

# NCSC For SC/ST

(National Career Service Centre for SC/STs)

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USER Manual for State Officer

*NIC-NCSC For SC/ST-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, 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 Differently Abled Student, Accept, Reject, Enrolled, Dropout, Refused, Manage, Courses, Manage Regional Center Detail, Manage Batches, Manage Attendance, Manage Payment, Manage Attendance Percentage and more.	1 <sup>st</sup> Draft

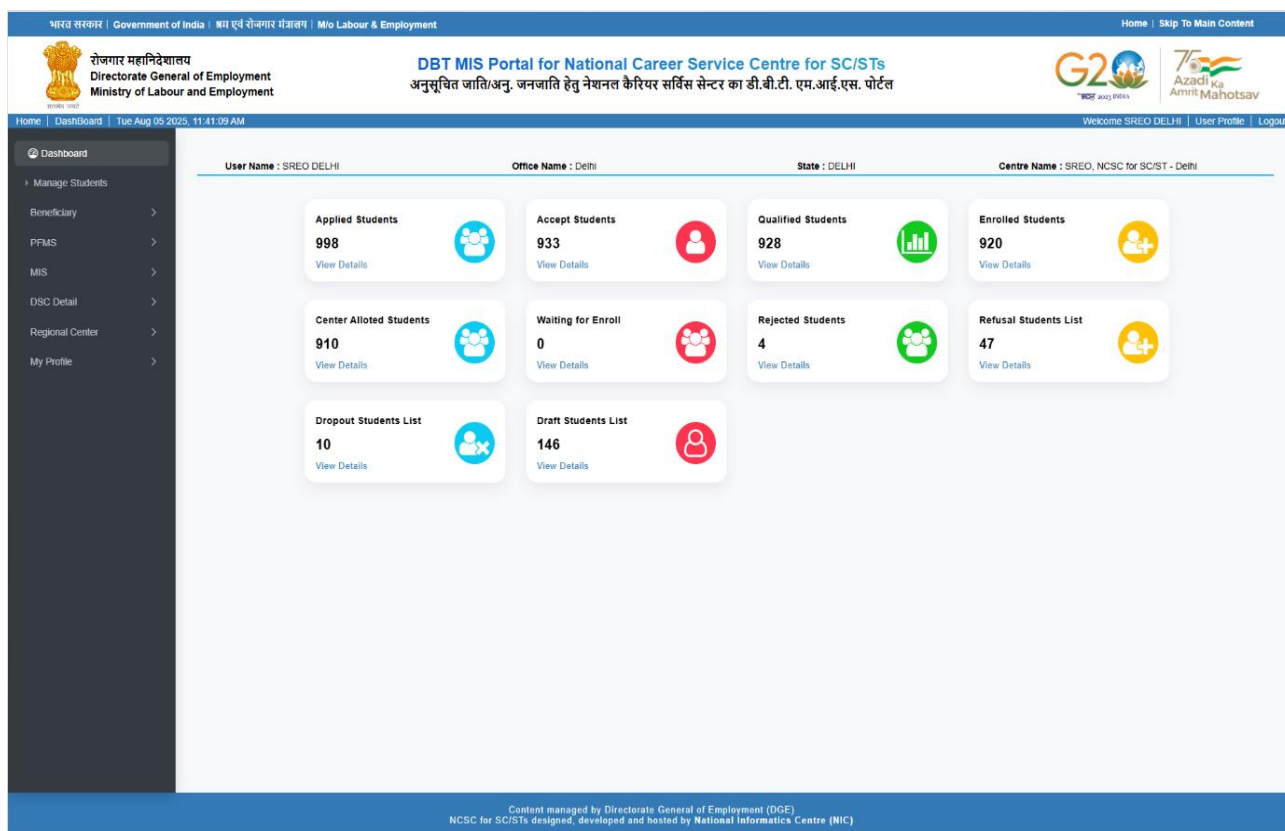
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# 1 Regional Center Officer

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.

भारत सरकार | Government of India |
मंत्रालय रोजगार और श्रम | Mo Labour & Employment

रोजगार महानिदेशालय  
Directorate General of Employment  
Ministry of Labour and Employment

**DBT MIS Portal for National Career Service Centre for SC/STs**  
अनुसूचित जाति/अनु. जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर का डी.बी.टी. एम.आई.एस. पोर्टल

Home | Skip To Main Content

Home | Dashboard | Tue Aug 05 2025, 11:44:38 AM

Welcome SREO DELHI | User Profile | Logout

Dashboard
Manage Students
Beneficiary
PFMS
MIS
DSC Detail
Regional Center
My Profile

User Name : SREO DELHI
Office Name : Delhi
State : DELHI
Centre Name : SREO, NCSC for SC/ST - Delhi

Applicant List
Accepted List
Qualified List
Enrolled List
Admitted List
Rejected List
Waited List
Refusal List
Other List

10
entries per page

Search:

Print
Excel
PDF

S.NO	REGISTRATION ID	NAME	FATHER/HUSBAND NAME	EMAIL	APPLICANT DATE
1	4275122433	GAJENDER PAL SINGH	GULFAN SINGH	gajenders71@gmail.com	2023-09-20
2	9470822850	Alok	Sudeshi	Ak2111873@gmail.com	2024-04-07
3	1669223162	Diya Singh	R.N Singh	diya101.singh@gmail.com	2024-05-31
4	1294223582	GOPAL SINGH VERMA	SATYA PRAKASH	GOPALSINGH29299@GMAIL.COM	2024-06-12
5	7499423714	RAHUL RANJAN	AMAR RAM	rahulranjanadri@gmail.com	2024-06-14
6	9316323738	VIJAY	Vinod kumar	viyakumar506061@gmail.com	2024-06-15
7	1150923829	JITENDER KUMAR	LATE. SH. RAJENDER KUMAR	jte353@gmail.com	2024-06-19
8	9015226061	Preeti	Ram Ujageer	preetikumar200503@gmail.com	2024-07-16
9	4483826073	Saurabh Kumar	Triloki Prasad	saurabhkumar80760@gmail.com	2024-07-16
10	7117526141	Sachin	Tulsi ram	sachin1412009@gmail.com	2024-07-16

Showing 1 to 10 of 55 entries

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NCSC for SC/STs designed, developed and hosted by National Informatics Centre (NIC)

### 1.1.1 Applicant List

Display Students list, Who have registered for trade (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.

### 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 Qualified Test/Exam Button , popup will open with following detail to Fill the Merit rank List.

- A Main List - Ranking in Main List
- B Waiting List - Ranking in Waiting List

### 1.1.3 Qualified List

Qualified Applicant Display Here.

S.NO #	REGISTRATION ID	NAME	FATHER/HUSBAND NAME	RANK/TYPE OF LIST	QUALIFIED DATE
1	6273819132	Mohit	Lalit Kumar	29	2024-07-30
2	2361619573	Krishan Kumar	ANIL KUMAR	30	2023-09-13
3	9928522346	Uma Shankar	Satya Veer	30	2023-09-21
4	7010419072	gungun	manish kumar	32	2023-09-01
5	4866522431	Naina	Lokesh Kumar	32	2023-09-21
6	1696121836	harsh	ved prakash	32	2024-07-30
7	7387519071	PUNEET	manish kumar	33	2023-09-01
8	6135416241	ishika	RAJENDER KUMAR	35	2024-05-06
9	8846822428	Pooja	Satvir Singh	35	2023-09-22
10	9456721633	Somya koshi	Joginder Kumar	54	2023-09-12

Click on Registration Id, Short view opened with 2 button – 1. Enrolled, 2. Return To Applicant

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.

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

#### 1.1.4 Enrolled List

Display the List of Enrolled Application.

#### 1.1.5 Addmisted List

Display the List of Rejected Application.

#### 1.1.6 Rejected List

Display the List of Rejected Application.

#### 1.1.7 Refusal List

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

#### 1.1.8 Dropout List

Display the List of Applicant who dropout from the Trade.

### 1.2 Cumulative Students

Section Contain the complete report of students .

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

The screenshot displays the DBT MIS Portal for National Career Service Centre for SC/STs. The page is titled "Qualified Student list (Main List)" and shows a table with 10 entries. The table columns are S.NO, REGISTRATION ID, NAME, FATHER/HUSBAND NAME, RANK/TYPE OF LIST, and QUALIFIED DATE. The entries are as follows:

S.NO	REGISTRATION ID	NAME	FATHER/HUSBAND NAME	RANK/TYPE OF LIST	QUALIFIED DATE
1	6372819132	Mohit	Lalit Kumar	29	2024-07-30
2	2361619573	Krishan Kumar	ANIL KUMAR	30	2023-09-13
3	9928522346	Uma Shankar	Satya Veer	30	2023-09-21
4	7010419072	gungun	manish kumar	32	2023-09-01
5	4956522431	Naina	Lokesh Kumar	32	2023-09-21
6	1696121836	harsh	ved prakash	32	2024-07-30
7	7387519071	PUNEET	manish kumar	33	2023-09-01
8	6125616241	shikha	RAJENDER KUMAR	35	2024-05-08
9	5946522438	Pooja	Satvir Singh	35	2023-09-22
10	9466721633	Somya koshi	Joginder Kumar	54	2023-09-12

The page also includes a sidebar with navigation options like Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, and My Profile. The top header shows the Government of India logo and the Ministry of Labour & Employment.

## 2. Beneficiary

### 2.1 Current Backlog Entry

The center can register the students of previous session years.

The screenshot displays the DBT MIS Portal for National Career Service Centre for SC/STs. The header includes the Government of India logo, the Directorate General of Employment, Ministry of Labour and Employment, and the portal title. The user is logged in as SREO-Dummy. The left sidebar shows navigation options: Dashboard, Manage Students, Beneficiary (selected), Current & Backlog Entry, Finalize Submission, PFMS, MIS, DSC Detail, Regional Center, and My Profile. The main content area shows the 'Register a new Student' form with the following fields:

Register a new Student	
Name*	<input type="text" value="Enter your name"/>
Date Of Birth*	<input type="text" value="dd-mm-yyyy"/>
Email Id*	<input type="text" value="Enter Valid Email ID"/>
Mobile No.*	<input type="text" value="Mobile Number"/>

Below the form is a blue button labeled 'Next>'. The footer states: 'Content managed by Directorate General of Employment (DGE) NCSC for SC/STs designed, developed and hosted by National Informatics Centre (NIC)'.

#### 2.1.1 Student Registration Form

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





Office Name : Dummy


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## 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

1800 1212345 | Government of India | कर्म एवं रोजगार विभाग | Min Labour & Employment



सोमनाथ महाविद्यालय  
Directorate General of Employment  
Ministry of Labour and Employment

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Home | Skip To Main Content

Home | Cash Board | Sat Aug 30 2025, 12:14:24 PM

Welcome SREO-Dummy | User Profile | Logout

Dashboard

Manage Students

Beneficiary

PRMS

MIS

DIC Data

Regional Center

My Profile

User Name : SREO-DummyOffice Name : Dummy

Back

National Career Service Centre for SC/STs of Academic Year 2025-26  
अनुसूचित जाति/अनुसूचित जनजाति हेतु नेशनल कैरियर सर्विस सेंटर

Registration Id: 9730631337

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

Personal Details/व्यक्तिगत विवरण

Academic Year  
July 2025 to June 2026

Name\*  
नाम

Kamlesh Kumar

Father's/Husband Name\*  
पिता / पति का नाम

Category\*  
श्रेणी

Select Category

Date of Birth\*  
दिनांक जन्म

13-03-2000

NU/NUB Number\*  
एनयू/एनयूबी नंबर

7531007535

Address Number\*  
आड्रेस नंबर

Address Number

Verify

Remove

Address\*  
पता

Phone Number/Mob. No.

Pin Code\*  
पिन कोड

State\*  
राज्य

Select State

Landline/Cell/Village Phone No.

Gender\*  
लिंग

Select Gender

Email Id\*

Kamleshkumar@gmail.com

Large Loc. Registration No.\*  
बड़े क्षेत्र का रजिस्ट्रेशन नंबर

NU/NUB Code  
एनयू/एनयूबी कोड

NU/NUB Registration No.\*  
एनयू/एनयूबी रजिस्ट्रेशन नंबर

Education Details/शैक्षणिक विवरण

S.NO.	NAME OF EXAMINATION परीक्षा का नाम	NAME OF BOARD/UNIVERSITY/INSTITUTE प्राधिकृतिका संस्था	SUBJECTS/विषय	PLACEMENT/स्थिति	ROLL NUMBER/रोल नंबर	YEAR/वर्ष
1	बालिका कौशल					
2	12 वीं					
3	Graduation/बैचलर ऑफ एजुकेशन					

Technical Qualification/तकनीकी योग्यता, यदि कोई हो

Course Details/विषयगत विवरण

Select the State/राज्य जहाँ आप अध्यापन करेंगे

Select State

Select the Centre/केंद्र जहाँ आप अध्यापन करेंगे

Select Centre

Select the Training Course\*  
प्रशिक्षण/कोर्स का नाम चुनें

Select Course

Select Course

Select Course

Change Preferences

Select Course

Have you taken admission earlier in any training/course offered by any NCS/SC/ST? If yes, please give details: (जहाँ पहले आपने कोई भी एनसी/एस/एसटी कोर्स प्राप्त किया था उसे बताएं, यदि हाँ, तो कृपया बताएं)

Upload Documents/फाइलें अपलोड करें (Please Upload minimum two documents and max. two 5MB)

10th certificate  
10 वीं प्रमाणपत्र

Choose File

No file chosen

Upload Only PDF

Caste Certificate  
जाति प्रमाण पत्र

Choose File

No file chosen

Upload Only PDF

Employment Registration Card  
रोजगार रजिस्ट्रेशन कार्ड

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

Income Certificate/आय प्रमाण पत्र

Choose File

No file chosen

Upload Only PDF

Save as Draft

Submit

Reset

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### 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.

The screenshot displays the DBT MIS Portal for National Career Service Centre for SC/STs. The interface includes a header with the Government of India logo and the Directorate General of Employment, Ministry of Labour and Employment. The main content area shows a dashboard for a user named SREO-Dummy at a dummy office. The dashboard features six cards: 'Bank Account Details', 'Send to PFMS for Beneficiary Validation', 'Awaited from PFMS', 'Accepted by PFMS', 'Rejected by PFMS', and 'Total Beneficiary Ids created from PFMS'. A sidebar menu on the left provides navigation options, and the footer contains information about the content management and hosting by the National Informatics Centre (NIC).

##### 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

Home | Dashboard | Tue Aug 05 2025, 4:22:45 PM

Welcome SREO-Dummy | User Profile | Logout

Dashboard

Manage Students

Beneficiary

**PFMS**

Beneficiary List

Mark Attendance

Create/Manage Payment B...

Stipend Eligible List

PFMS Payment Response

MIS

DSC Detail

Regional Center

My Profile

User Name : SREO-DummyOffice Name : Dummy

### Add Attendance Batch

Add Attendance Batch

If you have permission from HQ-DGE for the late Admission batch, please click here: [Link](#)

Academic Year

Select Year

Attendance Month

Select Month

Financial Year

Select Year

Start Date

Select start Date

End Date

End Date

Courses

Select Courses

Create Batch

### Manage Beneficiary Attendance/Payment Status

S.NO	PERIOD	FINANCIAL YEAR	COURSE	SUB DATE	TOTAL STUDENT		ACTION	
					ENROLLED	ATTENDANCE BATCH	MANAGE ATTENDANCE	MANAGE PAYMENT STATUS
1	Academic Year: 2024-25 (01/02/2025 - 28/02/2025)	2024-25	SPL(Special Coaching Scheme)	03-06-2025	1		<a href="#">Manage Attendance</a>	<a href="#">Manage Payment Status</a>
2	Academic Year: 2024-25 (01/03/2025 - 31/03/2025)	2024-25	SPL(Special Coaching Scheme)	02-06-2025	1		<a href="#">Manage Attendance</a>	<a href="#">Manage Payment Status</a>
3	Academic Year: 2024-25 (01/05/2025 - 31/05/2025)	2025-26	SPL(Special Coaching Scheme)	02-06-2025	1		<a href="#">Manage Attendance</a>	<a href="#">Manage Payment Status</a>
4	Academic Year: 2024-25 (01/04/2025 - 30/04/2025)	2025-26	SPL(Special Coaching Scheme)	29-05-2025	1		<a href="#">Manage Attendance</a>	<a href="#">Manage Payment Status</a>
5	Academic Year: 2022-23 (01/05/2023 - 31/05/2023)	2023-24	Office Automation Accounting Publishing Assistant	15-06-2023	1		<a href="#">Manage Attendance</a>	<a href="#">Manage Payment Status</a>
6	Academic Year: 2022-23 (01/05/2023 - 31/05/2023)	2023-24	SPL(Special Coaching Scheme)	09-05-2023	3		<a href="#">Manage Attendance</a>	<a href="#">Manage Payment Status</a>

### 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.

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Directorate General of Employment  
Ministry of Labour and Employment

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Home | Skip To Main Content

Home | Dashboard | Tue Aug 06 2025, 4:34:13 PM

Welcome SREO-Dummy | User Profile | Logout

Dashboard  
Manage Students  
Beneficiary  
PFMS  
MIS  
DSC Detail  
Regional Center  
My Profile

User Name : SREO-Dummy Office Name : Dummy

Attendance Management

Course: SPL(Special Coaching Scheme)  
Financial Year: 2025-26  
From Date: 01-07-2025  
To Date: 31-07-2025

Working Days

Proceed

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### 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 attendance.

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.

## NCSC For SC/STs – User Manual for Regional Center

3.2.2.6 Edit Button will generated once we fill attendance 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 Attendance Percentage**

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User Name : SREO-Dummy Office Name : Dummy

Manage Attendance

Course: SPL(Special Coaching Scheme)  
Financial Year: 2022-23  
Working Days: 30  
From Date: 01-07-2022  
To Date: 31-07-2022  
Attendance Percentage: 80%

Institute Name  
Select Institute

Add Students +

Manage Attendance

S.NO	REGISTRATION ID	NAME	COURSE	INSTITUTE	TOTAL WORKING DAYS	ATTENDANCE	PER(%)	REMARKS*	ACTION
1	4584022775	Raj Test	SPL(Special Coaching Scheme)	dummy	30	Attendari	Attendance Percent	Remarks	Fill Attendance
2	3940931056	Krishan Test	SPL(Special Coaching Scheme)	dummy	30	Attendari	Attendance Percent	Remarks	Fill Attendance

Note\*: For Changing The total Working Day, You Need to write the remark

Filled Attendance (Finalized)

S.NO	REGISTRATION ID	NAME	COURSE	INSTITUTE	TOTAL WORKING DAYS	ATTENDANCE	PER(%)	REMARKS*
------	-----------------	------	--------	-----------	--------------------	------------	--------	----------

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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

DBT MIS Portal for National Career Service Centre for SC/STs  
अनुसूचित जाति/अनु. जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर का डी.बी.टी. एम.आई.एस. पोर्टल

User Name : SREO-Dummy Office Name : Dummy

Manage Payments Status

Course: SPL(Special Coaching Scheme)  
Financial Year: 2022-23  
Working Days: 20  
From Date: 01-03-2023  
To Date: 31-03-2023  
Attendance Percentage: 80%

Payment file not send to PFMS

S.NO	REGISTRATION ID	NAME	TOTAL WORKING DAYS	ATTENDANCE	PER(%)	ACTION (ENABLE/DISABLE)	PAYMENT STATUS
1	7063813348	Amil Tiwari	20	20	100	<input checked="" type="checkbox"/>	Payment Enabled
2	6330812126	TestRanchi	20	20	100	<input checked="" type="checkbox"/>	Payment Enabled
3	1822713340	Abhishek Kumar Pandey	20	20	100	<input checked="" type="checkbox"/>	Payment Enabled

Note\*: For Changing payments status, You need to checked the checkbox, then click on submit button.

Payment file send to PFMS

S.NO	REGISTRATION ID	NAME	TOTAL WORKING DAYS	ATTENDANCE	PER(%)	REMARKS*	PAYMENT STATUS
------	-----------------	------	--------------------	------------	--------	----------	----------------

Ineligible for Payments

S.NO	REGISTRATION ID	NAME	TOTAL WORKING DAYS	ATTENDANCE	PER(%)	REMARKS*
------	-----------------	------	--------------------	------------	--------	----------

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### 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

The screenshot displays the 'Manage Payment Batches' interface. At the top, the header includes the Government of India logo, the Directorate General of Employment, and the portal title 'DBT MIS Portal for National Career Service Centre for SC/STs'. The user is logged in as 'SREO-Dummy'. The main content area shows a table of payment batches with the following data:

S NO	BATCH NO	COURSE	PERIOD	MONTH	ACADEMIC YEAR	FINANCIAL YEAR	NO OF STUDENT	BATCH STATUS
1	TMP_BN128982200040620251380035	SPL(Special Coaching Scheme)	01/05/2025 - 31/05/2025	May	2024-25	2025-26	1	Active
2	TMP_BN1474970634020620251380011	SPL(Special Coaching Scheme)	01/04/2025 - 30/04/2025	April	2024-25	2025-26	1	DeActive
3	TMP_BN1876568467020620251380010	SPL(Special Coaching Scheme)	01/03/2025 - 31/03/2025	March	2024-25	2025-26	1	DeActive
4	TMP_BN135061248109052023138001	SPL(Special Coaching Scheme)	01/04/2023 - 30/04/2023	April	2022-23	2023-24	3	DeActive
5	TMP_BN177488673912042023138001	SPL(Special Coaching Scheme)	01/03/2023 - 31/03/2023	March	2022-23	2022-23	3	Active
6	TMP_BN42278111504112022138002	SPL(Special Coaching Scheme)	01/10/2022 - 31/10/2022	October	2022-23	2022-23	3	Active

The table shows 6 entries. The status 'Active' is in green, and 'DeActive' is in red. The bottom of the page has a footer with contact information and a disclaimer.

#### 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 SC/STs** under the **PFMS** module. Below is an explanation of the key sections shown:

#### Create Batches Form

Field	Description
<b>Academic Year</b>	Choose the academic year for which the payment batch is being created.
<b>Attendance Month</b>	Select the month for which attendance and payment is being recorded.
<b>Financial Year</b>	Select the financial year (important for linking PFMS budget).
<b>Start Date/End Date</b>	Define the duration for which this batch is valid.
<b>Courses</b>	Choose the course for which you're generating the batch.
<b>Proceed Button</b>	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**.

## NCSC For SC/STs – User Manual for Regional Center

- 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.

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Home | Skip To Main Content

Home | Dashboard | Tue Aug 05 2025, 5:07:05 PM

Welcome SREO-Dummy | User Profile | Logout

Dashboard

Manage Students

Beneficiary

PFMS

Beneficiary List

Mark Attendance

Create/Manage Payment B...

Stipend Eligible List

PFMS Payment Response

MIS

DSC Detail

Regional Center

My Profile

User Name : SREO-DummyOffice Name : Dummy

Monthly Stipend Eligible List

Financial Year: Select Year

Select Month: Select Month

Payment File Status: Select Status

Course Name: Select Courses

Date of XML generation: yyyy-mm-dd

Next

Reset

10 entries per page

Search:

S.NO	BATCH	NCSC FOR SC/ST CENTER	YEAR	MONTH	COURSE	GENERATED DATE	TOTAL ELIGIBLE	TOTAL AMOUNT	STATUS	PFMS ACPIRACY DATE	ACTION
1	TMP_BN1269922200040520251380035	Dummy - Dummy-State	2025-26	May	SPL(Special Coaching Scheme)		1	1000	Stipend Not Send To PFMS		<div>Cross-Verify Payment File</div> <div>Send Payment File To HQ</div>
2	TMP_BN1876568467020620251380010	Dummy - Dummy-State	2024-25	March	SPL(Special Coaching Scheme)		1	1000	Rejected by PFMS		File Rejected
3	TMP_BN1474970634020620251380011	Dummy - Dummy-State	2025-26	April	SPL(Special Coaching Scheme)		1	1000	Rejected by PFMS		File Rejected
4	TMP_BN135061248109052023138001	Dummy - Dummy-State	2023-24	April	SPL(Special Coaching Scheme)	2023-05-09	3	3000	Rejected by PFMS		File Rejected
5	TMP_BN42378111504112022138002	Dummy - Dummy-State	2022-23	October	SPL(Special Coaching Scheme)	2023-03-31	3	3000	Rejected by PFMS	2024-11-20	File Rejected

Showing 1 to 5 of 5 entries

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### 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.

**PFMS Payment Files**

S.No	BATCH ID	FROM / TO DATE	COURSE	TOTAL BENEFICIARY	TOTAL AMOUNT	PAYMENT FILE STATUS
1	TMP_BN10040592515012025151311	Fin Year: 2024-25 (2024-12-01 - 2024-12-31)	Office Automation Accounting Publishing Assistant	11	11000	<a href="#">Click here to view Accepted</a>
2	TMP_BN100670064003032023151316	Fin Year: 2022-23 (2023-02-01 - 2023-02-28)	Computer O Level (Software)	82	82000	<a href="#">Click here to view Rejected</a>
3	TMP_BN10075045421711202315137	Fin Year: 2023-24 (2023-09-01 - 2023-09-30)	Computer O Level (Software)	24	24000	<a href="#">Click here to view Rejected</a>
4	TMP_BN10194497642209202315131	Fin Year: 2023-24 (2023-07-01 - 2023-07-31)	Computer O Level (Software)	25	25000	<a href="#">Click here to view Rejected</a>
5	TMP_BN10206174950112202315139	Fin Year: 2023-24 (2023-10-01 - 2023-10-31)	Computer O Level (Software)	21	21000	<a href="#">Click here to view Accepted</a>
6	TMP_BN102169890612202215132	Fin Year: 2022-23 (2022-11-01 - 2022-11-30)	SPL (Special Coaching Scheme)	61	61000	<a href="#">Click here to view Accepted</a>
7	TMP_BN10224461611122023151330	Fin Year: 2023-24 (2023-11-01 - 2023-11-30)	Computer O Level (Software)	19	19000	<a href="#">Click here to view Accepted</a>
8	TMP_BN102464831601202415134	Fin Year: 2023-24 (2023-12-01 - 2023-12-31)	SPL (Special Coaching Scheme)	108	108000	<a href="#">Click here to view Accepted</a>
9	TMP_BN103317916717102023151338	Fin Year: 2023-24 (2023-07-01 - 2023-07-31)	Business Accounting Associate	5	5000	<a href="#">Click here to view Accepted</a>
10	TMP_BN103355595322022024151314	Fin Year: 2023-24 (2023-11-01 - 2023-11-30)	Computer O Level (Software)	4	4000	<a href="#">Click here to view Accepted</a>

Showing 1 to 10 of 393 entries

There are three types of Payment Response

- Accepted
- Rejected
- Partial Accepted

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

**Beneficiary Payment Details**

S.No	REGISTRATION ID	NAME	BANK NAME	IFSC	ACCOUNT NUMBER	AMOUNT	PAYMENT STATUS	REASON/ REJECTION CODE
1	9935423647	Chhaya				1000	Accepted	
2	4469725662	HITESH KUMAR				1000	Accepted	
3	4879425674	Harsh kumar				1000	Accepted	
4	6552325587	Hemant Bhaskar				1000	Accepted	
5	3421329890	Abhishek				1000	Accepted	
6	4539925591	vivek				1000	Accepted	
7	2500525624	Jatin kumar				1000	Accepted	
8	4946425907	SHIVA KUMAR				1000	Accepted	
9	6538725838	Pinki				1000	Accepted	
10	9993425584	Shivani				1000	Accepted	
11	9325125589	rupal				1000	Accepted	

Showing 1 to 11 of 11 entries

## 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

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User Name : SREG DELHI Office Name : Delhi

### Certificate list

10 entries per page Search:

S.NO	REGISTRATION ID	NAME	FATHER NAME	COURSE	COURSE START DATE	COURSE END DATE	STATUS	REASON	VIEW
1	1397818900	RITIKA	Prem Kumar	SPL (Special Coaching Scheme)	01-07-2023	30-06-2024	Pending		<a href="#">View Certificate</a>
2	5785818901	Renu	Ravi kumar	SPL (Special Coaching Scheme)	01-07-2023	30-06-2024	Pending		<a href="#">View Certificate</a>
3	3394218982	Akash	Harishankar	SPL (Special Coaching Scheme)	01-07-2023	30-06-2024	Pending		<a href="#">View Certificate</a>
4	4708220889	ADITYA RISHI	Rishi Kumar	SPL (Special Coaching Scheme)			<a href="#">Generate Certificate</a>		
5	8598318989	Preeti	vinod kumar	SPL (Special Coaching Scheme)			<a href="#">Generate Certificate</a>		
6	2966526800	kareema	jogender singh	SPL (Special Coaching Scheme)			<a href="#">Generate Certificate</a>		
7	5940826803	diksha	sanjeev kumar	SPL (Special Coaching Scheme)			<a href="#">Generate Certificate</a>		
8	6834220748	Nihal Singh	Harpat singh	SPL (Special Coaching Scheme)	01-07-2022	30-06-2023	Pending		<a href="#">View Certificate</a>
9	3838920748	Ankit	Anil Kumar	SPL (Special Coaching Scheme)	01-07-2022	30-06-2023	Pending		<a href="#">View Certificate</a>
10	380073668	Pratik	SUDHIR KUMAR	SPL (Special Coaching Scheme)	01-07-2022	30-06-2023	Pending		<a href="#">View Certificate</a>

Showing 1 to 10 of 436 entries

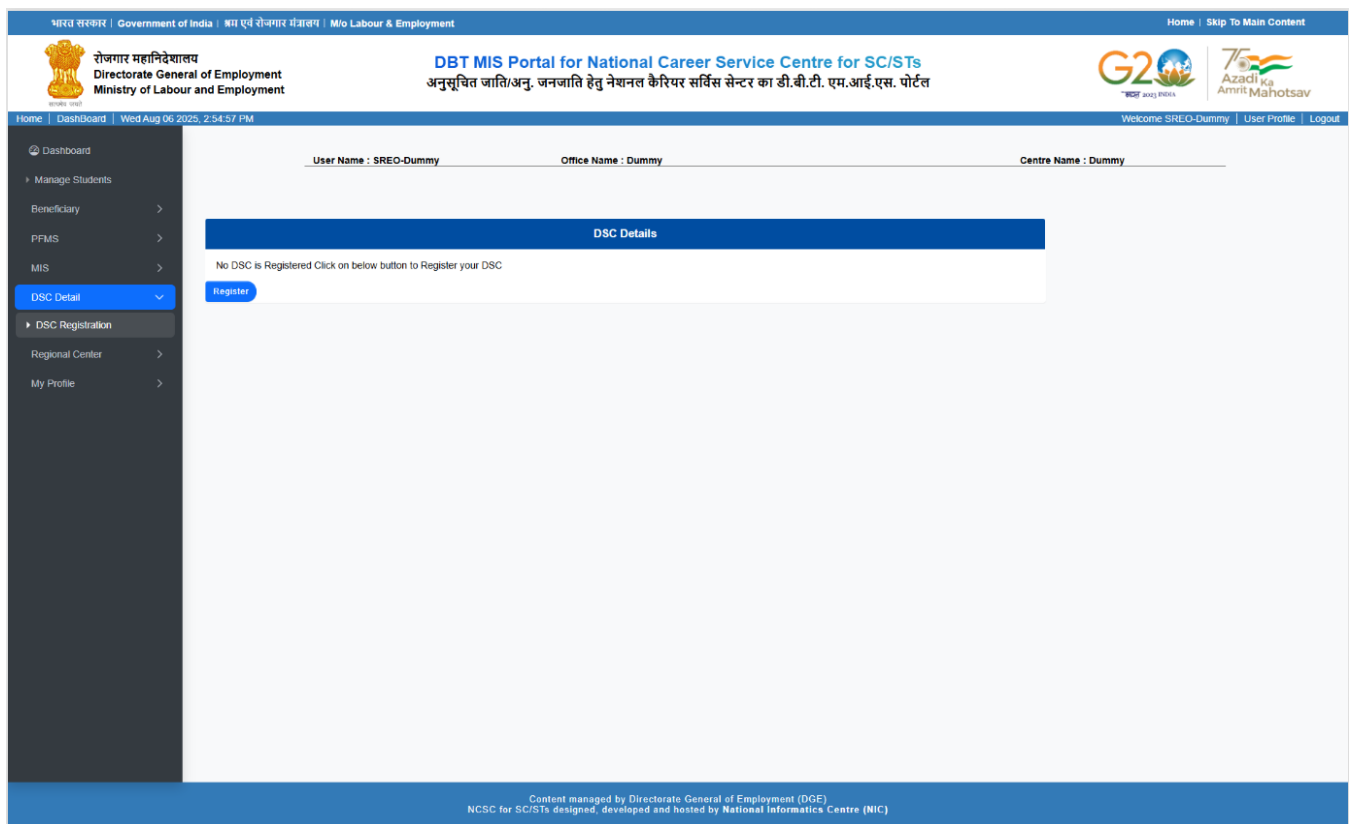
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## 5. DSC Detail (Digital Signature Certificate)

Ensures that only authorized officers can sign batches digitally.


Allows you to:

- Register Page for DSC Registration





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Home | Skip To Main Content

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Home | Dashboard | Wed Aug 06 2025, 2:54:57 PM | Welcome SREG-Dummy | User Profile | Logout

Dashboard

Manage Students

Beneficiary

PFMS

MIS

**DSC Detail**

DSC Registration

Regional Center

My Profile

User Name : SREG-Dummy Office Name : Dummy Centre Name : Dummy

**DSC Details**

No DSC is Registered Click on below button to Register your DSC

[Register](#)

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## 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

Dashboard
Manage Students
Beneficiary
PFMS
MIS
DSC Detail
Regional Center
Registration Details
Regional Center Profile
Manage Coaching/Training ...
Attendance Percentage
My Profile

User Name : SREO-Dummy
Office Name : Dummy

Mobile Number:
Email Id:
Date Of Birth: dd-mm-yyyy

Submit

Registration Details

10 entries per page
Search:

S.NO	REGISTRATION ID	NAME	MOBILE	EMAIL ID	ACTION
No data available in table					

Showing 0 to 0 of 0 entries
« < > »

## 6.2 Regional Center Profile

- To manage profile details of the Regional Center.

The screenshot displays the DBT MIS Portal for National Career Service Centre for SC/STs. The header includes the Government of India logo, the Ministry of Labour and Employment, and the portal title. The user is logged in as 'SREO-Dummy' from 'Dummy-State'. The main content area shows a table of regional centers. The table has the following structure:

S.NO	STATE	REGIONAL CENTER NAME	COURSES			ACTIONS
			BPH	COMPUTER SOFTWARE	COMPUTER HARDWARE	
1		Dummy	X	X	X	Edit details

The left sidebar contains navigation links: Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center (selected), Registration Details, Regional Center Profile, Manage Coaching/Training, Attendance Percentage, and My Profile. The footer mentions content managed by Directorate General of Employment (DGE) and NCSC for SC/STs designed, developed and hosted by National Informatics Centre (NIC).

- **Change Details by 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.

## NCSC For SC/STs – User Manual for Regional Center

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

Page Title: DBT MIS Portal for National Career Service Centre for SC/STs  
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Navigation: Home | Skip To Main Content

Left Sidebar: Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center (selected), Registration Details, Regional Center Profile, Manage Coaching/Training, Attendance Percentage, My Profile

Main Content: User Name : SREO-Dummy, Office Name : Dummy, List of Centers

S.NO	STATE	dummy	dummy	dummy	dummy
1	Dummy-State	Dummy	-	dummy	<a href="#">Edit</a> <a href="#">View</a>
2	Dummy-State	Dummy	-	test	<a href="#">Edit</a> <a href="#">View</a>

Footer: Content managed by Directorate General of Employment (DGE). NCSC for SC/STs 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 (SREO, in this case) to **view and update their personal and official details.**

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

Page Title: DBT MIS Portal for National Career Service Centre for SC/STs  
अनुसूचित जाति/अनु. जनजाति हेतु नेशनल कैरियर सर्विस सेन्टर का डी.बी.टी. एम.आई.एस. पोर्टल

Navigation: Home | Skip To Main Content

Left Sidebar: Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, My Profile (selected), Manage Profile, Change Password

Main Content: User Name : SREO-Dummy, Office Name : Dummy, My Profile

Form Fields:

- Full Name: SREO-Dummy
- Email: dummy@gmail.com
- Mobile No.: 999999999
- Address: Dummy-Address

Buttons: [Save](#) [Back](#)

## NCSC For SC/STs – User Manual for Regional Center

### 7.2 Change Password

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

The screenshot displays the DBT MIS Portal for National Career Service Centre for SC/STs. The page header includes the Government of India logo, the Ministry of Labour and Employment, and the portal title in Hindi and English. The user is logged in as SREO-Dummy. The left sidebar contains navigation links: Dashboard, Manage Students, Beneficiary, PFMS, MIS, DSC Detail, Regional Center, My Profile (selected), Manage Profile, and Change Password. The main content area is titled 'Change Password' and contains a form with the following fields: Current Password, New Password, and Confirm Password. A note specifies that the password should be 8 characters long and contain one special, uppercase, and lowercase character. The form has 'Save' and 'Back' buttons. The footer indicates that the content is managed by the Directorate General of Employment (DGE) and the NCSC for SC/STs is designed, developed, and hosted by the National Informatics Centre (NIC).

सूचना संचार | Government of India | काम एवं रोजगार मंत्रालय | M/o Labour & Employment

Home | Skip To Main Content

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G20  
भारत 2023

75  
Azadi Ka  
Amrit Mahotsav

Home | Dashboard | Wed Aug 09-2023, 3:23:09 PM

Welcome SREO-Dummy | User Profile | Logout

User Name : SREO-Dummy Office Name : Dummy

### Change Password

Current Password:  
Current Password

New Password:  
New Password

(\* Password should be 8 character long and contain one special,uppercase,lowercase characters)

Confirm Password:  
Confirm Password

Save Back

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