



# User Manual

## SCGJ/Safai Karamchari – App

<https://www.scgjksd.in>

# Table of Contents

1. [Introduction](#)
2. [Target Audience](#)
3. [Pre-requisites](#)
4. [Application Overview](#)
5. [Getting Started](#)
6. [Generate a New Batch](#)
7. [Update Batch Information](#)
8. [Generate Candidate Sheet](#)
9. [Candidate Sheet Structure](#)
10. [Filling the Candidate Sheet](#)
11. [Columns not to be Modified](#)
12. [Mandatory Fields](#)
13. [Rules for filling Candidate Sheet](#)
14. [Delete Value from Candidate Sheet](#)
15. [Candidate Sheet Upload](#)
16. [Errors and Possible Solution](#)

# Introduction

SCGJ/Safai Karamchari - App is a web application which will be used by Skill Council for Green Jobs and its training partners as an operational and monitoring tool to carry out training of Safai Karamchari pan India.

Due to the increase in the number of candidates being trained all over the country, it becomes difficult to manage all the information manually and maintain records in the excel sheets. This tool will help the training partners to generate different reports and excel sheets through the system and send it to the skill council which was earlier done manually.

This tool will reduce the redundancy that exists in the current system where the training partner used to create different excel sheets for the same candidates where he had to enter the same information several times.

The document will help the training partner to understand how to feed the data into the system and some common mistakes that are committed while uploading the information of candidates/batches on the application.

# Target Audience

This application is primarily for the training partners, who are affiliated by the Skill Council for Green Jobs to conduct training of Safai Karamcharis under RPL Mode.

The training partners who are provided the access to this application will use this application to perform several different tasks that are aligned to the process which is followed for training Safai Karamcharis. This application serves as a platform to store, retrieve and monitor the information for both the stake holders (Training Partners & Skill Council for Green Jobs).

A training partner can perform the following actions on this platform :

1. Feed Data of a batch into the system
2. Update candidate details
3. Generate reports required for different phases of training
4. Upload attested documents/reports

All these actions will be performed by the training partner in the order that is followed on actual basis during the training.

# Pre-requisites

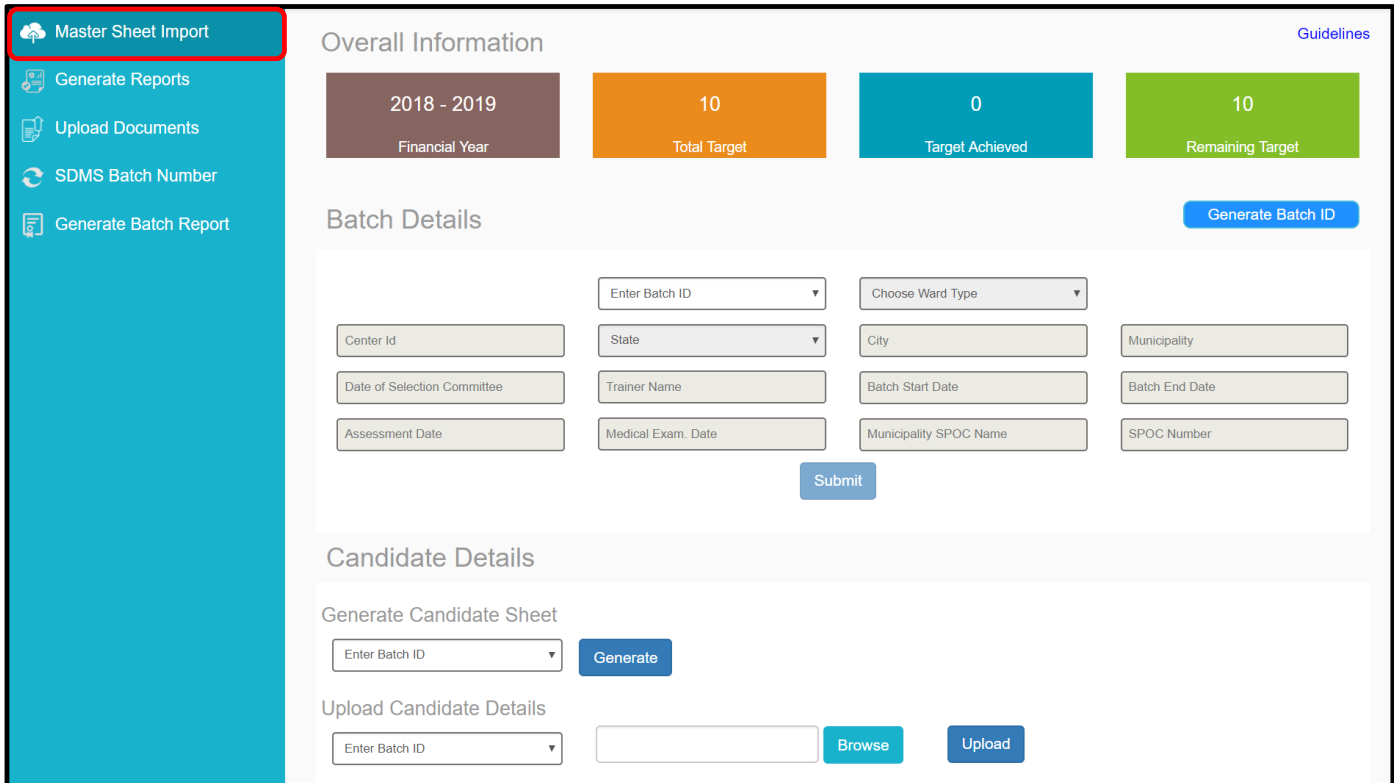
In order to use the application, following are the pre-requisites that are essential to use the application.

1. Internet Access
2. URL of the application – <https://www.scgjsksd.in>
3. Credentials to access the application



# Application Overview

The first page of the application is the Master Sheet Import page, which will be used as the source to enter all the information of batches/candidates in the system.



The screenshot shows the 'Master Sheet Import' page. On the left is a sidebar with a red box around the 'Master Sheet Import' link. The main content area is divided into three sections: 'Overall Information', 'Batch Details', and 'Candidate Details'. 'Overall Information' shows a table with columns for Financial Year, Total Target, Target Achieved, and Remaining Target. 'Batch Details' contains a form with fields for Batch ID, Ward Type, Center Id, State, City, Municipality, Date of Selection Committee, Trainer Name, Batch Start Date, Batch End Date, Assessment Date, Medical Exam. Date, Municipality SPOC Name, and SPOC Number. 'Candidate Details' has a 'Generate Candidate Sheet' section with a 'Generate' button and an 'Upload Candidate Details' section with a 'Browse' button and an 'Upload' button.

Financial Year	Total Target	Target Achieved	Remaining Target
2018 - 2019	10	0	10

**Batch Details**

Enter Batch ID: [Dropdown] Choose Ward Type: [Dropdown]

Center Id: [Text] State: [Dropdown] City: [Text] Municipality: [Text]

Date of Selection Committee: [Text] Trainer Name: [Text] Batch Start Date: [Text] Batch End Date: [Text]

Assessment Date: [Text] Medical Exam. Date: [Text] Municipality SPOC Name: [Text] SPOC Number: [Text]

**Candidate Details**

Generate Candidate Sheet

Enter Batch ID: [Dropdown] **Generate**

Upload Candidate Details

Enter Batch ID: [Dropdown] [Browse] **Upload**

Below are the actions/information that would be available to the user:

1. Overall Information – Information for the current financial year
2. Generate Batch Id – Generates a batch id in the system
3. Batch Details – User can insert/update the details of the particular batch corresponding to the batch Id
4. Candidate Details :
  1. Generate Candidate Sheet – Generate Master Sheet for a particular batch corresponding to the batch Id
  2. Upload Candidate Sheet – Upload details of candidates in the system

# Application Overview

The second page of the application is the Generate Reports page, which will be used to generate various reports used in the training process once the data corresponding to that report is present in the system.

Master Sheet Import

**Generate Reports**

Upload Documents

SDMS Batch Number

Generate Batch Report

### Generate Reports

Select Report to be Generated ▼

Generate Report

### Audit Table

Batch Id	Report Type	Generated On	Generated By
----------	-------------	--------------	--------------

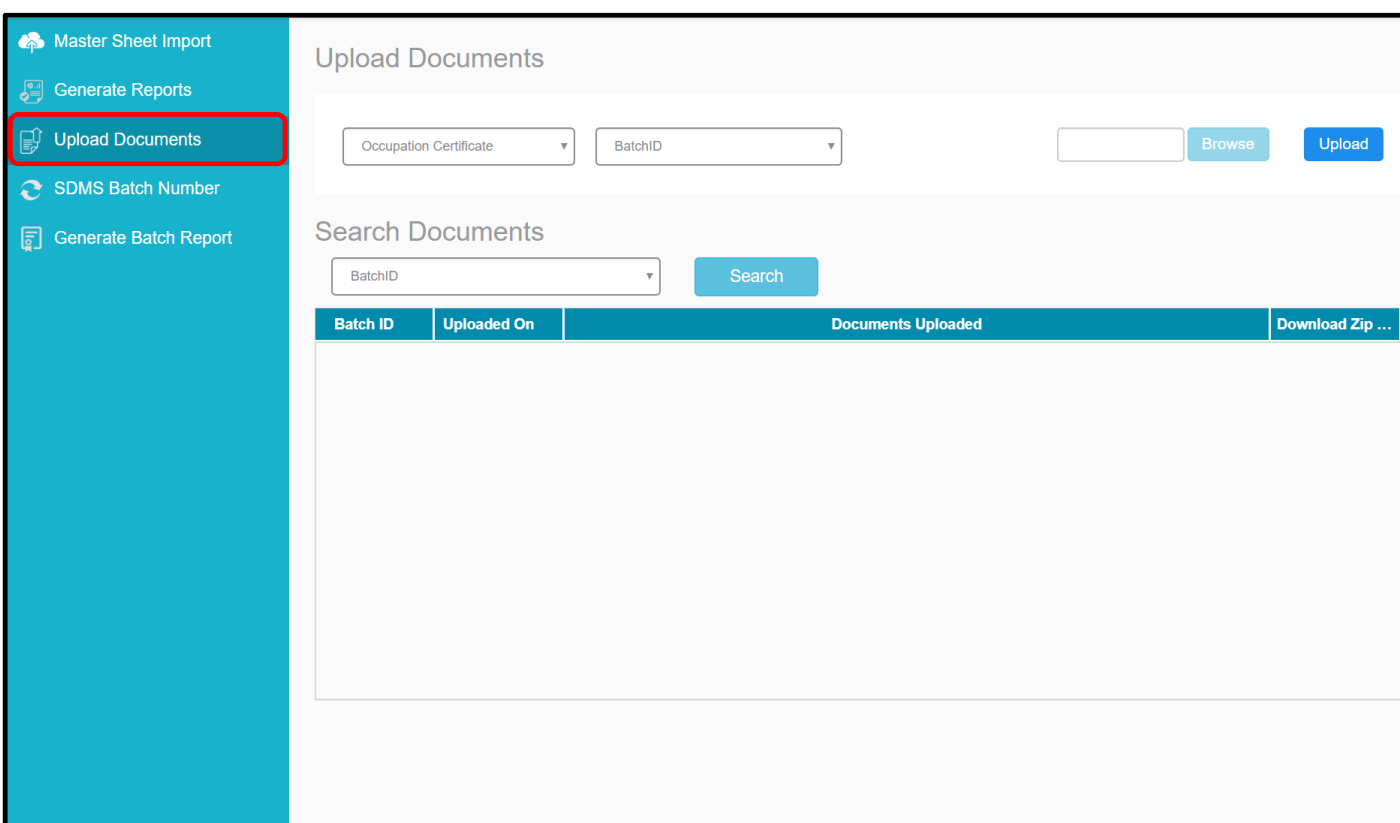
Below are the actions/information that would be available to the user:

1. **Generate Reports** – The user can select the reports from the list of available reports and select the batch Id for which the report has to be generated. As the user clicks on the generate reports, the report will be generated.
2. **Audit Table** : This table will be populated as soon as any report is generated

**Note :** In order to generate any report, all the information corresponding to that report must be available in the system.

# Application Overview

The third page of the application is the Upload Documents page, which will be used to upload various reports/documents that needs to be sent to SCGJ, the user can select the document then upload it on the platform against a specific batch Id.



The screenshot shows the 'Upload Documents' page of the application. On the left is a teal sidebar with navigation links: 'Master Sheet Import', 'Generate Reports', 'Upload Documents' (highlighted with a red box), 'SDMS Batch Number', and 'Generate Batch Report'. The main content area has a header 'Upload Documents'. Below it are two dropdown menus: 'Occupation Certificate' and 'BatchID', followed by a 'Browse' button and an 'Upload' button. Below this is a 'Search Documents' section with a 'BatchID' dropdown and a 'Search' button. At the bottom is a table with the following headers: 'Batch ID', 'Uploaded On', 'Documents Uploaded', and 'Download Zip ...'. The table body is currently empty.

Batch ID	Uploaded On	Documents Uploaded	Download Zip ...
----------	-------------	--------------------	------------------

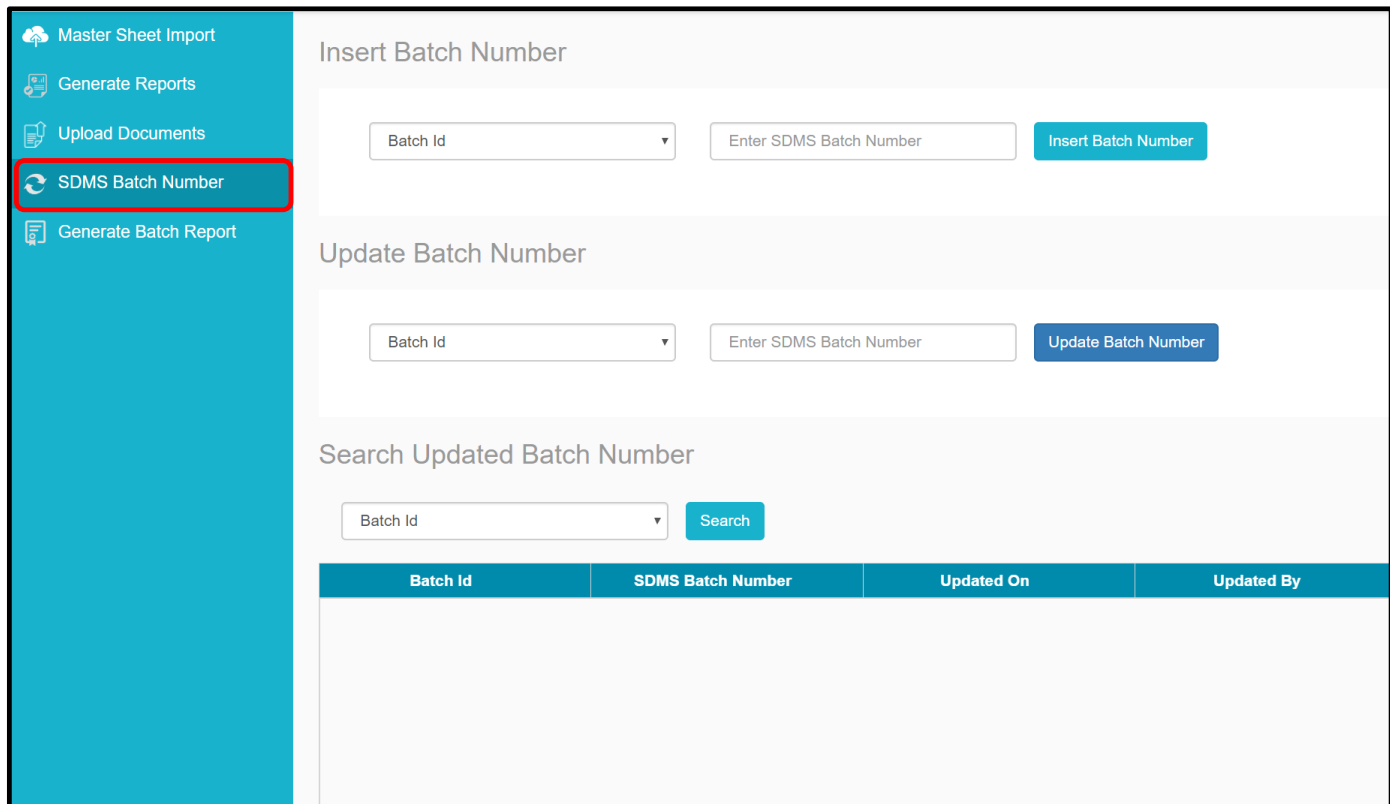
Below are the actions/information that would be available to the user:

1. Upload Documents – The user can select the document from the list of documents provided and enter the batch id for which document has to be uploaded. After selecting the file when user clicks on Upload button, the file will be uploaded.
2. Search Documents – User can search for the documents that has been uploaded by selecting the batch id and clicking on the Search button.



# Application Overview

The fourth page of the application is the SDMS Batch Number page, which will be used by the training partner to insert, update and search for the batch number against a specific batch Id.



The screenshot shows the 'SDMS Batch Number' page. On the left is a teal sidebar with navigation links: 'Master Sheet Import', 'Generate Reports', 'Upload Documents', 'SDMS Batch Number' (highlighted with a red box), and 'Generate Batch Report'. The main content area has three sections: 'Insert Batch Number', 'Update Batch Number', and 'Search Updated Batch Number'. Each section contains a 'Batch Id' dropdown menu, a text input field for the SDMS Batch Number, and a corresponding action button ('Insert Batch Number', 'Update Batch Number', and 'Search' respectively). At the bottom, there is a table with four columns: 'Batch Id', 'SDMS Batch Number', 'Updated On', and 'Updated By'.

Batch Id	SDMS Batch Number	Updated On	Updated By
----------	-------------------	------------	------------

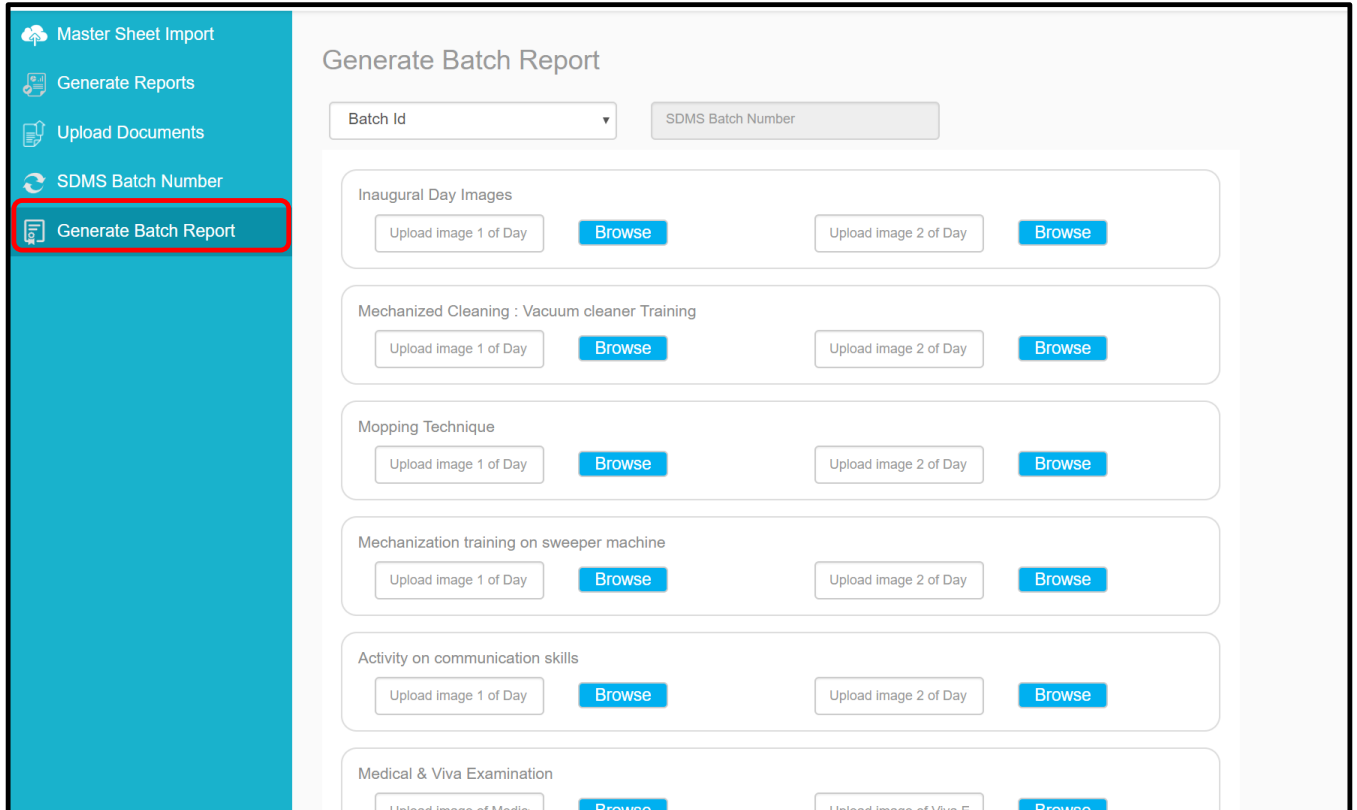
Below are the actions/information that would be available to the user:

1. Insert Batch Number – The user can assign the SDMS Batch Number to the batch by selecting the batch Id from the list of batch Id.
2. Update Batch Number – The user can update the SDMS Batch Number that is assigned to a particular batch id by using the update batch number functionality
3. Search Updated Batch Number – The user can select the batch id from the list and click on search button to check the SDMS Batch Number which is assigned to each batch Id

Note – The SDMS batch number assigned to a batch id would be the batch number that would be assigned by SDMS.

# Application Overview

The fifth page of the application is the Generate Batch Report page, which will be used by the training partner to generate the final batch report by selecting the batch Id and uploading the images for each day.



The screenshot shows the 'Generate Batch Report' page. On the left is a blue sidebar with navigation links: 'Master Sheet Import', 'Generate Reports', 'Upload Documents', 'SDMS Batch Number', and 'Generate Batch Report' (which is highlighted with a red box). The main content area is titled 'Generate Batch Report' and contains a form. At the top of the form are two input fields: 'Batch Id' (a dropdown menu) and 'SDMS Batch Number' (a text box). Below these are several sections, each with two 'Upload image' buttons and a 'Browse' button. The sections are: 'Inaugural Day Images', 'Mechanized Cleaning : Vacuum cleaner Training', 'Mopping Technique', 'Mechanization training on sweeper machine', 'Activity on communication skills', and 'Medical & Viva Examination'. Each section has an 'Upload image 1 of Day' button, a 'Browse' button, an 'Upload image 2 of Day' button, and another 'Browse' button.

Below are the actions/information that would be available to the user:

1. **Generate Batch Report** – The user can select the batch id for which the final batch report has to be generated and upload the images for each day. Once all the images have been uploaded, the user clicks on submit button and the report will be generated.

**Note** – In order to generate the final batch report, the SDMS batch number must be assigned to the batch Id. If there is no SDMS batch number for the batch Id then the user will first have to assign batch number to that batch and then only the report will be generated.

# Getting Started

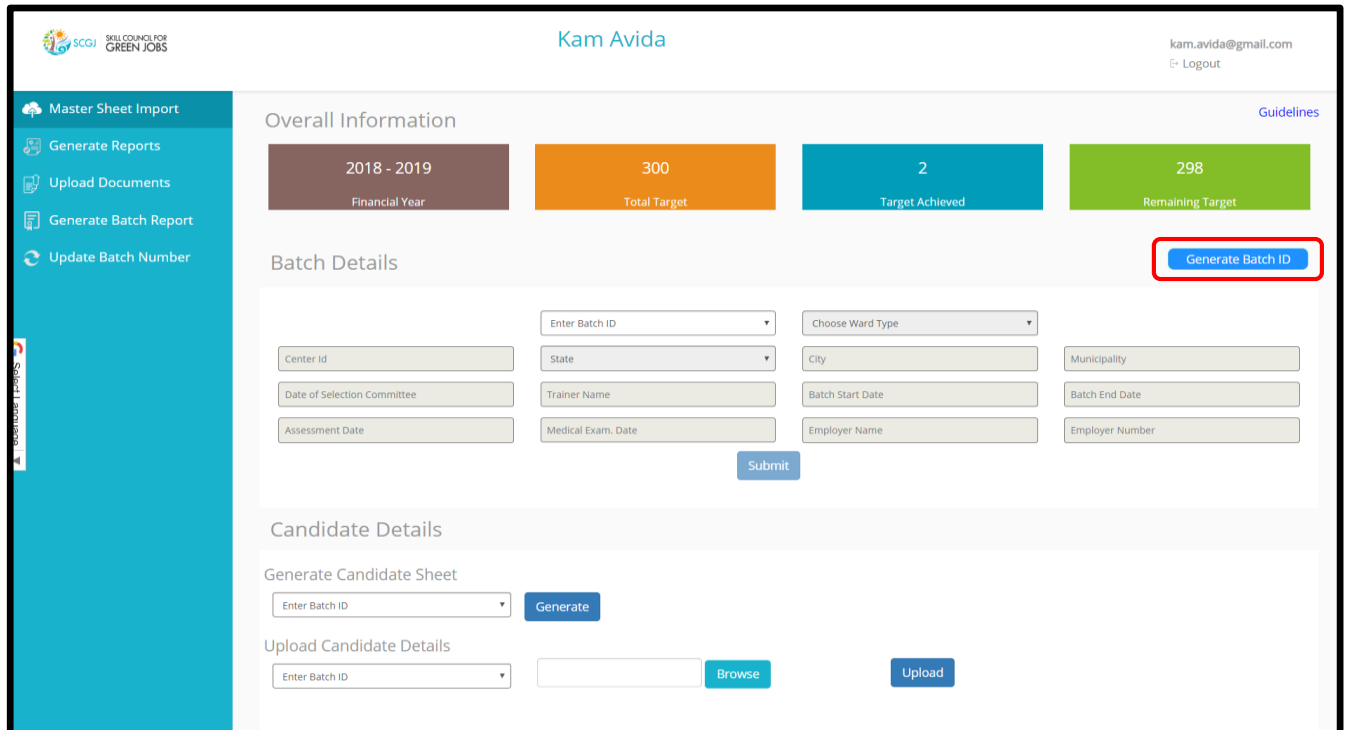
In order to start using the different functionalities of this application, The first step is to insert information into the system. These are the following steps that needs to be followed to insert information in the system.

1. Generate a batch Id
2. Add information of the batch under batch details section
3. Generate Candidate Master Sheet for a batch Id
4. Enter the details of the candidates in the master sheet
5. Upload the candidate details in the system.

In order to enter the information in the system, Please follow the steps given on the next page in the same order as described.

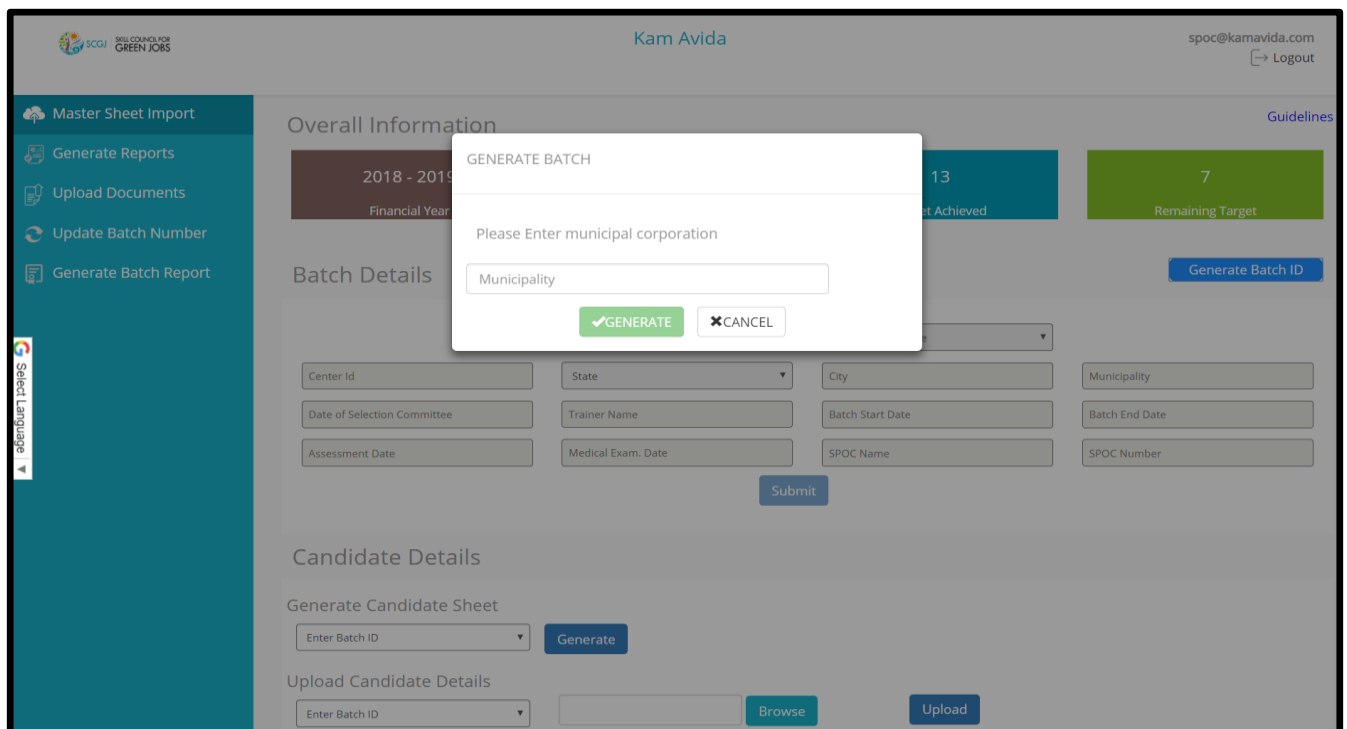
# Generate a New Batch

## 1. Click on the Generate Batch Id Button



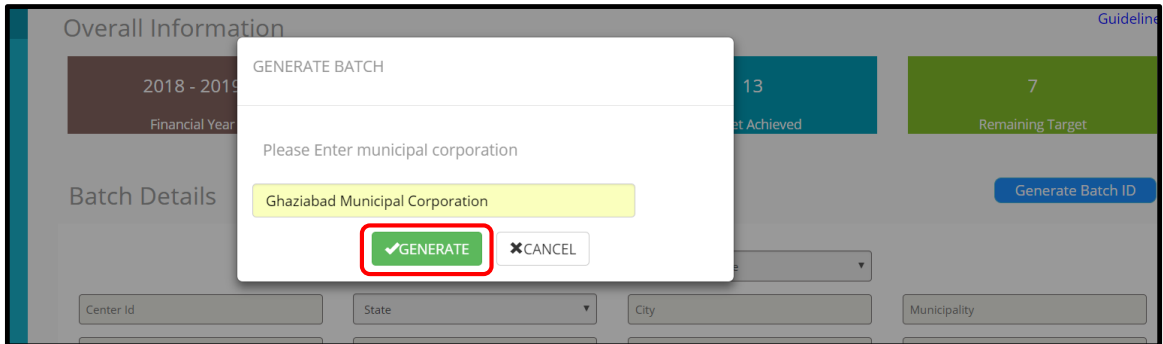
The screenshot shows the Kam Avida web application interface. The user is logged in as 'Kam Avida' (kam.avid@gmail.com). The left sidebar contains navigation options: Master Sheet Import, Generate Reports, Upload Documents, Generate Batch Report, and Update Batch Number. The main content area is titled 'Overall Information' and displays four summary cards: Financial Year (2018 - 2019), Total Target (300), Target Achieved (2), and Remaining Target (298). Below this is the 'Batch Details' section, which contains a form with fields for Enter Batch ID, Choose Ward Type, State, City, Municipality, Date of Selection Committee, Trainer Name, Batch Start Date, Batch End Date, Assessment Date, Medical Exam. Date, Employer Name, and Employer Number. A 'Submit' button is located below the form. A red box highlights the 'Generate Batch ID' button in the top right corner of the Batch Details section.

## 2. A pop-up box asking for municipality will appear, Add the name of the municipality



The screenshot shows the same Kam Avida web application interface, but with a pop-up box titled 'GENERATE BATCH' overlaid on the 'Batch Details' section. The pop-up box contains the text 'Please Enter municipal corporation' and a text input field labeled 'Municipality'. Below the input field are two buttons: 'GENERATE' (with a green checkmark icon) and 'CANCEL' (with a red X icon). The background interface is dimmed, showing the same summary cards and form fields as in the previous screenshot.

3. Once you have added the municipality name, Click on the **Generate** button



4. Once you click on the Generate Button, Batch Id will be generated



5. Format of the batch Id generated will be the following

*Initials of TP\_NSDC Reg. Number \_ Name of municipal corporation\_  
Batch Number*

**Note:** While generating a batch, The user should enter the full name of the municipality

# Update Batch Information

1. Navigate to batch details section and click on the **Enter Batch ID** drop down

Batch Details Generate Batch ID

Enter Batch ID Choose Ward Type

Center Id State City Municipality

Date of Selection Committee Trainer Name Batch Start Date Batch End Date

Assessment Date Medical Exam. Date Employer Name Employer Number

Submit

2. This will show a list of batch id that have been created by the training partner

Batch Details Generate Batch ID

Enter Batch ID Choose Ward Type

Center Id KA\_1234\_Assam MC\_1 City Municipality

Date of Selection Committee Trainer Name Batch Start Date Batch End Date

Assessment Date Medical Exam. Date SPOC Name SPOC Number

Submit

3. Choose the batch for which information has to be updated

Batch Details Generate Batch ID

Enter Batch ID Choose Ward Type

Center Id Enter Batch ID City Municipality

Date of Selection Committee KA\_1234\_Assam MC\_1 Batch Start Date Batch End Date

Assessment Date KA\_1234\_Ghaziabad MC\_2 Medical Exam. Date SPOC Name SPOC Number

Submit



4. Once the Batch ID has been selected, all the fields will be enabled

Batch Details

Generate Batch ID

KA\_1234\_Ghaziabad MC\_2

Choose Ward Type

Center Id

State

City

Ghaziabad Municipal Corporation

Date of Selection Committee

Trainer Name

Batch Start Date

Batch End Date

Assessment Date

Medical Exam. Date

SPOC Name

SPOC Number

Submit

5. Enter the mandatory fields (Centre ID, State, City, Municipality)

Batch Details

Generate Batch ID

KA\_1234\_Ghaziabad MC\_2

Choose Ward Type

981512

Andhra Pradesh

Gauhati

Ghaziabad Municipal Corporation

Date of Selection Committee

Trainer Name

Batch Start Date

Batch End Date

Assessment Date

Medical Exam. Date

SPOC Name

SPOC Number

Submit

Note: The fields given above are mandatory to fill before any information is inserted in the system. Municipality will contain the name which was filled while generating a batch (User can also update the municipality)

6. Click on Submit button, You will see a success message “Batch Details inserted successfully”

Batch Details

Generate Batch ID

KA\_1234\_Ghaziabad MC\_2

Choose Ward Type

981512

Andhra Pradesh

Gauhati

Ghaziabad Municipal Corporation

Date of Selection Committee

Trainer Name

Batch Start Date

Batch End Date

Assessment Date

Medical Exam. Date

SPOC Name

SPOC Number

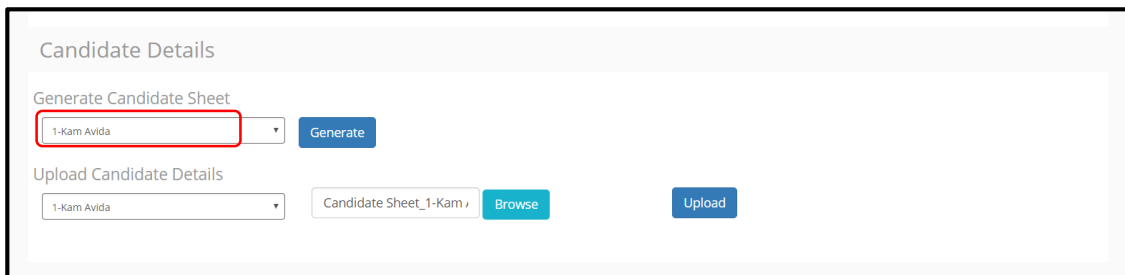
Submit

Batch details inserted successfully

Note: Once these details are inserted, the user can updated the other fields as and when the information is available by selecting the batch id for which the information has to be updated.

# Generate Candidate Sheet

## 1. Navigate to the Candidate Details Section



Candidate Details

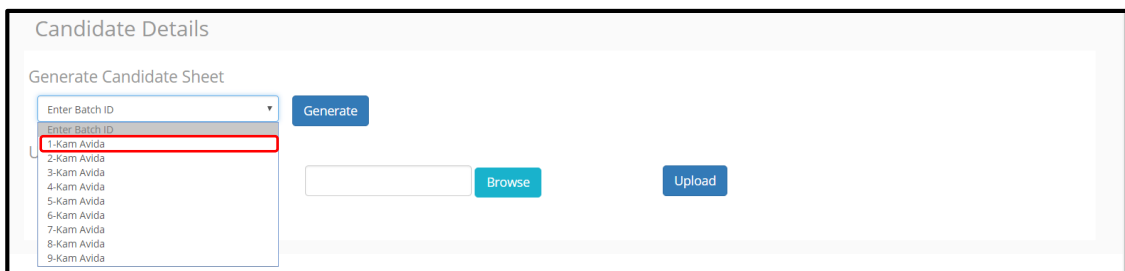
Generate Candidate Sheet

1-Kam Avida

Upload Candidate Details

1-Kam Avida

## 2. Navigate to Generate Credential Sheet to generate the master sheet & select the Batch – ID for which the sheet has to be generated



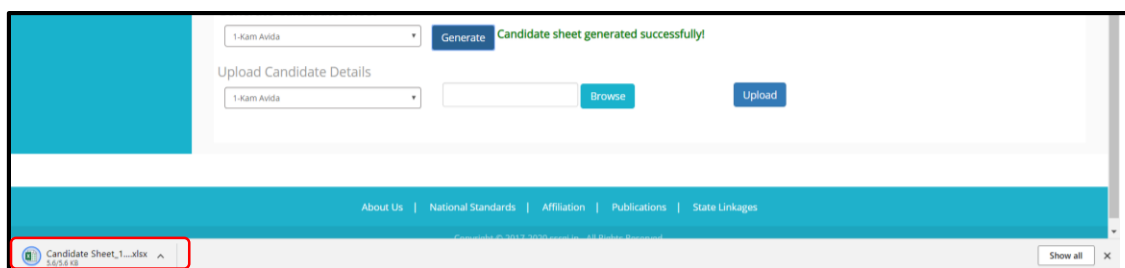
Candidate Details

Generate Candidate Sheet

Enter Batch ID

1-Kam Avida  
2-Kam Avida  
3-Kam Avida  
4-Kam Avida  
5-Kam Avida  
6-Kam Avida  
7-Kam Avida  
8-Kam Avida  
9-Kam Avida

## 3. After selecting the batch Id click on **Generate** button, The file will get downloaded



Candidate Details

Generate  Candidate sheet generated successfully!

Upload Candidate Details

1-Kam Avida

About Us | National Standards | Affiliation | Publications | State Linkages

Candidate Sheet\_1...xlsx

# Candidate Sheet Structure

Batch Wise Data for NSKFDC Trainings		
Training Partner Name	NSDC Registration Number	BatchId
Avida	1234	KA_1234_Assam MC_1

Batch Id – KA\_1234\_Assam\_MC\_1

Enrollment Number
KA_1234_Assam MC_1/1
KA_1234_Assam MC_1/2
KA_1234_Assam MC_1/3
KA_1234_Assam MC_1/4
KA_1234_Assam MC_1/5
KA_1234_Assam MC_1/6
KA_1234_Assam MC_1/7
KA_1234_Assam MC_1/8
KA_1234_Assam MC_1/9
KA_1234_Assam MC_1/10
KA_1234_Assam MC_1/11
KA_1234_Assam MC_1/12

Auto generated enrolment numbers till  
50

# Filling Candidate Sheet

The Candidate Sheet generated by the system has the following columns which the user will edit/update

Candidate Information
Enrolment Number
Salutation
First Name
Last Name
Gender
Disability Type
DOB
Age
Mobile Number
Education Level
State
District
Aadhaar Card Number
Id Proof Type(Other than Aadhaar Card)
Id Proof No(Other than Aadhaar Card)
Occupation / Category
If MS (MS ID)
Relation with SK/MS

Candidate Information
Bank Name
IFSC Code
Bank A/C No
Residential Address
Workplace Address
Medical Exam Conducted (Yes/No)
Assessment Result
Employment Type
Whether Hired on adhoc/contractual basis
Contact Details of Employer
Monthly Salary
PF/ESI Provided
Guardian's Information
Guardian Type
First Name of the Father
Last Name of the Father
Mother Name

## Columns not to be Modified

1. Some columns in the excel sheet are pre-filled and are used by the system for different purpose. Any addition/change in those columns will result in the inconsistency and user will not be able to upload the sheet into the system.

A	B	C	D	E	F	G	H	I
Batch Wise Data for NSK FDC Trainings								
Sector Skill Council	Job Role	Training Partner Name	NSDC Registration Number	BatchId				
Green jobs Sector Skill	Safai Karamchari	Kam Avida	NSDC-REGNo-XXXX	1-Kam Avida				

**Note :** The user is advised not to change/edit the name of the columns and the information present inside these columns. If the information is edited then the system will not accept the excel sheet

**\*System will not accept the file if the Batch – ID in the sheet does not match the Batch – ID chosen while uploading the sheet**

2. The Candidate/Guardian information in the excel sheet should be filled from row number 7

A	B	C	D	E	F	G	H	I
Batch Wise Data for NSK FDC Trainings								
Sector Skill Council	Job Role	Training Partner Name	NSDC Registration Number	BatchId				
Green jobs Sector Skill	Safai Karamchari	Kam Avida	NSDC-REGNo-XXXX	1-Kam Avida				
Candidate Information								
Enrollment Number	Salutation	First Name	Last Name	Gender	Disability Type	DOB	Age	Gaurdian Type

**Note:** The candidate/guardian information should be entered by the training partner from row number 7.

**Note:** No row should be deleted/edited before row number 7, not even the name of headers should be changed by the training partner

# Mandatory Fields

There are some columns that are mandatory for the training partner to fill before uploading the sheet for the first time

Mandatory Fields in the Excel Sheet
Enrolment Number
First Name
Gender
DOB
First Name of Father/husband
Aadhaar Number
Residential Address
Workplace Address

**Note:** The candidate sheet comes with pre-filled enrolment numbers till 50, if the training partner has less than 50 candidates in the batch then he/she should delete the entire rows from below before uploading the sheet.



# Rules for Filling Candidate Sheet

1. The format for enrolment number of the candidate in the excel sheet will have the following format : **Batch – ID / Candidate Number**

**Example : KA\_1234\_Assam MC\_1 / 1**

**Note:** For each batch, this naming convention should be followed. Else, the system won't get to know which candidate belongs to which batch and may not accept the sheet

2. Once the user has added the data into the system, they have to add margin to the entire cells and columns in the sheet till where the data is entered in the excel sheet.

**Note:** if the sheet does not have margins till where the data is entered, then the sheet will not be read by the system. Leading to inconsistency in data.

3. Set the format of date of birth column to Date (dd-mm-yyyy), if not done then the system will throw an error stating that the column is not set to date format and the data will not be submitted into the sheet

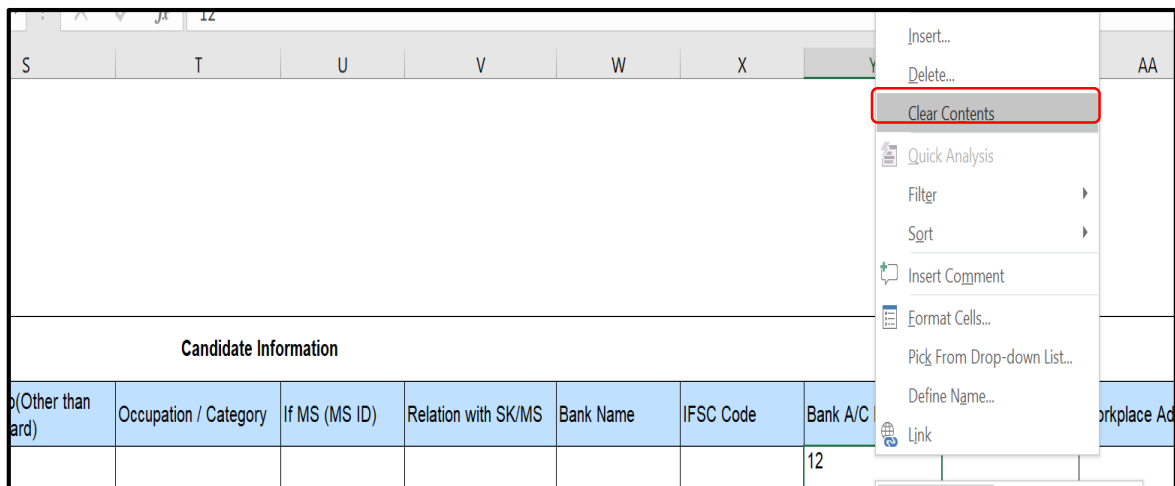
4. The age of the candidate is calculated by the date of birth. Therefore, if the age is less than 18, the system will not accept that candidate

5. The Aadhaar Number and Mobile Number of all the candidates in the sheet should be unique

# Delete Value from Candidate Sheet

If you wish to delete a value from an excel sheet, follow the given steps :

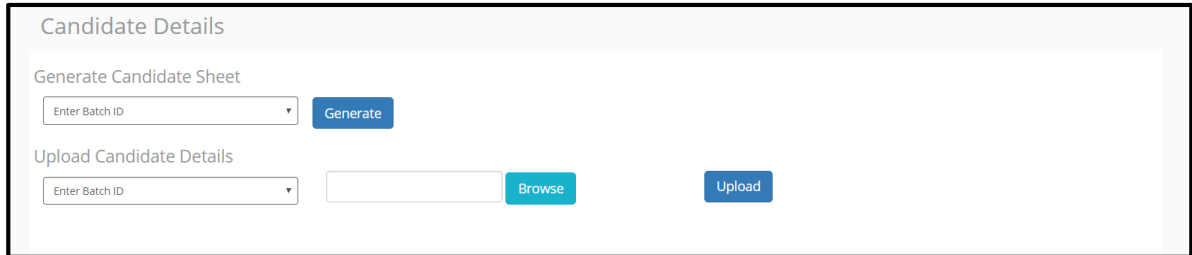
1. Choose the cell whose value has to be deleted and right click on the cell
2. Once you have right clicked on the cell. Click on clear contents option and your value will be deleted



S	T	U	V	W	X	Y	AA
Candidate Information							
p(Other than ard)	Occupation / Category	If MS (MS ID)	Relation with SK/MS	Bank Name	IFSC Code	Bank A/C	Workplace Ad
						12	

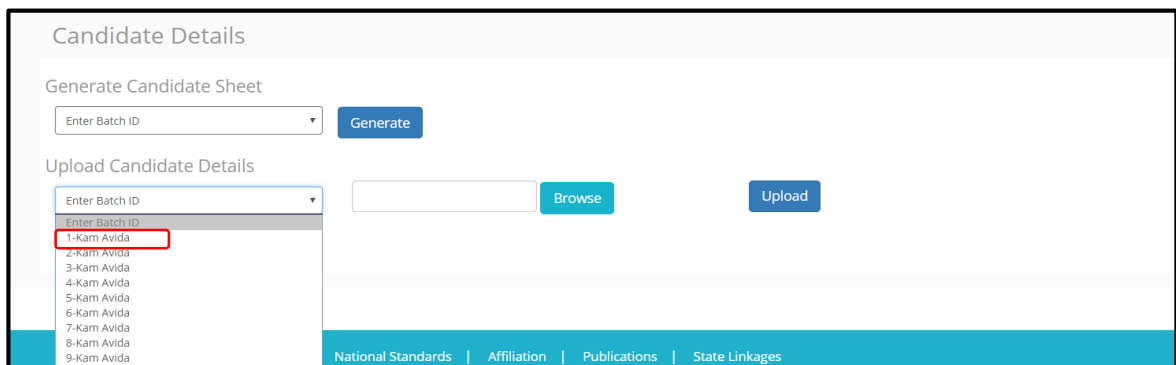
# Candidate Sheet Upload

1. Navigate to Upload Candidate Sheet on the data import page



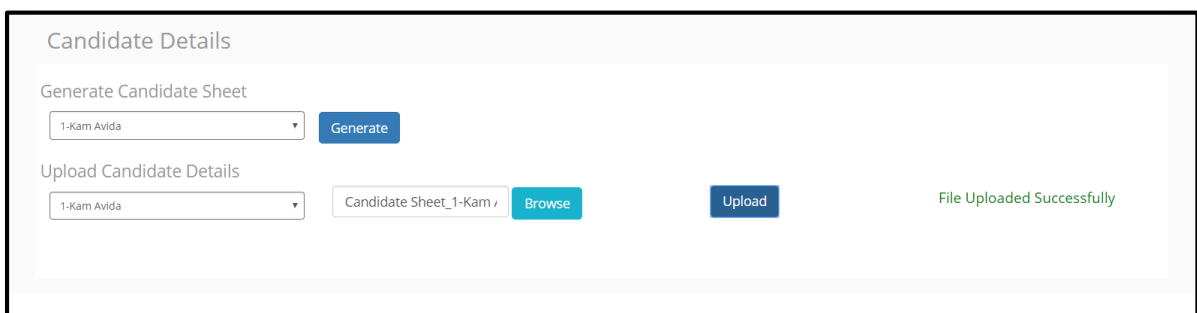
The screenshot shows the 'Candidate Details' form. Under 'Generate Candidate Sheet', there is a dropdown menu labeled 'Enter Batch ID' and a 'Generate' button. Under 'Upload Candidate Details', there is another dropdown menu labeled 'Enter Batch ID', a text input field, a 'Browse' button, and an 'Upload' button.

2. Select the Batch – ID for which the sheet needs to be uploaded & click on browse button



The screenshot shows the 'Candidate Details' form with the 'Enter Batch ID' dropdown menu open. The list of batch IDs includes: 1-Kam Avida, 2-Kam Avida, 3-Kam Avida, 4-Kam Avida, 5-Kam Avida, 6-Kam Avida, 7-Kam Avida, 8-Kam Avida, and 9-Kam Avida. The 'Browse' button is highlighted. At the bottom, there are links for 'National Standards', 'Affiliation', 'Publications', and 'State Linkages'.

3. Select the Image by clicking on the browse button & click on the Upload Button



The screenshot shows the 'Candidate Details' form with the 'Enter Batch ID' dropdown menu set to '1-Kam Avida'. The 'Browse' button is now labeled 'Candidate Sheet\_1-Kam /'. The 'Upload' button is highlighted. A green message 'File Uploaded Successfully' is displayed on the right side of the form.

**Note :** if the sheet is successfully generated then a success message saying “File Uploaded Successfully” will be generated

# Common Errors and Possible Solutions

Error	Possible Solution
Batch Id in sheet does not match the Batch Id selected	Check the Batch Id in sheet and the Batch – Id selected from the drop down
Enrolment Number cannot be empty	Check if the enrolment number of all the candidates are entered
Salutation cannot be empty	Check if the Salutation of all the candidates are entered
Change the format of date of birth to (dd-mm-yyyy)	Check if the format of DOB cell is date type(dd-mm-yyyy)
Aadhaar Number cannot be less than 12 digits	Check if the number of digits in Aadhaar card number is less than 12
Aadhaar Number cannot be more than 12 digits	Check if the number of digits in aadhaar card number is more than 12 digits
Duplicate Entry found for Aadhaar Number/Mobile Number	Check if there are any candidates whose mobile/Aadhaar number are the same
Age cannot be less than 18 years	Check if any candidate's age is less than 18 as per the DOB
Gender cannot be empty	Check if the Gender of the candidate is not empty
Date of Birth cannot be empty	Check if all the candidates have their date of birth in the sheet
Residential Address cannot be empty	Check if the residential address the candidate is empty
Workplace address cannot be empty	Check if the workplace address is filled for every candidate