

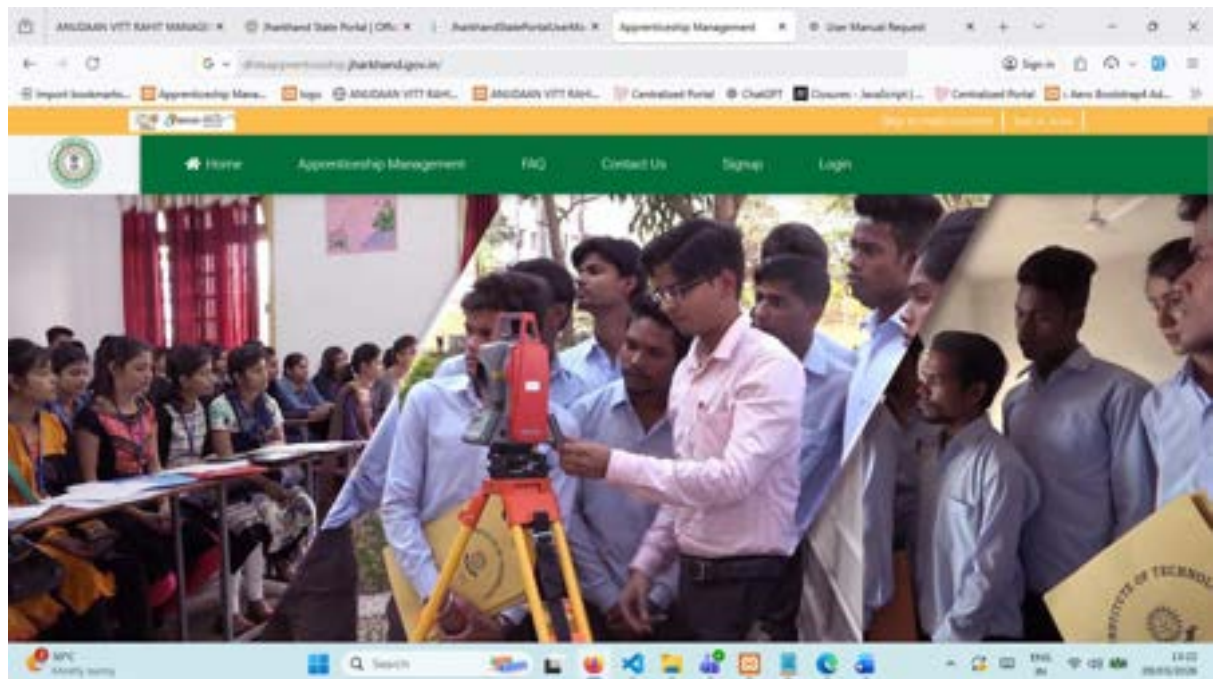
USER MANUAL

Apprenticeship Management



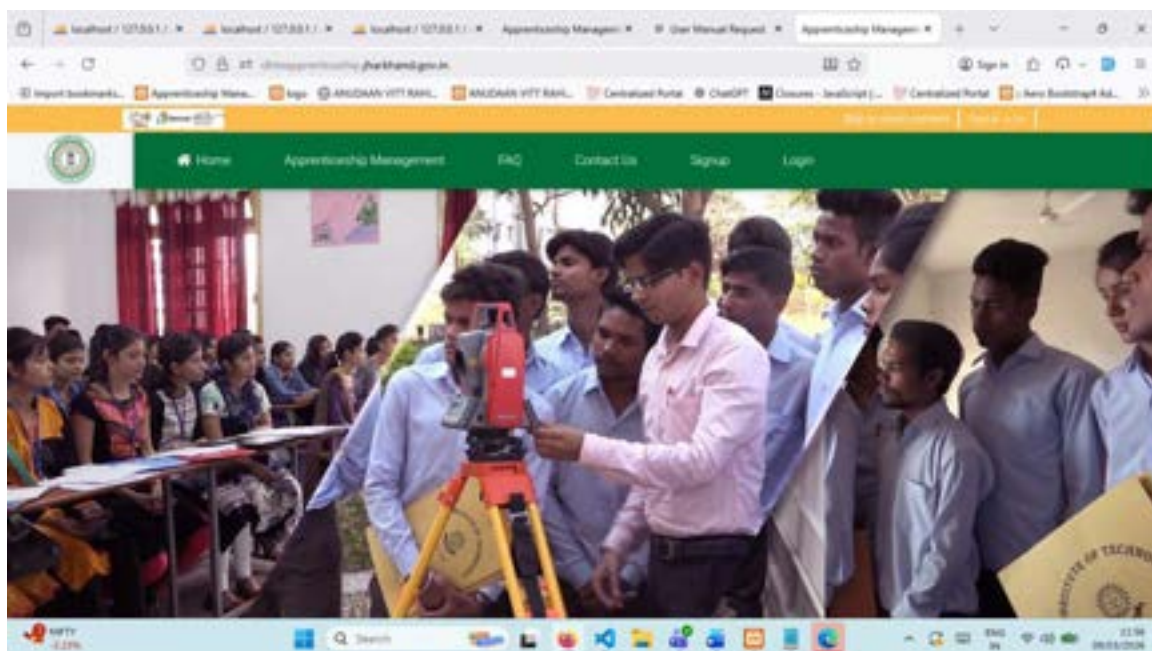
A User Manual to Navigate the Apprenticeship Management portal

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:

The screenshot shows the 'Register' page of the Apprenticeship Management Portal for the Government of Jharkhand. The form is titled 'Register' and includes a sub-header 'Please fill required details to Register'. The fields are as follows:

- First Name***: Text input field.
- Middle Name***: Text input field.
- Last Name***: Text input field.
- Mobile***: Text input field.
- Select NATS VERSION--**: Dropdown menu.
- NATS ID***: Text input field.
- Email Address***: Text input field.
- Password***: Text input field with a toggle for visibility.
- Confirm Password***: Text input field with a toggle for visibility.
- Register**: Green button at the bottom.

- **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

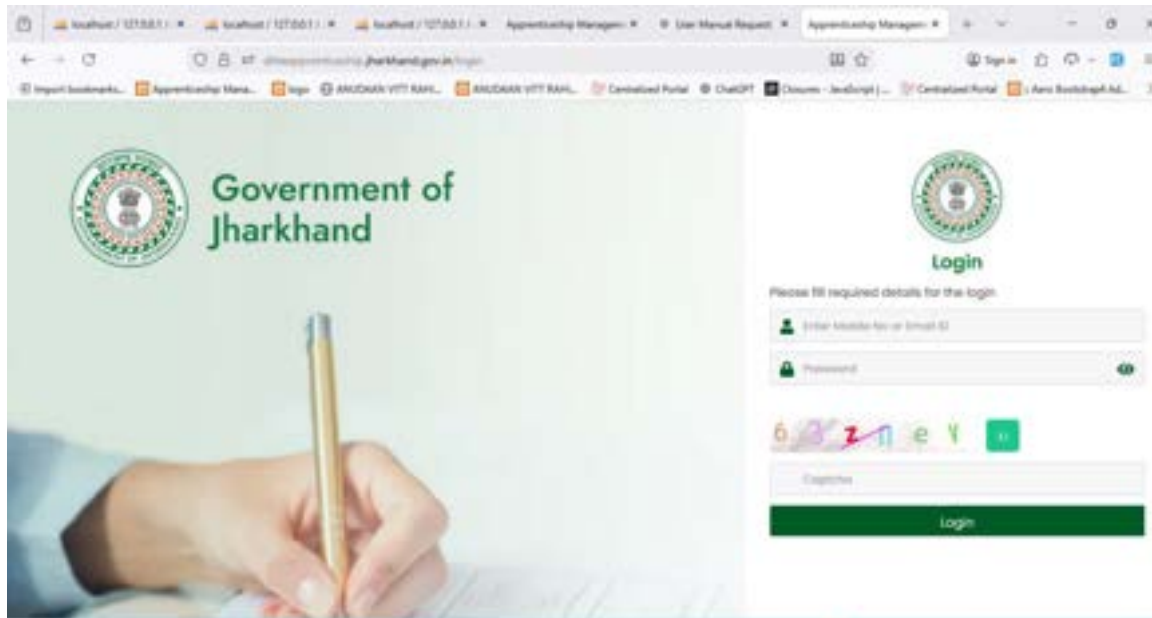
- After clicking **Send OTP**, a One-Time Password (OTP) will be sent to the registered **mobile number** and **email address**.
- Enter the received OTP in the verification field.

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

4. Complete Registration

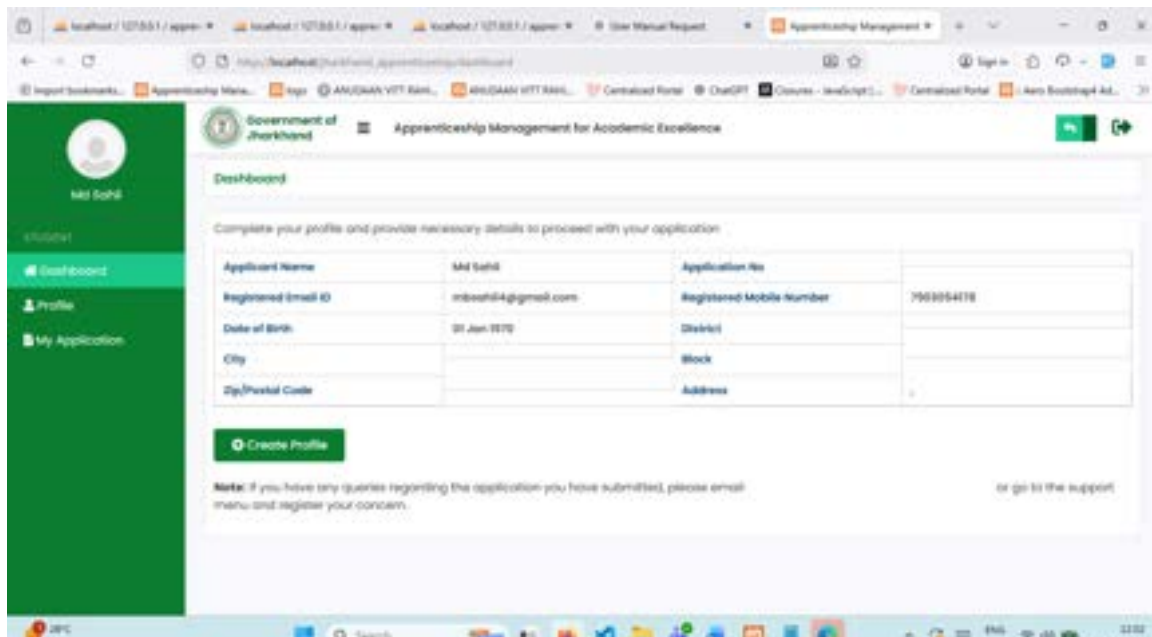
- • After filling all required details and verifying the OTP, click **Register**.
- • The system will successfully create the candidate account.

5. Candidate Login



- 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 shows a web browser window with the URL <http://localhost:127.0.0.1/apprenticeshipmanagementforacademicexcellence>. The page title is 'Apprenticeship Management for Academic Excellence'. The user is logged in as 'Md Sohil'. The 'Personal Information' section is active, and the 'Personal' tab is selected. The form contains the following fields:

- 1. Name* (as mentioned in Aadhaar ID): Md Sohil
- 2. Father's Name*: Enter Father's Name
- 3. Date Of Birth*: dd/mm/yyyy
- 4. Mobile Number*: 7903054078
- 5. Email id*: msohil4@gmail.com
- 6. Gender*: ☒ Male ☐ Female ☐ Others
- 7. Category*: --Social Category--
- 7.1. Caste Certificate*: No file selected.
- 7.2. Caste Reference No.**:
- 7.3. Caste Certificate Taken 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

Government of Jharkhand

Apprenticeship Management for Academic Excellence

Academic Information

Complete your profile and provide necessary details to proceed with your application

13. Have you passed graduate/diploma level exam from a recognized university/college in Jharkhand?

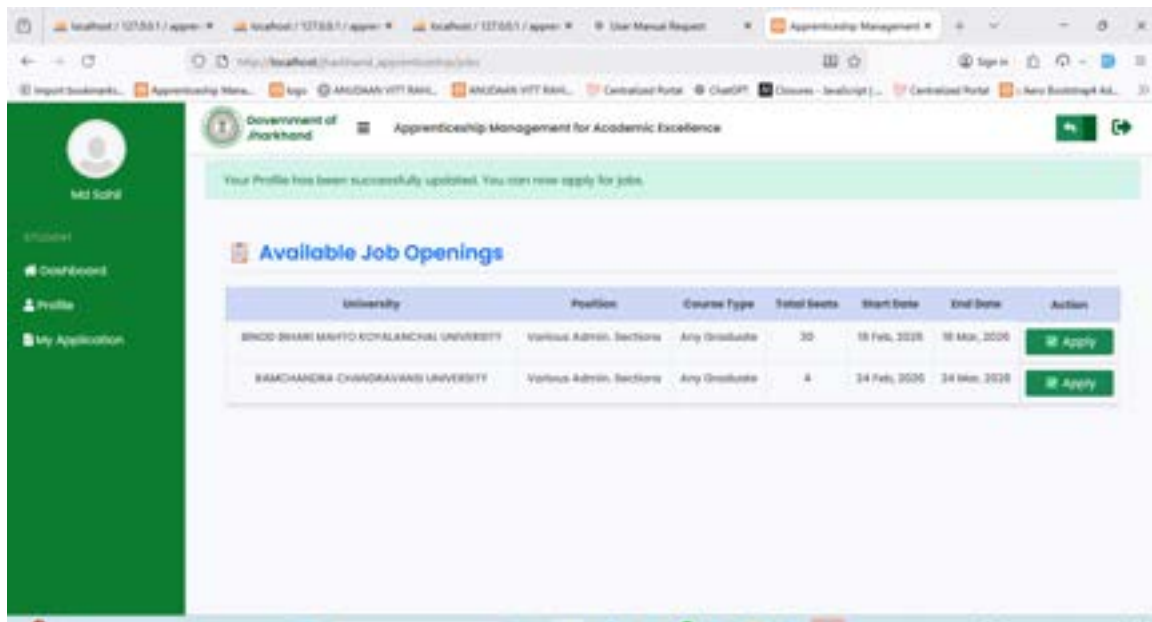
14. Year Of Passing*

15. Type Of University*

16. Name of University/Diploma Institute Where US Was Completed*

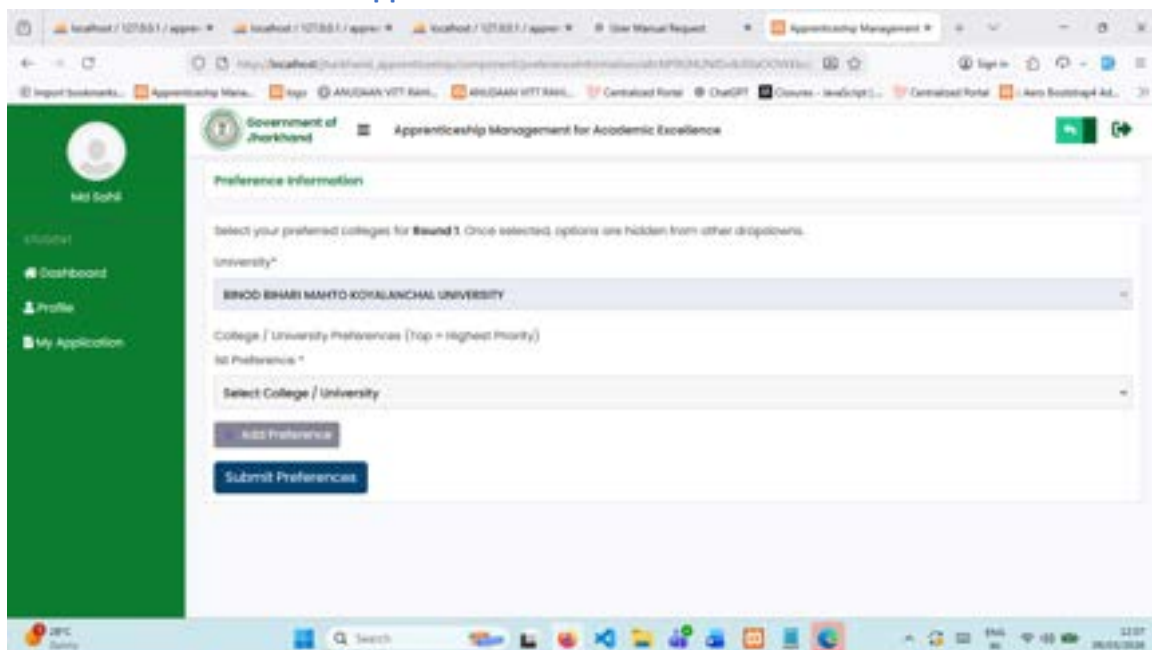
- In this section, the candidate must enter educational details:
- Whether the candidate has passed Graduate/Diploma level examination.
- Year of Passing
- Type of University (State Government / Private)
- Name of University or Diploma Institute
- The candidate must also enter course evaluation details:
- 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

Government of Jharkhand | Apprenticeship Management for Academic Excellence

Preferences saved successfully.

Declaration Information

Complete your profile and provide necessary details to proceed with your application.

Progress: Preference (1) — Declaration (2)

[View Application](#)

Declaration

☐ I hereby Declare That All The Information Provided in This Application is True And Accurate To The Best Of My Knowledge. I Understand That Providing False Information is Grounds For Immediate Disqualification From The Application Process, Or If Discovered After Selection, Grounds For Termination Of Apprenticeship Position At Any Stage.

[Previous](#) [Save As Draft](#) [Submit](#)

- 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.

Government of Jharkhand | Apprenticeship Management for Academic Excellence

Preferences saved successfully.

Declaration Information

Complete your profile and provide necessary details to proceed with your application.

Progress: Preference (1) — Declaration (2)

[View Application](#)

Declaration

☒ I hereby Declare That All The Information Provided in This Application is True And Accurate To The Best Of My Knowledge. I Understand That Providing False Information is Grounds For Immediate Disqualification From The Application Process, Or If Discovered After Selection, Grounds For Termination Of Apprenticeship Position At Any Stage.

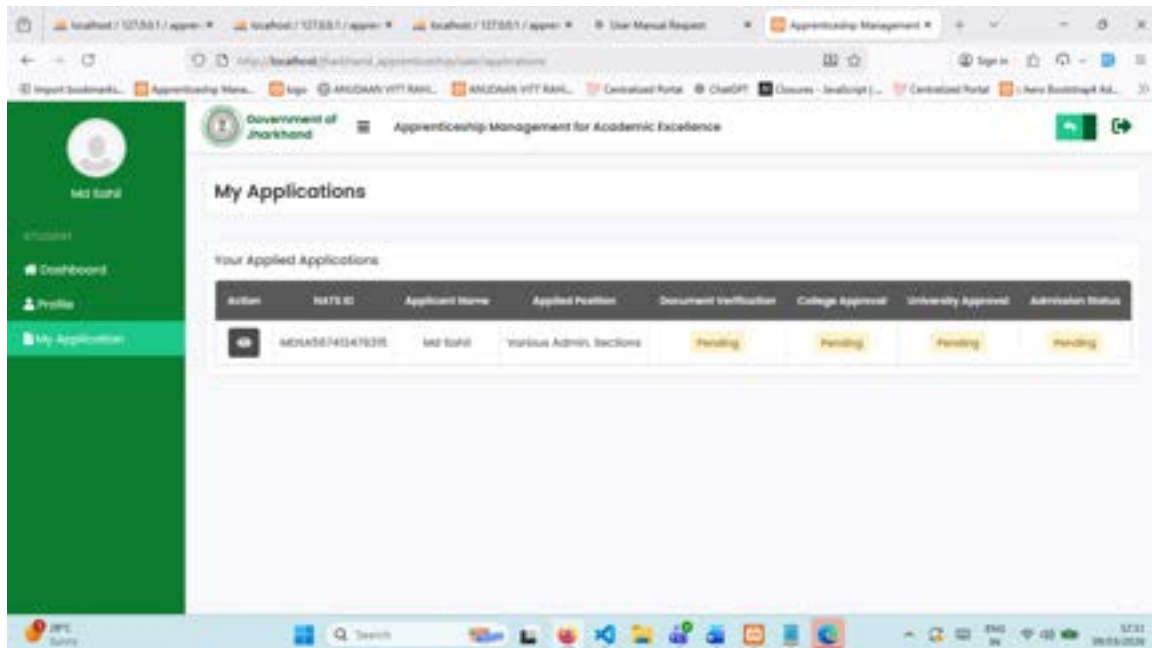
[Previous](#) [Save As Draft](#) [Submit](#)

Are you sure you would like to Submit your application?

[OK](#) [Cancel](#)

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

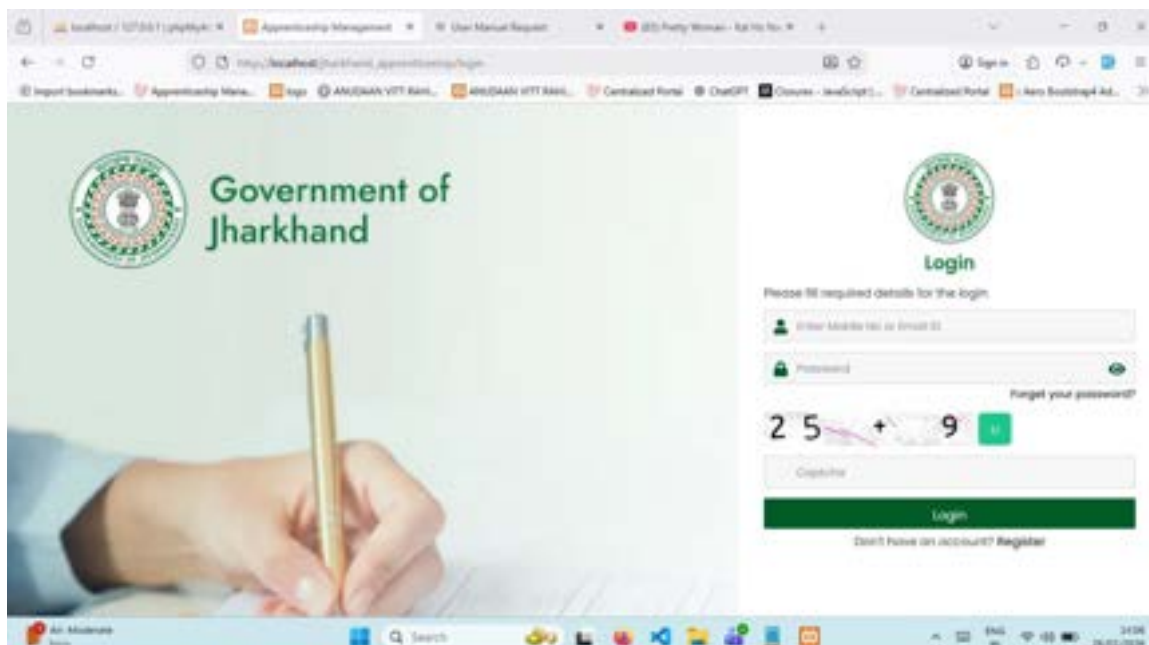
11.Application Status (My Application)



- 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.

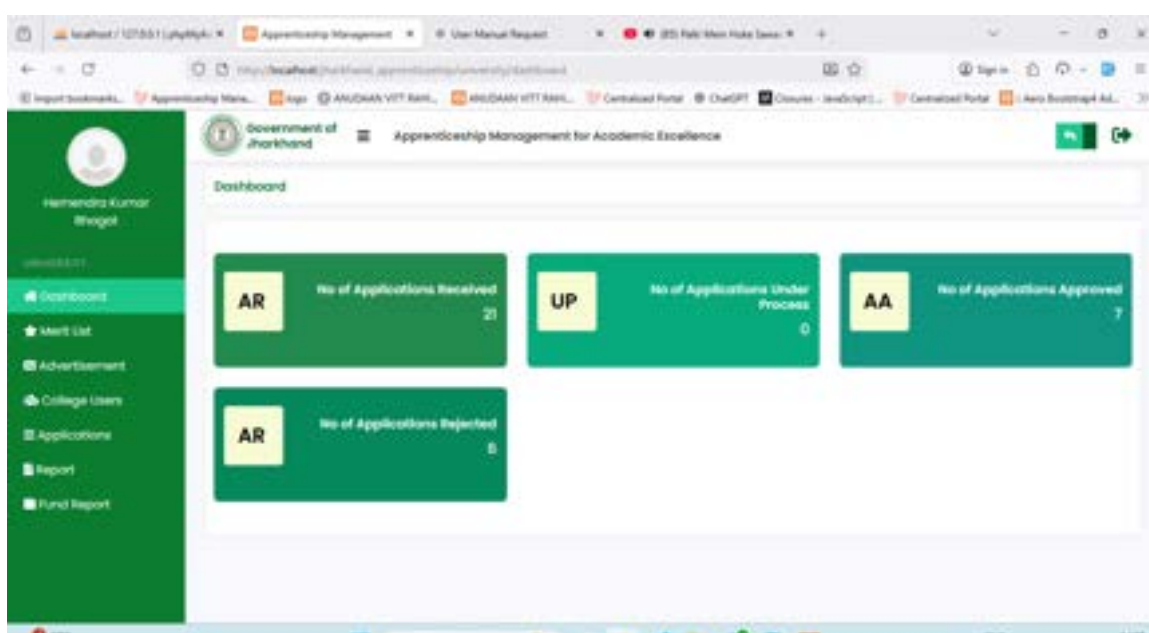
University Module User Manual

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

The screenshot shows the 'Create Advertisement' form in the Apprenticeship Management System. The form includes the following fields and sections:

- University Name:** JHARKHAND RAKSHA SIKSHETI UNIV
- Advertisement PDF:** No file selected.
- Position:** Select
- Eligibility:** Eligibility
- Start Date:** dd/mm/yyyy
- End Date:** dd/mm/yyyy
- Category-wise seats:** Gen, SC, ST, BC-I, BC-II, EWS
- Buttons:** + Add Job, Remove Job, Submit
- Table:** A table with columns for Position, Eligibility, Start Date, End Date, Gen, SC, ST, BC-I, BC-II, EWS, and Total.

- 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	AI Seats	IT Seats	AI+I Seats	AI+I+I Seats	F&E Seats	Total Seats	Action
	ANV0188226	Account Section, Computer Lab, Section, Library, Various Admin. Sections	08-01-2028	08-02-2028	4	2	1	0	0	0	3	

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

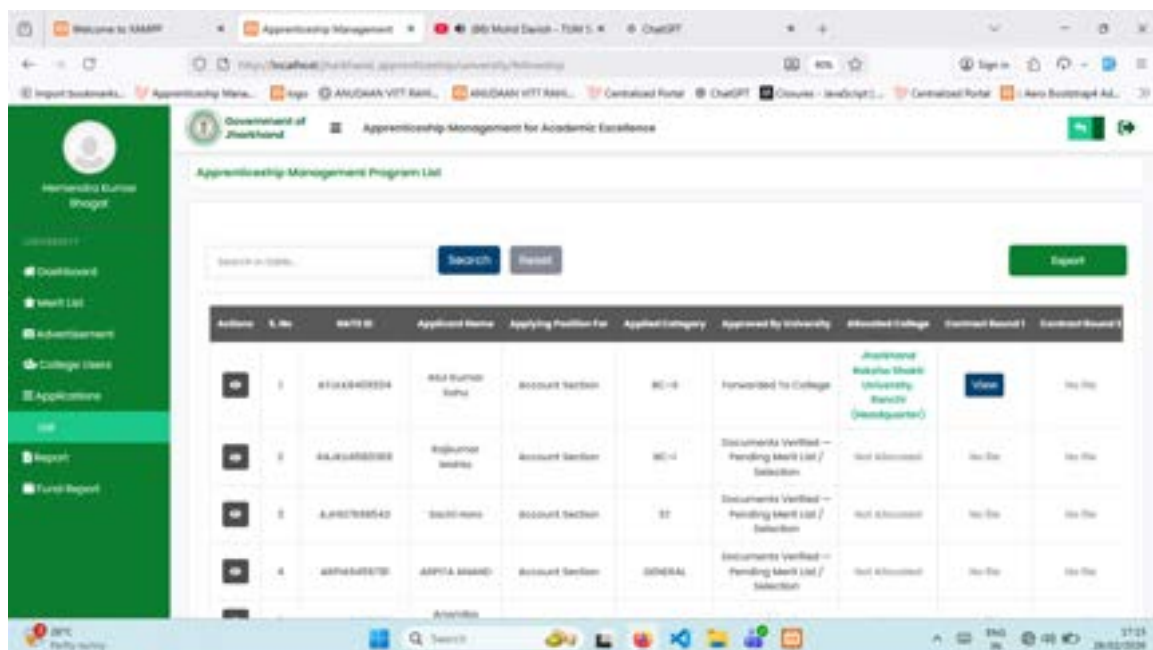
4. Applications List

- 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.

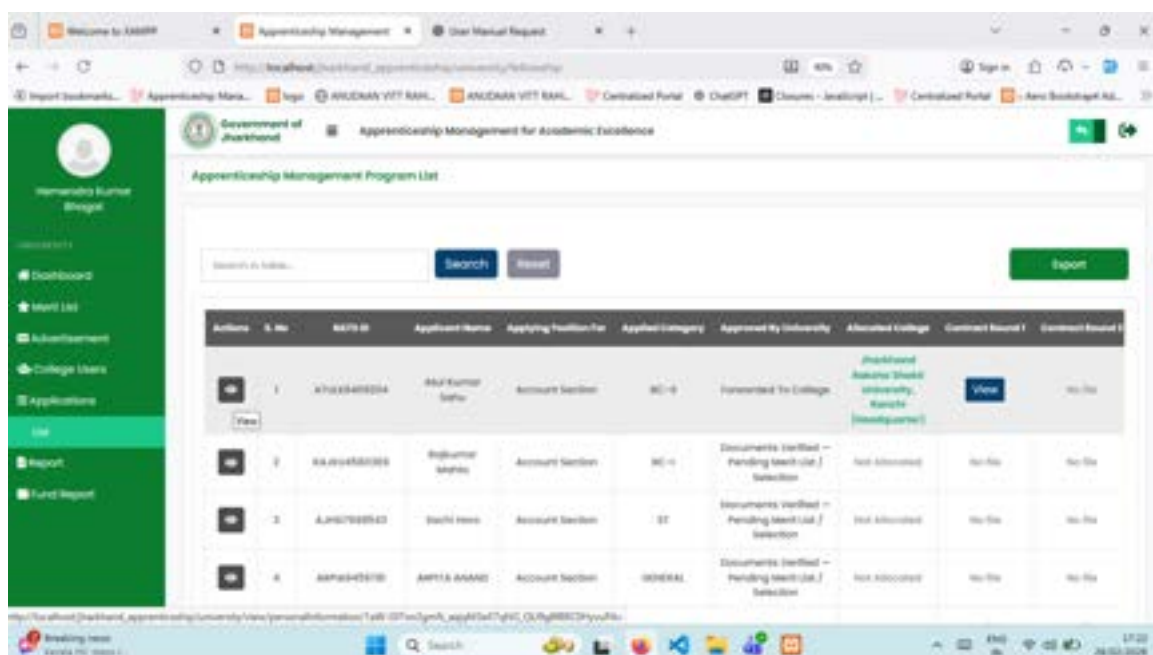
Row No	Applied Category	Approved By University	Allocated College	Contract Round 1	Contract Round 2	Contract Round 3	Filled Round 2 Preference	Filled Round 3 Preference
1	BC-I	Forwarded To College	Jharkhand Kalinga Shiksha University, Ranchi (New Quarter)		No File	No File	No File Yet	No File Yet
2	BC-I	Documents Verified - Pending Merit List / Selection	Not Allocated	No File	No File	No File	No File Yet	No File Yet
3	BC-I	Documents Verified - Pending Merit List / Selection	Not Allocated	No File	No File	No File	No File Yet	No File Yet
4	BC-I	Documents Verified - Pending Merit List / Selection	Not Allocated	No File	No File	No File	No File Yet	No File Yet

5. View Application Details

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



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



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.

Apprenticeship Management - User Manual Request

Personal Information

Academics

Preference

Declaration

Application Remarks

Upload Document

Browse... No file selected

Revert

Verify Data Report

Remarks

Status	Remarks	User	Document	Date
Query Raised	Test	University	1168914280_doc.pdf	21-01-25

7. Revert / Approve / Reject Application

7.1 Revert Application

The screenshot shows the 'User Manual Request' form in the Apprenticeship Management system. The form includes sections for Academic, Preference, Second Round Preference, Declaration, and Application Remarks. There is an 'Upload Document' section with a 'Browse...' button and a 'Revert' button. A 'Remarks' table is also visible.

Status	Remarks	User	Document	Date
Query Raised	Local Resident Certificate of Jharkhand not valid please uploads updated document	university	17008008_Apprenticeship_University_Module_User_Manual.pdf	20-12-24

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

The screenshot shows the 'User Manual Request' form in the Apprenticeship Management system, showing the 'Approve' button. The form includes sections for Academic, Preference, Second Round Preference, Declaration, and Application Remarks. There is an 'Upload Document' section with a 'Browse...' button and an 'Approve' button. A 'Remarks' table is also visible.

Status	Remarks	User	Document	Date
Query Raised	Local Resident Certificate of Jharkhand not valid please uploads updated document	university	17008008_Apprenticeship_University_Module_User_Manual.pdf	20-12-24

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

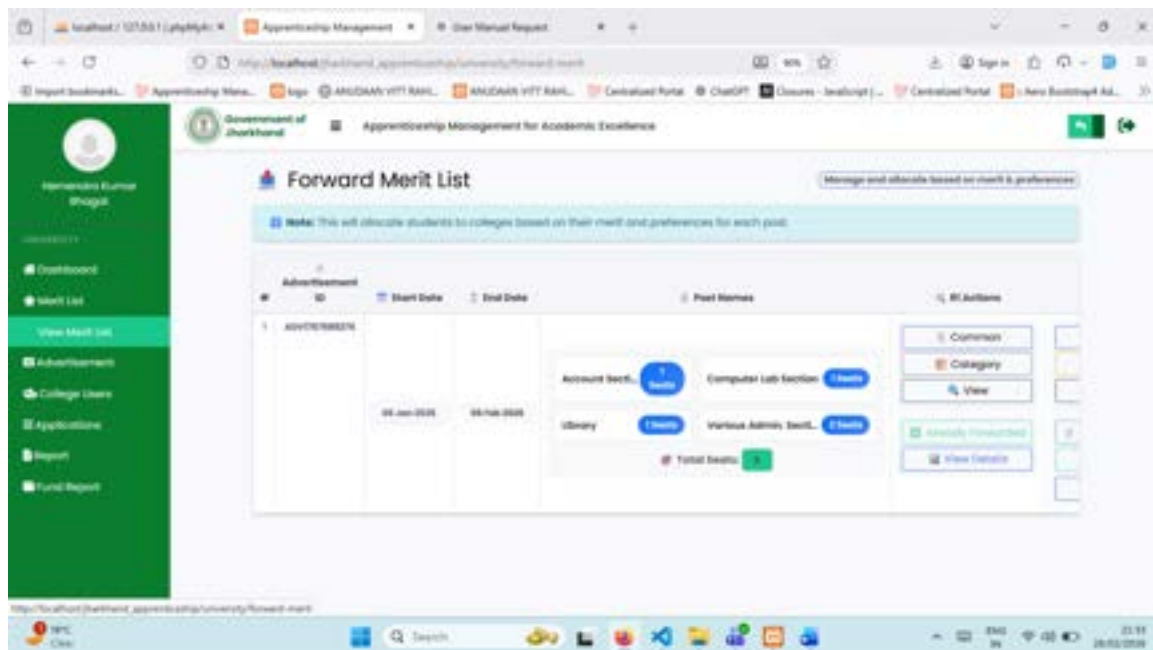
The screenshot displays the 'Apprenticeship Management' system interface. On the left is a green sidebar with navigation options: Home, Dashboard, Merit List, Advertisement, College Users, Applications, Report, and Fund Report. The main content area shows a form for 'User Manual Request'. The form includes sections for 'Personal Information', 'Academic', 'Preference', 'Declaration', and 'Application Remarks'. Below these sections is a 'Reject' button, a 'Verify Data' button, and a 'Reject' button. At the bottom, there is a table with columns: Status, Remarks, User, Document, and Date. The table contains one row with the status 'Query Rejected', remarks 'test', user 'university', document '116874280_doc.pdf', and date '21-01-26'.

Status	Remarks	User	Document	Date
Query Rejected	test	university	116874280_doc.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



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.

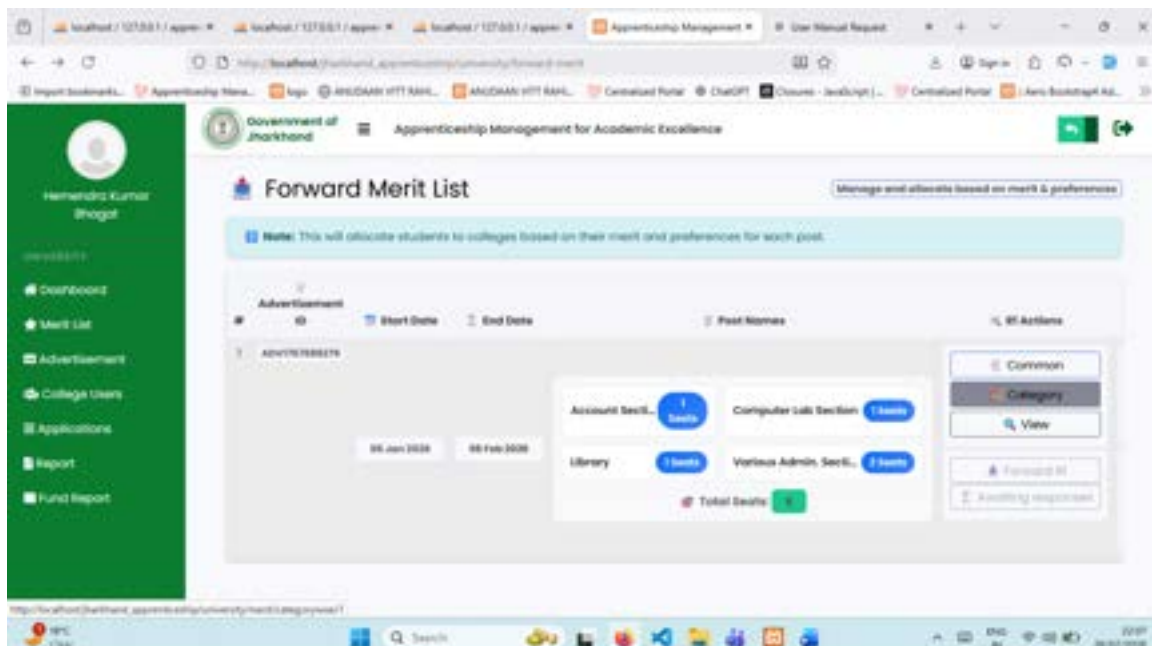
System automatically ranks candidates in descending order.

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

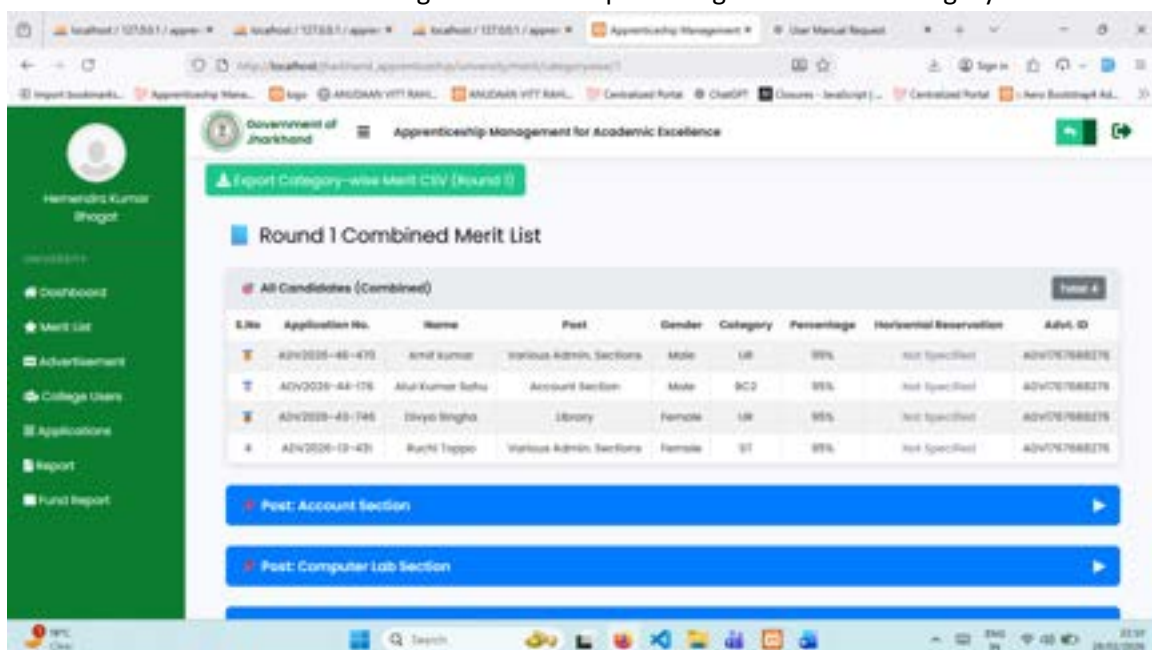


Forward Merit List

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

Advertisement	Start Date	End Date	Post Name	SE Actions
ADV17688276	05 Jan 2026	05 Feb 2026	Account Sect... 1 seats Computer Lab Section 1 seats Library 1 seats Various Admin. Sect... 2 seats Total Seats: 5	Common Category View Forward SE Awaiting response

- 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)

S.No	Application No.	Name	Post	Gender	Category	Percentage	Horizontal Reservation	Adv. ID
1	ADV2026-46-479	Amal Kumar	Various Admin. Sections	Male	UR	95%	Not Specified	ADV17688276
2	ADV2026-46-176	Atul Kumar Saha	Account Section	Male	SC	95%	Not Specified	ADV17688276
3	ADV2026-46-746	Divya Singh	Library	Female	UR	95%	Not Specified	ADV17688276
4	ADV2026-12-431	Ruchi Tripathi	Various Admin. Sections	Female	ST	95%	Not Specified	ADV17688276

Post: Account Section

Post: Computer Lab Section

9.1 View Category-wise Data

Round 1 Merit List for Advertisement: ADV1767688276

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

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	ADV2026-63-470	Various Admin. Sections	Arvind Kumar	General	UR	10.00 CGPA Total	9.50 CGPA Obtained	95.00%	Not Allocated
2	ADV2026-63-431	Various Admin. Sections	Ruchi Pooja	ST	ST	10.00 CGPA Total	9.50 CGPA Obtained	95.00%	Not Allocated
3	ADV2026-44-076	Account Section	Arul Kumar Sathya	BC - B	UR	10.00 CGPA Total	9.50 CGPA Obtained	95.00%	Not Allocated
4	ADV2026-63-735	Library	Divya Singh	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)

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 Name	Actions
1	ADV1767688276	05 Jan 2026	05 Feb 2026	Various Admin. Sections	Common Category View Forward R1 Auditing 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

The screenshot shows a web application interface for the Apprenticeship Merit System. On the left is a green sidebar with navigation links: Dashboard, Merit List, Advertisement, College Users, Applications, Report, and Fund Report. The main content area displays a table titled 'All Candidates (Combined)' with a 'Total: 4' indicator. Above the table is a green button labeled 'Download CSV (Round 1)'. The table has columns for S#, Application No., Post Name, Full Name, Category, Allotment Category, Full Marks / CGPA Total, Obtained Marks / CGPA Obtained, Percentage, and Allotment College. Below the table is a blue button labeled 'Post: Various Admin. Sections'.

S#	Application No.	Post Name	Full Name	Category	Allotment Category	Full Marks / CGPA Total	Obtained Marks / CGPA Obtained	Percentage	Allotment College
1	ADN2020-40-470	Various Admin. Sections	Anil Kumar	General	UR	10.00 CGPA: 10.00	9.50 CGPA: 9.50	95.00%	Jawahar Education Society's (Headquarters)
2	ADN2020-43-438	Various Admin. Sections	Ruchi Tripathi	ST	ST	10.00 CGPA: 10.00	9.50 CGPA: 9.50	95.00%	Jawahar Education Society's (Headquarters)
3	ADN2020-44-170	Account Section	Abul Kurnar Saha	SC - B	UR	10.00 CGPA: 10.00	9.50 CGPA: 9.50	95.00%	Jawahar Education Society's (Headquarters)
4	ADN2020-43-146	Library	Divya Singh	General	UR	10.00 CGPA: 10.00	9.50 CGPA: 9.50	95.00%	Jawahar Education Society's (Headquarters)

- 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.

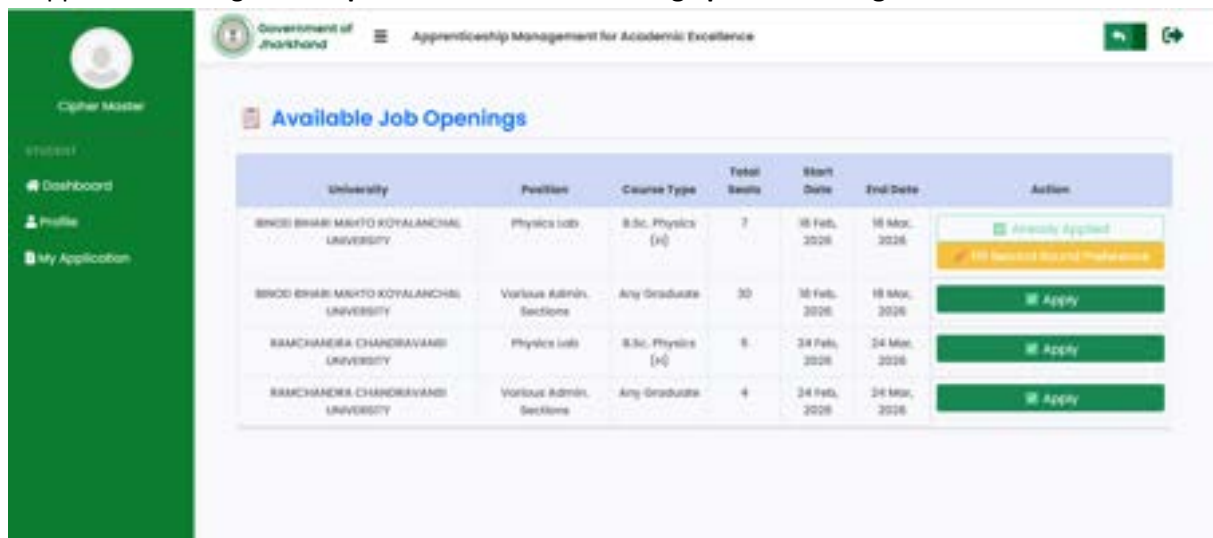
Case 1: Positions Available Only at University Headquarters

- 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**.



University	Position	Course Type	Total Seats	Start Date	End Date	Action
SRINIVASA MATHY KOTVALANCHAL UNIVERSITY	Physics lab	B.Sc. Physics (H)	7	18 Feb, 2026	18 Mar, 2026	☐ Already Applied ☐ Fill Vacant Seats Preference Apply
SRINIVASA MATHY KOTVALANCHAL UNIVERSITY	Various Admin. Sections	Any Graduate	30	18 Feb, 2026	18 Mar, 2026	Apply
SRINIVASA CHANDRANAND UNIVERSITY	Physics lab	B.Sc. Physics (H)	8	18 Feb, 2026	18 Mar, 2026	Apply
SRINIVASA CHANDRANAND UNIVERSITY	Various Admin. Sections	Any Graduate	4	18 Feb, 2026	18 Mar, 2026	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 Government of Jharkhand Apprenticeship Management System. The interface includes a sidebar with user options (Dashboard, Profile, My Application) and a main table listing job openings. The table columns are University, Position, Course Type, Total Seats, Start Date, End Date, and Action. The first row shows a position at BIRSA BHARATI MAHATO KOLKALANCHAL UNIVERSITY for Physics lab, which is already applied for. The second row shows a position at BIRSA BHARATI MAHATO KOLKALANCHAL UNIVERSITY for Various Admin. Sections, with an 'Apply' button. The third row shows a position at BARCHANDELA CHANDRAYANSI UNIVERSITY for Physics lab, with an 'Apply' button. The fourth row shows a position at BARCHANDELA CHANDRAYANSI UNIVERSITY for Various Admin. Sections, with an 'Apply' button.

University	Position	Course Type	Total Seats	Start Date	End Date	Action
BIRSA BHARATI MAHATO KOLKALANCHAL UNIVERSITY	Physics lab	B.Sc. Physics (H)	7	18 Feb, 2026	18 Mar, 2026	Already Applied Fill Third Round Preference
BIRSA BHARATI MAHATO KOLKALANCHAL UNIVERSITY	Various Admin. Sections	Any Graduate	30	18 Feb, 2026	18 Mar, 2026	Apply
BARCHANDELA CHANDRAYANSI UNIVERSITY	Physics lab	B.Sc. Physics (H)	5	24 Feb, 2026	24 Mar, 2026	Apply
BARCHANDELA CHANDRAYANSI UNIVERSITY	Various Admin. Sections	Any Graduate	4	24 Feb, 2026	24 Mar, 2026	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)

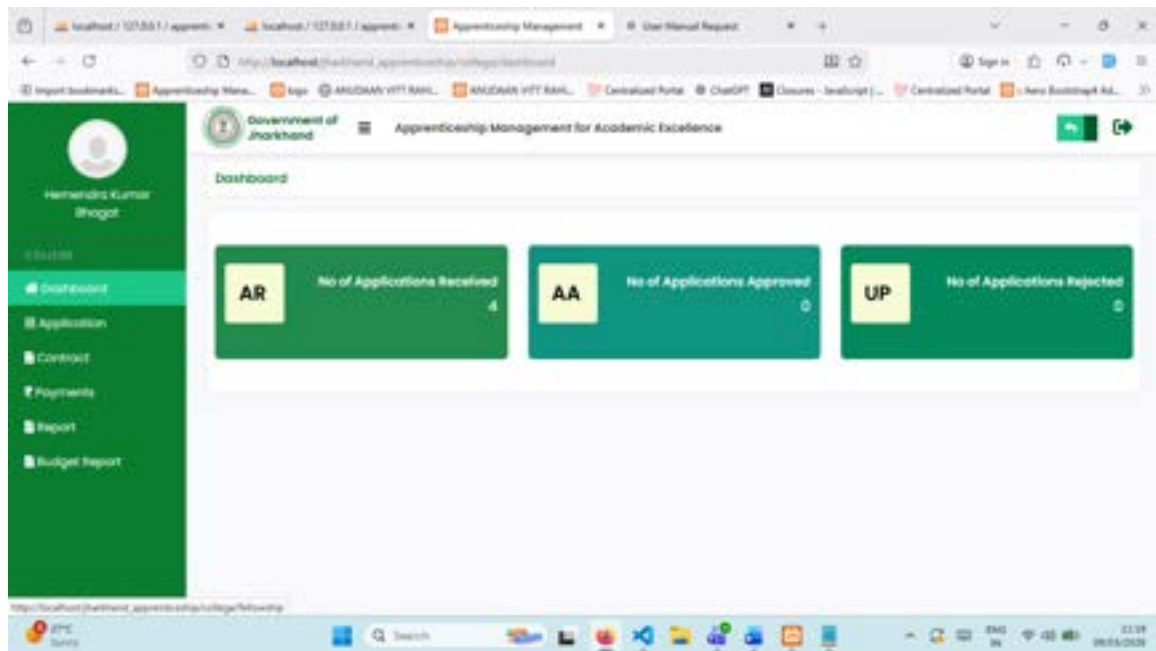
College Module User Manual

1. College Login and Candidate Verification

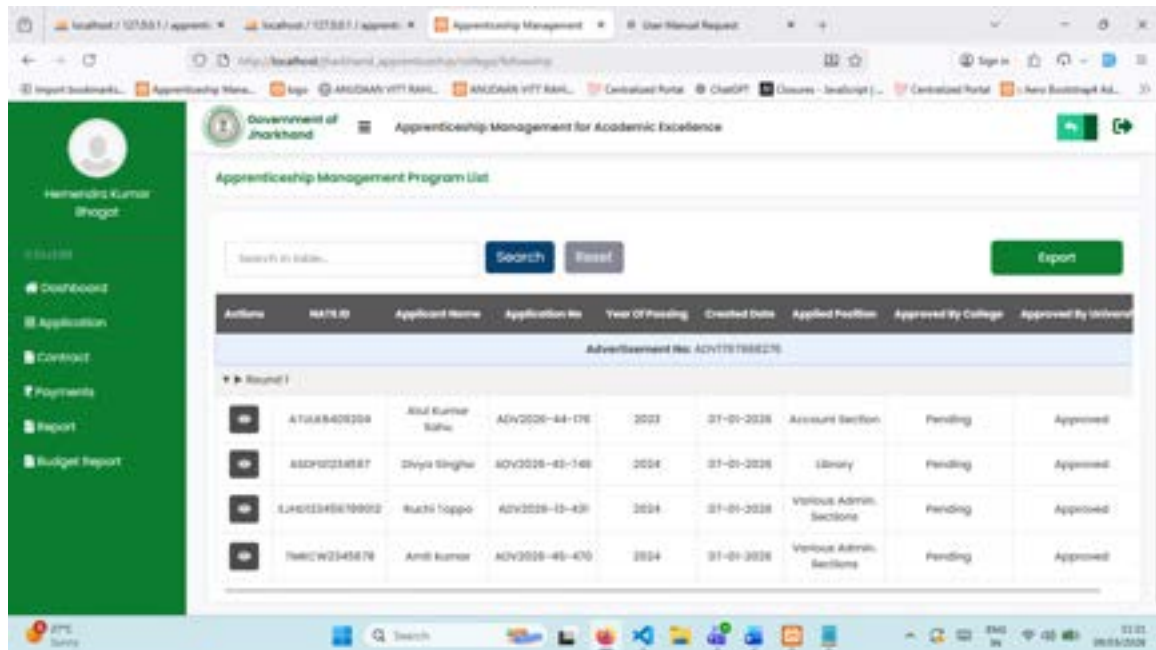
- After allocation, the respective **College Admin** logs into the portal to verify candidate joining status.
- College Admin opens the **Apprenticeship Management Portal**.
 - Enter **registered Mobile Number / Email ID, Password, and Captcha**.
 - Click **Login** to access the **College Dashboard**.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

2. College Application List

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



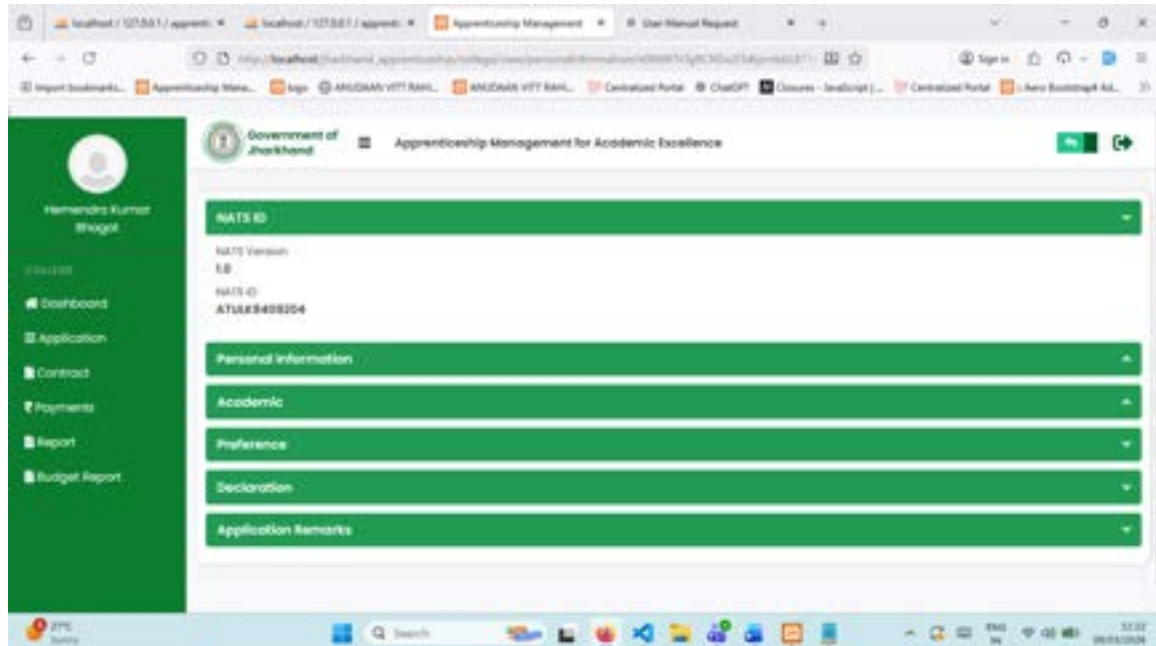
- The page displays all **allocated candidates** for that college.



- 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**:

The screenshot shows the AMS interface with a modal form for 'Approve / Verify'. The form includes the following fields:

- Status:** A dropdown menu currently set to 'Verified'.
- Remark:** A large text area for entering remarks.
- Contract Number:** A text input field.
- Start Date:** A date picker set to 'dd / mm / yyyy'.
- End Date:** A date picker set to 'dd / mm / yyyy'.
- Upload Contract Document:** A 'Browse...' button with the text 'No file selected'.
- Buttons:** 'Save' and 'Close' buttons at the bottom.

The background shows the user's profile (Hemant Kumar Shrivastava) and a sidebar with navigation options like Dashboard, Application, Contract, Payments, Report, and Budget Report.

- 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**:

The screenshot shows the AMS interface with a modal form for 'Reject'. The form includes the following fields:

- Status:** A dropdown menu currently set to 'Reject'.
- Remark:** A large text area containing the text 'not join'.
- Buttons:** 'Save' and 'Close' buttons at the bottom.

The background shows the same user profile and sidebar as the previous screenshot.

- 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:

Round 1 - Allocated and Join Status				
Allocated	4			
Joined	1			
Not Joined	2			

Category	Post	Joined	Not Joined	Remaining Post After Allocation
UR	4	1	3	3
SC	6	0	6	6
ST	1	0	1	1
BC1	8	0	8	8
BC2	2	0	2	2
EWS	8	0	8	8
TOTAL	19	1	18	4

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