

Guidelines for filling Candidate Certificate 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 number	O
	EMAIL	Candidate'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 should be uploaded	O
	SIGN	Student's Signature	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 should 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 Ist class, Passed in distinction etc.	O
	RESULT_PR	Result For Practicals Description	Description of result to be printed on certificate/marksheet For eg:- Passed in Ist class, Passed in distinction etc.	O
	RESULT_TH	Result For Theory Description	Description of result to be printed on certificate/marksheet For eg:- Passed in Ist 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
Kindly contact Onboarding/Support for further assistance				