

Guidelines for filling Candidate Marksheet data template V 1.0

This sheet will serve as a guideline to fill candidate's data.
Please confirm to the encoding of fields wherever required, otherwise data will not be processed.
Note: When an AI opts for NAD model, AI needs to register on NAD Version 1.0

CSV Template Headers	Field Name	Description	Mandatory/Optional
AI Details			
UDISE_CODE	Unified District Information System for Education Code	UDISE Code	M
ORG_CODE	Institute ID	Other Unique ID allotted to the institute	O
ORG_NAME	Institute Name	Name of the Institute in English as to be entered on the certificate	O
ORG_NAME_L	Institute Name in regional language	Name of the Institute in regional language as to be entered on the certificate	O
ORG_DISTRICT	District	Institute's District in English	O
ORG_BLOCK	Block	Institute's Block in English	O
Candidate Details			
REGN_NO	Candidate's Program Level Unique Number - Name of Identifier	Type of Unique Identification no given by AI. Eg Registration No., Enrolment No., Student ID etc.	M
RROLL	Candidate's Exam Level Unique Number - Name of Identifier	Identification Code of C in Exams EG Roll no. or admit card no. etc.	M
CNAME	Candidate's Name	Name of the Candidate to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	M
GENDER	Candidate's Gender	Gender of the candidate (Should be matching the Gender in Aadhaar Card) M- Male, F- Female T- Transgender	O
DOB	Candidate 's Date of Birth	DOB of the candidate to be appeared on the certificate (Should be matching the DOB in Aadhaar Card) in DD/MM/YYYY format	O
DOB_WRDS	Candidate 's Date of Birth in words	DOB of the candidate in words	O
BLOOD_GROUP	Candidate's Blood Group	Candidate's Blood Group to be printed on the certificate. The possible values can be: A +ve, A -ve, AB +ve, AB -ve, O +ve etc	O
CASTE	Candidate's Caste	Caste of the candidate to be printed on the Certificate. GEN- General, OBC- Other backward class, OBCNC- Other backward class Non creamy, SC- Scheduled caste, ST- Scheduled Tribe, X- If caste not available	O
RELIGION	Candidate's Religion	Candidate's Religion. H- Hindu, I- Islam, C- Christian, S- Sikh, B- Buddhism, J- Jain, Z- Zoroastrian, O- Others, X- Religion not available	O
NATIONALITY	Candidate's Nationality	Candidate's Country . Mention IN for India. Refer to Sheet 2 for codes of other countries.	O
PH	PWD STATUS	Person with disability. Y- Yes if disabled N- Not disabled X- Status not collected/available	O
MOBILE	Candidate's Mobile No	10 digit Mobile no	O
EMAIL	Student's Email ID	Valid email ID	O
FNAME	Candidate's Father Name	Father name in English. Only Alphabets	O
MNAME	Candidate's Mother Name	Mother name in English	O
GNAME	Candidate's Guardian's Name	Guardian/Spouse name in English	O
STUDENT_ADDRESS	Student's Postal Address	Postal Address in English	O
PHOTO	Candidate's Photograph	Photograph - Image file naming convention - (Registration/Roll/Enrollment No_academic year).jpg Eg. 123456_2021.jpg Format – jpeg, jpg and png Yearwise images need to be uploaded	O
SIGN	Student's Signature	Candidate's Signature - Image file naming convention - (Registration/Roll/Enrollment No_academic year_sig).jpg Eg. 123456_2021_sig.jpg	O

			Format – jpeg, jpg and png Yearwise images need to be uploaded	
STUDENT_TYPE	Candidate Type		Possible Values - FRESHER, REPEATER, REGULAR	O
Exam Marks/Results Details				
MRKS_REC_STATUS	Record Status		(O -Original, M -Modification, C -Cancellation, R - Revocation)	M
RESULT	Result Description		Description of result to be printed on certificate/marksheet For eg:- Passed in 1st class, Passed in distinction etc.	O
YEAR	Year of the examination		Year to be entered in YYYY format in which year the exam was conducted	M
MONTH	Month of the examination		Month to be entered in MM format in which Month the exam was conducted	M
DOI	Certificate Issue Date		Date (DD/MM/YYYY) on which certificate was issued to the candidate (Printed on certificate)	O
DOR	Certificate Registration Date		Date (DD/MM/YYYY) on which certificate was registered to the candidate (Printed on certificate)	O
DOV	Certificate Validity Date		Date (DD/MM/YYYY) till which certificate issued is valid	O
CERT_NO	Certificate Sl. No		Unique Certificate No given by AI & Printed on certificate	O
EXAM_NAME	Name of the examination		Name of the examination in English	O
SESSION	Session of the exam		Year period for the exam	O
SUB1NM	SUBJECT 1 NAME		Subject Name (in English)	M
SUB1	SUBJECT 1 CODE		Subject Code as given by the AI	M
SUB1_GRADE	SUBJECT 1 GRADE		Grade as to be printed on the certificate	M
Kindly note: Similar Fields can be added for other subjects by referring to the above CSV column headers (for example. SUB2NM, SUB2 and so on)				
Kindly contact Onboarding/Support for further assistance				