

**Guidelines for filling Trainee data template**

This sheet will server as guideline to fill Trainee data. Please confirm to the encoding of fields wherever required, otherwise data will not be processed.  
Note: When an Organization opts for NAD model, Organization needs to register on NAD

CSV Template Headers	Field Name	Description	Maondatory/Optional	
<b>COURSE DETAILS</b>				
<b>C O U R S E</b>	<b>ACADEMIC_COURSE_ID</b>	<b>AI Course Id</b>	Unique Course Id	M
	<b>COURSE_NAME</b>	<b>Display Name of the program</b>	Course Name to be displayed on certificate	M
	<b>SESSION_START_DATE</b>	<b>Session Start Date</b>	Course Start Date	M
	<b>SESSION_END_DATE</b>	<b>Session End Date</b>	Course End date	M
	<b>DURATION</b>	<b>Duration of the course</b>	Duration of the course (mention numeric value)	M
	<b>DURATION_UNIT</b>	<b>Unit of the duration</b>	Use value HOURS for hours, DAYS for days, WEEKS for weeks, MONTHS for months and YEARS for years	M
<b>TRAINEE INFORMATION</b>				
<b>T r a i n e e</b>	<b>RANK</b>	<b>Trainee's Rank</b>	Rank of Trainee	M
	<b>PERSONAL</b>	<b>Personal of the Trainee</b>	Identification Code of Trainee	M
	AADHAAR_NO	<b>Trainee's AADHAAR ID</b>	Aadhaar number of the Trainee	O
	LOCKER_ID	<b>Trainee's DigiLocker ID</b>	32 digit DigiLocker ID of the Trainee	O
	<b>CNAME</b>	<b>Trainee's Name</b>	Name of the Trainees to be appeared on the certificate, in English (Should be matching the name in Aadhaar Card)	M
	<b>GENDER</b>	<b>Trainee's Gender</b>	Gender of the Trainees (Should be matching the Gender in Aadhaar Card) M- Male, F- Female T- Transgender	M
	<b>DOB</b>	<b>Trainee's DOB</b>	DOB of the Trainees to be appeared on the certificate (Should be matching the DOB in Aadhaar Card) in DD/MM/YYYY format	M
	BLOOD_GROUP	<b>Trainee's Blood Group</b>	Trainee'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	<b>Trainee's Caste</b>	Caste of the Trainees to be appeared 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	<b>Trainee's Religion</b>	Trainee's Religion. H- Hindu, I- Islam, C- Christian, S- Sikh, B- Buddhism, J- Jain, Z- Zoroastrian, O- Others, X- Religion not available	O
	NATIONALITY	<b>Trainee's Nationality</b>	Trainee's Nationality Country . Mention IN for India. Refer to Sheet 2 for codes of other countries.	O
	PH	<b>Disability Status</b>	Person's with disability. Y- Yes ie if disabled N- Not disabled X- Status not collected/available	O
	MOBILE	<b>Trainee's Mobile No</b>	Trainees' mobile number (only 10 digits)	O
	EMAIL	<b>Trainee's Email ID</b>	Trainees' valid email ID	O
	FNAME	<b>Trainee's Father Name</b>	Trainees' Father name in English	O
	MNAME	<b>Trainee's Mother Name</b>	Trainees' Mother's name in English	O
	GNAME	<b>Trainee's Gaurdian Name</b>	Trainees' Guardian's name in English	O
	G_RELATION	<b>Relation with the guardian</b>	Relationship to be printed on the certificate. For Ex. - S/O, D/O, H/O, W/O, Son of, Daughter of, Widow of, Wife of, Husband of etc.	O
	STUDENT_ADDRESS	<b>Trainee's Postal Address</b>	Trainee's Postal Address	O
	DISTRICT	<b>Trainee's Distritct</b>	Trainee's District	O
	STATE	<b>Trainee's State</b>	Trainee's State	O
	PIN	<b>Trainee's PinCode</b>	Trainee's PinCode	O
	PHOTO	<b>Trainee's Photograph</b>	Trainee's Photograph	M
<b>MARKS / RESULT</b>				
<b>C E R T I F I C A T E</b>	<b>MRKS_REC_STATUS</b>	<b>Record Status</b>	(O-Original, M-modification, C-cancellation, R- Revocation)	M
	RESULT	<b>Result Description</b>	Description of result to be printed on certificate/marksheet For eg:- Passed in 1st class, Passed in distinction etc.	O
	DOE	<b>Date of exam</b>	Date (DD/MM/YYYY) on which exam was taken by Trainee	O
	<b>YEAR</b>	<b>Year of Exam</b>	Year to be entered in YYYY format in which year the exam was conducted	M
	<b>MONTH</b>	<b>Month of Exam</b>	Month to be entered in MM format in which Month the exam was conducted	M
	DIVISION	<b>Result Description in English</b>	Description of division to be printed on the certificate, in English For example :- 1st Division, 2nd Division etc.	O
	GRADE	<b>Grade Obtained</b>	Grade to be printed on the certificate. In english For example :- 1st Division, 2nd Division etc.	O
	<b>PERCENT</b>	<b>Percentage Obtained</b>	Percentage to be printed on the certificate. In numeric . Please don't suffix (%) symbol in the value to be entered.	M
	DOR	<b>Certificate Registration Date</b>	Date (DD/MM/YYYY) on which certificate was registered with institution	O
	DOI	<b>Certificate Issue Date</b>	Date (DD/MM/YYYY) on which certificate was issued to Trainee	O

DOV	<b>Certificate Validity Date</b>	Date (DD/MM/YYYY) till which certificate issued is valid	O
<b>CERT_NO</b>	<b>Certificate Sl. No</b>	Unique Certificate No given by AI & Printed on certificate	M
EXAM_TYPE	<b>EXAM TYPE</b>	Type of exam as need to be printed on certificate. For example - Regular, Part Time, Correspondence etc	O
TOT	<b>GRAND TOTAL</b>	Numeric value	O
TOT_MRKS	<b>GRAND TOTAL OBTAINED</b>	Numeric value	O
TOT_MRKS_WRDS	<b>GRAND TOTAL OBTAINED IN WORDS</b>	Marks obtained as to be printed on the certificate (in English)	O