

Help Manual to Apply Online through UMANG Web Portal or UMANG Mobile App:

1. How to log in:

a. Open the URL to use the web portal: <https://web.umang.gov.in/landing/>

Or, Download UMANG APP

here: https://play.google.com/store/apps/details?id=in.gov.umang.negd.g2c&hl=en_IN&gl=US&pli=1

b. Login using the correct credentials

c. Scroll Down to Category and choose Youth, Skills & Employment service, now select NRSC Apprenticeship

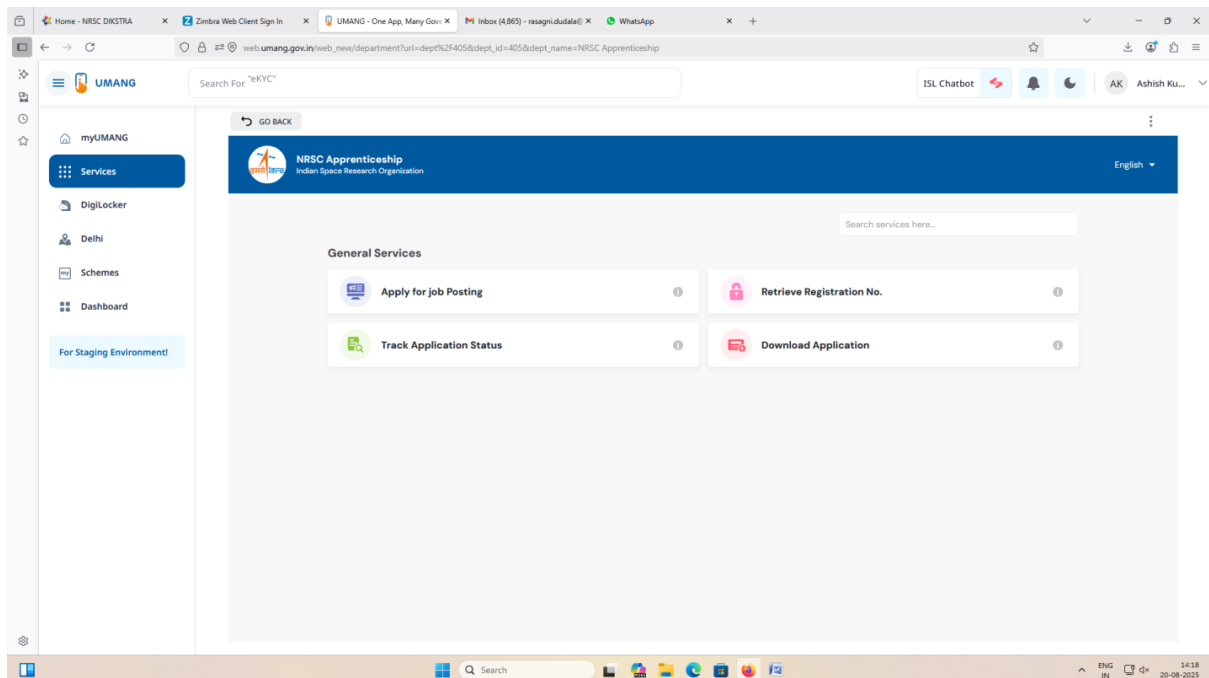
2. There are 4 sub-services available under NRSC Apprenticeship Service, whose details are given subsequently:

a. Apply for Job Posting

b. Retrieve Registration Number

c. Track Application Status

d. Download Application



3. Apply for Job Posting

- This service will be used by the applicant for fresh online application
- The applicant will choose the Job title from the available options as shown below:

The screenshot shows the NRSC Apprenticeship application interface. At the top, there is a blue header with the NRSC logo and the text "NRSC Apprenticeship Indian Space Research Organization". Below the header, there is a light blue bar with the text "Apply for Job Posting". The main content area displays two job posting cards side-by-side. The left card is for "Library Science" (Advt_NRSC_27_148) and the right card is for "Electronics & Communication Engineering" (Advt_NRSC_27_144). Both cards show the job position as "Graduate Apprentice", the number of positions as "2", the last date to apply as "2025-09-13", and the advertisement name as "ENGAGING GRADUATE AND TECHNICIAN APPRENTICES FOR THE YEAR 2025-26". Each card has an "Advertisement Link" button and an "Apply" button.

Figure 1 Sample Screenshot

- To complete the Job application, five sections will be shown to the applicant whose details are provided subsequently:

- I. Personal Details
- II. Address Details
- III. Education Details
- IV. Experience Details
- V. Other Details

The screenshot shows the NRSC Apprenticeship application interface with pre-filled details. At the top, there is a light blue bar with the text "GO BACK". Below the bar, there is a form with three input fields: "Advertisement No." (pre-filled with "Advt_NRSC_27"), "Name of the ISRO Unit" (pre-filled with "NRSC"), and "Training Position applied for" (pre-filled with "Graduate Apprentice").

I. Personal Details

- The three fields of this section **“Advertisement No, Name of ISRO Unit and Training Position applied for”** will be pre-filled based on the chosen Job title. Apart from this, following fields are required to be filled
- Name
- Father’s/Husband’s Name

- Category
- Dropdown: General/ OBC / SC/ ST

Note: If the applicant chooses any category other than General, the applicant will have to upload a caste certificate also

- Date of Birth
- Place of Birth
- Gender (Dropdown: Male/Female)
- Marital Status (Dropdown: Married/Unmarried)
- Nationality (Dropdown: Indian/Non-Indian)
- Region (Select from Dropdown)
- E.g. – Southern Region of Board of Apprenticeship Training
- State (Select from Dropdown)
- Mobile Number
- Email Address (Note: This email ID will be used for further communication related to the online application)
- Aadhar Number (Note: Applicant can apply only once for a particular job title using a unique Aadhar number)
- Do you have experience (Dropdown: Yes/No)

Note: If an applicant chooses option YES here, the experience details section will be provided to fill about the past job experience in section IV

- Applicant Registration Number (NATS)
- NATS Registration Date (Note: Only past three years are only allowed here)
- Whether Differently abled? (Dropdown: Yes/No)

Note: If the applicant chooses YES in this category, Differently Abled Certificate will be asked to upload

- Upload Photo
- Upload Signature

Note: For Photo, Signature, Caste Certificate and PWD Certificate: The maximum allowed size is 50KB. And, allowed file format is jpg, jpeg and PNG

Name in full (in BLOCK letters) *	Father's/ Husband's Name (in Block letters) *	Category *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth *	Place of birth *	Gender *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Marital Status *	Nationality *	Region *
<input type="text"/>	<input type="text"/>	<input type="text"/>
State *	Mobile Number *	Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Aadhar Number *	Do You have Experience? *	Apprentice Registration Number (NATS) *
<input type="text"/>	<input type="text"/>	<input type="text"/>
NATS Registration Date *	Whether Differently abled? *	
<input type="text"/>	<input type="text"/>	

II. Address Details

- Permanent Address and Present Address will be filled in here
- Users can also select Present Address same as Permanent Address
- In both addresses following fields will be asked:
 - Non-Mandatory Fields: Street, Landmark
 - Mandatory Fields
 - Building No./House No.
 - State
 - District
 - City/Town
 - PIN Code

III. Education Details

- Pursuing Higher Education (Dropdown: Yes/No)
- After entering the above field, the applicant can add as many education details as they want
 - For each education detail, following fields are required to be filled:
 - Examination Passed Options: Xth/SSC, XIIth/Intermediate, B.E./B. Tech, Diploma, Lib. Sci., B.Sc., Others
 - Institution /University
 - Year of Passing
 - Month of Passing

- Mode of Study (Options: Regular/ Correspondence)
- Subjects Taken
- Marks Type (Option: CGPA/Percentage)
 - If Percentage, then enter in the field name Percentage
 - If CGPA, then convert it into Percentage and then enter. Also, upload the CGPA conversion factor certificate
- Upload Passing Certificate (User must upload passing certificate against the chosen Examination Passed)
- Upload Mark sheet Certificate (User must upload marks certificate against the chosen Examination Passed)
 - For certificate, the Maximum allowed size is 1 MB. And, allowed file format is jpg, jpeg and PNG

Note: If an applicant wants to add any other education details, all of the above fields starting from “Examination Passed” will be asked after clicking on ADD button

Pursuing Higher Education? *

Examinations Passed * Institution/ University * Year of Passing *

Month Of Passing * Mode of Study * Subjects Taken *

Marks Type *

Upload Certificate (Self Attested) *

UPLOAD

Please upload only (jpg, jpeg, png) file. Maximum 50 KB allowed.

IV. Experience Details

(*This section will be available to fill only if the applicant has chosen “Yes” for the question “Do you have Experience” in the Personal Details section)

- Here, applicants give details of their past job experience. The fields asked in this section are as follows:
- Name of the Organization
- Type of the Organization (Options: Govt./Semi Govt./Private)
- Designation

- Pay (Rs)
- Nature of Duties
- From (Enter Date)
- To (Enter Date) (optional)
- Reason for Leaving (optional)

Name of the Organization *	Type of the Organization *	Designation *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Pay (Rs) *	Nature of Duties *	From *
<input type="text"/>	<input type="text"/>	<input type="text"/>
To *	Reasons for Leaving *	
<input type="text"/>	<input type="text"/>	

V. Others Details

- Here, some extra information will be asked from the applicant and SUBMIT and PREVIEW buttons will be active only if all the mandatory fields from all the section has been filled.
- Fields asked in this section are:
 - Any other relevant information for reference (Optional)
 - Have you ever been arrested (Options: Yes/No)
 - If Yes, Give Details
 - Checkbox for the text shown in below given screenshot (Mandatory)

Personal Details
Address Details
Education Details
Experience Details
Others Details

Any other relevant information you wish to add including references

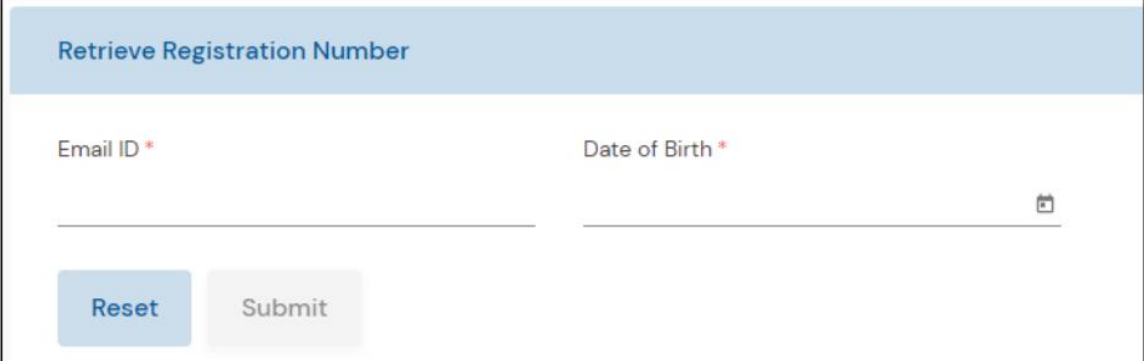
Have you ever been arrested or detained or prosecuted by police or punished for any offence or misconduct by a Court of Law? OR are there any proceedings pending against you in any Court of Law? *

☐ I affirm that the information given in this Application is true and correct. I fully understand that if at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the fact my candidature may be summarily rejected, or my apprenticeship training terminated.

Reset
Preview
Submit

4. Retrieve Registration Number

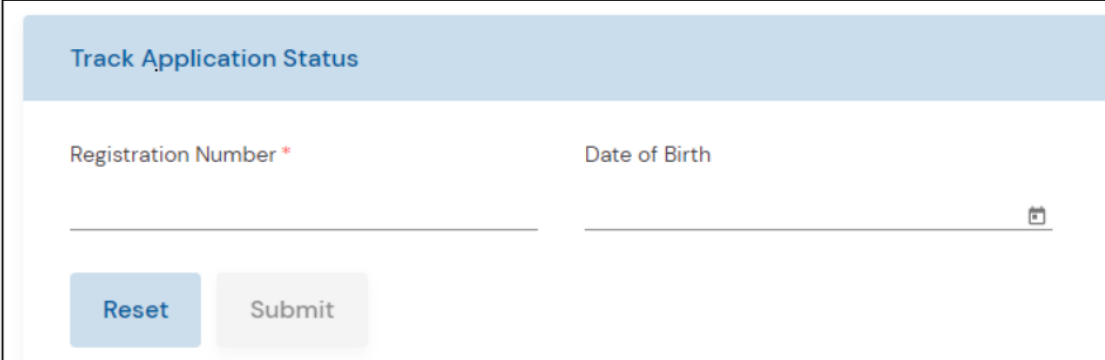
- a. Applicant can retrieve their unique registration number which was provided at the submission of online submission
- b. This service requires to enter the email ID used while applying online and the DOB of the applicant
- c. The registration number is sent to the registered email ID



The screenshot shows a web form titled "Retrieve Registration Number" in a light blue header. Below the header, there are two input fields: "Email ID *" on the left and "Date of Birth *" on the right. The "Date of Birth" field includes a calendar icon on its right side. At the bottom left of the form, there are two buttons: a blue "Reset" button and a grey "Submit" button.

5. Track Application Status

- a. This service can be used to know the status of a successfully submitted application
- b. The applicant will have to provide the registration number and the DOB
- c. The status will be provided as a popup alert to the users and the alert can be one of the following based on the application status
 - The application is received on 03-12-2022
 - The application screening is in progress as on 03-12-2022
 - The application is accepted as on 03-12-2022
 - The application is rejected as on 03-12-2022



The screenshot shows a web form titled "Track Application Status" in a light blue header. Below the header, there are two input fields: "Registration Number *" on the left and "Date of Birth" on the right. The "Date of Birth" field includes a calendar icon on its right side. At the bottom left of the form, there are two buttons: a blue "Reset" button and a grey "Submit" button.


6. Download Application

- Applicants can download the PDF version of the submitted application form
- The service requires entering the registration number and the DOB of the applicant
- The PDF gets downloaded in the local system after entering the correct registration number and DOB

Download Application

Registration Number *

Date of Birth



Reset

Submit