

# NCSC For SC/STs

(National Career Service Centre for SC/STs Students)

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## USER Manual for State Officer

*NIC-NCSC For SC/STs-USER-1.0*

**Abstract:** This User Manual provides complete description of the functions covered for NCSC for SC/STs (National Career Service Centre for SC/STs). This document is intended for the stakeholders of the system.

**Keywords:** software requirement specification, Application Form, Accept Application, Reject Application ,Qualified, Enrolled, Refused, Dropout, Code Directory, Query, MIS Report

M/Labour & Employment Division  
National Informatics Centre (MeitY),  
India

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Amendment log

Version	Date	Brief Description	Section Change
1.0	18.09.2018	Covers the functionality of Registration of Application by SC/STs Student, Accept, Reject, and Enrolled, Dropout, Refused, Manage, Courses, Manage Regional Center Detail, Manage Batches, Manage Attendance, Manage Payment, Percentage and more.	1 <sup>st</sup> Draft

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## 1 Regional Center Officer

Dashboard: There are all the count of Applied Student, Pending For Acceptance, Accept Student, Enrolled Student, Rejected Student, Refusal Student, Dropout.

The dashboard provides a comprehensive overview of student statistics for the Regional Center. The data is as follows:

Category	Count	Action
Applied Students	28	View Details
Accept Students	27	View Details
Qualified Students	24	View Details
Enrolled Students	24	View Details
Center Alloted Students	23	View Details
Waiting for Enroll	1	View Details
Rejected Students	0	View Details
Refusal Students List	0	View Details
Dropout Students List	1	View Details
Draft Students List	0	View Draft

Additional dashboard details: State: Delhi, Centre Name: SREO, NCSC for SC/ST - New Delhi. User Name: dl-shahdara-cgc, Office Name: SREO, NCSC for SC/ST-Delhi.

## 1.1 Manage Student

The system facilitates Admin to manage the applicant applications.

The screenshot displays the web application interface for the National Career Service Centre for SC/STs. The header includes the Government of India logo, Ministry of Labour & Employment, and the user's name (dl-shahdara-cgc). The main navigation menu on the left includes Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, and My Profile. The main content area shows the 'Applicant List' section for the State of Delhi and Centre Name SREO, NCSC for SC/ST - New Delhi. The 'Applicant Student list' is displayed as a table with columns for S.no, Registration ID, Name, Father/Husband Name, Email, and Applicant Date. Two entries are shown, both for a student named Mohit with registration IDs 41937255 and 82756958, both dated 2022-01-05. The interface also includes a search bar, a 'Show 10 entries' dropdown, and buttons for Print, Excel, and PDF. A pagination bar at the bottom shows 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

### 1.1.1 Applicant List

Display Students list, who have registered for Course (After accepting Deceleration).

After clicking on Registration Id: complete view of student will open, Two Options are there

1. Accept Button – To Accept the Application. This Application will move to Accepted List Tag.

2. Rejected Button – To Reject the Application, pop up will open to write the Reason of Rejection. This Application will move to Rejected List Tab in Other tab.

### 1.1.2 Accepted List

Accepted Applicant list will be display here.

Click on Registration Id, Short view opened with 2 buttons – 1. Qualified Test/Exam,  
2. Failed Test/Exam

Ministry of Labour & Employment  
Government of India  
श्रम एवं रोजगार मंत्रालय  
Ministry of Labour & Employment

Directorate General of Employment  
रोजगार महानिदेशालय

National Career Service Centre for SC/STs  
अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर

Department Login

User Name : dl-shahdara-cgc Office Name : SREO, NCSC for SC/ST-Delhi

Registration Id/पंजीयन पहचान:-41937255

Particulars of Candidates for Admission 2021-22

Candidate Details/उम्मीदवार विवरण	
Name/नाम	Mohit
Gender/लिंग	Male
Date of Birth/जन्म की तारीख	01/01/2000 ( Year)
Guardian Name/अभिभावक का नाम	Mohan
Preferred Courses/कोर्स	SPL(Special Coaching Scheme), Computer O Level CHM(Computer H/w & Miantenance course), Computer O Level (Software),

View Complete Detail

Qualified Test/Exam Failed Test/Exam

1. When Clicking on Qualified Test /Exam Button, popup will open with following detail.

Fill the Merit/Ranks of Student

Reg No:41937255 Name: Mohit Father Name: Mohan

Main List: 27 Waiting List: 2

Enter the Merit/Ranks:

Select List Type:  Main List  Waiting List

SUBMIT Close

Qualified Test/Exam Failed Test/Exam

#### Select List Type:

1. Main List: - if Sanction List (total student required for particular course) is pending, then we select Main list.
2. Waiting List: - if Sanction List is full and student pass the exam we will select waiting list.

- Failed Exam: – If Applicant failed the exam, pop up will open, give the reason and submit. This application will move to Exam/failed List.

### 1.1.3 Qualified List

The screenshot shows the user interface of the NCSC For SC/STs web application. The header includes the Government of India logo, Ministry of Labour & Employment, and the National Career Service logo. The user is logged in as 'dl-shahdara-cgc' with the office name 'SREO, NCSC for SC/ST-Delhi'. The main content area displays the 'Qualified Student list (Main List)' for the state of Delhi. The list contains one entry with the following details:

S.no	Registration ID	Name	Father/Husband Name	Rank /Type of List	Qualified Date
1	24674987	Awe	ewa	50	2021-10-28

The interface also includes a sidebar with navigation options like Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, and My Profile. There are buttons for Print, Excel, and PDF, and a search bar.

Click on registration Id, short view will open, click on Enroll Button to enroll applicant. Following pop up will open

The screenshot shows the 'Particulars of Candidates for Admission 2021-22' page. A pop-up dialog titled 'Enroll the Qualified Student' is displayed over the candidate details. The dialog has two dropdown menus: 'Select Course' and 'Select Centre Name'. Below the dropdowns are 'SUBMIT' and 'Close' buttons. The background page shows a candidate's profile with a photo and a 'View Complete Detail' button. At the bottom of the page, there is an 'Enroll Student' button.

Select Course and Centre Name to enroll the Applicant.

## 1.1.4 Enrolled List

Enrolled Applicant Display Here.

The screenshot shows the 'Enrolled List' page in the National Career Service Centre for SC/STs web application. The user is logged in as 'dl-shahdara-cgc' at the 'SREO, NCSC for SC/ST-Delhi' office. The page displays a table of pre-enrolled students with the following data:

S.no	Registration ID	Name	Institute Name	Course	Pre Enrolled Date
1	24674987	Awe	janakpuri	SPL(Special Coaching Scheme)	2022-01-13

The page also includes a sidebar with navigation options like Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, and My Profile. The top navigation bar shows the Ministry of Labour & Employment and the National Career Service logo.

Click on Registration Id the following page will open to admit the student Or Refuse for Admission.

The screenshot shows the 'Particulars of Candidates for Admission 2021-22' page. The candidate's details are as follows:

Candidate Details/उम्मीदवार विवरण	
Name/नाम	Awe
Gender/लिंग	Male
Date of Birth/जन्म की तारीख	01/01/2000 ( Year)
Guardian Name/अभिभावक का नाम	Ewa
Preferred Courses/कोर्स	SPL(Special Coaching Scheme), Computer O Level (Software), Computer O Level CHM(Computer H/w & Miantenance course),

The page also includes a sidebar with navigation options and a 'View Complete Detail' button. At the bottom, there are buttons for 'Admitted' and 'Refuse for Admission'.

Admitted: - Applicant join the center and start his classes.

Refuse for Admission: - Applicant not joins the center, due to some reason. Fill the reason and this Application will move to refuse for Admission.

### 1.1.5 Admitted List

Display all applicants who joined their center.

The screenshot shows the 'Admitted List' for the State of Delhi. The page header includes the Government of India logo and the Ministry of Labour & Employment. The user is logged in as 'dl-shahdara-cgc' at the 'SREO, NCSC for SC/ST-Delhi' office. The page displays a table of enrolled students with the following data:

S.no	Registration ID	Name	Center Name	Course	Enrolled Date
1	62424011	Abhijeet Singh	NIELT	Computer O Level (Software)	2021-10-06
2	71666259	Abhinav	OM computers	SPL(Special Coaching Scheme)	2021-10-06
3	55486145	Aditya Das	OM computers	SPL(Special Coaching Scheme)	2021-10-06
4	70067749	Bharti	NIELT	Computer O Level CHM(Computer H/w & Miantenance course)	2021-10-06
5	87492065	Bheem Kumar	OM computers	SPL(Special Coaching Scheme)	2021-10-06
6	92987976	Chander Kant Garwal	NIFIIT	Computer O Level CHM(Computer H/w & Miantenance course)	2021-10-06

If applicant drop the center due to some reason, admin will click on registration id following page will open, Click to Dropout button to make applicant dropout.

The screenshot shows the 'Particulars of Candidates for Admission 2021-22' for a specific candidate. The page displays a table with the following data:

Candidate Details/उम्मीदवार विवरण	
Name/नाम	Abhijeet Singh
Gender/लिंग	Male
Date of Birth/जन्म की तारीख	17/07/1999 ( Year)
Guardian Name/अभिभावक का नाम	Rakesh Singh
Preferred Courses/कोर्स	SPL(Special Coaching Scheme), Computer O Level (Software), Computer O Level CHM(Computer H/w & Miantenance course), <a href="#">View Complete Detail</a>

Reason For Dropout

Reason for Dropout button popup will open, give the reason and submit, this applicant will move To Dropout List.

### 1.1.6 Waited List

Applicant who had passed the exam, but sanction number filled.

The screenshot shows the user interface for the 'Waited List'. The header includes the Government of India logo, Ministry of Labour & Employment, and the National Career Service Centre for SC/STs. The user is logged in as 'dl-shahdara-cgc' at the 'SREO, NCSC for SC/ST-Delhi' office. The page displays the state as 'Delhi' and the center name as 'SREO, NCSC for SC/ST - New Delhi'. A navigation menu on the left includes options like Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, and My Profile. The main content area shows a 'Waiting Student list (Waiting for Main List)' with a table containing one entry:

S.no	Registration ID	Name	Father/Husband Name	Rank/Merit	Waiting Date
1	28242797	Dummy1	testing	56	2021-10-28

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation buttons for 'Previous' and 'Next'.

### 1.1.7 Rejected List

Display the List of Rejected application.

The screenshot shows the user interface for the 'Rejected List'. The header and navigation menu are identical to the previous screenshot. The main content area displays the 'Rejected Student list (Not Accepted)'. The table below the heading is empty, with a message 'No Records to be Approved' centered in the table area. The page indicates 'Showing 0 to 0 of 0 entries' and provides navigation buttons for 'Previous' and 'Next'.

### 1.1.8 Refusal List

Display the List of Applicant who refused (Deny) to take admission.

Ministry of Labour & Employment | Government of India | M/o Labour & Employment | Welcome dl-shahdara-cgc

रोजगार महानिदेशालय | Directorate General of Employment | National Career Service Centre for SC/STs | अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर

State: Delhi | Centre Name: SREO, NCSC for SC/ST - New Delhi

Applicant List | Accepted List | Qualified List | Enrolled List | Admitted List | Waited List | Other List

#### Student list (Refuse To Take Admission)

Show 10 entries | Search: | Print | Excel | PDF

S.no	Registration ID	Name	Father/Husband Name	Reason For Refuse	Refuse Date
No Records to be Approved					

Showing 0 to 0 of 0 entries | Previous | Next

### 1.1.9 Dropout List

Display the List of Applicant who dropout from the Training Centre.

Ministry of Labour & Employment | Government of India | M/o Labour & Employment | Welcome dl-shahdara-cgc

रोजगार महानिदेशालय | Directorate General of Employment | National Career Service Centre for SC/STs | अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर

State: Delhi | Centre Name: SREO, NCSC for SC/ST - New Delhi

Applicant List | Accepted List | Qualified List | Enrolled List | Admitted List | Waited List | Other List

#### Dropout Student list

Show 10 entries | Search: | Print | Excel | PDF

S.no	Registration ID	Name	Father/Husband Name	Reason For Dropout	Dropout Date
1	15542602	amit	demo	g	2021-10-28

Showing 1 to 1 of 1 entries | Previous | 1 | Next

### 1.1.10 Exam/Failed List

Display that student who failed the qualified test.

## 1.2 Beneficiary

### 1.2.1 Current & Backlog Entry

Regional Center registers students in current year and backlog year

gionalCenterDetails/backlog\_entry

- WAMP/XAM... Home|NLI DIGITAL NIC DIGITAL NIC PageSpeed Insights Reading list

Email Id\*

Gender\*  लिंग

Name of Employment Exchange\*  रोजगार कार्यालय का नाम

Empl. Exch. Registrat  रोजगार कार्यालय पंजीकरण संख्या

N.C.O. Code.\*  एन. सी. ओ. कोड

NCS Registration No\*  रा. कै. से. पंजीकरण संख्या

**Bank Details/बैंक विवरण**

Savings Account Number\*  बचत खाता संख्या

Bank Name\*  बैंक का नाम

IFSC Code\*  आईएफएससी कोड

City Name\*  शहर का नाम

Pin Code\*  पिन कोड

**Education Details/शिक्षा विवरण**

S.no	Name of Examination/ परीक्षा का नाम	Name of Board/University/बोर्ड / विश्वविद्यालय का नाम	Subjects/ विषय	Percentage/प्रतिशत	Roll Number/रोल नंबर	Year/साल
1	10th/10 वीं*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	12 वीं	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Graduation/स्नातक	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Technical Qualification,if any/तकनीकी योग्यता, यदि कोई हो

**Course Details/पाठ्यक्रम विवरण**

Select the State(where you want admission)\*  राज्य का चयन करें (जहां आप प्रवेश चाहते हैं):

Select the Centre(where you want admission)\*  केंद्र का चयन करें (जहां आप प्रवेश चाहते हैं):

Select the Training/Course\*    प्रशिक्षण/कोर्स का चयन करें:

Change Preferences

Have you taken admission earlier in any training/course offered by any NCSC(SC/ST)?\*

If yes, please give details: (क्या आपने इससे पूर्व किसी भी NCSC(SC/ST) केंद्र द्वारा संचालित किसी प्रशिक्षण/कोर्स में प्रवेश लिया है? यदि हां, तो कृपया ब्योरा दें:

Select ▼

Upload Documents/दस्तावेज़ अपलोड करें

<p>10th certificate* /10 वीं प्रमाणपत्र</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>Choose file</span> <span>No file chosen</span> </div> <p style="color: red; font-size: small;">*Upload Only PDF</p>	<p>Caste Certificate* /जाति प्रमाण पत्र</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>Choose file</span> <span>No file chosen</span> </div> <p style="color: red; font-size: small;">*Upload Only PDF</p>
<p>Employment Registration Card* रोजगार पंजीकरण कार्ड</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>Choose file</span> <span>No file chosen</span> </div> <p style="color: red; font-size: small;">*Upload Only PDF</p>	<p>Upoad Photograph*</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>Choose file</span> <span>No file chosen</span> </div> <p style="color: red; font-size: small;">Only PNG or JPG image &amp; Maximum upload size is 100KB</p>
<p>Income Certificate/ आय प्रमाण पत्र</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> <span>Choose file</span> <span>No file chosen</span> </div> <p style="color: red; font-size: small;">*Upload Only PDF</p>	

SAVE AS DRAFT

SUBMIT

### 1.2.2 Finalize Submission

The Regional Center updates the student's complete application and gives The final Submission of the registration form.

भारत सरकार  
Government of India
श्रम एवं रोजगार मंत्रालय  
Min Labour & Employment

Ministry of Labour & Employment
Thu Jan 13 2022, 3:12:09 PM
Welcome dl-shahdara-cgc

रोजगार महामन्त्रालय  
Directorate General of  
Employment

National Career Service Centre for SC/STs  
अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर

एन सी एस सी  
एन सी एस सी सेन्टर

Department Login
Logout

User Name : dl-shahdara-cgc
Office Name : SREO, NCSC for SC/ST-Delhi

- Dashboard
- Manage Students
- + Beneficiary
  - Current & Backlog Entry
  - Finalize Submission
- + PFMS
- + MIS
- + DSC Detail
- + Regional Center
- + My Profile

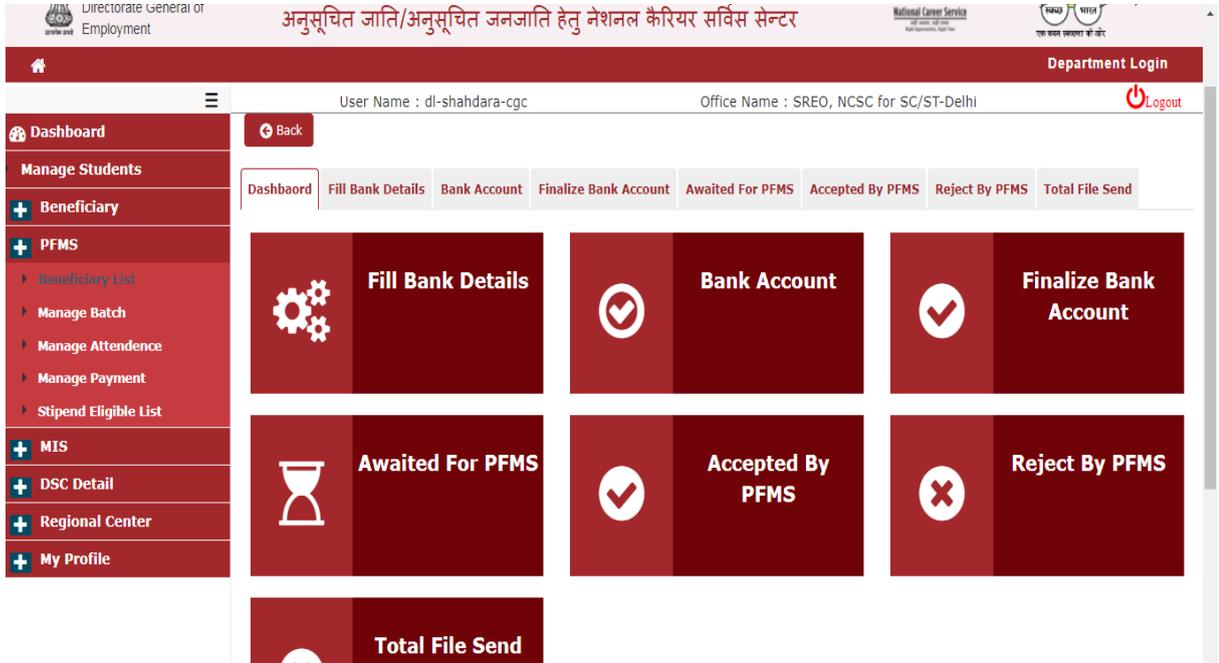
#### Finalize Submission List

S.No	Registration Id	Name	Father/Husband Name	Email	Applied Date
1	71031799	Amit 1	demo	amit@gmail.com	25/10/2021

### 1.3 PFMS

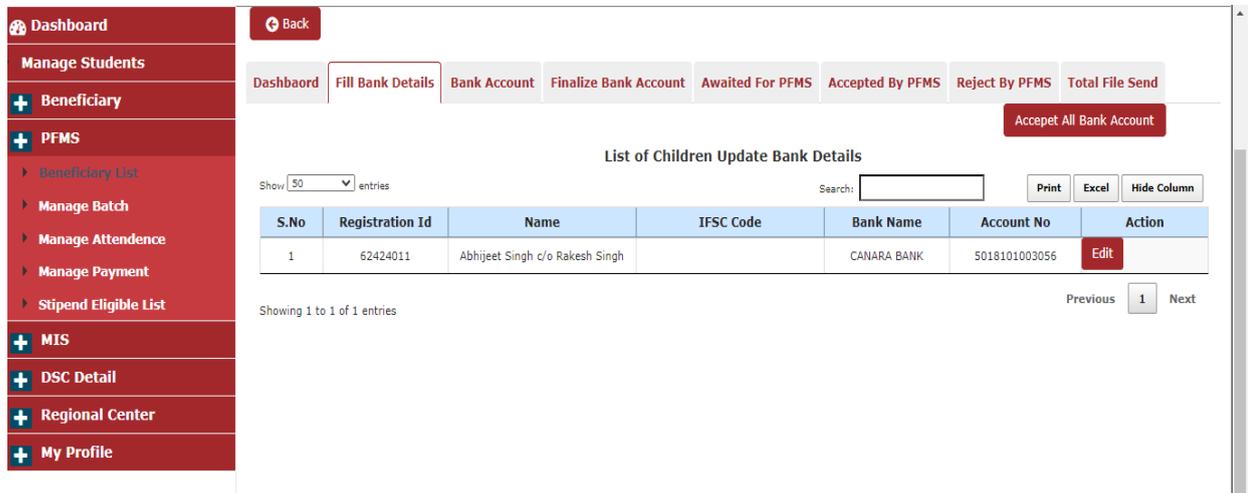
#### 1.3.1 Beneficiary List

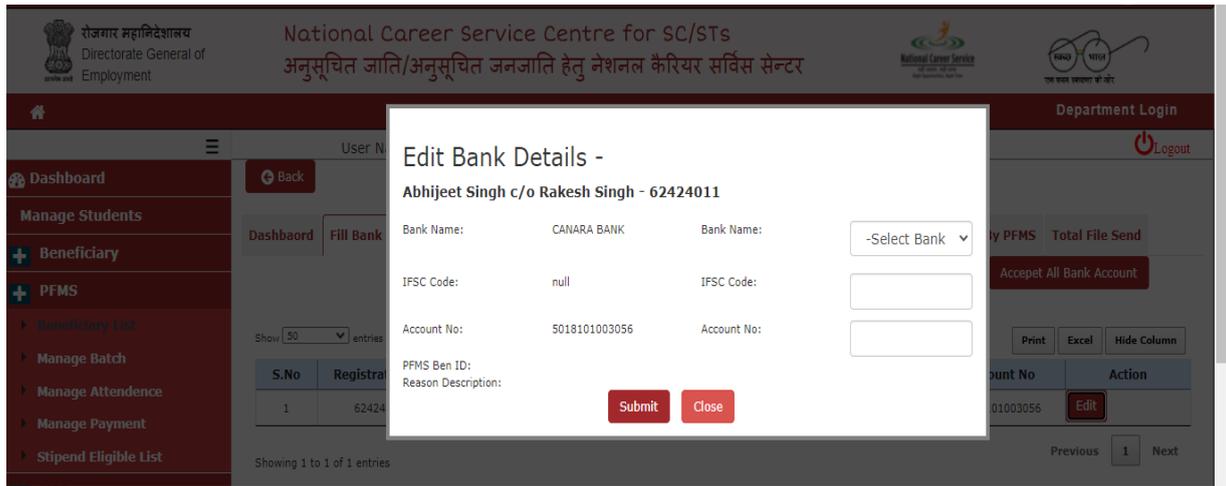
Update the bank details of the student in the beneficiary list and send it to PFMS for verification. PFMS verifies the details of the student and responds to the center.



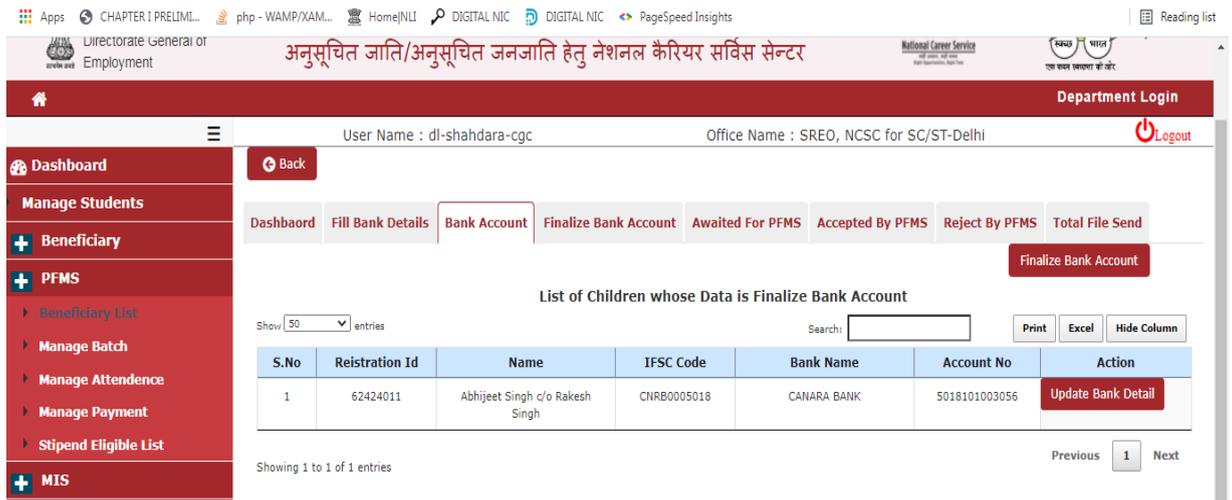
Click Fill Bank Details:

To update the bank details of the beneficiary from the regional center fill bank details.





Click Bank Account and verify bank detail



Click Finalize Bank Account Send the beneficiary's bank details for verification on PFMS.



Click Awaited for PFMS

Department Login  
User Name : dl-shahdara-cgc Office Name : SREO, NCSC for SC/ST-Delhi Logout

Dashboard Fill Bank Details Bank Account Finalize Bank Account **Awaited For PFMS** Accepted By PFMS Reject By PFMS Total File Send

XML Data Awaited by PFMS

Show 50 entries Search: [ ] Print Excel Hide Column

S.No	XML Generated Date	XML File Name	Number Of beneficiary	Status
1	2021-12-07	dbt_report1638826804.xml	22	Awaited by PFMS
2	2021-12-07	dbt_report1638826804.xml	22	Awaited by PFMS
3	2021-12-07	dbt_report1638826804.xml	22	Awaited by PFMS
4	2021-12-07	dbt_report1638826804.xml	22	Awaited by PFMS
5	2021-12-07	dbt_report1638826804.xml	22	Awaited by PFMS

Click Accepted By PFMS

Department Login  
User Name : dl-shahdara-cgc Office Name : SREO, NCSC for SC/ST-Delhi Logout

Dashboard Fill Bank Details Bank Account Finalize Bank Account **Awaited For PFMS** **Accepted By PFMS** Reject By PFMS Total File Send

List of Students whose Data is accepted by PFMS

Show 50 entries Search: [ ] Print Excel Hide Column

S.No	Registration Id	Name	Batch ID / XML	Batch Date	IFSC Code	Bank Name	Account No	Name as per Bank	PFMS Beneficiary ID	Status
1	71666259	Abhinav c/o Naresh Pal	CB00710401220002 / 0071DBTBENREQ040120222.xml	04-01-2022	KKbk0004608	KOTAK MAHINDRA BANK	9113861980			Accepted by PFMS

Showing 1 to 1 of 1 entries Previous 1 Next

Click Reject By PFMS

Department Login  
User Name : dl-shahdara-cgc Office Name : SREO, NCSC for SC/ST-Delhi Logout

Dashboard Fill Bank Details Bank Account Finalize Bank Account **Awaited For PFMS** **Accepted By PFMS** **Reject By PFMS** Total File Send

List of Children whose validation is Rejected

Show 50 entries Search: [ ] Print Excel Hide Column

S.No	Registration Id	Name	Batch ID / XML	Batch Date	IFSC Code	Bank Name	Account No	Purpose	Rejection Details	PFMS Beneficiary ID	Status	Actions
1	15045471	Om Prakash c/o Guru Prakash	CB00710401220002 / 0071DBTBENREQ040120222.xml	04-01-2022	barb0alidel	BANK OF BARODA	33150100016508	A			PFMS Rejected	Edit

Showing 1 to 1 of 1 entries Previous 1 Next

Click Total File Send

S.No	File Name	Genrate Date	Total Beneficiary	Accepted Beneficiary	Rejected Beneficiary	Awaited Beneficiary	Awaited Day
1	dbt_report1638826804.xml	2021-12-07	22	5	0	17	41
2	dbt_report1638830430.xml	2021-12-07	22			22	41
3	dbt_report1638897311.xml	2021-12-07	22			22	41
4	0071DBTBENREQ091220211.xml	2021-12-09	22			22	39
5	0071DBTBENREQ101220211.xml	2021-12-10	22			22	38
6	0071DBTRFNRF0101220212.xml	2021-12-10	22			22	38

1.3.2 Manage Batch

The system facilitates to create and view batches.

When we are creating a new batch, all the applicant which comes under the particular date period Of batches will move to Manage Attendance, so we will easily maintain the attendance of those applicant.

S.No	Batch No.	Period	No of Student	Attendance Percentage
1	TMP_BN17791712045520	Fin Year: 2020-21 (01/09/2020 - 30/09/2020)	22	70%
2	TMP_BN75841012124344	Fin Year: 2020-21 (01/11/2020 - 30/11/2020)	22	70%

Add Batches

The system facilitates Admin to create new batches.

## NCSC For SC/STs – User Manual for Regional

The screenshot shows the 'Create Batches' form in the NCSC For SC/STs web application. The form includes the following fields:

- Financial Year: 2021-22
- Attendance Month: Select Month
- Start Date: Select start Date
- End Date: End Date

A 'PROCEED' button is located at the bottom right of the form.

### 1.3.3 Manage Attendance

The system facilitates admin to manage the attendance of applicant.

The screenshot shows the 'Manage Attendance' page in the NCSC For SC/STs web application. The page displays a table with the following data:

S.No	Batch No.	Period	No of Student	Total Attendance
1	TMP_BN1791712045520	Fin Year: (01/09/2020 - 30/09/2020)	22	22
2	TMP_BN75841012124344	Fin Year: (01/11/2020 - 30/11/2020)	22	22

The table is displayed with a search bar and pagination controls. The pagination shows 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

Click on **Batch No** to manage attendance. Below page will open

Give Working Days and proceed for applicant attendance.

1. After Giving Working Days, below page will open

S.No	Registration Id	Name	Course	Institute	Total Working Days	Attendant	Per(%)	Remarks*	Action
1	62424011	Abhijeet Singh	Computer O Level (Software)	NIELIT	25	Atte	Attendan	Remarks	Fill Attendance
2	71666259	Abhinav	SPL(Special Coaching Scheme)	OM computers	25	Atte	Attendan	Remarks	Fill Attendance
3	55486145	Aditya Das	SPL(Special Coaching Scheme)	OM computers	25	Atte	Attendan	Remarks	Fill Attendance

3 Attendance is submitted when all the data Or row fill completely.

4. Attended column is mandatory, If you click Fill Attendance button without filling attended column, it will generate message –Please Fill Attended Days.

5. Per (%) generate automatically when we give attended days. This provides the percentage of attendance.

6. Remark is mandatory only when we change the **Total Working Days**.

7. Submit Button will work when we fill all the row otherwise it will generate message – Please fill all the Rows.

8. Edit Button will generate once we fill attendance of one row. Edit Button to manage attende of Particular applicant.

9. After clicking on submit button, final attendance will generate and send applicant detail to table dbt\_transaction\_payments who has minimum 70% attendance percentage.

Attendance Percentage manage by Admin through Section – **Manage Attendance Percentage**

Manage Students

- [+ Beneficiary](#)
- [+ PFMS](#)
- [+ MIS](#)
- [+ DSC Detail](#)
- [+ Regional Center](#)
- [+ My Profile](#)

Manage Attendance

Transaction: TMP\_BN80581301042937      Financial Year: 2020-21      Working Days: 25

From Date: 01-01-2021      To Date: 31-01-2021      Attendance Percentage: 70%

Courses:       Institute Name:

S.No	Registration Id	Name	Course	Institute	Total Working Days	Attendent	Per(%)	Remarks*	Action
1	62424011	Abhijeet Singh	Computer O Level (Software)	NIELIT	25	25	100	Ok	Final Attendance
2	71666259	Abhinav	SPL(Special Coaching Scheme)	OM computers	25	25	100		Final Attendance
3	55486145	Aditya Das	SPL(Special Coaching Scheme)	OM computers	25	25	100		Final Attendance
4	70067749	Bharti	Computer O Level CHM(Computer H/w & Maintenance course)	NIELIT	25	25	100		Final Attendance
5	87492065	Bheem Kumar	SPL(Special Coaching Scheme)	OM computers	25	22	88		Final Attendance
6	92907976	Chander Kant Garwal	Computer O Level CHM(Computer H/w & Maintenance course)	NIELIT	25	22	88		Final Attendance
7	88879089	Sumit Pal	Computer O Level (Software)	NIELIT	25	12	48		Final Attendance
8	24622802	Shristi Sagar	SPL(Special Coaching Scheme)	OM computers	25	21	84		Final Attendance
9	33082275	Shrishti Bilitaria	Computer O Level (Software)	NIELIT	25	21	84		Final Attendance
10	43609924	Shobha	SPL(Special Coaching Scheme)	OM computers	25	21	84		Final Attendance
11	30989379	Shivani Taank	SPL(Special Coaching Scheme)	OM computers	25	23	92		Final Attendance
12	57958068	Shivani Parcha	SPL(Special Coaching Scheme)	OM computers	25	23	92		Final Attendance
13	54390258	Shivani	SPL(Special Coaching Scheme)	OM computers	25	23	92		Final Attendance

### 1.3.4 Manage Payment

The system facilitates Admin to manage stipend amount.

भारत सरकार      श्रम एवं रोजगार मंत्रालय  
Government of India      M/o Labour & Employment

Ministry of Labour & Employment      Thu Jan 13 2022, 4:41:15 PM      Welcome dl-shahdara-cgc

रोजगार महानिदेशालय      National Career Service Centre for SC/STs  
Directorate General of Employment      अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर

Department Login

User Name : dl-shahdara-cgc      Office Name : SREO, NCSC for SC/ST-Delhi      Logout

Dashboard

Manage Students

[+ Beneficiary](#)

[+ PFMS](#)

- [+ Beneficiary List](#)
- [+ Manage Batch](#)
- [+ Manage Attendance](#)
- [+ Manage Payment](#)
- [+ Stipend Eligible List](#)

[+ MIS](#)

[+ DSC Detail](#)

[+ Regional Center](#)

[+ My Profile](#)

Manage Payment

Show  entries      Search:

S.No	Batch No.	Period	No of Student
1	TMP_BN80581301042937	Fin Year: (01/01/2021 - 31/01/2021)	22
2	TMP_BN17791712045520	Fin Year: (01/09/2020 - 30/09/2020)	22
3	TMP_BN75841012124344	Fin Year: (01/11/2020 - 30/11/2020)	22

Showing 1 to 3 of 3 entries      Previous  Next

Click on **Batch No** to manage stipend. New Page will open, Give stipend amount and proceed.

Provide stipend amount then proceed. New page will open.

Edit Stipend button is used to edit the stipend amount of particular row.

Remark is mandatory when admin changed the stipend amount.

Submit Button is used to freeze the stipend amount, after that no stipend amount of particular applicant will not be changed and data send to the table dbt\_transaction\_report to generate xml file and excel file.

- [+ Beneficiary](#)
- [+ PFMS](#)
- [+ MIS](#)
- [+ DSC Detail](#)
- [+ Regional Center](#)
- [+ My Profile](#)

**Manage Payment**

Transaction: TMP_BN80581301042937	Financial Year: 2020-21	Working Days: 25
From Date: 01-01-2021	To Date: 31-01-2021	Stipend Amount: 1000

Courses

Institute Name

**Manage Stipend**

S.No	Registration Id	Name	Course	Institute	Total Working Days	Attendent	Per(%)	Stipend Amount	Remarks*	Action
1	55486145	Aditya Das	SPL(Special Coaching Scheme)	OM computers	25	25	100	1000		Final Stipend
2	70067749	Bharti	Computer O Level CHM(Computer H/w & Miantenance course)	NIELIT	25	25	100	1000		Final Stipend
3	54390258	Shivani	SPL(Special Coaching Scheme)	OM computers	25	23	92	1000		Final Stipend
4	77618103	Ritika Sagar	SPL(Special Coaching Scheme)	OM computers	25	25	100	1000		Final Stipend
5	27830810	Ragubir	Computer O Level (Software)	NIELIT	25	24	96	1000		Final Stipend

### 1.3.5 Stipend Eligible List

The month wise eligible student list shows in the stipend eligible list.

भारत सरकार Government of India    श्रम एवं रोजगार मंत्रालय M/o Labour & Employment

Ministry of Labour & Employment    Thu Jan 13 2022, 4:51:13 PM    Welcome dl-shahdara-cgc

रोजगार महानिदेशानय  
Directorate General of  
Employment

**National Career Service Centre for SC/STs**  
अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर

National Career Service  
एक साथ सफल की ओर

**Department Login**    Logout

User Name : dl-shahdara-cgc    Office Name : SREO, NCSC for SC/ST-Delhi

- [Dashboard](#)
- [Manage Students](#)
- [+ Beneficiary](#)
- [+ PFMS](#)
- [+ Beneficiary List](#)
- [+ Manage Batch](#)
- [+ Manage Attendance](#)
- [+ Manage Payment](#)
- [+ Stipend Eligible List](#)
- [+ MIS](#)
- [+ DSC Detail](#)
- [+ Regional Center](#)
- [+ My Profile](#)

**Monthly Stipend Eligible List**

Show 10 entries    Search:

S.No	Year	Month	Generated Date	Total Eligible	Total Amount	Status	Action
1	2020-21	January	2022-01-13	21	21000	Stipend Not Send To PFMS	View
2	2020-21	September	2021-12-17	19	10500	Stipend Send To PFMS	Send To PFMS
3	2020-21	November	2021-12-10	20	20000	Stipend Send To PFMS	Send To PFMS

Showing 1 to 3 of 3 entries    Previous 1 Next

Click view button open payment summary and center add dsc sign and send the file on PFMS.

The screenshot shows the user interface of the NCSC portal. At the top, there is a header with the Government of India logo and the text 'Ministry of Labour & Employment'. The main header includes the logo of the Directorate General of Employment and the text 'National Career Service Centre for SC/STs' and 'अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर'. The user is logged in as 'dl-shahdara-cgc' from the office 'SREO, NCSC for SC/ST-Delhi'. A sidebar on the left contains navigation options: Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, and My Profile. The main content area displays a summary table for January 2020-21, with a 'Back' button and a 'Logout' button. Below the table is a 'SIGN USING DSC' button.

State:	Delhi
District:	Shahdara
Financial Year:	2020-21
Month:	January
Total Enrolled:	22
Eligible:	21
Not Eligible:	1
Amount to be paid (Rs):	21000

## 1.4 MIS

### 1.4.1 Student List

Show Complete Detail of Students.

The screenshot shows the 'Student List' page in the NCSC portal. The header and sidebar are the same as in the previous screenshot. The main content area has a search form with 'Registration Number' and 'Select Type' dropdown menus, and a 'SUBMIT' button. Below the search form is the 'All Student list' table, which displays a list of students with columns for S.No, Registration Id, Name, Center Name, and Course. The table shows 8 entries.

S.No	Registration Id	Name	Center Name	Course
1	62424011	Abhijeet Singh	SREO,NCSC for SC/ST - New Delhi	SPL(Special Coaching Scheme)
2	71666259	Abhinav	SREO,NCSC for SC/ST - New Delhi	Computer O Level (Software)
3	55486145	Aditya Das	SREO,NCSC for SC/ST - New Delhi	SPL(Special Coaching Scheme)
4	70067749	Bharti	SREO,NCSC for SC/ST - New Delhi	SPL(Special Coaching Scheme)
5	87492065	Bheem Kumar	SREO,NCSC for SC/ST - New Delhi	SPL(Special Coaching Scheme)
6	92987976	Chander Kant Garwal	SREO,NCSC for SC/ST - New Delhi	SPL(Special Coaching Scheme)
7	88879089	Sumit Pal	SREO,NCSC for SC/ST - New Delhi	SPL(Special Coaching Scheme)
8	24622802	Shristi Sagar	SREO,NCSC for SC/ST - New Delhi	SPL(Special Coaching Scheme)

## 1.5 DSC Detail

### 1.5.1 DSC Registration

Regional Center does its DSC registration.

The screenshot shows the user interface for the National Career Service Centre for SC/STs. The user is logged in as 'dl-shahdara-cgc' from the office 'SREO, NCSC for SC/ST-Delhi'. The dashboard includes a sidebar with navigation options like Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, and My Profile. The main content area displays 'DSC Details For Approval to PFMS' with the following information:

DSC Details For Approval to PFMS			
Name :	Suraj Prakash Rajpal	Serial No:	2.7887492892438E+18
Valid From :	2020-12-27 00:00:00	Valid To:	2022-12-27 00:00:00
Status:	DSC approval from PFMS under process...		

## 1.6 Regional Center

### 1.6.1 Regional Center Profile

Manage Regional officer Detail, Like- Name, Address, office contact, Nodal Officer contact (mail id, mobile and more.), courses, etc.

Regional Center Profile : Manage complete detail of officer with

The screenshot shows the 'Regional Center Profile' section of the dashboard. It displays a table with the following data:

S.no	State	Regional Center Name	Courses			Actions
			SPL	Computer Software	Computer Hardware	
1	Delhi	SREO,NCSC For SC/ST - New Delhi	✓	✓	✓	<a href="#">Edit details</a>

Additional details from the screenshot include a search bar, 'Print', 'Excel', and 'PDF' buttons, and pagination controls showing 'Showing 1 to 1 of 1 entries'.

The profile of the regional center is changed by clicking on the edit detail button.

The screenshot displays the 'Regional Center Details' form in the NCSC For SC/STs web application. The form is divided into several sections:

- Regional Center Details:**
  - Name of Regional Center: SREO, NCSC for SC/ST - New Delhi
  - Address: NCSCs for SC/STs, V.R.C. Building, 9-10-11, Main VikasMarg Extension
- Office Contacts:**
  - Name: K.N. Reema Nair
  - Email: cgc.newdelhi@gmail.com
  - Telephone: 011-22372705
  - Mobile: (empty field)
- Nodal Officer Contacts:**
  - Name: K.N.Reema Nair
  - Email: cgc.newdelhi@gmail.com
  - Telephone: 011-22372705
  - Mobile: (empty field)
- Running course:**

S.No	Select Course	Sanctioned	Actual	Action
1	Computer O Level (Software)	1500	7	✘
2	SPL(Special Coaching Scheme)	2500	16	✘
3	Computer O Level CHM(Computer H/w & Miantenanc	1500	4	✘

At the bottom of the form, there are two buttons: 'SAVE' and 'Close'.

### 1.6.2 Manage Coaching/Training Center

Here the Admin will manage the training centers, completely managed by admin with View, Edit, Active or Deactive Functionality.

S.no	State	Regional Centre	Courses List	Centre Name	Status
1	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software) * Computer O Level CHM(Computer H/w & Miantenance course) * SPL(Special Coaching Scheme)	Niel011	<a href="#">Edit / View / Deactive</a>
2	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software) * Computer O Level CHM(Computer H/w & Miantenance course) * SPL(Special Coaching Scheme)	NIELT	<a href="#">Edit / View / Deactive</a>
3	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level CHM(Computer H/w & Miantenance course) * Computer O Level (Software) * SPL(Special Coaching Scheme)	Vivek Computer Institute	<a href="#">Edit / View / Deactive</a>
4	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software) * SPL(Special Coaching Scheme) * Computer O Level CHM(Computer H/w & Miantenance course)	CGC Institute Center	<a href="#">Edit / View / Deactive</a>
5	Delhi	SREO,NCSC for SC/ST - New Delhi	* SPL(Special Coaching Scheme) * Computer O Level (Software) * Computer O Level CHM(Computer H/w & Miantenance course)	Shyam Institute	<a href="#">Edit / View / Deactive</a>
6	Delhi	SREO,NCSC for SC/ST - New Delhi	* SPL(Special Coaching Scheme) * Computer O Level (Software) * Computer O Level CHM(Computer H/w & Miantenance course)	janakpuri	<a href="#">Edit / View / Deactive</a>
7	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software)	Hare Krishna Computers	<a href="#">Edit / View / Deactive</a>

#### Click Add Coaching/ Training Centre:

The system facilitates the Admin to Add New Training Centre.

**Add Coaching/Training Centre**

Select State:

Regional Centre Name:

Centre Name:

Centre Address:

Select Course 1:

Select Course 2:

Select Course 3:

### Active and Deactive Training Centre:

The system facilitates the officer to Manage Training Centre.

Admin Will get only the those Training Centre, Which are Active when he is providing a Centre to Applicant at the time of enrollment.

S.no	State	Regional Centre	Courses List	Centre Name	Status
1	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software) * Computer O Level CHM(Computer H/w & Miantenance course) * SPL(Special Coaching Scheme)	Nielt011	Edit / View / Deactive
2	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software) * Computer O Level CHM(Computer H/w & Miantenance course) * SPL(Special Coaching Scheme)	NIELT	Edit / View / Deactive
3	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level CHM(Computer H/w & Miantenance course) * Computer O Level (Software) * SPL(Special Coaching Scheme)	Vivek Computer Institute	Edit / View / Deactive
4	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software) * SPL(Special Coaching Scheme) * Computer O Level CHM(Computer H/w & Miantenance course)	CGC Institute Center	Edit / View / Deactive
5	Delhi	SREO,NCSC for SC/ST - New Delhi	* SPL(Special Coaching Scheme) * Computer O Level (Software) * Computer O Level CHM(Computer H/w & Miantenance course)	Shyam Institute	Edit / View / Deactive
6	Delhi	SREO,NCSC for SC/ST - New Delhi	* SPL(Special Coaching Scheme) * Computer O Level (Software) * Computer O Level CHM(Computer H/w & Miantenance course)	janakpuri	Edit / View / Deactive
7	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software)	Hare Krishna Computers	Edit / View / Deactive

### 1.6.3 Attendance Percentage

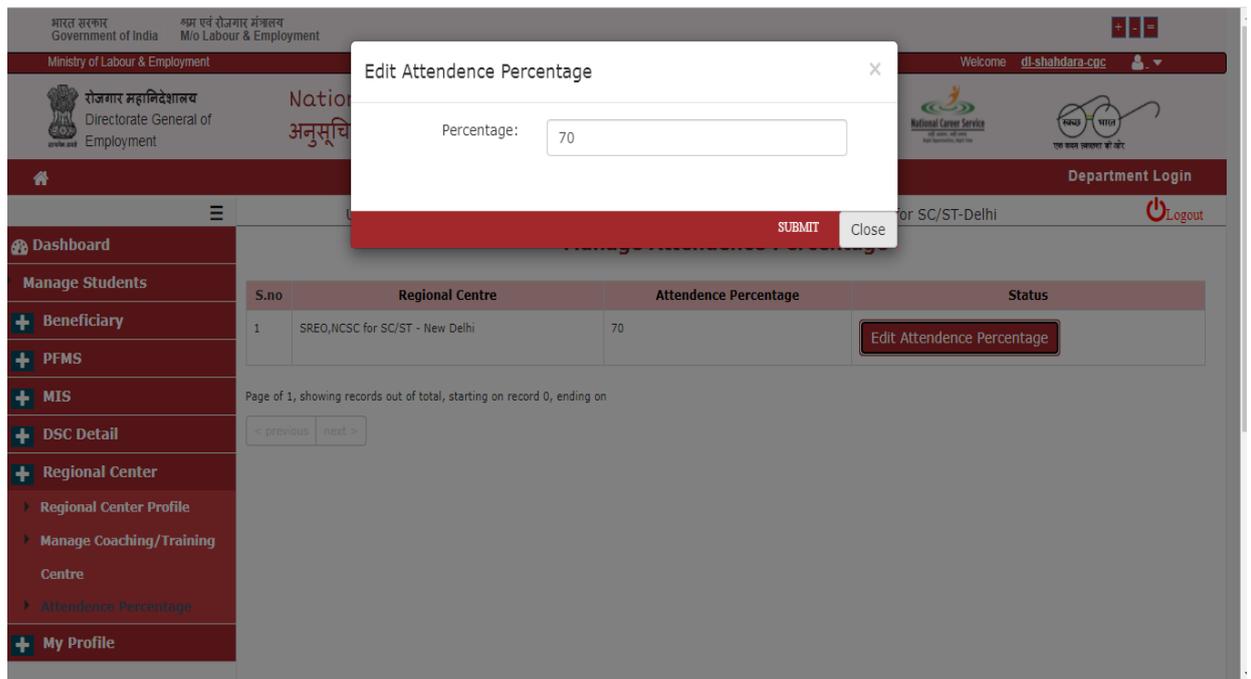
The system facilitates Admin to maintain attendance percentage.

S.no	Regional Centre	Attendance Percentage	Status
1	SREO,NCSC for SC/ST - New Delhi	70	Edit Attendance Percentage

Page of 1, showing records out of total, starting on record 0, ending on

< previous next >

Updates the regional center percentage by clicking on the Edit Attendance Percentage button.



## 1.7 My Profile

### 1.7.1 Manage Profile

Regional Center updates their profile.



## 1.7.2 Change Password

Regional Center updates its password

The screenshot displays the user interface of the National Career Service Centre for SC/STs. At the top, there is a header with the Government of India logo and text in Hindi and English: 'भारत सरकार Government of India' and 'श्रम एवं रोजगार मंत्रालय Ministry of Labour & Employment'. The date and time are shown as 'Fri Jan 14 2022, 11:01:53 AM'. The user is logged in as 'dl-shahdara-cgc'. The main navigation bar includes the NCSC logo and the text 'National Career Service Centre for SC/STs' and 'अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर'. A sidebar on the left contains a menu with options: Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, My Profile, Manage Profile, and Change Password. The 'Change Password' form is the central focus, featuring three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A note specifies: '(\* Password should be 8 character long, and contain one special, uppercase, lowercase characters)'. The form includes 'SAVE' and 'Back' buttons.