

# NCSC For SC/STs

(National Career Service Centre for SC/STs Students)

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Manual for Mole-Admin

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

**Abstract:** This admin 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, xml reports, Student MIS Report, Applicant Detail, DSC Detail

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, Detail, xml report, DCS Detail more.	1 <sup>st</sup> Draft

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## 1 Mol-Admin

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

The screenshot displays the Mol-Admin dashboard interface. At the top, there is a navigation bar with the text 'अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर' and 'Department Login'. Below this, the user is logged in as 'Central Admin' from the 'Ministry Of Labour And Employment'. The dashboard features a sidebar menu with options like 'Dashboard', 'Report', 'My Profile', 'DSC Detail', 'DBT Bharat', 'Consolidated Report', and 'Consolidated Summary'. The main content area shows a grid of eight cards representing different student categories with their respective counts and 'View Details' links.

Category	Count	Action
Applied Students	28	View Details
Accept Students	28	View Details
Qualified Students	26	View Details
Enrolled Students	25	View Details
Center Alloted Students	22	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	1	View Draft

## 1.1 Report

### 1.1.1 XML Report

Admin views xml file from xml report.

The screenshot shows the web application interface for the National Career Service Centre for SC/STs. The user is logged in as 'Central Admin' from the 'Ministry Of Labour And Employment'. The interface displays a sidebar with navigation options: Dashboard, Report, My Profile, DSC Detail, DBT Bharat, Consolidated Report, and Consolidated Summary. The main content area shows filter options for 'Parent Folder' (All), 'Child Folder' (All), and 'Type' (All). A 'Load Data' button is present. Below the filters, a table displays the XML files. The table has columns for Directory, DataType, From/To, Filename, and Date. The table shows one entry for the file '0071DSCENRREQ21122021001.xml'.

Directory	DataType	From/To	Filename	Date
0071	DSCEnrollmentData	ToCPSMS	0071DSCENRREQ21122021001.xml	21-12-2021 16:14:41
0071	DSCEnrollmentData	ToCPSMS	.xml	21-12-2021 16:11:45
0071	DSCEnrollmentData	ToCPSMS	0071DSCENRREQ30112021004.xml	30-11-2021 22:37:34
0071	DSCEnrollmentData	ToCPSMS	0071DSCENRREQ23112021002.xml	25-11-2021 22:55:28
0071	DSCEnrollmentData	ToCPSMS	0071DSCENRREQ24112021001.xml	24-11-2021 02:28:10
0071	DSCEnrollmentData	ToCPSMS	0071DSCENRREQ23112021001.xml	23-11-2021 21:53:14

Showing 1 to 1 of 1 entries (filtered from 6 total entries)

### 1.1.2 Student MIS Report

Admin can see the details of all the students from the student MIS report.

The screenshot shows the web portal interface for the National Career Service Centre for SC/STs. The header includes the Government of India logo and the text 'Ministry of Labour & Employment'. The main navigation menu on the left includes 'Dashboard', 'Report', 'XML Report', 'StudentMisReport', 'Applicant Detail', 'My Profile', 'DSC Detail', 'DBT Bharat', 'Consolidated Report', and 'Consolidated Summary'. The 'Report' section is active, and the 'Report Generation' form is displayed. The 'Financial Year' dropdown menu is open, showing a list of years from 2012-13 to 2021-22. The 'Type Of Reports' dropdown is set to 'Category Wise'. A 'SHOW REPORT' button is located to the right of the form.

This screenshot shows the same web portal interface as the previous one, but with the 'Type Of Reports' dropdown menu open. The dropdown list includes 'Category Wise', 'Select Reports', 'Gender Wise', 'Qualification Wise', 'Age Wise', 'Institute & Course Wise', and 'Beneficiary Report'. The 'SHOW REPORT' button remains visible to the right of the form.

- Dashboard
- + Report
- + My Profile
- DSC Detail
- DBT Bharat
- Consolidated Report
- Consolidated Summary

Category Wise Report of Student (SC/ST)

Financial Year: 2021-22      Total of SC Student: 2      Total of ST Student: 0

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Select Category            Select Center     

### Category Wise List

Show  entries

Search:

[Excel](#) [Print](#) [PDF](#)

S.no	Registration ID	Name	Category(SC/ST)	Course	Institute	Regional Office	Status
1	41937255	Mohit	SC			SREO,NCSC for SC/ST - New Delhi	Accepted
2	82756958	Mohit	SC			SREO,NCSC for SC/ST - New Delhi	Submitted

Showing 1 to 2 of 2 entries

Previous  Next

### 1.1.3 Applicant Detail

Admin checks the student's status details.

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 center's name in Hindi: "अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर". The user is logged in as "Central Admin" from the "Ministry Of Labour And Employment" office. The interface shows the "Applicant Student list" for the state of Delhi at the SREO, NCSC for SC/ST - New Delhi center. The list contains two entries:

S.no	Registration ID	Name	Father/Husband Name	Course	Status
1	41937255	mohit	mohan		Submitted
2	82756958	mohit	mohan		Submitted

The interface also includes a sidebar with navigation options like Dashboard, Report, My Profile, and DSC Detail. The bottom of the page shows the footer with the government logo and contact information.



भारत सरकार Government of India श्रीम एवं रोजगार मंत्रालय M/o Labour & Employment  
 Ministry of Labour & Employment Mon Jan 17 2022, 11:42:30 AM Welcome Central Admin

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

Department Login

User Name : Central Admin Office Name : Ministry Of Labour And Employment Logout

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

**Qualified Student list**

Show 10 entries Search: Print Excel PDF

S.no	Registration ID	Name	Father/Husband Name	Course	Status
No Records to be Approved					

Showing 0 to 0 of 0 entries Previous Next

भारत सरकार Government of India श्रीम एवं रोजगार मंत्रालय M/o Labour & Employment  
 Ministry of Labour & Employment Mon Jan 17 2022, 11:43:31 AM Welcome Central Admin

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

Department Login

User Name : Central Admin Office Name : Ministry Of Labour And Employment Logout

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

**Enrolled Student list**

Show 10 entries Search: Print Excel PDF

S.no	Registration ID	Name	Father/Husband Name	Course	Status
No Records to be Approved					

Showing 0 to 0 of 0 entries Previous Next

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

Ministry of Labour & Employment Mon Jan 17 2022, 11:45:13 AM Welcome Central Admin

रोजगार महानिदेशालय Directorate General of Employment

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

Department Login

User Name : Central Admin Office Name : Ministry Of Labour And Employment Logout

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

**Waited Student list**

Show 10 entries Search: Print Excel PDF

S.no	Registration ID	Name	Father/Husband Name	Course	Status
No Records to be Approved					

Showing 0 to 0 of 0 entries Previous Next

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

Ministry of Labour & Employment Mon Jan 17 2022, 11:46:31 AM Welcome Central Admin

रोजगार महानिदेशालय Directorate General of Employment

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

Department Login

User Name : Central Admin Office Name : Ministry Of Labour And Employment Logout

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

**Rejected Student list (Not Accepted)**

Show 10 entries Search: Rejected List Refusal List Dropout List Exam/Failed List Print Excel PDF

S.no	Registration ID	Name	Father/Husband Name	Reason	Status
No Records to be Approved					

Showing 0 to 0 of 0 entries Previous Next

## 1.2 My Profile

### 1.2.1 Mange Profile

Admin changes his profile.

The screenshot shows the 'My Profile' page. The header includes the Government of India logo and the Ministry of Labour & Employment. The main content area displays the 'My Profile' form with the following details:

Full Name	Central Admin
Email	ca@gmail.com
Mobile No.	9310412622
Address	new delhi

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

### 1.2.2 Change Password

Admin change his password.

The screenshot shows the 'Change Password' page. The header includes the Government of India logo and the Ministry of Labour & Employment. The main content area displays the 'Change Password' form with the following details:

Current Password:	Current Password
New Password:	New Password
(* Password should be 8 charter long,and contain one special,uppercase,lowercase characters)	
Confirm Password:	Confirm Password

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

### 1.3 DSC Detail

#### All DSC details

Apps CHAPTER 1 PRELIMI... php - WAMP/XAM... Home|NLI DIGITAL NIC DIGITAL NIC PageSpeed Insights Reading list

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

Ministry of Labour & Employment Mon Jan 17 2022, 12:04:54 PM Welcome Central Admin

रोजगार महानिदेशालय Directorate General of Employment

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

Department Login

User Name : Central Admin Office Name : Ministry Of Labour And Employment Logout

### DSC Details

Show 10 entries Search:

S.No	Agency Name / Code	Office Name	Email Id	Department/Sub - Department	Name	Serial Number	Valid from	Valid To	DSC Status
1	K.N. Reema Nair - 07	SREO,NCSC for SC/ST - New Delhi	amit@gmail.com	CGCS - DBT	Suraj Prakash Rajpal	2.7887492892438E+18	2020-12-27	2022-12-27	

Showing 1 to 1 of 1 entries Previous 1 Next

### 1.4 DBT Bharat

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

Ministry of Labour & Employment Mon Jan 17 2022, 12:07:43 PM Welcome Central Admin

रोजगार महानिदेशालय Directorate General of Employment

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

Department Login

User Name : Central Admin Office Name : Ministry Of Labour And Employment Logout

### Transaction Master Signatures

Show 10 entries Search: Add New Transaction

S.No	Scheme Code	Period	Total Count	Action
1	AZF74	4 -2019	2	View
2	AZF74	2 -2019	36	View
3	AZF74	10-2019	1	View
4	AZF74	1 -2014	1	View

Showing 1 to 4 of 4 entries Previous 1 Next

Click Add New Transaction

**Dashboard**

**+ Report**

**+ My Profile**

**DSC Detail**

**DBT Bharat**

**Consolidated Report**

**Consolidated Summary**

Add DBT Bharat Form

Scheme Details

Scheme Code  State Name  year  Month

Scheme Mis Status

Online system/MIS integrated with DBT Bharat Portal and report submitted through web-services

General Info Remarks

Overall Scheme Budget

Dbt Applicable Component Fund Allocation

Funding Pattern

Whether Notified Aadhaar Act

No Of Beneficiaries Normative Central And State Share

No Of Beneficiaries Record Digitized

No Of Authenticated Seeded Beneficiaries

No Of Beneficiaries Whom Mobile No Captured

Central Share Fund Transferred Cash

Total No Transactions Electronic Modes Cash

No Of Ghost Fake Beneficiary

No Of Duplicate Record

Other Saving Process Improvement

savings

Normative State Share Fund Transferred Cash

Additional State Share Fund Transferred Cash

State Share Fund Transferred To Add Beneficiary Cash

Total No Transactions Other Modes Cash

No Of Additional Beneficiaries Supported By State

Remarks

**SUBMIT** **RESET**

S.No	Batch No	From Date	State Offices	No of Student	Total Amount
1	BN60581301042937	2021-01-01	SREO, NCSC for SC/ST-Delhi	21	21000
2	BN17791712045520	2020-09-01	SREO, NCSC for SC/ST-Delhi	19	10500
3	BN75841012124344	2020-11-01	SREO, NCSC for SC/ST-Delhi	20	20000

### 1.5 Consolidate Report

Ministry of Labour & Employment | Mon Jan 17 2022, 12:13:40 PM | Welcome Central Admin

रोजगार महानिदेशानय  
Directorate General of Employment

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

Department Login

User Name : Central Admin | Office Name : Ministry Of Labour And Employment

#### DBT SREO Wise Consolidate Report

SREO Date Wise Report

Select Year:  | Select Month:

Show  entries | Search:

S.No	Year	Month	State	SREO Name	Total Children	Amount	Download
1	2020	September		SREO, NCSC for SC/ST-Delhi	19	10500	<a href="#">Download</a>
2	2020	November		SREO, NCSC for SC/ST-Delhi	20	20000	<a href="#">Download</a>
3	2021	January		SREO, NCSC for SC/ST-Delhi	21	21000	<a href="#">Download</a>

Showing 1 to 3 of 3 entries | Previous 1 Next

### 1.6 Consolidate Summary

Directorate General of Employment | अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल करियर सर्विस सेन्टर

National Career Service | एक चरण एकता की ओर

Department Login

User Name : Central Admin | Office Name : Ministry Of Labour And Employment

#### DBT Bharat Summary Report

Period wise Report

Select Year:  | Select Month:

Search:  | Excel

S.No	Year	No Of Children	Amount	Action
1	2019	1500	1500	Finally Close
2	2019	1500	890000	Final DBT Bharat
3	2019	1500	950000	Finally Close
4	2019	1450	1850000	Finally Close
5	2019	1500	1000000	Final DBT Bharat
6	2019	1500	500000	Final DBT Bharat
7	2019	1500	800000	Final DBT Bharat