

Contract Creation by Industry

Step 1:

- a) Login as a Industry.
- b) Navigate to Apprenticeship > Contract option and you will land on the Apprenticeship Contracts page.
- c) Click on **Create Contract**.

The screenshot shows the 'Apprenticeship Contracts' page. At the top, there is a navigation bar with 'Home | Communication | Employment | Apprenticeship' and the user 'Hi Sundram Fasteners Ltd'. Below the navigation bar, the page title 'Apprenticeship Contracts' is displayed. A filter bar contains the text 'Filter the details using the options given below'. Below this, there are five orange buttons: 'Create Contract', 'Notify Student Absence', 'Novation of Contract', 'Amend Contract', and 'Terminate Contract'. Underneath the buttons, there are input fields for 'Contract No', 'From Date' (with a calendar icon), and 'To Date' (with a calendar icon). A 'Search' button is positioned to the right of these fields. To the right of the 'Search' button, there are two radio buttons: 'All Requests' and 'Pending'. Below the search fields, there is a note: 'Do ensure scanned copy of the contract form and provisional degree/diploma certificate is uploaded'. At the bottom of the page, there is an orange bar with the text 'Contracts listing'.

Step 2:

- a) On the **Student Search** tab, search for the student for whom you want to create the contract. You have two options to search:
- b) If you search for a student by entering partial student ID, then the **Category, Branch** and **Year of Passing** fields will be mandatory.
- c) If you search for a student by entering the complete student ID, then the **Branch, Category** and **Year of Passing** fields will not be mandatory and will also be hidden.

Search based on Partial Student ID

Create Apprentice Contract

[Click here to view assessment details](#)

Employer Search Employer Search Result **Student Search** Student Search Result Confirm

Student Search

You can search a student using their complete User / Enrolment ID or also by using part of their User / Enrolment ID

*All Fields are Mandatory

Student ID* Category*

Branch of Study* Year of Passing*

Search based on Complete Student ID

Create Apprentice Contract

[Click here to view assessment details](#)

Search Search Result Preview Confirm

Student Search

You can search a student using their complete User / Enrolment ID or also by using part of their User / Enrolment ID

*All Fields are Mandatory

Student ID*

Step 5:

- a) On the **Student Search Result** tab, select the student User ID.

The screenshot shows the 'Create Apprenticeship Contract' interface with the 'Student Search Result' tab selected. The page title is 'Create Apprenticeship Contract' and there is a link 'Click here to view assessment details'. The navigation tabs are 'Search', 'Search Result', 'Preview', and 'Confirm'. Below the tabs, the 'Student Search Result' section is displayed. It includes a 'Student search details' header, a 'Show 10 entries' dropdown, and a search box. A table lists search results with columns: User ID, User Name, Category, Branch of Engineering, and Year of Passing. The first entry is: User ID: EWBG010150600001, User Name: soma sekhar, Category: Graduate, Branch of Engineering: Automobile Engineering, Year of Passing: 2015. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous 1 Next' navigation. A 'Back' button is located at the bottom right.

User ID	User Name	Category	Branch of Engineering	Year of Passing
EWBG010150600001	soma sekhar	Graduate	Automobile Engineering	2015

Step 6:

On the **Preview** tab, enter all the required details, and then click on **Preview** to submit the contract request

The screenshot shows the 'Create Contract' interface with the 'Preview' tab selected. The page title is 'Create Contract'. A warning message states: 'Please ensure you have validated the details of the student before creating the contract. Contract registration is based on the information validated and furnished by the employer. Do ensure scanned copy of the contract form and provisional degree/diploma certificate is uploaded. Click here to view student details.' The form contains the following fields: Organisation: Sundram Fasteners L, Enrollment No: EWBG010150600001, Student Name: soma sekhar, Email ID: dummy@dummy.com, Mobile No: 8981200999, Date of Joining*: 15/09/2016, Stipend Amount*: 8888, Period of Training*: 12 months, Name of the Surety, Panel Reference number(if any), Address of the Surety, and Employee ID. Below the form, there is a note: 'Your Organisation ID assigned to the apprentice' and a statement: 'By Submitting the above information I/We hereby certify that the eligibility conditions of the candidate has been verified and found in order'. At the bottom, there are 'Preview' and 'Cancel' buttons.

Step 7: the **Save** tab, review all details entered, and then click on **Save** to submit the contract request

Search	Search Result	Preview	Confirm		
Confirm Contract					
Please ensure you have validated the details of the student before creating the contract. Contract registration is based on the information validated and furnished by the employer. Do ensure scanned copy of the contract form and provisional degree/diploma certificate is uploaded.					
Click here to view student details.					
Organisation :	Sundram Fasteners Ltd	Enrollment No :	EWBG010150600001	Student Name :	soma sekhar
Email ID :	dummy@dummy.com	Mobile No :	8981200999		
Date of Joining :	15/09/2016	Stipend Amount :	8888.0	Period of Training :	12 months
Name of the Surety :		Address of the Surety :		Panel Reference number(if any) :	
Employee ID :					
Your Organisation ID assigned to the apprentice					
By Submitting the above information I/We hereby certify that the eligibilty conditions of the candidate has been verified and found in order					
<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>					