NCSC For SC/STs (National Career Service Centre for SC/STs Students)

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

# **Table of Contents**

1 Regio	nal Center Officer1
1.1 Ma	inage
1.1.1	Applicant List2
1.1.2	Accepted List
1.1.3	Qualified List4
1.1.4	Enrolled List5
1.1.5	Admitted List6
1.1.6	Waited List7
1.1.7	Rejected List7
1.1.8	Refusal List8
1.1.9	Dropout List8
1.1.10	Exam/Failed List9
1.2 Be	neficiary
1.2.1	Current & Backlog Entry10-11
1.2.2	Finalize Submission11
1.3 PF	MS
1.3.1	Beneficiary List12-15
1.3.2	Manage Batch15-16
1.3.3	Manage Attendence16-18
1.3.4	Manage Payment18-19
1.3.5	Stipend Eligible List
1.4 MI	S
1.4.1	Student List
1.5 DS	C Detail
1.5.1	DSC Registration

1.6 Re	gional Center	
1.6.1	Regional Center Profile	21-22
1.6.2	Manage Coaching/Training Center	23-24
1.6.3	Attendance Percentage	24-25
1.7 My	<sup>7</sup> Profile	
1.7.1	My Profile	25
1.7.2	Change Password	26

## **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.



### 1.1 Manage Student

The system facilitates Admin to manage the applicant applications.

भारत सरकार श्रम एवं रोजगार मं Government of India M/o Labour & E	गलय mployment					+ - =	
Ministry of Labour & Employment		Thu Jan 13	2022, 12:27:14 PM		Welcom	e <u>dl-shahdara-cgc</u> 🎍 🔻	
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre for SC/STs अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर						
#						Department Login	
Ξ	Use	r Name : dl-shahdara-cgc		Office Name : SREO, NC	SC for SC/ST-Delhi		
🚯 Dashboard	SI	ate: Delhi	Centre Na	me: SREO.NCSC for SC/ST - New Delhi			
Manage Students							
🕂 Beneficiary	Applicant List	Accented List Qualified I	list Enrolled	List Admitted List Waited List	Other List -		
+ PFMS	Applicant List						
HIS	Show 10 ¥	entries	Ар	plicant Student list		Print Excel DDE	
🛉 DSC Detail	0.00	Desistantian ID	Nama	Seaton:	Email -	Applicant Data	
+ Regional Center	S.no	Registration ID	Name	Father/Husband Name	Email	Applicant Date	
∔ My Profile	1	41937255	mohit	mohan	mohit@gmail.com	2022-01-05	
	2	82756958	mohit	mohan	mohit@gmail.com	2022-01-05	
	Showing 1 to 2 of	2 entries				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

भारत सरकार श्रम एवं रोजग Government of India M/o Labour	ার দাঁসালব * & Employment	080
Ministry of Labour & Employment	Thu Jan 13 2022, 12:47:55 PM	Welcome <u>dl-shahdara-cgc</u> 🔒 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre for SC/STS अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर	मात तो के एक कल सरका में और
*		Department Login
Ξ	User Name : dl-shahdara-cgc Office Name : SREO, NCSC for SC/ST-I	Delhi ULogout
🚯 Dashboard	G Back	😝 Print
Manage Students		
🕂 Beneficiary	Registration Id/पंजीयन पहचान:-41937255 Particulars of Candidates for Admission 2021-22	
🕂 PFMS		
🕂 MIS	Candidate Details/उम्मोदवार विवरण	
🕂 DSC Detail	Name/नाम Mohit	
🕂 Regional Center	Gender/सिंग Male	
My Profile	Date of Birth/जन्म की तारीख 01/01/2000 (Year)	
	Guardian Name/अग्निभावक का नाम Mohan	
	Prefered Courses/কার্ব SPL(Special Coaching Scheme), Computer O Level CHM(Computer H/w & Miantenance course), Computer O Level (Software),	ew Complete Detail
	Qualified Test/Exam Failed Test/Exam	

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

🗰 Apps 🔇 CHAPTER I PRELIMI 🄌	php - WAMP/XAM	🕱 Home NLI 🔑 DIGITAL NIC	DIGITAL NIC  <> Pag	eSpeed Insights			III Reading I
Bashboard Manage Students	G Back	Fill the Merit/Ranks o	of Student		×		Print
<ul> <li>Beneficiary</li> <li>PFMS</li> <li>MIS</li> </ul>	Registration 1	Reg No:41937255 Main List: 27	Name:Mohit Waitin	Father Name:Mohan	22		
DSC Detail     Regional Center	N	Enter the Merit/Ranks:					
My Profile     ■	G G P	Select List Type:	Main List     Qualified Test	OWaiting List SUBMIT ∕Exam Failed Tes	Close Vie	w Complete Detail	

### 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.

2. 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

भारत सरकार श्रम एवं रोजगार म Government of India M/o Labour &	मंत्रालय Employment					+ - =
Ministry of Labour & Employment		Thu J	an 13 2022, 12:56:4	12 PM	Welcome	<u>dl-shahdara-cgc</u> 🔒 🔻
रोजगार महानिदेशालय Directorate General of Employment	Nation अनुसूचित	al Career Servi 1 जाति/अनुसूचित जन	ce Centre ाजाति हेतु ने	e for SC/STs शनल कैरियर सर्विस सेन्टर	National Career Service	स्वयुग् भारत एक च्यन जकरण जो जोर
*						Department Login
≡	Us	ser Name : dl-shahdara-o	cgc	Office Name : SRE	D, NCSC for SC/ST-Delhi	
🚯 Dashboard		State: Delhi	Cent	re Name: SREO,NCSC for SC/ST - New	Delhi	
Manage Students						
🕂 Beneficiary	Applicant List	Accepted List Quali	fied List Enr	olled List Admitted List Waited	List Other List 🔻	
+ PFMS						
HIS	Show 10 ¥	entries	Quali	fied Student list (Main	List)	Print Excel PDF
🕂 DSC Detail						
Regional Center	S.no 🛛	Registration ID	Name 🛛	Father/Husband Name	Rank /Type of List	Qualified Date
📕 My Profile	1	24674987	Awe	ewa	50	2021-10-28
	Showing 1 to 1 of :	L entries				Previous 1 Next

localhost/cqcs dbt/RegionalCenterDetails/applicant list#progress card tab

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

-	Particulars of Candidates for Admission 2021-22								
+ PFMS									
🕂 MIS	Enroll the Qualified Student X								
+ DSC Detail	Select Course :								
🕂 Regional Center	-select Course-								
🕂 My Profile	Select Centre Name:								
	F Close View Complete Detail								
	Enroll Student								
	User Manual   User Manual for State Admin   System Manual								
Online to One way of One for New York and the Amelianat									

Select Course and Centre Name to enroll the Applicant.

# 1.1.4 Enrolled List

Enrolled Applicant	Display Here.	
M Pg pgAdmin 4	🗙 🛃 National Career Service Centre fc 🗴 😥 user_manual_stateuser_NCSC_SC 🗴 📴 Google Translate 🛛 🗙 🕂	
← → C (i) localhost/cgcs_dk	pt/RegionalCenterDetails/applicant_list	6 4
🔛 Apps 🔇 CHAPTER I PRELIMI 🄌	php - WAMP/XAM 🖀 Home NLI 🔑 DIGITAL NIC 🍺 DIGITAL NIC 🔹 PageSpeed Insights	III Re
भारत सरकार श्रम एवं रोज Government of India M/o Labou	गार मंत्रालय r & Employment	+ - =
Ministry of Labour & Employment	Thu Jan 13 2022, 1:01:52 PM Welcome	e <u>dl-shahdara-cgc</u> 🔒 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre for SC/STs अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर ाज्यात्र कार्या क्षेत्र के स्वायात्र कार्या के स्वायात्र के संवायात्र के स्वायात्र के स	स्वयु भारत एक च्लन स्वरूपा झी कोर
*		Department Logir
Ξ	User Name : dl-shahdara-cgc Office Name : SREO, NCSC for SC/ST-Delhi	
Dashboard		
Beneficiary	Applicant List Accepted List Oualified List Enrolled List Admitted List Waited List Other List -	
PFMS		
MIS		Drink Event DDE
DSC Detail		Print Excel PDF
Regional Center	S.no Registration ID Name Institute Name Course	Pre Enrolled Date
My Profile	1 24674987 Awe janakpuri SPL(Special Coaching Scheme)	2022-01-13
		Previous 1 Next
Kegional center     My Profile	1         24674987         Awe         janakpuri         SPL(Special Coaching Scheme)         :	2022-01-13

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

भारत सरकार श्रम एवं रोजग Government of India M/o Labour	र मंत्रालय & Employment		<b>H</b> = <b>H</b>			
Ministry of Labour & Employment	Thu Jan 13	2022, 1:04:37 PM	Welcome <u>dl-shahdara-cgc</u> 💄 🔻			
रोजगार महानिदेशालय Directorate General of Employment	National Career Service अनुसूचित जाति/अनुसूचित जनजा	Centre for SC/STs ते हेतु नेशनल कैरियर सर्विस सेन्टर	Stand Green Service Stand Mark Service Stand Serv			
A			Department Login			
Ξ	User Name : dl-shahdara-cgc	Office Name : SREO, NCSC for S	SC/ST-Delhi			
🚯 Dashboard	🕒 Back		🖨 Print			
Manage Students						
🕂 Beneficiary	Registration Id/पंजीयन पहचान:-24674987 ।	Particulars of Candidates for Admission 2021-22				
🕂 PFMS						
🕂 MIS		Candidate Details/उम्मीदवार विवरण				
🕂 DSC Detail	Name/नाम	Awe				
🕂 Regional Center	Gender/लिंग	Male				
🕂 My Profile	Date of Birth/जन्म की तारीख	01/01/2000 ( Year)	1 al			
	Guardian Name/अभिभावक का नाम	Ewa				
	Prefered Courses/कोर्स	SPL(Special Coaching Scheme), Computer O Level (Software), Computer O Level CHM(Computer H/w & Miantenance course),	View Complete Detail			
		Admitted Refuse for Admission				
Admitted - Applicant join the center and start his classes						

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.

भारत सरकार अम एवं रोजगा Government of India M/o Labour (	र मंत्रालय & Employment				+ - =
Ministry of Labour & Employment		Thu Jan 13 2022, 2:13	:33 PM	Welcome <u>dl-sha</u>	hdara <u>-cgc</u> 🔒 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career S अनुसूचित जाति/अनुसूचि	Service Centi Iत जनजाति हेतु व	re for SC/ST नेशनल कैरियर स	s विंस सेन्टर सांख्य दिल्ला सेन्ट	स्विच्छ भारत ता करन लगजा जी बोर
*					Department Logi
≡	User Name : dl-sha	hdara-cgc	Off	fice Name : SREO, NCSC for SC/ST-Delhi	۲
) Dashboard	State: Delhi	Cei	ntre Name: SREO,NCS	:C for SC/ST - New Delhi	
Manage Students					
Beneficiary	Applicant List Accepted List	Oualified List En	rolled List Admitte	d List Waited List Other List -	
₽ PFMS		<b>2</b>	E		
• MIS	Show 10 V entries		Enrolled St		Drint Excel DDE
DSC Detail				Search	
Regional Center	S.no Registration ID	Name	Center Name	Course	Enrolled Date
My Profile	1 62424011	Abhijeet Singh	NIELIT	Computer O Level (Software)	2021-10-06
	2 <b>71666259</b>	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	NIELIT	Computer O Level CHM(Computer H/w & Miantenance course)	2021-10-06
	5 <b>87492065</b>	Bheem Kumar	OM computers	SPL(Special Coaching Scheme)	2021-10-06
	6 92987976	Chander Kant Garwal	NIELIT	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.

भारत सरकार श्रम एवं रोजग Government of India M/o Labour	ार मंत्रालय & Employment		888				
Ministry of Labour & Employment	Thu Jan 13	2022, 2:15:44 PM	Welcome <u>dl-shahdara-cgc</u> 💄 🔻				
रोजगार महानिदेशालय Directorate General of Employment	National Career Service ( अनुस्चित जाति/अनुस्चित जनजाति	Centre for SC/STs ने हेतु नेशनल कैरियर सर्विस सेन्टर 🛛	Constitute Strike Terr March Rate Terr				
*			Department Login				
≡	User Name : dl-shahdara-cgc	Office Name : SREO, NCSC for s	SC/ST-Delhi				
🚯 Dashboard	G Back		🖨 Print				
Manage Students							
🕂 Beneficiary	Registration Id/पंजीयन पहचान:-62424011 Particulars of Candidates for Admission 2021-22						
🕂 PFMS							
🕂 MIS		Candidate Details/उम्मीदवार विवरण					
🕂 DSC Detail	Name/नाम	Abhijeet Singh	and the second s				
🕂 Regional Center	Gender/लिंग	Male	(m.m.)				
+ My Profile	Date of Birth/जन्म की तारीख         17/07/1999 ( Year)						
	Guardian Name/अभिभावक का नाम	Rakesh Singh	1				
	Prefered Courses/कोर्स	SPL(Special Coaching Scheme), Computer O Level (Software), Computer O Level CHM(Computer H/w & Miantenance course),	View Complete Detail				
		Poscon For Dropout					

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

6 | P a g e

### 1.1.6 Waited List

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

भारत सरकार श्रम एवं रोजगार Government of India M/o Labour 8	र मंत्रलय & Employment	
Ministry of Labour & Employment	Thu Jan 13 2022, 2:19:58 PM Welcome	<u>dl-shahdara-cgc</u> 🍐 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre for SC/STS अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर ा	स्वयु भारत ज च्यन सकार ही बोर
*		Department Login
Ξ	User Name : dl-shahdara-cgc Office Name : SREO, NCSC for SC/ST-Delhi	
🚯 Dashboard	State: Delhi Centre Name: SREO NCSC for SC/ST - New Delhi	
Manage Students		
+ Beneficiary	Applicant List Accepted List Oualified List Enrolled List Admitted List Waited List Other List -	
+ PFMS		
+ MIS		Drive French DDF
+ DSC Detail	unon Search	Print Excel PDF
+ Regional Center	S.no Registration ID Name Father/Husband Name Rank/Merit	Waiting Date
My Profile	1 28242797 Dummy1 testing 56	2021-10-28
	Showing 1 to 1 of 1 entries	Previous 1 Next

# 1.1.7 Rejected List

Display the List of Rejected application.

भारत सरकार श्रम एवं रोजगार Government of India M/o Labour &	मंत्रलय Employment	
Ministry of Labour & Employment	Thu Jan 13 2022, 2:22:12 PM	Welcome <u>dl-shahdara-cgc</u> 💄 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre for SC/STs अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर	King Cree Service Statement of the Service Statement of the Servic
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🚯 Dashboard	State: Delhi Centre Name: SREQ.NCSC for SC/ST - New Delhi	
Manage Students		
+ Beneficiary	Applicant List Accepted List Qualified List Enrolled List Admitted List Waited List 0	ther List 🔻
+ PFMS	Printed Student list (Not Accented	\
+ MIS	Show 10 ventries	) Drint Excel DDE
🕂 DSC Detail		
🕂 Regional Center	Sino Di Registration 10 di Name di Father/Husband Name di Reason H	r rejection Date
🕂 My Profile	No Records to be Approved	
	Showing 0 to 0 of 0 entries	Previous Next

## 1.1.8 Refusal List

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

भारत सरकार Government of India M/o Labour & E	त्रत्य mployment	+ - =
Ministry of Labour & Employment	Thu Jan 13 2022, 2:25:34 PM Welcome	<u>dl-shahdara-cgc</u> 🏻 🔒 – 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre for SC/STS अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर	स्विध्ये भारत एत स्वन ज्वलाग की बरे
*		Department Login
Ξ	User Name : dl-shahdara-cgc Office Name : SREO, NCSC for SC/ST-Delhi	
🚯 Dashboard	State: Delbi Centre Name: SREO NCSC for SC/ST - New Delbi	
Manage Students		
+ Beneficiary	Applicant List Accepted List Qualified List Enrolled List Admitted List Waited List Other List •	
+ PFMS		
+ MIS	Student list (Keruse Io Take Admission)	Drink Fural DDF
🕂 DSC Detail		Print Excel PDF
🕂 Regional Center	S.no Registration ID Name Father/Husband Name Reason For Refuse	Refuse Date
H My Profile	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.

भारत सरकार श्रम एवं रोजगार Government of India M/o Labour &	मंत्रालय Employment		
Ministry of Labour & Employment	Thu Jan 13 2022, 2:27:46	M	Welcome <u>dl-shahdara-cgc</u> 🔒 <del>- 🗸</del>
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre अनुसूचित जाति/अनुसूचित जनजाति हेतु नेश	Richard Cere Service Minimum and the Minimum and the M	
*			Department Login
Ξ	User Name : dl-shahdara-cgc	Office Name : SREO, NC	SC for SC/ST-Delhi
🚯 Dashboard	State: Delhi Centre	Name: SREO NCSC for SC/ST - New Delbi	
Manage Students	State. Denni Centre		
+ Beneficiary	Applicant List Accanted List Qualified List Envol	ad Lict Admittad Lict Waitad Lict	Other List -
+ PFMS			otilei List +
+ MIS	show 10 V antriar	Dropout Student list	
DSC Detail		Search:	Print Excel PDF
+ Regional Center	S.no Registration ID Rame		ason For Dropout as Dropout Date
Hy Profile	1 15542602 amit	demo g	2021-10-28
	Showing 1 to 1 of 1 entries		Previous 1 Next

भारत सरकार अम एवं रोजगार Government of India M/o Labour 8	र मंत्रलय & Employment	± =
Ministry of Labour & Employment	Thu Jan 13 2022, 2:29:42 PM Welcome	<u>dl-shahdara-cgc</u>
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre for SC/STS अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर	स्विध्ये (भारत) एक स्वया लग्रामा ही जोर
#		Department Login
Ξ	User Name : dl-shahdara-cgc Office Name : SREO, NCSC for SC/ST-Delhi	
🚯 Dashboard	State: Delhi Centre Name: SREO, NCSC for SC/ST - New Delhi	
Manage Students		
+ Beneficiary	Applicant List Accepted List Qualified List Enrolled List Admitted List Waited List Other List	
+ PFMS		
+ MIS		
🕂 DSC Detail	Show Law Search:	Print Excel PDF
∔ Regional Center	S.no Registration ID Name Father/Husband Name Failed	Failed Date
👃 My Profile	No Records to be Approved	
	Showing 0 to 0 of 0 entries	Previous 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 back year

Employment	अनुसूचित जाति/अनुसूचि	ोत जनजाति हेतु नेशनल	ग कैरियर र	नर्विस सेन्टर	National Career Service will amon, mill amon Representation, Apr Law	स्विच्छ भारत एक करन लगहरा की जोर				
#						Departmei	nt Login			
Ξ	User Name : dl-sha	hdara-cgc	0	ffice Name : SREO, NCS	C for SC/ST-Delhi					
🚯 Dashboard		National Car	reer Servi	ce Centre for SC/ST	Ts of 2021-22					
Manage Students	G Back	G Back अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर								
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# 1.2.2 Finalize Submission

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

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### 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.

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## Click Bank Account and verify bank detail

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

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# Click Awaited for PFMS

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## Click Accepted By PFMS

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# Click Reject By PFMS

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### 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 Attendence, so we will easly maintain the attendence of those applicant.

भारत सरकार श्रम एवं रोजग Government of India M/o Labour	ार मंत्रालय & Employment			
Ministry of Labour & Employment	Thu Jan	13 2022, 3:20:55 PM		Welcome <u>dl-shahdara-cgc</u> 💄 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career Service अनुसूचित जाति/अनुसूचित जनज	: Centre for SC/STs ।ति हेतु नेशनल कैरियर सर्विस	सेन्टर Kational Ga	स्विद्य स्वय्य पाछन अर्थान्न एक स्वय स्वरुप से जेर
*				Department Login
Ξ	User Name : dl-shahdara-cgc	Office Na	me : SREO, NCSC for SC/S	T-Delhi ULogout
🚯 Dashboard				
Manage Students		Managa Bat	ahaa	Add Batches
+ Beneficiary	Show 10 V entries	Ivialiage Dat	ches	Add Datches
+ PFMS	S No IA Patch No		No of Student	Attendence Dercentage
🕂 MIS		V Pendu V		Attendence Percentage v
🕂 DSC Detail	1 TMP_BN17791712045520	Fin Year: 2020-21 (01/09/2020 - 30/09/2020)	22	70%
🕂 Regional Center	2 TMP_BN75841012124344	Fin Year: 2020-21 (01/11/2020 - 30/11/2020)	22	70%
🕂 My Profile		(,,,,,,,,,		
	Showing 1 to 2 of 2 entries			Previous 1 Next

### Add Batches

The system facilitates Admin to create new batches.

भारत सरकार श्रम एवं रोजग Government of India M/o Labour	ार मंत्रालय & Employment					
Ministry of Labour & Employment		Thu Jan 13 2022, 3:26	5:42 PM		Welcome <u>dl</u>	<u>-shahdara-cgc</u> 🔒 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Car अनुसूचित जाति/अ	eer Service Cent ।नुसूचित जनजाति हेतु व	re for SC/S नेशनल कैरियर	Ts सर्विस सेन्टर	Kational Career Service of ann. of ann for humans, but ins	स्वयु भारत एव चल ज्वरूप की बोर
*						Department Login
Ξ	User Name	dl-shahdara-cgc		Office Name : SREO, NCSC	for SC/ST-Delhi	
🚯 Dashboard	Create Batches					
Manage Students						
+ Beneficiary	Financial Year	2021-22	~	Attendence Month	Select Month	~
+ PFMS	Start Date	Select start Date	~	End Date	End Date	
🛉 MIS			_			
🕂 DSC Detail			PRO	CEED		
+ Regional Center						
Hy Profile						

# 1.3.3 Manage Attendance

The system facilitates admin to manage the attendence of applicant.

भारत सरकार श्रम एवं रोजग Government of India M/o Labour	ार मंत्रालय r & Employment				± = =
Ministry of Labour & Employment		Thu Jan 13 2	022, 3:28:56 PM	Welco	me <u>dl-shahdara-cgc</u> 🔒 🔻
रोजगार महानिदेशालय Directorate General of Employment	National अनुसूचित उ	. Career Service C गति/अनुसूचित जनजाति	Centre for SC/STS 1 हेतु नेशनल कैरियर सर्विस से	न्टर् स्टाल्ट Exercise अत्र का स्टाल	स्वयु भारत लावला तरुपा ही बरे
*					Department Login
Ξ	User	Name : dl-shahdara-cgc	Office Nan	ne : SREO, NCSC for SC/ST-Delhi	
🚯 Dashboard					
Manage Students			Manage Atte	ndance	
🛉 Beneficiary	Show 10 ¥ entries				County .
🕂 PFMS					
Beneficiary List	S.NO Ba	atch No.	Period	No of Student	l otal Attendence
Manage Batch	1 TMI	P_BN17791712045520	Fin Year: (01/09/2020 - 30/09/2020)	22	22
Manage Attendence	2 <b>TMI</b>	P_BN75841012124344	Fin Year:	22	22
Manage Payment			(01/11/2020 - 30/11/2020)		
Stipend Eligible List	Showing 1 to 2 of 2 entrie	5			Previous 1 Next
+ MIS	4				▶
🕂 DSC Detail					
+ Regional Center					
A Alex Dec Cla					

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

भारत सरकार श्रम एवं रोजग Government of India M/o Labour	াং দাঁসালয *& Employment			
Ministry of Labour & Employment	Thu Jan 13 2022, 4:29:55 F	PM	Welcome <u>d</u>	<u>-shahdara-cgc</u> 🏻 🖕 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre अनुसूचित जाति/अनुसूचित जनजाति हेतु नेश	for SC/STS नल कैरियर सर्विस सेन्टर	Kational Career Service ref. mar. of ann Ref. hannens, har inn	स्वयु एव स्वन जराजा के को
*				Department Login
Ξ	User Name : dl-shahdara-cgc	Office Name : SREO, NC	SC for SC/ST-Delhi	
🚯 Dashboard				
Manage Students	Attendence Management			
+ Beneficiary	Process Id: TMP_BN80581301042937	Financial Year: 2020-	21	
+ PFMS	From Date: 01-01-2021	To Date: 31-01-2021		
+ MIS	Westling Dave			
+ DSC Detail	working Days 25	PROCEED		
+ Regional Center				
+ My Profile				

Give Working Days and proceed for applicant attendence.

1. After Giving Working Days, below page will open

🚯 Dashboard	G	Back								
Manage Students	The	dbt transacti	on batch h	as been saved.						
Beneficiary		abt a ansata								
+ PFMS	Manag	ge Attendance								
+ MIS		Transaction: TMP_	BN80581301	042937	Financial Year: 20	20-21		Working Day	/s: 25	
+ DSC Detail	1	From Date: 01-01	-2021		To Date: 31-01-20	021		Attendance	Percentage: 70%	5
🕂 Regional Center										
🕂 My Profile		Courses	Se	elect Course	v	Institu	te Name	Select I	nstitute	~
	S.No	Registration Id	Name	Course	Institute	Total Working Days	Attendent	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	) OM	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 attendence 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 mange by Admin through Section – Manage Attendence Percentage

Manage Students	Mana	ige Attendance								
🛉 Beneficiary										
🛉 PFMS		Transaction: TMP_6	BN80581301042937	Financial Year: 2020-21		Working D	ays: 25			
MIS		From Date: 01-01-	2021	To Date: 31-01-2021		Attendance	Percentage:	70%		
DSC Detail										
Regional Center		C			antibula Mana					
M. D file		Courses	Selec	t Course 🗸	nstitute name	Select	Institute			~
Profile										
	Man	age Attendance								
	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 & Miantenance course)	NIELIT	25	25	100		Final Attendance
	5	87492065	Bheem Kumar	SPL(Special Coaching Scheme)	OM computers	25	22	88		Final Attendance
	6	92987976	Chander Kant Garwal	Computer O Level CHM(Computer H/w & Miantenance 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 Biltaria	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 रोउ Government of India M/o Labo	तगार मंत्रालय ur & Employment				+ - =
Ministry of Labour & Employment		Thu Jan 13 2022, 4:41	I:15 PM	Welcome <u>dl-shal</u>	<u>ndara-cgc</u> 🔒 –
रोजगार महानिदेशालय Directorate General of Employment	Nationa अनुसूचित उ	l Career Service Cent ज्ञाति/अनुसूचित जनजाति हेतु व	re for SC/STs नेशनल कैरियर सर्विस सेन्टर	Rational Career Service Water Banes, and man Reg Reservices, Ran Los	स्वित्यु भारत इर स्वल लडरा ही जोर
*					Department Login
Ξ	User	Name : dl-shahdara-cgc	Office Name : SREO, NCS	C for SC/ST-Delhi	
🚯 Dashboard					
Manage Students			Manage Payment		
+ Beneficiary	Show 10 V entries			Sea	arch:
+ PFMS	S No.	Patch No.	Deriod	No of Stud	opt
Beneficiary List	5.00	Batch No.	Period	NO OF SEUC	
Manage Batch	1	TMP_BN80581301042937	Fin Year: (01/01/2021 - 31/01/2021)	22	
Manage Attendence	2	TMP_BN17791712045520	Fin Year:	22	
Manage Payment			(01/09/2020 - 30/09/2020)		
Stipend Eligible List	3	TMP_BN75841012124344	Fin Year: (01/11/2020 - 30/11/2020)	22	
🕂 MIS					Duranizaria de Marat
+ DSC Detail	Showing 1 to 3 of 3 entrie	15			Previous I Next
+ Regional Center					
∔ My Profile					

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.

-	Manao	ge Payment									ľ
Beneficiary											
PFMS		Transaction: TMP_	_BN8058130104	Financial Year:	2020-21		Worki	ng Days:	25		
MIS		From Date: 01-01	-2021	To Date: 31-01	-2021		Stipe	nd Amoun	t: 1000		
DSC Detail											
Regional Center		Courses	Fold	ort Course		Institute Name	5	loct Inct	ituto		
ly Profile			3616	*			50	siect filst	itute	·	
	Mana	age 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 श्रम एवं रोज Government of India M/o Labou	गार मंत्रालय r & Employment				0			+ - =
Ministry of Labour & Employment				Thu Jan 13 2022, 4:51:13 PM			Welcome <u>dl-shahdara-c</u>	9 <u>c</u> 🔒 🔻
रोजगार महानिदेशालय Directorate General of Employment	Nat अनुर	tional C मूचित जाति	areer Se ते/अनुसूचित	rvice Centre f जनजाति हेतु नेशन	or SC/STS ल कैरियर सर्विस से	न्टर 🕍	total access ferrice of ann of an tot mension, sprine tot mension, sprine	भारत मा की कोर
#							Dep	artment Login
Ξ		User Na	ime : dl-shahd	ara-cgc	Office Nan	ne : SREO, NCSC for S	SC/ST-Delhi	
🚯 Dashboard								
Manage Students				Month	y Stipend Eligible	Lıst		
+ Beneficiary	Show 10	Y entries					Search:	
PFMS	S.No	Year	Month	Generated Date	Total Eligible	Total Amount	Status	Action
Beneficiary List	1	2020-21	January	2022-01-13	21	21000	Stipend Not Send To PFMS	View
Manage Batch	2	2020-21	September	2021-12-17	19	10500	Stipend Send To PFMS	Send To PFMS
Manage Attendence	3	2020-21	November	2021-12-10	20	20000	Stipend Send To PFMS	Send To PFMS
Manage Payment							Previ	ous 1 Next
• Stipend Eligible List	Showing 1 to 3	of 3 entries						•
+ MIS								
+ DSC Detail								
+ Regional Center								
My Profile								



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

भारत सरकार Government of India	श्रम एवं रोजगार मंत्रालय M/o Labour & Employment				
Ministry of Labour & Employment		Thu Jan 13 2022, 4:56:28 P	M	Welcome <u>di</u>	<u>-shahdara-cgc</u> 🔒 – 🔻
रोजगार महानिदेशालय Directorate General of Employment	National ( अनुस्चित जा	Career Service Centre ति/अनुसूचित जनजाति हेतु नेशव	for SC/STs नल कैरियर सर्विस सेन्टर	Kational Career Service well away of your spiriturerstein, hart for	सिख्य पात एव स्वय जाएगा ही बोर
*					Department Login
	User N	ame : dl-shahdara-cgc	Office Name : SREO,	NCSC for SC/ST-Delhi	
🚯 Dashboard	G Back	Summary based on Atter	idance marked and Children E	ligible for January 2020-2	21 📈
Manage Students					
🕂 Beneficiary		State	Delbi	]	
📮 PFMS		District:	Shahdara		
MTS		Financial Year:	2020-21		
<b>1</b> M15		Month:	January		
🕂 DSC Detail		Total Enrolled:	22		
Regional Center		Eligible:	21		
		Not Eligible:	1		
+ My Profile		Amount to be paid (Rs):	21000		
		SI	IN USING DSC		

### 1.4 MIS

### 1.4.1 Student List

Show Complete Detail of Students.

Unrectorate General of Employment	अनुसूचित	जाति/अनुसूचित जनज	ाति हेतु नेशनल कैरिय	र सर्विस सेन्टर 📲	tal Career Service di ann of an taurante, tet tau	·
#					Departme	nt Login
Ξ	Us	er Name : dl-shahdara-cgc		Office Name : SREO, NCSC for SC	C/ST-Delhi	ULogo
🚯 Dashboard		_		_		
Manage Students	Re	gistration Number		Select Type -Select	ct- 🗸	
🕂 Beneficiary					SUBMIT	
+ PFMS						
+ MIS			A	ll Student list		
Student List	Show 10 🗸	entries			Search:	
🕂 DSC Detail	S.No	Registration Id	Name	Center Name	Course	0
+ Regional Center	1	62424011	Abhijeet Singh	SREO,NCSC for SC/ST - New Delhi	SPL(Special Coaching Scheme)	
🕂 My Profile	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.



## 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

भारत सरकार श्रम एवं रोजग Government of India M/o Labour	nर मंत्रालय * & Employment						+ - =	
Ministry of Labour & Employment			Fri Jan 14 2022, 10:20:28 AM		We	elcome <u>dl-sha</u>	hdara-cgc 🏻 🔒 🔻	
रोजगार महानिदेशालय Directorate General of Employment	Natio अनुसूचि	National Career Service Centre for SC/STs अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर					स्वच्छ भारत एव चन्न स्वरुग डी खेर	
*							Department Login	
Ξ		User Name : dl-	shahdara-cgc Office Name : SRE	O, NCSC f	or SC/ST-De	elhi	<b>U</b> Logo	
🚯 Dashboard			National Career Service Centre	for SC/	/STs			
Manage Students	Show 10	entries		Search:			Print Excel PDF	
🕂 Beneficiary					Courses			
+ PFMS	S.no State		Regional Center Name		SPL Computer Computer Software Hardware		Actions	
+ MIS	1	Delhi	SREO,NCSC For SC/ST - New Delhi	×	×	×	Edit details	
🛉 DSC Detail	Showing 1 to 1 of	1 entries				I	Previous 1 Next	
+ Regional Center	51001191010	1 chicks						
Regional Center Profile								
Manage Coaching/Training								
Centre								
Attendence Percentage								
+ My Profile								

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

onal Career da Jan Alagree State St	Fridan 14 2022, 102447 AM Service Centre fo चित जनजाति हेतु नेशनल hahdara-cgc SREQ.NCSC for SC/ST - New Delhi K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705	or SC/STs । कैरियर सर्वि	स सेन्टर 2 Name : SREO, NCSC Address: Nodal Officer Cont "Name: Email: Telephone	Welcome       dishahdara         Welcome       Welcome         Welcome       Welcome         Deg       Welcome         C for SC/ST-Delhi       Welcome         NCSCs for SC/STs,       V.R.C.Building, 9-10-11,         Main VikasMarg Extension       Melcome         acts       K.N.Reema Nair         cgc.newdelhi@gmail.com       011-22372705	eege L.
User Name : dl-si Center Details Center Center:  Contacts  Name: Email Telephone: Mobile:  EmailAppone:	hahdara-cgc <u>SREQ.NCSC</u> for SC/ST - New Delhi K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705	Office	e Name : SREO, NCSC Address: Nodal Officer Cont "Name: Email: Telephone	Der C for SC/ST-Delhi NCSCs for SC/STs, V.R.C.Building, 9-10-11, Main VikasMarg Extension acts K.N.Reema Nair cgc.newdelhi@gmail.com 011-22372705	partment Log
User Name : dl-si Center Details Center:	hahdara-cgc <u>SREO_NCSC</u> for SC/ST - New Delhi K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705	Office	Rame : SREO, NCSC Address: Nodal Officer Cont "Name: Email: Telephone	C for SC/ST-Delhi  NCSCs for SC/STs, V.R.C.Building, 9-10-11, Main VikasMarg Extension  acts  K.N.Reema Nair  cgc.newdelhi@gmail.com 011-22372705	
Center Details Telephone: Mobile: Center: Contacts	SREQ.NCSC for SC/ST - New Delhi K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705		Address: Nodal Officer Cont "Name: Email: Telephone	NCSCs for SC/STs, V.R.C.Building, 9-10-11, Main VikasMarg Extension  acts K.N.Reema Nair cgc.newdelhi@gmail.com 011-22372705	•
Center Details Tee of Regional Center:  Contacts  Name: Email Telephone: Mobile:  EmailAndelNLL P	S <u>REQ,NCSC</u> for SC/ST - New Delhi K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705		Address: Nodal Officer Cont "Name: Email: Telephone	NCSCs for SC/STs, V.R.C.Building, 9-10-11, Main VikasMarg Extension acts K.N.Reema Nair cgc.newdelhi@gmail.com 011-22372705	•
Center:	SREQ.NCSC for SC/ST - New Delhi K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705		Address: Nodal Officer Cont "Name: Email: Telephone	NCSCs for SC/STs, V.R.C.Building, 9-10-11, Main VikasMarg Extension acts K.N.Reema Nair cgc.newdelhi@gmail.com 011-22372705	•
Contacts Con	SREQ.NCSC for SC/ST - New Delhi K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705		Nodal Officer Cont "Name: Email: Telephone	NCSCs for SC/STs, V.R.C.Building, 9-10-11, Main VikasMarg Extension Acts K.N.Reema Nair cgc.newdelhi@gmail.com 011-22372705	
Contacts "Name: Email Telephone: Mobile: Email	K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705		Nodal Officer Cont "Name: Email: Telephone	Main VikasMarg Extension acts K.N.Reema Nair cgc.newdelhi@gmail.com 011-22372705	
Contacts	K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705		Nodal Officer Cont "Name: Email: Telephone	Acts K.N.Reema Nair cgc.newdelhi@gmail.com 011-22372705	
"Name: [1] Email [1] Telephone: [1] Mobile: [2]	K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705		*Name: Email: Telephone	K.N.Reema Nair cgc.newdelhi@gmail.com 011-22372705	
*Name:	K.N. Reema Nair cgc.newdelhi@gmail.com 011-22372705		*Name: Email: Telephone	K.N.Reema Nair cgc.newdelhi@gmail.com 011-22372705	
Email Telephone: Mobile:	cgc.newdelhi@gmail.com		Email: Telephone	cgc.newdelhi@gmail.com 011-22372705	
Telephone: Mobile:	011-22372705		Telephone	011-22372705	_
Mobile:					
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🗴 🌋 Home NLI 🔑 [					
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Telephone:	011-22372705		Telephone	011-22372705	
Mobile:			Mobile:		
ng course					
Select Course		S	anctioned	Actual	Action
Computer O Lev	vel (Software)	~	1500	7	X
SPL(Special Coa	aching Scheme)	~	2500	16	×
Computer O Lev	vel CHM(Computer H/w & Miar	ntenano 🗸	1500	4	X
n	g course Select Course Computer O Let SPL(Special Cod	g course Select Course Computer O Level (Software) SPL(Special Coaching Scheme) Computer O Level CHM(Computer H/w & Miar	g course       s         Select Course       s         Computer O Level (Software)       v         SPL(Special Coaching Scheme)       v         Computer O Level CHM(Computer H/w & Miantenanc       v	g course         Select Course       Sanctioned         Computer O Level (Software)       1500         SPL(Special Coaching Scheme)       2500         Computer O Level CHM(Computer H/w & Miantenanc v       1500	Produe:       Image: Computer Select Course       Sanctioned       Actual         Computer O Level (Software)       1500       7         SPL(Special Coaching Scheme)       2500       16         Computer O Level CHM(Computer H/w & Miantenanc V       1500       4

# 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.

Employment		अनुर	नूचित जाति/अनुसूचित जन <sup>्</sup>	जाति हेतु नेशनल कैरियर सर्विस सेन्टर	National Career Service	स्वच्छ े भारत एक सम ज्यस्त जी यो।
A						Department Login
Ξ			User Name : dl-shahdara-co	gc Office Name : SREO, NCSC	for SC/ST-Delhi	
🚯 Dashboard				List of Centers		
Manage Students					Add Coa	ching/Training Centre
<b>+</b> Beneficiary	S.no	State	Regional Centre	Courses List	Centre Name	Status
+ PFMS	1	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software)	Nielt011	Edit / View / Deactive
+ MIS				* Computer O Level CHM(Computer H/w & Miantenance course) * SPL(Special Coaching Scheme)		
+ DSC Detail	2	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software)	NIELIT	Edit / View / Deactive
🕂 Regional Center				* SPL(Special Coaching Scheme)		
Regional Center Profile	3	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level CHM(Computer H/w & Miantenance course) * Computer O Level (Software)	Vivek Computer Institute	Edit / View / Deactive
Manage Coaching/Training				* SPL(Special Coaching Scheme)		
	4	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software) * SPI (Special Coaching Scheme)	CGC Institute Center	Edit / View / Deactive
Attendence Percentage				* Computer O Level CHM(Computer H/w & Miantenance course)		
🕂 My Profile	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

### Click Add Coaching/ Training Centre:

The system facilitates the Admin to Add New Training Centre.

🚯 Dashboard	Back	Add Coaching/Training Centre	
Manage Students			
+ Beneficiary	Select State:	Delhi 🗸	
+ PFMS	Regional Centre Name:	SREO,NCSC for SC/ST - New Delhi	
+ MIS	-		
+ DSC Detail	Centre Name		
+ Regional Center			
+ My Profile	Centre Address		
		//	
	Select Course 1:	Select the Course	
	Select Course 2:	Select the Course	
	Select Course 3:	Select the Course	
		Change Preferences	
		SUBMIT	

### 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.

areite areit Er	irectorate General of mployment		अनुर	नूचित जाति/अनुसूचित जन	जाति हेतु नेशनल कैरियर सर्विस सेन्टर	National Career Service ref own, ref own Kytr Inservation, topt Tax	स्वच्छ भारत एत कल स्वत्रणा को ओर
*							Department Login
	Ξ			User Name : dl-shahdara-c	gc Office Name : SREO, NC	SC for SC/ST-Delhi	
🚯 Dashboai	rd				List of Centers		
Manage St	tudents					Add Coa	ching/Training Centre
🕂 Benefic	iary	S.no	State	Regional Centre	Courses List	Centre Name	Status
+ PFMS		1	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software)	Nielt011	Edit / View / Deactive
+ MIS					* Computer O Level CHM(Computer H/W & Miantenance course) * SPL(Special Coaching Scheme)		
+ DSC Def	tail	2	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software)	NIELIT	Edit / View / Deactive
🕂 Regiona	al Center				* SPL(Special Coaching Scheme)		
Regional	Center Profile	3	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level CHM(Computer H/w & Miantenance course) * Computer O Level (Software)	Vivek Computer Institute	Edit / View / Deactive
• Manage					* SPL(Special Coaching Scheme)		
		4	Delhi	SREO,NCSC for SC/ST - New Delhi	* Computer O Level (Software) * SPI (Special Coaching Scheme)	CGC Institute Center	Edit / View / Deactive
Attenden	nce Percentage				* Computer O Level CHM(Computer H/w & Miantenance course)		
🕂 My Prof	file	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.

भारत सरकार श्रम एवं रोजग Government of India M/o Labour	गर मंत्रालय r & Employment			+ - =
Ministry of Labour & Employment	Fri Jan 14	2022, 10:47:13 AM	Welcome <u>dl-shahdara</u>	<u>-cgc</u> 🔒 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career Service अनुसूचित जाति/अनुसूचित जनजा	Biological Career Service Biological Career Service References Age To The Top	भारत वरुणा वी बोर	
*			De	partment Login
Ξ	User Name : dl-shahdara-cgc	Office Name : SREO	, NCSC for SC/ST-Delhi	
🚯 Dashboard		Manage Attendence Percent	tage	
Manage Students	S.no Regional Centre	Attendence Percentage	Status	
+ Beneficiary	1 SREO,NCSC for SC/ST - New Delhi	70	Edit Attendence Percentage	
+ PFMS				
🕂 MIS	Page of 1, showing records out of total, starting on record 0,	ending on		
🕂 DSC Detail	< previous   next >			
🕂 Regional Center				
Regional Center Profile				
Manage Coaching/Training				
Centre				
Attendence Percentage				
🕂 My Profile				

Updates the regional center percentage by clicking on the Edit Attendance Percentage button. **24** | P a g

Ministry of Labour & Employment Edit Attendence Percentage X Welcome dLshahdara.cgc	<b>≜</b> .▼
राजगार महानिरेशालय Nation Directorate General of Employment अनुसूचि Percentage: 70	त) जोर
e Depart	tment Login
E SUBMIT Close	ULogout
A Dashboard	
Manage Students         S.no         Regional Centre         Attendence Percentage         Status	
+ Beneficiary 1 SREO,NCSC for SC/ST - New Delhi 70	
+ PFMS	
MIS Page of 1, showing records out of total, starting on record 0, ending on	
DSC Detail <pre>evidual area area area area area area area ar</pre>	
+ Regional Center	
Regional Center Profile	
Manage Coaching/Training	
Centre	
Attentione Percentage	
+ My Profile	

# 1.7 My Profile

# 1.7.1 Manage Profile

Regional Center updates their profile.

Directorate General of Employment	अनुसूचित जाति/अनुसूचित जनजाति हे	तु नेशनल कैरियर सर्विस सेन्टर	Kational Career Service ref areas and areas Ref Ignormalia, Ref Tax	स्विच्छ भारत एव वयन स्वराज की ओर
#				Department Login
Ξ	User Name : dl-shahdara-cgc	Office Name : SREO, NCS	C for SC/ST-Delhi	
🚯 Dashboard		My Profile		
Manage Students	Full Name			
+ Beneficiary		dl-shahdara-cgc		
+ PFMS	Email	khatrisapna17@gmail.com		
+ MIS	Mobile No.	9540691130		
+ DSC Detail		5540051150		
+ Regional Center	Address	newdelhi		
🕂 My Profile				
Manage Profile				
Change Password				
		SAVE 🕒 🔂 Back		

### 1.7.2 Change Password

Regional Center updates its password

भारत सरकार अम एवं रोजगार मं Government of India M/o Labour & E	ंत्रालय Employment		
Ministry of Labour & Employment	Fri Jan 14 2022, 11:01:53 AJ	N	Welcome <u>dl-shahdara-cgc</u> 🔒 🔻
रोजगार महानिदेशालय Directorate General of Employment	National Career Service Centre अनुस्चित जाति/अनुस्चित जनजाति हेतु नेशन	for SC/STS गल कैरियर सर्विस सेन्टर	स्थित के सिंह के स्थान के सिंह के सिं
*			Department Login
Ξ	User Name : dl-shahdara-cgc	Office Name : SREO, NCSC for S	GC/ST-Delhi
🚯 Dashboard		Change Password	
Manage Students	Current Password:	Current Password	
+ Beneficiary			
PFMS	New Password:	New Password	
HIS MIS	(* Password should be special,uppercase,lowe	8 charter long,and contain one ercase characters)	
+ DSC Detail	Confirm Password:	Confirm Password	
🕂 Regional Center			
🕂 My Profile		SAVE G Back	
Manage Profile			
Change Password			