

TELANGANA STATE ROAD TRANSPORT CORPORATION

Notification Ref: R2/20(05)/2022-Rect., dt:18.08.2022

USER GUIDE AND INSTRUCTION BOOKLET FOR ENGAGEMENT OF NON-ENGINEERING GRADUATE APPRENTICES IN TSRTC FROM B.COM, B.SC., B.A., BBA AND BCA GRADUATE CANDIDATES

Applications are invited On-line through WEB-SITE www.mhrdnats.gov.in from the Graduate candidates (B.Com, B.Sc., B.A., BBA and BCA candidates) for selection of Graduate Apprentices in TSRTC.

The desirous eligible candidates may register their names in the www.mhrdnats.gov.in NATS Web Portal and apply ON-LINE to the TSRTC by satisfying themselves with the terms and conditions. TSRTC already registered under the NATS with Employer ID No.STLHDS000005.

No. of vacancies: 150

The number of vacancies Region-wise are furnished hereunder.

SI. No.	Name of the Region	TOTAL REQUIREMENT
1	Hyderabad Region	26
2	Secunderabad Region	18
3	Mahaboobnagar Region	14
4	Medak Region	12
5	Nalgonda Region	12
6	Ranga Reddy Region	12
7	Adilabad Region	9
8	Karimnagar Region	15
9	Khammam Region	9
10	Nizamabad Region	9
11	Warangal Regikon	14
	TOTAL	150

EDUCATIONAL QUALIFICATIONS AND AGE:

Candidates possessing qualification of B.Com, B.Sc., B.A., BBA and BCA candidates are eligible to apply for Non-Engineering Graduate Apprenticeship in TSRTC.

The candidates must not be below 21 years and above 35 years as on 01.07.2022.

DURATION OF APPRENTICESHIP AND STIPEND:

 The period of Apprenticeship will be 3 years from the date of allotment to the Depot / Unit. At the end of Apprenticeship period, a certificate will be issued as having completed Apprenticeship in TSRTC. An amount of Rs.15,000/-; Rs.16,000/- and Rs.17,000/- per month for 1st, 2nd & 3rd years respectively will be paid to Graduate Apprentices towards Stipend during the Apprenticeship period.

SELECTION PROCEDURE AND GUIDELINES TO THE RMs:-

- Candidates will be selected basing on the merit.
- The NATS authorities will provide the merit list of non-engineering Graduate Apprentices to the Regional Managers concerned.
- In turn, the following Committee will examine the merit list and select the Graduate Apprentices duly following the local/non-local criteria, reservations etc.
 - 1. RM concerned
 - 2. DVM
 - 3. Dy.CPM(Zone) concerned
- After selection of eligible candidates, the RM concerned will obtain the approval of ED(Zone) concerned for the recommendations of Committee before allotting them to the Depots / Units in his Region.
- After completion of selections, the candidates may be directed to the Units / Depots only after generating online bonds from the web portal.
- Uploading of attendance particulars of all the Apprentices shall be done at Regional Office, every month. The stipend of the Apprentices shall be paid from AO's account as the reimbursement of stipend amount credited to the same account.
- The practical marks of the Apprentices shall be uploaded in the portal at RM's Office. The answer sheets shall be stored at RM's Office. One copy of marks list of the candidates in sealed cover shall be sent to the nearest ITI college of the Region concerned.

LOCAL CANDIDATES:

- The candidates of Telangana state are only eligible to apply for Graduate Apprenticeship in TSRTC.
- The candidates belong to the Region concerned will be treated as local and the candidates of other Regions will be treated as non-local.
- If a candidate has studied in any Educational Institution in a particular Region of TSRTC for a period not less than 4 consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the relevant qualifying examination, such candidate will be treated as 'local' for that Region.
- The 95% reservation to the local candidates and 5% reservation to non-local candidates will be observed subject to any change in the Rules as on the date of Notification.
- Local candidate as per GO Ms No. 124, General Administration (SPF-MC)
 Department, dated 30.08.2018. GO is uploaded to in the official website

 "tsrtcinfo.in".

12. RESERVATION OF VACANCIES:-

List of original certificates to be produced to the selection committee:-

- SSC certificate for proof of Date of Birth
- Certificate of basic educational qualification (Degree certificate of B.Com., B.Sc., B.A., BBA and BCA)
- Marks certificates of all the years pertaining to B.Com., B.Sc., B.A., BBA and BCA.
- Consolidated marks memo
- Integrated caste certificate in case of SC/ST issued by MRO concerned.

Obligation of Graduate Apprentices:

- To learn his subject filed conscientiously and diligently at his place of training
- To carry out all lawful orders of his employer and superiors in the Establishment
- To carry out his obligations under the contract of Apprenticeship.

Agreement:-

 After selection of Graduate Apprentices, they will be directed to the Depots / Units only after generation of the online bond for a period of 3 years. One copy of the bond will be kept at Regional Office, one copy will be handed over to the Candidate and one copy of the bond will be sent to the nearest ITI college of the Region concerned.

Conduct and Discipline:-

 In all matters of conduct and discipline, the Apprentice will be governed by the Rules and Regulations applicable to the employees of the corresponding category in the Corporation in which the Apprentice is undergoing training.

Offer and acceptance of employment:

• It shall not be obligatory on the part of the Corporation to offer any employment to any Apprentice who has completed the period of his Apprenticeship training in the Corporation, nor it shall be obligatory on the part of the Apprentice to accept an employment in the Corporation.

Disqualification / Debarment:

- Candidate shall make sure of their eligibility to the Apprenticeship applied for and the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred from appearing before the selection committee conducted by the Corporation and his candidature for Apprenticeship will be summarily rejected.
- TSRTC is vested with the duty of conducting Apprenticeship selections as per rules. Any attempt by any one causing or likely to cause breach of this duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the TSRTC will be sufficient cause for rendering such questionable means as ground for debarment.

 Any candidate is or has been found impersonating or allowing impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself / herself liable to criminal prosecution will be liable to be debarred permanently from any examination or selection held by the TSRTC.

TSRTC DECISION TO BE FINAL:

 The decision of the TSRTC in all aspects and all respects pertaining to the application and its acceptances or rejection as the case may be, conduct of selection and at all consequent stages culminating in the selection or otherwise of any candidate shall be final and binding on all concerned.

Further, the Corporation reserves the right to cancel the Notification or the process of selection at any stage without giving any notice or without furnishing any reasons thereof.

NOTE TO NON-ENGINEERING CANDIDATES

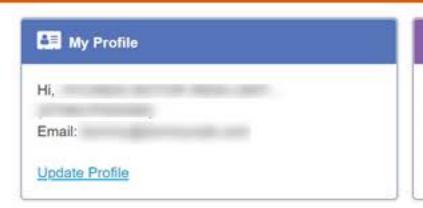
The Student login procedure into NATS is mentioned in the web-portal www.mhrdnats.gov.in under manuals. However, the same is mentioned hereunder for ready reference of the Students. They are advised to login in to www.mhrdnats.gov.in web-portal and enroll themselves in the web-portal, upload original documents concerned. They will get one Student ID. After approval of the ID by the NATS, the student should apply to the Establishment they like in the same web-portal. The Students who are registered in the www.mhrdnats.gov.in web-portal as Student and applied to TELANGANA STATE ROAD TRANSPORT CORPORATION as establishment only be considered for the selection of non-engineering graduate apprentices.



Instituted by Board of Apprenticeship Training / Practical Training Ministry of Education, Government of India NATS

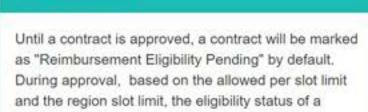
Home | Communication > | Employment > | Apprenticeship > | Non Engineering Enrollment | Reports > | Help >

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There are 1 job seekers who might apply for your requirement.

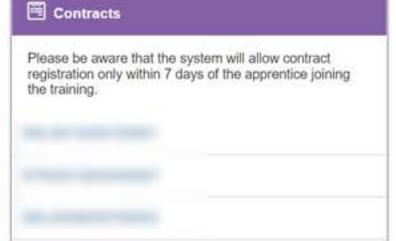


Hi

Notifications

contract will be determined.







Non-Engineering Student Enrolment process

Step 1

Login to the NATS portal as establishment



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Ministry of Education, Government of India



Communication v | Employment v | Apprenticeship v Non Engineering Enrollment Reports V | Help V Jobs My Profile Notifications There are 11 candidate profiles that might suit your Until a contract is approved, a contract will be marked advertisement. as "Reimbursement Eligibility Pending" by default. Email: During approval, based on the allowed per slot limit There are 1 job seekers who might apply for your and the region slot limit, the eligibility status of a requirement. Update Profile contract will be determined. Contracts Grievances Apprenticeship Fair Please be aware that the system will allow contract registration only within 7 days of the apprentice joining Event Name: prakash a the training. Location: hyderabad Event Starts From:8/15/22 To: 8/31/22 Last Date:8/14/22 More

Step 2

Click on Non Engineering Enrollment from the menu



Submit

Back

National Apprenticeship Training Scheme (NATS)

Instituted by Board of Apprenticeship Training / Practical Training



Ministry of Education, Government of India Home | Communication v | Employment v | Apprenticeship v | Non Engineering Enrollment | Reports v | Help v Non Engineering Student's Enrollment Please enter all the details of the candidates Note: Maximum of 15 student details can be entered. *YOP *Student Name *Mobile Number *Email ID *Aadhaar No *State -- Select an option ---Select- v

Step 3

Non Engineering student's Enrollment landing is displayed.



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Step 4

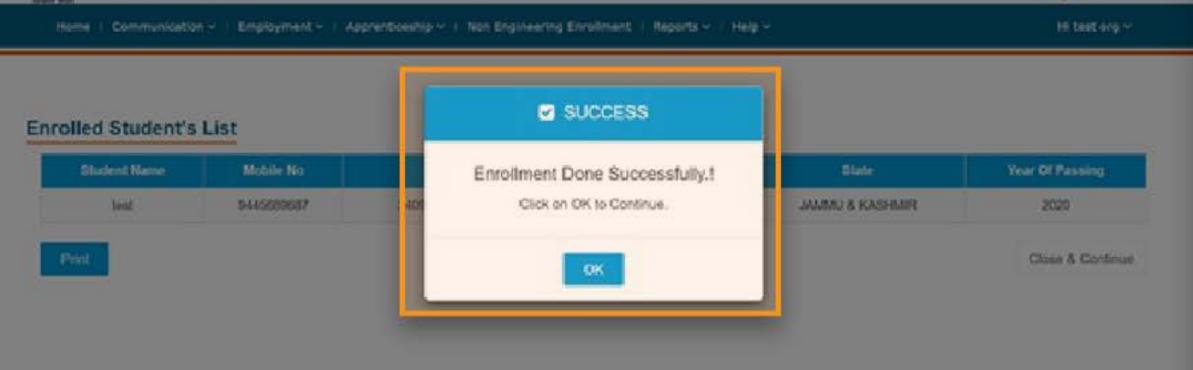
Enter the Student name ,Mobile number, Email ID, Aadhaar No, state and YOP and click on Submit



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Ministry of Education, Government of India





Step 5

Enrolment is done successfully

NATS :: Your Login Credentials



no_reply@uat-mhrdnats.gov.in

To

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Board(s) of Apprenticeship Training / Board of Practical Training

An autonomous organisation of Higher Education, Ministry of Education, Government of India

Dear test,

Welcome to the National Apprenticeship Training Scheme portal!

Please find details of your enrollment and login below. Do note that you can also log into the portal using email ID and password.

Email ID:

Password:

This email was intended for test. Why we have added your details in this email. Do not reply to this email as it is not monitored.

© National Apprenticeship Training Scheme

Step 6

The user credentials would be received as SMS and mail to mobile number's and Email ID's respectively that is given during Enrollment



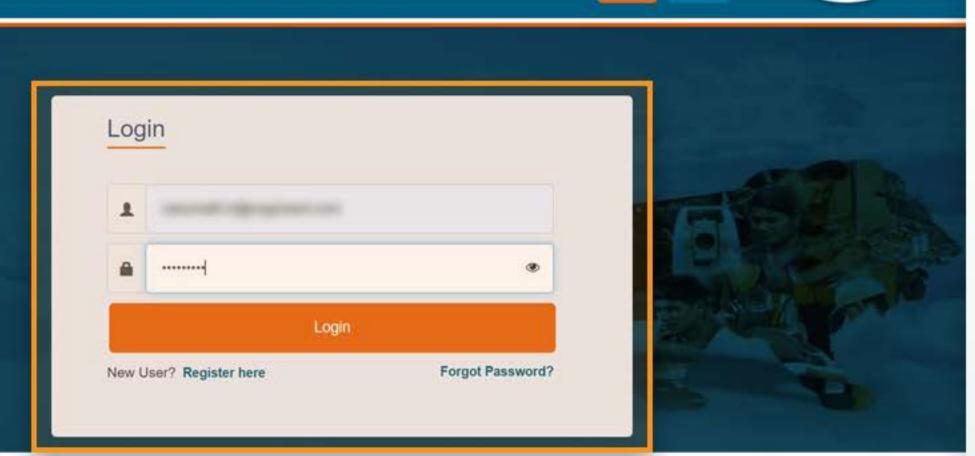
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Home > Login

Home About Students Industries Institutions COP Verification Login Enroll





Step 7

Login with the username and password that is received in mail and SMS



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Home

×:

Status of Enrollment

Your Enrollment process is incomplete. Click here o complete enrollment.

Note: Dear Candidate, you are requested to complete your profile and submit for verification within 15 days of enrolling. Your account will be deleted if not completed within 15 days. Your profile creation was started on 04-08-2022 and needs to be completed before 19-08-2022.

Step 8

The homepage of student will be displayed. Click on the link 'Click Here' to complete the enrolment process



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Hi Vasu 8 * Student User Manual Beta 6% Eligibility Check Questionnaire & Encolment Preview & Guidelines Confirm Terms and Conditions examination can register for Apprenticeship Training. 5. All Communication from BCATs / BCPT will be through E-mail, you may lose the opportunity for Apprenticeship Training, if you do not provide one, so kindly provide Email ID. Multiple/duplicate entries of student enrollment will not be considered for apprenticeship training. 7. Students who have completed Post Graduate qualification in Engineering (M.E./ M.Tech / MBA) are not eligible for Apprenticeship training. 8. After successful enrollment in our web Portal, students are not required to come to our office for certificate verification and their original certificates will be verified. only at the time of selection by the employer. Selection of Apprentices is the employer's prerogative. 10. Before filling the application, you are requested to go through Audio / Video preview which is available in our website that gives you an idea to complete the "By clicking this box I agree to the above Terms and Conditions Agree and continue

Step 9

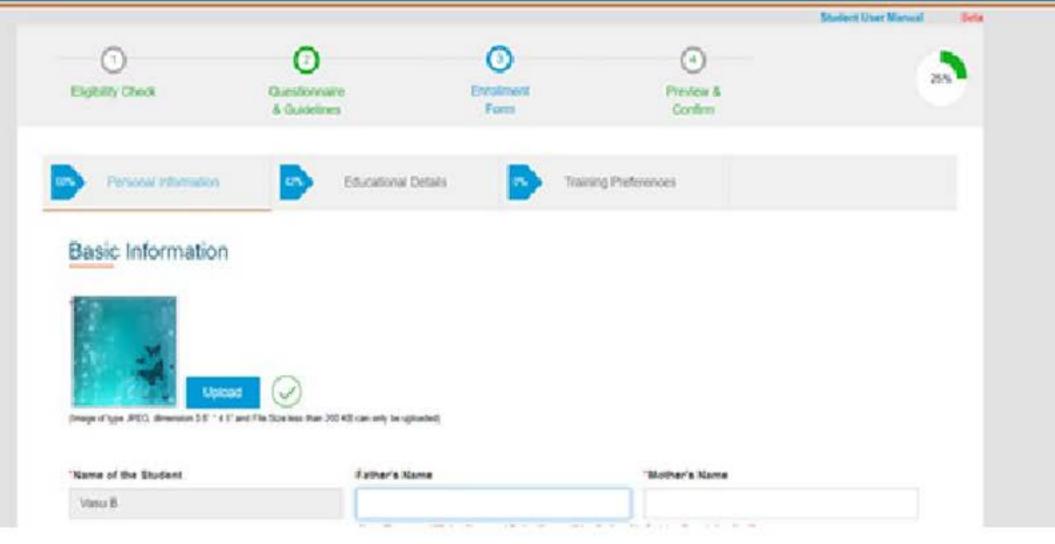
The enrolment Terms and conditions page will be displayed. Click on the checkbox and agree to the terms



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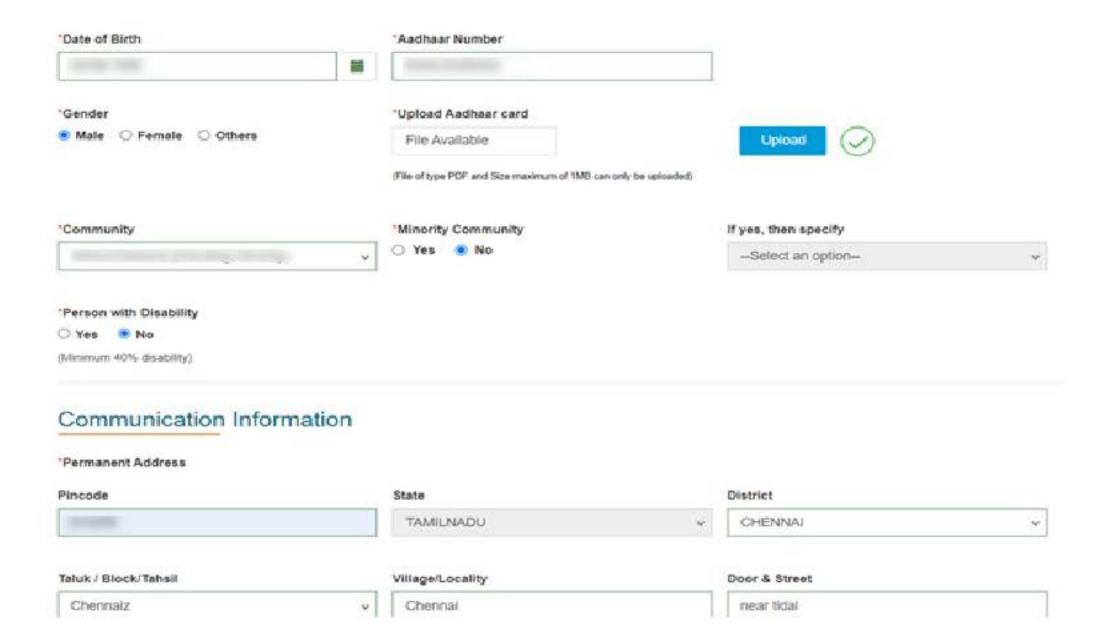


Hone:



Step 10

Enter the Basic information of the student



Step 11

Enter the communication information details of the student



*IFSC Code

*Bank Account Number

Note: Please ensure that the account number ordered must be specific/reapped to your Auditor number used in this enrolment form

Step 12

Enter the Bank information for the student

*Upload Bank proof/document File Available Upload

(File of type POF and Size maximum of 1MB can only be uploaded)

Note: Upload the first page of your bank passbook or bank account statement or crossed chaque that has your name, account number and IFSC.

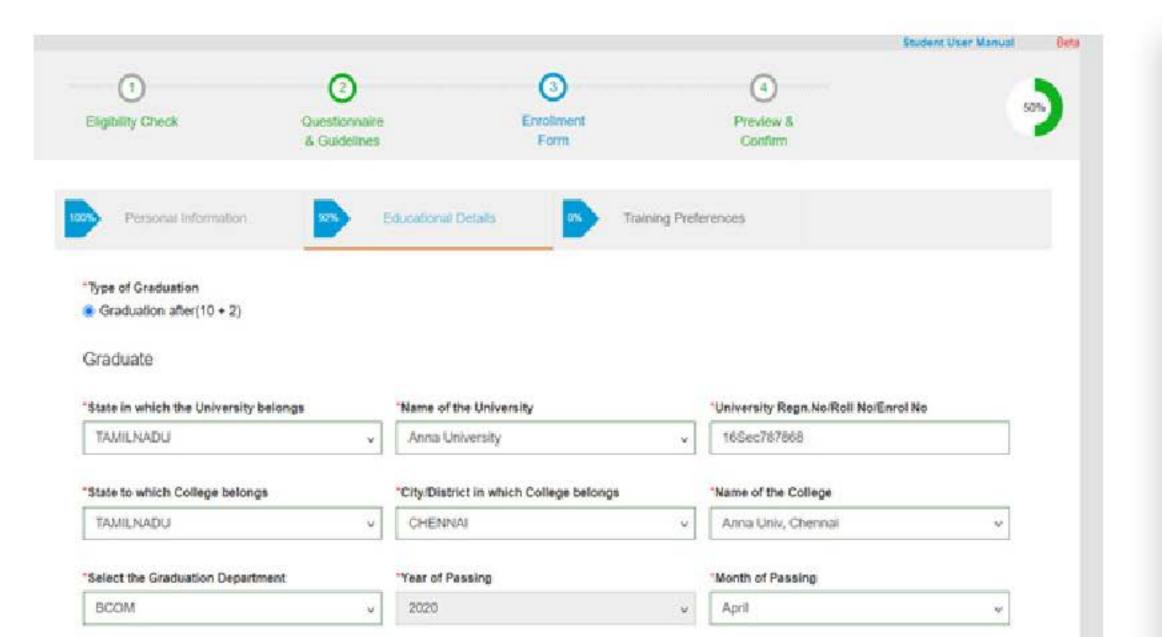
Code: Do ensure that this bank account number is mappediseeded with your Audhous

We assure you that your bank details will not be shared with anyone without your consent. NATS team will never ask for your Debit Card/Bank Account details on phone call or through any other medium. In case you receive any such request, you are encouraged to report the matter to the nearest law enforcing officer.

Save and continue

Step 13

Click on Save and Continue



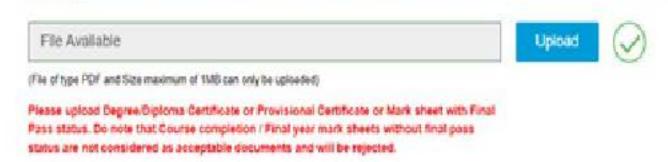
Step 14

The page navigates to
Education details section.
Select the Type of
Graduation as 'Graduation
after (10+2). Select the
Graduation department
and specialisation that is
related to
Non-Engineering student

"Percentage /	% of Marks	s Class Obtained "Graduation Specialization		"Graduation Specialization	
CGPA		Select an option		COMPUTER SCIENCE	
Percentag v	78	The same of the same		COM CIECOGETOE	

% as per calculation provided in your marksheet.

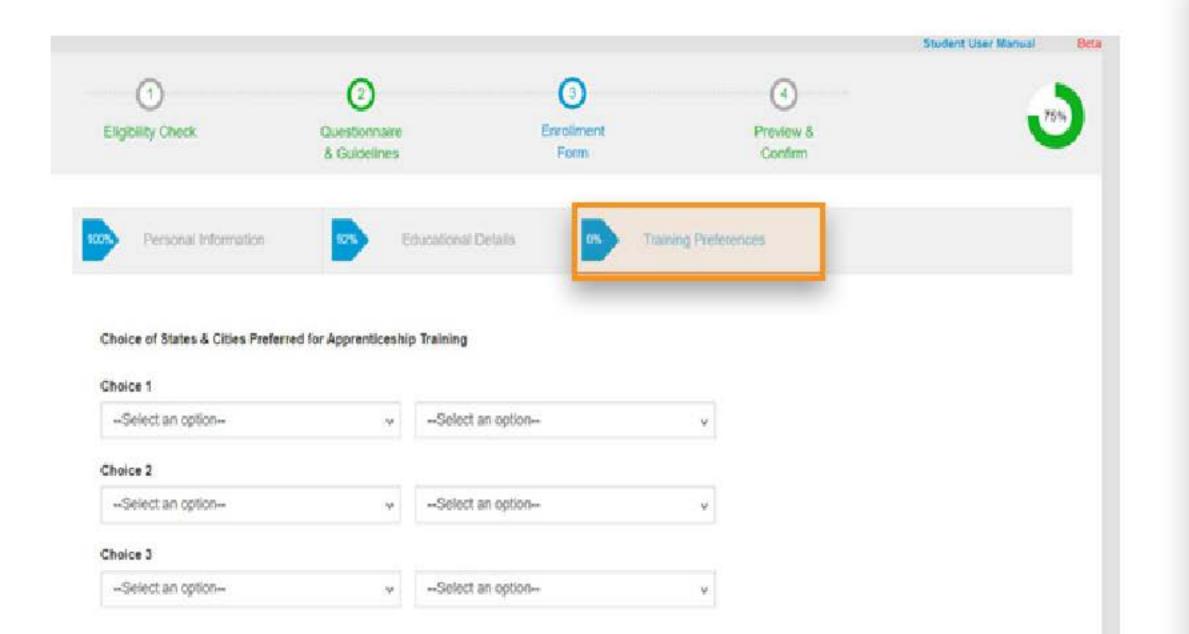
*Upload Document (Qualifying Degree / Provisional Certificate)



Save and continue

Step 15

Click on Save and continue



Step 16

Select the Training preferences in the screen

Choice of Preferred State to Work After Training

(Please note that it is not obliqueary on the part of Establishments' BOATS/ BOPT)

Choice 1	Choice 2	
Select an option v	Select an option	v

Declaration

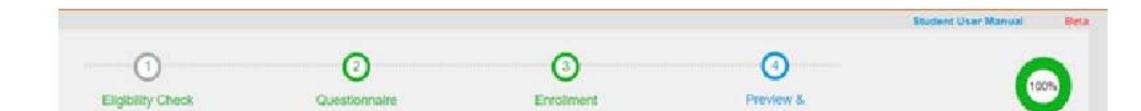
I Vasu B son of Amma having mobile number 9789019242 (validated through OTP) hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen, and will sincerely abide by the rules and regulations of the Apprentices Act monitored by BOATs / BOPT.

By clicking this box I agree to the above Terms and Conditions



Step 17

Select the declaration and Click on Save & Preview



Form.

Continu

Personal Information

& Guidelines

Basic Information

Student Name	Father's Name	
Mother's Name	Gender	
Community:	Minority Community	
Person with Disability:		
Bank Details		
Bank Name :	Bank Branch Name :	
Bank Account Number	IFSC Code	

Step 18

Preview the details that has been entered

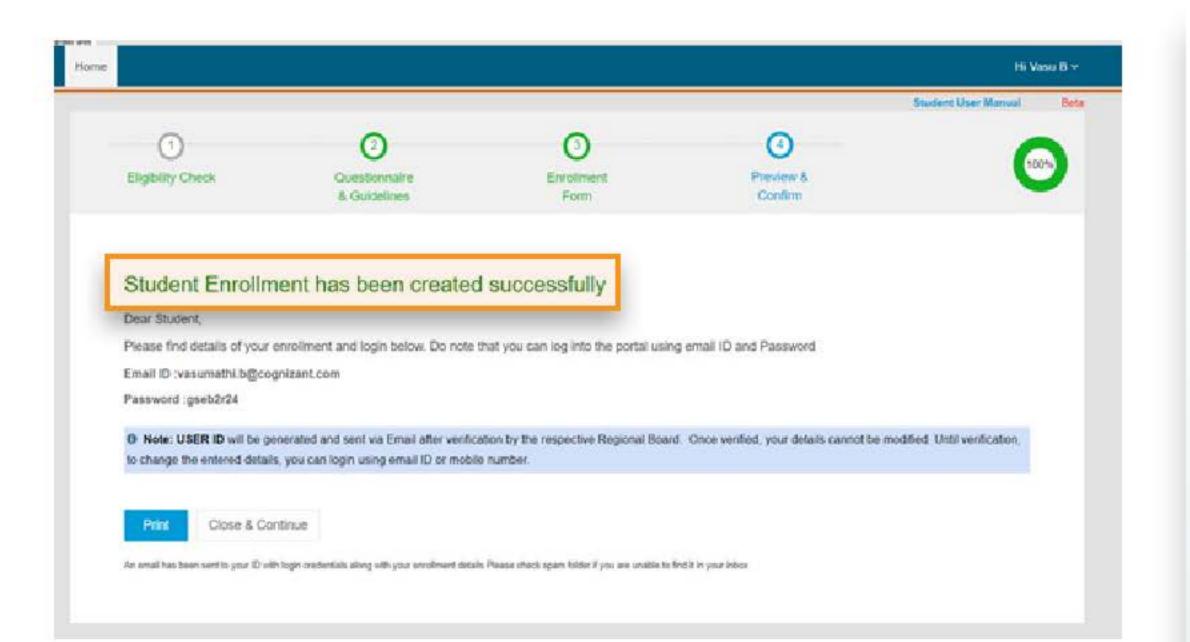
Communication Information

Pin Code :	State	
District	Taluk / Block/Tahsil	
Village/ Locality	Door No. Street Name.	
Educational Details		
Type of Graduation	University Regn Na/Roll Na/Enro No	
Name of the University	State in which the University belongs.	
Name of the College	State to which College belongs	
City/District in which College belongs	Graduation Specialization	
Year of Passing	Month of Passing	
Percentage :	CGPA	
Class Obtained	Graduation Branch	

Step 19

After previewing the details click on submit





Step 20

The student enrolment will be made successfully



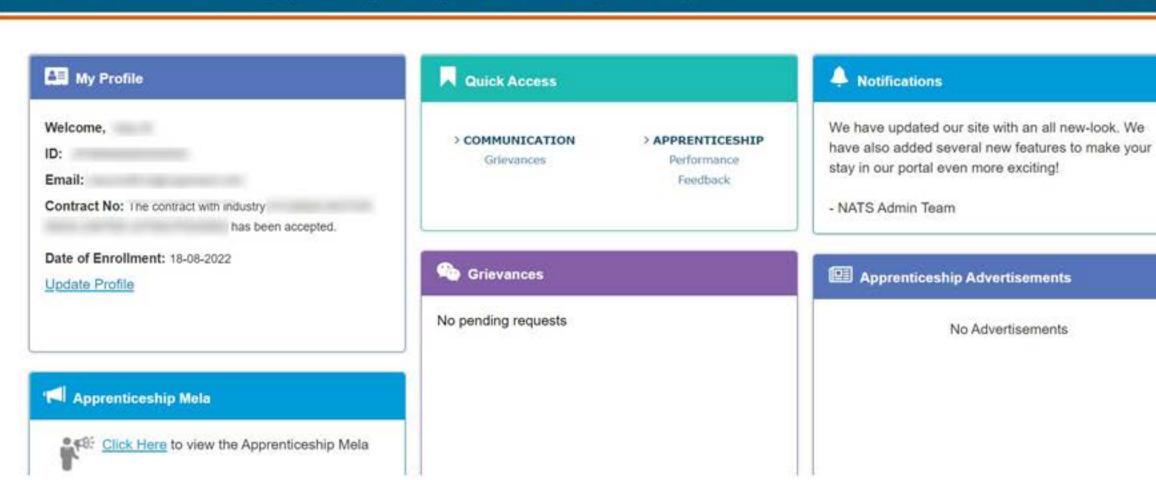
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Step 21

The user id and password for the enrolled student would be received through SMS and email respectively. Login with the username and password that is received