

Standard Operating Procedure (SoP)
to create *non migrated contracts* on IBM portal
(Approved by the Competent Authority)

A) If contracts were generated on apprenticeship.gov.in (Wipro portal) portal:

a) Activities to be performed by the Establishment:

- 1) Login to the **apprenticeshipindia.org (IBM portal)** portal.
- 2) Download "**Bulk Upload**" template.
- 3) Prepare the bulk upload template by entering all relevant data.
- 4) Upload this data on portal.
- 5) Correct any errors that pops up.
- 6) Re-upload the data, till it succeeds.
- 7) After successful upload, Temporary Contract No. will be generated by the system which will look like "**TMP...**".

b) Activities to be performed by the Candidate:

- 1) Login to IBM portal.
- 2) Check all his profile data and update / upload any missing information / documents.
- 3) **Sign** the contract by clicking on Sign button.
- 4) Final Contract No. will be generated by the system which will look like "**CN...**".

Documents / data to be forwarded by the establishment to the Approving Authority (AA: RDSDE / AAA) via email:

- 5) Uploaded bulk data in Excel template.
- 6) Separate Excel sheet in below format:

SI No.	A Number (Wipro portal)	Contract No (generated on Wipro portal)	Contract No (generated on IBM portal)	TSD uploaded / available in portal	TED uploaded / available in portal	Actual TSD	TED
1	A...	CR....	CN...	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy
..							

TSD - Training Start Date, **TED** - Training End Date

c) Activities to be performed by the Approving Authority (AA):

- 1) Verify all the documents / data received from the establishment.
- 2) Forward the documents / data received to DGT Admin.

Documents / data to be forwarded by AA to DGT HQ Admin via email to:

ajay.bhagat68@gov.in, cc: ishwar.singh25@nic.in

- 3) Uploaded bulk data forwarded by the establishment.
- 4) Required data as per Format shown in **A) (b) (6)** above.
- 5) **Remarks / Recommendations** by AA about validity / correctness of the contracts.

Remarks / Recommendations by the Approving Authority (RDSDE / AAA)

We have verified all the details for No/s of contracts which were generated on Wipro portal, but are not available (/ not migrated) in/to IBM portal.

The information / documents submitted by the Establishment are verified and found / not found in order.

Hence, it is recommended / not recommended to create these contracts on IBM portal.

Name and Designation of the Officer

d) Activities to be performed by the DGT Admin:

- 1) Verify all the documents / data received from the AA.
- 2) Login to portal.
- 3) Update the TSD and TED of bulk uploaded contracts (if documents / data is found in order).
- 4) Send mail to AA to Process / Register these contracts.

e) Activities to be performed by the Approving Authority (AA):

- 1) Login to portal.
- 2) Check whether all the contracts are showing correct dates as required.
- 3) Approve (Register) the pending contracts.

Important Information regarding DATE type data entry to the Establishments:

Set computer date format to **dd-mm-yyyy**, and also format the cells in excel template where **date** will be / is entered as **dd-mm-yyyy**.

(IBM portal do not accept training start dates (TSD) prior to 14 days from the date of upload, hence TSD has to be entered accordingly)

B) If contracts were NOT generated in Wipro portal and training has already commenced:

a) Activities to be performed by the Establishment:

Soft copy of following documents to be forwarded to AA via email:

- 1) Joining letters of Apprentices.
- 2) Attendance for the training completed period.
- 3) Proof of payment of stipend for the first and last month iro each apprentice.

b) Activities to be performed by the Approving Authority (AA):

- 1) Verify all the documents / data received from the establishment.
- 2) Forward the softcopies of all received documents / data to DGT Admin with relevant remarks / recommendations about the validity / correctness of documents / data.

Remarks / Recommendations by the Approving Authority (RDSDE / AAA)

We have verified all the details for No/s of candidate/s and their training details for which contracts were NOT generated in Wipro portal.

The following information / documents submitted by the Establishment are verified and found to be in order / not found in order.

- 1) Joining Letters of candidates.
- 2) Attendance particulars for the completed training period.
- 3) Proof of Stipend payment to the candidates (First and last month)

Hence, it is recommended / not recommended to create these contracts on IBM portal.

Name and Designation of the Officer

c) Activities to be performed by the DGT Admin:

- 1) Verify all the documents / data received from the AA.
- 2) If found Ok, enable the Bulk Upload for the establishment and inform them.
- 3) If found Not Ok, inform the AA and establishment accordingly.

C) Candidate profiles are migrated to IBM portal:

If candidate profiles are already migrated, and training has not started yet, then establishments can initiate the online process by sending invitations to the candidates.

D) If profiles are not migrated, or profiles not created in IBM portal:

Candidates can register (fresh) on IBM portal, and then apprentice online engagement process can be initiated.

******* End of Document *******

AP Section - DGT, MSDE