

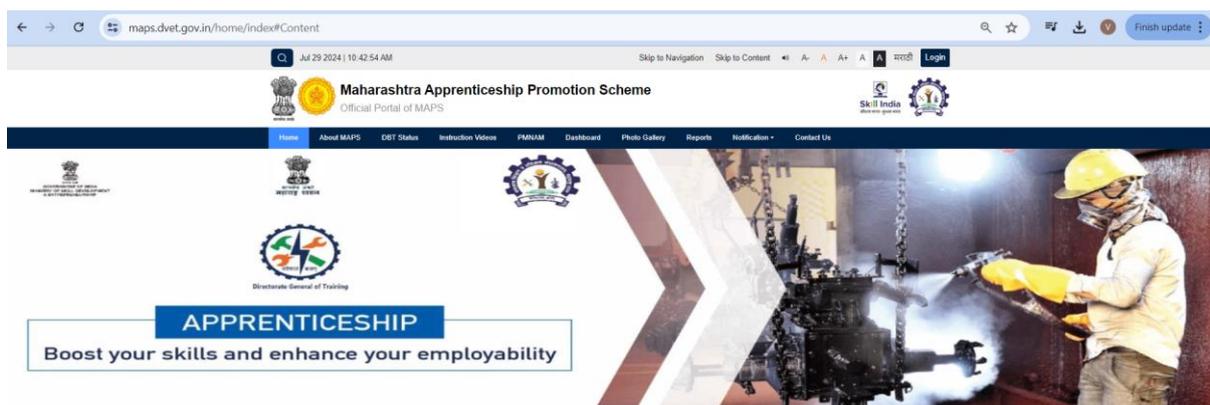
Candidates Instruction Manual

The Maharashtra Apprenticeship Promotion Scheme (Maps) Portal

This approach will help users navigate the document or website easily and engage with the content effectively.

1. Homepage

- Introduction: The Maharashtra Apprenticeship Promotion Scheme (MAPS) is an initiative aimed at boosting the availability of skilled workers across various industries by providing systematic training. The main objectives of MAPS include ensuring a regular supply of trained individuals to enhance industrial productivity, improving the quality of the workforce, and reducing unemployment among educated youth by equipping them for industrial roles. The scheme is implemented across government, semi-government, and private sectors and offers significant support, including stipends, to the apprentices. Link : <https://maps.dvet.gov.in/home/index>
- Navigation Guide: Include an interactive menu bar or sidebar with links to major sections: Registration, Login, Profile, Opportunities, and Help/Support.



2. Logging In Instructions:

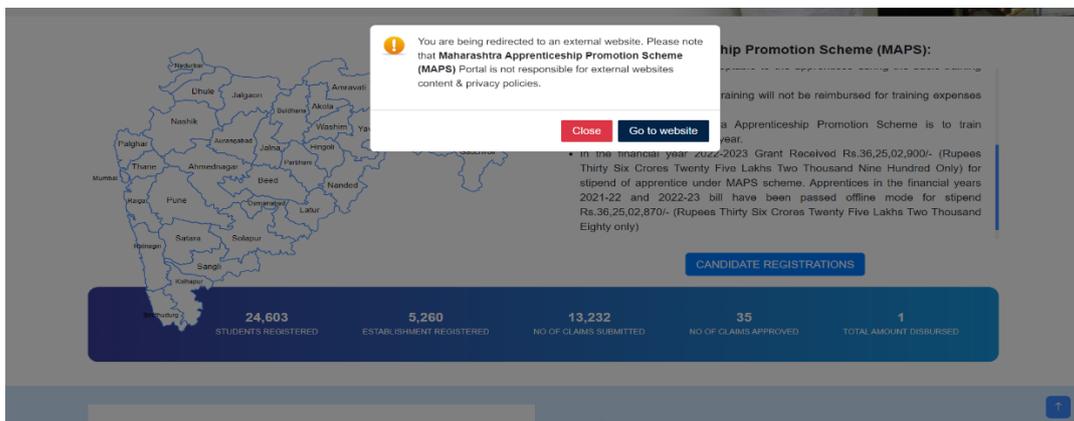
1. Access the Login Page: Navigate to the MAPS login portal by clicking on this [link](#).
2. Enter Your Credentials:
 - Username: Enter your registered email address or username in the designated field.
 - Password: Type your password carefully in the password field.
3. Complete the CAPTCHA (if applicable): Solve the CAPTCHA challenge to verify that you are not a robot.
4. Submit: Click on the "Login" button to access your account.

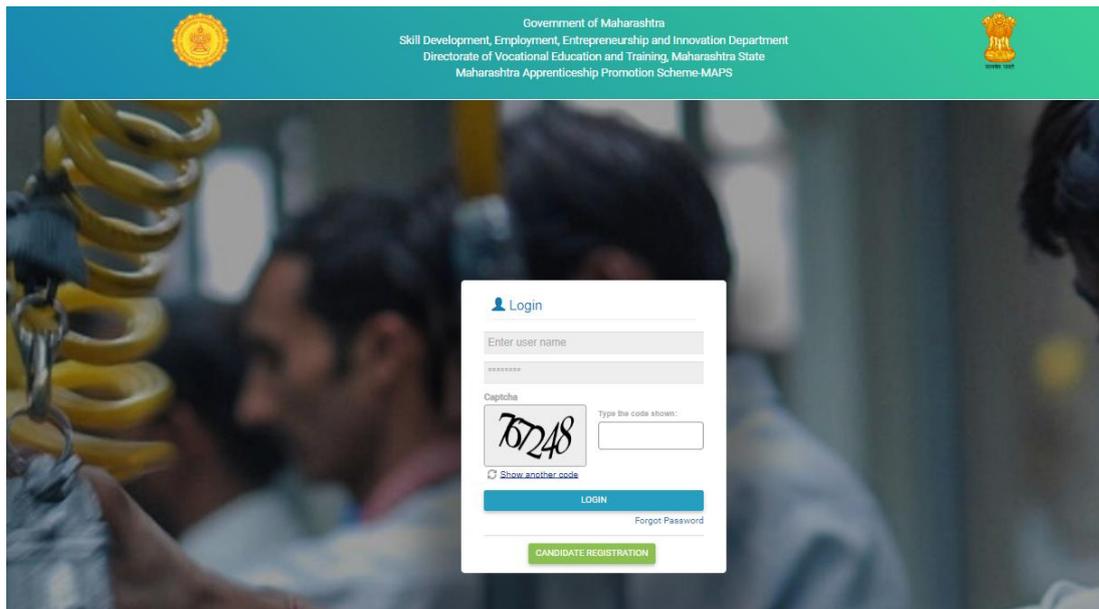
Troubleshooting Tips:

- Forgot Password:

- Click on the “Forgot Password?” link on the login page.
- Enter your registered email address to receive a password reset link.
- Follow the instructions in the email to set a new password.
- Account Locked:
 - Accounts may be locked after several unsuccessful login attempts. If this happens, wait a few minutes and try again, or contact support for assistance in unlocking your account.
- Browser Issues:
 - Ensure that your browser is up to date. Sometimes, outdated browsers can cause login failures.
 - Clear your browser's cache and cookies. This can resolve issues with stored incorrect login information.
- CAPTCHA Problems:
 - If you are having trouble with the CAPTCHA, try refreshing it to get a new challenge, or use the audio option if available.

If you encounter any other issues or need further assistance, you can often find help through the portal's support or contact section. It's also a good idea to ensure that you are using the correct URL and that there are no security warnings on the page.





3. Registration Process for Candidates

Step-by-Step Guide:

1. Start Registration:

- Click the “Register” button on the homepage.
- Select "Candidate" from the dropdown menu to register as an apprentice.

2. Fill Out the Registration Form:

- Personal Information: Enter your full name, date of birth, and other personal details.
- Contact Information: Provide your valid email address and mobile number.
- Educational Background: Input your highest level of education and any certifications.
- Login Information: Choose a username and password.

Tooltips or info icons should be available next to each field to provide users with additional guidance on what to enter. For example, clicking on the info icon next to the email field could explain the importance of providing a valid email as it will be used for all communications.

3. Complete Mandatory Fields:

- All mandatory fields should be clearly marked with an asterisk (*).
- Ensure users cannot proceed without filling all required fields.

4. Submit the Form:

- Review all entered information for accuracy.
- Click the “Submit” button to complete the registration process.

5. Account Activation:

- Upon submission, the user will receive a confirmation email with an activation link.
- Click on the “Activate Account” link in the email to activate the registration.

Form Fields Design:

- Mockup of the Form: Design a clean layout with fields grouped logically (e.g., personal details, contact details, login credentials).
- Indicators for Mandatory Fields: Use visual cues like color coding or icons to highlight mandatory fields.

Activation Process:

- Email Confirmation: Provide a screenshot or a mock-up of the email that the user will receive, showing the activation link.
- Activation Success: Display a confirmation page or message once the account is activated successfully, perhaps with next steps or a link to log in.

This structured approach helps in reducing errors during registration and enhances user experience by making the process transparent and guided.

The screenshot shows the 'Apprentice Registration Form' for the Maharashtra Apprenticeship Promotion Scheme (MAPS). The form is organized into several sections:

- Registration Details:** Apprentice Registration No., Contract Registration No., Full Name (with a note to enter the full name of the apprentice), Establishment Name, Trade Name, Trade Type, and BTR.
- Financial and Dates:** Prescribed Stipend Per Month, Apprentice Start Date (DD/MM/YYYY), and Apprentice End Date (DD/MM/YYYY).
- Contact Information:** Email Id (with a 'GET OTP FOR EMAIL VERIFICATION' button) and Mobile Number.
- Authentication:** Password and Confirm Password fields. A note specifies password requirements: minimum 8 characters, maximum 15 characters, including at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character. Another note asks the user to keep a diary note of the log-in ID and password for their responsibility.
- Verification:** A checkbox for 'I certify that the information provided is true and complete to the best of my knowledge.' and a captcha field with the code '87158'.
- Submission:** A 'REGISTER' button and a 'GO TO LOGIN' button.

4. Completing Your Profile

- **Editable Sections:** Show 'Edit' buttons next to each section of the profile, such as personal information, qualifications, and preferences.

- **Progress Bar:** Include a progress bar indicating profile completeness.

5. Click Claim Module Tab

The Maharashtra Apprenticeship Promotion Scheme (MAPS) portal. This dashboard is designed for monitoring and managing claims and disbursements related to apprentices.

Overview of the Dashboard Sections:

1. Apprentice Dashboard

- **Columns Displayed:**
 - Claim No: Unique identifier for each claim.
 - MAPS Claim Payable Per Month: Amount payable to the apprentice per month.
 - Apprenticeship Training Period in Month: Duration of the apprenticeship in months.
 - MAPS Claim Payable Per Year: Total stipend payable per year.
 - Claim Submission Date: Date when the claim was submitted.
 - Status: Current status of the claim.

2. Apprentice Disbursement Details

- This section appears to track financial disbursements related to the apprenticeship claims.
- **Columns Displayed:**
 - Claim No: Unique identifier for each financial disbursement.
 - Claim Application Date: Date the claim was applied.
 - Establishment: Name of the establishment where the apprentice is engaged.

- Apprentice: Name of the apprentice.
- MAPS Claim Payable Per Year: Total stipend payable per year.
- Transaction Date: Date when the transaction was processed.
- Payment Status: Current status of the payment.
- Payment Remark: Any remarks related to the payment.

Functionality:

- The dashboard allows users to view, monitor, and manage apprenticeship claims and disbursement details comprehensively. It includes functionality to export data into Excel or PDF formats, and a search bar to quickly find specific entries.

6.Fill Up Apprentice Claim Form

The screenshot displays the 'Apprentice Claim Form' on the Maharashtra Apprenticeship Promotion Scheme (MAPS) portal. The form is titled 'Apprentice Claim Form' and is part of the Government of Maharashtra's Skill Development, Employment, Entrepreneurship and Innovation Department. The form fields are as follows:

- Apprentice Registration No*:** A032212179
- Contract Registration No*:** CN042348584
- Full Name*:** VINAYAK ANIL ZODE
- Establishment Name*:** OFFICE OF DIVISIONAL CONTROLLER M.S.R.T.CORPORATION CHANDRAPUR DIVISION CHAN
- Trade*:** Mechanic (Motor Vehicle)
- Trade Type*:** Designated
- Apprentice Start Date (DD/MM/YYYY)*:** 09/04/2023
- Apprentice End Date (DD/MM/YYYY)*:** 08/04/2024
- Apprenticeship Training Period in Month*:** 12
- Gender*:** MALE
- Category*:** OBC
- Sub-Category*:** Sutar
- Prescribed Stipend Per Month*:** 9436
- Bank Statement*:** bank.pdf (Note: Bank Statement should be in .pdf format only and size should be less than 1 MB.)
- Proof of Domicile of Maharashtra*:** domicile.pdf (Note: Domicile Certificate should be in .pdf format only and size should be less than 1 MB.)
- Contract Form or National Apprenticeship Certificate (NAC)*:** contract.pdf (Note: Contract Form or National Apprenticeship Certificate (NAC) should be in .pdf format only and size should be less than 1 MB.)
- Benefits under NAPS Per Month in Rupees Per Month (25% of Stipend paid or Rs 1500 whichever is less)*:** 1500
- Benefits under MAPS Per Month in Rupees Per Month (75% of Stipend paid or Rs 5000 whichever is less)*:** 5000
- MAPS Claim Payable Per Month in Rupees*:** 3500
- MAPS Claim Payable By Establishment For The Period Of Apprenticeship*:** 42000
- Is Your Aadhaar Authenticated?*** Yes
- Name of BTRIC*:** BTRI Chandrapur& Gadchiroli

At the bottom of the form, there are two buttons: 'SUBMIT' and 'GO TO DASHBOARD'.

The Maharashtra Apprenticeship Promotion Scheme (MAPS) portal. This form is used by apprentices to submit their claims for stipends and other benefits. Here's a breakdown of the form fields and their purposes:

Key Fields in the Apprentice Claim Form:

- **Apprentice Registration No. & Full Name:** Identification details of the apprentice filling out the form.

- **Trade & Trade Type:** Specifies the trade of the apprenticeship and whether it's designated or non-designated.
- **Apprenticeship Training Period in Month:** Duration the apprentice is expected to train.
- **Prescribed Stipend Per Month:** Amount the apprentice is eligible to receive monthly.
- **Bank Statement:** A required upload to validate the apprentice's bank account details.
- **Proof of Domicile of Maharashtra:** Establishes the apprentice's residency, required for eligibility.
- **Contract Form or National Apprenticeship Certificate (NAC):** Proof of the apprentice's engagement in the program.
- **Benefits under NAPS Per Month in Rupees:** Displays the benefits provided under the National Apprenticeship Promotion Scheme.
- **MAPS Claim Payable Per Month in Rupees:** Total claim amount the apprentice can request per month.
- **Is Your Aadhaar Authenticated?:** Indicates whether the Aadhaar has been verified, often required for governmental transactions in India.
- **Name of BTRIC:** Refers to the Basic Training Provider Identification Code, linking the claim to a specific training provider.

Functionality and Purpose:

- **Document Uploads:** Apprentices need to provide essential documents like bank statements and domicile certificates in specified formats, often in PDF for ease of verification.
- **Financial Details:** Information such as the stipend amount, benefits under various schemes, and total payable claims are critical for financial processing.
- **Validation Fields:** Fields like Aadhaar authentication help validate the identity of the claimant, ensuring that benefits are disbursed correctly and to the right person.

Importance:

- This form is crucial for apprentices to ensure they receive their financial entitlements on time.
- It aids in the administrative efficiency of the MAPS by streamlining the process of claims submission.
- It ensures all relevant data is collected in a standardized format, which simplifies processing and tracking.

This form is a key component of the apprenticeship management system, ensuring that apprentices are compensated according to their training engagements and that records are kept systematically for audit and tracking purposes.

7. Check Status Of Claim

The screenshot displays the Maharashtra Apprenticeship Promotion Scheme (MAPS) portal. The top navigation bar includes the Government of Maharashtra logo and the text: "Government of Maharashtra, Skill Development, Employment, Entrepreneurship and Innovation Department, Directorate of Vocational Education and Training, Maharashtra State, Maharashtra Apprenticeship Promotion Scheme-MAPS". The left sidebar shows a user profile (A062169062) and navigation options: "Candidate Profile" (with sub-items "Claim Module" and "Change Password") and "Dashboard".

The main content area is divided into two sections:

- Apprenticeship Dashboard:** Features a search bar and a table with the following data:

Sr.No	Claim No	MAPS Claim Payable Per Month	Apprenticeship Training Period In Month	MAPS Claim Payable Per Year	Claim Submission Date	Status
1	202407240022837	3500	12	42000	24/07/2024 08:13:11 PM	Claim Raised
- Apprenticeship Disbursement Details:** Features a search bar and a table with the following headers:

Sr.No	Claim No	Claim Application Date	Establishment	Apprentice	MAPS Claim Payable Per Year	Transaction Date	Payment Status	Payment Remark
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Below the table, it states "No data available in table".

The Maharashtra Apprenticeship Promotion Scheme (MAPS) portal. This particular view is focused on tracking and managing claims related to apprenticeships.

Overview of the Dashboard Sections:

Apprenticeship Dashboard

- **Claim No:** Unique identifier for each claim.
- **MAPS Claim Payable Per Month:** The amount allocated per month under the scheme for this specific claim.
- **Apprenticeship Training Period in Month:** The duration, in months, of the apprenticeship training.
- **MAPS Claim Payable Per Year:** The total amount payable per year for this claim.
- **Claim Submission Date:** The date when the claim was submitted.
- **Status:** The current status of the claim (e.g., "Claim Raised").

This part of the dashboard is designed to give apprentices a quick snapshot of their current financial claims with the MAPS, showing key details that help them track the progress and status of their claims. Each step should be handled methodically to ensure that there is clear communication and documentation, which can help in resolving the claim as efficiently as possible. If you need specific guidance or encounter particular issues with the claim process on MAPS, contacting the program administrators directly is often the best course of action. link: <https://maps.dvet.gov.in/Site/1690/Contact-Us>