



User Manual

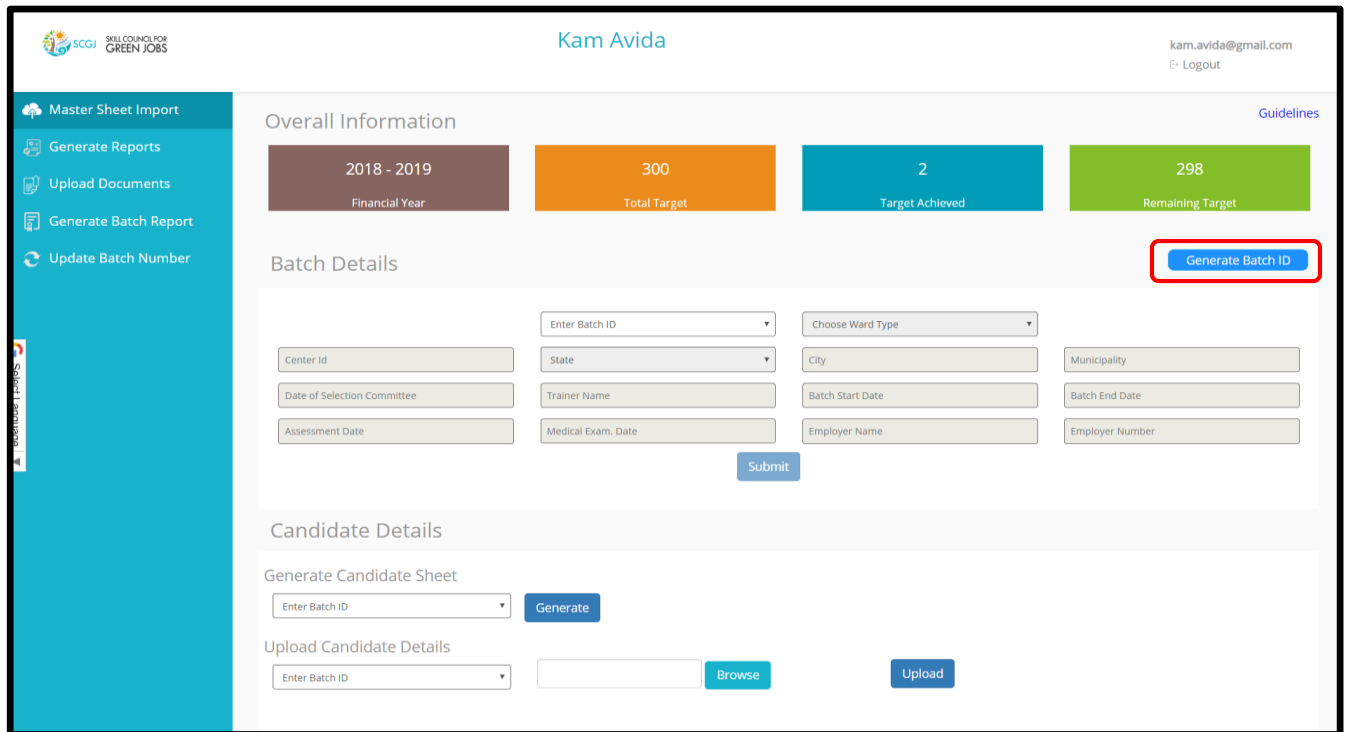
SCGJ/Safai Karamchari – App

<https://www.scgjksd.in>

Generate a New Batch

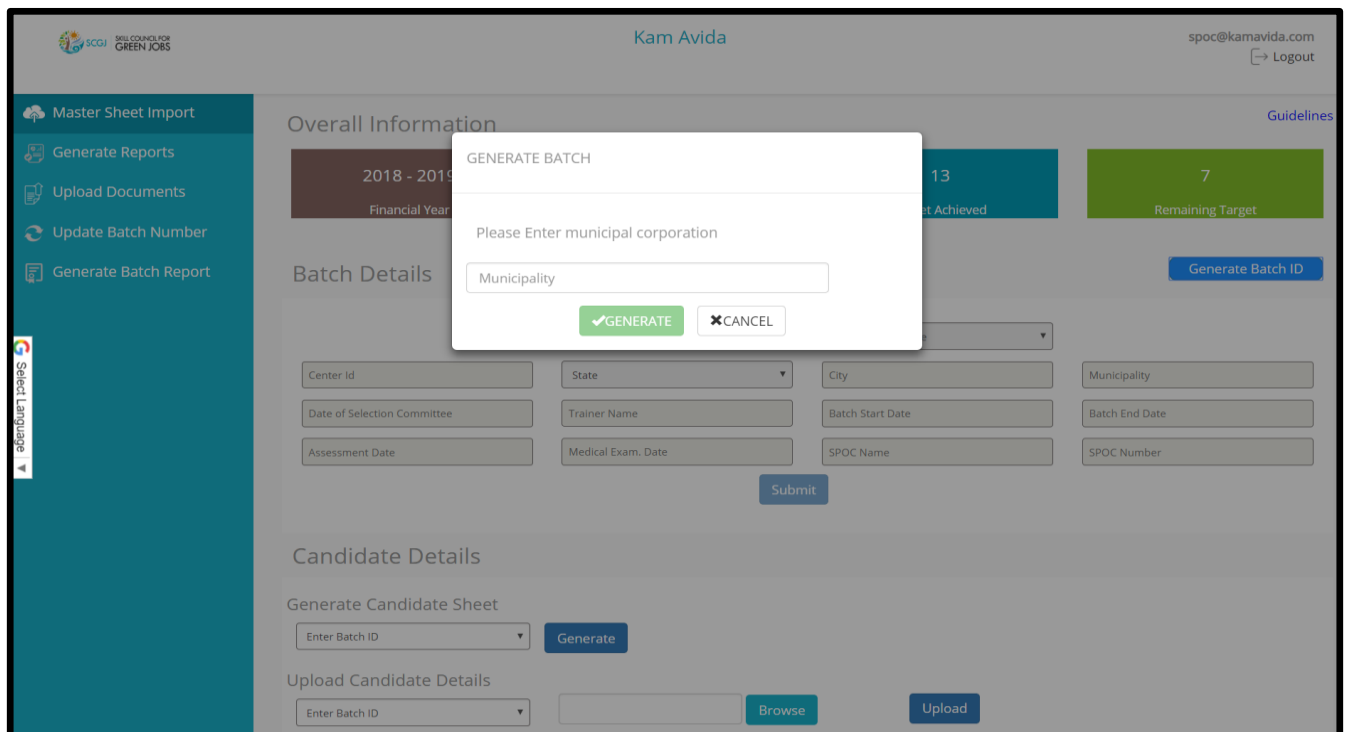
Follow the given steps in-order to generate a new batch :

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' with email 'kam.avid@gmail.com'. The interface includes a sidebar with 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: '2018 - 2019 Financial Year', '300 Total Target', '2 Target Achieved', and '298 Remaining Target'. Below this is the 'Batch Details' section, which contains a grid of input fields for various details like Center ID, 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 grid. A 'Generate Batch ID' button is highlighted with a red box in the top right corner of the 'Batch Details' section. Below the 'Batch Details' section is the 'Candidate Details' section, which includes a 'Generate Candidate Sheet' button and an 'Upload Candidate Details' section with a 'Browse' button and an 'Upload' button.

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' in the center. 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 of the web application is dimmed, showing the same 'Overall Information' and 'Batch Details' sections as in the previous screenshot. The 'Generate Batch ID' button is still visible in the top right corner of the 'Batch Details' section.

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

Updating Batch Information

To update the information of a batch, Please follow the given steps :

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

Enter Batch 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

KA_1234_Assam MC_1

KA_1234_Ghaziabad MC_2

City

Municipality

Date of Selection Committee

Trainer Name

Batch Start Date

Batch End Date

Assessment Date

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

Center Id
Date of Selection Committee
Assessment Date

KA_1234_Ghaziabad MC_2
State
Trainer Name
Medical Exam. Date

Choose Ward Type
City
Batch Start Date
SPOC Name

Ghaziabad Municipal Corporation
Batch End Date
SPOC Number

Submit

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

Batch Details
Generate Batch ID

Center Id
Date of Selection Committee
Assessment Date

KA_1234_Ghaziabad MC_2
Andhra Pradesh
Trainer Name
Medical Exam. Date

Choose Ward Type
Gauhati
Batch Start Date
SPOC Name

Ghaziabad Municipal Corporation
Batch End Date
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

Center Id
Date of Selection Committee
Assessment Date

KA_1234_Ghaziabad MC_2
Andhra Pradesh
Trainer Name
Medical Exam. Date

Choose Ward Type
Gauhati
Batch Start Date
SPOC Name

Ghaziabad Municipal Corporation
Batch End Date
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.

AutoSave On | Candidate Sheet 1-Kam Avida (2) - Excel | Plateek Kapoor

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard | Font | Paragraph | Alignment | Number | Styles | Cells

Calibri | 11 | Bold | Italic | Underline | Text Color | Background Color | Merge & Center | Conditional Formatting | Normal | Bad | Good | Neutral | Calculation | Check Cell | AutoSum | Fill | Sort & Find & Filter - Select - | Editing

F15 | X | ✓ | f |

Batch Wise Data for NSKFDC Trainings				
Sector Skill Council	Job Role	Training Partner Name	NSDC Registration Number	Batchid
Green jobs Sector Skill	Safal Karamchari	Kam Avida	NSDC REGNo- 16307	1-Kam Avida
Candidate Information				
Enrollment Number	Salutation	First Name	Last Name	Gender
Guardian Information				
		Disability Type	DOB	Age
		Gaurdian Type	First Name of the Father	Last Name of the Father

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
Aadhar Card Number
Id Proof Type(Other than Aadhar Card)
Id Proof No(Other than Aadhar Card)
Occupation / Category
If MS (MS ID)
Relation with SK/MS
Bank Name
IFSC Code
Bank A/C No
Residential Address
Workplace Address
Medical Exam Conducted (Yes/No)
Assessment Result
Employment Type

Guardian's Information
Guardian Type
First Name of the Father
Last Name of the Father
Mother Name

Columns not to be edited/updated or changed

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
1	Batch Wise Data for NSKFDC Trainings								
2	Sector Skill Council	Job Role	Training Partner Name	NSDC Registration Number	BatchId				
3	Green jobs Sector Skill	Safai Karamchari	Kam Avida	NSDC-REGNo-XXXX	1-Kam Avida				
4									

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
1	Batch Wise Data for NSKFDC Trainings								
2	Sector Skill Council	Job Role	Training Partner Name	NSDC Registration Number	BatchId				
3	Green jobs Sector Skill	Safai Karamchari	Kam Avida	NSDC-REGNo-XXXX	1-Kam Avida				
4									
5	Candidate Information								
6	Enrollment Number	Salutation	First Name	Last Name	Gender	Disability Type	DOB	Age	Gaurdian Type
7									
8									
9									
10									
11									
12									

Note: The candidate/guardian information should be entered by the training partner from row number 7. No row should be left blank while entering the information.

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

3. The information that is mandatory in the excel sheet

Mandatory Fields in the Excel Sheet

Enrolment Number

First Name

Gender

DOB

First Name of Father/husband

Aadhar Number

Residential Address

Workplace Address

Rules for Filling the Excel 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.

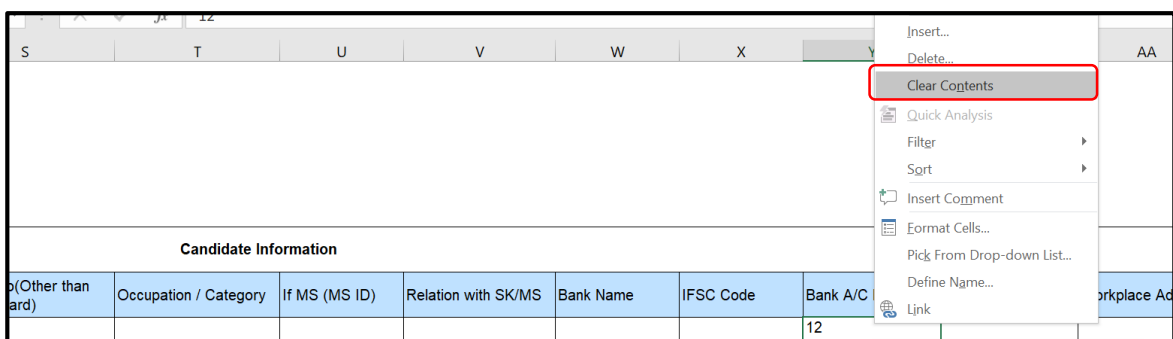
3. Set the format of date of birth column to Date (dd-mm-yy), if not done then the system will throw an error stating that the column is not set to date format and the data will not be submitted into the sheet

4. The age of the candidates in the batch should not be less than 18 otherwise, the system will not accept the record of that candidate

Deleting value from the excel 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



Candidate Information						
Other than (ard)	Occupation / Category	If MS (MS ID)	Relation with SK/MS	Bank Name	IFSC Code	Bank A/C
						12

Uploading the excel sheet for candidate

To upload the candidate sheet into the system, follow the given steps

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

Candidate Details

Generate Candidate Sheet

Enter Batch ID

Generate

Upload Candidate Details

Enter Batch ID

Browse

Upload

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

Candidate Details

Generate Candidate Sheet

Enter Batch ID

Generate

Upload Candidate Details

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

Browse

Upload

National Standards | Affiliation | Publications | State Linkages

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

Candidate Details

Generate Candidate Sheet

1-Kam Avida

Generate

Upload Candidate Details

1-Kam Avida

Candidate Sheet_1-Kam /

Browse

Upload

File Uploaded Successfully

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

Some Common Errors & Possible Solutions

Here is the list of some common errors that might occur while uploading the candidate sheet for a particular Batch – ID. This list contains some of the possible solutions to these errors

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)
Aadhar Number cannot be less than 12 digits	Check if the number of digits in aadhar card number is less than 12
Aadhar Number cannot be more than 12 digits	Check if the number of digits in aadhar card number is more than 12 digits
Duplicate Entry found for Aadhar Number/Mobile Number	Check if there are any candidates whose mobile/aadhar number are the same
Age cannot be less than 18 years	Check if any candidate is there whose 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 not empty
Workplace address cannot be empty	Check if the workplace address is filled for every candidate
Cannot accept numeric value in cell “abc”	The cell “abc” cannot have numeric value
First Name cannot be empty	Check if the first name of the candidate is not empty