

NCSC for DA

(National Career Service Centre for DA)

USER Manual for DA Representative

NIC- NCSC for DA-USER-1.0

Abstract: This User Manual provides complete description of the functions covered for NCSC For DA (National Career Service Centre for DA). 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 DA 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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DBT MIS Portal for National Career Service Centre for Differently Abled

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HOME

REGISTER YOURSELF WITH US!

Name*	नाम	<input type="text"/>
Date Of Birth*	जन्म तिथि	<input type="text"/>
Email id*	ई-मेल	<input type="text"/>
Mobile No.*	मोबाइल नंबर	<input type="text"/>
Set Password*	नया पासवर्ड	<input type="text"/>
Confirm Password*	कॉन्फर्म पासवर्ड	<input type="text"/>
Captcha*	कैप्चा	<input type="text"/>

SUBMIT CANCEL BACK

Have already an account ? Login here

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1.1 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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Azadi Ka
Amrit Mahotsav

HOME

WELCOME TO DBT PORTAL FOR NCSC FOR DA PORTAL!

Registration No.
पंजीकरण संख्या

Date Of Birth*
जन्म तिथि

Password*
पासवर्ड

Captcha*
कैप्चा

Enter Registration Id

Enter Date of Birth

n 8 9 w o s Captcha...

SUBMIT RESET ← BACK

New Student ? Register Here

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1.1 Apply Application

1.1.1 Apply Application (By DA)

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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Welcome - Test Test | User Profile | Home | Logout

National Career Service Centres for Differently Aabled 2025-26

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Registration Id: 140958672

Note:* Please fill State, District and Bank before proceeding to save for Draft!!

Personal Details/व्यक्तिगत विवरण

Name* नाम	<input type="text" value="test test"/>	Father's/Husband Name* पिता / पति का नाम	<input type="text"/>
Category* वर्ग	<input type="text" value="Select Category"/>	Date of Birth* जन्म तिथि	<input type="text" value="13/02/2000"/>
Disability Type* विकलांगता प्रकार	<input type="text" value="Select Disability"/>	Percentage(%) of Disability* विकलांगता का प्रतिशत (%)	<input type="text" value="70"/>
Bench Mark Disability	<input type="text"/>	IQ	<input type="text"/>
Tel.Mob. Number* दूरभाष मोबाइल नम्बर	<input type="text" value="7531098562"/>	Aadhaar Number* आधार नम्बर	<input type="text" value="Aadhaar Number"/> <input type="button" value="Verify"/> <input type="button" value="Remove"/>
Address* पता	<input type="text" value="Premise Number/परिसर संख्या"/> <input type="text" value="Sub Locality/Street/Colony Name"/> <input type="text" value="Locality/City/Village/Town Name"/>	Pin Code* पिन कोड	<input type="text"/>
Email Id	<input type="text" value="testtest@gmail.com"/>	State* राज्य	<input type="text" value="Select State"/>
N.C.S Registration No. एन सी एस पंजीकरण संख्या	<input type="text"/>	District* जिला	<input type="text"/>
		Gender* लिंग	<input type="text" value="Select Gender"/>
		Monthly Income of Parents माता-पिता की मासिक आय	<input type="text"/>

Education Details/शिक्षा विवरण

Select the Education शिक्षा का चयन करें	<input type="text" value="Select Education Type"/>
Vocational Training व्यवसायिक प्रशिक्षण	<input type="text"/>

Course Details/पाठ्यक्रम विवरण

Select the State(where you want to do Trade)* राज्य का चयन करें (जहां आप ट्रेड करना चाहते हैं):	<input type="text" value="Select State"/>
Select the Centre(where you want admission)* केंद्र का चयन करें (जहां आप प्रवेश चाहते हैं):	<input type="text" value="Select Centre"/>
Intake Number of NCSC-DA एन सी एस सी फॉर डी ए की प्रवेश संख्या:	<input type="text"/>
Select the Trade* ट्रेड का चयन करें:	<input type="text" value="Select Course"/>
Have you taken admission earlier in any traning/course offered by any DA?*	<input type="text" value="--Select--"/>
If yes, please give details: (यदि आपने इससे पूर्व किसी भी NCSC(SO/ST) केंद्र द्वारा संचालित किसी प्रशिक्षण/कोर्स में प्रवेश लिया है? यदि हां, तो कृपया ब्योरा दें:	

Upload Documents/दस्तावेज़ अपलोड करें (Please Upload minimum size documents and max upto 500KB)

Disability Certificate* विकलांगता प्रमाण पत्र	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload Only PDF"/>	Castle Certificate जाति प्रमाण पत्र	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload Only PDF"/>
Additional Qualification अतिरिक्त योग्यता	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload Only PDF"/>	Upload Photograph	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload Only PNG or JPG image & Maximum upload size is 100KB"/>


1.2 Save as Draft/Edit

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

Click on View & Submit Form to View detail.



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Registration Id: 140958672

Note:* Please fill State, District and Bank before proceeding to save for Draft!!

Personal Details/व्यक्तिगत विवरण

Name*
नाम

test test

Father's/Husband Name*
पितर / पति का नाम

Category*
वर्ग

Select Category

Date of Birth*
जनम तिथि

13/02/2000

Disability Type*
विकरलंगता प्रकार

Select Disability

Percentage(%) of Disability*
विकरलंगता का प्रतिशत (%)

70

Bench Mark Disability

IQ

Tel.Mob. Number*
दूरभाष/मोबाइल नम्बर

7531096562

Aadhaar Number*
आधार नम्बर

Aadhaar Number

Verify Remove

Address*
पता

Premise Number/परेस संख्या

SubLocality/Street/Colony Name

Locality/City/Village/Town Name

Pin Code*
पिन कोड

State*
राज्य

District*
जिला

Gender*
लिंग

Select Gender

N.C.S Registration No.
एन सी एस फीकरन संख्या

Monthly Income of Parents
मास-विश की मासिक आय

Education Details/शिक्षा विवरण

Select the Education
शिक्षा का चयन करें

Select Education Type

Vocational Training
व्यवसायिक प्रशिक्षण

Course Details/पाठ्यक्रम विवरण

Select the State(Where you want to do Trade)*
राज्य का चयन करें (जहां आप ट्रेड करना चाहते हैं):

Select State

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

Select Centre

Intake Number of NCSC-DA
एन-सी-एच-डी फॉर डी-ए की प्रवेश संख्या:

Select the Trade*
ट्रेड का चयन करें:

Select Course

Have you taken admission earlier in any training/course offered by any DA?*

--Select--

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

Upload Documents/दस्तावेज़ अपलोड करें (Please Upload minimum size documents and max upto 500KB)

Disability Certificate*
विकरलंगता प्रमाण पत्र

Choose File

No file chosen

Upload Only PDF

Caste Certificate
जाति प्रमाण पत्र

Choose File

No file chosen

Upload Only PDF

Additional Qualification
अतिरिक्त योग्यता

Choose File

No file chosen

Upload Only PDF

Upload Photograph

Choose File

No file chosen

Only PNG or JPG image & Maximum upload size is 100KB

Save as Draft Preview Final Submit

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

Your Registration Form Send to Administrator For Enrolling the Courses

