



# ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଡି. ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: Janpath: Bhubaneswar-751022.

Telephone: (0674) 2540051 (EPABX), Website: [www.optcl.co.in](http://www.optcl.co.in)

CIN: U4102OR2004SGC007553

Advt. - No. TD-HO-07/2017/ 2855

/ Dated, 11.02.2021

## **ADVERTISEMENT FOR ENGAGEMENT OF ITI PASS OUTS AS APPRENTICES UNDER APPRENTICES ACT 1961 WITH ITS SUBSEQUENT AMENDMENTS FOR 2020 – 21**

Odisha Power Transmission Corporation Ltd. (OPTCL), is one of the largest state owned power utility in the country, engaged in the business of Transmission of electricity in the State invites application from eligible ITI Passed outs for undergoing One (01) year Apprenticeship training under the Apprentices Act 1961 as per the following details:

Sl. No.	Name of the Trade / Discipline	No. of Vacancies	Monthly Stipend Amount
1	Electrician	240	Rs. 7,000/-
2	Electronics Mechanic	40	

1. Indian Nationals belonging to the state of Odisha are only eligible to apply.

### **2. ESSENTIAL EDUCATIONAL QUALIFICATIONS:**

- A certificate in vocational Course in **Electrician** trade / **Electronics Mechanic** trade involving two years of study after the completion of the secondary stage of school education recognized by the All India Council for Technical education.
- A sandwich course student who is undergoing training in order that he may hold a certificate mentioned in (a) above.

### **3. AGE:**

As per Sec 3 (a) of the Apprentices Act, 1961 A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any designated trade, unless he is not less than fourteen years of age.

### **4. RESERVATION OF VACANCIES:**

Guidelines under Apprentices Act 1961 (Clause 3) and Apprenticeship Rules (Clause 5) on Reservation for SC/ST/SEBC will be followed. Candidates claiming reservation under SC / ST / SEBC shall provide certificate as per Government standard format, failing which their claim for reservation will be considered as General category.

### **5. MINIMUM PHYSICAL STANDARDS:**

As prescribed in Clause 4 of the Apprenticeship Rules 1992 (Annexure-I) and amendments thereof any.

#### **6. DURATION OF TRAINING:**

The duration of Apprenticeship training will be for period of 01 (One) year as per clause 6 of Apprentices Act 1961 and clause 7 of Apprenticeship Rules 1992.

#### **7. PLACE OF TRAINING:**

Selected apprenticeship trainees shall be engaged at different field units of OPTCL. Candidates shall apply for one Trade and may be offered apprenticeship in any of the locations, subject to the availability of choice(s).

#### **8. PREVIOUS TRAINING/EXPERIENCE:**

Candidates who have already undergone or are currently undergoing apprenticeship under Apprentices Act 1961, and/or having one year or more experience are **not eligible to apply**.

#### **9. SELECTION PROCEDURE:**

- The candidates will be selected on the basis of marks secured in the ITI in the order of merit subject to satisfactory verification of the documents. The final selection list would be prepared according to categories i.e. General / SEBC / SC / ST after conducting documents verification by OPTCL.
- If the mark sheet provides CGPA, it will be incumbent on the applicant to provide the marks, based on the conversion criteria mentioned in the guidelines issued by the University / Board / AICTE as appropriate.
- If required, the final selection list would be prepared accordingly the categories i.e. General / SEBC / SC / ST after conducting interview and / or documents verification by OPTCL.

#### **10. HOW TO APPLY:**

- Eligible candidates have to register in the online web portal of Ministry of Skill Development and Entrepreneurship (MSDE) i.e [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) and get the Registration number.
- They have to update their profile by uploading SSC, ID, Qualification, Category, PWD documents and Aadhar Number etc.
- In the same portal they have to apply for apprenticeship opportunity in **ODISHA POWER TRANSMISSION CORPORATION LIMITED - ODISHA**.
- *Procedure for student enrolment and submission of application for ITI candidates may be seen at **Annexure - II** attached along with this advertisement.*

#### **11. TRAVEL EXPENSES:**

No TA / DA will be paid for attending certificate verification.

#### **12. BOARDING/LODGING:**

No boarding or lodging expenses are admissible during selection process.

13. Upon completion of the Apprenticeship period, Odisha Power Transmission Corporation Ltd. (OPTCL), an undertaking of the Govt. of Odisha, shall have no obligation to offer employment to such apprentices nor can an apprentice claim right for employment on the grounds of completion of Apprenticeship Training.

#### 14. **IMPORTANT DATES:**

S. No	Activity	Date (Tentative)
1	Declaration of Shortlisted candidates for Interview	8 <sup>th</sup> March 2021
2	Verification of certificates & Interview of Shortlisted candidates	15 <sup>th</sup> – 17 <sup>th</sup> March 2021
3	Date of Publication of Final List	23 <sup>th</sup> March 2021

#### **N.B:**

- i. Registered candidates applied for OPTCL on or before 5:30 PM of 27<sup>th</sup> February 2021 only shall be considered for shortlisting.
  - ii. The list of candidates shortlisted for Certificate verification would be published in our website: <http://www.optcl.co.in> under Training and Development Section under HRD and Latest News Section in Home page.
15. During the period of apprenticeship training, candidates will be governed by the Apprentices Act, 1961 (as amended in 1973 and till date) and the policies / rules of the organization.
16. **INCOMPLETE / ERRONEOUS / ONLINE APPLICATION RECEIVED AFTER DUE DATE WILL BE REJECTED:**
- No further communication in this regard will be entertained.
17. **Result awaited candidates need not to apply.**
18. MSDE, Govt. of India / DTET, Odisha / OPTCL has not entrusted or authorized any individual organization to coordinate (or) liaison our work. Candidates beware of touts and our office / MSDE, Govt. of India / DTET, Odisha is not responsible for such unwanted incident.
19. Canvassing / Pressuring through any source will disqualify the candidature and their name will be removed from our official records without prior intimation and this Board will not responsible for such cases.
20. **At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidate is liable to be cancelled.**
21. **The decision of Management of OPTCL will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the Management of OPTCL based on suitability of candidates and no claim will be entertained, if some of these seats are not filled due to unsuitability / insufficient number of candidates.**

**FOR ANY CLARIFICATION CANDIDATES MAY CONTACT through email: [training@optcl.co.in](mailto:training@optcl.co.in)**

  
SENIOR GENERAL MANAGER (HRD), T&D  
OPTCL

Please contact us:  [optcl.odisha](https://www.facebook.com/optcl.odisha)  [optcl\\_odisha](https://twitter.com/optcl_odisha)  [energyodisha](https://twitter.com/energyodisha)



**Provided that: -**

- (a) no Engineering Graduate or Diploma Holder or Vocational Certificate holder who had training or job experience for a period one year or more, after the attainment of these qualifications shall be eligible for being engaged as an apprentice under the Act;
- (b) no Sandwich Course Student shall be eligible for being engaged as an apprentice under the Act after passing the final examination of the technical institution wherein such student is undergoing the course unless so approved by the Regional Central Apprenticeship Advisers;
- (c) a person who has been a Graduate or Technician or Technician (Vocational) apprentice under the Act and in whose case the contract of apprenticeship was terminated for any reason whatsoever shall not be eligible for being engaged as an apprentice again under the Act without the prior approval of the Apprenticeship Adviser.

4.

**Standard of Physical Fitness -**

- (1) A person shall be eligible for being engaged as an apprentice if he satisfies the minimum standards of physical fitness specified in Schedule-II.

Provided that a person who has undergone institutional training in a school or other institution recognised by or affiliated to the National Council or the All India Council or a Statutory University or a State Board of Technical Education and has passed the examination or tests conducted by these bodies, or is undergoing institutional training in a school or institution so recognised or affiliated in order that he may require a degree or diploma in engineering or technology or certificate in vocational course or equivalent qualification shall, if he has already undergone medical examination in accordance with the rules for the admission to the school or institution, be deemed to have complied with the provisions of this rule.

\*Provided further that the standards of fitness specified for item (4) relating to "EARS" and item (6) relating to "SPEECH" of schedule II shall not apply in the case of a person who is deaf or dumb or deaf and dumb for the following trades, namely:-

- (a) Building and Furniture Trades Group:
  - 1. Plumber
  - 2. Carpenter.
  - 3. Furniture and Cabinet Maker.
  - 4. Sports Goods Maker. (Wood)
- (b) Draughtsmen and Surveyors Trades Group
  - 1. Draughtsman(Civil)

- (c) Printing Trades Group.
  - 1. Process Cameraman.
  - 2. Retoucher Lithographic.
  - 3. Engraver.
  - 4. Book Binder.
- (d) Hotel & Catering Trades Group
  - 1. Cook (General).
  - 2. Cook (Vegetarian).
  - 3. Baker and Confectioner.
- (e) Cutting and Tailoring Trades Group.
  - 1. Designer and Master Cutter.
  - 2. Tailor (Men)
  - 3. Tailor (Women)
  - 4. Tailor (General)
- (f) Agriculture Trades Group
  - 1. Horticulture Assistant.
- (g) Painting Trades Group
  - 1. Painter (General).
- \* (h) Group No.1-Machine Shop Trades Group:
  - 1. Fitter
  - 2. Turner.
  - 3. Machinist\*\*
- (i) Group No. 3- Metal Working Trades Group:
  - 1. Sheet Metal Worker.
  - 2. Welder (Gas and Electric)
- (j) Group No.4- Electrical Trades Group
  - 1. Wireman.
  - 2. Electrician\*\*
- \*\* (k). Group No. 5 -Building And Furniture Trade Group
  - 1. Mason (Building Constructor)
- (l). Group No. 10 - Heat Engines Trades Group
  - 1. Mechanic (Diesel)
  - 2. Mechanic Tractor
  - 3. Mechanic (Motor Vehicle)
- (m). Group No. 11 - Draughtsmen and Survey Trades Group
  - 1. Draughtsman (Mechanical)
  - 2. Surveyor

- (n). Group No. 18 – Chemical Trades Group
  - 1. Plastic Processing Operator
  - 2. Instrument Mechanic (Chemical Plant)
  - 3. Laboratory Assistant (Chemical Plant)
  - 4. Attendant Operator (Chemical Plant)
- (o). Group No. 20 –Agriculture Trades Group
  - 1. Pump Operator cum Mechanic
- (p). Group No. 21 - Leather Crafts Trades Group
  - 1. Upholsterer
  - 2. Leather Goods Maker
- (q). Group No. 23 – Electronics Trades Group
  - 1. Electronics Mechanic
- (r). Group No. 24 – Photography Trades Group
  - 1. Photographer
- (s). Group No. 26 – Beautician Trades Group
  - 1. Hair and Skin Carer
- (t). Group No. 29 – Computer Trades Group
  - 1. Desk Top Publishing Operator
  - 2. Programming and Systems Administration Assistant”

\*\* Provided further that the standards of fitness specified for item (3) relating to “Eyes” shall not apply in the case of a person with low vision ( Low vision means a person with impairment of vision of less than 6/18 to 6/10 with best correction in the better eye or impairment of field in any one of the following categories : i) Reduction of fields less than 50 degrees, ii) Heminaopia with macular involvement, iii) Altitudinal defect involving lower fields) for the following trades namely:-

- (a). Group No. 1-Machine Shop Trades Group
  - 1. Fitter
  - 2. Turner
  - 3. Machinist
  - 4. Machinist (Grinder)
- (b). Group No. 2 -Foundry Trade Group
  - 1. Foundryman
- (c). Group No. 3 -Metal Working Trades Group
  - 1. Forger and Heat Treater
  - 2. Sheet Metal Worker
  - 3. Motor Vehicle Body Builder
- (d). Group No. 4 - Electrical Trade Group
  - 1. Electrician
  - 2. Wireman
  - 3. Winder (Armature)

- 4. Electroplater
- (e). Group No. 5-Building and Furniture Trades Group
  - 1. Carpenter
  - 2. Plumber
  - 3. Sports Goods Maker (Wood)
  - 4. Furniture and Cabinet Maker
- (f). Group No. 6- Maintenance Trades Group
  - 1. Mechanic Sewing Machine
- (g). Group No. 9-Refrigeration and Air Conditioning Trades Group
  - 1. Refrigeration and Air-Conditioning Mechanic
- (h). Group No. 10-Heat Engines Trades Group
  - 1. Mechanic Diesel
  - 2. Tractor Mechanic
  - 3. Mechanic (Earth Moving Machinery)
  - 4. Auto Mechanic (Two Wheeler/Three Wheeler)
- (i). Group No. 14-Printing Group of Trades
  - 1. Book Binder
- (j). Group No. 15-Hotel and Catering Trades Group
  - 1. Apprentice Food Production (General)
  - 2. Apprentice Food Production (Vegetarian)
  - 3. Steward
  - 4. Baker and Confectioner
  - 5. Hotel Clerk/Receptionist/Front Office Assistant
  - 6. Fruit and Vegetable Processor
- (k). Group No. 16-Textile Trades Group
  - 1. Weaver
  - 2. Knitter (Hosiery)
  - 3. Printing Textile
- (l). Group No. 19-Cutting and Tailoring Trades Group
  - 1. Designer and Master Cutter
  - 2. Tailor (Men)
  - 3. Tailor (Women)
  - 4. Tailor (General)
- (m). Group No. 20-Agriculture Trades Group
  - 1. Mechanic (Agricultural Machinery)
  - 2. Horticulture Assistant
  - 3. Stockman (Dairy)
  - 4. Attendant Operator (Dairy)
  - 5. Pump Operator cum Mechanic



- (n). Group No. 21-Leather Crafts Trades Group
  - 1. Sport Goods Maker (Leather)
  - 2. Leather Goods Maker
  - 3. Footwear Maker
  - 4. Finished Leather Maker
  - 5. Maintenance Mechanic for Leather Machinery
  - 6. Upholsterer
- (o). Group No. 25-Iron and Steel Trades Group
  - 1. Brick Layer (Refractory)
  - 2. Furnace Operator (Steel Industry)
  - 3. Steel Melting Hand
- (p). Group No. 26-Beautician Trades Group
  - 1. Beautician
  - 2. Hair Dresser
  - 3. Health and Slimming Assistant
  - 4. Hair and Skin Carer
- (q). Group No. 28-Painting Trades Group
  - 1. Painter (General)
- ( r ). Group No. 29-Computer Trades Group
  - 1. Desk Top Publishing Operator
  - 2. Programming & Systems Administration Assistant
- (s). Group No. 30-Hi-Tech Trades Group
  - 1. Advanced Attendant Operator (Process)
  - 2. Operator Cum Mechanic Pollution Control Equipment
  - 3. Mechanic Medical Equipment for Hospitals and Occupational and Health Centres
- (t). Group No. 31-Multi Skill Trades Group
  - 1. Mechanic Advanced Machine Tool Maintenance
  - 2. Operator Advanced Machine Tool

Provided further that the standards of fitness specified for item (11) relating to “skeletal system” will be relaxed in the case of a Orthopadically handicapped person for the following trades as mentioned against each trade, namely:-

- (a) Group No. 1-Machine Shop Trades Group
 

Fitter	Lower limb partially damaged from one side can join
Turner	Lower limb partially damaged from one side can join.



- |                     |                                     |
|---------------------|-------------------------------------|
| Machinist           | Only small finger damaged can join. |
| Machinist (Grinder) | Only small finger damaged can join. |
- (b) Group No. 2 - Foundry Trades Group
- |               |  |
|---------------|--|
| Pattern Maker | One upper & lower limb partially damaged can join. |
|---------------|--|
- (c) Group No. 3 - Metal Working Trades Group
- |                           |  |
|---------------------------|--|
| Welder (Gas and Electric) | A person with out leg and without three finger of one hand can be accommodated |
| Sheet Metal Worker        | Both Lower limb damaged can be accommodated.                                   |
- (d) Group No. 4 - Electrical Trades Group
- |             |  |
|-------------|--|
| Electrician | Partially lower limb students can be accommodated. |
|-------------|--|
- (e) Group No. 5 - Building & Furniture Trades Group
- |           |  |
|-----------|--|
| Plumber   | A person without one or two finger of foot & hand can be accommodated. |
| Carpenter | One upper & lower limb partially damaged.                              |
- (f) Group No.6 - Maintenance Trades Group
- |                                       |  |
|---------------------------------------|--|
| Mechanic Maintenance (Chemical Plant) | With one lower limb partially damaged can be accommodated. |
|---------------------------------------|--|
- (g) Group No. 7-Precision Machining Trades Group
- |   |  |
|---|--|
| Tool and Die Maker (Die and Moulds)                 | Lower limb partially damaged only one side can be accommodated. Small finger of each hand damaged can be accommodated. |
| Tool and Die Maker (Press Tools, Jigs and Fixtures) | Lower limb partially damaged only one side can be accommodated. Small finger of each hand damaged can be accommodated. |
- (h) Group No. 8 - Instrument Trades Group
- |                          |                  |
|--------------------------|------------------|
| Mechanic Watch And Clock | Both lower limbs |
|--------------------------|------------------|

- (i) Group No. 9- Refrigeration and Air Conditioning Trades Group
- |   |     |  |
|---|-----|--|
| Refrigeration and Conditioning Mechanic | Air | Only one lower limb partially working can be accommodated. |
|   |     | Small finger of each hand damaged can be accommodated      |
- (j) Group No. 10 - Heat Engines Trades Group
- |                        |  |  |
|------------------------|--|--|
| Mechanic (Diesel)      |  | Upper limb partially damaged (Little finger and Ring Finger) can be accommodated for both hands. |
|                        |  | Lower limb partially damaged only one side can be accommodated.                                  |
| Tractor Mechanic       |  | Upper limb partially damaged (Little finger and Ring Finger) can be accommodated for both hands  |
|                        |  | Lower limb partially damaged only one side can be accommodated.                                  |
| Mechanic Motor Vehicle |  | Upper limb partially damaged (Little finger and Ring Finger) can be accommodated for both hands. |
|                        |  | Lower limb partially damaged only one side can be accommodated                                   |
- (k) Group No. 11- Draughtsmen and Surveyor Trades Group
- |                          |  |   |
|--------------------------|--|---|
| Draughtsman (Civil)      |  | Partially without both legs or without one leg & upper left limb damaged. |
| Draughtsman (Mechanical) |  | Partially without both legs or without one leg & upper left limb damaged. |
| Surveyor                 |  | One lower limbs partially damaged   |
- (l) Group No. 14-Printing Group of Trades
- |                       |  |                              |
|-----------------------|--|------------------------------|
| Offset Machine Minder |  | One lower or one upper limb. |
| Process Cameraman     |  | One lower or one upper limb. |

Book Binder

One lower limb or both lower limbs with artificial leg.

(m) Group No. 15-Hotel and Catering Trades Group

Baker And Confectioner

One lower or one upper limb.

(n) Group No. 18- Chemical Trades Group

Instrument  
(Chemical Plant)

Mechanic

With one lower limb partially damaged can be accommodated.

Maintenance  
(Chemical Plant)

Mechanic

With one lower limb partially damaged can be accommodated.

Attendant  
(Chemical Plant)

Operator

With one lower limb partially damaged can be accommodated.

Laboratory  
(Chemical Plant)

Assistant

With one lower limb partially damaged can be accommodated.

Plastic Processing Operator

One lower limb partially damaged.

(o) Group No. 20-Agriculture Trades Group

Pump Operator Cum Mechanic

Upper limb partially damaged (Little finger and Ring Finger can be accommodated for both hands.

Lower limb partially damaged only one side can be accommodated.

Mechanic  
Machinery

Agricultural

Upper limb partially damaged (Little finger and Ring Finger can be accommodated for both hands.

Lower limb partially damaged only one side can be accommodated.

Lower limb partially damaged from one side.

(p) Group No. 21- Leather Crafts Trades Group

Leather Goods Maker

One lower or one upper limb.

Upholsterer

Both lower limbs



- (q) Group No. 23-Electronics Trades Group  
Electronics Mechanic Without legs or leg.
- (r) Group No. 26 - Beautician Trades Group  
Hair and Skin Carer Partially without one lower limb & one/two lower limbs totally damaged can be adjusted.
- (s) Group No. 28 – Painting Trades Group  
Painting General One upper & lower limb partially damaged.
- (t) Group No. 29 - Computer Trades Group  
Desk Top Publishing Operator Both lower limbs  
Programming and Systems Both lower limbs  
Administration Assistant”

- (2) Without prejudice to the generality of the foregoing provision where a physically handicapped person registered at any Employment Exchange is declared, by either the medical board attached to Special Employment Exchanges. for the physically handicapped or the local Civil Surgeon (where such Medical Board has not been constituted) to be physically fit for being engaged as an apprentice in any of the designated trades under the Apprentices Act, 1961, he may be engaged as an apprentice in that trade.

## 5. Reservation of Training Places:-

- (1) In respect of each of the states specified in column (2) of the Schedule-IIA training places shall be reserved by the employer for the Schedule Castes and Scheduled Tribes in every designated trade so that the ratio of the apprentices belonging to the Scheduled Castes and Scheduled Tribes to the total number of apprentices in such designated trade or trades shall be specified in columns (3) and (4) of the said Schedule (and where there is more than one designated trade in an establishment such training places shall be reserved also on the basis of total number of apprentices in all designated trades in such establishments).

Provided that when the prescribed number of persons belonging either to the Scheduled Castes or to the Scheduled Tribes are not available, the training places so reserved for them may be filled by persons belonging to the Scheduled Tribes or as the case may be, to the Scheduled Caste and if the prescribed training places can not be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes.

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\* Inserted vide GSR No. 107, dated 27th May 1998

\*\* Inserted vide GSR No. 300, dated 23<sup>rd</sup> August 2003

## SCHEDULE-II

(See rule 4)

### Standard of physical fitness for training

- (1) A candidate should be free evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public. He should also be free from evidence of tuberculosis in any form, active or healed.

(2) Height, Weight And Chest

Candidates should satisfy the following minimum standards, namely:-

HEIGHT: 137 centimeters; Weight:25.4 Kilogram; Chest expansion should not be less than 3.8 centimeters irrespective of size of chest:

Provide that where a candidate does not satisfy the said minimum standards but is certified in writing by a Medical Officer not below the rank of an Assistant Surgeon (Gazetted), to be physically fit for being engaged as an apprentice in a particular trade under the Apprentices Act,1961, he may be engaged as an apprentice in that trade.

(3) EYES

There should be no evidence of any morbid condition of either eye of the lids of either eye which may be liable to risk of aggravation of recurrence.

### Standard of Vision

- (A) Visual acuity: \*Candidates having vision in one eye shall eligible to undergo apprenticeship training except in the following seventeen trades, namely :-

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| (1) Electrician Aircraft           | (2) Watch and Clock Mechanic      |
| (3) Driver cum Fitter              | (4) Surveyor                      |
| (5) Process Cameraman              | (6) Sirdar                        |
| (7) Rigger(Engg. & Chem. Industry) | (8) Shortfirer/Blaster(Mines)     |
| (9) Mate(Mines)                    | (10) Mech. Radio & Radar Aircraft |
| (11) Ceramic Moduler               | (12) Ceramic Caster               |
| (13) Ceramic Kiln Operator         | (14) Ceramic Press Operator       |
| (15) Ceramic Modeller              | (16) Ceramic Decorator            |
| (17) Optical worker                |                                   |

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\* Substituted vide GSR 221 dated 21<sup>st</sup> April 1993

(b) Colour vision: Not required

(4) EARS

Hearing must be good in both ears and there should be no sign of suppurative disease. No hearing aid shall be permitted.

(5) SKIN

There should be no evidence of acute or chronic skin disease or chronic ulceration.

(6) SPEECH:

Speech should preferably be without impediment.

(7) ALIMENTARY SYSTEM:

1. Candidates should have sufficient number of natural teeth (in healthy state) for mastication.
2. Spleen should not be palpably enlarged and there should be no evidence of tenderness in the splenic area.
3. Liver should not be palpable or tender.
4. There should be no oral sepsis.
5. There should be no sugar in the urine.
6. Candidates should not be suffering from haemorrhoids, fissures in and testis anal hernia or bubonocoele or ischio-rectal abscess or hydrocele.

(8) CARDIO VASCULAR SYSTEM:

1. Blood pressure should not exceed 85 diastolic and 140 systolic.
2. Candidates with low blood pressure (i.e. systolic below 100) should be rejected.
3. There should be no sign of any cardiovascular disease.

(9) RESPIRATORY SYSTEM:

Candidates should be free from all diseases of respiratory system. There should be no deformity of chest which may cause impediment to breathing.



(10) GENITO URINARY SYSTEM

There should be no evidence of genito urinary disease or any abnormality.

(11) SKELETAL SYSTEM:

1. The function of all limbs should be within normal limits.
2. There should be no evidence of serious deformity of the spinal column or of the extremities.

(12) NERVOUS SYSTEM:

There should be no evidence of any disease of nervous system or of any mental disease.

(13) GLANDULAR SYSTEM:

There should be no evidence of tuberculosis or other disease of the glandular system including the endocrine glands.

# **CANDIDATE INSTRUCTION MANUAL**

## **THE APPRENTICESHIP PORTAL**

The Apprenticeship Portal is a website of the Central Government for exchange of information on Apprenticeship. The public view gives you access to information on Apprenticeship Opportunities Posted by Companies, Registered Candidates, and Apprenticeship Guidelines.

The Candidates can access to information such as available Apprenticeship Opportunities basis the Search Parameters like State, District, Sector and Trade, Organization and so on. To apply against available apprenticeship opportunities, it is mandatory for you register on the portal. The steps for registration are as follows:

Note: The fields marked in \* are mandatory.

SKILL INDIA PORTAL FOR OPTIONAL TRADES (NSDC PORTAL)  
WEBSITE- [HTTPS://APPRENTICESHIPINDIA.ORG](https://apprenticeshipindia.org)

A candidate can enroll himself/herself with designated trades for engagement as an apprentice in an organization.

### **KEY POINTS DISCUSSED HERE -**

- Candidate Registration
- Activation of Account of candidate
- Login and Profile Completion
- Understanding Candidate Dashboard
- Apply to opportunities

## 1. CANDIDATE REGISTRATION

Click on the “Register” button the top toolbar and select the option Candidate.





A Short Registration Form will open (as shown below). You would be required to fill your Basic, Family and Contact details and click continue.

**Note:** Please enter a valid email ID as the activation link will be send through a mail to that ID. Also, remember the password and you will use it to login to your account on the Apprenticeship Portal.

<b>Date of Birth *</b>	<b>Gender *</b>
DD MM YYYY	Select Gender
<small>Choose your date of birth as given in your valid date of birth proof document</small>	
<b>Mobile Number *</b>	<b>Alternate Mobile Number</b>
Enter Mobile Number	Enter Alternate Mobile Number
<small>Please enter a valid mobile number</small>	
<b>Email ID *</b>	
Enter Email ID	
<small>Please enter your valid e-mail ID. This will be your login ID on Apprenticeship Portal and the portal will send an email to this ID for activating your Apprenticeship account</small>	
<b>Password *</b>	<b>Confirm Password *</b>
Enter Password	Confirm Password
<small>Enter a password. You shall use this password to login to Apprenticeship Portal after your account activation.</small>	<small>This password should match with the Password given earlier</small>
<input type="checkbox"/> I have read, understood and agree to abide by the <a href="#">"User Terms"</a> , <a href="#">"Privacy Policy"</a> and <a href="#">"Disclaimer"</a> ; and understand that by checking this box, I am entering into a legally binding contract	
<div>Submit</div>	

## Candidate Registration

### Personal Details

<b>Name *</b>	
Enter Name	
<small>Please enter your name as given in your Aadhaar, PAN, or any other valid government ID</small>	
<b>Father/Mother/Spouse Name *</b>	<b>Relationship *</b>
Enter name	(Relationship)
<small>Please enter name of your father, mother or spouse as given in any of their valid government ID</small>	<small>Choose the relationship with apprentice among father, mother or spouse</small>

After filling the required details you have to click on submit (encircled above).

A dialog Box with the Registration number will notify your account creation after which you will receive an activation Email on the registered Email Address.



On the Email, click the 'Activate' button (as shown in the image below).

## Apprenticeship Portal

**Dear ananya,**

Reply all | v

Delete | Junk | v ...

Please note this number for all communications

Please Activate your Account



Thank you for using our application!

Regards,

Apprenticeship Portal

If you're having trouble clicking the "Activate" button, copy and paste the URL below into your web browser: <https://apprenticeshipindia.org/activate/5c4df58f44f7d76386684f82/LLtqmuVvCX7se3ppN8hFzw5upmNT6S>

## 2. LOGIN

Once you click on the Activate Button, the screen will automatically redirect you to the Log- In page (see below) where you type your registered Email ID/Registration Number and Password (the email ID and Password are the same you mentioned during registration) to login.

### Login

Enter email or candidate code



Enter Password



I have read, understood and agree to abide by the "User Terms",  
"Privacy Policy" and "Disclaimer"; and understand that by checking  
this box, I am entering into a legally binding contract

Login

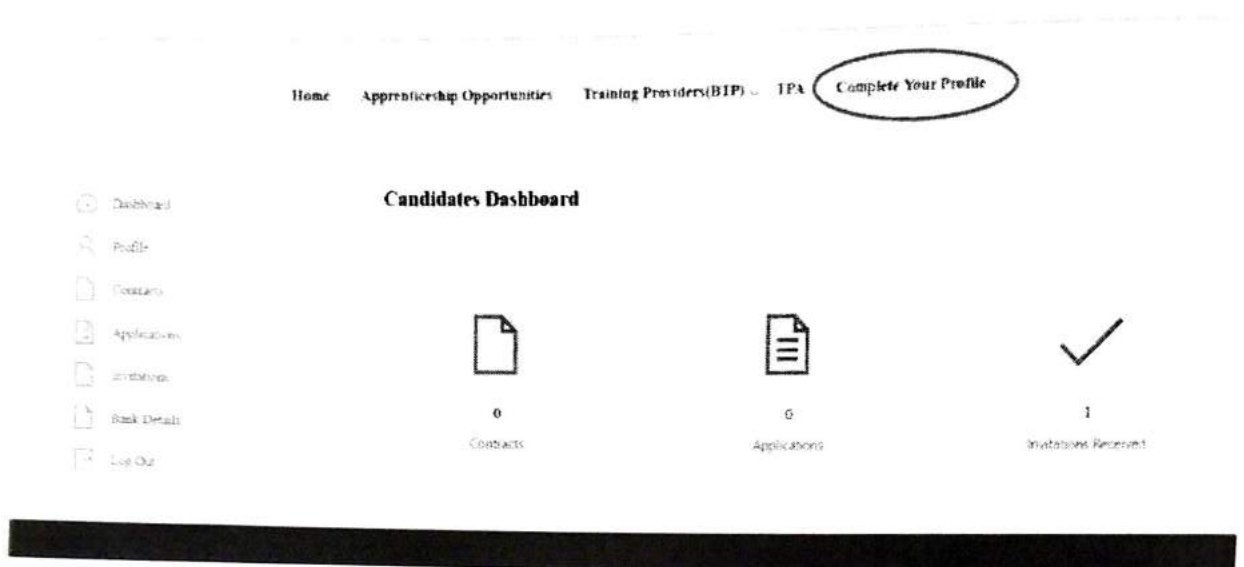
[Resend activation link?](#)

[Forgot Password?](#)



### 3. PROFILE COMPLETION

Once Logged In, you will have to click on the button 'Complete Your Profile' (encircled below). You will not be able to apply to any Apprenticeship Opportunity without completing your profile.



Start by clicking the 'Edit' button (encircled below) to add your "About Me" and Contact Details.

Navigation: About | Contact | Education | Preference

**About Me** **Edit**

Registration Number	A012019003632	Name	Ananya
Date of Birth	15-01-1982	Gender	Female
Email	ananya.nanda@nsdcindia.org	Phone Number	
Category	--	PMKVY Number	--
Disability	--	Father/Mother/Spouse Name	gautam
Relationship	Father	Guardian Name	--
Guardian Relationship	--	Candidate Signature	--

**Candidate Overview**

	<b>Gender</b> Female
	<b>Mobile Number</b>
	<b>Email</b> ananya.nanda@nsdcindia.org

**Contact Details**

Address Line 1	--	Address Line 2	--
City	--	Pin code	--
State	--	District	--

On clicking the 'Edit' button, the following screen will emerge. The fields marked in '\*' are mandatory.

[← back to profile](#)

**Basic Details**

Email

ananya.nanda@nsdcindia.org

Mobile Number

Enter Number

Gender

Female

Has Disability

Yes No

Date Of Birth \*

15-01-1982



Date Of Birth Document \*

[Choose file](#) No file chosen

Please upload only (jpeg, jpg, png, pdf) files  
Maximum 4MB only allowed

Father/Mother/Spouse Name \*

gautam

Relationship \*

Father

Id Proof Type \*

Select Proof type

Document Proof \*

[Choose file](#) No file chosen

## 4. UNDERSTANDING CANDIDATE DASHBOARD

### Candidates Dashboard



0

Contracts



0

Applications



1



Invitations Received

There are 3 items on your dashboard and they are explained below:

1. **Invitations Received** – Some companies screen your profile and if they feel you're fit for the opportunity, they send out an invitation to you to apply to the opportunity. This section lists the number of invitations received by the candidate.
2. **Applications**: This section lists the number of Apprenticeship Opportunities you had applied to.
3. **Contracts**: This section will show the contract you have signed with the company. Multiple companies can send you contracts; however, you will only be able to accept one.

## 4. APPLY TO OPPORTUNITIES

You can use the option “Apprenticeship Opportunities” (encircled below) on the top toolbar to view the opportunities. You can search by keywords, for course, locations, course type, Establishment Name and so on in the ‘Search Opportunities’ section.

[Home](#)[Get Started](#)[Apprenticeship Opportunities](#)[Basic Training Providers\(BTP\)](#)[Third Party Aggregator\(TPA\)](#)[Instructional Videos](#)[FAQ's](#)

[Login](#)[Register](#)

### Apprenticeship Opportunities

↓

Select Course Type

▼

↓

Search Course

🔍

↓

Search Locations

📍

↓

Search By Establishment Name

🔍

<<

< Prev

1

2

...

Next >

>>

🧼 Clear

15

\*

**69118 Opportunities**



To apply fill the details as below:

- Course type- Designated
- Search Course- **ELECTRICIAN** or **ELECTRONICS MECHANIC**
- Establishment Name- ODISHA POWER TRANSMISSION CORPORATION LTD.

## A. ELECTRICIAN

You can view the opportunity details by clicking on 'view' button as shown below or simply click on the 'Apply' button (encircled below) to apply to the opportunity of your choice.

The screenshot shows the Skill India NAPS portal interface. On the left, there are search filters: 'designated' (selected), 'Search Course', 'Search Locations', and 'Search by Establishment Name'. On the right, the search results show two opportunities for 'Electrician' at 'ODISHA POWER TRANSMISSION CORPORATION LTD.' with 'Course Type : Designated'. Each listing includes an 'Apply' button (circled in red) and a 'View' button. The first listing has a location of 'Anapal, Odisha', duration of '21 Months', and was posted on '29-12-2020'. The second listing has a location of 'Cuttack, Odisha', duration of '18 Months', and was posted on '29-12-2020'.

If you click on view, this page will appear. You can also click on 'Apply for the opportunity' (Encircled below) to apply to the opportunity of your choice.

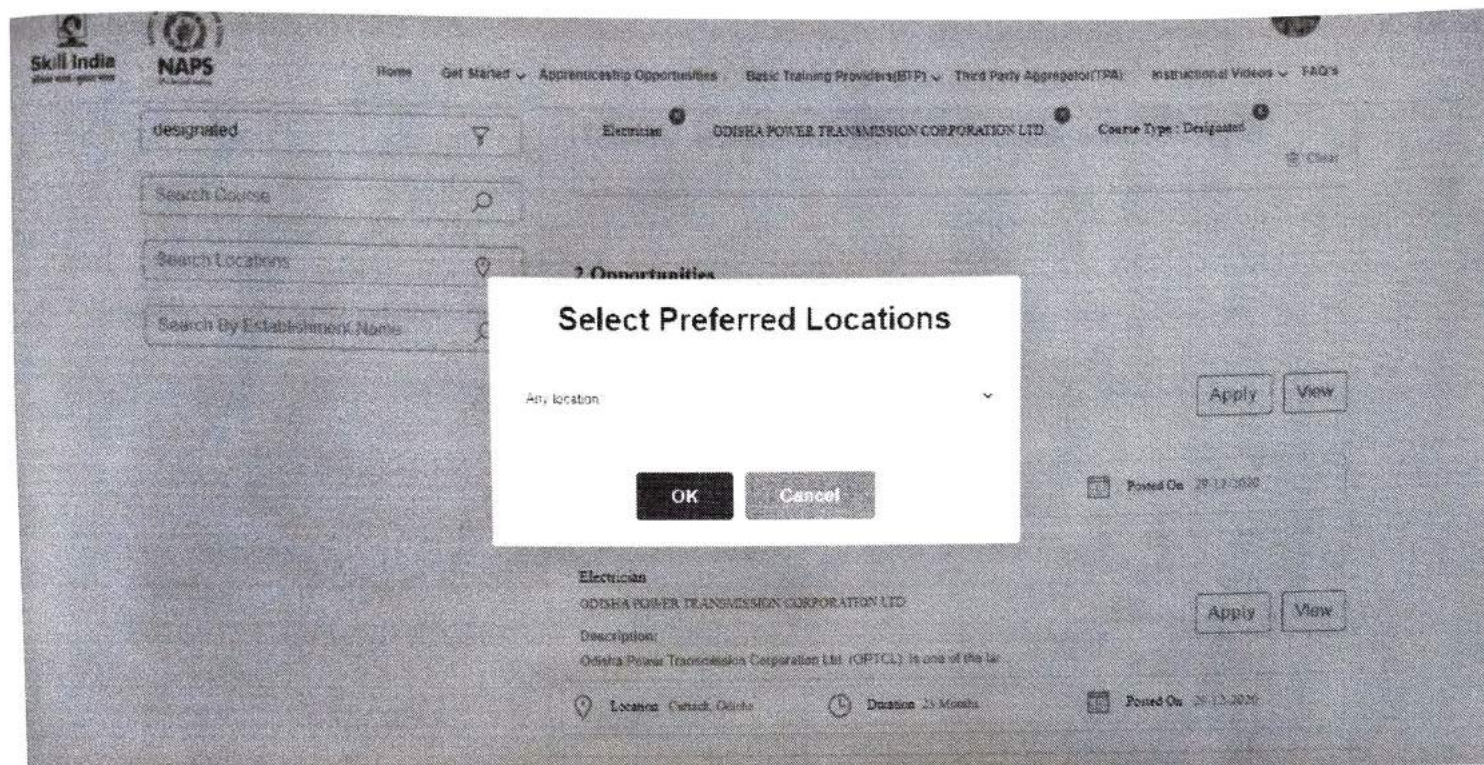
The screenshot shows the detailed view page for the 'Electrician' opportunity. The page has a dark header with the title 'Electrician'. Below the header, there is a location pin icon and the text 'Cuttack - Odisha'. A large red button labeled 'Apply for this Opportunity' is prominently displayed. The page is divided into two main sections: 'Description' and 'Overview'. The 'Description' section contains text about the Odisha Power Transmission Corporation Ltd. (OPTCL) and the apprenticeship training process. The 'Overview' section provides key details about the opportunity, including the opportunity name, number of openings, stipend, gender, and Naps Benefit.

Establishment Details			
Establishment Name	Odisha Power Transmission Corporation Ltd.	Establishment Code	E12202100010
Establishment Type	State Public Sector Undertaking	Establishment Strength	2926
Registration Type	Government	Working Days	8
Operating states	1		

Overview	
Opportunity Name	Electrician
Number of Openings	2
Stipend from	₹7,000.00 - ₹9,056.00
Gender	...
Naps Benefit	Yes

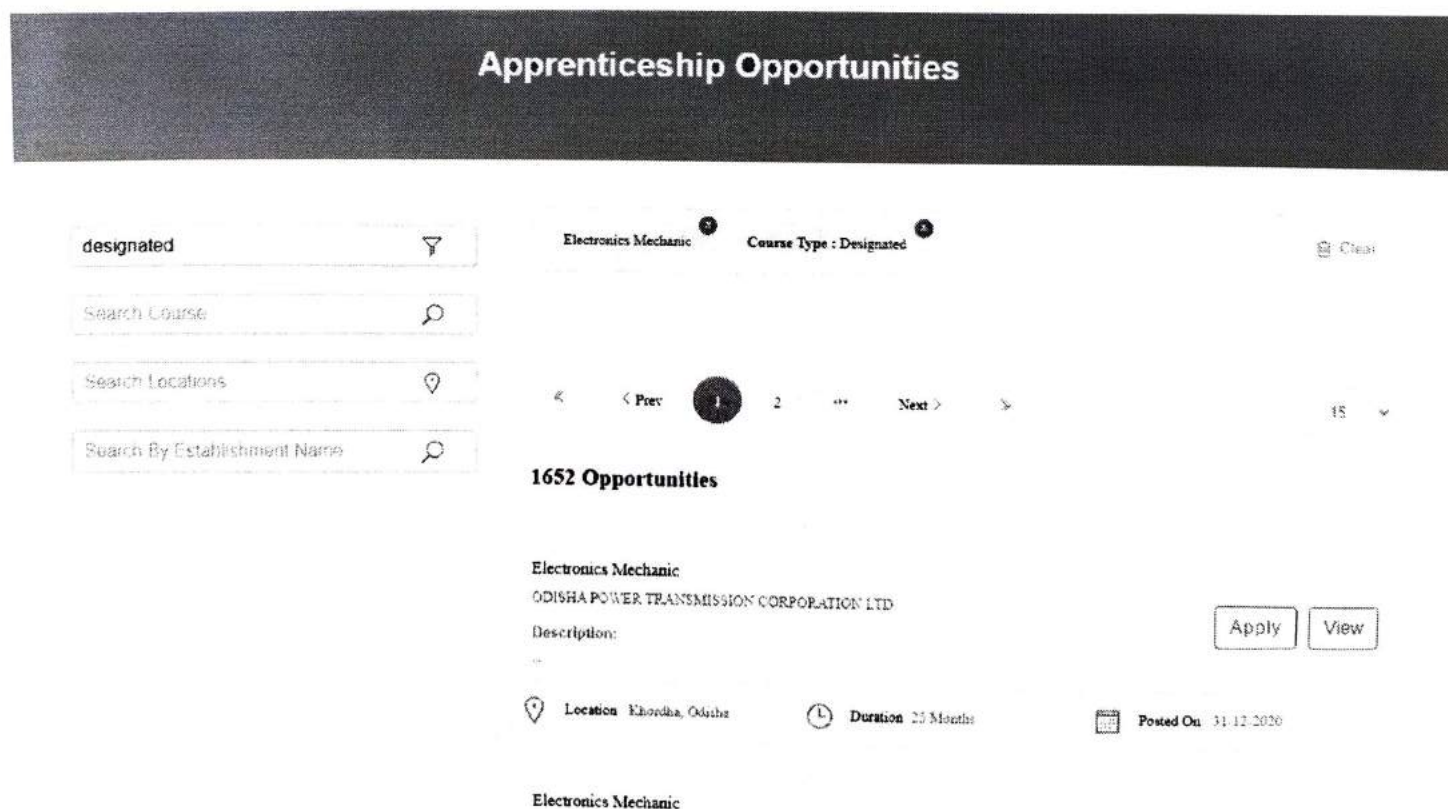


Choose your preferred location in the popup and click OK.



## B. ELECTRONICS MECHANIC

You can view the opportunity details by clicking on 'view' button as shown below or simply click on the 'Apply' button (encircled below) to apply to the opportunity of your choice.



If you click on view, this page will appear. You can also click on 'Apply for the opportunity' (encircled below) to apply to the opportunity of your choice.





## Electronics Mechanic

### Electronics Mechanic

📍 Khordha - Odisha

← back

➤ Apply for this Opportunity

#### Description

##### Establishment Details

Establishment Name	Odisha Power Transmission Corporation Ltd.	Establishment Code	ET2202100010
Establishment Type	State Public Sector Undertaking	Establishment Strength	2028
Registration Type	Government	Working Days	6
Operating states	1		

#### Overview

📄	Opportunity Name	Electronics Mechanic
🏠	Number of Openings	7
💰	Stipend from	₹7,000.00 - ₹7,800.00

Choose your preferred location in the popup and click OK.

Skill India  
असतो मा सद्गमय

NAPS  
National Apprenticeship Promotion Scheme

Home Get Started Apprenticeship Opportunities Basic Training Providers(BTP) Third Party Aggregator(TPA) Instructional Videos FAQ's

Electronics Mechanic

Electronics Mechanic

📍 Khordha - Odisha

← back

➤ Apply for this Opportunity

Description

Establishment Details

Establishment Name	Odisha Power Transmission Corporation Ltd.	Establishment Code	ET2202100010
Establishment Type	State Public Sector Undertaking	Establishment Strength	2028
Registration Type	Government	Working Days	6
Operating states	1		

Overview

📄	Opportunity Name	Electronics Mechanic
🏠	Number of Openings	7
💰	Stipend from	₹7,000.00 - ₹7,800.00

Select Preferred Locations

Any Location

OK Cancel