



## 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

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Applications are invited On-line through WEB-SITE [www.mhrdnats.gov.in](http://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](http://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.

Sl. 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 Region	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 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> 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.

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**NOTE TO NON-ENGINEERING CANDIDATES**

The Student login procedure into NATS is mentioned in the web-portal [www.mhrdnats.gov.in](http://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](http://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](http://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.



### My Profile

Hi, [User Name]  
[User Email]

[Update Profile](#)

### Jobs

There are 11 candidate profiles that might suit your advertisement.

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

### Notifications

Until a contract is approved, a contract will be marked as "Reimbursement Eligibility Pending" by default. During approval, based on the allowed per slot limit and the region slot limit, the eligibility status of a contract will be determined.

### Grievances

[Grievance ID]	[Grievance Description]
[Grievance ID]	[Grievance Description]
[Grievance ID]	[Grievance Description]

[More](#)

### Contracts

Please be aware that the system will allow contract registration only within 7 days of the apprentice joining the training.

[Contract ID]	[Contract Details]
[Contract ID]	[Contract Details]
[Contract ID]	[Contract Details]

### Apprenticeship Fair

**Event Name:** prakash a  
**Location:** hyderabad  
**Event Starts From:**8/15/22 **To:** 8/31/22  
**Last Date:**8/14/22

# Non-Engineering Student Enrolment process

## Step 1

Login to the NATS portal as establishment



### My Profile

Hi, [Name]

Email: [Email]

[Update Profile](#)

### Jobs

There are 11 candidate profiles that might suit your advertisement.

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

### Notifications

Until a contract is approved, a contract will be marked as "Reimbursement Eligibility Pending" by default. During approval, based on the allowed per slot limit and the region slot limit, the eligibility status of a contract will be determined.

### Grievances

[Grievance]	[Status]
[Grievance]	[Status]
[Grievance]	[Status]

[More](#)

### Contracts

Please be aware that the system will allow contract registration only within 7 days of the apprentice joining the training.

[Contract]	[Status]
[Contract]	[Status]
[Contract]	[Status]

### Apprenticeship Fair

**Event Name:** prakash a  
**Location:** hyderabad  
**Event Starts From:** 8/15/22 **To:** 8/31/22  
**Last Date:** 8/14/22

## Step 2

Click on Non Engineering Enrollment from the menu



# National Apprenticeship Training Scheme (NATS)

Instituted by Board of Apprenticeship Training / Practical Training

Ministry of Education, Government of India



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

Hi [User Name]

## Non Engineering Student's Enrollment

Please enter all the details of the candidates

**Note:** Maximum of 15 student details can be entered.

*Student Name	*Mobile Number	*Email ID	*Aadhaar No	*State	*YOP	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select an option --	-Select-	<input type="button" value="+"/>

Submit

Back

## Step 3

Non Engineering student's Enrollment landing is displayed.



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Ministry of Education, Government of India



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

HI

## Non Engineering Student's Enrollment

Please enter all the details of the candidates

**Note:** Maximum of 15 student details can be entered.

*Student Name	*Mobile Number	*Email ID	*Aadhaar No	*State	*YOP	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	TAMILNADU	2020	<input type="button" value="+"/>

## Step 4

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





## Enrolled Student's List

Student Name	Mobile No	State	Year Of Passing
Ind	9445889687	JAMMU & KASHMIR	2020

Print

Close & Continue

SUCCESS

Enrolment Done Successfully!

Click on OK to Continue.

OK

## 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



# National Apprenticeship Training Scheme (NATS)

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



[Home](#) [About](#) [Students](#) [Industries](#) [Institutions](#) [COP Verification](#)

[Login](#)

[Enroll](#)

[Home](#) > [Login](#)

## Login

Login

New User? [Register here](#)

[Forgot Password?](#)

## Step 7

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



# National Apprenticeship Training Scheme (NATS)

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Ministry of Education, Government of India



Home

Hi ▼

## Status of Enrollment

Your Enrollment process is incomplete. [Click here](#) to 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



# National Apprenticeship Training Scheme (NATS)

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Ministry of Education, Government of India



Home

Hi Vasu B

[Student User Manual](#) [Data](#)

1

Eligibility Check

2

Questionnaire &  
Guidelines

3

Enrollment  
Form

4

Preview &  
Confirm

0%

## Terms and Conditions

examination can register for Apprenticeship Training.

5. All Communication from BOATs / BOPT will be through E-mail, you may lose the opportunity for Apprenticeship Training, if you do not provide one, so kindly provide Email ID.

6. 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.

9. Selection of Apprentices is the employer's prerogative.

10. Before filling the application, you are requested to go through Audio / Video overview 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



# National Apprenticeship Training Scheme (NATS)

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



## Step 10

Enter the Basic information of the student

Home PG Vatsa B

[Student User Manual](#) [Help](#)

1  
Eligibility Check

2  
Questionnaire & Guidelines

3  
Enrollment Form

4  
Preview & Confirm

25%

Personal Information

Educational Details

Training Preferences

### Basic Information

(Image of type JPEG, dimension 3.5" x 4.5" and File Size less than 300 KB can only be uploaded)

<b>Name of the Student</b>	<b>Father's Name</b>	<b>Mother's Name</b>
<input type="text" value="Vatsa B"/>	<input type="text"/>	<input type="text"/>

## Step 11

Enter the communication information details of the student

<b>*Date of Birth</b> <input type="text"/>	<b>*Aadhaar Number</b> <input type="text"/>	
<b>*Gender</b> <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	<b>*Upload Aadhaar card</b> <input type="text" value="File Available"/> <input type="button" value="Upload"/>  <small>(File of type PDF and Size maximum of 1MB can only be uploaded)</small>	
<b>*Community</b> <input type="text"/>	<b>*Minority Community</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>If yes, then specify</b> <input type="text" value="--Select an option--"/>
<b>*Person with Disability</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <small>(Minimum 40% disability)</small>		

### Communication Information

<b>*Permanent Address</b>		
<b>Pincode</b> <input type="text"/>	<b>State</b> <input type="text" value="TAMILNADU"/>	<b>District</b> <input type="text" value="CHENNAI"/>
<b>Taluk / Block/Tehsil</b> <input type="text" value="Chennai2"/>	<b>Village/Locality</b> <input type="text" value="Chennai"/>	<b>Door &amp; Street</b> <input type="text" value="near tidal"/>

## Step 12

Enter the Bank information for the student

<b>*Present Address</b> <input checked="" type="checkbox"/> Same as Permanent Address	<b>*Phone &amp; Email</b> <b>Mobile Number</b> <input type="text"/>	<b>Primary Email Id</b> <input type="text"/>
<b>Pin Code</b> <input type="text"/>	<b>State</b> TAMILNADU <input type="text"/>	<b>District</b> CHENNAI <input type="text"/>
<b>Taluk / Block/Tahsil</b> Chennai <input type="text"/>	<b>Village/Locality</b> Chennai <input type="text"/>	<b>Door &amp; Street</b> near tidal <input type="text"/>

### Bank Information

<b>*Bank Name</b> <input type="text"/>	<b>*Bank Branch Name</b> <input type="text"/>
<b>*Bank Account Number</b> <input type="text"/>	<b>*IFSC Code</b> <input type="text"/>

Note: Please ensure that the account number entered must be seeded/mapped to your Aadhaar number used in this enrolment form.



**\*Upload Bank proof/document**

File Available

Upload



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

*Note: Upload the first page of your bank passbook or bank account statement or crossed cheque that has your name, account number and IFSC Code. Do ensure that this bank account number is mapped/linked with your Aadhaar.*

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

1

Eligibility Check

2

Questionnaire  
& Guidelines

3

Enrollment  
Form

4

Preview &  
Confirm

50%

100%

Personal Information

50%

Educational Details

0%

Training Preferences

\*Type of Graduation

 Graduation after(10 + 2)

Graduate

\*State in which the University belongs

TAMILNADU

\*Name of the University

Anna University

\*University Regn.No/Roll No/Enrol No

16Sec767668

\*State to which College belongs

TAMILNADU

\*City/District in which College belongs

CHENNAI

\*Name of the College

Anna Univ, Chennai

\*Select the Graduation Department

BCOM

\*Year of Passing

2020

\*Month of Passing

April

## 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 /  
CGPA

Percentage

% of Marks

78

Class Obtained

--Select an option--

\*Graduation Specialization

COMPUTER SCIENCE

% as per calculation provided in your marksheet

### \*Upload Document (Qualifying Degree / Provisional Certificate)

File Available

Upload



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

Please upload Degree/Diploma Certificate or Provisional Certificate or Mark sheet with Final Pass status. Do note that Course completion / Final year mark sheets without final pass status are not considered as acceptable documents and will be rejected.

Save and continue

## Step 15

Click on Save and continue

1

Eligibility Check

2

Questionnaire  
& Guidelines

3

Enrollment  
Form

4

Preview &  
Confirm

100%

Personal Information

100%

Educational Details

0%

Training Preferences

**Choice of States & Cities Preferred for Apprenticeship Training****Choice 1**

--Select an option--	▼	--Select an option--	▼
----------------------	---	----------------------	---

**Choice 2**

--Select an option--	▼	--Select an option--	▼
----------------------	---	----------------------	---

**Choice 3**

--Select an option--	▼	--Select an option--	▼
----------------------	---	----------------------	---

## Step 16

Select the Training preferences in the screen

#### Choice of Preferred State to Work After Training

(Please note that it is not obligatory on the part of Establishments/ BOATs/ BOPT)

Choice 1

Choice 2

#### 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

Save & Preview

## Step 17

Select the declaration and  
Click on Save & Preview

1

Eligibility Check

2

Questionnaire  
& Guidelines

3

Enrollment  
Form

4

Preview &  
Confirm

100%

## Personal Information

### 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

## Step 19

After previewing the details click on submit

### Communication Information

Pin Code :   
District :   
Village/ Locality :   
State :   
Taluk / Block/Tahsil :   
Door No. Street Name :

### Educational Details

Type of Graduation :   
University Regn.No/Roll No/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 :

Submit

Print

Home Hi Vasu B

[Student User Manual](#) Beta

1  
Eligibility Check

2  
Questionnaire & Guidelines

3  
Enrolment Form

4  
Preview & Confirm

100%

### Student Enrollment has been created successfully

Dear Student,

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

Email ID :vasumathi.b@cognizant.com

Password : gseb2r24

**Note:** **USER ID** will be generated and sent via Email after verification by the respective Regional Board. Once verified, your details cannot be modified. Until verification, to change the entered details, you can login using email ID or mobile number.

PrintClose & Continue

An email has been sent to your ID with login credentials along with your enrolment details. Please check spam folder if you are unable to find it in your inbox.

## Step 20

The student enrolment will be made successfully





# National Apprenticeship Training Scheme (NATS)

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Ministry of Education, Government of India



Home | Communication | Employment | Apprenticeship | Establishment Requests | Help

Hi [User Name]

## My Profile

Welcome, [User Name]  
ID: [User ID]  
Email: [User Email]  
Contract No: The contract with industry [Industry Name] has been accepted.  
Date of Enrollment: 18-08-2022  
[Update Profile](#)

## Quick Access

> COMMUNICATION  
Grievances

> APPRENTICESHIP  
Performance  
Feedback

## Notifications

We have updated our site with an all new-look. We have also added several new features to make your stay in our portal even more exciting!  
- NATS Admin Team

## Grievances

No pending requests

## Apprenticeship Advertisements

No Advertisements

## Apprenticeship Mela

[Click Here](#) to view the Apprenticeship Mela

## 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