

## **PROCEDURE TO APPLY FOR APPRENTICESHIP TRAINING IN NATS PORTAL:**

**Step 1:** Log on to NATS Portal using your User ID/E-mail ID and password obtained after enrollment.

**Step 2:** In the home page click on “Establishment Requests” Menu and Select Option “Find Establishments” from Drop down Menu

**Step 3:** Once you click on “Find Establishment”, below page appears with two “Search Criteria”. i.e. Options to Search by 1) Preferences and 2) Establishment Name

**Step 4:** Upload your resume in PDF format.

**Step 5:** Choose appropriate options, Preferences and click “Search” button.

**Step 6:** Once you click on “Search” you will get the Establishment details, select your Establishment, you wish to apply for the training. Applicants can apply up to 100 Establishments.

**Step 7:** Select “Apply” button given at the bottom of the page. Once you click on “Apply” button a message will appear as “Successfully applied for the training position. Based on availability, you will be contacted by the Establishment”.

**Please Note: Selection of Apprentices will be purely Employer’s prerogative.**