checkbox"/> Apply
RAMCHANDRA CHANDRAVANSI UNIVERSITY	Various Admin. Sections	Any Graduate	4	24 Feb, 2026	24 Mar, 2026	<input checked="" type="checkbox"/> Apply

- The University Admin also has the option to click **Auto Fill R3 Preference**.
- When **Auto Fill R3 Preference** is selected, the system automatically prepares the candidate list by **excluding candidates who have already Joined or Not Joined in Round 2**.
- The system then uses the **existing candidate preferences** for allocation of the remaining vacant seats.
- After preparing the preference data, the University Admin clicks **Generate Common Merit (R3)**.
- The system generates the **Common Merit List for Round 3** using the remaining eligible candidates.
- The University Admin clicks **Category** to generate the **Category-wise Merit List**.
- After category-wise merit generation, the **Forward R3** button becomes enabled.
- The University Admin clicks **Forward R3** to allocate candidates to the **remaining vacant seats**.
- **Allocation is done based on:**
 - Merit Rank
 - Category Reservation
 - Seat Availability
 - Candidate Preferences (Updated or Auto-filled)

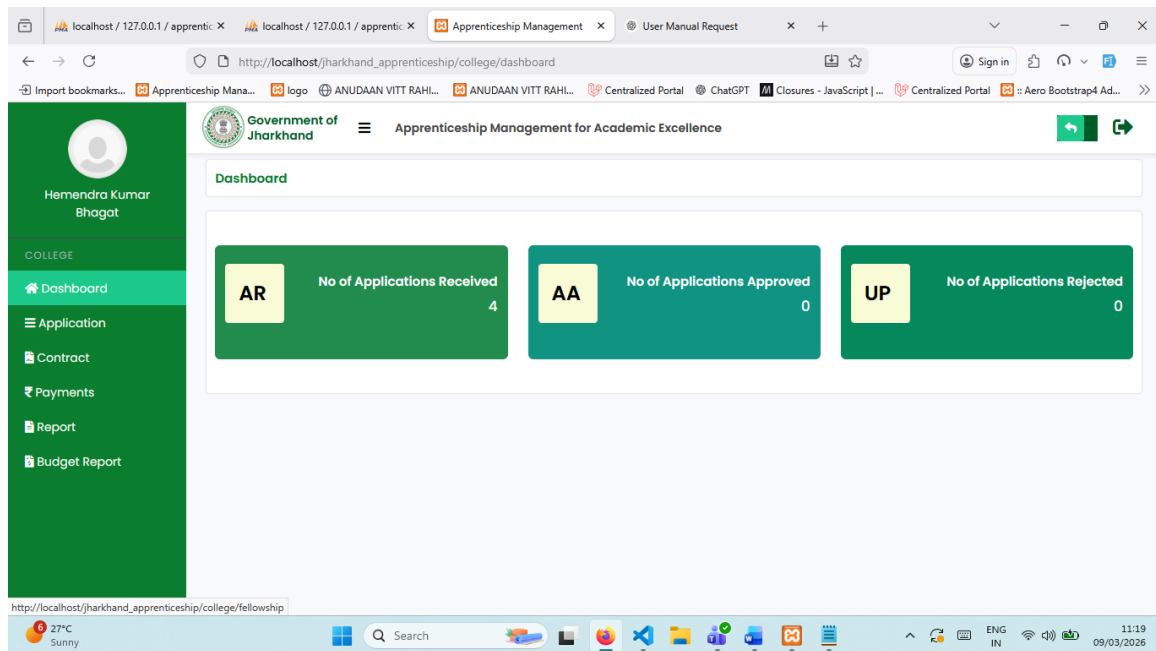
College Module User Manual

1. College Login and Candidate Verification

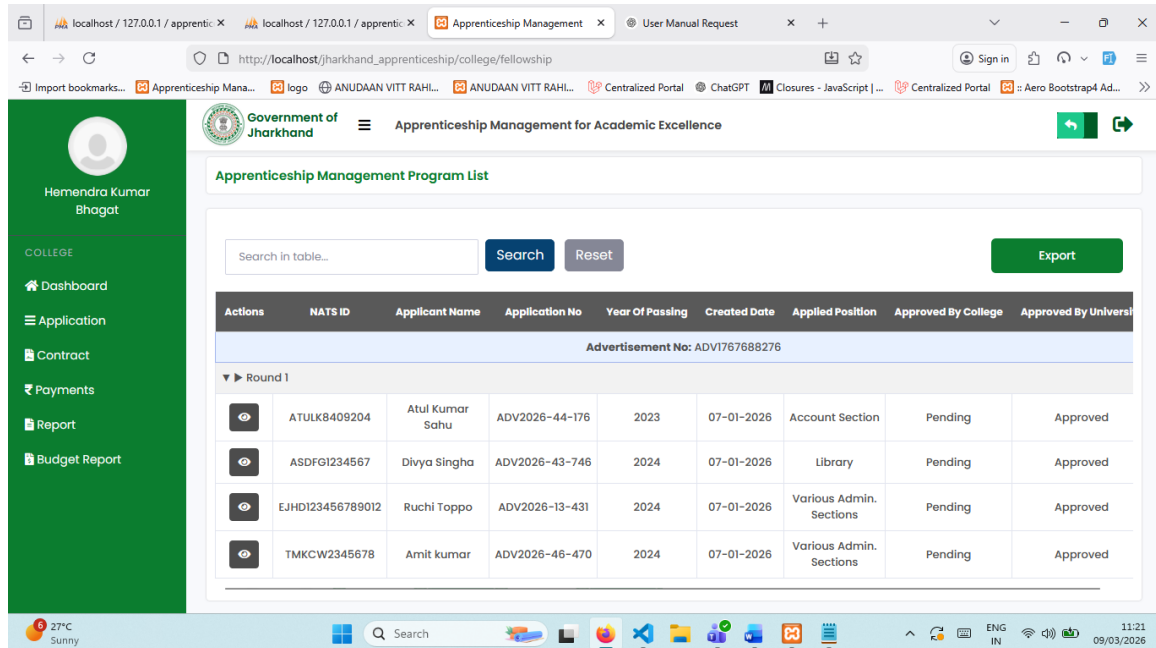
- After allocation, the respective **College Admin** logs into the portal to verify candidate joining status.
- College Admin opens the **Apprenticeship Management Portal**.
 - Enter **registered Mobile Number / Email ID, Password, and Captcha**.
 - Click **Login** to access the **College Dashboard**.
- The dashboard provides access to allocated candidate applications.

2. College Application List

- College Admin clicks on the **Application** menu from the left-side panel.



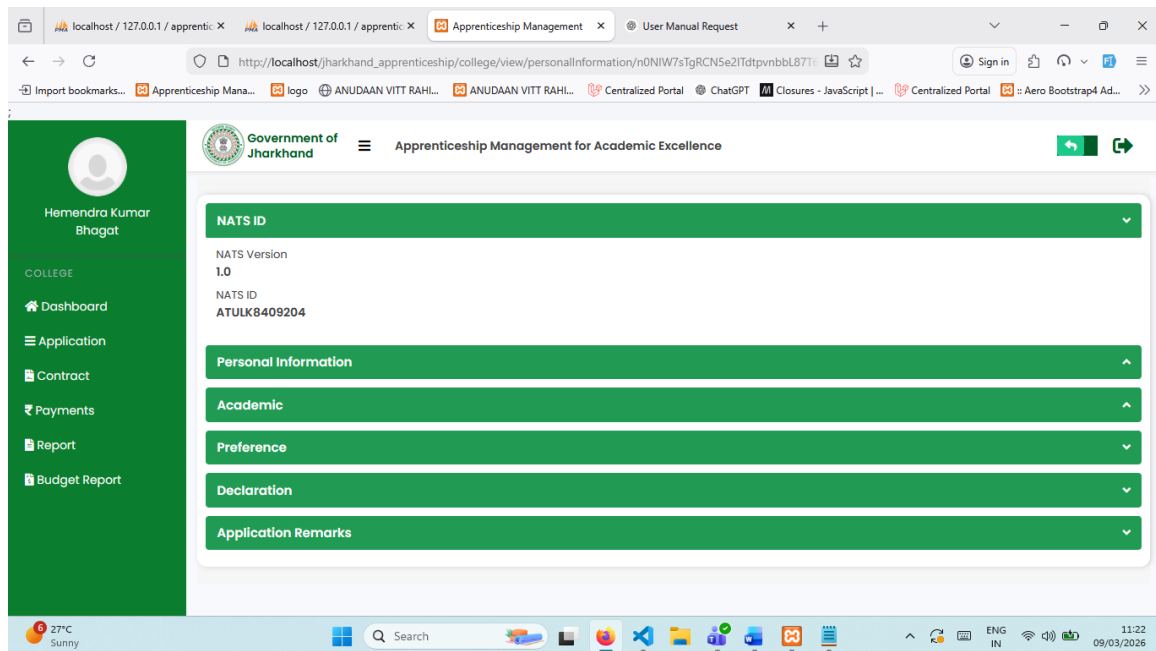
- The page displays all allocated candidates for that college.



- The application list includes:
 - NATS ID
 - Applicant Name
 - Application Number
 - Year of Passing
 - Applied Position
 - Approval Status by College
 - Approval Status by University
- College Admin can search, filter, export, and view candidate details.

3. View Candidate Details

- Click the **View (Eye icon)** from the Actions column.



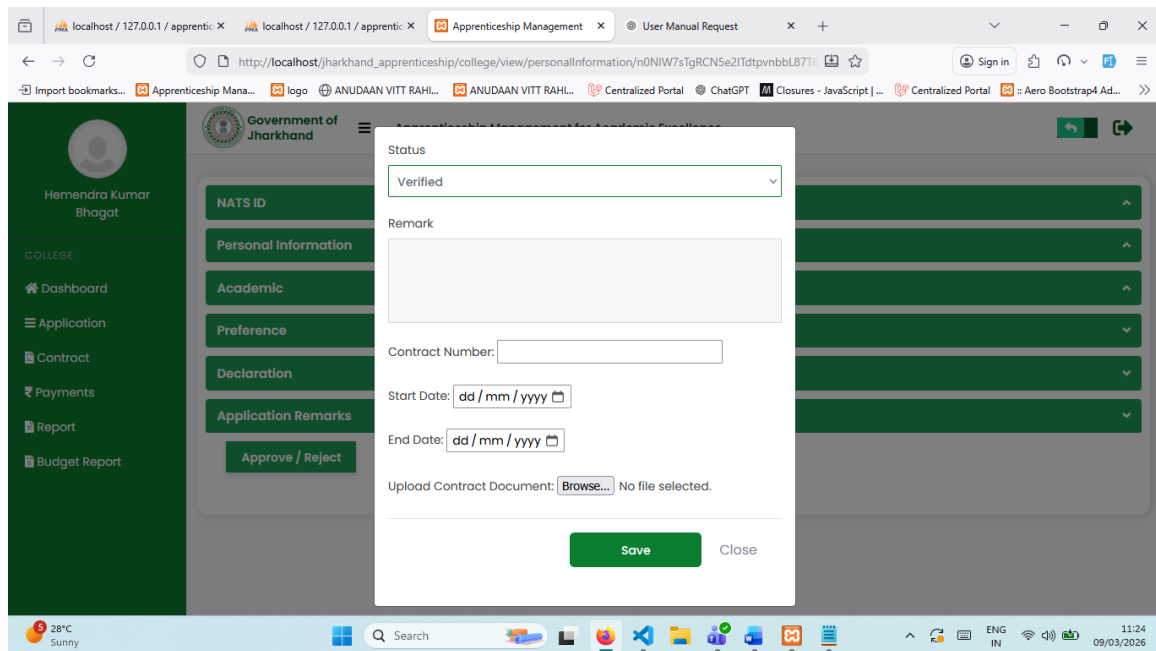
- Complete candidate details will open including:
 - NATS ID
 - Personal Information
 - Academic Details
 - Preferences
 - Declaration
 - Application Remarks
- College Admin reviews candidate information before confirming joining status.

4. Approve / Reject Candidate (College Action)

- After verifying candidate details, the College Admin confirms whether the candidate has joined the institution.

4.1 Approve (Joined)

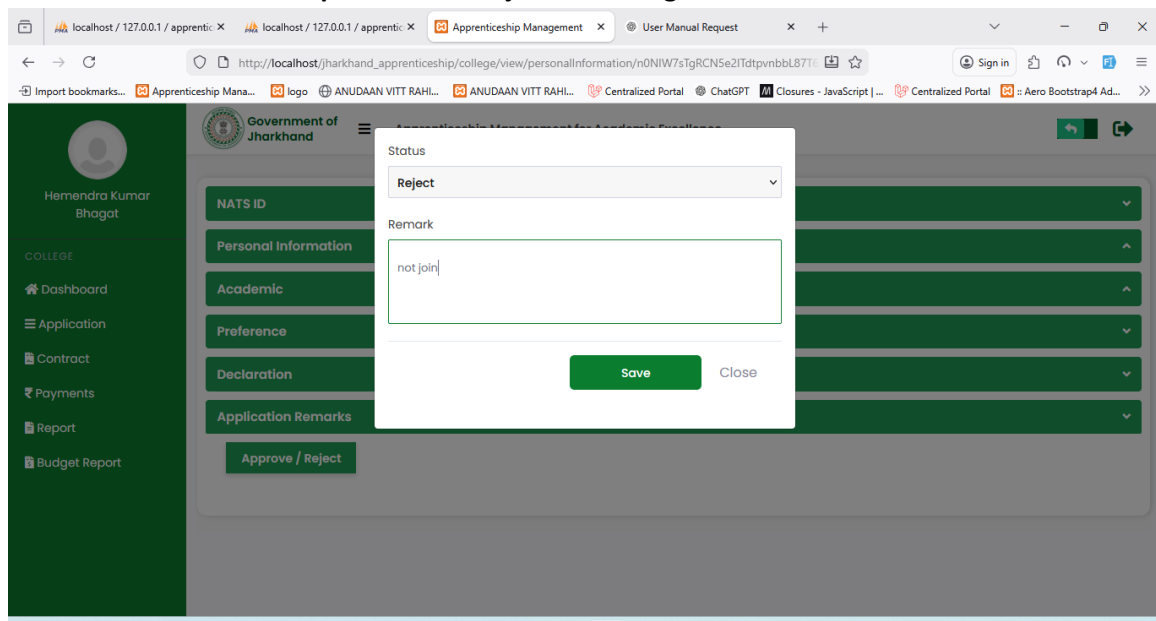
- If the candidate has **successfully joined the college**:



- Click **Approve / Verify**.
- Enter remarks if required.
- Fill the following contract details:
 - Contract Number
 - Start Date
 - End Date
- Upload the **Contract Document**.
- Click **Save**.
- The candidate status will be updated as **Joined**.

4.2 Reject (Not Joined)

- If the candidate **did not report or did not join the college**:



- Click **Reject / Not Joined**.
- Enter remarks explaining the reason.
- Click **Save**.
- The candidate status will be updated as **Not Joined**.

5. Join Status Update in University Panel

- After the College Admin submits the candidate status:
- The system automatically updates the University panel.
- The University Admin can view the updated statistics in the **Round Allocation Status** section.
- The system displays:

The screenshot shows the 'Round 1 - Allocated and Join Status' window. It contains two tables:

Category	Post	Joined	Not Joined	Remaining Post After Allocation
UR	4	1	2	3
SC	0	0	0	0
ST	1	0	1	1
BC1	0	0	0	0
BC2	0	0	0	0
EWS	0	0	0	0
TOTAL	5	1	3	4

Summary statistics from the window:

Allocated	4
Joined	1
Not Joined	3

- **Allocated Candidates**
- **Joined Candidates**
- **Not Joined Candidates**
- **Remaining Seats After Allocation**
- Remaining seats are calculated based on candidates who **did not join**.