

## **Instructions to be followed regarding Apprentice training**

1. Application should be collected for all category(Fitter, plumber,Electrician, Draughts man Civil and Gardeners) before 12.03.2019.The details of District Apprentice training centres,Contact person name and contact number will be mailed.
2. If the person is not having "A" Number inform them to get the "A" Number.If need any assistance kindly contact the District Apprentice training centres.
3. The general steps to be followed to get the "A" Number are as follows.
4. General steps to apply.
5. Go to [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) website.
6. In the home page **click** on **Apprentices**. Drop box will be displayed. In the drop box **clickCandidate registration**.
7. Application will be displayed.
8. After filling the application click the button submit to submit the application.

## **Steps to be followed for filling the application after getting the "A" Number.**

9. The persons who have the "A" Number (Apprentice number) only eligible for Undergoing Apprentice training. This "A" Number is mandatory for applying.
10. After getting the "A" Number the applicant has to log into [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in)  
In the home page the applicant has to click on **Establishment**, then the drop down will appear in the drop down click **Establishment search**.
11. In the page opened, in the tab **Establishment name type** – **TANHODA**, in the tab **State**–select – **Tamil Nadu** and in the tab **District** – select **Chennai** and click search at the bottom.
12. After clicking the search button, at the end of the page in the search result – TANHODA (**Option will be there to click TANHODA**).
13. When TANHODA is clicked Establishment trade details will be listed.
14. In the trade establishment details the list of trades like Fitter, plumber,Electrician, Draughts man Civil and Gardeners with**apply option**will be displayed.

15. The applicant after getting the "A" Number has to click the **applyoptions** given **against each trade**.
16. Application will be displayed.
17. For Gardener's course
18. The applicant has to fill the application and submit.

### **Registration of Establishment**

- Registration of the Establishment is mandatory to engage Apprentice.
- To register the Establishment approach the Assistant Directors of District Skill Training.
- After engaging contract should be signed on line between TANHODA, District name and the Apprentice for a period of one year.
- From then once in three months attendance should be uploaded in the Apprentice portal to get the reimbursement from GOI.
- **For assistance contact**

| <b>DISTRICT SKILL TRAINING OFFICE</b> |                            |  |                  |
|---------------------------------------|----------------------------|--|------------------|
| <b>S.No</b>                           | <b>District</b>            | <b>Name of the District Skill Training Officer</b> | <b>Mobile no</b> |
| 1                                     | Chennai                    | R.Ravindran  | 9444235163       |
| 2                                     | Tiruvallur                 | K.Sasidharan                                       | 9444296006       |
| 3                                     | Kancheepuram               | Ravindranath                                       | 9841641033       |
| 4                                     | Thiruvannamalai&Dharmapuri | D.Sivanatrajan                                     | 9940729509       |
| 5                                     | Vellore                    | V.Srinivasan                                       | 9843890557       |
| 6                                     | Coimbatore                 | R.T.Rajeswari                                      | 9600979700       |
| 7                                     | Namakkal&Karur             | Periyasamy   | 9443729112       |
| 8                                     | Salem                      | S.V.Eswaran  | 9842857035       |
| 9                                     | Erode &Nilgiri             | Valarmathi   | 8754495829       |
| 10                                    | Thiruppur                  | Jeyakumar  | 9080935326       |
| 11                                    | Krishnagiri                | H.Sukumar  | 9677672568       |
| 12                                    | Trichy                     | G.Ismathbanu                                       | 9688693974       |
| 13                                    | Perambalur&Ariyalur        | M.Selvam   | 7904465646       |
| 14                                    | Villupuram                 | Raja   | 9443173368       |
| 15                                    | Thanjavur                  | Rajendiran   | 9442215972       |
| 16                                    | Cuddalore                  | R.Paramasivam                                      | 9487328773       |
| 17                                    | Nagapattinam               | S.Senthilkumari                                    | 8526572260       |
| 18                                    | Madurai                    | K.Balamurugan                                      | 9842197566       |

| <b>S.No</b> | <b>District</b> | <b>Name of the District Skill Training Officer</b>  | <b>Mobile no</b>           |
|-------------|-----------------|---|----------------------------|
| 19          | Pudukottai      | S.Kumaresan   | 9443184841                 |
| 20          | Dindigul        | Addl.A.Murugan,<br>(Govt.ITI, Madurai)              | 9942893440                 |
| 21          | Sivagangai      | Addl.T.Senthil,<br>(To, Govt.ITI.<br>Virudhunagar)  | 9865171963                 |
| 22          | Ramnad          | S.Ramesh Kumar                                      | 9442130671                 |
| 23          | Tirunelveli     | P.Raj   | 7708676718                 |
| 24          | Kanniyakumari   | George Franklin                                     | 9585603363                 |
| 25          | Virudhunagar    | Addl.R.Chinnakaruppan<br>(To, Govt.ITI.<br>Madurai) | 9442184021 /<br>7010022569 |
| 26          | Thoothukudi     | J.AngelVijayaNirmala                                | 9499055809 /<br>8939941521 |