NCSC For DA
(National Career Service Centre for DA)

USER Manual for State Officer
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, Application Form, Accept Application, Reject Application ,Enrolled, Refused, Dropout, Code Directory, Query, MIS Report

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

* Amendment log

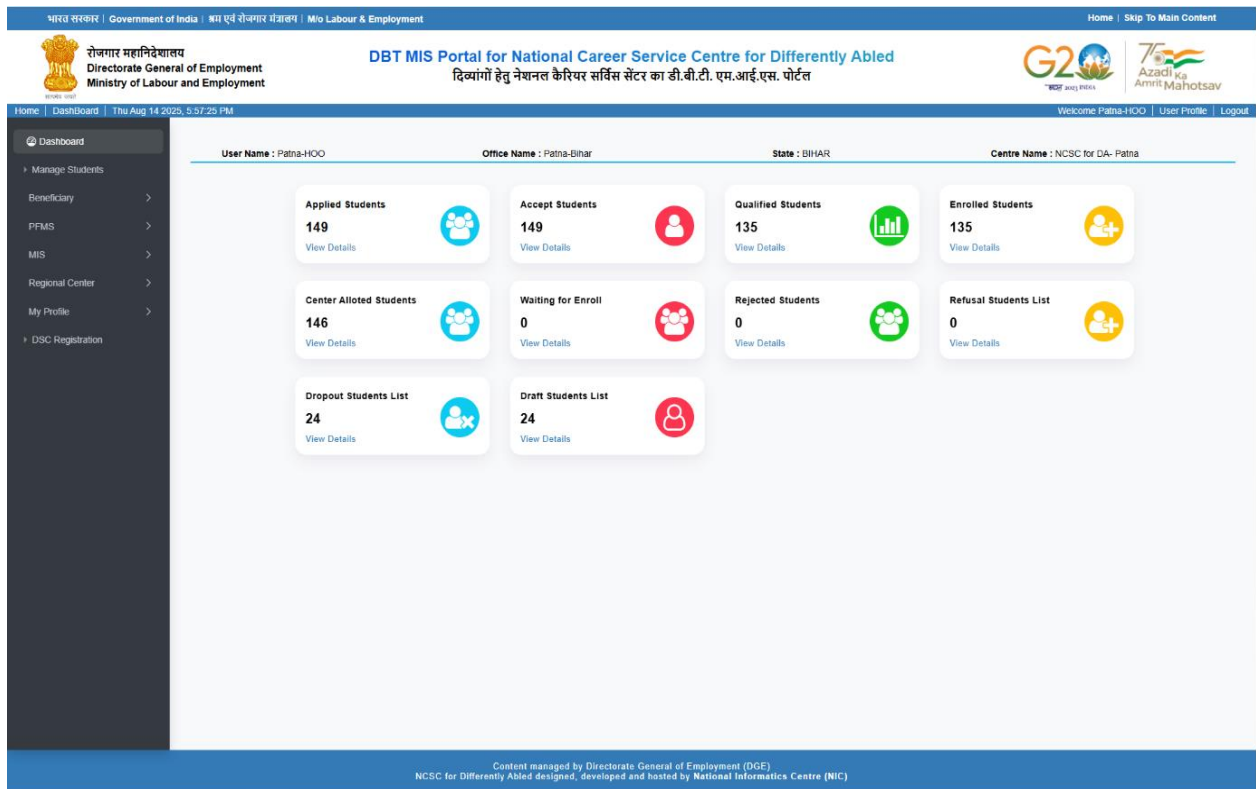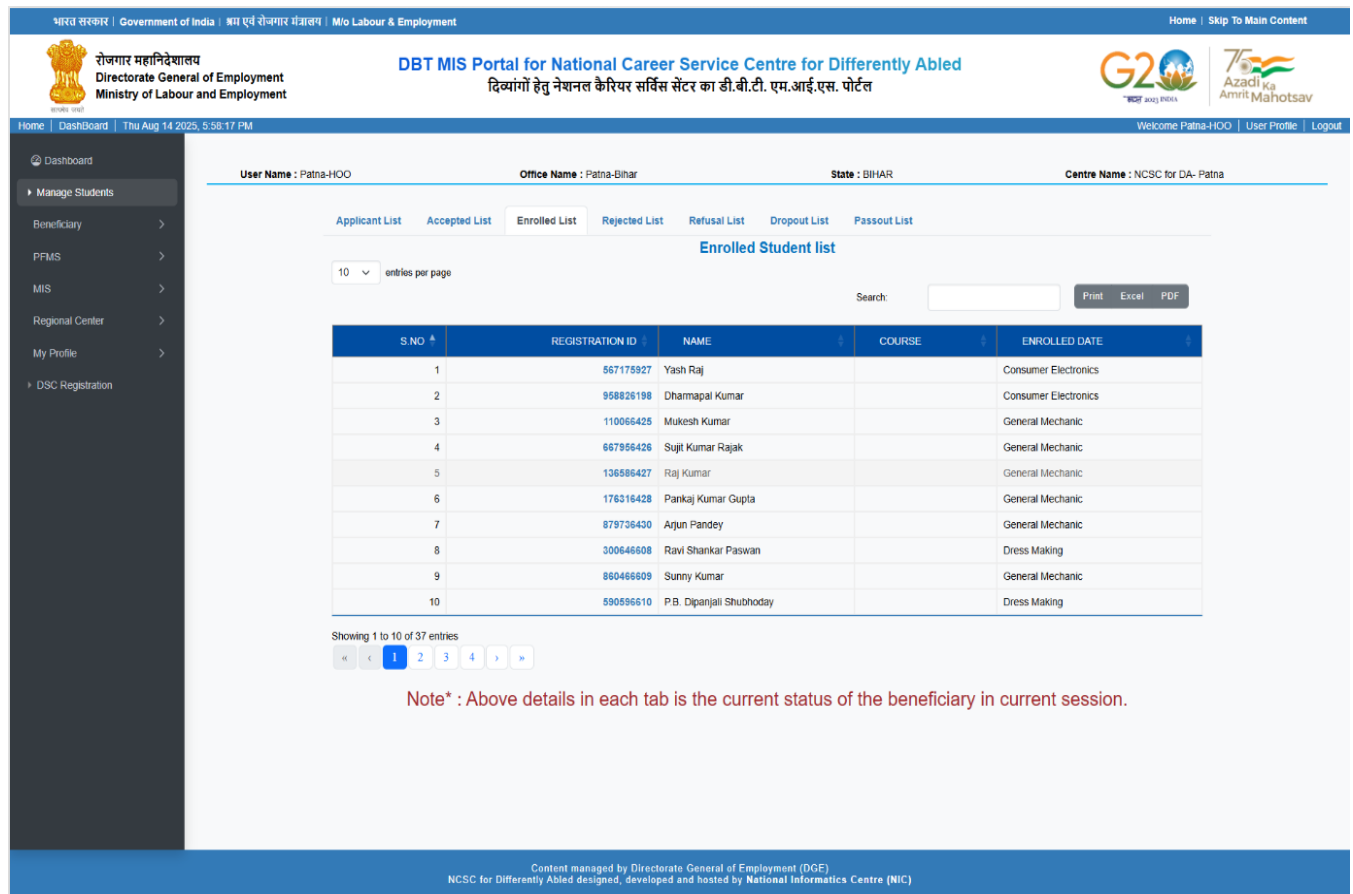| Version	Date	Brief Description	Section Change
1.0	18.09.2018	Covers the functionality of Registration of Application by Differently Abled Student, Accept, Reject, Enrolled, Dropout, Refused, Manage, Courses, Manage Regional Center Detail, Manage Batches, Manage Attendence, Manage Payment, Manage Attendence Percentage and more.	1st Draft

Table of Contents

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 Student.

1.1 Manage Student

The system facilitates Admin to enroll the applicant.

1.1.1 Applicant List

Display Students list, Who have registered for trade (After accepting Decelaration).

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.

1.1.2 Accepted List

Accepted Applicant list will be display here.

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

1. When Clicking on Enroll Button , popup will open with following detail.

       A   Period of Trade (Start Date and End Date of Trade)

       B   Select Trade.

2.   When Clicking Return To Applicant Button Student will appear in Applicant list.

1.1.3   Enrolled List

Display the List of Enrolled Application.

1.1.4   Addmisted List

Display the List of Rejected Application.

1.1.5   Rejected List

Display the List of Rejected Application.

1.1.6   Refusal List

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

1.1.7   Dropout List

Display the List of Applicant who dropout from the Trade.

1.2   Cumulative Students

Section Contain the complete report of students .

1. Applicant List - Display Total student who had submitted their application for trades.
2. Accepted List - Display Total Student whose application accepted for enrollment.
3. Enrolled List – Display Total Student whose enrolled for trade.
4. Rejected List - Display Total Student whose application rejected.
5. Refusal List - Display Total Student where applicant refuse to take admission.
6. Dropout List - Display Total Student who drop their courses due to some reason.

2. Beneficiary

2.1 Current Backlog Entry

The center can register the students of previous session years.

2.1.1 Student Registration Form

After Register Students then Showing Complete Student Reg Form For Fill all Details and Submit For Registration

रोजगार महानिदेशालय
Directorate General of Employment
Ministry of Labour and Employment

DBT MIS Portal for National Career Service Centre for Differently Abled
दिव्यांगों हेतु नेशनल कैरियर सर्विस सेंटर का डी.बी.टी. एम.आई.एस. पोर्टल

Home | Wed Aug 20 2025, 11:41:09 AM
Welcome - Test Test | User Profile | Home | Logout

National Career Service Centres for Differently Abled 2025-26
दिव्यांगों हेतु नेशनल कैरियर सर्विस सेंटर

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* पिता / पति का नाम	
Category* वर्ग	Select Category	Date of Birth* जन्म तिथि	13/02/2000
Disability Type* विकलांगता प्रकार	Select Disability	Percentage(%) of Disability* विकलांगता का प्रतिशत (%)	70
Bench Mark Disability		IQ	
Tel./Mob. Number* दूरभाष/ मोबाइल नंबर	7531098562	Aadhaar Number* आधार नंबर	Aadhaar Number [Verify] [Remove]
Address* पता	Premise Number/परिसर संख्या	Pin Code* पिन कोड	
	SubLocality/Street/Colony Name	State* राज्य	Select State
	Locality/City/Village/Town Name	District* जिला	
Email Id	testtest@gmail.com	Gender* लिंग	Select Gender
N.C.S Registration No. एन सी एस पंजीकरण संख्या.		Monthly Income of Parents माता-पिता 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 admision)* केंद्र का चयन करें (जहां आप प्रवेश चाहते हैं):	Select Centre
Intake Number of NCSC-DA एन*सी*एस*सी* फॉर डी*ए की प्रवेश संख्या:	
Select the Trade* ट्रेड का चयन करें:	Select Course
Have you taken admission earlier in any traning/course offered by any DA?* 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 (Please Upload minimum size documents and max upto 500KB)

Disability Certificate* विकलांगता 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	Upoad Photograh	Choose File No file chosen *Only PNG or JPG image & Maximum upload size is 100KB

[Save as Draft] [Preview] [Final Submit]

2.2 Finalize Submission

Display the List of Applicant who has not finalize his/her Details like a DRAFT Mode.

Click on Registration Id, Showing Users Complete Registration Form

3. PFMS (Public Financial Management System)

This module is used to manage financial transactions related to stipend disbursement, attendance   tracking, and payment batches.

3.1 Beneficiary List

Displays the list of registered beneficiaries eligible for stipend or payment and Send to PFMS For Beneficiary Validation.

3.1.1   Send To PFMS For Beneficiary Validation.

This feature is used to send beneficiary details (such as name, Aadhaar number, bank account, IFSC, etc.) to the **PFMS (Public Financial Management System)** for **validation**.

3.1.2   Awaited from PFMS.

Displays beneficiaries whose validation response is still **pending** from PFMS. System is waiting for PFMS to reply

3.1.3   Accepted by PFMS

Shows list of beneficiaries whose details were successfully validated and accepted by PFMS. Ready for payment batch.

3.1.4   Rejected by PFMS

Lists the records that were **rejected by PFMS**, with error reasons (e.g., Aadhaar mismatch, IFSC invalid, etc.).

3.1.5   Total Beneficiary IDs created from PFMS

Displays the total count and list of **unique PFMS Beneficiary IDs** generated and mapped after successful validation.

3.2 Mark Attendance

Allows the admin/user to mark daily or monthly attendance of trainees. And Manage Attendance/Manage Payment

3.2.1   Create Batch - Using form above

This screen allows users to initiate the attendance marking process by entering the total **working days** for a selected course and time period.

3.2.2   Click "Manage Attendance" → Select present/absent for each student.

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

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

3.2.2.3 Per(%) generate automatically when we give attended days. This provide the percentage of attendence.

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

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

3.2.2.6 Edit Button will generated once we fill attendence of one row. Edit Button to manage attende of particular applicant.

3.2.2.7 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**

3.2.3 Save Attendance → Records are saved and locked.

3.2.4 Click "Manage Payment Status" → Progresses eligible students for stipend generation and payment via PFMS.

Here we can manage Payment enable/disable and see accepted payment status and ineligible for payment as shoing in below

3.3 Create/Manage Payment Batch

Used to generate or manage PFMS payment batches for disbursement.
Click Add Batches Button to Create New Payment Batch

3.3.1 Click "Add Batches" →

The screen you've shared is for **adding a payment batch** in the **DBT MIS Portal for NCSC for DA** under the **PFMS** module. Below is an explanation of the key sections shown:

Create Batches Form

Field	Description
Academic Year	Choose the academic year for which the payment batch is being created.
Attendance Month	Select the month for which attendance and payment is being recorded.
Financial Year	Select the financial year (important for linking PFMS budget).
Start Date/End Date	Define the duration for which this batch is valid.
Courses	Choose the course for which you're generating the batch.
Proceed Button	After selection, filters eligible students and divides them into valid/invalid.

Valid Students for Payment Batch

This section shows the list of students who:

- Have a **valid PFMS Beneficiary ID**.
- Have complete **bank and Aadhaar details**.
- Have attendance marked as **per minimum required working days**.
- Meet **scheme eligibility criteria**.

If this section shows **"No Student Available"**, it means **no student currently qualifies** under all these conditions.

Invalid Students for Payment Batch

This section lists students who are **not eligible** for payment in the selected batch. Reasons include:

Possible Reasons for Invalidity	Where it's Seen
PFMS Beneficiary ID not available	`PFMS BENEFICIARY ID` blank
Bank account details missing or invalid	May appear in `REMARKS`
Attendance not marked or below minimum	System doesn't include in list
Aadhaar seeding not done	REMARKS might say Aadhaar issue
Student not validated by PFMS	Error shown in REMARKS

3.4 Stipend Eligible List

Here we are send Stipend Payment Batch to HQ and see all Batces in below.

3.5   PFMS Payment Response

This section displays **payment batch records** generated and forwarded to PFMS for stipend disbursement under schemes like **Special Coaching Scheme**, **Computer Courses**, etc.

There is three types of Payment Response
(a) Accepted
(b) Rejected
(c) Partial Accepted

When Click " Accpeted/Rejected/Partial Accepted" Button Then showing Payment Disbursal status of each students.

4. MIS (Management Information System)
This section supports reporting and insights. Likely includes

4.1 Student List

Displays a detailed list of students under a selected course, financial year, or batch.
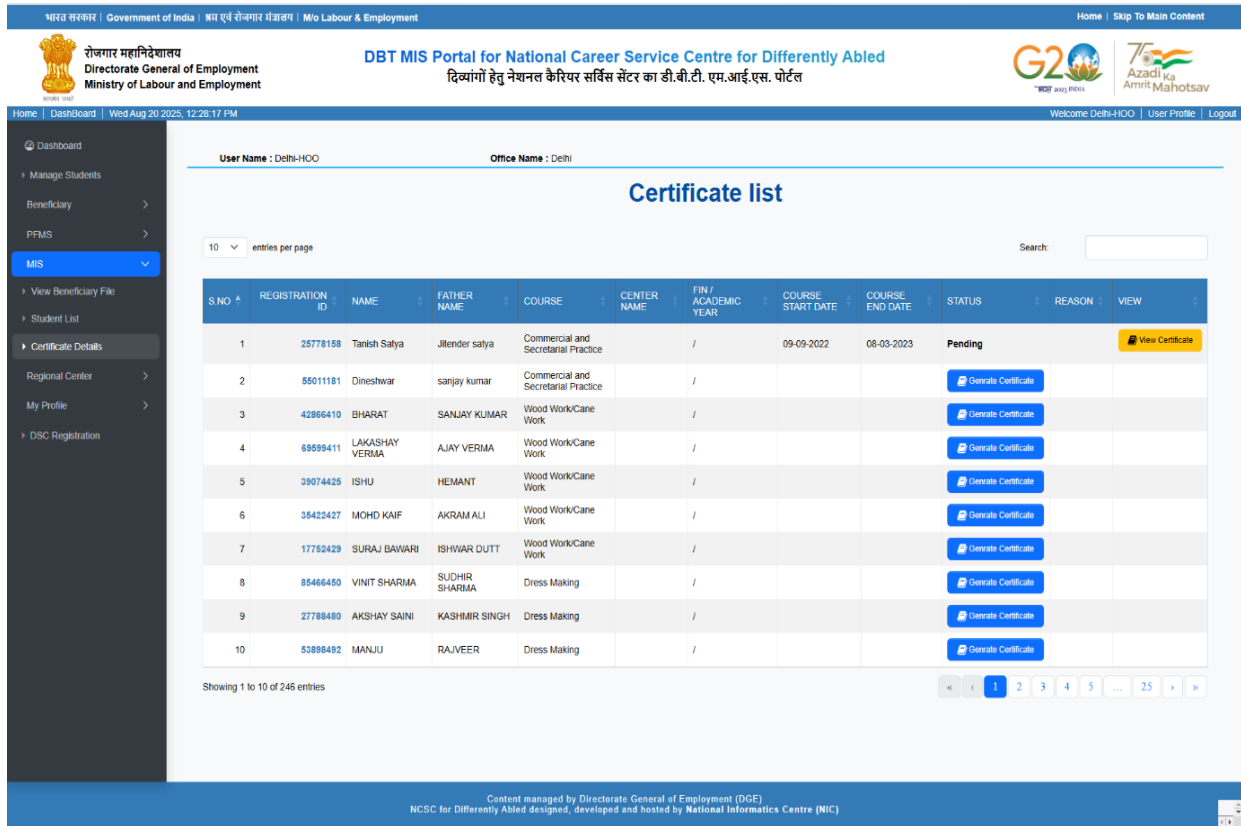
4.2 View Beneficiary File

- Lets you download/view the final file sent to PFMS for payment processing.

  - You can:

    - Check payment batch details
    - Verify student entries in a submitted batch
    - Print or download the payment file

4.3   Certificate Details

This section deals with training completion certificates:

- **Genrate Certificate:** If issued manually
- **View/Print Certificates:** For verification or distribution

5. DSC Detail (Digital Signature Certificate)

Ensures that only authorized officers can sign batches digitally.

Allows you to:

- Register Page for DSC Registration

6. Regional Center

This section is used to manage and maintain details related to Regional Centers and their associated training/coaching activities.

6.1 Registration Details

- To **search and view candidate registration details** under a regional center

- Enter any of the above fields and click **Submit** to retrieve candidate records.
- If available, records like Registration ID, Name, Mobile, Email, and Action buttons (like Edit/View) are shown in the table.
- After find the students Details You can Reset Password and Details of Students

6.2   Regional Center Profile

- **To** manage profile details of the Regional Center**.**

- **Change Detailsby Clicking "Edit Details" button:**
    - Center Name
    - Address
    - Contact Person
    - Contact Number
    - Email
    - Courses

6.3   Manage Coaching/Training Centers

- **To** manage profile details of the Coaching/Training Center Institutes By click Edit/View.

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Home | DashBoard | Wed Aug 20 2025, 1:37:48 PM   Welcome Patna-HOO | User Profile | Logout

| | Dashboard |
| Manage Students |
Beneficiary	>
PFMS	>
MIS	>
Regional Center	v
Registration Details
Regional Center Profile
Manage Trade
My Profile	>
DSC Registration

User Name : Patna-HOO   Office Name : Patna-Bihar

List of Trades Offered

S.NO	TRADE NAME	STATUS
1	Cane Work	Deactive
2	Commercial and Secretarial Practice	Deactive
3	Computer Application	Deactive
4	Computer Hardware Maintenance	Deactive
5	Consumer Electronics	Deactive
6	Dress Making	Deactive
7	Electrical & Domestic Appliances Repairing	Deactive
8	General Mechanic	Deactive
9	Secretarial Practice	Active
10	Clock, Watch Assembling & Mobile & Computer Servicing	Active
11	Computer Operation & IT Enabled Services	Active
12	Computer Application & Office Management	Active
13	DTP, Art & Animation	Active
14	Electrical	Active
15	Knitting, Embroidery & Hosiery	Active
16	Offset Printing & Book Binding	Active
17	Photography, Audio & Visual Animation	Active
18	Plumbing & Sanitary Hardware Fitter	Active
19	Printing, DTP & Book Binding	Active
20	Refrigeration & Air Conditioning	Active
21	Refrigeration & AC Maintenance	Active
22	Printing & DTP	Active
23	Hair & Skin Care	Active
24	Electrical & Home Appliances Repairing	Active
25	Automobile Repair	Deactive
26	Wood Work/Cane Work	Deactive
27	Watch & Clock Repairing	Active
28	Electronic & Electrical	Active

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NCSC for Differently Abled designed, developed and hosted by National Informatics Centre (NIC)

7. My Profile

Under this, there are typically two submenus:

7.1   Manage Profile
7.2   Change Password

7.1   Manage Profile

This page allows a user (HOO, in this case) to **view and update their personal and official details**.

7.2 Change Password

This page allows a user (HOO) to Update/Change Password of Departments.