

**BOARD OF PRACTICAL TRAINING (EASTERN REGION)**  
**KOLKATA**

**Guidelines for Candidates Attending Apprenticeship-cum-Job Fair**

1. The students attending Apprenticeship-cum-Job Fair (ACJF) must generate a valid Registration Id before reporting to the venue.
2. The Registration Id can be generated through registration, the link for which is available on the website in the respective section of ACJF.
3. Before reporting to the venue, the students must check the notices in regard to the venue and the dates of ACJF including any last-minute changes notified through the website.
4. After attending the ACJF, the students can see the list of selected and wait listed candidates in respect of different establishment within 15 days from the date of conduct of ACJF. The said list shall be displayed on the website in respective section of ACJF.
5. The Establishments name with the detail of the contact person shall also be displayed in the respective section of ACJF within 15 days from the date of conduct of ACJF to enable the selected/wait list candidates to contact the concerned officials of the establishments for further course of action such as joining etc.
6. The establishments have been directed to issue the offer letter/intimation mail to the selected candidates within 30 days from the date of conduct of ACJF. In case selected candidates not received such communication within 30 days of conduct of ACJF, they are hereby advised to send an email communication to the contact person of the concerned establishment copy of which should also be marked to **boptjobfairnats@gmail.com**.
7. The selected candidates are required to make direct contact with the person of the respective establishment for all purpose post ACJF in all matters.

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