Upload Guidelines

SCGJ/Safai Karamchari – App
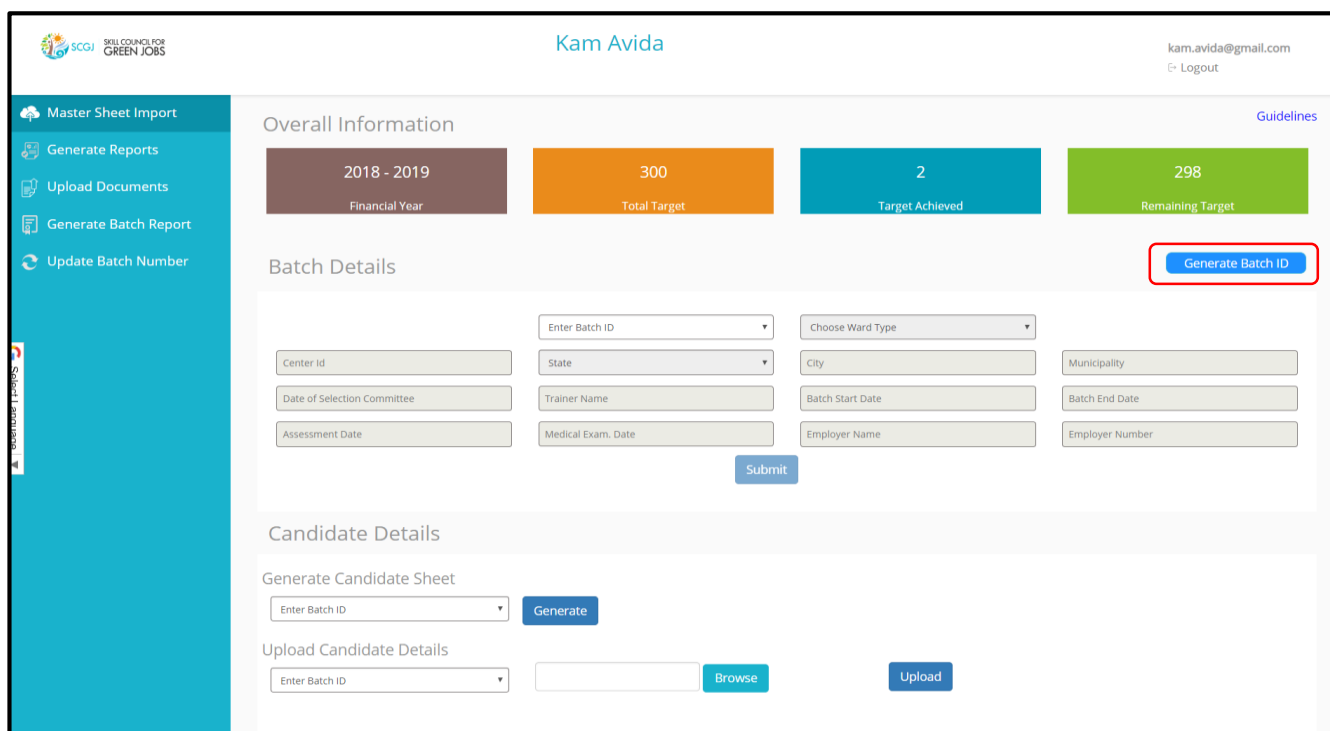
https://www.scgjsksd.in

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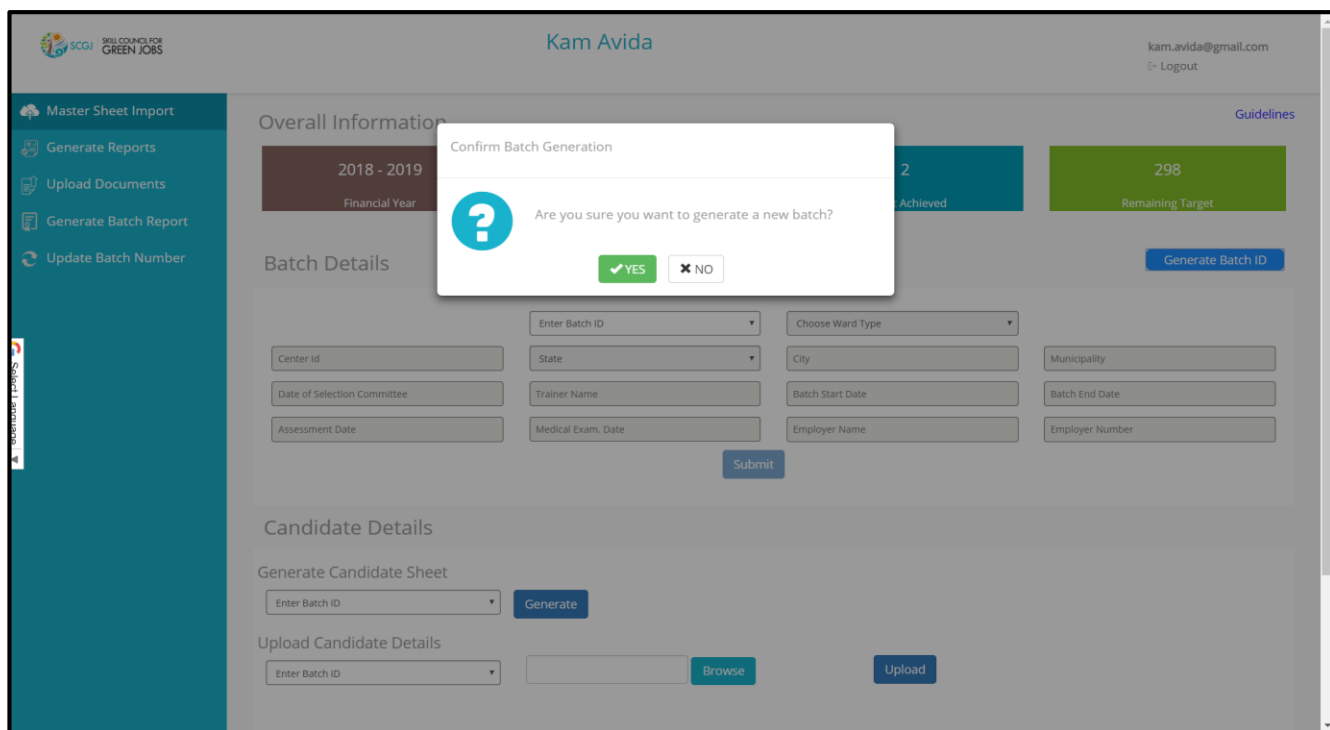
Follow the given steps in-order to generate a new batch :

1. Click on the Generate Batch Id Button

2. A pop-up box asking for confirmation will appear

3. Click on the **YES** Button

Confirm Batch Generation

Are you sure you want to generate a new batch?

✔ YES   ✖ NO

4. You will see a success message

Kam Avida   kam.avida@gmail.com
                                             ⤷ Logout

Overall Information   Guidelines
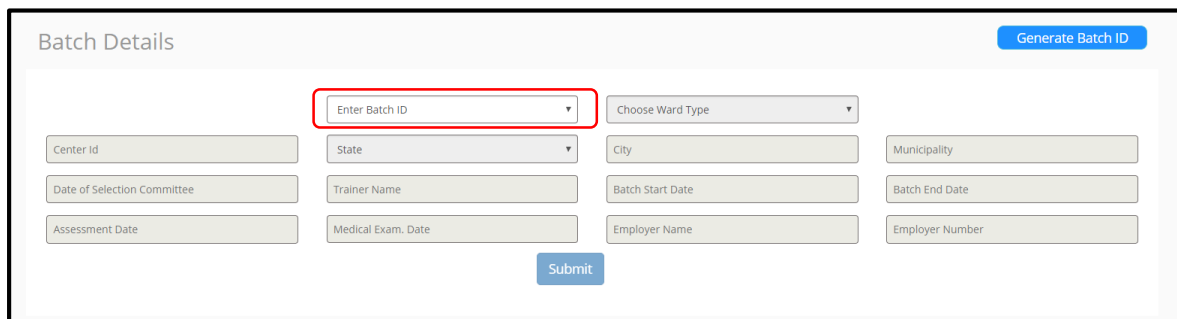Batch 9-Kam Avida generated successfully!

| 2018 - 2019 | 300 | 2 | 298 |
| Financial Year | Total Target | Target Achieved | Remaining Target |

5. Your new batch id has been generated
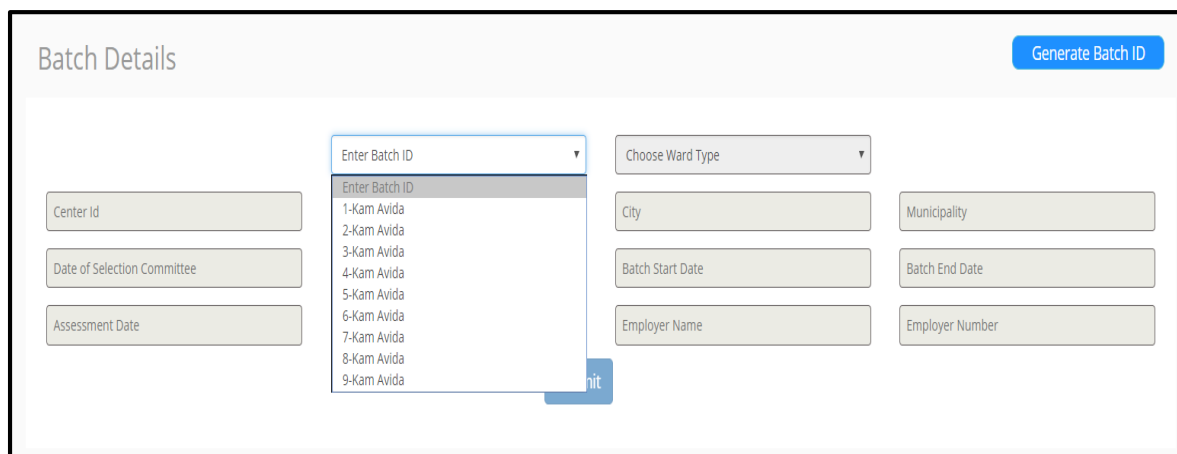
Updating Batch Information

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
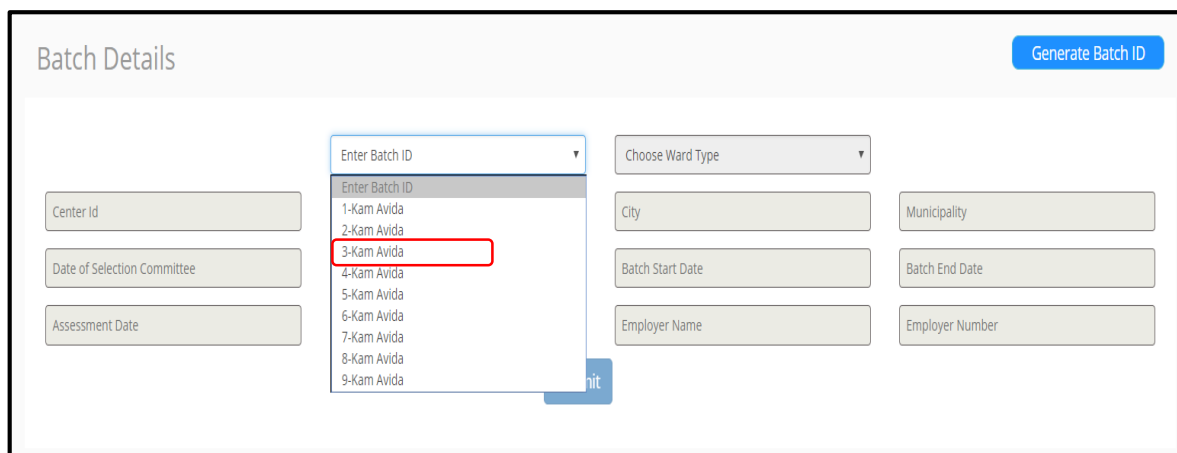

2. This will show a list of batch id that have been created by the training partner

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

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

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

Note : The fields given above are mandatory to fill before any information is inserted in the system

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

7. 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.

Generating Candidate Sheet

To generate the candidate sheet, perform the following steps :

1. Navigate to the Candidate Details Section

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

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

4. Open the downloaded Excel Sheet, Your sheet will look as shown in the image below

Filling Candidate Sheet

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

Candidate Information
Enrollment 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 Aaadhar 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
Gaurdian 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.

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

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
Salutation
First Name
Gender
Disability Type
DOB
Aadhar Number
State

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 : 1-Kam Avida / 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.

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

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 ▾ | | Browse | | Upload |

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

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
Gender cannot be empty	Check if the Gender of the candidate is not empty
State of candidate cannot be empty	Check if the State of candidate is not empty
First Name cannot be empty	Check if the first name of the candidate is not empty