

NCSC for SC/STs

(National Career Service Centre for SC/STs)

USER Manual for SC/STs Representative

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, Differently Abled People, state User, Center User, 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 SC/STs Student, Application Accept Or Reject, Enroll, Refused and Dropout	1 st Draft

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1 Registration on Portal

SC/ST person, who want to apply online application, needs registration on this Portal. The Portal requires name, date of birth, email, mobile number to get registered.

1.1 New User Sign-up

The signup form may ask for minimum information (like Name, Date of Birth, mobile, etc. Email id (**Email Id** is not **mandatory**. If you will give then you will get success message with Registration On your email id).

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Register Yourself with us!

Name*
नाम

Date Of Birth*
कथं तिथि

Email Id*
ई-मेल

Mobile No.*
मोबाइल नम्बर

Enter your name

01 Jan 1953

Enter Valid Email ID

Mobile Number

Submit Cancel

User Manual | User Manual for State Admin | System Manual
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Total hits : 3

1.2 Registered User

The system lets the registered user to login through Apply For Training/Course form with details like Registration No and Date Of Birth.

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Welcome to NCSC For SC/STs Portal! [New Applicant Signup](#)

Registraion No.*
पंजीकरण संख्या

Date Of Birth*
जन्म तिथि

Submit Cancel

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Total hits : 3

1.3 Apply Application

1.3.1 Apply Application (By SC/STs)

The system facilitates to submit the Student details. The form comprises of details -

Applicant details [Name, Father Name, Category, Date of Birth, Mobile Number, Email-Id, NCS Registration no ,NCO Code, Bank Detail and more.]

- Student details [Address (Premise Number, Sub Locality/Street/ Colony Name, Locality/city/village), Pin Code, State, District.]
- Bank details [Bank Name, IFSC code, A/C Number, Bank Branch Address]
- Education Details – Minimum education 10th Pass.
- Upload Document [Caste Certificate, Upload Photograph, 10th certificate, Employment Registration Card, Income Certificate]
- Select the State(where you want admission[Mandatory field] .

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Personal Details/व्यक्तिगत विवरण

<p>Name* <input type="text" value="Mohit"/> नाम</p> <p>Category* <input type="text" value="-Select Category-"/> वर्ग</p> <p>Tel./Mob. Number* <input type="text" value="7895641230"/> दूरभाष/ मोबाइल नम्बर</p> <p>Address* <input type="text" value="Premise Number/परिसर संख्या"/> पता</p> <p style="margin-left: 20px;"><input type="text" value="SubLocality/Street/Colony Name"/></p> <p style="margin-left: 20px;"><input type="text" value="Locality/City/Village/Town Name"/></p> <p>Email Id* <input type="text" value="mohit@gmail.com"/></p> <p>Name of Employment Exchange* <input type="text"/> रोजगार कार्यालय का नाम</p> <p>N.C.O. Code* <input type="text"/> एन* सी* ओ* कोड</p>	<p>Father's/Husband Name* <input type="text"/> पिता / पति का नाम</p> <p>Date of Birth* <input type="text" value="01/01/2000"/> जन्म तिथि 21 years</p> <p>Pin Code* <input type="text"/> पिन कोड</p> <p>State* <input type="text" value="-Select State-"/> राज्य</p> <p>District* <input type="text" value="-Select-"/> जिला</p> <p>Gender* <input type="text" value="-Select gender-"/> लिंग</p> <p>Empl. Exch. Registration No* <input type="text"/> रोजगार कार्यालय पंजीकरण संख्या</p> <p>NCS Registration No* <input type="text"/> रा* के* से* पंजीकरण संख्या</p>
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Bank Details/बैंक विवरण

<p>Savings Account Number* <input type="text"/> बचत खाता संख्या</p> <p>IFSC Code* <input type="text"/> आईएफएससी कोड</p> <p>Pin Code* <input type="text"/> पिन कोड</p>	<p>Bank Name* <input type="text" value="-Select Bank-"/> बैंक का नाम</p> <p>City Name* <input type="text"/> शहर का नाम</p>
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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/बालक	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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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:

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 थोरा दें:

Upload Documents/दस्तावेज़ अपलोड करें

10th certificate* /10 वीं प्रमाणपत्र	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Only PDF"/>	Caste Certificate* /जाति प्रमाण पत्र	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Only PDF"/>
Employment Registration Card* रोजगार पंजीकरण कार्ड	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Only PDF"/>	Upoad Photograph*	<input type="button" value="Choose File"/> No file chosen Only PNG or JPG image & Maximum upload size is 100KB
Income Certificate/आप प्रमाण पत्र	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Only PDF"/>		

1.4 Save as Draft/Edit

Applicant able to edit his detail , if any detail is mismatch

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Ministry of Labour & Employment

Thu Apr 04 2019, 10:41:19 AM

Welcome Rubin Kumar

रोजगार महानिदेशालय
Directorate General of
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Personal Details/व्यक्तिगत विवरण

<p>Name नाम <input type="text" value="Rubin Kumar"/></p> <p>Category वर्ग <input type="text" value="ST"/></p> <p>Aadhaar Number आधार नंबर <input type="text" value="1111"/> <input type="text" value="2222"/> <input type="text" value="3333"/></p> <p>Address पता <input type="text" value="Wz-58, Rama Road, Moti Nagar"/> <input type="text" value="test"/> <input type="text" value="test"/></p> <p>Email Id <input type="text" value="rubin@kumar.in"/></p> <p>Name of Employment Exchange रोजगार कार्यालय का नाम <input type="text" value="test"/></p> <p>N.C.O. CodeNo. एन. सी. ओ. कोड <input type="text" value="nc012365"/></p>	<p>Father's/Husband's Name पिता / पति का नाम <input type="text" value="pawan kumar arman"/></p> <p>Date of Birth जन्म तिथि <input type="text" value="21/01/2000"/> 18 years</p> <p>Tel./Mob. Number दूरभाष/ मोबाइल नम्बर <input type="text" value="7899556643"/></p> <p>Pin Code पिन कोड <input type="text" value="110051"/></p> <p>State राज्य <input type="text" value="Delhi"/></p> <p>District जिला <input type="text" value="East"/></p> <p>District जिला <input type="text" value="East"/></p> <p>Gender लिंग <input type="text" value="Male"/></p> <p>Empl. Exch. Registration No रोजगार कार्यालय पंजीकरण संख्या <input type="text" value="sdf154"/></p> <p>NCS Registration No* रा. कै. से. पंजीकरण संख्या <input type="text" value="ncs1258966"/></p>
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Bank Details/बैंक विवरण

<p>Savings Account Number बचत खाता संख्या <input type="text" value="10101010101010"/></p> <p>IFSC Code* आईएफएससी कोड <input type="text" value="SBII0125899"/></p> <p>Pin Code* पिन कोड <input type="text" value="110041"/></p>	<p>Bank Name बैंक का नाम <input type="text" value="ASSAM GRAMIN VIKASH BANK"/></p> <p>City Name* शहर का नाम <input type="text" value="delhi"/></p>
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Education Details/शिक्षा विवरण

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Education Details/शिक्षा विवरण

S.no	Name of Examination/परीक्षा का नाम	Name of Board/University/बोर्ड का नाम / विश्वविद्यालय	Optional Subjects/ वैकल्पिक विषय	Percentage/प्रतिशत	Roll Number/रोल नंबर	Year/साल
1	10th/10 वीं	cbse	all	56.23	cbse12356/2011	2010
2	12 वीं					
3	Graduation/स्नातक स्तर की पढ़ाई					

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 Course/पाठ्यक्रम का चयन करें:

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:

Upload Documents/दस्तावेज अपलोड करें

<p>10th certificate 10 वीं प्रमाणपत्र <input style="width: 100%;" type="text" value="Choose file No ...en"/> *Upload Only PDF</p> <p>Employment Registration Card रोजगार पंजीकरण कार्ड <input style="width: 100%;" type="text" value="Choose file No file chosen"/> *Upload Only PDF</p> <p>Income Certificate/आय प्रमाण पत्र <input style="width: 100%;" type="text" value="Choose file No file chosen"/> *Upload Only PDF</p>	<p>Caste Certificate जाति प्रमाण पत्र <input style="width: 100%;" type="text" value="Choose file No ...en"/> *Upload Only PDF</p> <p>Upload Photograph <input style="width: 100%;" type="text" value="Choose file No file chosen"/> *Only PNG or JPG image & Maximum upload size is 100KB</p>
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Click on View & Submit Form to View detail.

1.5 Final Submission

In a View Detail Check Box is their to Accept Deceleration, If you Select Deceleration, Then Click on Submit Button to Finalize it.

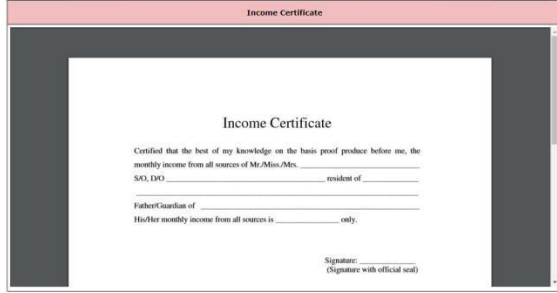
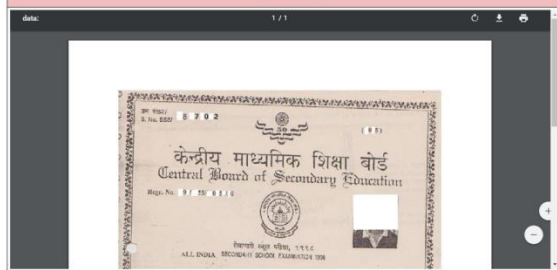
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Registration Id/कीर्तन पहलू: 52214965
Govt. of India
Ministry of Labour & Employment
NCSC for SC/STs, Delhi
Particulars of Candidates for Admission - 2019-20

Candidate Details/उम्मीदवार विवरण	
Name/नाम	Subin Kumar
Gender/लिंग	Male
Date of Birth/जन्म तिथि	24/04/2000 (19 Year)
Applied Course State/आवेदन किया	Delhi
Regional Office of course/क्षेत्रीय कार्यालय	SRMS NCSC for SC/ST - New Delhi
Bank/बैंक	ADSAH (GATEWAY VISAKH- BANK)
Bank A/C No./बैंक खाता नंबर	1011010101010
Category/श्रेणी	ST
Email Id/ईमेल आईडी	subin@kumar.in
Enrolled Course/सम्मिलित कोर्स	Course Pending
Employment Exchange/रोजगार विभाग	TEI
N.C.D. Code/एन.सी.डी. कोड	NS12365
Guardian Name/अभिभावक का नाम	Pawan Kumar Arman
Permanent Address/स्थायी पता	W2-58, Rama Road, Noh Nagar, New Delhi, 110051
Preferred Course/पसंदीदा कोर्स	SPU(Special Coaching Scheme), Computer O Level (Software)
Bank IFSC Code/बैंक आईएफएससी कोड	SBIN0123899
Bank Branch Name/बैंक शाखा का नाम	Delhi
Registered Mobile No./संजोडा नंबर	7999556643
Any Technical Qualification/कौशल योग्यता	No
Leads/लीड्स	2nd/2nd Pending
Emp.Exch.Registration No./रोजगार विभाग रजिस्ट्रेशन नंबर	501314
NCS Registration No./एन.सी.डी. रजिस्ट्रेशन नंबर	NS123986
Adhar Number/आधार नंबर	XXXX-XXXX-XXXX

Educational Details/शैक्षणिक विवरण					
Name of Examination/परीक्षा का नाम	Name of Board/University/शैक्षणिक बोर्ड / विश्वविद्यालय	Optional Subjects/वैकल्पिक विषय	Roll No./अंकज	Percentage/Obtain (%) /प्राप्ति (प्रतिशत)	Year/साल
12th/12 th	CBSE	AI	09412361211	58.23	2018
12th/12 th					
Graduation/बैचलर डिग्री					

Have you taken admission earlier in any training/course offered by any NCSC for SC/STs?/क्या आप पहले ही किसी भी NCSC for SC/STs में प्रवेश ले चुके हैं?



I hereby declare that all information given in the application and uploaded documents are correct and after getting admission I shall be regular in attending training course. I am not receiving any scholarship from any institution. I shall have no objection if my address is corrected for any reason or affecting kind in any information submitted documents given in the application.

Agree and Final Submission

Your Registration Form Send to Administrator to Enrolled for Training.