

STEP BY STEP GUIDE FOR (ITI) CANDIDATES APPLYING FOR TRADE APPRENTICESHIP TRAINING IN MADRAS FERTILIZERS LIMITED THRU MFL WEBSITE

1. How to apply for (ITI) Candidate Registration

Candidates are required to register themselves in the website www.ncvtmis.gov.in to undertake apprenticeship in MFL.

To Register, Candidates are advised to enter the above website and click on **Apprentice**. After that, candidates should enter the following:

- a. Personal Details:
- b. Contact Details:
- c. Qualification Details: (Scanned copy of SSLC Mark Sheet to be uploaded, for which provision is made available)
- d. Technical Qualification: (After filling up the Technical Qualifications, candidates are advised to click **ADD** button.
- e. Highest Qualification Document Details display will appear where the candidates should upload their scanned copy of **Trade Certificate**.
- f. Trade Reference : (Candidates can choose their preference of trade)
After completing trade preference, candidate should upload scanned copy of the latest passport size colour photograph.
- g. Enter Captha Image inside the Box.
- h. Tick ✓ the Declaration box and press **Submit** button to complete the registration process. After completion of the above process, **User ID and Password** will be created automatically.

In order to ensure registration in the website, candidates are advised to login using their User ID and Password and view / edit the details, if required, already furnished by them.

2. Establishment Search

Establishment (**MADRAS FERTILIZERS LIMITED**) has shown interest in your profile registered in Apprenticeship Portal. Details regarding the Establishment and openings in Apprenticeship Training can be found at following URL: [MADRAS FERTILIZERS LIMITED \(E09153300012\)](#).

You can also fill application for Apprenticeship Training from above link.

(OR)

After logging into the website www.ncvtmis.gov.in the candidates should click on Establishment button and the candidates will see i) **Establishment Name** where they should type **MADRAS FERTILIZERS LIMITED**, ii) **State** where they should type **Tamilnadu**, iii) **Trade Type** where they should type **Designated**. After that, candidates should click **Search** button they can view the details of **Madras Fertilizers Ltd.**, and candidates should click on the Company's Name i.e., **Madras Fertilizers Ltd.**

After clicking the Company's name, the details of vacancies of all Trade will appear. Candidates can choose their preferred trade and click the **Apply** button. Subsequently, a menu will appear automatically wherein the candidates are required to key in details like Candidate's Registration No. (User ID No.), Date of Birth, Email, Enter Captcha Image in the box and once again click the **Apply** button to complete the process.

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