

NATIONAL EMPLOYMENT SERVICE MANUAL VOLUME-IV

**NATIONAL CAREER SERVICE PORTAL-
ONLINE PROCEDURE**



**GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL OF EMPLOYMENT
NEW DELHI**



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PREFACE

National Employment Service Manual (NESM) is a manual of instructions, procedures to be followed by all the functionaries of National Employment Service(NES) in India. Day to day administration and over-all control of Employment Exchanges though lies with the respective State /UT Government, yet uniform policy and procedures are prepared at national level by Directorate General of Employment (DGE), Ministry of Labour & Employment in consultation with States/UTs /Employment Exchanges. Such policies, procedures and instructions are provided in the NESM.

The NESM was last revised about 17 years ago i.e. during 2005-06. In the last 17 years, instructions contained on employment exchange procedural matters are revised from time to time based on discussions held with States/UTs/ Employment Exchanges in various meetings. Apart from this, many other developments have also taken place after revision of the last NESM in 2006. One such important development was implementation of National Career Service (NCS) Project as one of the mission mode projects under the umbrella of E-Governance Plan, since 2015. It works towards bridging the gap between demand & supply of employment related services such as career counseling, vocational guidance, skills, jobs, self-employment, etc. by use of technology.

The NESM-2022 also encompasses information about employment generation & employment enhancement activities of the government, online Procedure of NCS Portal and new Employment Exchange Module developed for submission of employment statistics by employment exchanges to DGE for preparation of reports at national level. I am confident that this new version of NESM will help Employment Officers and other officers associated with the working of Employment Exchanges/Career Centres in the country to discharge their duties in an efficient manner.

I appreciate the efforts of the team of officers of Directorate General of Employment (DGE) who strived hard in revision of NESM and making it more expedient for the users.

I am thankful to all the officers of the States/UTs who took pains in providing valuable suggestions & inputs for the revision/updation work of NESM.


27/2/2023
(Dr. Shashank Goel)

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Chapter- 1

Introduction to NCS Portal

The Ministry is implementing the National Career Service (NCS) Project as a Mission Mode Project for transformation of the National Employment Service to provide a variety of employment related services like job matching, career counselling, vocational guidance, information on skill development courses, apprenticeship, internships etc. The services under NCS are available online through the NCS Portal (www.ncs.gov.in).



The screenshot shows the NCS Portal homepage. The navigation bar includes links for Home, Jobseeker, Employer, Government Employer, Placement Organisation, Counsellors, Career Center, and International Jobs. The main content area features a banner for the 75th Azadi Ka Amrit Mahotsav, celebrating the launch of the National Career Service by the Hon'ble Prime Minister of India in 2015. The banner includes the NCS logo and a portrait of the Prime Minister. On the right side, there is a 'What's New' section listing recent updates such as an E-book of Job fairs and events during the Iconic week (7th March-13th March 2022), 'Digisaksham' Job skills training by Microsoft, Employers Kind Attention Public disclosure of marks of Recruitment Agencies, Career Skills Training by TCS iON, Latest Jobs, and Video Profile functionality for Jobseekers on NCS.

NCS offers registration under six categories viz.

Career Center- A career center profile on the National Career Service (NCS) portal offers a variety of professional development services and programs to jobseekers so they can explore their interests, discover paths to opportunities, and prepare themselves for various professional interactions. On the NCS portal a career center supports jobseekers to become an effective employees and lifelong learners. The user manual for the Career Center is available at https://www.ncs.gov.in/User_Manuals/Career_Center.pdf

Jobseeker- A jobseeker or candidate is a person who is looking for a viable employment (job) opportunity. The National Career Service (NCS) portal provides ample employment opportunities to these jobseekers. To get a job through the NCS portal as a jobseeker, you need to first register yourself on the portal. The registration allows you to search and apply for jobs on the portal. You can also view and update your profile on the portal after registration. The user manual for the jobseekers is available at https://www.ncs.gov.in/User_Manuals/Jobseeker.pdf

Placement Organisation - In the National Career Service (NCS) portal a placement organisation is akin to a person who runs a private business. The NCS portal helps a placement organisation to search for jobseekers matching their requirements and place these jobseekers in appropriate professions. The user manual for the Placement Organisation is available at https://www.ncs.gov.in/User_Manuals/Placement_Organisation.pdf

Skill Provider- A skill provider user profile refers to any organisation that imparts employment related skills to jobseekers and candidates. The user manual for the Skill Provider is available at https://www.ncs.gov.in/User_Manuals/Skill_Provider.pdf

Employer- An employer is a person who runs a private or a government business. The NCS portal helps an employer to search for jobseeker matching their requirements and hire them. To do so the employer has to register himself on the portal. The user manual for the Employer is available at https://www.ncs.gov.in/User_Manuals/Employer.pdf

Government Employer - In the National Career Service (NCS) portal a Government Employer is akin to an individual who is responsible for managing activities of a particular government organisation on the portal. As a Government Employer, the NCS portal assists to search for jobseekers who match the job requirements of your particular department and hire those jobseekers. The user manual for the Government Employer is available at https://www.ncs.gov.in/User_Manuals/Government_Department.pdf

Counsellor - A counsellor is a trained professional who can help people to resolve problems in a positive way by helping them to clarify issues and concerns, explore options, develop strategies, and increase self-awareness. As a counsellor, you can make use of the National Career Service (NCS) portal can be used to provide counseling services to jobseekers and other portal users. The user manual for the Counsellor is available at https://www.ncs.gov.in/User_Manuals/Counsellor.pdf

Chapter- 2

Procedure related to - CAREER CENTRE

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1. Overview

A career Centre profile on the National Career Service (NCS) portal offers a variety of professional development services and programs to jobseekers so they can explore their interests, discover paths to opportunities, and prepare themselves for various professional interactions.

On the NCS portal a career Centre supports jobseekers to become an effective employees and lifelong learners. A career Centre also assists portal users with their personal growth as well as professional development. A career Centre offers a wide spectrum of services on the NCS portal to users whether they are students, fresh graduates, or alumni. It also provides different types of group workshops for portal users to upskill themselves.

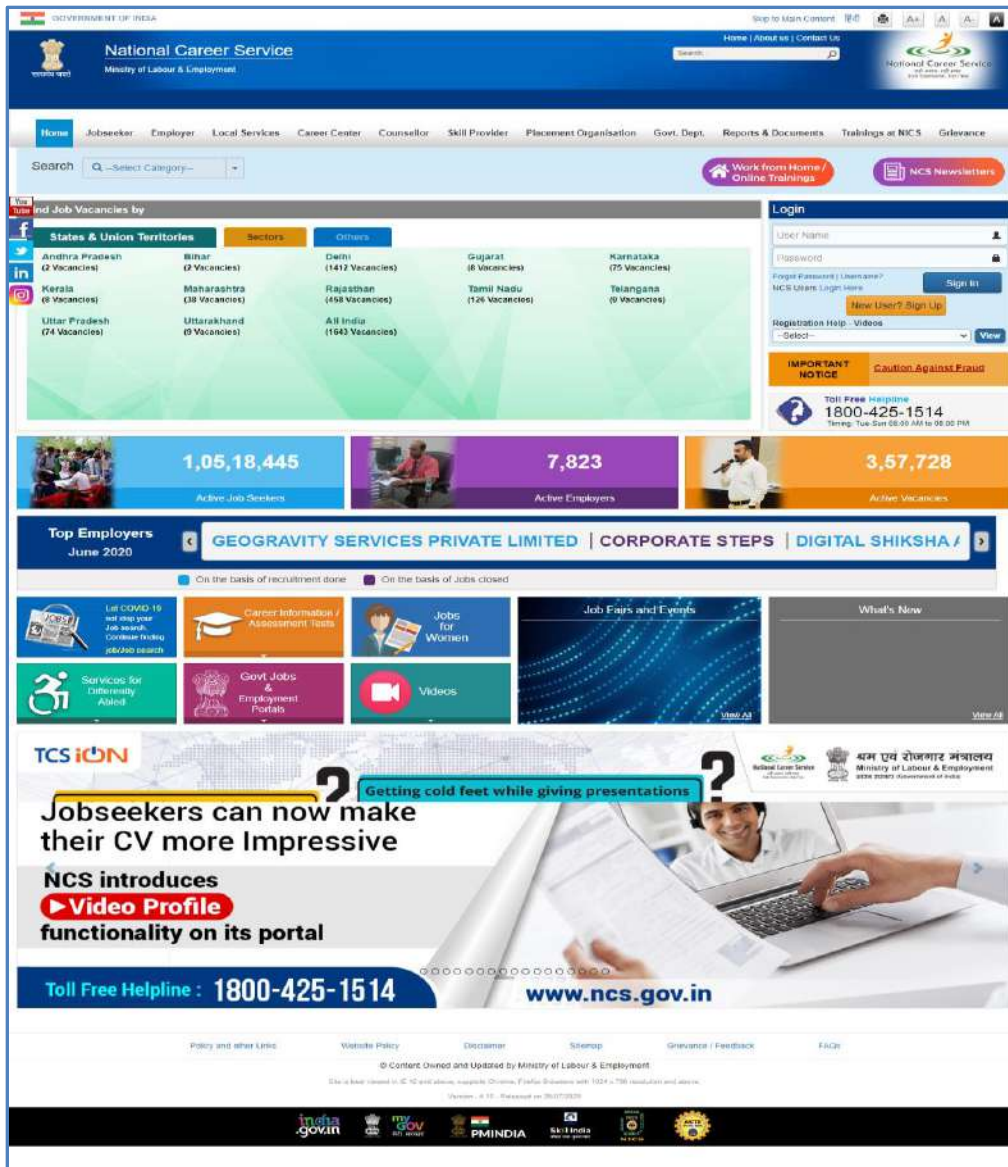
The career Centre module covers the following functionality:

- Access the Application
- Change Language
- Logout of the Application
- View/Update Career Centre Profile
- Register Jobseeker, Employer, Local Services
- Search Candidate
- Feedback on Local Services
- User Management
- Announcements
- Grievances
- Cases
- Change Password
- Access to Job Fairs
- Reports
- Documents
- Dashboard Report

2. Getting Started

2.1 Access the Application

To access the NCS portal, type the following website address or Uniform Resource Locator (URL) in the address bar of your Internet browser: <http://www.ncs.gov.in/>. The Home page of the NCS portal displays.

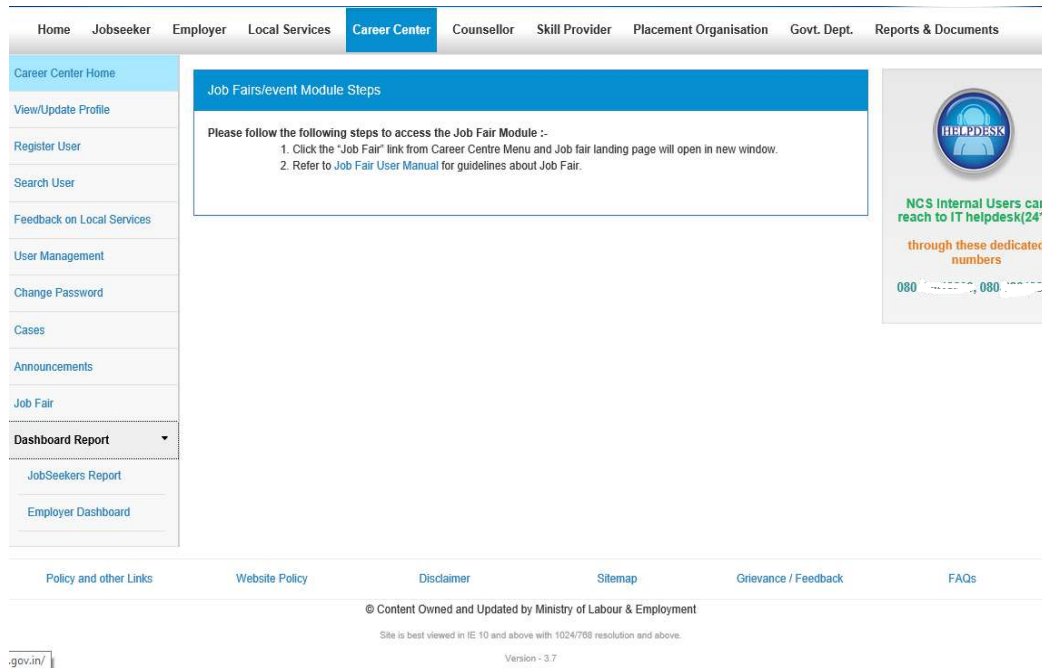


NCS Portal Home Page

2.2 Log into the Application

As a career Centre user you can log into the NCS portal by using your valid login credentials. Enter your user name and password in the fields provided on the Login section of the portal's Home page.

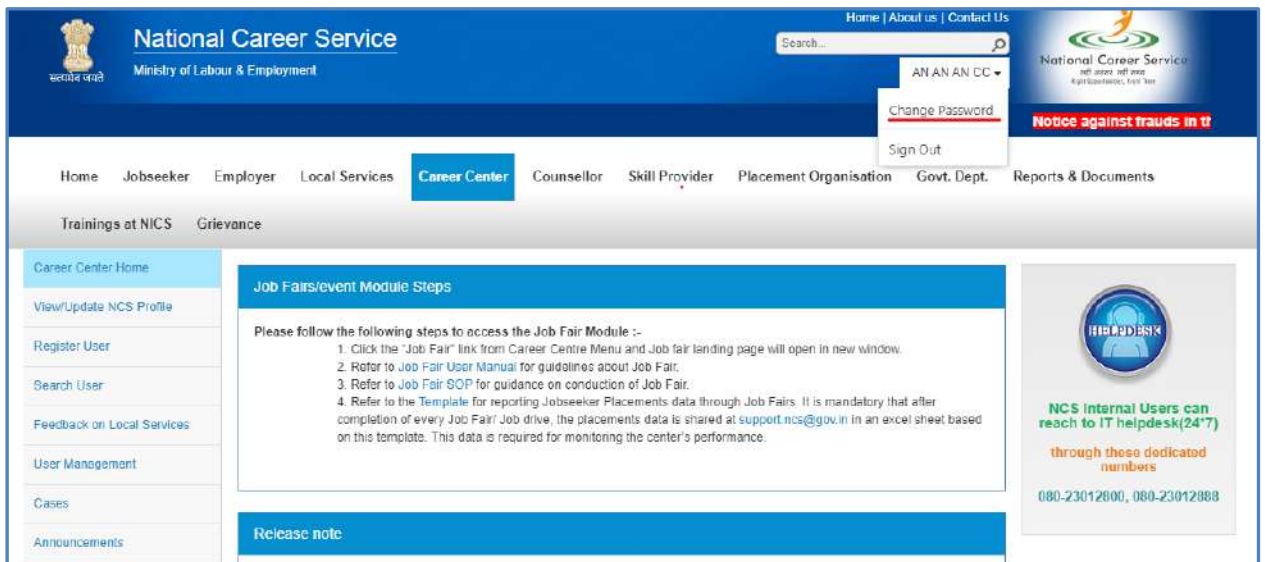
1. Enter your user name
2. Enter your password
3. Click the **Sign In** button. This displays the **Career Centre Home** screen.



Career Centre Home Screen

2.3 Logout of the Application

At any given point you can logout of the portal by clicking the **Sign Out** option.



Sign Out Option

2.4 View/Update Career Centre Profile

This link allows you to view or update your career Centre user profile.

1. Click the **View/Update Profile** link from the left panel. The **Profile** screen displays.

Profile	
Organisation Name*	Employment Exchange Delhi
Registered Office	
Address 1*	CP
Address 2	
Address 3	
Address 4	
State*	NCT OF DELHI
District*	CENTRAL
Taluka/Tehsil	PAHAR GANJ
City/Village *	PAHAR GANJ
Pincode*	110011
Contact Number	Coun Area Cod Phone Extn
Mobile*	+91 9999475659
Company Email*	adtee.anand@agreeya.com
Company WebSite URL	
Identity Information	
PAN Number	Either PAN or TAN is mandatory
TAN Number	
Contact Details	
Aadhar Number*	
Person Name (as per Aadhar details) *	adtee
Father's Name*	
Miscellaneous	
Year of Incorporation*	--Select--
Area of Operation (s)	
Key Activities	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Profile Screen

2. Enter the company's official website address or URL

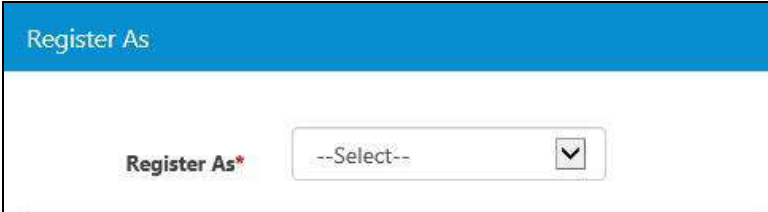
3. Enter Permanent Account Number (PAN)
4. Enter Tax Deduction Account Number (TAN) of the organisation
5. Enter contact person's Aadhaar number
6. Enter father's name of the contact person
7. Date of Birth
8. Enter the landline number of the organisation with area code and extension (if any)
9. Select the year when the organisation was incorporated from the drop-down list
10. Enter the operation area(s) for the organisation
11. Enter the key activities of the organisation
12. Click the **Update** button to save the details

3. Register User

This link allows you, as a career Centre user to register jobseeker, employer, and local services user profiles on the NCS portal.

3.1 Jobseeker Registration

1. Click the **Register User** link from the left panel. This displays the **Register As** screen.



The screenshot shows a web interface for user registration. At the top, there is a blue header bar with the text "Register As" in white. Below the header, the main content area is white. On the left side of this area, there is a label "Register As*" in a dark font. To the right of this label is a dropdown menu with the text "--Select--" and a small downward-pointing arrow icon on the right side of the menu box.

Register As Screen

2. Select the Jobseeker option from the **Register As** drop-down list. This displays the **Registration** screen for a jobseeker user.

Registration

Register As*

First Name*

Middle Name

Last Name

Gender* Male Female Transgender

Unique Identification(UID) Type*

Unique Identification(UID) Number*

Date of Birth*

Guardian/Father's Name*

Highest Education Level*

State*

Email ID

Mobile Number*

Password* ⓘ

Retype Password*

Choose Your Username*

Job Preference/Key Skills*
To add multiple Key Skills use semicolon (";") as separator

Enter Security Code*

Type Captcha:

I agree to terms and conditions [click here](#)

Registration Screen

3. Enter the first name of the jobseeker

4. Enter the middle name
5. Enter the last name
6. Select the appropriate gender radio button
7. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

Note: Aadhaar card number will be verified through the **Unique Identification Authority of India (UIDAI) service**.

Note: Selecting the Others option enables you to choose any one of the following identification type for the jobseeker: Voter's Identity Card, Passport, Driving License, or UAN Number.

8. Enter the Unique Identification number based on the Unique Identification type
Note: Use the **Check** button to see if the entered UID already exists.

9. Select the date of birth of the jobseeker from the calendar
10. Enter guardian or father's name of the jobseeker
11. Select jobseeker's highest education level from the drop-down list

Note: The Education field only displays when you select one of the following options from Highest Education Level drop-down list: Diploma After 12th, Graduate, PG Diploma, Post Graduate, or PhD. Further, additional fields display based on the option selected from the Education drop-down list.

Note: The profile of a jobseeker in the NCS portal is defined either as a Basic profile or an Advanced profile. This is based on the option you select from the Highest Education Level drop-down list. Selecting any one of the following options: No Schooling, Up to 8th, Up to 9th, 10th, 11th, 12th, Diploma after 10th, or ITI creates a Basic user profile. Selecting an option such as: Diploma after 12th, Graduate, PG Diploma, Post Graduate, or PhD, creates an Advanced profile.

Note: Once the registration process is completed, the education related data entered here is saved to the jobseeker's profile (in the Education & Training tab for an Advanced profile and the default option in the Highest Education Level drop-down list in the Personal Information tab for a Basic profile).

12. Select a state from the drop-down list
13. Select a district from the drop-down list

Note: The options in the State and District drop-down lists will default to that of the career Centre user but the same can be changed as required.

14. Enter the jobseeker's Email ID
15. Enter the ten digit mobile number for the jobseeker
16. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
17. Retype the same password for confirmation
18. Select the username option that would be used by the jobseeker for logging in to the NCS portal

19. Enter job preferences or key skills of the jobseeker (enter multiple skills as required)
20. Enter security code as shown in the displayed image
21. Check the **I agree to terms and conditions** check box. To read the terms and conditions document of the NCS portal, click the **Click Here** link.
22. Click the **Submit** button. The jobseeker's registration is completed successfully.

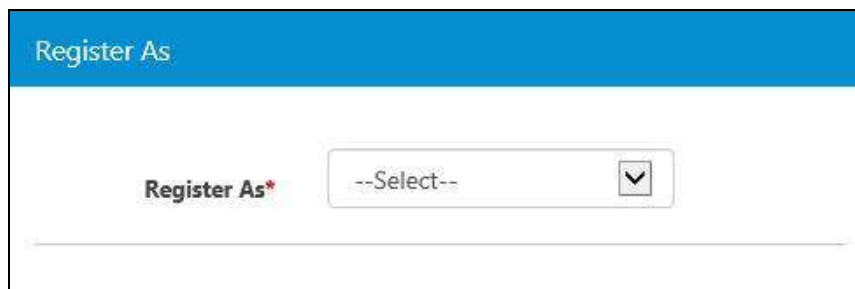


Successful Registration Notification

23. The notification has a link that enables the career Centre user to update the education details of the newly registered jobseeker.
24. The newly registered jobseeker also receives a SMS that has registration details such as their User Name and Password.

3.2 Employer Registration

1. Click the **Register User** link from the left panel. This displays the **Register As** screen.



Register As Screen

2. Select the Employer option from the **Register As** drop-down list. This displays the **Registration** screen for an employer user.

Registration

Register As* Employer

Organisation Name*
 Former Registered Name
 Organisation Category* --Select--
 Organisation Type* --Select--
 Sector* --Select--
 Description
Maximum 500 Characters are Allowed in Description.

Registered Office

Address 1*
 Address 2
 State* --Select--
 District* --Select--
 Sub-District/Taluka/Tehsil* --Select--
 City/Village* --Select--
 Pincode*
 Phone +91 Area Cod Phone Extn
Note: Please input area code without leading 0.
 Mobile Number* +91 10 digit Mobile Number
 Company Email* name@example.com
 Web Site URL http(s)://www.name.com

Identity Information

Organisation PAN*
 Additional Details --Select--
 Year of Incorporation* --Select--

User Details

Person Name*
 Contact Number +91 Area Cod Phone Extn
Note: Please input area code without leading 0.
 Mobile Number* +91 10 digit Mobile Number
 Email*
 Contact Designation*
 User ID*
 Password* at least 8 characters ?
 Retype Password* at least 8 characters

Miscellaneous

Enter Security Code* 3 K 4 M 6
 Type Captcha: Type the text
 I agree to terms and conditions [click here](#)

Registration Screen

3. Enter Organisation Name
4. Enter Former Registered Name
5. Select Organisation Category (Private Sector or Public Sector)
6. Select the Organisation Type from the drop-down
7. Enter Organisation Type Name (field displays only if Others option has been selected from the Organisation Type drop-down)
8. Select the Sector from the drop-down
9. Enter organization's description
10. Enter the address for the registered office
11. Select a state from the drop-down list
12. Select a district from the drop-down list

Note: The options in the State and District drop-down lists will default to that of the career Centre user but the same can be changed as required.

13. Select a sub-district, taluka, or tehsil from the drop-down list
14. Select the name of city or village from the drop-down list
15. Enter the pin code
16. Enter the landline number with area code and extension (if any)
17. Enter the ten digit mobile number
18. Enter the company's Email ID
19. Enter the company's official website address or URL
20. Enter Organisation PAN or Proprietor's PAN (only if the Private Sector organisation type is a Proprietorship)

Note: The registration of an employer can be completed without entering their Organisation PAN at the time of registration. The same can be entered at a later date either by the employer user themselves or by the career Centre user who registered them.

21. Enter Proprietor's Name (field appears only if Private Sector organisation is a Proprietorship)
22. Select date of birth of the proprietor as in PAN (calendar control displays only if selected Private Sector organisation is a Proprietorship)
23. Select UID type from the Additional Details drop-down
24. Enter Registration Number (field displays once a UID type is selected from the Additional Details drop-down)
25. Select the incorporation year from the drop-down (field only displays for all organisation types except for Proprietorship)
26. Enter name of the contact person (field only displays for all organisation types except for Proprietorship)
27. Enter landline number of the contact person
28. Enter the ten digit mobile number for the contact person
29. Enter the contact person's Email ID

30. Enter designation of the contact person in the organisation
31. Enter User ID and then click the **Check User ID** button to check the availability of the entered ID
32. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
33. Retype the same password for confirmation
34. Enter security code as shown in image
35. Check the **I agree to terms and conditions** check box. To read the terms and conditions document of the NCS portal, click the **Click Here** link.
36. Click the **Submit** button. After successful registration the **Registration Status** screen displays and an OTP is sent to the employer's mobile number.

Registration Status

User Registration is complete

User NCS ID is - E14E75-1220314177670

Verify Mobile via OTP

Please enter the verification code that is sent on your Mobile No.: XXXXXX2668

Please enter verification code

If verification code not received [Resend the code.](#)

Submit

Registration Status Screen

37. Enter the OTP verification code which is received on the registered mobile number

Note: Click the **Resend** link, if the OTP is not received.

38. Click the **Submit** button. The employer's registration is completed successfully.

Note: At this point a registered employer user can log into the NCS portal and if need be they can view and even update their profile on the portal. However, they cannot use any other features or functionality of the NCS portal up until the time their Aadhaar number is verified.

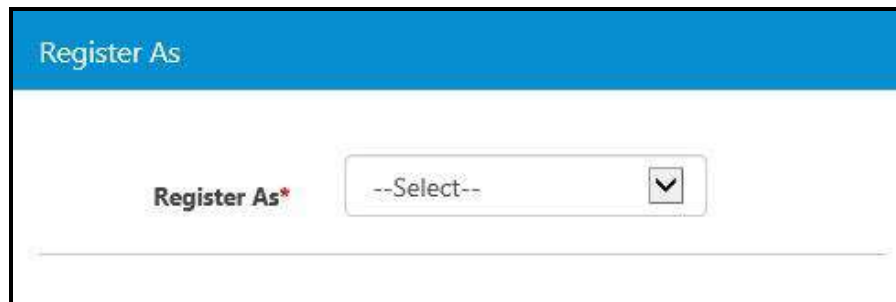


Successful Registration Notification

39. The newly registered employer also receives a SMS that has registration details such as their User Name and Password.

3.3. Local Service Provider Registration

1. Click the **Register User** link from the left panel. This displays the **Register As** screen



Register As Screen

2. Select the Local Services option from the **Register As** drop-down list. This displays the **Registration** screen for a local service provider user.

The registration form includes the following fields and options:

- Register As***: Local Services (dropdown)
- Local Services Type***: --Select-- (dropdown)
- First Name ***: Text input
- Middle Name**: Text input
- Last Name**: Text input
- Gender ***: Male Female Transgender
- Unique Identification(UID) Type***: Pan Card (dropdown)
- Unique Identification(UID) Number ***: Text input with a **Check** button
- Date of Birth ***: Select from calendar (calendar icon)
- Guardian/Father's Name ***: Text input
- Highest Education Level ***: --Select-- (dropdown)
- State ***: --Select-- (dropdown)
- Email ID**: name@example.com (text input)
- Mobile Number ***: +91 10 digit Mobile Number (text input)
- Password ***: at least 8 characters (text input)
- Retype Password ***: at least 8 characters (text input)
- Choose Your Username ***: --Select-- (dropdown)
- Area(s) of Operation ***: Pin Code (text input) and Landmark (text input) with an **Add** button
- At least one Area of Operation is required to save the profile.
- Days of operation ***: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- Operating time ***: From (Hours/Minutes dropdowns) and To (Hours/Minutes dropdowns)
- Enter Security Code ***: F T N 2 U (captcha image) with a **Type Captcha:** input field and a refresh button
- I agree to terms and conditions [click here](#)
- Submit** and **Cancel** buttons

Registration Screen

3. Select the type of local service that would be provided

Note: If the Driver option is selected the registration screen displays an additional field named Register with. This field enables the local service provider to become a driver partner who is associated with the required transportation network).

Note: The selection of the Driver option also causes the Area(s) of Operation field to display as a single field. Here you can only enter required location(s) where the local service provider would operate as per the provided list.

4. Enter the first name of the local service provider
5. Enter the middle name
6. Enter the last name
7. Select the appropriate gender radio button
8. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

Note: Aadhaar card number will be verified through the **Unique Identification Authority of India (UIDAI) service.**

Note: Selecting the Others option enables you to choose any one of the following identification type: Voter's Identity Card, Passport, Driving License, or UAN Number.

9. Enter Unique Identification Number based on the Unique Identification type

Note: Use the **Check** button to see if the entered UID already exists.

10. Select the date of birth of the local service provider
11. Enter guardian or father's name of the local service provider
12. Select the highest education level of the local service provider from the drop-down list
13. Select a state from the drop-down list
14. Select a district from the drop-down list

Note: The options in the State and District drop-down lists will default to that of the career Centre user but the same can be changed as required.

15. Enter the local service provider's Email ID
16. Enter the ten digit mobile number of the local service provider
17. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
18. Retype the same password for confirmation
19. Choose your username from the drop down list (options include: Unique Identification (UID) Number, Email, and NCS ID) for logging into the NCS portal
20. Select the transport network the local service provider wants to register with as a driver partner. This will display a set of questions. Answer these questions by selecting the Yes or No option.

Note: This field only displays if you select the Driver option from the local services type field.

Register with ⓘ

Do you know how to drive?* Yes No

Do you have a commercial license?* Yes No


Do you own a car?* Yes No

Do you want to buy a car?* Yes No

Do you want to drive for someone else?* Yes No

Area(s) of Operation *

Note : Location(s) selected from the list will only be considered.

Note: Once the local service provider’s registration with UBER has been approved, UBER’s logo will be displayed in front of their name on the NCS Portal in search results. For Example:  Mr. Sanjay Sahni.

21. Enter the area of operation (one or more as required) by providing the pin code and landmark details. Use the **Add** button to mention additional areas of operation.

Note: The Area(s) of Operation field displays as a single field if the Driver option is selected from the Local Service Type field.

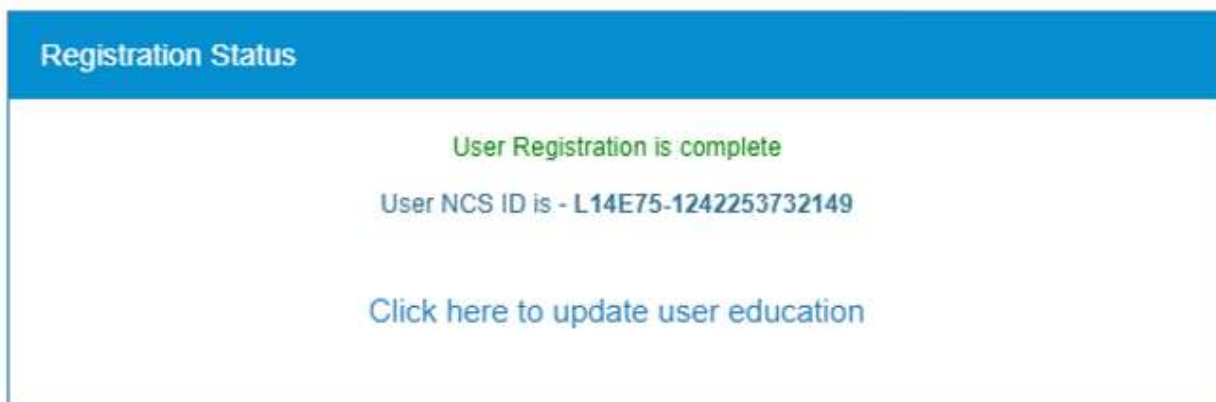
22. Mention the days of the week you are operational by selecting the required check box

23. Select the time you would be operational using the From and To drop down lists

24. Enter security code as shown in image

25. Click “I Agree to Terms and Condition” check box. To read NCS Portal terms and condition document, click “**Click Here**” link.

26. Click the **Submit** button. The local service provider’s registration is completed successfully.



Successful Registration Notification

27. The notification has a link that enables the career Centre user to update the education details of the newly registered local service provider.

28. The newly registered local service provider also receives a SMS that has registration details such as their User Name and Password.

4. Search User

This link allows you, as a career Centre user, to search for other portal users and counsellors. You can also resend OTPs to candidates for verifying their profiles.

The Search User screen has two tabs namely Organisation and Individual that enables you to search for organisation type users (employers, skill providers, placement organisations, government departments, and career Centres) or individual type users (jobseekers, local service providers, and counsellors) as required.

Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

Email NCS ID Mobile User Name

Search Reset

Note:
Individual type user includes Jobseeker, LSP and Counsellor
Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Search User Screen

4.1. Search by Organisation

1. Click the **Search User** link from the left panel. This displays the **Search User** screen.

Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

Email NCS ID Mobile User Name

Search Reset

Note:
 Individual type user includes Jobseeker, LSP and Counsellor
 Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Search User Screen

2. Click the **Organisation** tab to make it the active tab (this is the active tab by default).
3. There are two ways to search for an organisation type user as follows **Search by Unique ID** or **Search by Other Criteria**.

Select an option as follows:

a. **Search by Unique ID**

- i. Select the **Search by Unique ID** radio button
- ii. Next, choose an option from the drop-down list
- iii. Then enter the corresponding ID in the text field

b. **Search by Other Criteria**

- i. Select the **Search by Other Criteria** radio button
- ii. Next, enter data in one or more search fields

4. Click the **Search** button.
5. The search result displays on the screen.

Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

Email NCS ID [Redacted] User Name

Search Reset

Note:
Individual type user includes Jobseeker, LSP and Counsellor
Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	E15A86-2230023617456	kunal	[Redacted]	Kunal Singh	Yes	Employer	Action ▾

Search Results

- Click the **NCS ID** link to view details of that particular organisation in a pop-up.

4.1.1 Update Profile

- Click the **Action** button of the required organisation type user.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	E15A86-2230023617456	kunal	[Redacted]	Kunal Singh	Yes	Employer	Action ▾ Update Profile

Action Button Options

- Select the **Update Profile** option. The **Employer Profile** screen displays in a separate browser window.

Employer Profile

NCS ID:

Organisation Name:
Note: Full Name as provided in Form 4B4 of PAN Application. Ensure that spellings and full forms entered here are exactly same as in PAN Application.

Former Registered Name:

Organisation Category:

Organisation Type:

Sector:

Description:
Maximum 500 Characters are Allowed in Description.

Registered Office

Address 1:

Address 2:

State:

District:

Sub-District/Taluka/Tehsil:

City/Village:

Pincode:

Phone:
Note: Please input area code without leading 0.

Mobile Number:

Company Email:

Website URL:

Identity Information

Organisation PAN: Checking verification

Additional Details:

Year of Incorporation:
Note: Year as provided in Form 4B4 of PAN Application.

User Details

Person Name:

Contact Number:
Note: Please input area code without leading 0.

Mobile Number:

Email:

Contact Designation:

Employer Profile Screen

3. Make the required changes to the profile.
4. Click the **Update** button.

4.2 Search by Individual

1. Click the **Search User** link from the left panel. This displays the **Search User** screen.



Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

Email NCS ID Mobile User Name

Search Reset

Note:
Individual type user includes Jobseeker, LSP and Counsellor
Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Search User Screen

2. Click the **Individual** tab to make it the active tab (this is not the active tab by default).
3. There are two ways to search for an individual type user as follows **Search by Unique ID** or **Search by Other Criteria**.

Select an option as follows:

- a. **Search by Unique ID**
 - i. Select the **Search by Unique ID** radio button
 - ii. Next, choose an option from the drop-down list
 - iii. Then enter the corresponding ID in the text field
 - b. **Search by Other Criteria**
 - i. Select the **Search by Other Criteria** radio button
 - ii. Next, enter data in one or more search fields
4. Click the **Search** button.
 5. The search result displays on the screen.

Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

NCS ID Mobile User Name

Note:
Individual type user includes Jobseeker, LSP and Counsellor
Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	J12C65-1110254484078	[REDACTED]	[REDACTED]	Arti Gupta	Yes	Jobseeker	Action ▾

Search Results

- Click the **NCS ID** link of an individual type user. This displays the **Candidate Profile** screen for that particular user in a separate browser window.

4.2.1 View Profile

- Click the **Action** button of the required individual type user.

The screenshot shows the 'Search User' interface with a search form and a table of results. The 'Action' button for the first user is highlighted, and a dropdown menu is open, showing options: View Profile, Update Profile, View I-Card, Search Counsellor, and Resend OTP.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	J12A78-1121179117083	lalit123@gmail.com	9999736716	lalit	Yes	Jobseeker	Action ▾ View Profile Update Profile View I-Card Search Counsellor Resend OTP

Action Button Options

2. Select the **View Profile** option. The **Candidate Profile** screen displays in a separate browser window.



Candidate Profile Screen

3. Click the **Download Profile** button. The displayed profile is downloaded in PDF format.
4. Click **View I Card** option to view jobseeker’s I Card



Jobseeker's – I Card

4.2.2 Update Profile

1. Click the **Action** button of the required individual type user.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	Action
1	J12C65-1110254484078	[REDACTED]	[REDACTED]	Aarti Gupta	Yes	Jobseeker	Action ▾ View Profile Update Profile Search Counsellor Resend OTP


Action Button Options

2. Select the **Update Profile** option. The **Personal Information** screen displays in a separate browser window.

Experience Education & Training **Personal Info** Communication My References


Save Cancel

Personal Information

First Name * 
 Middle Name

Last Name Your NCS ID is : J12C45-1110254404178

Gender * Male Female Transgender

Date of Birth * 


Email ID Mobile Number * +91

Marital Status *


Sponsor's Name

Guardian/Father's Name * Mother's Name

Religion * Category *

Upload your CV 

Unique Identification

Type	Number	Name as on UID	DigiLocker Document	Verification Status
Aadhar Card	XXXXXXXXXXXX0099	Anil Gupta	 Disabled	<input type="button" value="Edit"/>

[+ Add More](#)

Physical Attributes

Are you Differently abled (PwD)? No Yes

Miscellaneous

Employment Status * Primary Language *

Are you a Government Services Retiree? Are you an Ex-Serviceman?

Save Cancel

Personal Information Screen

3. Make the required changes to the profile.
4. Click the **Save** button.

4.2.3 Search Counsellor

As a career Centre user, you can book an appointment for a candidate with a counsellor using this particular option.

1. Click the **Action** button of the required individual type user.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	Action
1	J12C65-1110254484078	[REDACTED]	[REDACTED]	Arli Gupta	Yes	Jobseeker	Action - View Profile Update Profile Search Counsellor Resend OTP

Action Button Options

2. Select the **Search Counsellor** option. The **Counsellor Calendar** screen displays in a separate browser window.

Legend: Available Unavailable Not Available Not Scheduled

Counsellor Calendar

Search Criteria: Career Counselling, Location: Please enter City or State

Note: For All India location do not select anything. Multiple locations can also be selected.

Counsellor Name	13 Apr	14 Apr	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr
Gayatri	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Neslam	Mon	Tue	Wed	Thu	Fri	Sat	Sun
stageeleven	Mon	Tue	Wed	Thu (A00)	Fri	Sat (J12)	Sun (A00)
stagecouns	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sadhguru Sham	Mon	Tue	Wed	Thu	Fri	Sat	Sun
sahara shah	Mon	Tue	Wed	Thu	Fri	Sat	Sun
OTPVerification Sharma	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Abhishek D	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aditi Gupta	Mon	Tue	Wed	Thu	Fri	Sat	Sun
anubhav	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Counsellor Calendar Screen

3. Select the type of counsellor service from the drop-down, enter the location (city or state) in the field, and then click the **Search** button.

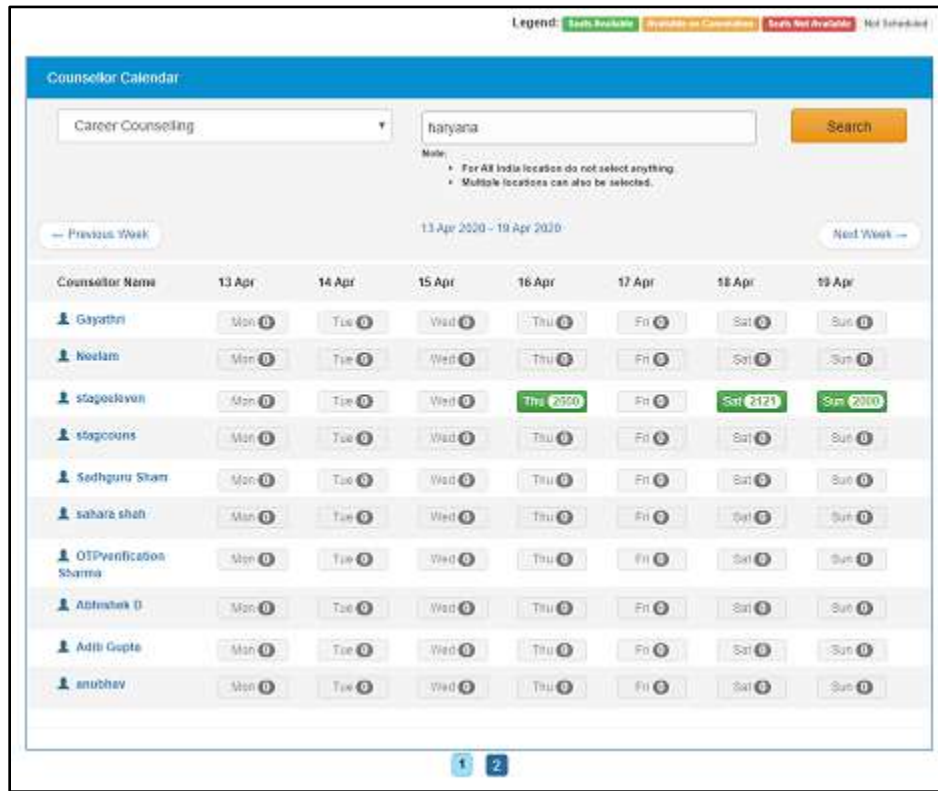
Counsellor Calendar

Search Criteria: Career Counselling, Location: Please enter City or State

Note: For All India location do not select anything. Multiple locations can also be selected.

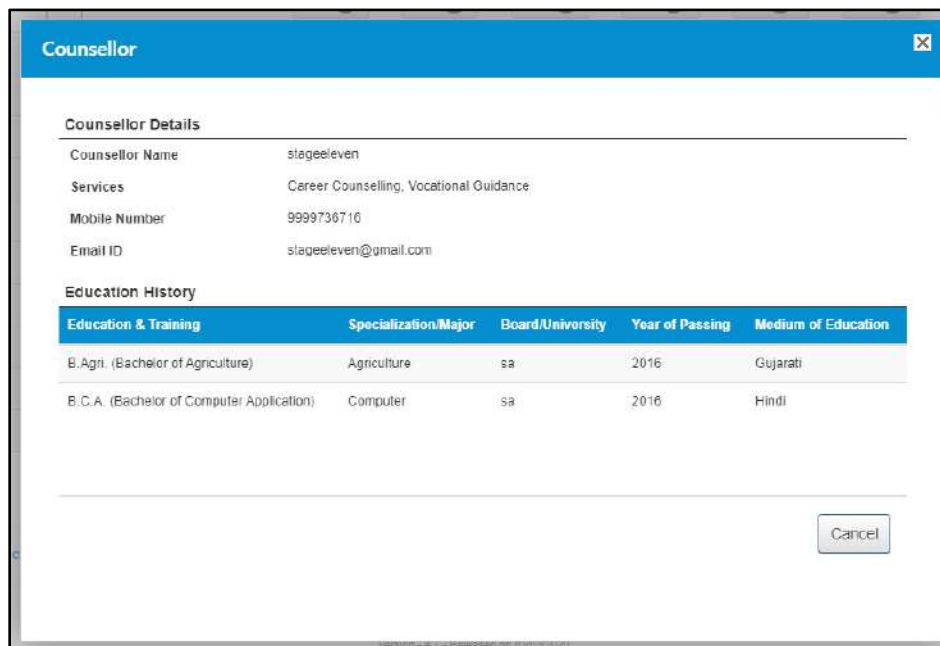
Counsellor Search

The calendar displays search results of available counselling appointments.



Counselling Appointments

- Click the **Counsellor Name** link to view details of that counsellor in the **Counsellor** pop-up.



Counsellor Pop-Up

5. Click the Green icon on the calendar to book a counselling appointment for the individual type user. This displays the **Counsellor Schedules** pop-up.

Selected Date	16 Apr 2020 (Thursday)
Email ID	stageeleven@gmail.com
Counsellor	stageeleven
Mobile Number	9990736716

NOTE: Please refer to the [Fee Structure](#) as per the NCS Guidelines for Counsellors for further details on fees.

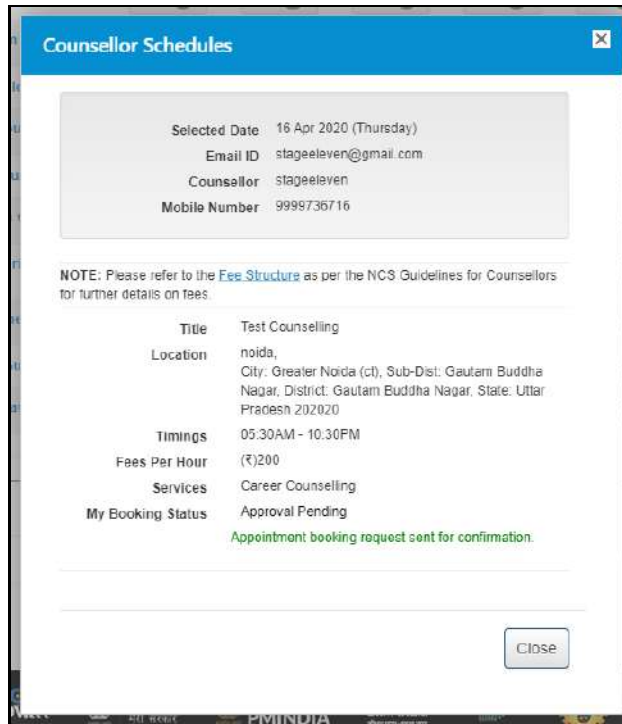
Title	Test Counselling
Location	noida, City: Greater Noida (ct), Sub-Dist: Gautam Buddha Nagar, District: Gautam Buddha Nagar, State: Uttar Pradesh 202020
Timings	05:30AM - 10:30PM
Fees Per Hour	(₹)200
Services	Career Counselling
My Booking Status	Not Booked

[Book](#)

[Cancel](#)

Counsellor Schedules Pop-Up

6. Click the **Book** button to book an appointment with the selected counsellor.



Appointment Booking Notification

4.2.4 Resend OTP

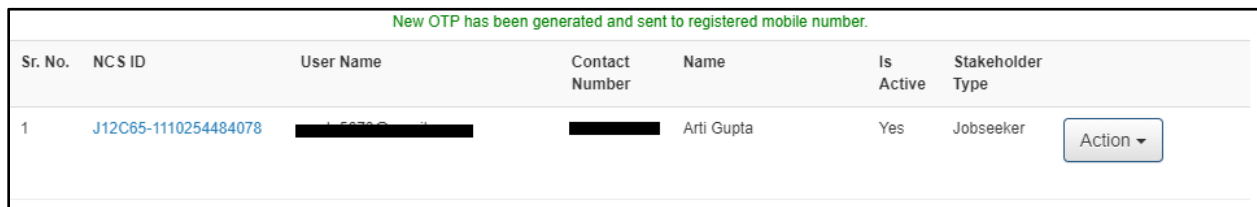
This option allows you to resend an OTP to candidates for verifying their NCS profile.

1. Click the **Action** button of the required individual type user.



Action Button Options

2. Select the **Resend OTP** option. An OTP is send to the registered mobile number of the concerned NCS user.

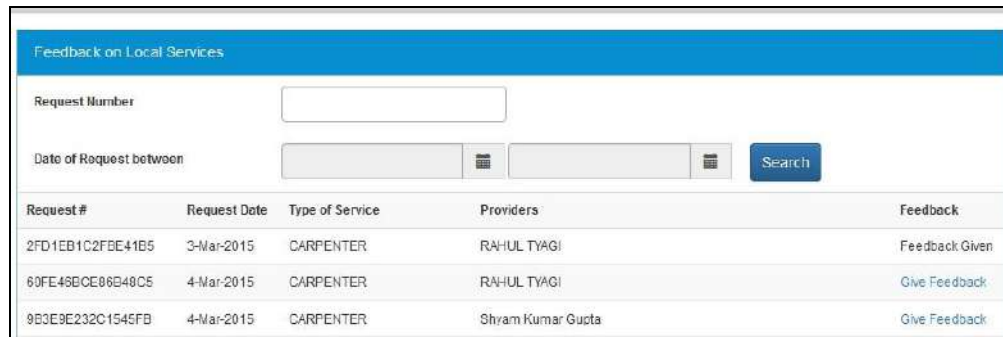


OTP Send Notification

5. Feedback on Local Services

This link allows you to give your feedback to local service providers on the quality of their service.

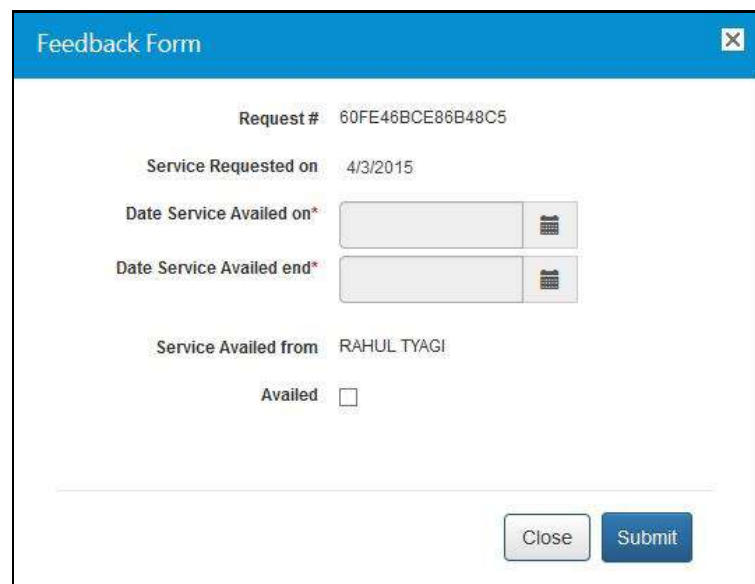
1. Click the **Feedback on Local Services** link from the left panel. The **Feedback on Local Services** screen displays.



Request #	Request Date	Type of Service	Providers	Feedback
2FD1EB1C2FBE41B5	3-Mar-2015	CARPENTER	RAHUL TYAGI	Feedback Given
60FE46BCE86B48C5	4-Mar-2015	CARPENTER	RAHUL TYAGI	Give Feedback
9B3E9E232C1545FB	4-Mar-2015	CARPENTER	Shyam Kumar Gupta	Give Feedback

Feedback on Local Services Screen

2. Click the **Give Feedback** link corresponding to a request. The **Feedback Form** pop-up displays.



Request # 60FE46BCE86B48C5

Service Requested on 4/3/2015

Date Service Availed on*

Date Service Availed end*

Service Availed from RAHUL TYAGI

Availed

Close Submit

Feedback Form Pop-up

3. Select the service availed start and end date from the corresponding calendar
4. Check the Availed check box to enable additional feedback options

Service Availed Feedback Options

5. Select the appropriate radio button
6. Click the **Submit** button

Add/Manage Sub Users This link allows you, as the career Centre user, to view list of existing candidates, manage users, and their roles.

5.1 Add Organisation Member

This feature allows you to add a new organisation member to the portal. Using this feature you can add the following types of members: career Centre admin, member, and campaign member.

1. Click the **Add/Manage Sub Users** link from the left panel. This displays the **UAdd/Manage Sub User** screen.

Add / Manage Sub Users ⓘ

Total No. of records :6

Sr. No.	NCS ID	User Name	Person Name	State	Mobile Number	Email ID	Member Type			
1	C10D68-1343291492869	chalthraputran	Chalthra		9964391861	chalthraputran@gmail.com	SM	Primary Member Request	Manage User	
2	C10D68-1343291492869	sharvani	Sharath		9945945126	sharpoojgowda@gmail.com	SM	Primary Member Request	Manage User	
3	C10D68-1343291492869	SO Admin3	Abhishek		9953320242	dubey@hpe.com	SM	Primary Member Request	Manage User	
4	C10D68-1343291492869	SOADMIN2	Ramesh		9953320242	Dubey@hpe.com	SM	Verification Under Process	Manage User	Manage Role
5	C10D68-1343291492869	SOADMIN1	Abhishek		9891649817	dubey@hpe.com	SM	Primary Member	Manage User	

Add/Manage Sub UsersScreen

2. Click the **Add User** button. The **Add Organisation Member** screen displays.

Add Organization Member

Name*	<input type="text" value="Name"/>			
Designation*	<input type="text" value="Designation"/>			
Email ID*	<input type="text" value="name@example.com"/>			
Mobile Number*	<input type="text" value="+91"/>	<input type="text" value="10 digit Mobile Number"/>		
Phone	<input type="text" value="Coun"/>	<input type="text" value="Area Coc"/>	<input type="text" value="Phone"/>	<input type="text" value="Extn"/>
User Role:*	<input type="text" value="--Select--"/>			
User Name*	<input type="text" value="ncs.an an cc"/>		<input type="button" value="Check UserID"/>	
Password*	<input type="password" value="*****"/>			
Retype Password*	<input type="text" value="at least 8 characters"/>			
	<input type="button" value="Submit"/>		<input type="button" value="Back"/>	

Add Organisation Member Screen

1. Enter the user name, which is already registered in active directory
2. Select user role from the drop-down list
3. Click the **Submit** button to add a new user

5.2 Manage User

This link allows you to activate or deactivate a user and even reset their password.

1. Click the **User Management** link from the left panel. This displays the **User Management** screen.

The screenshot shows the 'Add / Manage Sub Users' interface. On the left is a navigation menu with options like 'Career Center Home', 'View/Update NCS Profile', 'Register User', 'Search User', 'Add / Manage Sub Users', 'Grievances / Feedback', 'Announcements', 'Reports', 'Establishment Reports', 'Employer Detailed Reports', 'Jobseeker Detailed Reports', and 'CGC Dashboard'. The main area has a search form with a role dropdown set to '---Select Roles---', fields for 'NCS ID', 'User Name', '10 digit Mobile Number', and 'name@example.com', and buttons for 'Search', 'Reset', and 'Add User'. Below the form, a table displays search results with columns for Sr. No., NCS ID, User Name, Person Name, State, Mobile Number, Email ID, and Member Type. The table contains three entries. A 'Total No. of records :6' is shown at the bottom right of the table area.

Sr. No.	NCS ID	User Name	Person Name	State	Mobile Number	Email ID	Member Type
1	C10D68-1343291492869	chaithraputran	Chaithra		9964391861	chaithraputran@gmail.com	SM Primary Member Request
2	C10D68-1343291492869	sharuani	Sharath		9945945126	sharpoojgowda@gmail.com	SM Primary Member Request
3	C10D68-1343291492869	SO Admin3	Abhishek		9953320242	dubey@hpe.com	SM Primary Member Request

User Management Screen

2. Select the role from the drop-down list
3. Click the **Search** button. The search result is populated in the **User Management** screen.

This screenshot shows the same 'Add / Manage Sub Users' interface, but the role dropdown is now set to 'CAREER CENTER MEMBER'. The search results table now only contains one entry for the user 'chaithraputran'. The 'Total No. of records :1' is displayed at the bottom right. The 'Page 1 of 1' indicator is visible at the bottom right of the page.

Sr. No.	NCS ID	User Name	Person Name	State	Mobile Number	Email ID	Member Type
1	C10D68-1343291492869	chaithraputran	Chaithra		9964391861	chaithraputran@gmail.com	SM Primary Member Request

User Management Screen

4. Click the **Manage User** link corresponding to the user's NCS ID. This displays the **Manage User** screen with the details of that particular user.

Manage User chaithraputran

Name	Chaithra	Last Login Detail	02/08/2018 15:30:40 PM
Created On	02/08/2018 15:30:16 PM	Account Lock status	No
Active	Yes	Approval Status	Approved
Comments	deactivate Activate		

[Reset Password](#)

Manage User Screen

Click the **Reset Password** button, if you wish to reset the password. A new password is generated and sent to the registered Email ID and mobile number of the concerned NCS user.

6. Announcements

This link allows you, as a career Centre user to review documents that have been uploaded on the NCS portal.

1. Click the **Announcements** link from the left panel. This displays the **Documents** screen.

Home | [Jobseeker](#) | [Employer](#) | [Local Services](#) | [Career Center](#) | [Counsellor](#) | [Skill Provider](#) | [Placement Organisation](#) | [Govt. Dept.](#) | [Reports & Documents](#)

FileName	File Size	File Type	Created On
NCS_interlinking_Final_Scheme_Guidelines_-_24.05.2016.pdf	308.05 KB	PDF (Portable Document Format)	5/26/2016 1:51 PM

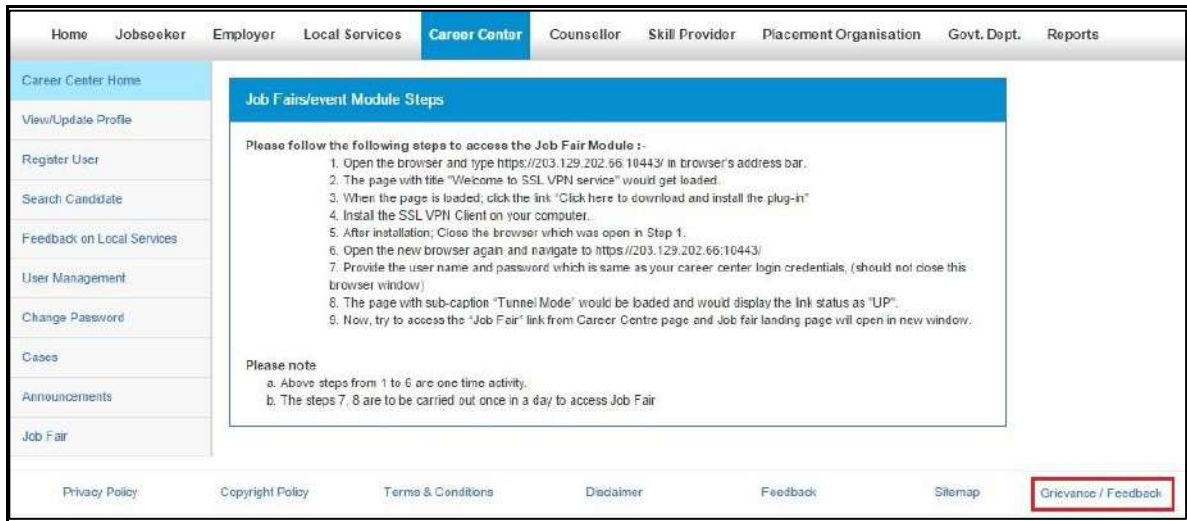
[Policy and other Links](#) | [Website Policy](#) | [Disclaimer](#) | [Sitemap](#) | [Grievance / Feedback](#) | [FAQs](#)

© Content Owned and Updated by Ministry of Labour & Employment
 Site is best viewed in IE 10 and above with 1024/768 resolution and above.
 Version - 3.7

Documents Screen

7. Grievance/Feedback

This link allows you, as a representative of your career Centre, to post any feedback, grievance, query, or request regarding the NCS portal.



Grievance/Feedback Link

1. Click the **Grievances/Feedback** link from the footer section of the screen. The **Grievance/Feedback** screen displays.

Grievance Feedback

Name *

Email ID *

Mobile Number *

State * --Select-- ▼

District * --Select-- ▼

Case Type: * --Select-- ▼

Stakeholder *

Case Category* --Select-- ▼ ⓘ

Case Sub Category* --Select-- ▼ ⓘ

Description *

Enter Security Code *

Type Captcha: ⓘ

Grievance/Feedback Screen

2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select a state from the drop-down list
6. Select a district from the drop-down list
7. Select type of case from the drop-down list
8. Stakeholder (displays your profile type - this field cannot be edited)
9. Select case category from the drop-down list
10. Select sub category of the case from the drop-down list
11. Enter the description for the case

12. Review the security image and enter the displayed text
13. Click the **Submit** button
14. Click the Help tool tip to know about Case Category and Case Sub Category types

The screenshot shows a form with three dropdown menus. The first is labeled 'Stakeholder*', the second 'Case Category*', and the third 'Case Sub Category*'. All three dropdowns currently show '--Select--'. A help tooltip is positioned over the 'Case Category*' dropdown, containing the text 'Please select Case Category.' and a close button (X).

Help Tool Tip

8. Cases

This link allows you, to review the status of registered cases. Using the **Give Feedback** link you can provide your feedback on resolved or closed cases, registered with the NCS call Centre.

Cases								
Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback
CAS-118044-BOP2M2	Unable to find data	Unable to Search Jobs	asdfsafsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback

Cases Screen

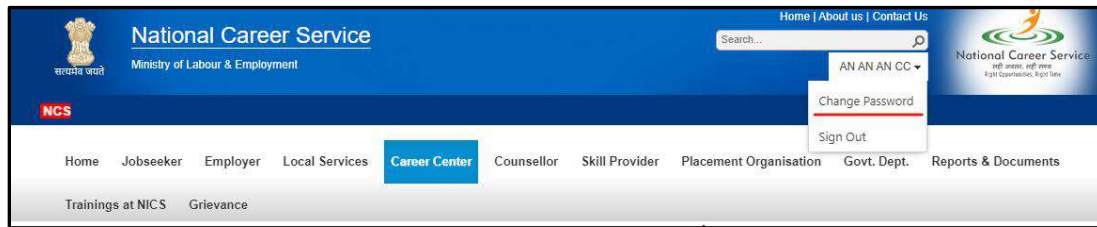
Once you click the **Give Feedback** link, the **Feedback** pop-up displays with Cancel and Submit buttons. Enter the feedback and click the **Submit** button.

The screenshot shows a 'Feedback' pop-up window. It has a title bar with 'Feedback' and a close button (X). Below the title bar is a label 'Feedback*' followed by a text input field containing 'Good, feedback|'. Below the input field is a note: 'Maximum 500 Characters are Allowed in Description.' At the bottom right of the pop-up are two buttons: 'Cancel' and 'Submit'.

Feedback Pop-up

9. Change Password

The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.



1. Click the **Change Password** link. The **Change Password** screen displays.

Change Password Screen

2. Enter old password
3. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
4. Retype the same password for confirmation
5. Enter Security Code as shown in figure
6. Click on **Change Password** button to update the password

Note: When the Career Centre portal’s password is changed, likewise the CRM password will also be changed as per the portal’s password.

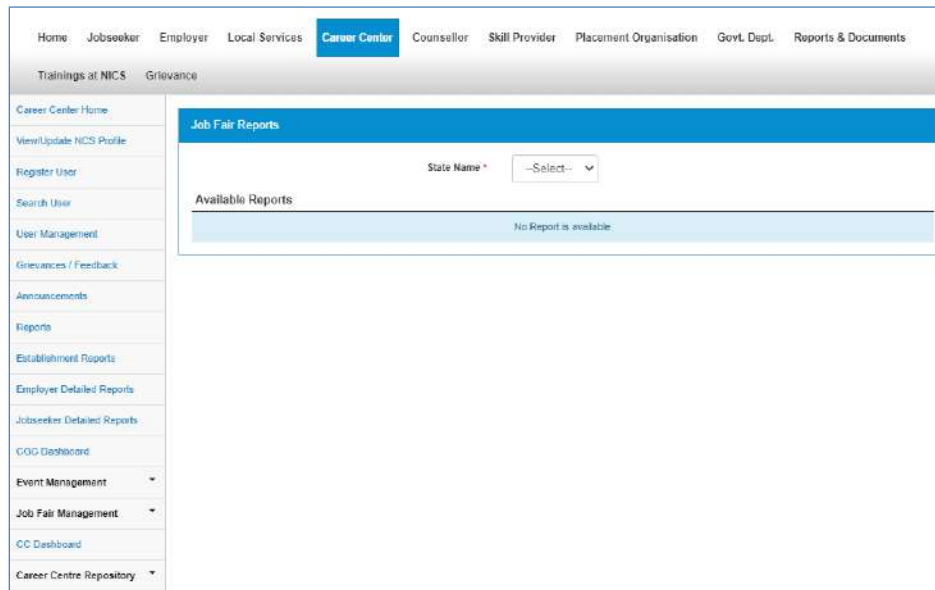
10. Job Fair Management

10.1 Job Fair

This link allows you to manage job fairs using the CRM application.

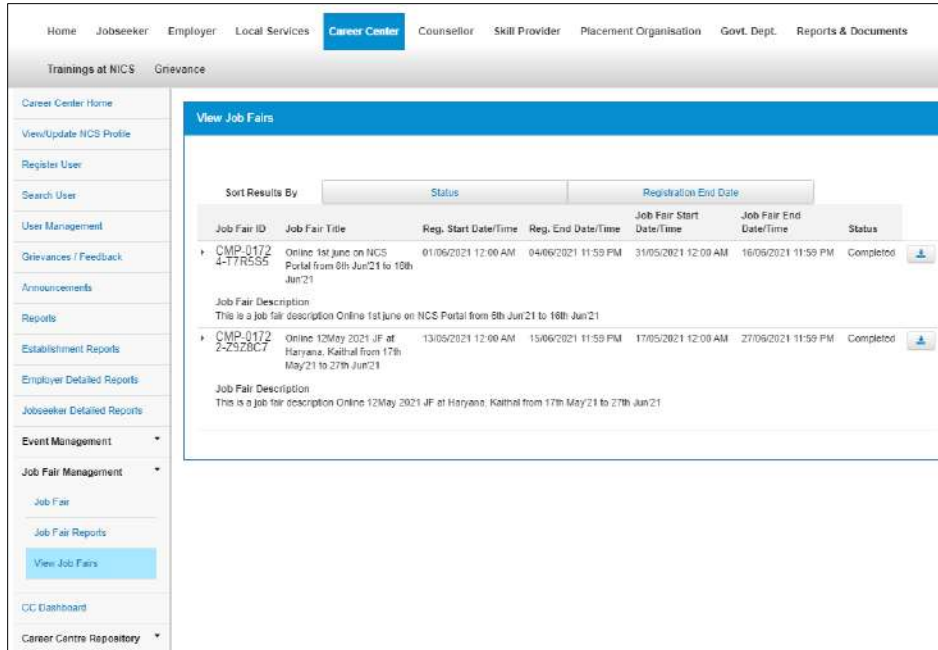
10.2 Job Fair Reports

This link allows you to view all job fair reports.



11.3 View Job Fairs

As a Career Centre user, you can download the list of participants, who had participated in a particular job fair.

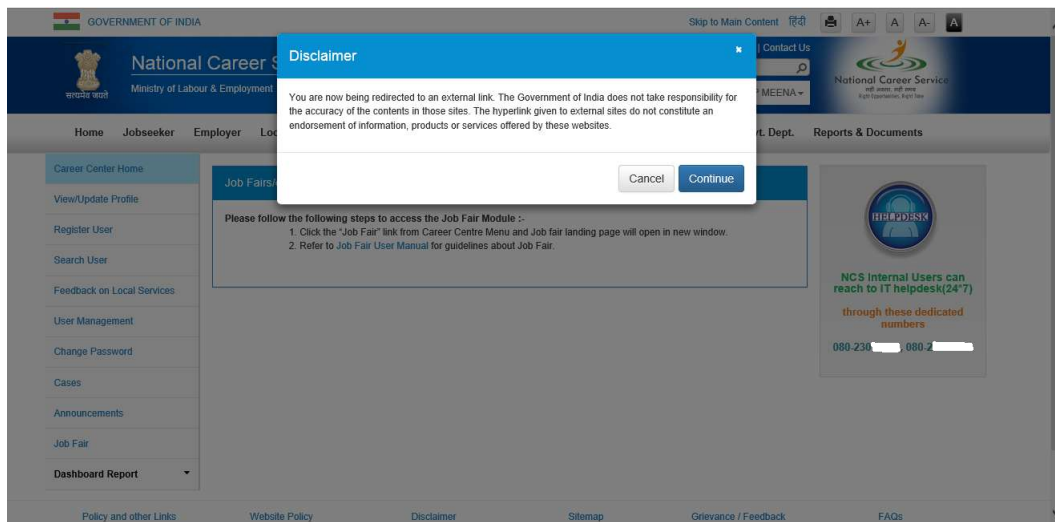


1. Click the Download icon that displays along with the job fair listing

S.No.	Stakeholder	Organization Name	Website	Email	Name	Highschool	NCSPID	Date of use	Date of No	Address	Sub District	District	State	Key Skills
1	Employer	carefull organization	8654983568	hr@carefull.org	Care		134056-13401	Jun 2021						
2	Jobseeker		8624983568	hr@carefull.org	Pravish Noida	Push Gravel	13198-13301	Jun 2021	09-01-2008	B 26N	WCE	Dishwara	Gumla	hr@carefull.org

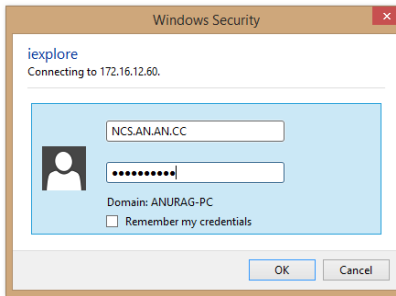
10.4 Access the Microsoft Dynamic CRM Application

1. Click the **Job Fair** link from the left panel. This displays the **Disclaimer** pop-up.



Disclaimer Pop-up

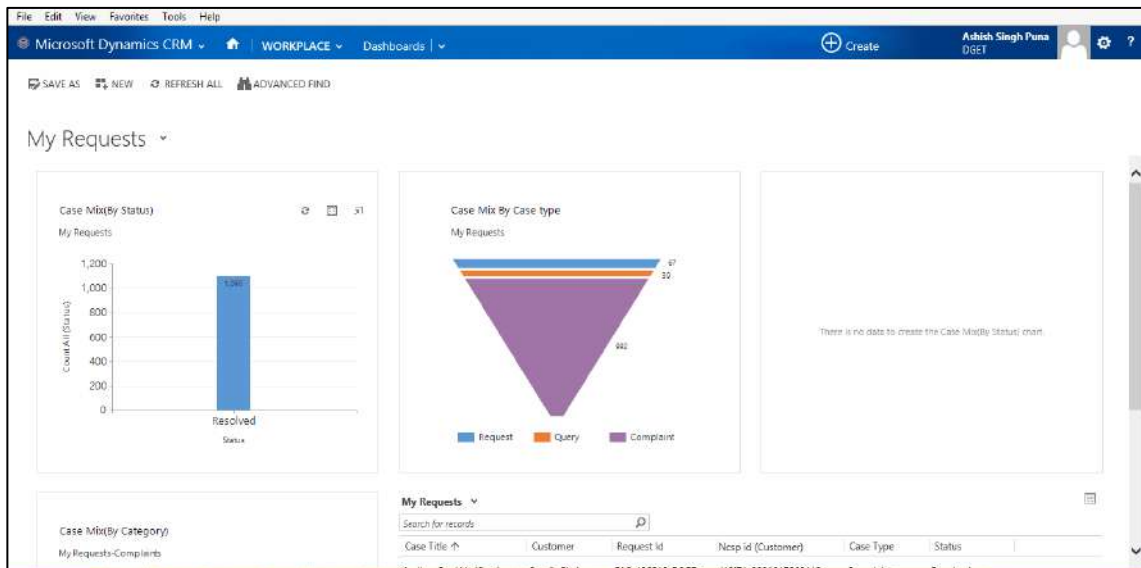
2. Click the **Continue** button to display the CRM Login screen.



Login Screen

3. Enter your user name
4. Enter your password
5. Click the **OK** button. The Microsoft Dynamics CRM application displays.

In the CRM application, you can manage and create job fairs.



Microsoft Dynamics CRM Application

10.5 Create a Job Fair in Microsoft Dynamic CRM

1. Click **Microsoft Dynamics CRM > Job Fair Management > Job Fairs** to access the **Job Fairs** menu.

Microsoft Dynamics CRM | JOB FAIR MANAGE... | Job Fairs | Create

CREATE JOB FAIR | EMAIL A LINK | RUN REPORT | EXPORT TO EXCEL | ADVANCED FIND | CHART PANE

All Job Fairs

Job Fair Code	Job Fair Name	Status Reason	Created On
CMP-01353-NR...	JF28AUG	Proposed	8/29/2017 1:58...
CMP-01352-L9J...	Morning Job Fair-Morning Job Fair-Morning Job Fair Morn...	Proposed	8/29/2017 9:51...
CMP-01351-K8...	JF28AUG	Proposed	8/28/2017 2:46...
CMP-01349-D7...	lucknow job fair lucknow job fair lucknow job fair lucknow...	Proposed	8/28/2017 2:39...
CMP-01348-K0B...	lucknow job fair lucknow job fair lucknow job fair lucknow...	Proposed	8/28/2017 2:37...
CMP-01345-W7...	my job fair 28 Aug 2017	Proposed	8/28/2017 1:23...
CMP-01334-D5...	23 JULY@#99n&*(et 21 JulyWeek & Te)~& at 21 JulyVive...	Launched	7/21/2017 3:09...
CMP-01332-R8...	Job fair for 19 July 2017	Launched	7/19/2017 3:14...
CMP-01330-W8...	new job fairnew Job fairnew Job fairnew Job fairnew Job fa...	Launched	7/10/2017 11:25...
CMP-01329-T6L...	JOB FAIR WITH MAXIMUM LIMITJOB FAIR WITH MAXIMU...	Launched	7/10/2017 4:35...
CMP-01328-M5...	215 My Job Fair	Launched	7/10/2017 4:32...
CMP-01325-L0L...	PrjyamvadaPrjyamvadaPrjyamvadaPrjyamvadaPrjyamvada...	Launched	7/10/2017 2:58...
CMP-01323-Z2P...	MaximumMaximumMaximumMaximumMaximumMaximumMaximu...	Launched	7/10/2017 2:48...
CMP-01322-S6S...	Weekend Job Fair	Launched	7/8/2017 10:16...
CMP-01321-F1J...	Test JobFair Saturday&Test JobFair Saturday&Test JobFair ...	Launched	7/8/2017 9:32 PM

1 - 50 of 51 (0 selected)

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Job Fair Menu

2. Click **Job Fair Management > Job Fairs** to access existing job fairs. Click the particular job fair item to see its corresponding information.

Microsoft Dynamics CRM | JOB FAIR MANAGE... | Job Fairs | JF28AUG | Create

INVITE EMPLOYERS/PO'S | DEACTIVATE | COPY AS CAMPAIGN | COPY AS TEMPLATE | ASSIGN | SHARE | EMAIL A LINK

JOB FAIR : INFORMATION
JF28AUG

Title: JF28AUG Campaign Code: CMP-01351

General

Campaign Details

Job Fair Name	JF28AUG	Status	Proposed
Job Fair Code	CMP-01351-K8D9C3		

Venue Details

Venue	Maximum 500 Characters are Allowed in Venue. Maximum 500 Characters are Allowed in Venue. Maximum 500 Characters are Allowed in Venue.	State	MADHYA PRADESH
		District	Harda
		Sub District	Handliya
		City	BHARTAR

Schedule

Registration Start Date	8/28/2017 2:48 PM	Registration End Date	8/28/2017 2:54 PM
Active			

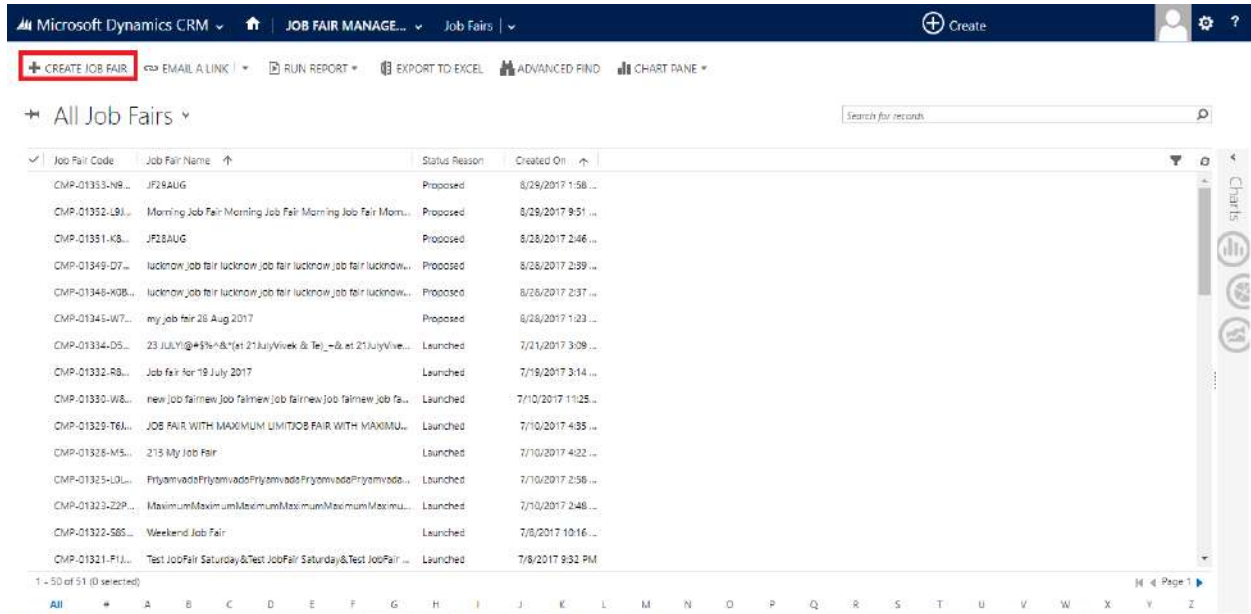
Job Fair Information

A job fair can have the following status:

- Proposed- Default status of a job fair. This job fair is not yet published on the NCS portal.
- Launched- Denotes that the job fair is now launched. Once launched, the job fair is visible to the jobseeker on the NCS portal.
- Completed- Denotes that the job fair has been completed.
- Cancelled- Denotes that the job fair has been cancelled.

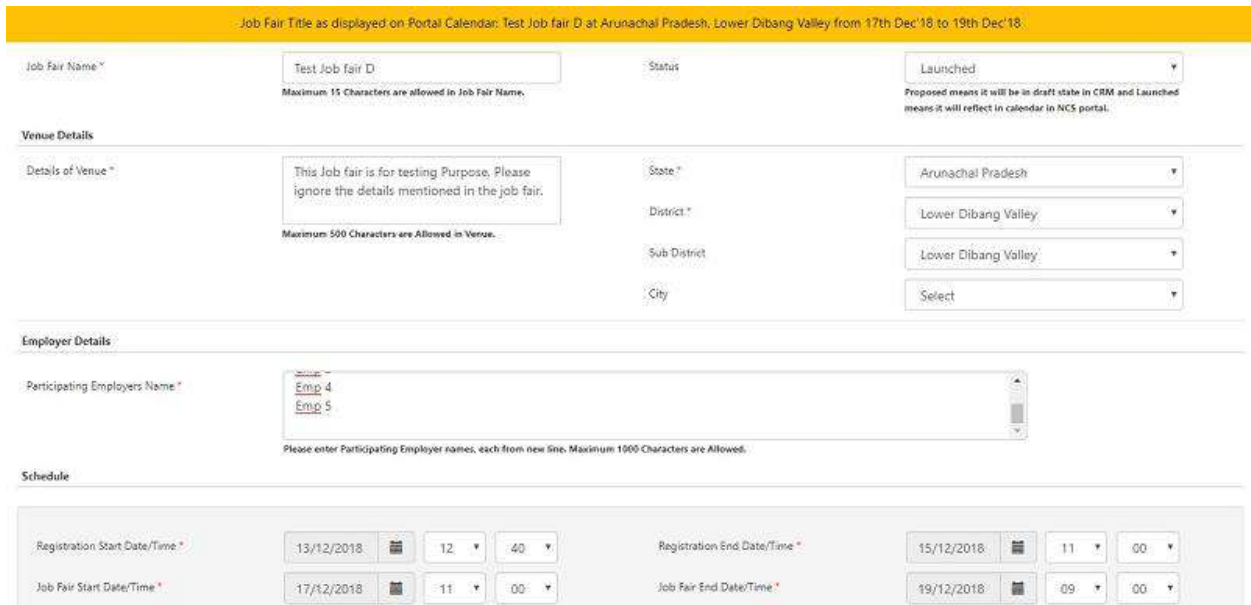
Note: Only a job fair that has been launched on the NCS portal and goes past its end date (and time) can attain the **Completed** status.

3. Click the **+Create Job Fair** link to create a new job fair



+Create Job Fair Link

4. The **Create Job Fair** screen displays



Create Job Fair Screen

5. Enter relevant details of the job fair.

Note: The title (15 characters maximum) for the job fair you enter here displays at the top of the Create Job Fair screen in a specific format. Once the job fair is posted to the portal, the title of the same displays on the portal calendar for NCS users.

Note: Select the **Launched** option from the Status drop-down list if you want the job fair to be posted immediately on the NCS portal as it is created.

6. Click the **Submit** button
7. A pop-up message displays notifying you that the Job Fair has been created successfully. The pop-up also displays the job fair ID for reference.

Confirmation Notification

8. Click Ok. Another pop-up displays.

Successful Job Fair Creation Notification

9. Click **Ok**. The details of the newly created job fair display.

National Career Services Portal | JOB FAIR MANAGE... | Job Fairs | Test Job fair D | Create

SAVE | SAVE & CLOSE | INVITE EMPLOYERS/PO'S | DEACTIVATE | DELETE | COPY AS CAMPAIGN | COPY AS TEMPLATE

JOB FAIR INFORMATION
Test Job fair D | Title: Test Job fair | Campaign Code: CMP-01575

General

Campaign Details

Job Fair Name *	Test Job fair D	Status	Launched
Title as displayed on Portal Calendar	Test Job fair D at Arunachal Pradesh, Lower Dibang Valley from 16th Dec '18 to 19th Dec '18		
Job Fair Code	CMP-01575-X3G7W8		

Venue Details

Venue * This Job fair is for testing Purpose. Please ignore the details mentioned in the job fair.

State *	Arunachal Pradesh
District *	Lower Dibang Valley
Sub District	Lower Dibang Valley
City	--

Schedule

Registration Start Date *	12/13/2018 12:40 PM	Registration End Date *	12/15/2018 11:00 AM
Job Fair Start Date *	12/16/2018 11:00 AM	Job Fair End Date *	12/19/2018 9:00 AM

Job Fair Information

10. Make relevant changes to the job fair as required and then click **Save**.

Note: In case the selected Status option is **Launched**, any changes you make to the job fair details here in the CRM are directly applied to the job fair posted on the NCS portal. However, if the **Proposed** option (default option) has been selected from the Status drop-down list, your changes are only updated on the CRM itself. Select the **Launched** option from the **Status**, drop-down list to post the job fair on the NCS portal if you have not done so earlier.

Details will be submitted automatically before the Job Fair starts.

Email Address *	--	About the event *	Job Fair
Organising Entities *	--	Number of Expected Vacancies *	--
Name of participating employers *	--	Number of Expected Jobseekers *	--
Any other remarks/comments	--	Number of Expected Employers *	--

Post Job Fair details

Job fair details are submitted automatically 10 days after the end date of that fair. But, fields "Number of candidates given provisional offer letter" and "Number of candidates finally selected" are editable till 30 days from job fair end date.

Email Address *	--	About the Event *	Job Fair
Organising Entities *	--	Number of Employers Participated *	--
Number of Vacancies *	--	Number of candidates finally selected *	--

Active

Job Fair Information (Detailed View)

10.6 Add Pre and Post Job Fair Details

The Job Fair Details section of the Job Fair Information screen enables you to enter relevant facts pertaining to the job fair both before (pre job fair details) and after (post job fair details) the fair has taken place. As soon as you create a new job fair, the Pre Job Fair Details sub section becomes enabled for information entry. Meanwhile the fields in the Post Job Fair Details sub section remain uneditable up until the job fair is over (after that particular job fair has gone past its end date and time).

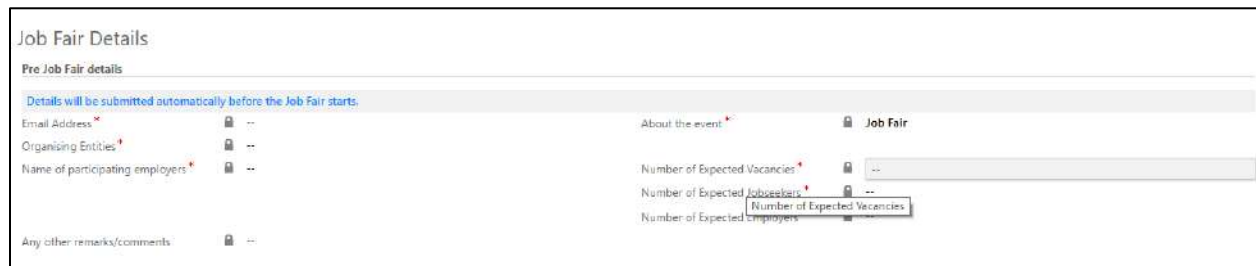
Note: The Pre Job Fair Details sub section is available for information entry for jobs either having the default **Proposed** status or the **Launched** status. The Pre Job Fair Details sub section becomes uneditable once the job fair begins (as per defined job fair start date and time).

10.6.1 Pre Job Fair Details

Particulars of the job fair you create can be entered in the Pre Job Fair Details sub section of the Job Fair Information screen. This particular section has certain mandatory fields where appropriate details need to be added: **Email Address**, **Organising Entities**, and **Name of participating employers** (If more than 5 names of participating employers are added here only then those names will display in the job fair details pop-up for the candidate when they click the corresponding job fair.).

Although the **About the event** field is a mandatory field, it is automatically populated with the value "Job Fair". Other mandatory fields in this particular section include: **Number of Expected Vacancies**, **Number of Expected Jobseekers**, and **Number of Expected Employers**. Enter the expected numbers in each of these three fields.

The **Any other remarks/comments**, is the only non-mandatory field of the Pre Job Fair Details section. Use this field to enter any remarks or comments about the job fair you are creating.



The screenshot shows the 'Job Fair Details' form, specifically the 'Pre Job Fair details' section. A blue banner at the top states 'Details will be submitted automatically before the Job Fair starts.' The form is divided into two columns. The left column contains: 'Email Address', 'Organising Entities', 'Name of participating employers', and 'Any other remarks/comments'. The right column contains: 'About the event' (populated with 'Job Fair'), 'Number of Expected Vacancies', 'Number of Expected Jobseekers', and 'Number of Expected Employers'. Each field has a lock icon and a double dash '--' indicating it is mandatory. A dropdown menu is visible for the 'Number of Expected Vacancies' field.

Pre Job Fair Details

Note: The system sends an email notification to the job fair owner, two days before that particular job fair's start date informing them about the forthcoming start of the said job fair.

10.6.2 Post Job Fair Details

You are only allowed to enter details in the Post Job Fair Details sub section of the Job Fair Information screen within the next 10 days after the end date of a job fair. After this period,

fields in this section become uneditable. However, two fields: “No. of candidates given provisional offer letter” and “Number of candidates finally selected” remain editable up until 30 days from the job fair end date.

Post Job Fair details		
Job fair details are submitted automatically 10 days after the end date of that fair. But, fields "Number of candidates given provisional offer letter" and "Number of candidates finally selected" are editable till 30 days from job fair end date.		
Email Address *	--	About the Event *
Organizing Entities *	--	Job Fair
Number of Vacancies *	--	Number of Employers Participated *
Number of Jobseekers registered for the event (online + offline)	--	Number of candidates finally selected *
Number of Employers registered online but not participated	--	Number of Jobseekers/Candidates participated in the event *
Number of Employers not registered online but participated	--	Number of candidates shortlisted for next round *
Any other remarks/comments	--	Number of candidates given provisional offer letter *

Post Job Fair Details

Note: The system sends three email notifications: an email on the 7th day (informing the job fair owner to enter post job fair details), an email on the 10th (to the DGE Admin) and another email on the 30th day (to the DGE Admin) after the end date of the said job fair. The last two notifications (the ones send to the DGE Admin) contain a summary of the data present in the Post Job Fair Details sub section.

The following table lists relationship between various fields of the Post Job Fair Details sub section and has to be taken care while inputting data.

Field 1	Field 2	Relationship
Number of candidates finally selected	Number of candidates shortlisted for next round	The number of candidates finally selected must be less than or equal to the number of candidates shortlisted for next round.
Number of candidates shortlisted for next round	Number of candidates finally selected	Number of candidates finally selected is less than or equal to the Number of candidates shortlisted for the next round.
Number of Employers Participated	Number of Employers not registered online but participated	The number of employers who participate must be more than or equal to the number of employers who had not registered themselves online but had participated.
Number of	Number of candidates	The number of candidates who participate in

Jobseekers/Candidates participated in the event	finally selected	an event must be more than or equal to the number of candidates who are finally selected.
Number of Jobseekers/Candidates participated in the event	Number of Jobseekers registered for the event (online + offline)	Total number of Jobseekers registered for the event both online and offline must be greater than or equal to number of Jobseekers/Candidates participated for the event.
Number of Jobseekers/Candidates participated in the event	Number of candidates given provisional offer letter	The number of candidates who participate must be more than or equal to the number of candidates who are given the provisional offer letter.
Number of Jobseekers/Candidates participated in the event	Number of candidates shortlisted for next round	The number of candidates who participate in an event must be more than or equal to the number of candidates shortlisted for the next round of selection.
Number of Vacancies	Number of Employers Participated	The number of vacancies must be more than or equal to the number of participating employers.
Number of Vacancies	Number of candidates finally selected	The number of vacancies must be more than or equal to the number of selected candidates.

10.7 Complete a Job Fair

Only a job fair that is launched (having the **Launched** status) on the NCS portal and has reached its end or closing date (and time) can attain the **Completed** status. This is an automatic process that is taken care of by the CRM application itself and requires no manual intervention.

Note: A job fair that is cancelled or has the Proposed status can not attain the **Completed** status.

10.8 Cancel a Job Fair

You can cancel a job fair that you have created. This can be using the Job Fair Information screen. However, the cancellation procedure differs depending on the current status of the job fair you are about to cancel.

10.8.1 Cancel a Proposed Job Fair

To cancel a job fair having the **Proposed** status:

1. Select the **Cancel** option from the Status drop-down list.
2. Click the **Save** button.

10.8.2 Cancel a Launched Job Fair

To cancel a job fair having the **Launched** status:

1. Select the **Launched** option from the Status drop-down list.
2. Click the **Save** button.

The said job fair is withdrawn from the NCS portal.

Note: Remember a job fair with the **Launched** status can be cancelled only if that particular job fair has not yet reached its registration start date (and time). Beyond that, you will not be able to cancel a job fair that is launched on the NCS portal from the CRM application.

Note: A job fair having the Launched status that has gone beyond its registration start date (and time) can be cancelled only if you raise a ticket to the DGE call Centre for the same.

Note: Once a job fair is cancelled, an email notification about the cancellation is sent to all the stakeholders (job seekers and employers) participating in that particular job fair.

10.9 Invite Employers/PO's

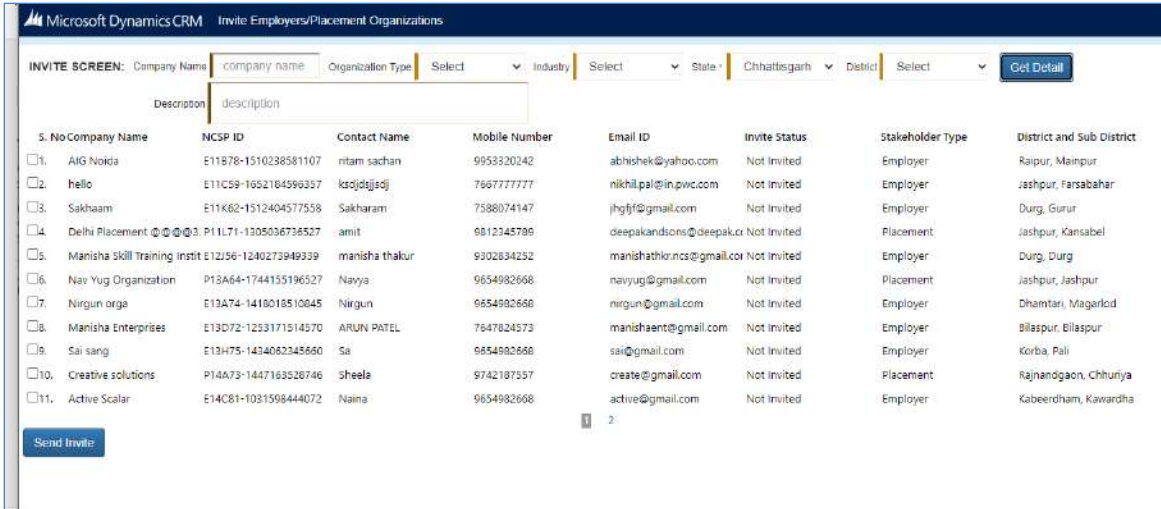
1. For inviting employers to a job fair, click the **Invite Employers/PO's** link.

The screenshot shows the Microsoft Dynamics CRM interface for Job Fair Management. The breadcrumb trail is: Microsoft Dynamics CRM > JOB FAIR MANAGE... > Job Fairs > JF29AUG. A toolbar contains several actions: INVITE EMPLOYERS/PO'S (highlighted with a red box), DEACTIVATE, COPY AS CAMPAIGN, COPY AS TEMPLATE, ASSIGN, SHARE, EMAIL A LINK, and a menu icon. Below the toolbar, the page title is 'JOB FAIR : INFORMATION' and the job fair ID is 'JF29AUG'. The 'General' section is expanded to show 'Campaign Details'. A table displays the following information:

Job Fair Name*	JF29AUG	Status	Proposed
Job Fair Code	CMP-01353-N9W6N4		

Invite Employers/PO's Link

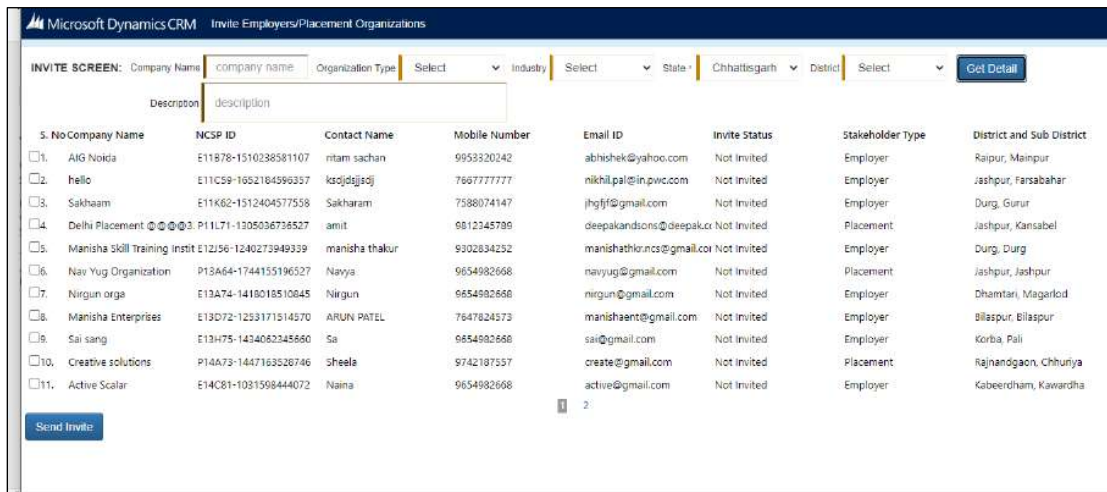
2. Select the relevant criteria for retrieving the list of employers/placement organizations from the NCS Portal. Then click the **Get Detail** button.



Get Detail Button

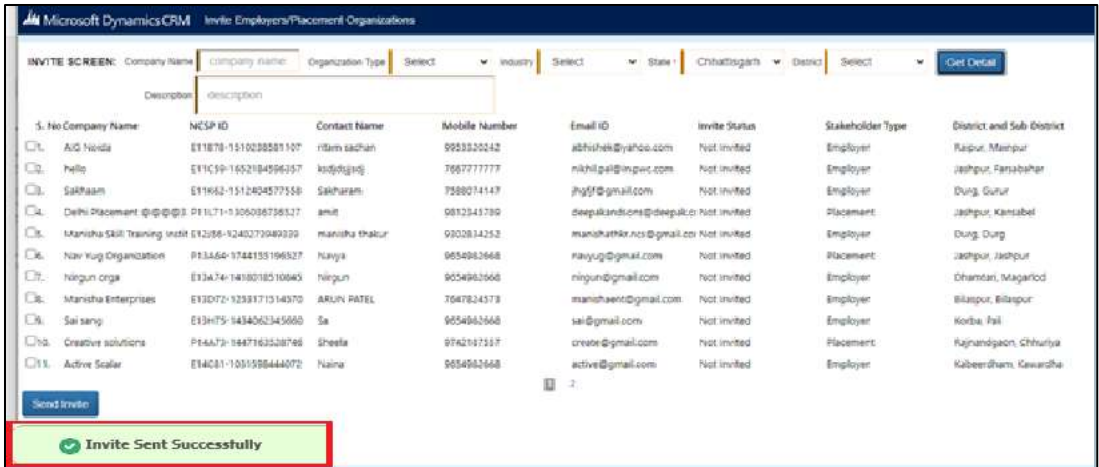
This displays the **Invite** screen.

- From the **Invite** screen, select the employers and placement organizations who would be invited to the job fair. Then, click the **Invite** button.



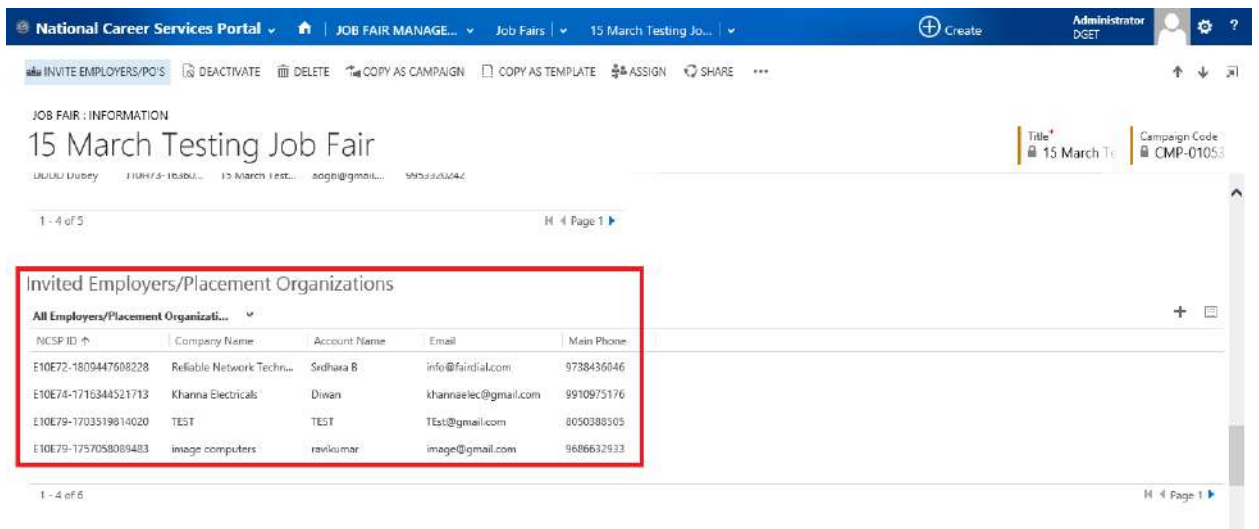
Invite Button

- The application displays a message stating the invite has been sent successfully.



Invite Success Notification

- Employers and placement organizations that have been invited for a job fair can be viewed on the **Job Fair** screen using the **Invited Employers/PO's** link.



Invited Employers and Placement Organizations

10.10 Qualify/Disqualify Interested Candidates

- Click **Microsoft dynamics CRM > Job Fair Management > Interested Candidates/Employers**



Interested Candidates/Employers Menu

- The **Interested Candidates/Employers** menu contains the list of stakeholders who have shown their interest in a job fair.

Career Centre ID	NCSP ID	Name	Event/Job Fair No.	Email	Phone number	Stakeholder type	Owner	Status	Created On
LD_00993_ID	E1064-1822047509678	Ashishika	Marketing	ashishika@gmail.com	988820142	Employer	Administrator	Open	1/13/2016 5:46 PM
LD_00990_ID	J10467-2224412148172	Sarjanand	MEGA JOB FAIR ...	ksarjanand@gmail.com	9066030466	Job Seeker	Administrator	Open	1/13/2016 5:20 PM
LD_00991_ID	J10673-0047079276494	Bharti	Marketing	ashishika.dubey@gmail.com	9853320342	Job Seeker	Administrator	Qualified	1/13/2016 4:32 PM
LD_00990_ID	J10375-14140030475646	Kumar	MEGA JOB FAIR ...	munnakumar1812@gmail.com	9350159062	Job Seeker	Administrator	Open	1/13/2016 2:58 PM
LD_00889_ID	J10677-1441253858789	G	MEGA JOB FAIR ...	puanpaajumar91@gmail.com	7829893111	Job Seeker	Administrator	Open	1/11/2016 10:40 AM
LD_00888_ID	J10371-1521019740872	G	MEGA JOB FAIR ...	kaerthiga1994@gmail.com	9391072766	Job Seeker	Administrator	Open	1/13/2016 10:29 AM
LD_00897_ID	J10474-1433213941211	MORDAL	MEGA JOB FAIR ...	nmguraj09@gmail.com	9029722028	Job Seeker	Administrator	Open	1/12/2016 8:32 PM
LD_00894_ID	J10483-191297188355	H M	MEGA JOB FAIR ...	dmim010@gmail.com	9620916884	Job Seeker	Administrator	Open	1/12/2016 10:25 AM
LD_00895_ID	J11466-1003430305753	Divedi	MEGA JOB FAIR ...	dmim010@gmail.com	9643957081	Job Seeker	Administrator	Open	1/11/2016 10:36 AM
LD_00894_ID	J10679-1402853784676	GARYWAL	MEGA JOB FAIR ...	atulgathwal1@gmail.com	988980436	Job Seeker	Administrator	Open	1/10/2016 5:18 PM
LD_00895_ID	J11454-1820521070794	NIGAM	MEGA JOB FAIR ...	ank19066@gmail.com	987099066	Job Seeker	Administrator	Open	1/10/2016 2:34 PM
LD_00894_ID	J10984-12047489262787	ALI	MEGA JOB FAIR ...	alcing@gmail.com	9888818930	Job Seeker	Administrator	Open	1/10/2016 2:41 AM
LD_00891_ID	J11457-1641264085987	YADAV	MEGA JOB FAIR ...	mulesh211992@gmail.com	8874841446	Job Seeker	Administrator	Open	1/9/2016 7:18 PM
LD_00890_ID	J10580-1837186726447	SIDDIKI	MEGA JOB FAIR ...	nayemsiddik@gmail.com	9800164292	Job Seeker	Administrator	Open	1/8/2016 10:09 AM
LD_00889_ID	J10309-1207548144496	Srinangan	MEGA JOB FAIR ...	kajanchakraverty37@gmail.com	8801394555	Job Seeker	Administrator	Open	1/8/2016 5:03 PM
LD_00888_ID	J11461-1925093683839	AHINWAR	MEGA JOB FAIR ...	aminwar06@gmail.com	0100218013	Job Seeker	Administrator	Open	1/8/2016 12:37 PM
LD_00887_ID	J10377-1708479964440	PATHAK	MEGA JOB FAIR ...	r5022010@rediffmail.com	9878219487	Job Seeker	Administrator	Open	1/8/2016 7:07 AM
LD_00886_ID	J11454-2032111707877	djay	MEGA JOB FAIR ...	rajm44@gmail.com	9977902678	Job Seeker	Administrator	Open	1/7/2016 5:13 PM
LD_00885_ID	J11462-1221897169536	Kumar	MEGA JOB FAIR ...	info4@gmail.com	9967609993	Job Seeker	Administrator	Open	1/7/2016 6:31 PM

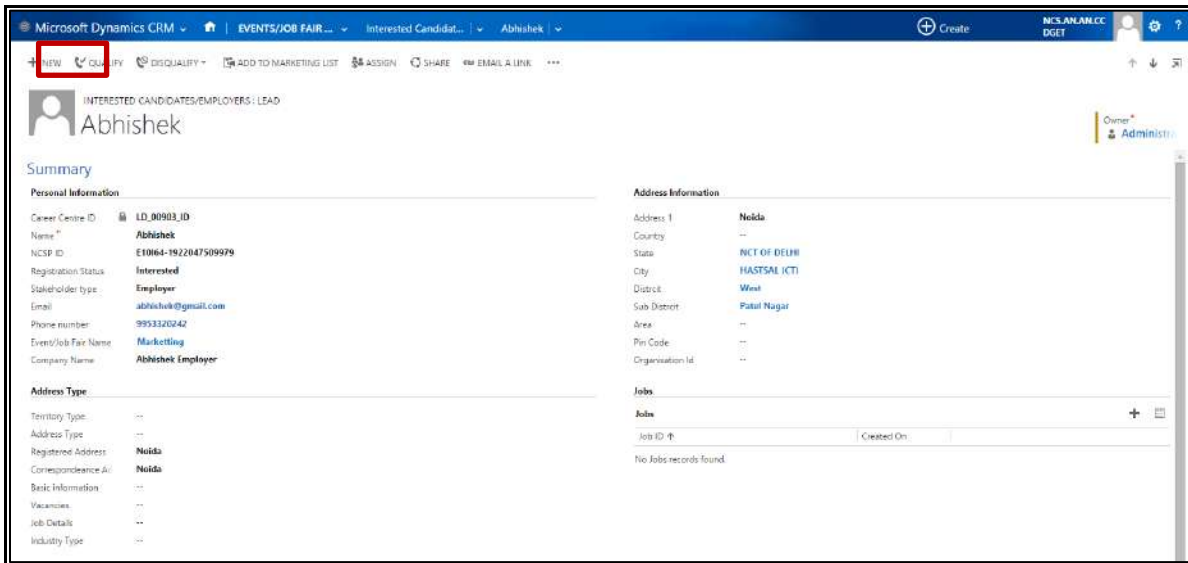
All Interested Candidates/Employers List

3. Click a particular Candidate/Employer record to select and open it.

Career Centre ID	NCSP ID	Name	Event/Job Fair No.	Email	Phone number	Stakeholder type	Owner	Status	Created On
LD_00993_ID	E1064-1822047509678	Ashishika	Marketing	ashishika@gmail.com	988820142	Employer	Administrator	Open	1/13/2016 5:46 PM
LD_00990_ID	J10467-2224412148172	Sarjanand	MEGA JOB FAIR ...	ksarjanand@gmail.com	9066030466	Job Seeker	Administrator	Open	1/13/2016 5:20 PM
LD_00991_ID	J10673-0047079276494	Bharti	Marketing	ashishika.dubey@gmail.com	9853320342	Job Seeker	Administrator	Qualified	1/13/2016 4:32 PM
LD_00990_ID	J10375-14140030475646	Kumar	MEGA JOB FAIR ...	munnakumar1812@gmail.com	9350159062	Job Seeker	Administrator	Open	1/13/2016 2:58 PM
LD_00889_ID	J10677-1441253858789	G	MEGA JOB FAIR ...	puanpaajumar91@gmail.com	7829893111	Job Seeker	Administrator	Open	1/13/2016 10:40 AM
LD_00888_ID	J10371-1521019740872	G	MEGA JOB FAIR ...	kaerthiga1994@gmail.com	9391072766	Job Seeker	Administrator	Open	1/13/2016 10:29 AM
LD_00897_ID	J10474-1433213941211	MORDAL	MEGA JOB FAIR ...	nmguraj09@gmail.com	9029722028	Job Seeker	Administrator	Open	1/12/2016 8:32 PM
LD_00894_ID	J10483-191297188355	H M	MEGA JOB FAIR ...	dmim010@gmail.com	9620916884	Job Seeker	Administrator	Open	1/12/2016 10:25 AM
LD_00895_ID	J11466-1003430305753	Divedi	MEGA JOB FAIR ...	dmim010@gmail.com	9643957081	Job Seeker	Administrator	Open	1/11/2016 10:36 AM
LD_00894_ID	J10679-1402853784676	GARYWAL	MEGA JOB FAIR ...	atulgathwal1@gmail.com	988980436	Job Seeker	Administrator	Open	1/10/2016 5:18 PM
LD_00895_ID	J11454-1820521070794	NIGAM	MEGA JOB FAIR ...	ank19066@gmail.com	987099066	Job Seeker	Administrator	Open	1/10/2016 2:34 PM
LD_00894_ID	J10984-12047489262787	ALI	MEGA JOB FAIR ...	alcing@gmail.com	9888818930	Job Seeker	Administrator	Open	1/10/2016 2:41 AM
LD_00891_ID	J11457-1641264085987	YADAV	MEGA JOB FAIR ...	mulesh211992@gmail.com	8874841446	Job Seeker	Administrator	Open	1/9/2016 7:18 PM
LD_00890_ID	J10580-1837186726447	SIDDIKI	MEGA JOB FAIR ...	nayemsiddik@gmail.com	9800164292	Job Seeker	Administrator	Open	1/8/2016 10:09 AM
LD_00889_ID	J10309-1207548144496	Srinangan	MEGA JOB FAIR ...	kajanchakraverty37@gmail.com	8801394555	Job Seeker	Administrator	Open	1/8/2016 5:03 PM
LD_00888_ID	J11461-1925093683839	AHINWAR	MEGA JOB FAIR ...	aminwar06@gmail.com	0100218013	Job Seeker	Administrator	Open	1/8/2016 12:37 PM
LD_00887_ID	J10377-1708479964440	PATHAK	MEGA JOB FAIR ...	r5022010@rediffmail.com	9878219487	Job Seeker	Administrator	Open	1/8/2016 7:07 AM
LD_00886_ID	J11454-2032111707877	djay	MEGA JOB FAIR ...	rajm44@gmail.com	9977902678	Job Seeker	Administrator	Open	1/7/2016 5:13 PM
LD_00885_ID	J11462-1221897169536	Kumar	MEGA JOB FAIR ...	info4@gmail.com	9967609993	Job Seeker	Administrator	Open	1/7/2016 6:31 PM

Selected Candidate/Employer Record

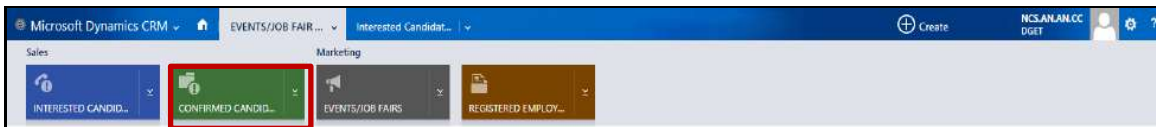
4. To confirm a stakeholder's participation in the job fair, click the **Qualify** link.



Qualify Link

10.11 Confirmed Candidates/Employers

1. Click **Microsoft Dynamics CRM > Job Fair Management > Confirmed Candidates/Employers**



Confirmed Candidates/Employers Menu

2. The **Confirmed Candidates/Employers** menu contains the list of stakeholders whose participation in the job fair is confirmed.

Confirmation ID	NCSF ID	Name	Stakeholder type	Campaign Code	Email	Phone number
OPP_0048_ID	J1066-2099319	Shra	Job Seeker	Job Fair on 15-11...	shra@bcs4@gmail.com	8967466327
OPP_0047_ID	J1067-2094301	BIGWAL	Job Seeker	Job Fair on 15-11...	anilbawal1983@gmail.com	8027109823
OPP_0049_ID	J10472-151105	Aggarwal	Job Seeker	Job Fair on 15-11...	aggarwal1983@gmail.com	8586994822
OPP_0050_ID	J10472-144449	Aggarwal	Job Seeker	Job Fair on 15-11...	aggarwal1983@gmail.com	8586994822
OPP_0051_ID	J10100-1005107	ALI	Job Seeker	Job Fair on 15-11...	aliover00@gmail.com	8090271677
OPP_0052_ID	J10270-1091484	Grover	Job Seeker	Job Fair on 15-11...	satya.grover@gmail.com	9891242421
OPP_0053_ID	J10270-1106183	Singh	Job Seeker	Job Fair on 15-11...	ajdeepal1983@gmail.com	7500774923
OPP_0055_ID	J10270-1113480		Job Seeker	Job Fair on 15-11...		8071965152
OPP_0056_ID	J10270-1104513		Job Seeker	Job Fair on 15-11...		8285271067
OPP_0057_ID	J10270-1103247		Job Seeker	Job Fair on 15-11...	abhishek341@gmail.com	9950362570
OPP_0058_ID	J10270-1090366		Job Seeker	Job Fair on 15-11...		9654154142
OPP_0059_ID	J10270-1049486	Kumar	Job Seeker	Job Fair on 15-11...	peyreshkumar@gmail.com	9098189100
OPP_0060_ID	J10270-1044416		Job Seeker	Job Fair on 15-11...		9653074002
OPP_0061_ID	J10472-103811	ABDULLAH	Job Seeker	Job Fair on 15-11...	ababdullah7900@gmail.com	8001456183
OPP_0062_ID	J10270-1040200	Sonawani	Job Seeker	Job Fair on 15-11...		8717411747
OPP_0063_ID	J10270-1033374	Kaushik	Job Seeker	Job Fair on 15-11...		9013240338
OPP_0064_ID	J10270-1004430		Job Seeker	Job Fair on 15-11...		8130683995
OPP_0065_ID	J10676-231155	JAINSWAL	Job Seeker	Job Fair on 15-11...	pooranjain01@gmail.com	7595970963
OPP_0066_ID	J10474-1132116	YIL	Job Seeker	Job Fair on 15-11...	vinayak33@gmail.com	8527185348

All Confirmed Candidates/Employers List

11. Reports

This link allows you to view reports of your career Centre published on the NCS portal. You can only view reports of your particular career Centre and not any other establishment.

1. Click the **Reports** link from the left panel. This displays the **Reports** screen with available reports if any.

The screenshot shows the 'Reports' screen on the NCS portal. The navigation menu on the left includes 'Career Center Home', 'View/Update NCS Profile', 'Register User', 'Search User', 'Feedback on Local Services', 'User Management', 'Change Password', 'Cases', 'Announcements', 'Job Fair', 'Reports', 'Event Management', and 'Dashboard Report'. The 'Reports' link is highlighted. The main content area has a header 'Reports (Please select report category from the dropdown list.)' and two dropdown menus for 'Registration Source' (set to 'Career Center') and 'State Name' (set to 'Rajasthan'). Below these is a table titled 'Available Reports' with one entry: 'Rajasthan - Job Seeker Registration by Career Centre.xls'.

Sr.No.	File Name	File Type	File Size
1	Rajasthan - Job Seeker Registration by Career Centre.xls	xls	83.32 KB

Reports Screen

2. Click a report link to view the required report.

12. Event Management

This link allows you to manage events. You can create new events as well as view and update events you have already posted on the NCS portal.

12.1 Create an Event

This link allows you to create an event on the NCS portal.

1. Click the **Create Event** link from the left panel. This displays the **Create Event** screen.

Create Event

Title*

Event Description*

Event Type*

Contact Details

Registration/Event Date Details

Registration Start Date/Time *

Registration End Date/Time *

Event Start Date/Time *

Event End Date/Time *

Address Details

State*

District*

Venue*

Create Event Screen

2. Enter the title (15 characters maximum) for the event
3. Enter the venue details of the event
4. Select the start date for event registration using the calendar and mention the time (hour and minutes) from the hour and minute drop-down lists
5. Select the end date for event registration using the calendar and mention the time (hour and minutes) from the hour and minute drop-down lists
6. Select the start date for the event from the calendar and define the time from the hour and minute drop-down lists
7. Select the end date for the event from the calendar and define the time from the hour and minute drop-down lists
8. Enter a description for the event

9. Select the state where the event would take place from the drop-down list
10. Select the district where the event would take place from the drop-down list
11. The title (15 characters maximum) for the event you enter here displays at the top of the **Create Event** screen in a specific format.

Event Title

12. Click the **Submit** button

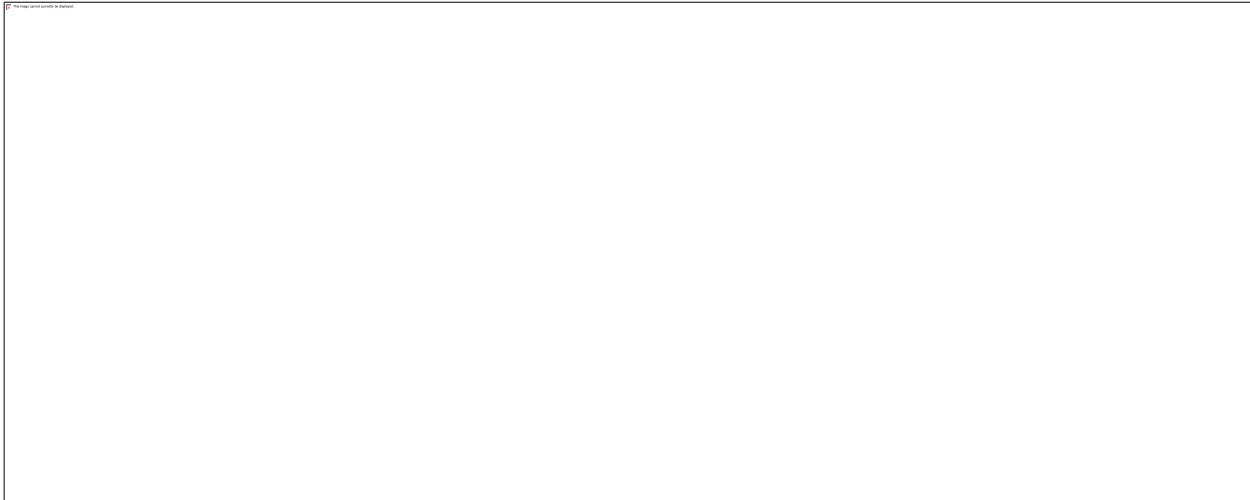
The new event that is created displays on the calendar control of the NCS portal. Applicants (jobseekers, local service providers, and counsellors) can access this screen by clicking the Job Fairs & Events link from the portal's Home page.

12.2 View and Update Events

This link allows you to view the different events you have posted so far on the NCS portal. You can view active as well as inactive events.

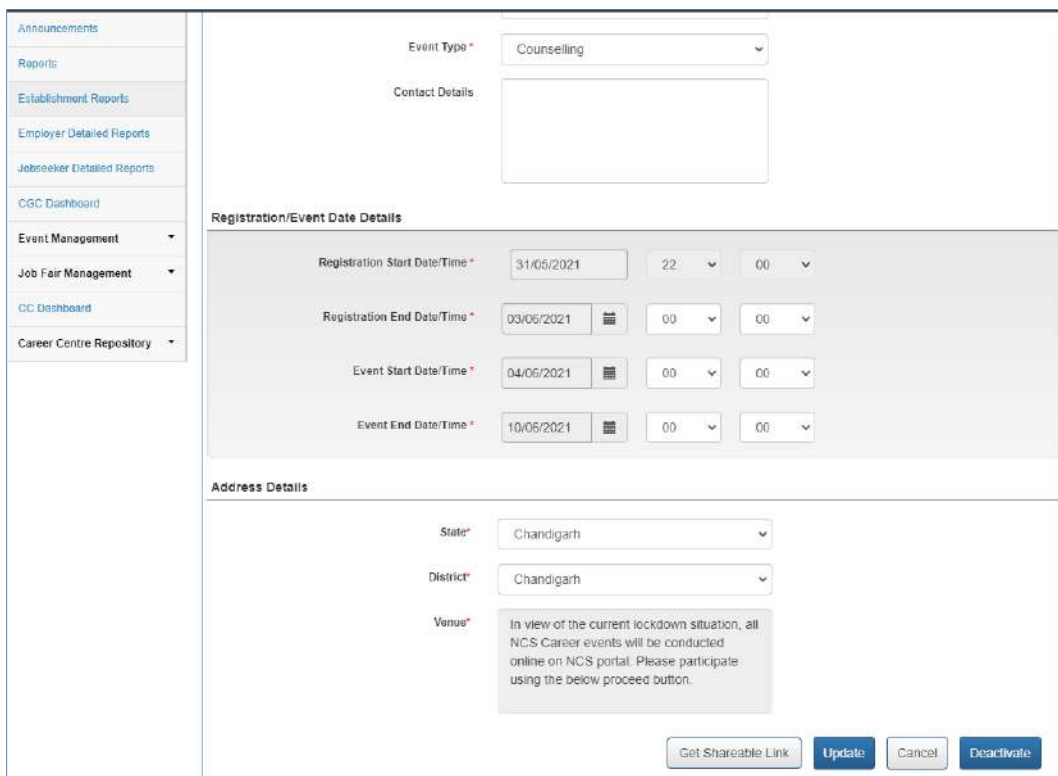
12.2.1 View an Event

1. Click the **View Events** link from the left panel. This displays the **View Events** screen.



View Events Screen

2. Click the **Event ID** link of the required event to view its details. This displays the **Create Event** screen.



Announcements

Reports

Establishment Reports

Employer Detailed Reports

Jobseeker Detailed Reports

CGC Dashboard

Event Management

Job Fair Management

CC Dashboard

Career Centre Repository

Event Type * Counselling

Contact Details

Registration/Event Date Details

Registration Start Date/Time * 31/05/2021 22 00

Registration End Date/Time * 03/06/2021 00 00

Event Start Date/Time * 04/05/2021 00 00

Event End Date/Time * 10/06/2021 00 00

Address Details

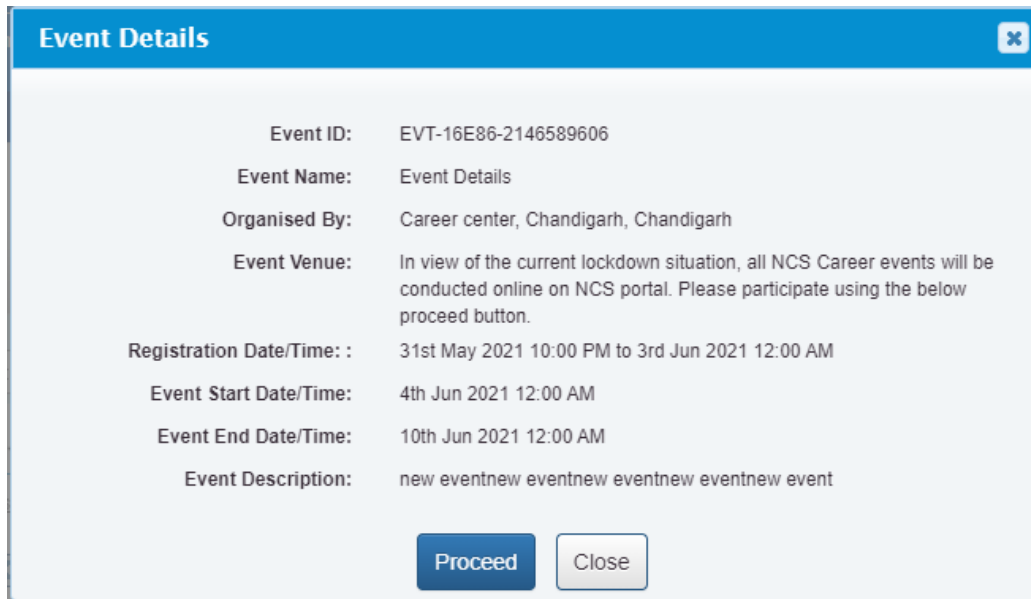
State * Chandigarh

District * Chandigarh

Venue * In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate using the below proceed button.

Get Shareable Link Update Cancel Deactivate

Get Sharable Link will copy the link on the clipboard and this link can be shared with users. When this link is clicked, the Event Details pop up displays.

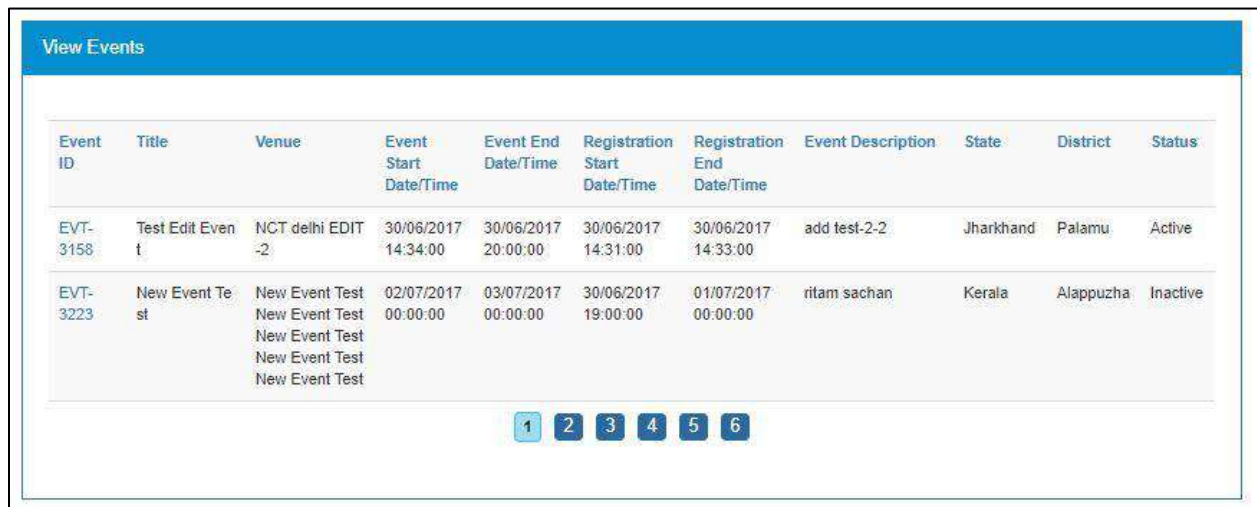


Event Details Pop-up

12.2.2 Edit an Event

The portal enables you to make changes to the details of events that have an Active status.

1. Click the **View Events** link from the left panel. This displays the **View Events** screen.



View Events Screen

2. Click the **Event ID** link of the required event to view its details. This displays the **Create Event** screen.

Create Event

Title*

Venue*

Registration Start Date/Time *	<input style="width: 100%;" type="text" value="30/06/2017"/>	14 ▼	31 ▼
Registration End Date/Time *	<input style="width: 100%;" type="text" value="30/06/2017"/>	14 ▼	33 ▼
Event Start Date/Time *	<input style="width: 100%;" type="text" value="30/06/2017"/>	14 ▼	34 ▼
Event End Date/Time *	<input style="width: 100%;" type="text" value="30/06/2017"/>	20 ▼	00 ▼

Event Description*

State* ▼

District* ▼

Create Event Screen

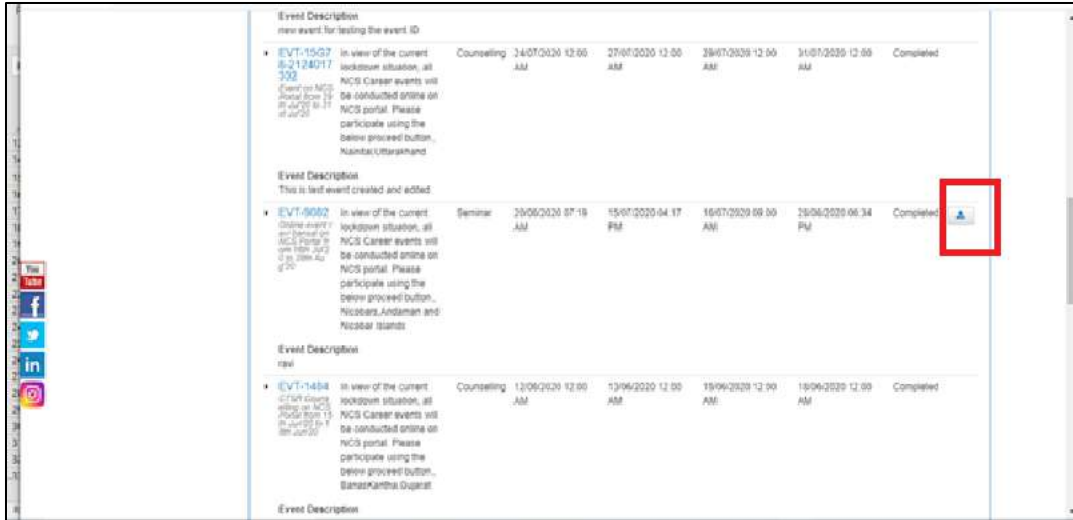
3. Make the required changes.

Note: The portal only allows you to modify specific details of an event.

4. Click the **Update** button.

The changes you make immediately reflected on the calendar control of the NCS portal.

5. A download icon displays along with the status of the event. By clicking this icon, the list of candidates who have participated in that particular event is downloaded. If no jobseeker has participated in the event, the download icon will not display.



S No.	Stakeholder	Organization	Mobile	Email	Name	Highest Education	NCSPIID	Date of participation
1	Jobseeker		9509050928		Rohan Sharma	Graduate	J15F81-132026862643	27 Jun 2020
2								
3								
4								

12.2.3 Deactivate an Event

The portal enables you to deactivate an existing event.

1. Click the **View Events** link from the left panel. This displays the **View Events** screen.

Event ID	Title	Venue	Event Start Date/Time	Event End Date/Time	Registration Start Date/Time	Registration End Date/Time	Event Description	State	District	Status
EVT-3158	Test Edit Event	NCT delhi EDIT-2	30/06/2017 14:34:00	30/06/2017 20:00:00	30/06/2017 14:31:00	30/06/2017 14:33:00	add test-2-2	Jharkhand	Palamu	Active
EVT-3223	New Event Test	New Event Test New Event Test New Event Test New Event Test	02/07/2017 00:00:00	03/07/2017 00:00:00	30/06/2017 19:00:00	01/07/2017 00:00:00	ritam sachan	Kerala	Alappuzha	Inactive

View Events Screen

2. Click the **Event ID** link of the required event to view its details. This displays the **Create Event** screen.

Create Event

Title*

Venue*

Registration Start Date/Time*

Registration End Date/Time*

Event Start Date/Time*

Event End Date/Time*

Event Description*

State*

District*

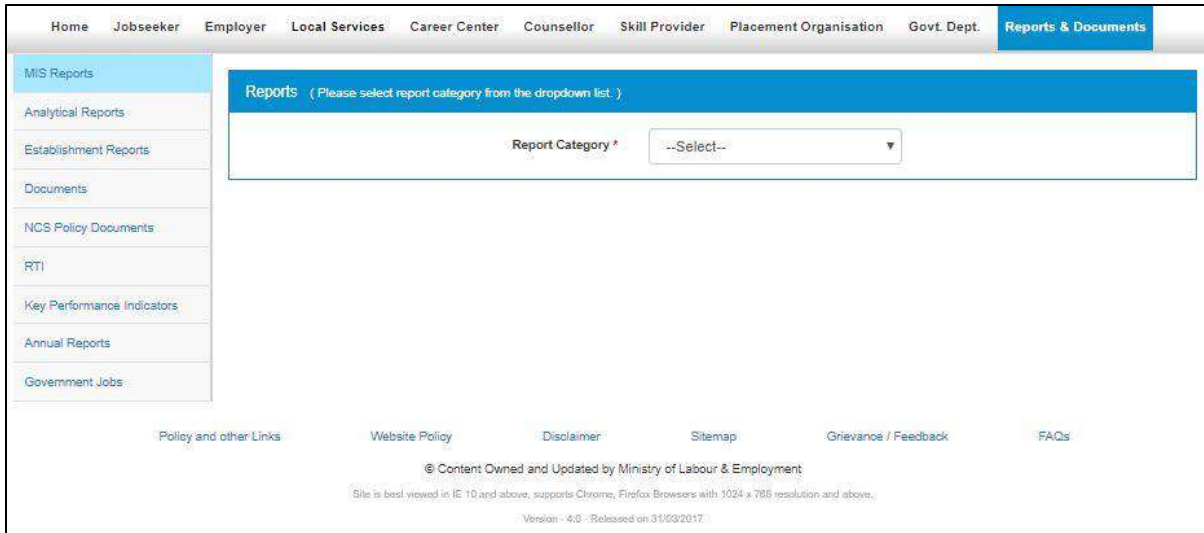
Create Event Screen

3. Click the **Deactivate** button. The status of the said event is set to Inactive.

13. MIS Reports

This link allows you to search for and view published MIS reports. Reports can be searched on the basis of category, name, year and state.

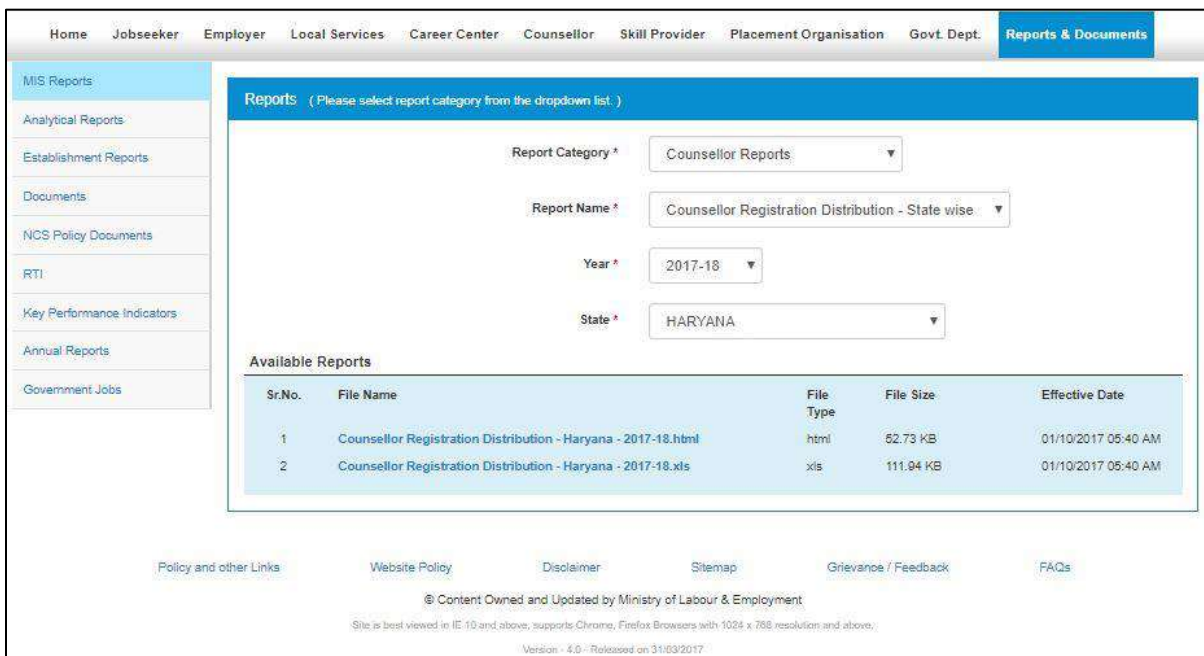
1. Click the **Reports & Documents** link from the top menu bar and then the **MIS Reports** link from the left panel. This displays the **Reports** screen.



Reports Screen

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.



Available Reports

14. Analytical Reports

This link allows you to search for and view published analytical reports. Reports can be searched on the basis of period and state.

1. Click the **Reports & Documents** link from the top menu bar and then the **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. **Reports & Documents**

MIS Reports
Analytical Reports
Establishment Reports
Documents
NCS Policy Documents
RTI
Key Performance Indicators
Annual Reports
Government Jobs

Analytical Reports (Please select report category from the dropdown list.)

Period * --Select--

Policy and other Links Website Policy Disclaimer Sitemap Grievance / Feedback FAQs

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Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024 x 768 resolution and above.
Version - 4.0 - Released on 31/03/2017

Analytical Reports Screen

2. Select the period for which report is required from the drop-down list
3. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. **Reports & Documents**

MIS Reports
Analytical Reports
Establishment Reports
Documents
NCS Policy Documents
RTI
Key Performance Indicators
Annual Reports
Government Jobs

Analytical Reports (Please select report category from the dropdown list.)

Period * 2017-18

State Name * HARYANA

Available Reports

Sr.No.	File Name	File Type	File Size	Effective Date
1	HARYANA - 2017-2018.pdf	pdf	710.3 KB	01/10/2017 11:51 AM

Policy and other Links Website Policy Disclaimer Sitemap Grievance / Feedback FAQs

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Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024 x 768 resolution and above.
Version - 4.0 - Released on 31/03/2017

Available Reports

15. Establishment Reports

This link allows you to search for and view published establishment reports. An establishment can be a government organisation, a placement organisation, private employer, skill providing institute, etc. Reports can be searched on the basis of establishment, state, and district.

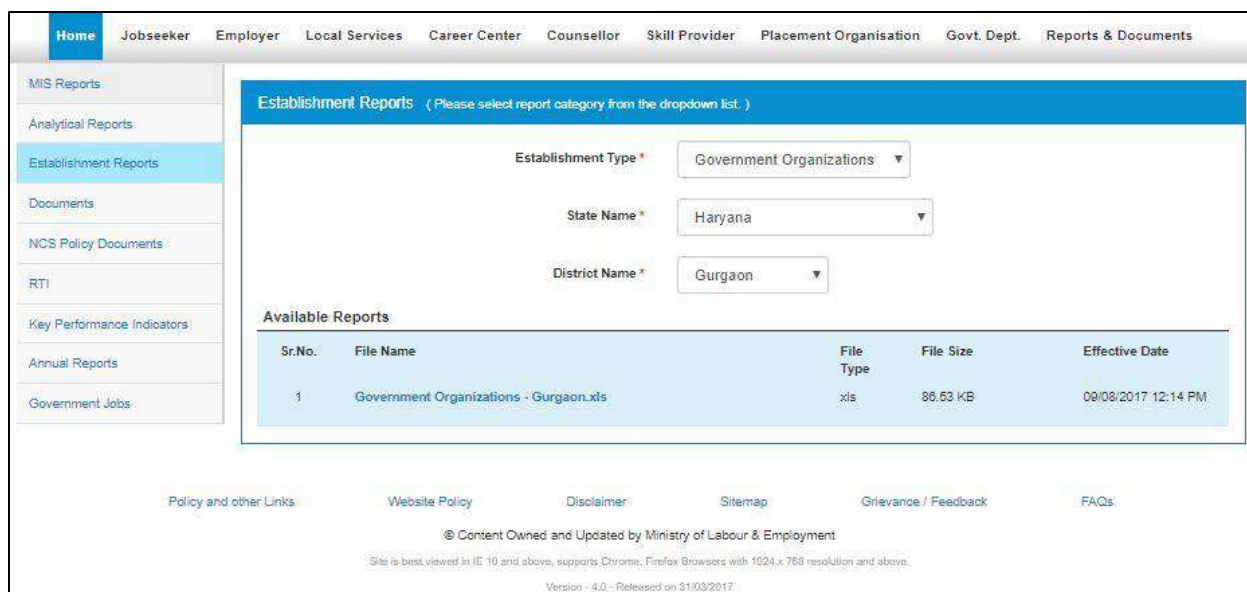
1. Click the **Reports & Documents** link from the top menu bar and then the **Establishment Reports** link from the left panel. This displays the **Establishment Reports** screen.

The screenshot shows the 'Establishment Reports' screen. At the top, there is a navigation bar with links: Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. On the left, a sidebar menu lists various report categories, with 'Establishment Reports' highlighted. The main content area has a blue header with the text 'Establishment Reports (Please select report category from the dropdown list.)'. Below this, there is a form field labeled 'Establishment Type *' with a dropdown menu showing '--Select--'. At the bottom of the page, there are several footer links: Policy and other Links, Website Policy, Disclaimer, Sitemap, Grievance / Feedback, and FAQs. Below these links, there is a copyright notice: '© Content Owned and Updated by Ministry of Labour & Employment.' and a note: 'Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024 x 768 resolution and above.' At the very bottom, it says 'Version -4.0 - Released on 31/03/2017.'

Establishment Reports Screen

2. Select the establishment type from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

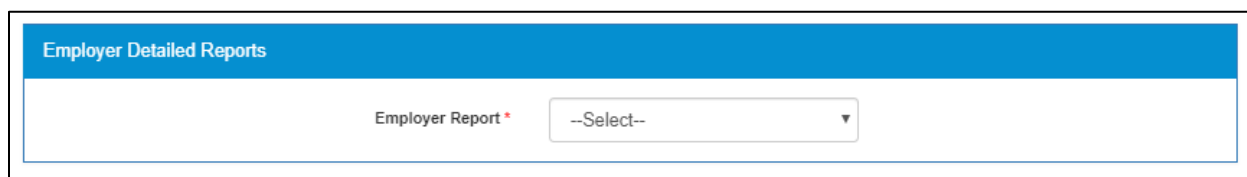


Available Reports

16. Employer Detailed Reports

This link allows you to search for and view published reports on details of registered employers. An employer can be an entity who provides various employment opportunities to portal users. Reports can be searched on the basis of employer, state, and district.

1. Click the **Employer Detailed Reports** link from the left panel. This displays the **Employer Detailed Reports** screen.



Employer Detailed Reports Screen

2. Select the employer report from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Employer Detailed Reports

Employer Report *

State Name *

District Name *

Available Reports

Sr.No.	File Name	File Type	File Size	Effective Date
1	Career Center - Chennai.xlsx	xlsx	16.83 KB	02/05/2019 04:39 PM

Available Reports

17. Jobseeker Detailed Reports

This link allows you to search for and view published reports on details of registered jobseekers. Reports can be searched on the basis of jobseeker, state, and district.

1. Click the **Jobseeker Detailed Reports** link from the left panel. This displays the **Jobseeker Detailed Reports** screen.

Jobseeker Detailed Reports

Jobseeker Report *

Jobseeker Detailed Reports Screen

2. Select the jobseeker report from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Jobseeker Detailed Reports

Jobseeker Report * Career Center Detailed Report ▼

State Name * Tamil Nadu ▼

District Name * Erode ▼

Available Reports

Sr.No.	File Name	File Type	File Size	Effective Date
1	Career Center - Erode.xlsx	xlsx	123.15 KB	03/05/2019 10:31 AM

Available Reports

18. Documents

This link allows you to view documents related to the NCS portal.

1. Click the **Reports & Documents** link from the top menu bar and then the **Documents** link from the left panel. This displays the **Documents** screen.

<ul style="list-style-type: none"> MIS Reports Analytical Reports <li style="background-color: #0070C0; color: white; padding: 2px;">Documents NCS Policy Documents RTI Key Performance Indicators Annual Reports Government Jobs 	<div style="background-color: #0070C0; color: white; padding: 5px;">Documents</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">FileName</th> <th style="text-align: left;">File Size</th> <th style="text-align: left;">File Type</th> <th style="text-align: left;">Created On</th> </tr> </thead> <tbody> <tr> <td>Delhi Job Fair 16Oct2015.pdf</td> <td>368.89 KB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> <tr> <td>Employment_Exchange_Statistics_2015.pdf</td> <td>2.62 MB</td> <td>PDF (Portable Document Format)</td> <td>1/3/2017 3:03 PM</td> </tr> <tr> <td>National Career Services Portal Features.pdf</td> <td>8.62 MB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> <tr> <td>National Classification of Occupations _Vol I- 2015.pdf</td> <td>6.79 MB</td> <td>PDF (Portable Document Format)</td> <td>7/27/2016 5:06 PM</td> </tr> <tr> <td>National Classification of Occupations _Vol II-A- 2015.pdf</td> <td>6.7 MB</td> <td>PDF (Portable Document Format)</td> <td>7/27/2016 5:06 PM</td> </tr> <tr> <td>National Classification of Occupations_Vol II-B- 2015.pdf</td> <td>6.32 MB</td> <td>PDF (Portable Document Format)</td> <td>7/27/2016 5:14 PM</td> </tr> <tr> <td>NCS Launch Brochure PDF High Resolution Conv.pdf</td> <td>2.31 MB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> <tr> <td>Young Professional Recruitment March 2017.pdf</td> <td>608.92 KB</td> <td>PDF (Portable Document Format)</td> <td>3/15/2017 4:35 PM</td> </tr> </tbody> </table>	FileName	File Size	File Type	Created On	Delhi Job Fair 16Oct2015.pdf	368.89 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM	Employment_Exchange_Statistics_2015.pdf	2.62 MB	PDF (Portable Document Format)	1/3/2017 3:03 PM	National Career Services Portal Features.pdf	8.62 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM	National Classification of Occupations _Vol I- 2015.pdf	6.79 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM	National Classification of Occupations _Vol II-A- 2015.pdf	6.7 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM	National Classification of Occupations_Vol II-B- 2015.pdf	6.32 MB	PDF (Portable Document Format)	7/27/2016 5:14 PM	NCS Launch Brochure PDF High Resolution Conv.pdf	2.31 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM	Young Professional Recruitment March 2017.pdf	608.92 KB	PDF (Portable Document Format)	3/15/2017 4:35 PM
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Delhi Job Fair 16Oct2015.pdf	368.89 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM																																		
Employment_Exchange_Statistics_2015.pdf	2.62 MB	PDF (Portable Document Format)	1/3/2017 3:03 PM																																		
National Career Services Portal Features.pdf	8.62 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM																																		
National Classification of Occupations _Vol I- 2015.pdf	6.79 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM																																		
National Classification of Occupations _Vol II-A- 2015.pdf	6.7 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM																																		
National Classification of Occupations_Vol II-B- 2015.pdf	6.32 MB	PDF (Portable Document Format)	7/27/2016 5:14 PM																																		
NCS Launch Brochure PDF High Resolution Conv.pdf	2.31 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM																																		
Young Professional Recruitment March 2017.pdf	608.92 KB	PDF (Portable Document Format)	3/15/2017 4:35 PM																																		

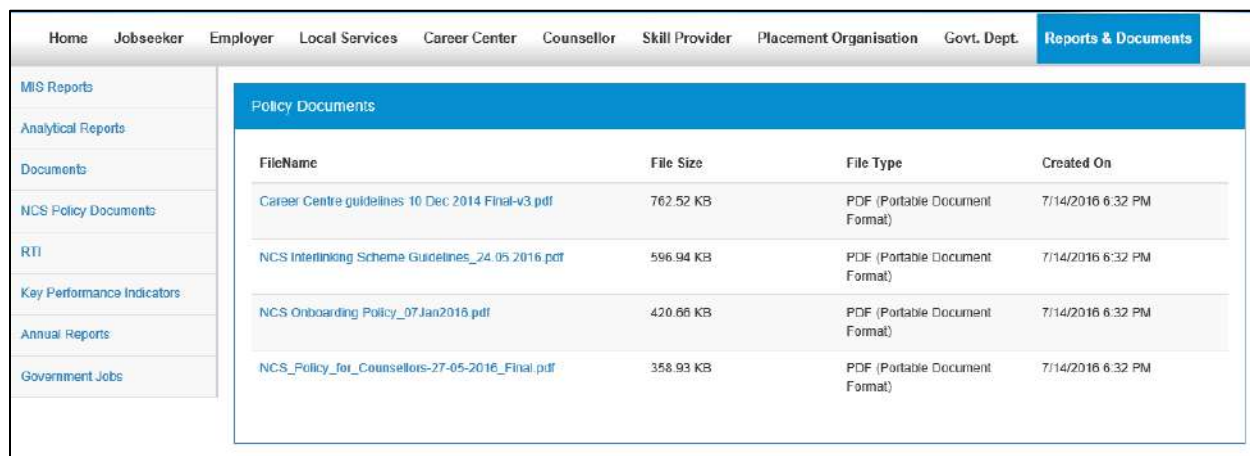
Documents Screen

2. Click the desired link to view the listed documents.

19. NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click the **Reports & Documents** link from the top menu bar and then the **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.



FileName	File Size	File Type	Created On
Career Centre guidelines 10 Dec 2014 Final-v3.pdf	762.52 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	596.94 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Onboarding Policy_07Jan2016.pdf	420.66 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS_Policy_for_Counsellors-27-05-2016_Final.pdf	358.93 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM

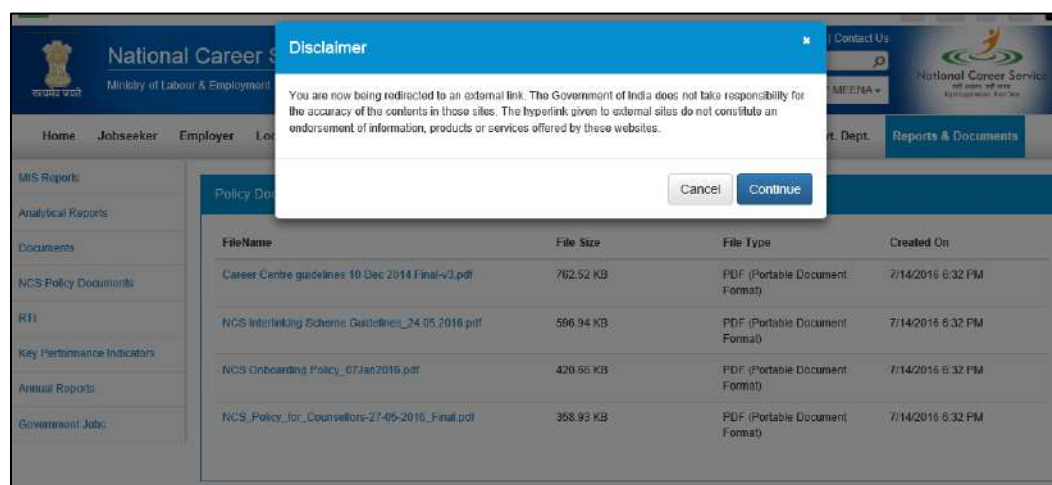
Policy Documents Screen

2. Click the required link to view the listed NCS policies.

20. RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click the **Reports & Documents** link from the top menu bar and then the **RTI** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.



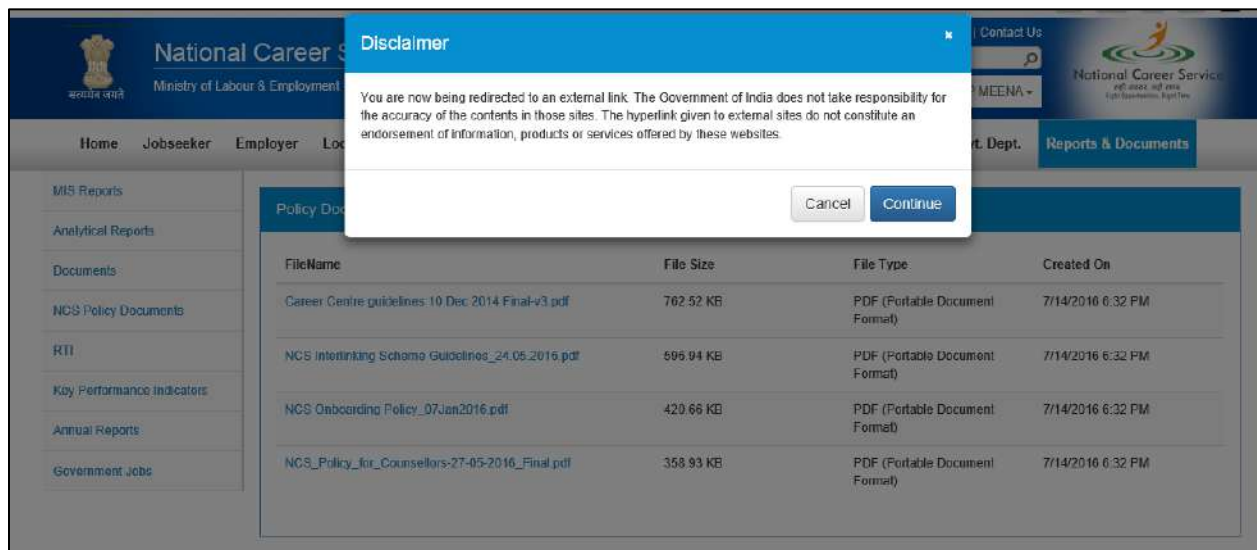
Redirection Notification

2. If you click the **Continue** button, you are navigated to the <http://www.labour.nic.in/applications-and-appeals> page where you can file an RTI.

21. Key Performance Indicators

This link allows you to view key performance indicators.

1. Click the **Reports & Documents** link from the top menu bar and then the **Key Performance Indicators** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.



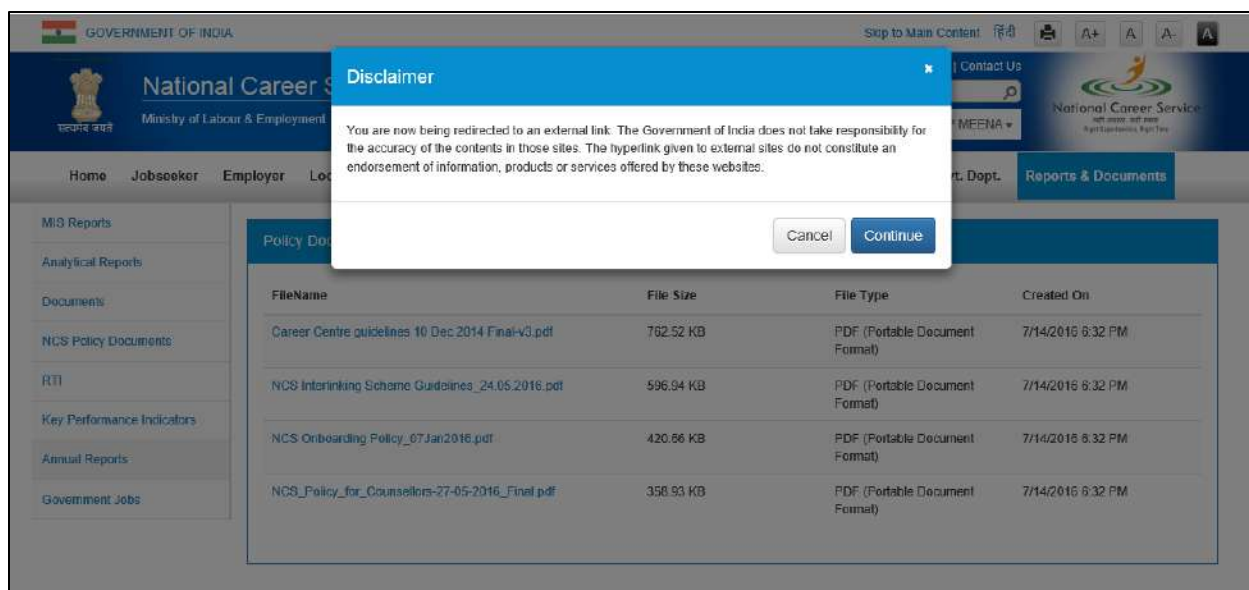
Redirection Notification

2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

22. Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click the **Reports & Documents** link from the top menu bar and then the **Annual Reports** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.



Redirection Notification

2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/annual-reports>.

23. Government Jobs

This link allows you to review all Government jobs available in different ministries and departments. You can also apply to those jobs by accessing the concerned websites and web pages.

1. Click the **Reports & Documents** link from the top menu bar and then the **Government Jobs** link from the left panel. A screen displays listing various Government jobs and URLs for those jobs.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports & Documents						
	#	Ministry	Department	Home Page	Recruitment Page	
MIS Reports	1	Cabinet Secretariat		http://cabsec.nic.in/	http://cabsec.nic.in/vacancy.php	
Analytical Reports	2	Department of Atomic Energy		http://dae.nic.in/	http://www.cae.gov.in/hrd/Opening/Current_Openings.html	
Documents	3	Department of Space		http://dos.gov.in/	http://www.isro.gov.in/careers	
NCS Policy Documents	4	Ministry of Agriculture	Department of Agricultural Research and Education	http://dare.nic.in/	http://www.icar.org.in/en/node/1151	
RTI	5		Department of Agriculture and Cooperation	http://agricoop.nic.in/	http://agricoop.nic.in/Recruitments.aspx	
Key Performance Indicators	6		Department of Animal Husbandry, Dairying and Fisheries	http://dahd.nic.in/	http://dahd.nic.in/notices/recruitment	
Annual Reports	7	Ministry of Ayush		http://ayush.gov.in/	http://ayush.gov.in/tenders-vacancies-and-announcements/vacancies	
Government Jobs						

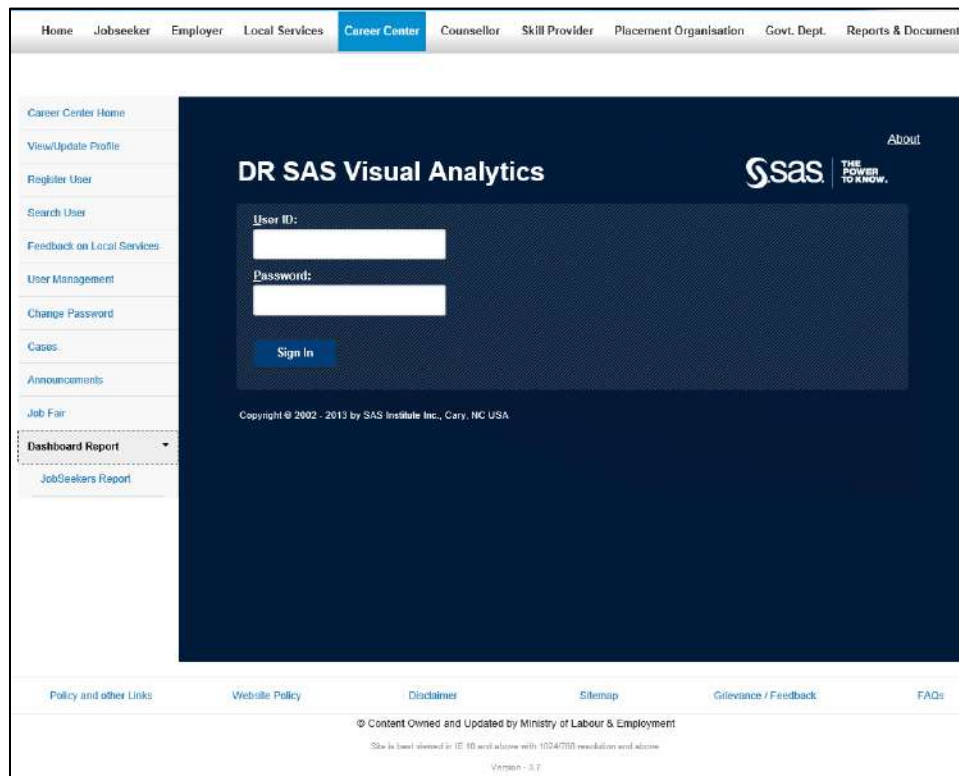
Listed Government Jobs

2. Click the home page link or the recruitment page link of the required listed job post.

24. Dashboard Reports

This link allows you to review reports in a dashboard. The dashboard shows analytical reports in visual and graphical format for jobseekers and employers.

1. Click the **Dashboard Report** link from the left panel. The panel displays two additional links, that is, **JobSeekers Report** and **Employer Dashboard**.



Visual Analytics Login

2. Click the required link. This displays a pop-up with the login to access the Visual Analytics tool.
3. Enter your career Centre credentials (User ID and password) to access the report

27. Career Centre Repository

This link allows you to access information stored in the Career Centre knowledge repository. This repository holds details of the Young Professional (YP) or the Nodal Officer who is associated with the career Centre and career Centre facilities. The knowledge repository is also the place where the career Centre can save and manage useful information such as, details of employers, counsellors, skill providers, Pradhan Mantri Kaushal Vikas Yojana (PMKVY) Centres,

knowledge partners of the career Centre (universities, colleges, professional institutes, etc.), details of state portals, blogs, social handles, etc., and even miscellaneous data, for future reference.

By clicking the **Career Centre Repository** link from the left panel, you can access links associated with different areas of this repository.



Career Centre Repository Links

27.1 YP/Nodal Officer Details

This link enables you to add your (as a YP or Nodal Officer user) details on the NCS portal.

1. Click the **YP/Nodal Officer Details** link from the left panel. The **YP/Nodal Officer Details** screen displays.

A screenshot of the 'YP/Nodal Officer Details' form. The form has a blue header with the text 'YP/Nodal Officer Details'. Below the header, there are three input fields: 'YP/Nodal Officer Name*', 'YP/Nodal Officer Contact No.*' (with a placeholder '10 digit Mobile Number'), and 'YP/Nodal Officer Email ID*' (with a placeholder 'name@example.com'). Below the input fields is a blue 'Submit' button.

YP/Nodal Officer Details Screen

2. Enter your details in the **YP/Nodal Officer Name**, **YP/Nodal Officer Contact No.**, and **YP/Nodal Officer Email ID** fields.
3. Click the **Submit** button. Your details are saved to the NCS portal.

Note: When a new YP/Nodal Office takes over they should update their information on this screen. In this manner details of the new YP/Nodal Officer are saved as a new record in the portal.

Note: Unless the details of an YP/Nodal Officer are saved to the NCS portal, they cannot enter data in any other screen of the **Career Centre Repository**.




The screenshot shows a web form titled "YP/Nodal Officer Details". At the top, a green message states "Details have been saved successfully." Below this, there are three input fields: "YP/Nodal Officer Name*" with the value "navneet", "YP/Nodal Officer Contact No.*" with the value "9654982668", and "YP/Nodal Officer Email ID*" with the value "navneet@gmail.com". A blue "Submit" button is located at the bottom of the form.

Details Saved Message

27.2 Centre Facilities

This link allows you to add details about the facilities of your career Centre.

1. Click the **Centre Facilities** link from the left panel. The **Centre Facilities** screen displays.



The screenshot shows a web form titled "Center Facilities". It contains three input fields: "Physical Infrastructure*", "Services*", and "Resources*", all of which are currently empty. A blue "Save" button is positioned at the bottom of the form.

Centre Facilities Screen

2. Enter facility details in the **Physical Infrastructure**, **Services**, and **Resources** fields.
3. Click the **Save** button.

Center Facilities

Details have been saved successfully.

Physical Infrastructure*

Services*

Resources*

[Save](#)

Details Saved Message

27.3 Employer/Industry Details

This link allows you to save details of various employers you interact with as a career Centre user. This information is saved for future usage. You can add details of new employers and also edit details of existing employers.

Click the **Employer/Industry Details** link from the left panel to display the **Employer/Industry Details** screen.

Employer/Industry Details

Sr. No.	Employer's Name	Contact No.	Email ID	Employer's UID	Registration on NCS(Y/N)	Created By	Updated By	Edit
1	Raja Ram Mohan Roy Trust	9873653400	rajarmmtadmin@gmail.com		N	Navya	Rohit	Edit

[+ Add More](#)

Employer/Industry Details Screen

27.3.1 Add Employer/Industry Details

1. Click the **+Add More** button. The **Employer/Industry Details** pop-up displays.

Employer/Industry Details Pop-up

2. Enter mandatory details of the employee in the **Employee Name, Address, Contact No.,** and **Email ID** fields.
3. Enter details in the other (optional) fields: **Sector, Employer's UID, Registered with EPFO/ESIC, EPFO/ESIC ID, Additional Information,** and **Registration on NCS (Y/N).**
4. Click the **Save** button. The details are saved and display on the **Employer/Industry Details** screen.

Sr. No.	Employer's Name	Contact No.	Email ID	Employer's UID	Registration on NCS(Y/N)	Created By	Updated By	
1	Raja Ram Mohan Roy Trust	9873653400	rajarmmtadmin@gmail.com		N	Navya	Rohit	Edit
2	Ishan Institute of Higher Studies	9862236749	ishan_insthst@gmail.com		N	Rohit	-	Edit

Details Saved Message

27.3.2 Edit Employer/Industry Details

1. Click the **Edit** link of the required employee details that you want to modify. The **Employer/Industry Details** pop-up displays.

Employer/Industry Details Pop-up

2. Update the details as required.
3. Click the **Update** button. The changes are saved and display on the **Employer/Industry Details** screen.

Sr. No.	Employer's Name	Contact No.	Email ID	Employer's UID	Registration on NCS(Y/N)	Created By	Updated By
1	Raja Ram Mohan Roy Trust	9873653400	rajarmtadmin@gmail.com		N	Navya	Rohit
2	Ishan Institute of Higher Studies	9862236733	ishan_insthst@gmail.com		N	Rohit	Rohit

Details Saved Message

27.4 Counsellor Details

This link allows you to save details of career counsellors that you deal with. This information is saved for future usage. You can add information of new career counsellors and also edit details of existing ones.

Click the **Counsellor Details** link from the left panel to display the **Counsellor Details** screen.

Counsellor Details							
Sr. No.	Counsellor's Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Jaya Lakshmi	9645624378	jayalaxcc@gmail.com	Y	Navya	Rohit	Edit
2	Reena Kumar	9867529108	reenakradmin@careerzoom.com	N	SHika	Rohit	Edit

[+ Add More](#)

Counsellor Details Screen

27.4.1 Add Counsellor Details

1. Click the **+Add More** button. The **Counsellor Details** pop-up displays.

Counsellor Details Pop-up

2. Enter details in the mandatory fields: **Counsellor's Name**, **Address**, **Contact No.**, and **Email ID**.
3. Enter details in the other (optional) fields: **Specialization/Major**, **Full/Part Time**, **Availability (No. of hours in a week)**, **Additional Information**, and **Registration on NCS (Y/N)**.
4. Click the **Save** button. The details are saved and display on the **Counsellor Details** screen.

Counsellor Details							
Details have been saved successfully.							
Sr. No.	Counsellor's Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Jaya Lakshmi	9645624378	jayalaxcc@gmail.com	Y	Navya	Rohit	Edit
2	Reena Kumar	9867529108	reenakradmin@careerzoom.com	N	SHika	Rohit	Edit
3	Tarun Kumar	9856241118	trkumarcounsellor@gmail.com	N	Rohit	-	Edit

[+ Add More](#)

Details Saved Message

27.4.2 Edit Counsellor Details

1. Click the **Edit** link of the career counsellor whose details you want to edit. The **Counsellor Details** pop-up displays.

Home | About us | Contact Us

Counsellor Details ✕

Counsellor's Name* <input style="width: 90%;" type="text" value="Tarun Kumar"/>	Specialization/Major: <input style="width: 90%;" type="text"/>
Full / Part Time <input style="width: 90%;" type="text"/>	Address* <input style="width: 90%;" type="text" value="Flat No. 450, Ganga Nagar, Nah"/>
Availability (No. of hours in a week) <input style="width: 90%;" type="text" value="0"/>	Contact No.* <input style="width: 90%;" type="text" value="9856241218"/>
Email ID* <input style="width: 90%;" type="text" value="trkumarcounsellor@gmail.com"/>	Additional Information <input style="width: 90%;" type="text"/>
Registration on NCS(Y/N) <input checked="" type="radio"/> No <input type="radio"/> Yes	

Counsellor Details Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **Counsellor Details** screen.

Counsellor Details							
Details have been saved successfully.							
Sr. No.	Counsellor's Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Jaya Lakshmi	9645624378	jayalaxcc@gmail.com	Y	Navya	Rohit	Edit
2	Reena Kumar	9867529108	reenakradmin@careerzoom.com	N	SHika	Rohit	Edit
3	Tarun Kumar	9856241218	trkumarcounsellor@gmail.com	N	Rohit	Rohit	Edit
							+ Add More

Details Saved Message

27.5 Skill/Training Provider Details

This link allows you to save data related to skill and training providers you interact with as a career Centre user. This information is saved for future reference. You can add details of new skill and training providers and also edit details of existing ones.

Click the **Skill/Training Provider Details** link from the left panel to display the **Skill/Training Provider Details** screen.

Skill/Training Provider Details							
Sr. No.	Skill Provider's/ITI Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Nav Yug Skill Providing Institute	9812456789	navyugskp@gmail.com	N	Navya	Rohit	Edit
							+ Add More

Skill/Training Provider Details Screen

27.5.1 Add Skill/Training Provider Details

1. Click the **+Add More** button. The **Skill/Training Provider Details** pop-up displays.

The image shows a pop-up window titled "Skill/Training Provider Details". It contains several input fields: "Skill Provider's/ITI Name*" (empty), "Address*" (empty), "Contact No.*" (containing "10 digit Mobile Number"), "Email ID*" (containing "name@example.com"), and "Additional Information" (empty). There are also radio buttons for "Registration on NCS(Y/N)" with "No" selected. At the bottom right, there are "Save" and "Cancel" buttons.

Skill/Training Provider Details Pop-up

2. Enter mandatory information in the **Skill Provider's/ITI Name**, **Address**, **Contact No.**, and **Email ID** fields.
3. Enter details in the other (optional) fields: **Additional Information** and **Registration on NCS (Y/N)**.
4. Click the **Save** button. The details are saved and display on the **Skill/Training Provider Details** screen.

The image shows the "Skill/Training Provider Details" screen. At the top, a green message states "Details have been saved successfully." Below this is a table with the following data:

Sr. No.	Skill Provider's/ITI Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Nav Yug Skill Providing Institute	9812456789	navyugskp@gmail.com	N	Navya	Rohit	Edit
2	Ravindra Institute of Technology	9654378654	raviinstadmin@gmail.com	N	Rohit	-	Edit

At the bottom right of the table area, there is a "+ Add More" button.

Details Saved Message

27.5.2 Edit Skill/Training Provider Details

1. Click the **Edit** link of the skill or training provider whose details you want to edit. The **Skill/Training Provider Details** pop-up displays.

Skill/Training Provider Details

Skill Provider's/ITI Name: Ravindra Institute of Technology

Address*: 45, Kumar Colony, Navalgarh R

Contact No.*: 9654378654

Email ID*: raviinstadmin@gmail.com

Additional Information: [Empty text area]

Registration on NCS(Y/N): No Yes

[Update] [Cancel]

Skill/Training Provider Details Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **Skill/Training Provider Details** screen.

Skill/Training Provider Details

Details have been saved successfully.

Sr. No.	Skill Provider's/ITI Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Nav Yug Skill Providing Institute	9812456789	navyugskp@gmail.com	N	Navya	Rohit	Edit
2	Ravindra Institute of Technology	9654378331	raviinstadmin@gmail.com	N	Rohit	Rohit	Edit

[+ Add More]

Details Saved Message

27.6 PMKVY Centre

This link allows you to save details of PMKVY Centres you interact with as a career Centre user. This information is saved for future usage. You can add data of existing PMKVY Centres and also edit details of existing ones.

Click the **PMKVY Centre** link from the left panel to display the **PMKVY Centre** screen.

PMKVY Center				
Sr. No.	Contact No.	Email ID	Created By	Updated By
1	9873652890	hotelmgmt_dehradun@rediffmail.com	Rohit	-
				Edit

[+ Add More](#)

PMKVY Centre Screen

27.6.1 Add PMKVY Centre Details

1. Click the **+Add More** button. The **PMKVY Centre** pop-up displays.

PMKVY Center ✕

Address*

Email ID*

Contact No.*

Additional Information

PMKVY Centre Pop-up

2. Enter mandatory details of the PMKVY Centre in the **Address**, **Contact No.**, and **Email ID** fields.
3. Enter details in the **Additional Information** (optional) field.
4. Click the **Save** button. The details are saved and display on the **PMKVY Centre** screen.

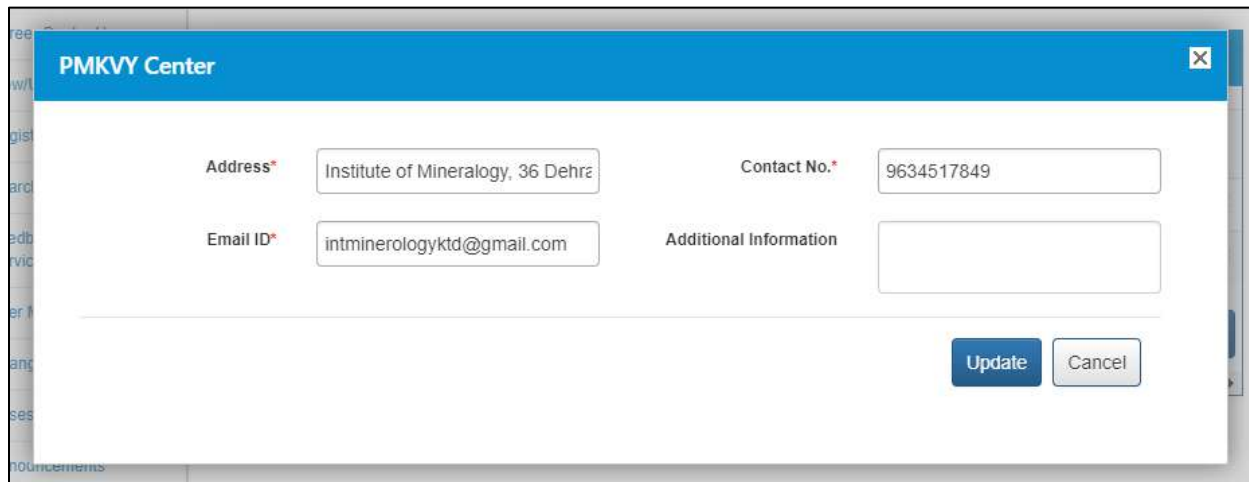
PMKVY Center				
Details have been saved successfully.				
Sr. No.	Contact No.	Email ID	Created By	Updated By
1	9873652890	hotelmgmt_dehradun@rediffmail.com	Rohit	-
2	9634517849	intminerologyktd@gmail.com	Rohit	-
				Edit
				Edit

[+ Add More](#)

Details Saved Message

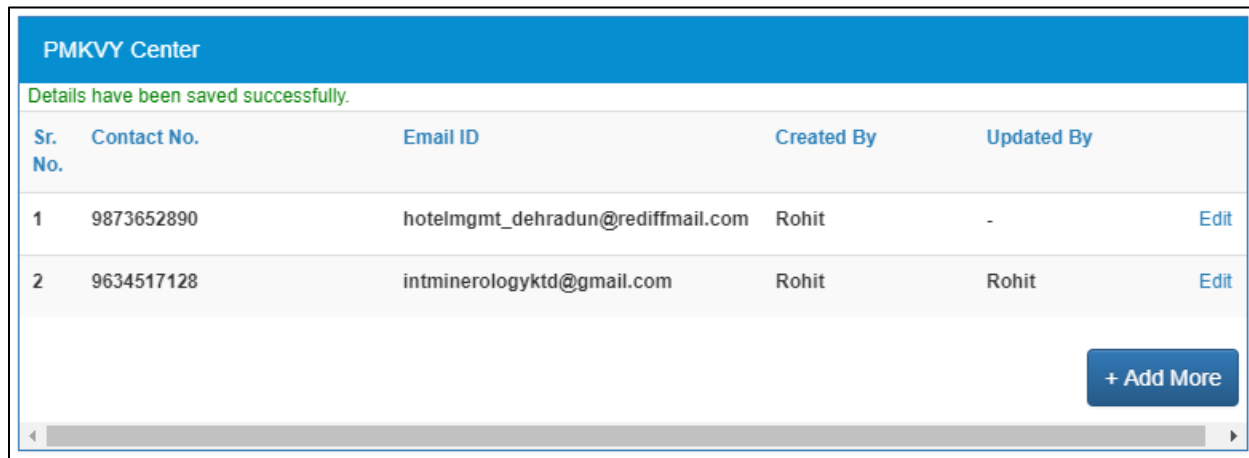
27.6.2 Edit PMKVY Centre Details

1. Click the **Edit** link of the required PMKVY Centre whose information you want to modify. The **PMKVY Centre** pop-up displays.



PMKVY Centre Pop-up

2. Update the details as required.
3. Click the **Update** button. The changes are saved and display on the **PMKVY Centre** screen.



Sr. No.	Contact No.	Email ID	Created By	Updated By	
1	9873652890	hotelmgmt_dehradun@rediffmail.com	Rohit	-	Edit
2	9634517128	intminerologyktd@gmail.com	Rohit	Rohit	Edit

Details Saved Message

27.7 Knowledge Partners

This link allows you to save details of various knowledge partners (universities, college, and professional institutions) associated with your career Centre. This information is saved for future usage. You can add information of new knowledge partners and also edit details of existing ones.

Click the **Knowledge Partners** link from the left panel to display the **Knowledge Partners** screen.

Knowledge Partners (University / Colleges / Professional Institutions)					
Sr. No.	Institution Name	Contact No.	Created By	Updated By	
1	Doon University	9856234578	Rohit	-	Edit

[+ Add More](#)

Knowledge Partners Screen

27.7.1 Add Knowledge Partner Details

1. Click the **+Add More** button. The **Knowledge Partners** pop-up displays.

Knowledge Partners (University / Colleges / Professional Institutions) ✕

Institution Name*	<input type="text"/>	Address*	<input type="text"/>
Designation	<input type="text"/>	Mobile*	<input type="text" value="10 digit Mobile Number"/>
Additional Information	<input type="text"/>		

Knowledge Partners Pop-up

2. Enter details in the mandatory fields: **Institution Name**, **Address**, and **Mobile**.
3. Enter details in the other (optional) fields: **Designation** and **Additional Information**.
4. Click the **Save** button. The details are saved and display on the **Knowledge Partners** screen.

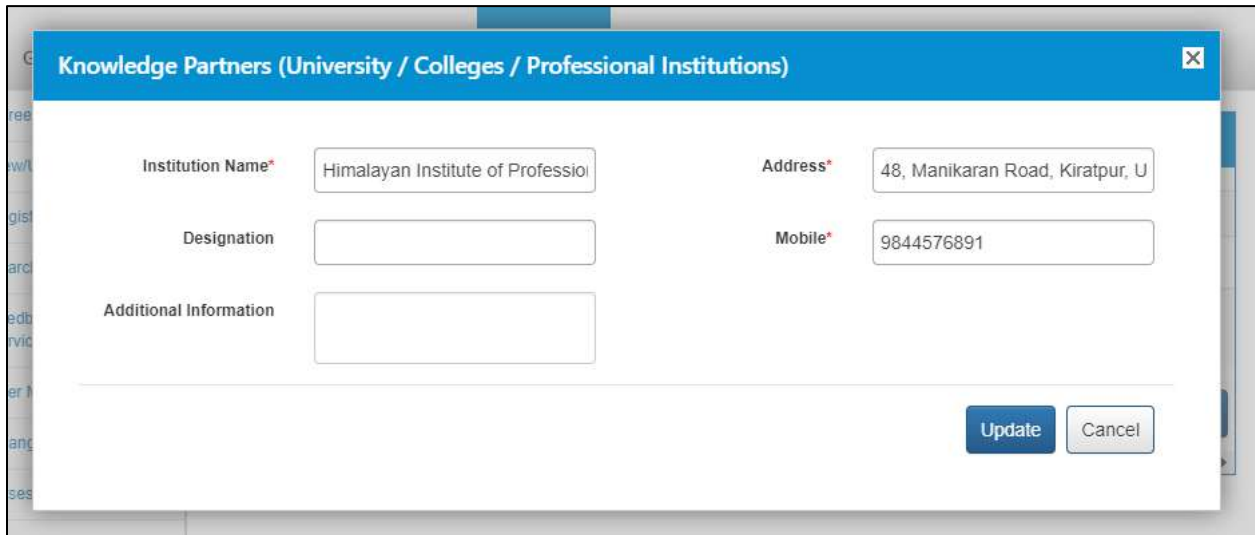
Knowledge Partners (University / Colleges / Professional Institutions)					
Details have been saved successfully.					
Sr. No.	Institution Name	Contact No.	Created By	Updated By	
1	Doon University	9856234578	Rohit	-	Edit
2	Himalayan Institute of Professional Studies	9844576891	Rohit	-	Edit

[+ Add More](#)

Details Saved Message

27.7.2 Edit Knowledge Partner Details

1. Click the **Edit** link of the knowledge partner whose details you want to edit. The **Knowledge Partners** pop-up displays.



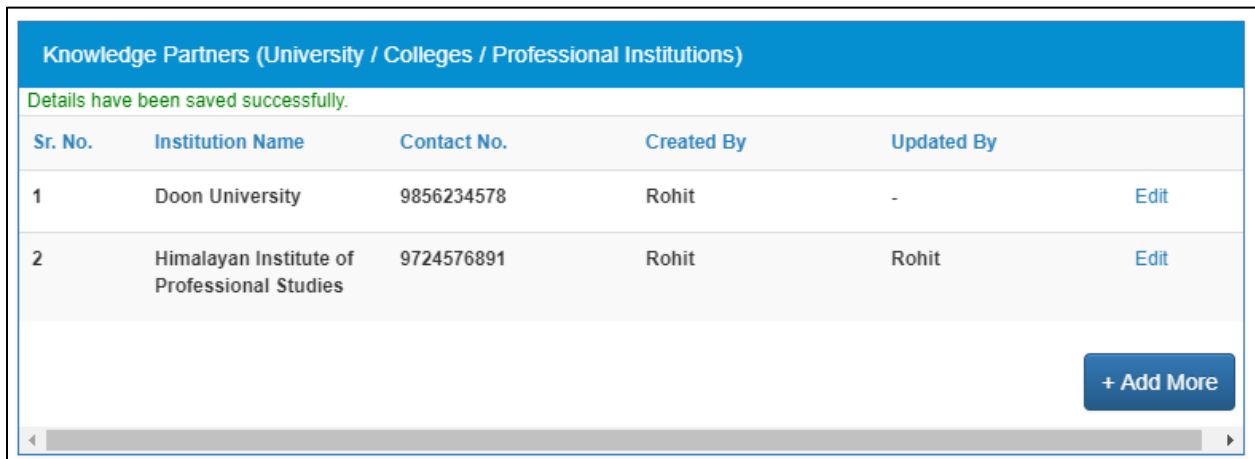
The screenshot shows a pop-up window titled "Knowledge Partners (University / Colleges / Professional Institutions)". It contains a form with the following fields:

- Institution Name***: Himalayan Institute of Professional Studies
- Address***: 48, Manikaran Road, Kiratpur, U
- Designation**: (empty)
- Mobile***: 9844576891
- Additional Information**: (empty)

At the bottom right of the form, there are two buttons: "Update" and "Cancel".

Knowledge Partners Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **Knowledge Partners** screen.



The screenshot shows the "Knowledge Partners (University / Colleges / Professional Institutions)" screen. A green message at the top states "Details have been saved successfully." Below this is a table with the following data:

Sr. No.	Institution Name	Contact No.	Created By	Updated By	
1	Doon University	9856234578	Rohit	-	Edit
2	Himalayan Institute of Professional Studies	9724576891	Rohit	Rohit	Edit

At the bottom right of the table, there is a button labeled "+ Add More".

Details Saved Message

27.8 Miscellaneous Information

This link allows you to save miscellaneous information for future reference. You can add new miscellaneous information and also edit details of existing entries.

Click the **Miscellaneous Information** link from the left panel to display the **Miscellaneous Information** screen.

Miscellaneous Information					
Sr. No.	Miscellaneous Information	Additional Information	Created By	Updated By	
1	Linneaus Institute of Geology	Institute specializes in providing courses on study of Himalayan Geology and Geospatial studies	SHika	Rohit	Edit
2	Kedar Prakashan	Publishing House in Dehradun that provides short term publishing courses to students and summer internships	SHika	Rohit	Edit

[+ Add More](#)

Miscellaneous Information Screen

27.8.1 Add Miscellaneous Information

1. Click the **+Add More** button. The **Miscellaneous Information** pop-up displays.

Miscellaneous Information Pop-up

2. Enter information in either of these fields (or both as required): **Miscellaneous Information** and **Additional Information**.
Note: The portal will display a warning message if both the fields on the pop-up are left empty and you click the **Save** button.
3. Click the **Save** button. The details are saved and display on the **Miscellaneous Information** screen.

Miscellaneous Information					
Details have been saved successfully.					
Sr. No.	Miscellaneous Information	Additional Information	Created By	Updated By	
1	Linneaus Institute of Geology	Institute specializes in providing courses on study of Himalayan Geology and Geospatial studies	SHika	Rohit	Edit
2	Kedar Prakashan	Publishing House in Dehradun that provides short term publishing courses to students and summer internships	SHika	Rohit	Edit
3	Ganesh Publishing House		Rohit	-	Edit
+ Add More					

Details Saved Message

27.8.2 Edit Miscellaneous Information

1. Click the **Edit** link of the miscellaneous information you want to edit. The **Miscellaneous Information** pop-up displays.

Miscellaneous Information Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **Miscellaneous Information** screen.

Miscellaneous Information					
Details have been saved successfully.					
Sr. No.	Miscellaneous Information	Additional Information	Created By	Updated By	
1	Linneaus Institute of Geology	Institute specializes in providing courses on study of Himalayan Geology and Geospatial studies	SHika	Rohit	Edit
2	Kedar Prakashan	Publishing House in Dehradun that provides short term publishing courses to students and summer internships	SHika	Rohit	Edit
3	Ganesh Publishing House	Publisher of books for children. Also publishes school and office stationery.	Rohit	Rohit	Edit

[+ Add More](#)

Details Saved Message

27.9 State Portals/Blogs/Other Social Media Handles

This link allows you to save information such as web addresses of state portals, their blogs, and other social media handles (public usernames of various social media channels) of state organizations. This information is saved for future reference. You can add new information and also edit details of existing entries.

Click the **State Portals/Blogs/Other Social Media Handles** link from the left panel to display the **State Portals/Blogs/Other Social Media Handles** screen.

State Portals/Blogs/other social Media Handles					
Details have been saved successfully.					
Sr. No.	State Portals/Blogs/other social Media Handles	Additional Information	Created By	Updated By	
1	http://uk.gov.in/	Home: Uttarakhand Government	SHika	Rohit	Edit
2	http://brvda.uk.gov.in/	Bhagirathi River Valley Development Authority: Government of Uttarakhand	Rohit	-	Edit
					+ Add More

State Portals/Blogs/Other Social Media Handles Screen

27.9.1 Add State Portal/Blog/Other Social Media Handle Details

1. Click the **+Add More** button. The **State Portals/Blogs/Other Social Media Handles** pop-up displays.

State Portals/Blogs/Other Social Media Handles Pop-up

2. Enter information in either of these fields (or both as required): **State Portals/Blogs/Other Social Media Handles** and **Additional Information**.
Note: The portal will display a warning message if both the fields on the pop-up are left empty and you click the **Save** button.
3. Click the **Save** button. The details are saved and display on the **State Portals/Blogs/Other Social Media Handles** screen.

State Portals/Blogs/other social Media Handles					
Details have been saved successfully.					
Sr. No.	State Portals/Blogs/other social Media Handles	Additional Information	Created By	Updated By	
1	http://uk.gov.in/	Home: Uttarakhand Government	SHika	Rohit	Edit
2	http://brvda.uk.gov.in/	Bhagirathi River Valley Development Authority: Government of Uttarakhand	Rohit	-	Edit
3	http://ssa.uk.gov.in/	Website: Sarva Shiksha Abhiyan department Government of Uttarakhand	Rohit		Edit

[+ Add More](#)

Details Saved Message

27.9.2 Edit State Portal/Blog/Other Social Media Handle Details

1. Click the **Edit** link of the data (details of a state portal, blog, or social media handle) you want to edit. The **State Portals/Blogs/Other Social Media Handles** pop-up displays.

State Portals/Blogs/other social Media Handles
✕

State Portals/Blogs/other social Media Handles

State

Additional Information

Website: Sarva Shiksha Abhiyan department

State Portals/Blogs/Other Social Media Handles Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **State Portals/Blogs/Other Social Media Handles** screen.

State Portals/Blogs/other social Media Handles					
Details have been saved successfully.					
Sr. No.	State Portals/Blogs/other social Media Handles	Additional Information	Created By	Updated By	
1	http://uk.gov.in/	Home: Uttarakhand Government	SHika	Rohit	Edit
2	http://brvda.uk.gov.in/	Bhagirathi River Valley Development Authority: Government of Uttarakhand	Rohit	-	Edit
3	http://ssa.uk.gov.in/	Website: Sarva Shiksha Abhiyan department Government of Uttarakhand	Rohit	Rohit	Edit

[+ Add More](#)

Details Saved Message

Chapter- 3

Procedure related to- JOBSEEKER

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1. Overview

A jobseeker or candidate is a person who is looking for a viable employment (job) opportunity. The National Career Service (NCS) portal provides ample employment opportunities to these jobseekers. To get a job through the NCS portal as a jobseeker, you need to first register yourself on the portal. The registration allows you to search and apply for jobs on the portal. You can also view and update your profile on the portal after registration.

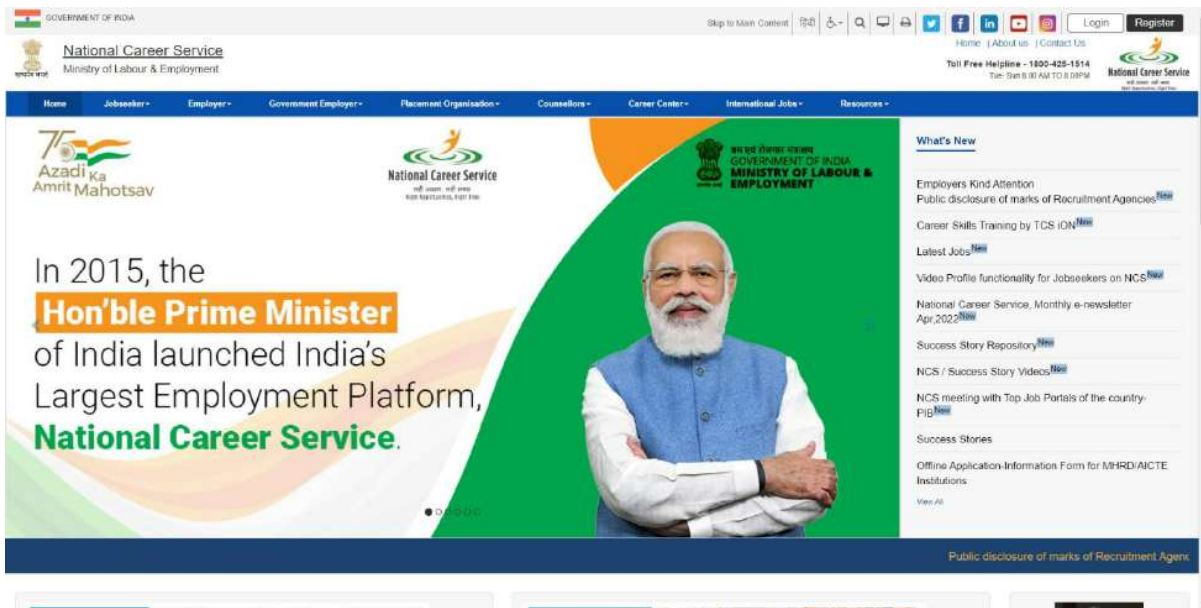
The jobseeker module covers the following functionality:

- Jobseeker Home
- View/Edit Jobseeker Profile
- Video Profile
- Search Jobs
- Jobs Applied
- Find Skill Provider
- Find Counsellor
- My Interviews
- Grievances / Feedback
- Online Trainings
- TCS iON
- Microsoft Digisaksham
- My Appointments
- Announcements
- Templates
- Preferences
- Job Fair and Events
- View and Download CV
- NCS Registration Card

2. Getting Started

2.1 Access the Application

To access the National Career Service portal (NCS Portal), open URL <https://www.ncs.gov.in>. The Home page will be displayed.



NCS Portal Home Page

2.2 Signup/Registration

The Jobseeker needs to register on the NCS portal. **Register** button allows you to initiate the registration process. The registration process allows you to create a password and generate a user name for future logins to use the other functionalities. Alternatively, you can navigate to **Login** page and initiate the registration.

Login Section

1. Click the **New User? Sign Up** button from the **Login** section. The **Registration** screen displays.
2. Select the Unique Identification type (UAN Number (EPFO), UAN Number (E-SHRAM), PAN card or Others) from the drop-down list

Note: Selecting the Others option enables you to choose any one of the following identifications types: Driving License, Voter's Identity Card, Passport, or Aadhaar Card.

3. Enter Unique Identification number based on the Unique Identification type
4. Select your date of birth from the calendar

Note: Use the **Check** button to see if the entered UID already exists.

The image shows a registration form titled "Registration" with a blue header. The form includes the following fields and options:

- Register As***: A dropdown menu with "Jobseeker" selected.
- Unique Identification(UID) Type***: A dropdown menu with "UAN Number" selected.
- Unique Identification(UID) Number***: A text input field containing a masked number.
- Date of Birth***: A date picker showing "07/05/1992".
- Check**: A blue button to submit the registration.

Register As Screen

5. Select the Jobseeker option from the **Register As** drop-down list. This displays the **Registration** screen for a jobseeker user.

The image shows the full registration form for a jobseeker user. The form is titled "Registration" and includes the following fields and options:

- Register As***: A dropdown menu with "Jobseeker" selected.
- Unique Identification(UID) Type***: A dropdown menu with "UAN Number (EFTC)" selected.
- Unique Identification(UID) Number***: A text input field containing "07520000000".
- Date of Birth***: A date picker showing "07/05/1992".
- First Name***: A text input field.
- Middle Name***: A text input field.
- Last Name***: A text input field.
- Gender***: Radio buttons for "Male", "Female", and "Transgender".
- State***: A dropdown menu with "Goindw" selected.
- Guardian/Father's Name***: A text input field.
- Highest Education Level***: A dropdown menu with "Selected" selected.
- Email ID***: A text input field containing "name@domain.com".
- Mobile Number***: A text input field containing "991" and "10 digit Mobile Number".
- Password***: A text input field with a strength indicator.
- Repeat Password***: A text input field with a strength indicator.
- Choose Your Stream***: A dropdown menu with "Selected" selected.
- Employment Status***: A dropdown menu with "Selected" selected.
- Key Skills***: A text area with a list of skills: "Please enter maximum 8 key skills, i.e. Nursing, Pharmacy, Laboratory, Speechcraft, Support Staff, Driving, Coaching, Planning, Jams, Data Entry, Accounts, Sales etc."
 - Add Key Skills from below when you complete Registration.
 - Add Skills to be single word.
 - No special characters allowed.
 - All letters can not start with number.
 - All Missing Pharmacy Laboratory, Speechcraft, Support Staff, Driving, Coaching, Planning, Jams, Data Entry, Accounts, Sales etc.
- Are you interested to be an employer Job?***: Radio buttons for "Yes" and "No".
- Preferred Region***: A text input field.
- Add your occupation***: A text input field with a note: "Enter search and select occupation. Note: Multiple occupations can be selected."
- Enter Security Code***: A CAPTCHA image showing "C 7 J V Q".
- I agree to terms and conditions (click here)**: A checkbox.
- Submit** and **Cancel**: Buttons at the bottom of the form.

Registration Screen

6. Enter your first name
7. Enter the middle name
8. Enter the last name
9. Select the appropriate gender radio button
10. Select a state from the drop-down list
11. Select a district from the drop-down list

Note: The District drop-down list only displays after the name of a states is selected from the State drop-down list.
12. Enter guardian or father's name.
13. Select your highest education level from the drop-down list.
14. Select you Education Qualification.
15. Select your Specialization.
16. Select your Board/University.
17. Select your Year of Passing.
18. Select your medium of Education.
19. Select your Nature of Course.
20. Enter your Email ID.
21. Enter your ten-digit mobile number. You can only enter a unique mobile number, on entering already used mobile number on the NCS portal, the system will display a validation message.
22. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %).
23. Retype the same password for confirmation
24. Select the username option that would be used for logging in to the NCS portal.
25. Select the Employment Status from the Dropdown.
26. Enter your job preferences or key skills (enter multiple skills as required)
27. Select the "Are you Interested in International Jobs" radio button.
28. Select the Preferred Region from the list.
29. Search and select the Occupation.
30. Enter security code as shown in the displayed image
31. Check the **I agree to terms and conditions** check box. To read the terms and conditions document of the NCS portal, click the **Click Here** link.
32. Click the **Submit** button. After successful registration the **Registration Status** screen displays and a One Time Password (OTP) is send to your mobile number and also to your email ID (if mentioned during the registration).

The screenshot shows a 'Registration Status' page with a blue header. Below the header, it displays 'User NCS ID is - J[redacted]'. The main content is divided into two sections: 'Verify Mobile via OTP' and 'Verify Email via OTP'. Each section contains a text prompt, a text input field with the placeholder 'Please enter verification code', and a blue 'Verify' button. Below each input field, there are links for 'Resend' and 'Edit' (Mobile Number or Email ID).

Registration Status Screen

- 33. Enter the OTP verification code which you receive on registered mobile number and then the OTP which you receive on your email ID (mentioned in the User Details section of the registration form) by clicking the respective **Verify** button.

Note: Whenever the user’s email ID is updated, the same needs to be verified.

Note: Click on **Resend** link, if you do not receive the OTP.

- 34. After entering the OTP, Click on **Submit** button. Your account will be created successfully.

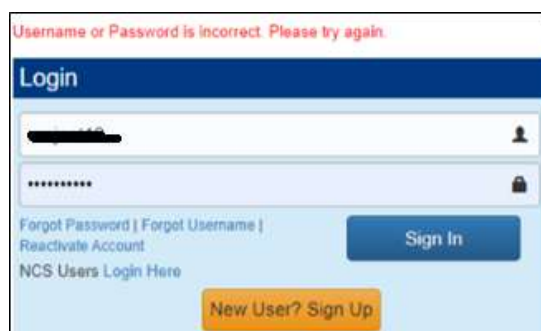
The screenshot shows a 'Registration Status' page with a blue header. The main content area has a yellow background and displays the following text: 'User Registration is complete', 'User NCS ID is - J[redacted]', 'Your OTP has been verified.', and 'Click here to proceed.'. At the bottom, there is a 'Toll Free Helpline' section with the number '1800-425-1514' and the operating hours 'Open Tue - Sun 08:00am to 08:00pm'.

Successful Registration Notification

2.3 Log into the NCS Portal

1. Enter login ID
2. Enter password
3. Click the **Sign In** button. This displays the **Jobseeker** home screen.

Note: If you consecutively enter the wrong password. In such a case the **Forgot Password** option is enabled that allows you to reset your password.



Incorrect Password Notification

After login, the portal would display a message in case you have used your PAN card as the unique identification type during the registration process and the PAN verification fails.

Your PAN verification can fail due to an incorrect PAN, Name, or Date of Birth (DOB).

However, PAN verification failure will not prevent you from accessing all the features that are available on the portal. Moreover, you can update or edit the required details and then again wait for verification to be successful with the newly updated details.

2.4 Profile Completeness

The home screen also displays the current completeness of your profile on the portal. The same can be seen from the **Profile Completeness** section. A profile completeness progress bar displayed in this section, shows (in percentage) the completeness of your profile.



Profile Completeness Progress Bar

2.5 Check Profile Completeness

Click the **Help** link, from the **Profile Completeness** section, to find out the details of your profile's current completeness. This displays the following **Help** pop-up.

Profile completeness weightage depends on following points :-

Jobseeker Profile Field	Location of Field	Mandatory	Condition	Score	Messages
Key Skills	Experience Tab	Yes	Not Provided	0	Key Skills Missing
			count of keywords less than or equal to 4	15	Key Skills Incomplete (less than 4)
			Greater than 4	20	
Highest Education	Education Tab	Yes	Not Provided	0	Highest Education is Missing
			Is Available	15	
Education with Specialization	Education Tab	No	Not Provided	0	Education History Missing
			Partial	5	Education History Incomplete
			Full (all Educational Details according to Highest Education. Refer section below)	10	
Communication Address - State	Communication Tab	Yes	Not Provided	0	Communication Address - Incomplete
			Is Available	10	
Verified Mobile	Personal Info Tab	Yes	Not Verified	0	Mobile number is not verified
			Is Available	10	
Verified Email	Personal Info Tab	No	Not Verified	0	Email is not verified
			Is Available	10	
Total Experience	Experience Tab	No	Not Provided	0	Total Experience (Years) Missing
			Is Available	10	
Experience Details	Experience Tab	No	Not Provided	0	Experience History Missing
			Partial	5	Experience History Incomplete
			Full (sum of all Experiences more than or equal to the Total Experience)	10	
Video Profile	Video Profile Link in Left Navigation	No	At least 2 videos (1 "About Me" and 1 one of the other 2) are not approved	0	Video Profile is not approved
			Is Available	5	

Profile Completeness Help Pop-up

Review content for the various profile fields mentioned in the **Messages** column. Observe and note fields where there is incomplete (partial) or missing information.

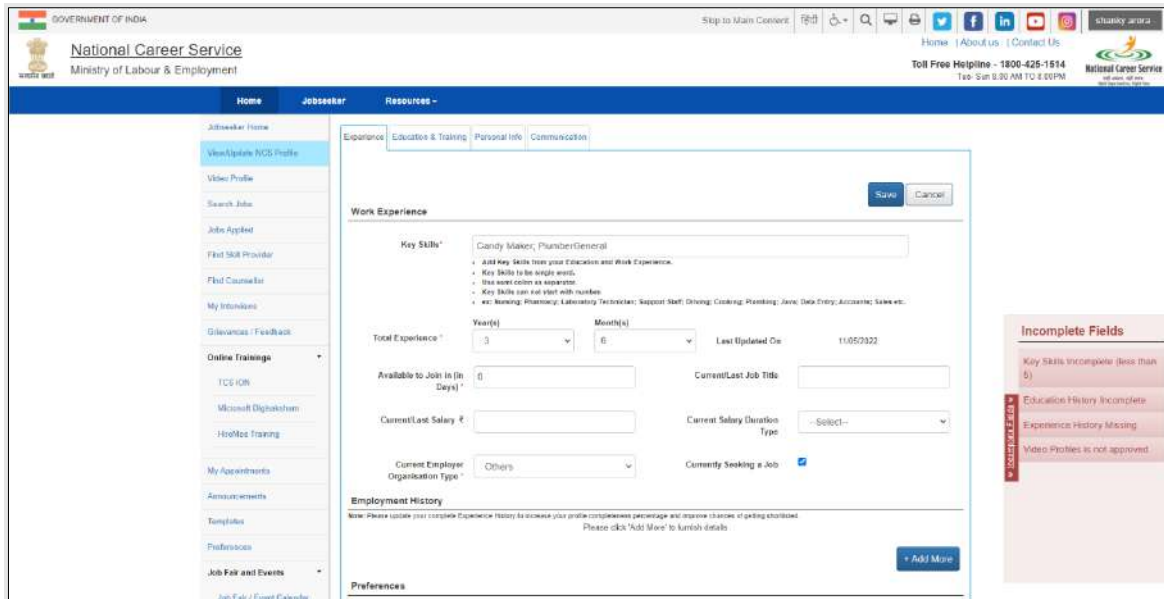
2.6 Update Profile

Click the **Update profile** link, from the **Profile Completeness** section, to begin the process of updating your profile.



To Update Profile, Click "Update Profile" Link

This displays tabs of the **View/Update NCS Profile** screen along with the **Information Required** fly-out on the right-hand side.



Information Required Fly-Out

This fly-out is based on toggle control (click the label to open or close it) and lists links to incomplete fields of your current profile.

By clicking the required link, you can directly access the corresponding profile tab (Experience, Education & Training, etc.) and complete the incomplete or missing information there.

Once all the required information is entered in the appropriate fields, the corresponding links on the **Information Required** fly-out disappear accordingly.

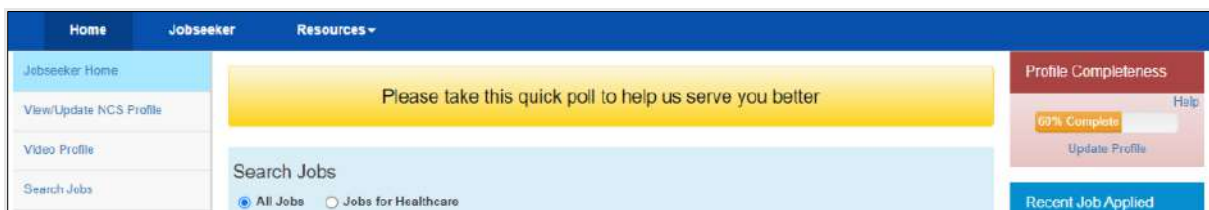
On the other hand, if any of the required fields within the profile tabs remain incomplete, then their link appears and remains available on the **Information Required** fly-out.

2.7 Take Survey

Click the Click here to take survey link to open a questionnaire. Provide responses to all the questions mentioned there.

Once you submit all the answers, you will be redirected to the home page. Also, the message “Thank you for filling the survey on ‘date’. You may again fill the survey after three months.” gets displayed on the dashboard.

In case you have not updated your profile recently, then you will be redirected to the View/Update Profile tab to update your profile first.



Click Here to Take Survey Link

2.8 View/Update Jobseeker Profile

This link allows you to view and update your profile.

1. Click the **View/Update Profile** link from left navigation panel. This displays the Jobseeker profile screen. Here you can add details of your professional experience.

The screenshot displays the 'Work Experience' section of the National Career Service Jobseeker Profile. The form includes the following fields and options:

- Key Skills:** A text input field containing 'teaching'. Below it are instructions: 'Add Key Skills from your Education and Work Experience. Key Skills to be single word. Use semi colon as separator. Key Skills can not start with number. ex: Teaching, Pharmacy, Laboratory Technician, Support Staff, Driving, Cooking, Painting, Java, Data Entry, Accounting, Sales etc.'
- Total Experience:** Year (3) and Month (0) dropdown menus.
- Available to Join in (in Days):** A text input field with the value '5'.
- Current/Last Salary:** A text input field with the value '18000'.
- Current Salary Duration:** A dropdown menu with the value 'Monthly'.
- Current Employer Organisation Type:** A dropdown menu with the value 'Private'.
- Currently Seeking a Job:** A checked checkbox.

The 'Employment History' section contains a table with the following data:

Sector	Real Estate Activities	Employment Organisation Type	Private
Employer Name	rajee real estate	Designation	Dealer
Functional Area	Analytics & Business Intelligence	Functional Role	Chief Information Officer
Start Date	25/9/2011	End Date	1/6/2019
Key Responsibilities	Dealer	Nature of Job	Full Time
Is Current Job	No		

The 'Preferences' section includes a 'Preferred Location' field with the value 'Jaisalmer, Rajasthan' and a 'Job Nature' dropdown menu with the value 'Full Time'.

Experience Screen

2. Select the total years of experience from the drop-down list
3. Enter the days you would take to join the new job (notice period)
4. Enter the professional title for the current/last job
5. Enter the current/last salary
6. Select the current salary duration type from the drop-down list
7. Select the employer type of the current employer from the drop-down list
8. Check the **Currently Seeking a Job** check box, if you are looking for a job

- Click the **Add More** button, to add experience details to the **Employment History** section. Your Highest Education level i.e. any of the “Diploma after 12th, Graduate, PG Diploma, Post Graduate, PG Diploma, then you have to fill the data like “organization Type, Sector, Functional Area, Functional Role, Experience Start Date and End date, in “Add Experience” pop up.

+ Experience	
Employer Name*	vjay real estates
Employer Address*	Model town
State*	Delhi
District*	North West
Employment Organisation Type*	Private
Designation*	Dealer
Nature of Job*	Full Time
Sector*	Real Estate Activities
* Explanatory Note on Sectors	
Functional Area*	Analytics & Business Intelli
Functional Role*	Chief Information Officer
Start Date*	25/05/2011
End Date*	14/05/2019
Is Current Job	<input type="checkbox"/>
Key Responsibilities	Dealer

Add Experience Screen

- Enter the preferred location in the **Preferences** section

Note: The location option that you had selected during the registration process are not updated in the Job Preferences screen as your preferred location. Nevertheless, if you change the location options on the Communication screen of your profile, the same changes are updated here in the preferred location field.

Note: However, once your location preference is saved on the Job Preferences screen, then the changes you make to your location on the Communication screen will not reflect here on the Job Preferences screen.

- Select nature of job from the drop-down list
- Select shift timings from the drop-down list
- Click the **Save** button, to save the entered details
- Click the **Education & Training** tab. The **Education & Training** screen displays.

Experiences | **Education & Training** | Personal Info | Communication

Details have been saved successfully.

Save Cancel

Education & Training Details

Highest Education Level* Graduate

Education History

Note: Please update your complete Experience History to increase your profile completeness percentage and improve chances of getting shortlisted

Upload Final Marksheet: DigLocker Connect Upload Passing Certificate/Degree: DigLocker Connect Edit

Education	B.A. B.Ed. (Bachelor Of Arts Bachelor Of Education)	Specialization/Major	Arts and Education
Board/University	JADAVPUR UNIVERSITY, KOLKATA	Institute	VIPS
Entry Date	April 2012	Year of Passing	July 2015
Grade/Percentage/Percentile	Grade	Grade/Percentage/Percentile Value	A
Nature of Course	Full	Medium of Education	Other Language (English)

+ Add More

Other Qualifications / Trainings / Courses

Please click 'Add More' to furnish details

+ Add More

Save Cancel

Education & Training Screen

15. Select the highest education level from the drop-down list and then click the **Save** button.
16. Click the **Add More** button, to add your education details. The **+ Add Education** pop-up displays.

+ Add Education

Education* B.A. B.Ed. (Bachelor Of Specialization/Major* Arts and Education

Board/University* JADAVPUR UNIVERSITY, KC Institute jadavpur

Entry Date 2018 March Year of Passing* 2021 March

Medium of Education* Other Language (Englis Nature of Course* Full

Grade/Percentage/Percentile Grade B

Save Cancel

+ Add Education Pop-up

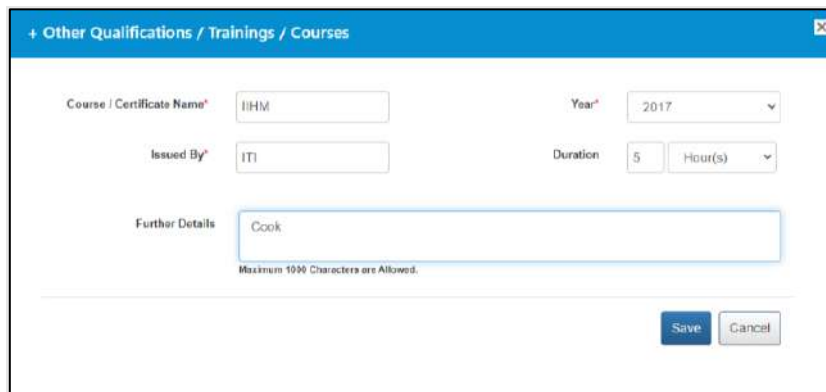
17. Select an education level from the drop-down list
18. Select specialization from the drop-down list
19. Enter name of the board or university
20. Enter name of the institute
21. Select entry date from the year and month drop-down lists
22. Select year of passing from the year and month drop-down lists
23. Select the medium of education from the drop-down list
24. Select the nature of course from the drop-down list

25. Enter grade/percentage/percentile value
26. Click the **Save** button, to save the entered details

Note: You can mention multiple records of your educational history and information regarding additional qualifications (as required) here. You can also upload the digital copies of those very records with corresponding mark sheet (wherever required) to the DigiLocker application.

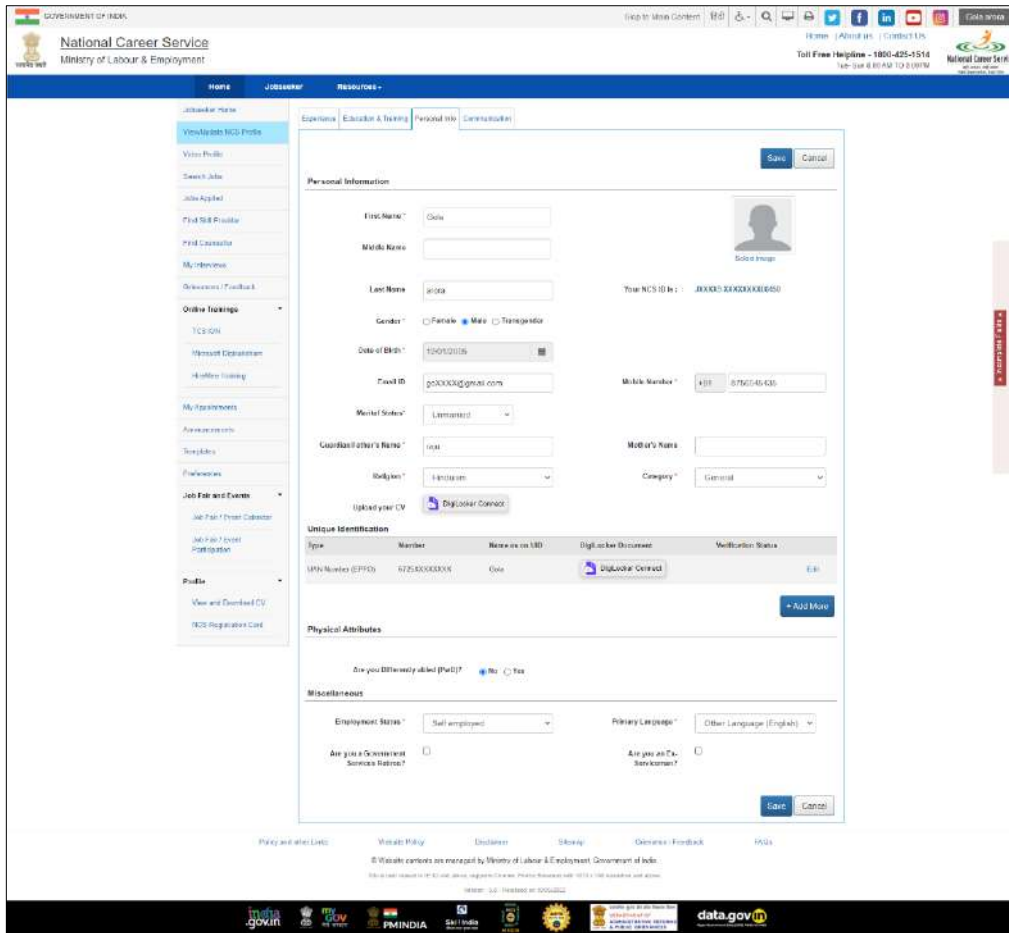
[Click here](#) to know how DigiLocker application works.

27. Click the **Add More** button, to add details of other certifications you have earned. The **+ Other Qualifications / Trainings / Courses** pop-up displays.




+ Other Qualifications / Trainings / Courses Pop-up

28. Enter name of the certification
29. Select year of completing the certificate from the drop-down list
30. Enter name of the institution that issued the certificate
31. Enter duration (months) for the certification course
32. Enter additional details about the certification
33. Click the **Save** button, to save the entered details
34. Click the **Personal Info** tab. The **Personal Information** screen displays.



Personal Information Screen

35. Select the appropriate gender  radio button from the **Personal Information** section
36. Select your date of birth from the calendar
37. Enter Email ID (if not entered)
38. Click Verify Email link to get entered Email ID verified

Note: A verified email ID is a mandatory requirement for completing the profile as per the requirement of Government exams. Every time you change your email ID, the same has to be verified through an OTP that is send to the same email. After, changing your email ID here, when you click the **Save** button to save your changes, the portal redirects you the OTP verification page.

39. On updating mobile number, the system will take you to verify updated mobile number by asking OTP number. On entering correct OTP, the mobile number will be updated. On updating the mobile number with already used mobile number on NCS will display a validation message and the system will not update the mobile number.
40. Select your marital status from the drop-down list
41. Enter name of your spouse
42. Enter your guardian or father’s name
43. Enter your mother’s name
44. Select religion from the drop-down list
45. Select category from the drop-down list

Note: The **Upload Caste Certificate** field and the corresponding **Upload** link will only be available if you select an option from the category drop-down list, other than the "General Category option.

[Click here](#) to know how DigiLocker application works.

46. Upload Your CV to DigiLocker

[Click here](#) to know how DigiLocker application works.

47. Click the **Edit** link, if you want to change the Unique Identification details

- i. Click the **Add More** button, if you wish to add a new identification detail. The **+ Unique Identification** pop-up displays.
- ii. Select the Unique Identification type from the drop-down list
- iii. Enter Unique Identification number
- iv. Click the **Save** button

Note: You can mention details of different identification documents here and even upload the digital copies of those documents to the DigiLocker application.

[Click here](#) to know how DigiLocker application works.

48. Select the **Yes** radio button, if you are differently abled, otherwise select **No** in the **Physical Attributes** section

49. Select type of disability from the drop-down list

50. Select working capacity from the drop-down list

51. Select if you have full or partial disability

52. Select disability percentage from the drop-down list

53. Select the **Yes** radio button, if you have a certificate otherwise select **No**

Note: The **Certificate Number**, **Certificate Issued By**, **Certificate Issue Date**, and **Upload Differently Abled Certificate** fields are activated if you select the **Yes** option.

54. Enter the certificate number

55. Enter the name of the authority that issued the certificate

56. Select the date when the certificate was issued

57. Upload your disability certificate to the DigiLocker application.

[Click here](#) to know how DigiLocker application works.

58. Select the employment status from the drop-down list in the **Miscellaneous** section

59. Select the primary language from the drop-down list

60. Check the "Are you a Government Services Retiree?" check box, if you have retired from government service

61. Check the "Are you an Ex-Serviceman?" check box, if you are an ex-serviceman

62. Click the **Save** button, to save the entered details

63. Click the **Communication** tab. The **Communication** screen displays.

Experience Education & Training Personal Info **Communication**

Save Cancel

Current Address

Address 1* 260 model town Address 2

Address 3 State* Uttar Pradesh

District* Gautam Buddha Nagar Sub-District/Taluka/Tehsil* Gautam Buddha Nagar

City/ Village* Greater Noida Pin Code* 456363

Phone +91 STD Landline

Permanent Address Same as above

Address 1* 45 tilak nagar Address 2

Address 3 State* Delhi

District* North West Sub-District/Taluka/Tehsil* North West

City/ Village* Rohini Pin Code* 110004

Phone +91 STD Landline

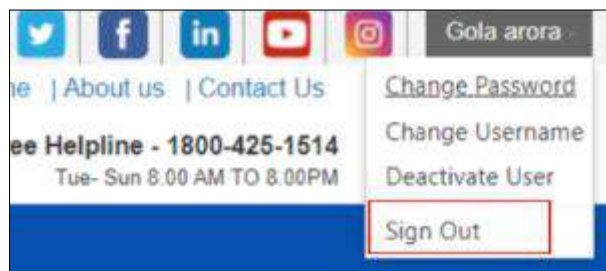
Save Cancel

Communication Screen

64. Enter the address
65. Select a state from the drop-down list
66. Select a district from the drop-down list
67. Select a sub-district, taluka, or tehsil from the drop-down list
68. Select the name of city or village from the drop-down list
69. Enter the pin code
70. Enter the landline number with area code
71. Check **Same as above** check box if your permanent and current address are same
72. Click the **Save** button, to save the entered details

2.9 Logout of the application

At any point user can logout by using the **Sign Out** option.



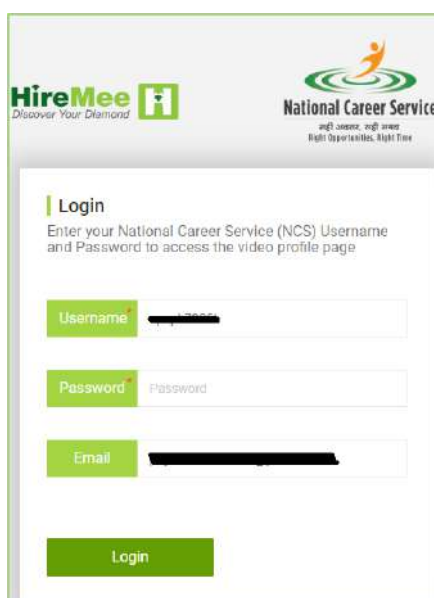
Sign Out Screen

3. Video Profile

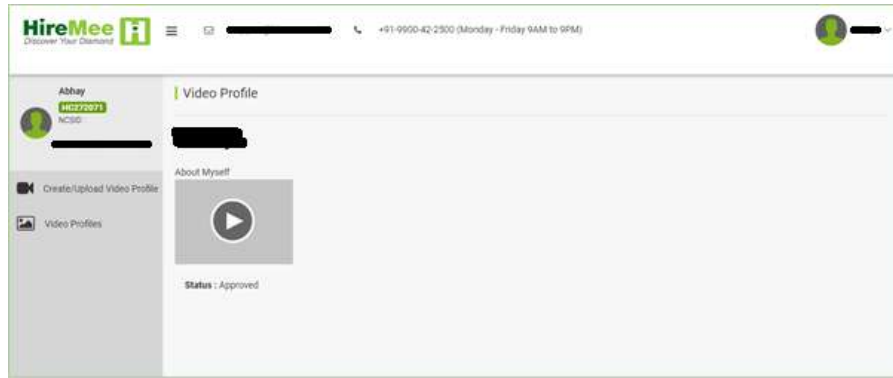
This functionality enables you to create your video profile on the NCS portal

After logging in, go to the Video Profile option displayed on the left panel of the Jobseeker’s dashboard. Showcase your ability to recruiters using short video clips as video clips increase the chances of getting shortlisted by recruiters. Three videos of 20 seconds each can be created for the following areas namely: ‘About Myself’, ‘My Skills’, and ‘Area of Interest’.

1. Click the Video Profile tab from the left navigation
2. Then click the ‘Click here to manage your video profile link’
3. A disclaimer pop up appears to inform that you will now be redirected to an external link
4. Click Continue
5. You are redirected to HireMee Login screen
6. Username and password will be same as NCS portal credentials
7. Click Login
8. Click the Create/Upload Video profile link
9. Click Start Recording (your system will ask you to switch on the inbuilt camera)
10. Describe your professional skills and save the video. The said video clip will start uploading once you are done
11. Similarly create video for ‘About Myself’ and ‘Area of Interest’ and save
12. Your video profile is now complete
13. The system will check the content of your video and will either approve or disapprove these videos

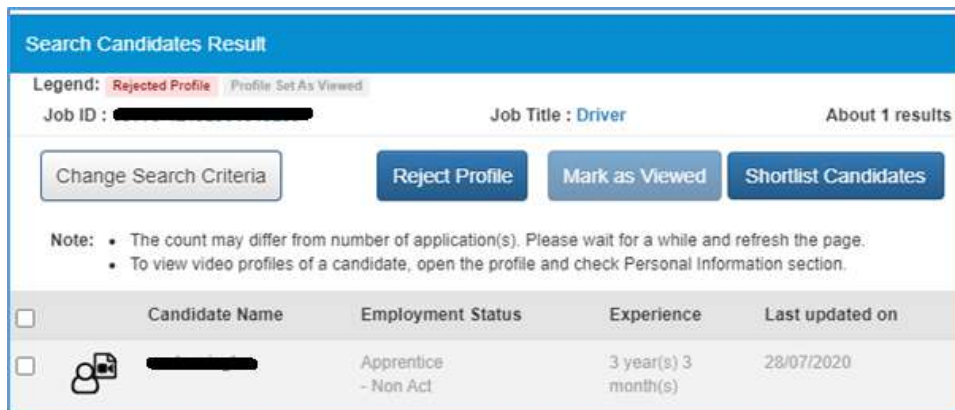


HireMee Login Screen



Approved Video

Note: If your video Profile is complete and 'Approved' the recruiter can see a video profile icon along with your name, when they search for candidates against a particular job posting.



Search Candidates Result Screen

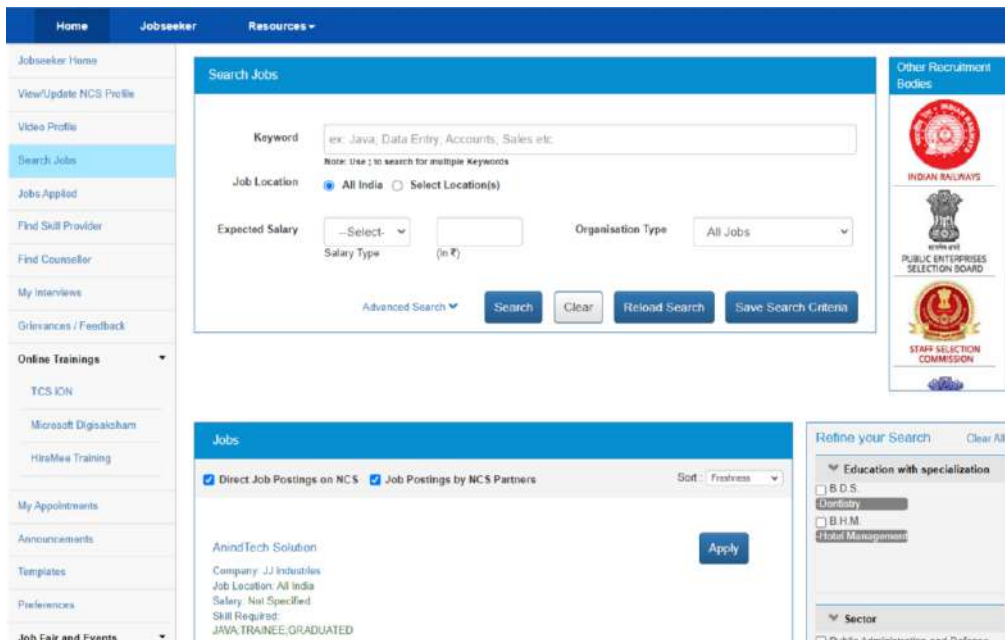
14. If a you are disabled and have updated your Profile with Disability details, your profile completeness percentage will not depend on Video Profile completeness. Therefore, if you have completed their Key Skills, Education, Experience, and verified Email, their profile completeness will be 100% without filling their Video Profile.

4. Search Jobs

You can search for available jobs vacancies on the portal in a number of ways: using the Search Jobs link from the left navigation menu or from a specific job category displayed on the Home page.

This link allows you to search for jobs based on your specific requirements.

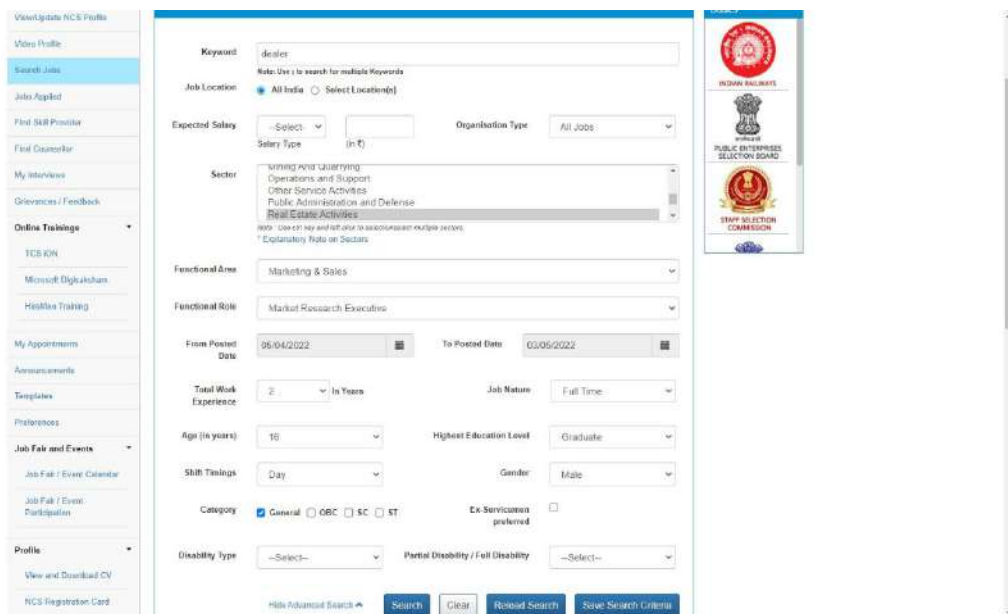
1. Click the **Search Jobs** link from the left panel. The **Search Job** screen displays.



Search Job Screen

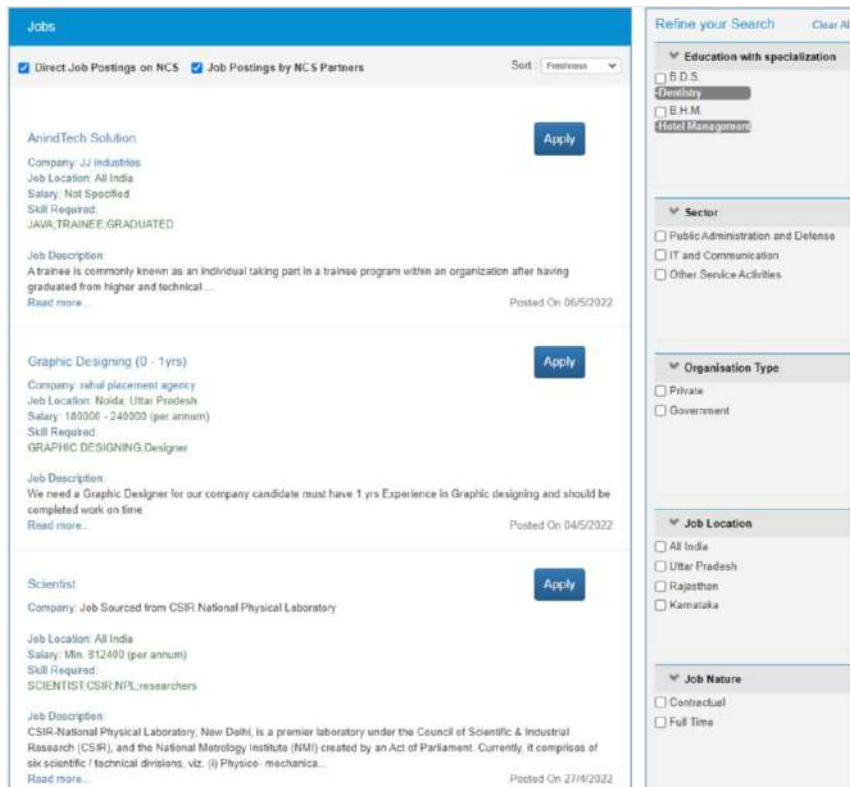
Note: The screen provides useful links to various other recruitment bodies.

2. Enter the required job criteria in the search fields. Use the **Advanced Search** link to expand the search panel (optional).
3. A job can be searched for any specific location(s) as well as across India as required



Job Search Results

4. Click the **Search** button to view search results in the Jobs section of the screen.



Job Search Results

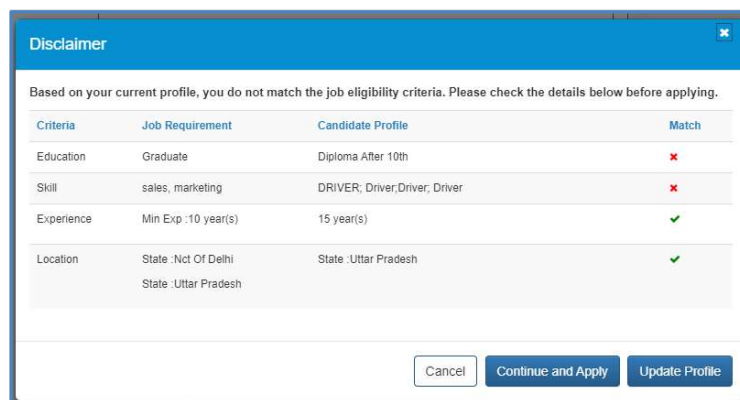
5. Click the **Read more...** link of a job, to view its details.
6. Click the **Apply** link of a job, to apply for it.

Note: For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education, Skill, Location, and Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.



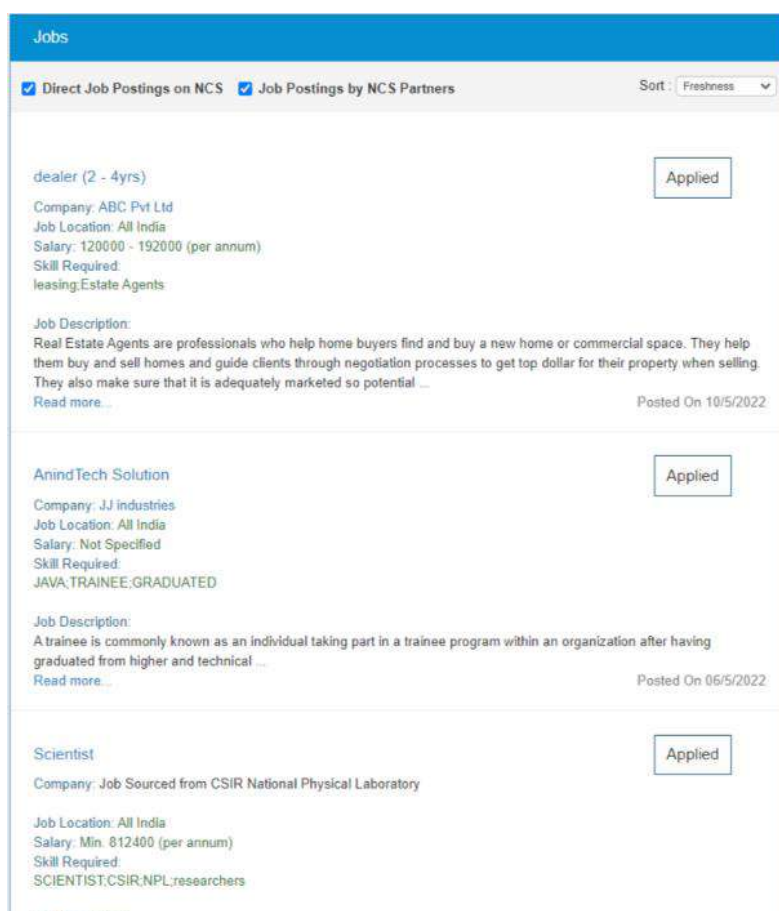
Disclaimer Pop-up

The **Disclaimer pop-up** displays the parameter(s) that match with the job requirement (green tick mark) along with the parameter(s) that do not match with the job requirement (red cross mark).

By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

In this situation, you have the following three options:

- Click the **Cancel** button to close the pop-up and not apply for the job
- Click the **Continue and Apply** to apply for the job despite the eligibility mismatch
- Click the **Update Profile** button and update the profile before coming back to apply for the job
- If user click on **Continue and Apply** then Job is applied.
- If user click on **Update Profile** then the user redirect to the Update Profile Page.



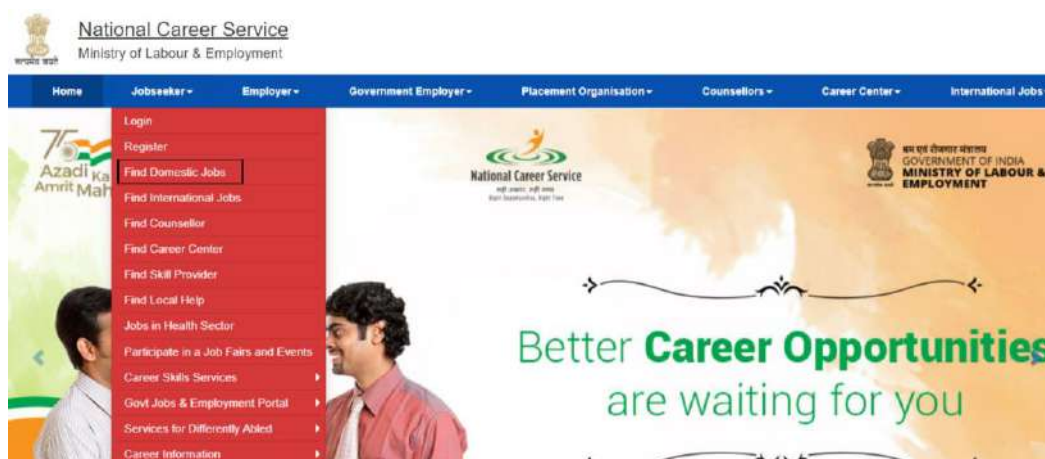
Jobs Applied Page

Note: The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if a NCS partner has posted the job or for posting that require the user to be redirected to an external website for completing the job application.

4.1 Find Domestic Jobs

As a jobseeker, you can specifically search for jobs. This can be done by using the **Find Domestic Jobs** sub menu option from the top navigation (anonymous user) or from Jobseeker left navigation (for logged in user).

1. Click the **Jobseeker** dropdown from the top navigation. The **Jobseeker** sub menu opens.
2. Click the **Find Domestic Jobs** from the Jobseeker dropdown.



NCS Home Page Screen

3. Enter the required job criteria in the search fields. Use the Advanced Search link to expand the search panel (optional).
4. A job can be searched for any specific location(s) as well as across India as required

Search Job

Keyword
Note: Use ; to search for multiple Keywords

Job Location All India Select Location(s)

Expected Salary
Salary Type (in ₹)

Organisation Type

Sector
Activities Of Extraterritorial Organizations And Bodies
 Activities Of Households As Employers; Undifferentiated Goods- And Services Producing Ac
 Administrative And Support Service Activities
 Agriculture, Forestry And Fishing
Note: Use ctrl key and left click to select/unselect multiple sectors
 * Explanatory Note on Sectors

Functional Area

Functional Role

From Posted Date **To Posted Date**

Total Work Experience In Years **Job Nature**

Age (In years) **Highest Education Level**


Shift Timings **Gender**


Category General OBC Others SC ST **Ex-Servicemen preferred**

Disability Type **Partial Disability / Full Disability**

[Hide Advanced Search](#)

Other Recruitment Bodies


INDIAN RAILWAYS


PUBLIC ENTERPRISES SELECTION BOARD


STAFF SELECTION COMMISSION

Job Search Results

5. Click the **Search** button to view search results in the Jobs section of the screen.

The screenshot displays the NCS Jobs portal interface. At the top, there are filters for 'Direct Job Postings on NCS' and 'Job Postings by NCS Partners', along with a 'Sort' dropdown set to 'Freshness'. Below this, there are two job listings. The first listing is for a 'Carpenter (2 - 7yrs)' position at 'Zindal Furnituress' in Ghaziabad, Uttar Pradesh. The second listing is for a 'Driver' position at 'PREKSHA Solutions' in Karnataka. To the right of the job listings is a 'Refine your Search' panel with various filters: 'Education with specialization' (B.Sc., Maths, B.D.S., Dentistry, B.H.M.), 'Sector' (Not Specified, Entertainment And Recreation, Arts, Gas, Steam And Air Conditioning Supply, Electricity), 'Organisation Type' (Private, Government), and 'Functional Area' (Others, Casual Labour, Construction, Food Manufacturing).

Job Search Results

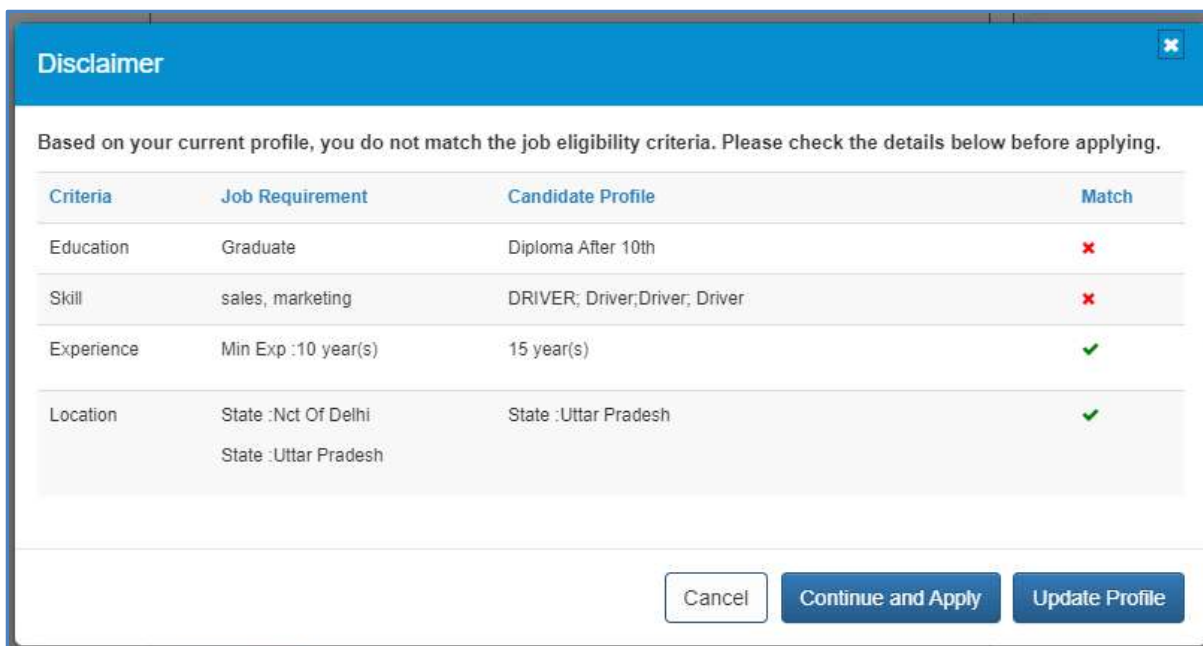
6. Click the **Read more...** link of a job, to view its details.
7. Click the **Apply** link of a job, to apply for it. The portal prompts the jobseeker to login, in case the jobseeker is browsing the portal anonymously.

Note: For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education, Skill, Location, and Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.



Disclaimer Pop-up

The **Disclaimer pop-up** displays the parameter(s) that match with the job requirement (green tick mark) along with the parameter(s) that do not match with the job requirement (red cross mark).

By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

In this situation, you have the following three options:

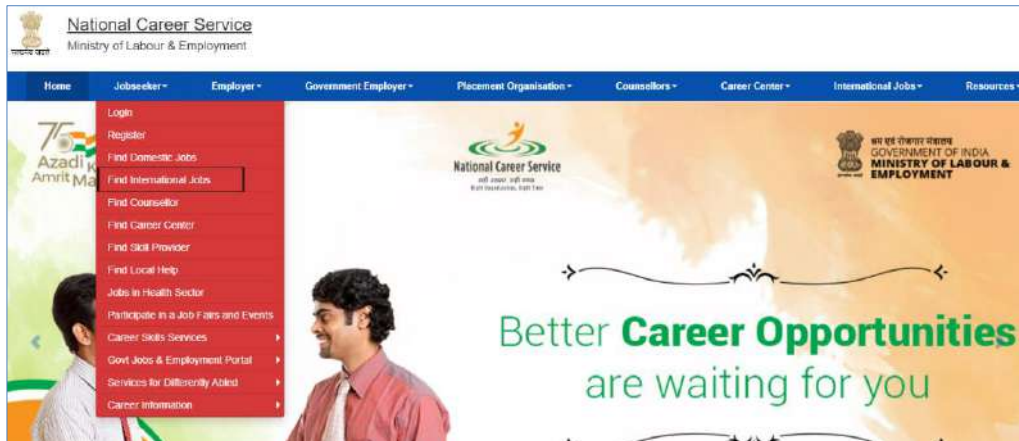
- Click the **Cancel** button to close the pop-up and not apply for the job
- Click the **Continue and Apply** to apply for the job despite the eligibility mismatch
- Click the **Update Profile** button and update the profile before coming back to apply for the job

Note: The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if an NCS partner has posted the job or for posting that require the user to be redirected to an external website for completing the job application.

4.2 Find International Jobs

As a jobseeker, you can specifically search for International jobs. This can be done by using the **Find International Jobs** sub menu option from the top navigation (anonymous user) or from Jobseeker left navigation (for logged in user).

1. Click the **Jobseeker** dropdown from the top navigation. The **Jobseeker** sub menu opens.
2. Click the **Find International Jobs** from the Jobseeker dropdown.

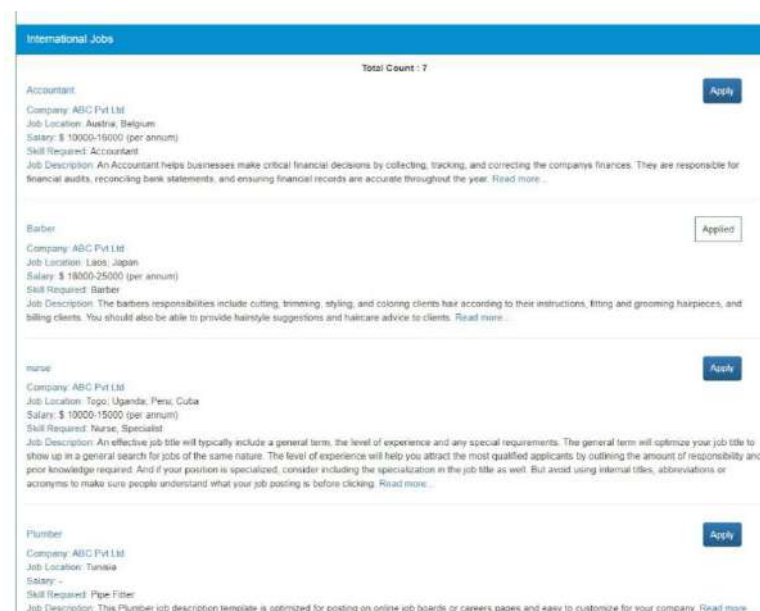


NCS Home Page Screen

3. The International Jobs Listing is displayed.
4. User needs to enter search criteria like Occupation(s), Region and Countries.

Note – Multiple occupations and countries can be selected.

5. Click the **Search** button to get list of Jobs matching search criteria.



6. Click the **Apply Button** and the page redirects to the Job Description page.

Job Id: [REDACTED] | Salary: (₹) 10000 - 16000 (Monthly) | Number of Openings: 10 | Posted on: 18/04/2022 | Last date to apply: 30/04/2022

[Applied](#) [Print](#)

Company Name:	ABC Pvt Ltd	Job Title:	Accountant
Organisation Type:	Company	Sector:	IT and Communication
Functional Area:	Marketing & Sales	Functional Role:	Marketing Executive
Job Description:	An Accountant helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances. They are responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year.		

Required Qualifications

Minimum Qualification Required: 12th Pass

Additional Information

Total Experience (in years)	2 - 4		
Country	Austria Belgium	Occupation(s)	Accountant
Nature of job	Full Time		
Salary (₹)	10000 - 16000	Salary/Wage Type	Monthly
Available to Join in (in Days)	10		
Gender Preferences	Female		
Category	GEN		
Ex-Servicemen preferred	No	Number of Openings	10

"Age/Date of Birth" Preference

Age Preferences (in Years)	Age between 18 - 30 years as on 18/04/2022		
Date of Birth Preference	Born on or between 18/04/1992 and 18/04/2004		

[Applied](#) [Print](#)


Job Description View

- Click the **Apply** button again. For anonymous user, NCS will prompt user to login. Once login, click on Apply button to apply the Job.

4.3 Search Health Sector Jobs


As a jobseeker, you can specifically search for Health Sector related jobs. This can be done by using the **Jobs in Health Sector** sub menu option from the top navigation (anonymous user) or **Human Resources for Health Sector** tile on NCS Home Page.

JOBSEEKER




Click here if you are looking for jobs

EMPLOYERS



Click here if you are searching for jobseekers



Shri Bhupenwar Yadav (Hon'ble Minister)

Shri Rameswar Tall (Hon'ble Minister of State)

Find Jobs | Find Counsellor | Find Career Center


Note: Multiple searches can also be selected.

Jobs for Differently Abled |
 Jobs for Ex-Servicemen |
 Government Jobs |
 Full Time |
 Work From Home |
 Internship |
 Apprenticeship


Jobs for Women

Advanced Search


Enhance your profile



Career Skills




Microsoft | MoLE Training




Human Resources for Health Sector

Update your Profile


Videos




Instructional Videos



Sector and Job Roles



NCS | Success Story Videos



Create Video Profile

Events and Job Fairs

PRE RECT TRG FOR TNPSC EXAM on NCS Portal from 30th Apr'22 to 22nd May'22

Online MCCHSR MAY22 on NCS Portal from 18th May'22 to 28th May'22

DigiSaksham training programme on NCS Portal from 16th May'22 to 25th May'22

Online Job Fair NCSCDA on NCS Portal on 18th May'22

Online MCCHSR MAY22 on NCS Portal from 18th May'22 to 25th May'22

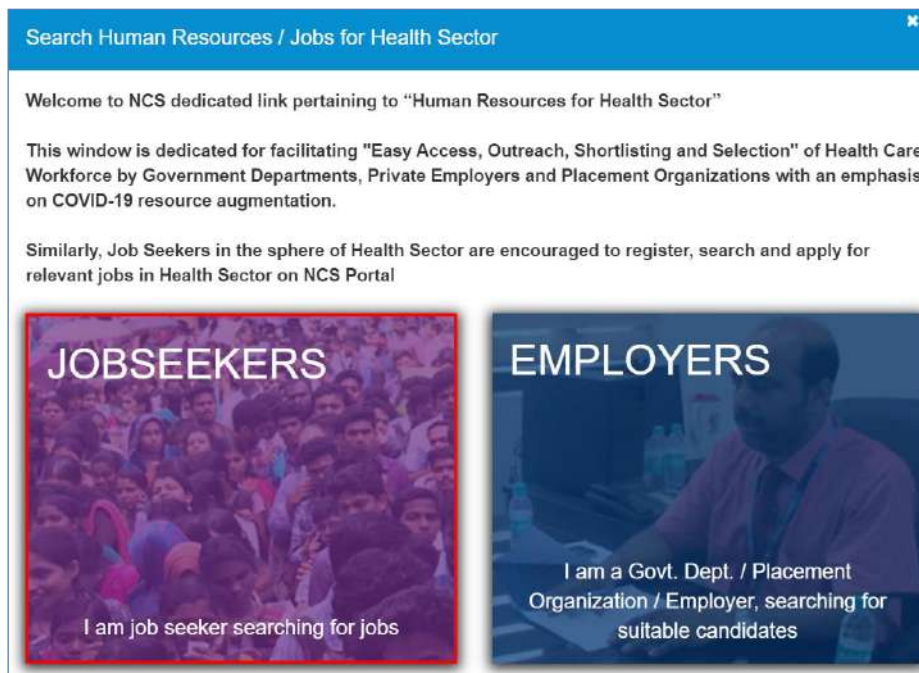
View All

Human Resources for Health Sector Link

1. Click the **Human Resources for Health Care** link. The **Search Human Resources/Jobs for Health Sector** pop-up displays.

This pop-up has the following cards:

- 1) **Jobseekers** (I am jobseeker searching for jobs)
- 2) **Employers** (I am a Govt. Dept./Placement Organization/Employer searching for suitable candidates)



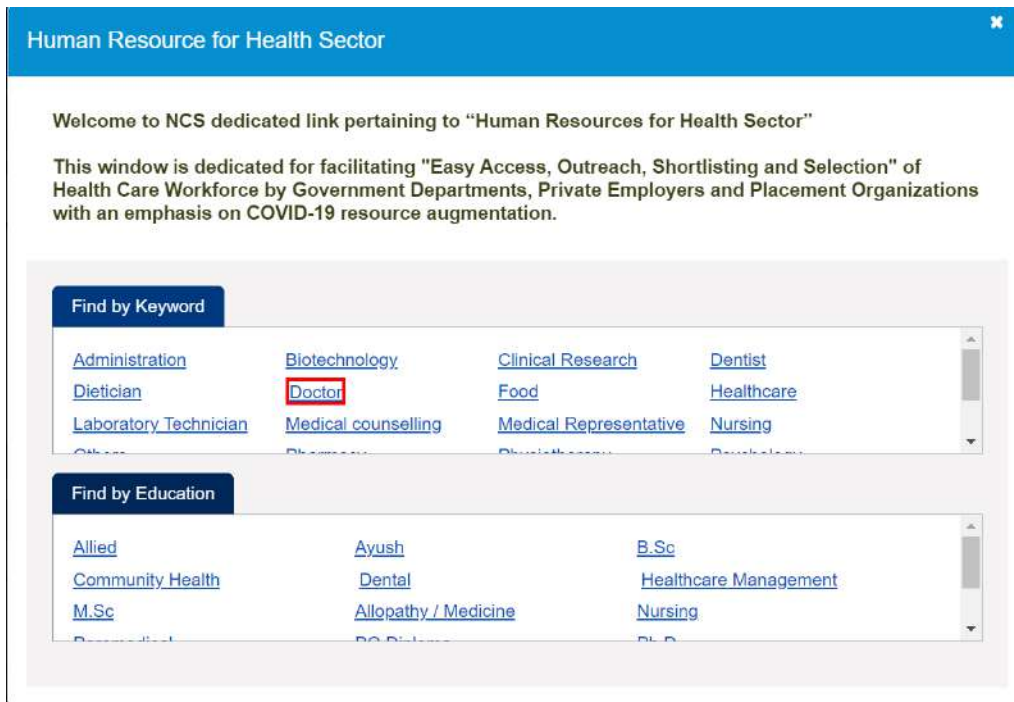
Search Human Resources/Jobs for Health Sector Pop-up

2. Click the **Jobseekers** card. The **Jobs for Health Sector** pop-up displays.

This pop-up has the following sections:

- 1) **Find by Keyword**
- 2) **Find by Education**

You can find a health sector related job either by specifying a keyword (associated with healthcare) or an education qualification (associated with healthcare).



Human Resource for Health Sector Pop-up

3. Click any link from either of the sections (**Find By Keyword** or **Find By Education** section). This will display the **Search Jobs** screen.



Search Jobs Screen

The **Search Jobs** screen will display your specific choice, as a selected check-box, be it a keyword or an education option.

4. Here, you can change your original choice and select other keyword and/or qualification options, as required (this can be a combination of keywords and/or qualifications).
5. Next, click the **Search** button.
Jobs that match your search criteria are displayed as a list on the Jobs section of the screen. Here, you can view details of displayed jobs as well as apply to those jobs.
6. Click the **Applying** link for the required job. This displays the **Job Description** screen.
7. Finally, click the **Apply** button to apply for the said job.

4.4 Job Description Page

User can navigate to the Job Description page by clicking on the Job Name or the Read more... link on Jobs Search result page. The Job Details screen (for jobseeker user profile) will open on a separate tab and display all jobseeker specific information that is related to the job. In addition, the Job Details screen is printable.

The screenshot shows a job listing interface. At the top, there is a blue header with the word 'Jobs'. Below the header, there are two checkboxes: 'Direct Job Postings on NCS' and 'Job Postings by NCS Partners', both of which are checked. To the right of these checkboxes is a 'Sort' dropdown menu set to 'Freshness'. The main content area displays a job listing for 'Software Developer is needed'. The job title is highlighted with a red box. To the right of the title is a blue 'Apply' button. Below the title, the following details are listed: 'Company: DGETEmp (Registered with DGETEmp)', 'Location: Not Specified', 'Salary: Not Specified', and 'Skill Required: JAVA'. The 'Job Description' section contains the text 'Software DeveloperSoftware Developer Software Developer Software Developer Software Developer Software Developer Software Developer' and 'Software Developer'. The 'Read more...' link at the bottom left of the job listing is also highlighted with a red box. The posting date 'Posted On 15/9/2017' is shown at the bottom right of the job listing.

Nevertheless, the page that is printed from this screen would show the NCS banner on it. In addition, when the user clicks on an external link that point to a Government job, the portal will display a corresponding disclaimer that is different from the disclaimer text that appears when the user clicks an external link for any non-Government job.

Job Details

Job ID: 12788-101003887 | Salary: 10000 - 20000 (₹) | Number of Openings: 3 | Posted On: 13/02/2017

Company Name:	Ashok & Pura	Job Title:	Manager
Organization Type:	Private	Sector:	Professional, Scientific And Technical Activities
Functional Area:	Oil, Gas & Energy	Functional Role:	Others
Job Description:	Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing		

Required Qualifications

[Minimum Qualification Required:](#)
Graduate

Additional Information

Total Experience (In years)	0 - 14	Relevant Experience (In years)	2 - 5
Location	<input type="text" value="Kerala"/>	Key Skills	A ASSISTANT DRIVER, DRIVER, ASSISTANT DRIVER, BUS CON
Nature of job	Internship		
Salary ₹	10000 - 20000	Salary/Wage Type	MONTHLY
Last date to apply	02/03/2017 12:00:00 AM	Shift Type	Day
Available to Join in (In Days)	0		
Gender Preferences	Male	Marital Status	Married
Caste	ST,GEN		
Ex-Serviceman	No	Number of Vacancies	3
Is the job for differently abled (PwD)?	No		

Age/Date of Birth Preference

As On Date: 02/03/2017 12:00:00 AM

Age Preferences (In Years)	Min:	10	Max:	25
Date of Birth Preference	From:	02/13/1996 12:00:00 AM	To:	02/13/2011 12:00:00 AM

As per this, the Page Title (Browser Title) of the Job Details screen will display the Job NCS ID. The Page Title will also display the time stamp when the Job Details screen is opened.

Further, the Job Details screen will display the following fields only if the user has entered some value in them:

- Job Title
- Organization Type
- Sector
- Functional Area
- Functional Role
- Job Description

Required Information Section

- Minimum Qualification
- Qualification requirements

Note: The Minimum Qualification field will display the text “Not Specified” if a NCS partner had posted the said job and they had left the field blank during the job creation procedure.

Additional Information Section

- Total Experience
- Relevant Experience
- Location
- Key skills
- Nature of Job
- Salary
- Salary/Wage Type

Note: The organisation that posted the job can mention the salary or wage type as one of these: daily, weekly, monthly or yearly, at the time of creating the job post. The same is displayed here on the Job Description screen. However, the Job Search Results screen displays the salary or wage type on an annual (per annum) basis. For example: if the salary or wage type is monthly and the salary being offered for a job is Rs.6,000 – Rs.8,000 (here on the Job Description screen) the salary range displayed on the Job Search Results screen will be Rs.72,000 – Rs.96,000 (per annum).

- Expiring On (will be displayed as “Last Date to apply”)
- Available to join in days
- Gender Preference
- Marital Status
- Caste
- Ex-Serviceman (information will display if field is checked)
- Number of Vacancies
- Is the job for Differently Abled? (Information will display if value is “Yes”)

Age/Date of Birth Preference Section (will display if mandatory check box is checked)

- A. In case, the Age Preference is selected: the content will display the full context either Minimum and Maximum options are selected together or any one of these options is selected. For example:
- If both Minimum and Maximum options are selected, message will be:
Age Preference: Age between 16-20 Years as on 1-Feb-2017
 - If only the Minimum age option is selected, message will be:
Age Preference: More than or equal to 16 Years as on 1-Feb-2017
 - If only the Maximum age option is selected, message will be:
Age Preference: Less than or equal to 20 Years as on 1-Feb-2017
- B. In case DOB Preference is selected (Date of Birth Preference 21/12/2000-21/12/1996): the content will display the full context either Minimum or Maximum DOB options are selected together or any one of these options is selected. For example:
- If both Minimum and Maximum options are selected, message will be:
DOB Preference: DOB between 21/12/2000 and 21/12/1996
 - If only the Minimum DOB option is selected, message will be:
DOB Preference: More than or equal to 21/12/1996
 - If only the Maximum DOB option is selected, message will be:
DOB Preference: Less than or equal 21/12/1996

Contact Details Section

- Person Name (if Display Contact Information in the Job Posting screen is checked)
- Phone Number (if provided and Display Contact Information in the Job Posting is checked)
- Mobile (if Display Contact Information in the Job Posting is checked)
- Email (if provided and Display Contact Information in the Job Posting is checked)

4.5 Partner Integration

The job search results display two types of jobs as follows:

- Direct Job Postings on NCS – Jobs posted on the NCS portal
- Job Postings by NCS Partners – Jobs posted on the NCS portal by partners

Jobs that are posted by partners on the portal can be identified by the phrase “Powered By xxxx” in the Company field.

Check **Job Postings by NCS Partners** check box and uncheck the **Direct Job Postings on NCS** check box to filter jobs in the search result that have been posted by NCS partners.

You (jobseeker) can search for jobs based on different criteria or keywords. Jobs that match your search criteria are displayed as a list on the Jobs section of the Search Job screen. Here, you can view job details of displayed jobs as well as apply to those job.

When you click the **Apply** button of a job posted by a partner, you are navigated to that particular partner’s website where you can complete the remaining job application process. Otherwise user can apply for the job on the NCS portal itself.

Following are the conditions for partner integration:

Case 1: When the **Share details with partner** check box in the **Preferences** screen of the **View/Update Profile** feature is checked by the user (jobseeker).

Personal Info Physical Attributes Communication Education & Training Experience Other Skills My References Preferences

Preferences

Subscribe to email alerts

Display Assessment report in profile

Share details with partner

Save Cancel

Share Details with Partner Check Box

- a) User clicks the **Apply** button on the **Job Description** screen of a job posted by a partner. A pop-up message displays, informing the user about redirection to the partner’s website.

Disclaimer [X]

You will be redirected to the partner’s website. Please click “Ok-proceed” to continue. As your pre-consent in profile preferences, we are sharing your information with partner and you will get partner’s website registration form pre-filled with your details.

Cancel Ok-Proceed

Redirection Message

- b) When user clicks on the **OK-Proceed** button on the pop-up, they are redirected to the partner’s (third-party) website. The NCS portal also passes the encrypted details of the jobseeker such as their first name, middle name, last name, gender, date of birth, mobile number, email ID, and job ID, to the partner’s website.

Case 2: When the **Share details with partner** check box in the **Preferences** screen of the **View/Update Profile** feature is not checked by the user (jobseeker).

Personal Info Physical Attributes Communication Education & Training Experience Other Skills My References Preferences

Preferences

Subscribe to email alerts

Display Assessment report in profile

Share details with partner

Save Cancel

Share Details with Partner Check Box

- a) User clicks the **Apply** button on the **Job Description** screen of a job posted by a partner. A pop-up message displays, informing the user to provide their consent for sharing their details with the partner’s (third-party) website.

Consent Message

- b) When the user checks the **Share details with partner** check box and clicks the **OK-Proceed** button, they are redirected to the partner’s (third-party) website. Also, the redirection URL is encrypted with details of the jobseeker such as their first name, middle name, last name, gender, date of birth, mobile number, email ID, and job ID.

Consent Message

- c) If the user does not check the check box, and clicks the **Ok-Proceed** button, they are redirected to the partner’s (third-party) website, for completing the job application process. However, the NCS portal does not pass details of the jobseeker to the partner’s website.

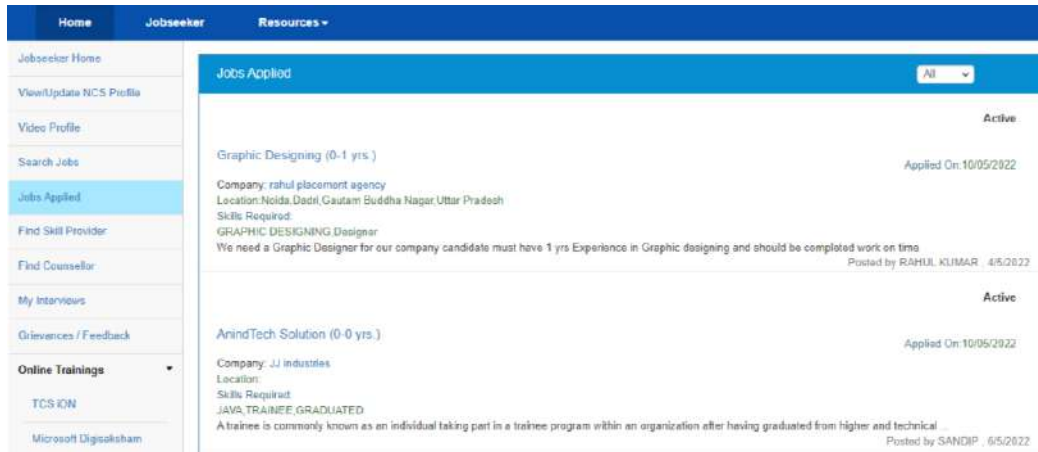
Case 3: When the user (jobseeker) is already registered with the partner’s website.

- a) User clicks the **Apply** button on the **Job Description** screen of a job posted by a partner. The Customer ID of the partner’s website or portal and the user’s NCSP ID are passed to the partner’s (third-party) website in encrypted format.

5. Jobs Applied

This link allows you to view the jobs you have applied for.

1. Click the **Jobs Applied** link from the left panel. This displays the **Jobs Applied** screen.



Jobs Applied Screen

2. Click the **Job Title** link to view details of the applied job.
3. Click the **Company** link to view details of the company.

6. Find Skill Provider

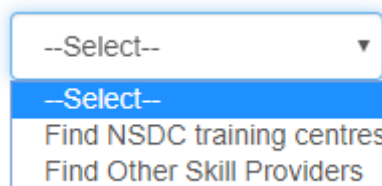
This link allows you to search for an appropriate skill provider whether it is a skill providing NSDC (National Skill Development Corporation) training centre near you or any other skill providing institution.

1. Click the **Find Skill Provider** link from the left panel. This displays the **Search Skill Providers** screen.



Search Skill Providers Screen

2. Select the required option from the displayed drop-down list.



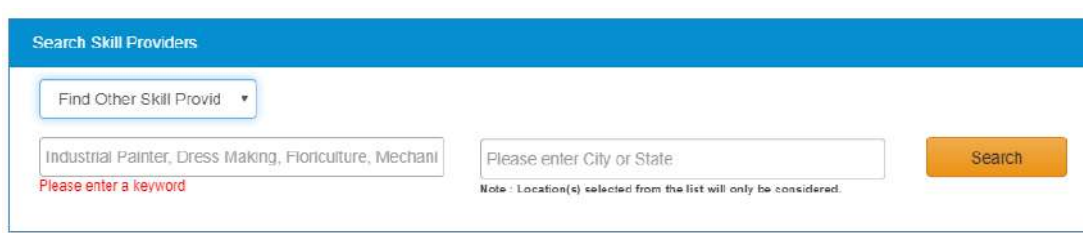
Skill Providers Options

3. Selecting the first option, a pop-up message displays notifying you whether you want to proceed to an external website link or not.



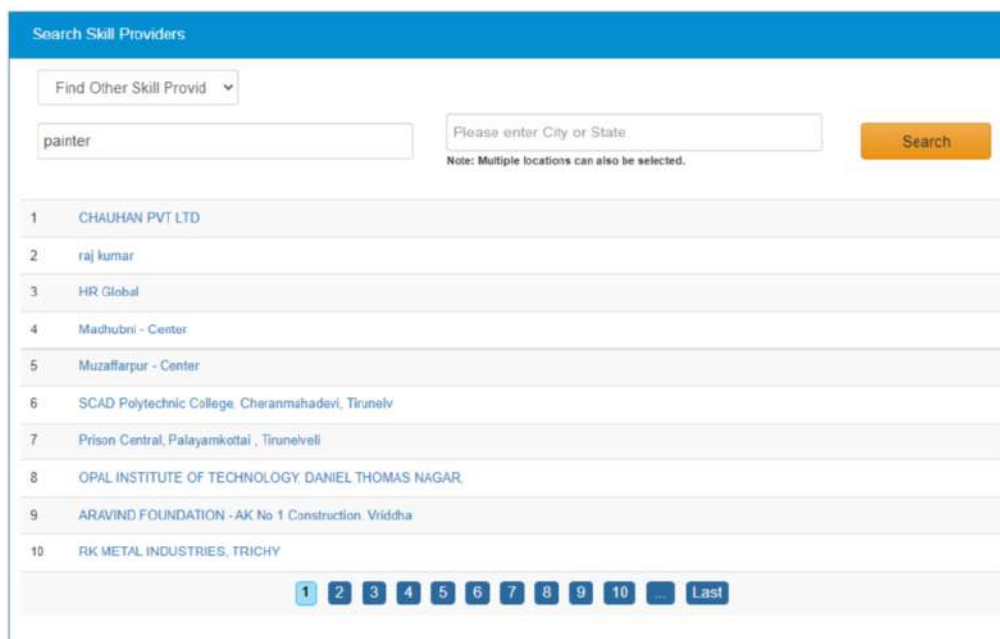
Redirection Notification

4. By selecting the **Continue** button, you will be navigated to the NSDC website where you can search for the nearest NSDC training centre.
5. By selecting the second option you will be able to search for a non-NSDC skill provider, registered with the NCS portal, using the displayed search parameters (skill keyword and location) and then click the **Search** button.



Skill Providers Search Parameters

The list of the non-NSDC skill providers who match your search parameters displays. Select the required skill provider to contact them as required.



Skill Providers Search Results

7. Find Counsellor

This link allows you to search for a career counsellor registered with the NCS portal whose counselling services you can avail to enhance your career prospects.

7.1 Search for a Counsellor

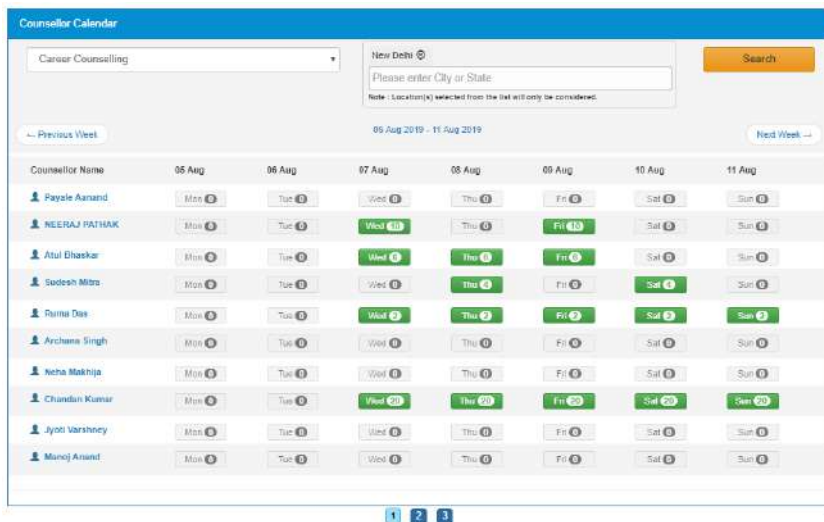
Follow these steps to search for a counsellor:

1. Click the **Find Counsellor** link from the left panel. This displays the **Counsellor Calendar** screen.

Counsellor Name	09 May	10 May	11 May	12 May	13 May	14 May	15 May
Radha	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Gayathri	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Neelam	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
stageeleven	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
saurabh ag	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Sunday Ji	Mon 0	Tue 1	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
stagcouns	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Sadhgaru Sham	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
jaidev shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
sahara shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0

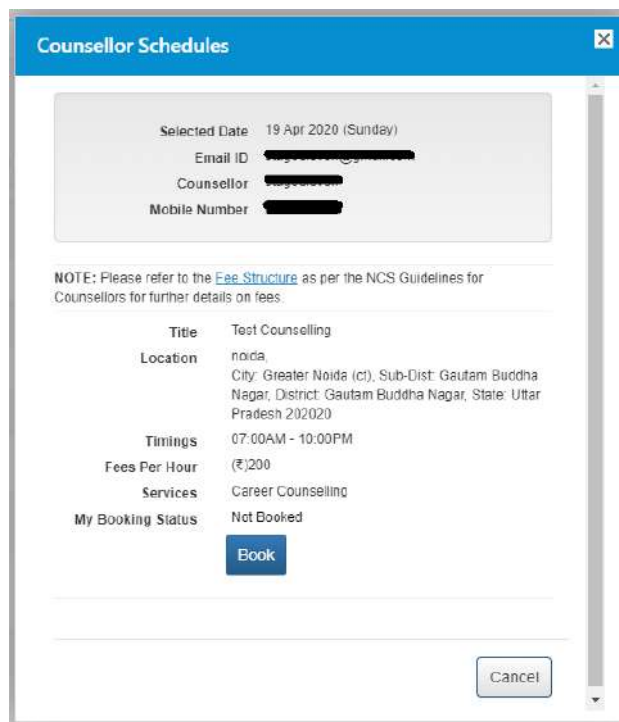
Counsellor Calendar Screen

2. Select the type of counselling (career counselling or vocational guidance) you require from the drop-down, enter a location in the text field and click the **Search** button. This displays available counsellors who match your search criteria.



Career Counsellor Search Results

- Click the date for the counsellor whose session you want to book (dates displayed in green colour on the calendar depict sessions for which seats are available for booking). This displays the **Counsellor Schedule** pop-up with details (date of the session, contact details of the counsellor, type of counselling, location, session fee, etc.) of the selected counselling session.



Counsellor Schedule Pop-up

- Next, click the **Book** button to book the counselling session.

7.2 Counsellor Details

Follow these steps to view details of a specific counsellor:

1. Click the **Find Counsellor** link from the left panel. This displays the **Counsellor Calendar** screen.

Legend: ● Book Available ● Available on Counsellor ● Book Not Available ● Not Scheduled

Counsellor Name	05 Aug	06 Aug	07 Aug	08 Aug	09 Aug	10 Aug	11 Aug
Sadhguru Sham	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
jaijey shah	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
sahora shah	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
OTPRITICABON Sharma	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Abhishek D	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
ADITI GUPTA	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
anubhav	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Latika Chandel	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Abhishek Shukla	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Abhishek Vinay	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)

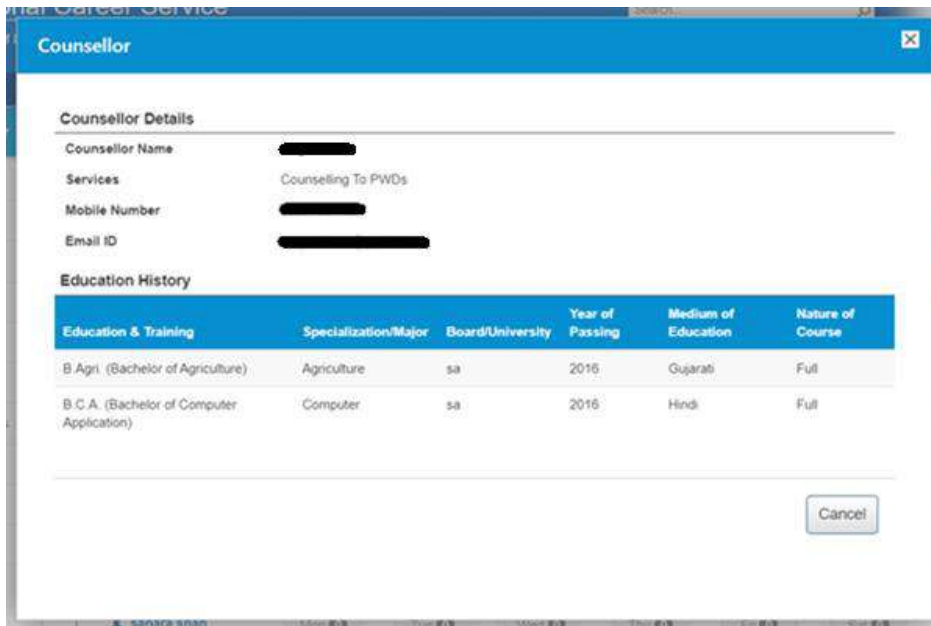
Counsellor Calendar Screen

2. Select the type of counselling (career counselling or vocational guidance) you require from the drop-down, enter a location in the text field and click the **Search** button. This displays available counsellors who match your search criteria.

Counsellor Name	05 Aug	06 Aug	07 Aug	08 Aug	09 Aug	10 Aug	11 Aug
Payale Anand	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
NEERAJ PATHAK	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Atul Dhaskar	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Sudesh Mitra	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Ramesh Das	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Archana Singh	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Neha Makhija	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Chandini Kumar	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Jyoti Varshney	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)
Manoj Anand	Mon (●)	Tue (●)	Wed (●)	Thu (●)	Fri (●)	Sat (●)	Sun (●)

Career Counsellor Search Results

3. Click the name (link) of the required counsellor listed in the **Counsellor Name** column. The **Counsellor** pop-up displays:



Counsellor Pop-up

The pop-up displays details of the selected counsellor along with their education history.

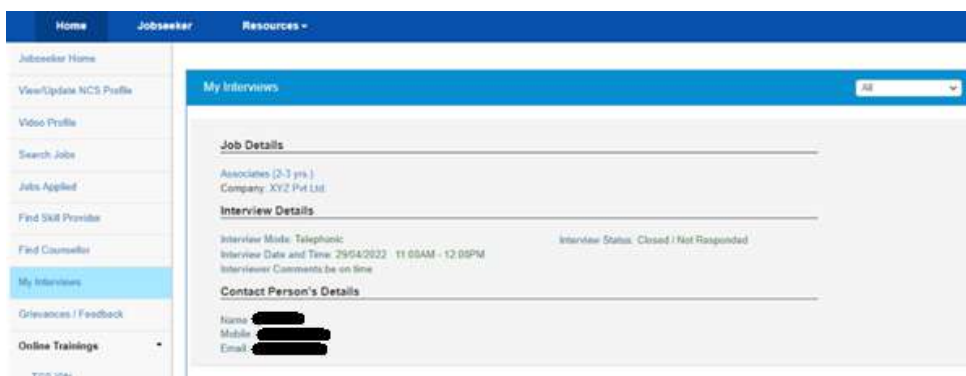
8. My Interviews

This link allows you to view all your scheduled interviews with various employers (private employers or government departments) and placement organisations. You can also accept or reject interview requests as required.

8.1 View Interviews

The **My Interviews** screen lists interview request you receive.

1. Click the **My Interviews** link from the left panel. The **My Interviews** screen displays.



My Interviews Screen

2. You can filter the list of your scheduled interviews with different employers using the displayed drop-down list. Filtering options include All, Active, Closed, Interview Accepted, and Interview Rejected.

8.2 Accept an Interview

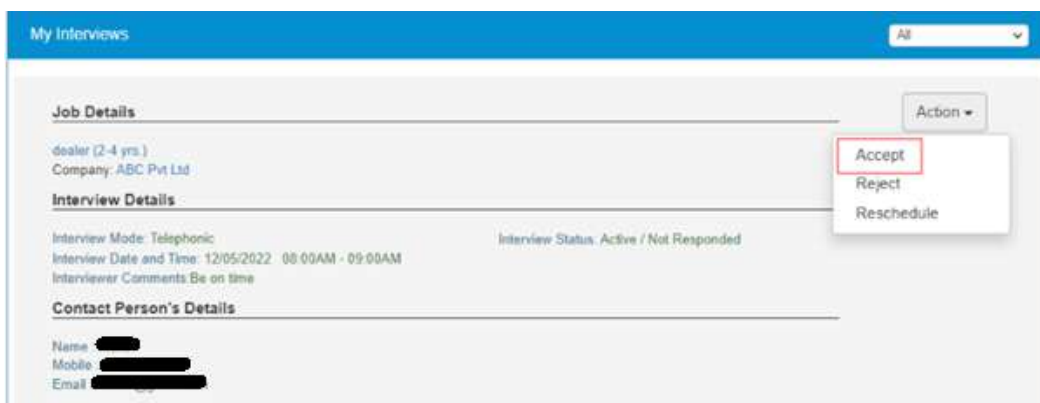
The **Action** button for an interview request item on the **My Interviews** screen provides you with the option to accept that particular interview.

1. Click the **Action** button for the required interview to display the available options.



Action Button Options

2. Select the **Accept** option from the **Action** drop-down list.



The Accept Option

The **Action** button disappears from the screen and the **Interview Status** mentions that the said interview has been accepted.

Note: The employer (private employer\Government Department\Placement Organisation), who had invited you for the interview is notified about your acceptance of the interview request. Also, the said employer will not be able to send you an invite, once again, for this particular job after its acceptance.

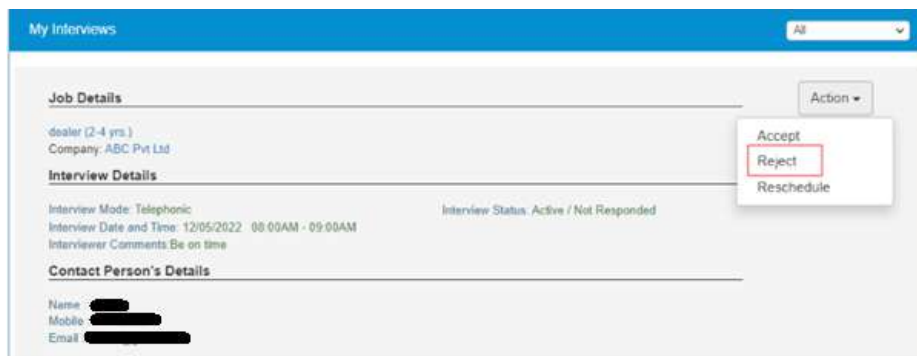
Note: The **Action** button disappears from the **My Interviews** screen, if you do not accept or reject an interview request, when the current date and time goes past the scheduled

interview date and time or if the employer (private employer\Government Department\Placement Organisation) closes the job posting at their end.

8.3 Reject an Interview

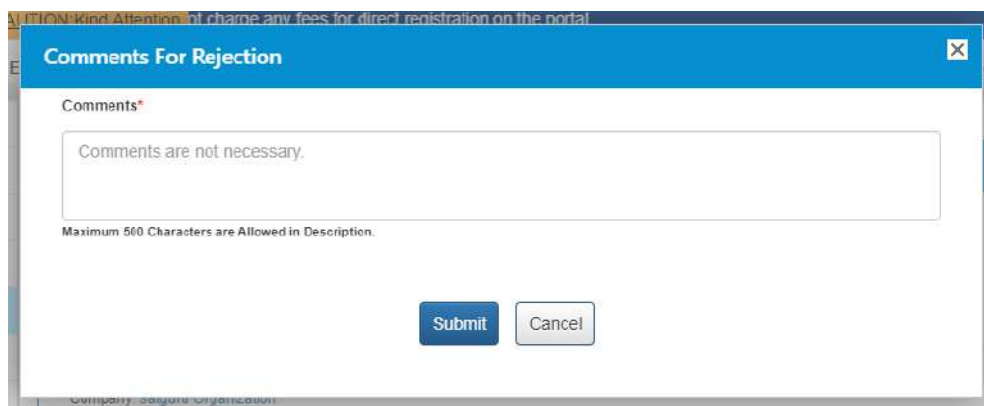
The **Action** button for an interview request item on the **My Interviews** screen provides you with the option to reject that particular interview.

1. Click the **Action** button for the required interview to display the available options.
2. Select the **Reject** option from the **Action** drop-down list.



The Reject Option

3. The **Comments for Rejection** pop-up displays. Enter the reason for rejecting the interview request in the **Comments** text area.



Comments for rejection Pop-up

4. Click the **Submit** button.

The **Action** button disappears from the screen and the **Interview Status** mentions that the said interview has been rejected.

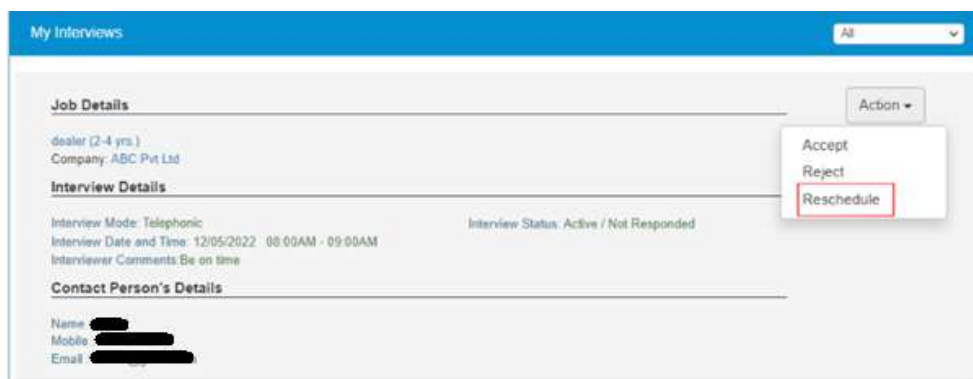
Note: The employer (private employer\Government Department\Placement Organisation), who had invited you for the interview is notified that you have rejected the interview request. However, the said employer will be able to send you an invite, once again, for this particular job even after your rejection of the interview request.

Note: The **Action** button disappears from the **My Interviews** screen, if you do not accept or reject an interview request, when the current date and time goes past the scheduled interview date and time or if the employer (private employer\Government Department\Placement Organisation) closes the job posting at their end.

8.4 Reschedule an Interview

The **Action** button for an interview request item on the **My Interviews** screen provides you with the option to Reschedule that particular interview.

1. Click the **Action** button for the required interview to display the available options.
2. Select the **Reschedule** option from the **Action** drop-down list.



The Reschedule option

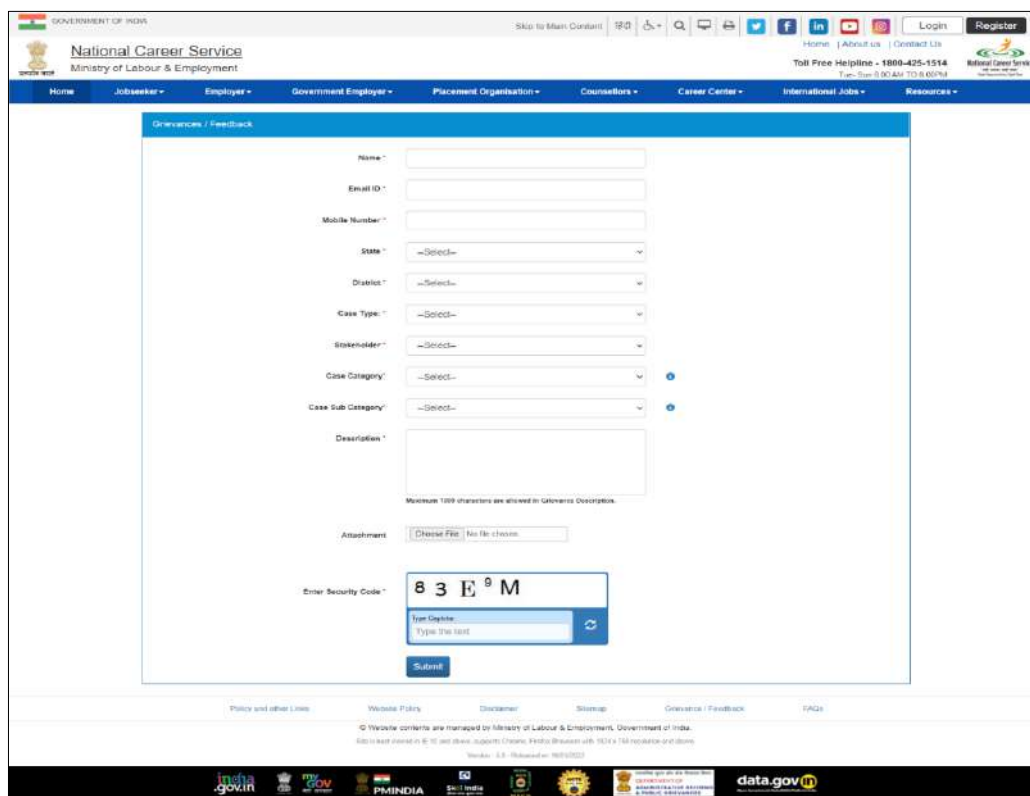
The **Action** button disappears from the screen and the **Interview Status** mentions that the said interview has been Rescheduled.

Note: The employer (private employer\Government Department\Placement Organisation), who had invited you for the interview is notified about your reschedule of the interview request.

9. Grievance/Feedback (footer link)

This link, from the page footer, allows Jobseeker to post any feedback/grievance, query, and request.

1. Click on **Grievance/Feedback** from the footer link. The following screen displays.



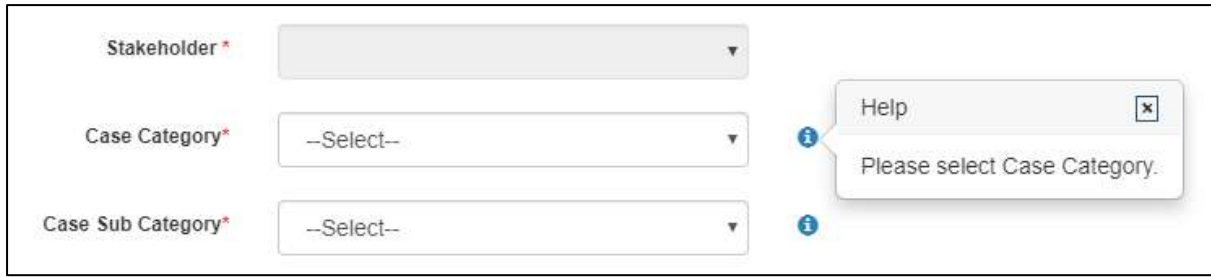
The screenshot shows the 'Grievances / Feedback' form on the National Career Service website. The form includes the following fields:

- Name*
- Email ID*
- Mobile Number*
- State* (dropdown menu)
- District* (dropdown menu)
- Case Type* (dropdown menu)
- Stakeholder* (dropdown menu)
- Case Category* (dropdown menu)
- Case Sub Category* (dropdown menu)
- Description* (text area with a note: 'Maximum 1000 characters are allowed in Grievance Description.')
- Attachment (Choose File | No file chosen)
- Enter Security Code* (8 3 E 0 M) with a 'Type Captcha' field and a 'Submit' button.

The page header includes the Government of India logo, 'National Career Service Ministry of Labour & Employment', and navigation links like Home, Jobseeker, Employer, etc. The footer contains various government logos and the text '© Website contents are managed by Ministry of Labour & Employment, Government of India.'

Grievance/Feedback Screen

2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select a state from the drop-down list
6. Select a district from the drop-down list
7. Select type of case from the drop-down list
8. Stakeholder (displays your profile type - this field cannot be edited)
9. Select case category from the drop-down list
10. Select sub category of the case from the drop-down list
11. Enter the description for the case
12. Attach the Attachment.
13. Review the security image and enter the displayed text
14. Click the Submit button
15. Click the Help tool tip to know about Case Category and Case Sub Category types



Help Tool Tip

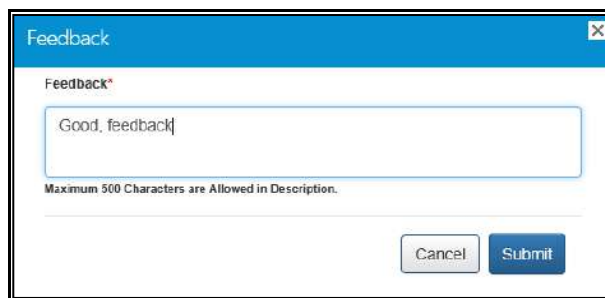
10. Grievances/ Feedback (Navigation panel link)

This link, from the left navigation panel, allows Jobseeker to view registered cases status. And “Give Feedback” link Facilitate end user to provide the feedback on resolved/closed cases, registered at Call Center. User can provide the feedback by clicking on “Give Feedback” Link in front of each resolved/closed case.

Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback
██████████	Unable to find data	Unable to Search Jobs	asdfsafsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback

Cases Screen

Once user clicks on “Give Feedback” link, Feedback pop up will open with “Cancel” and “Submit” buttons.



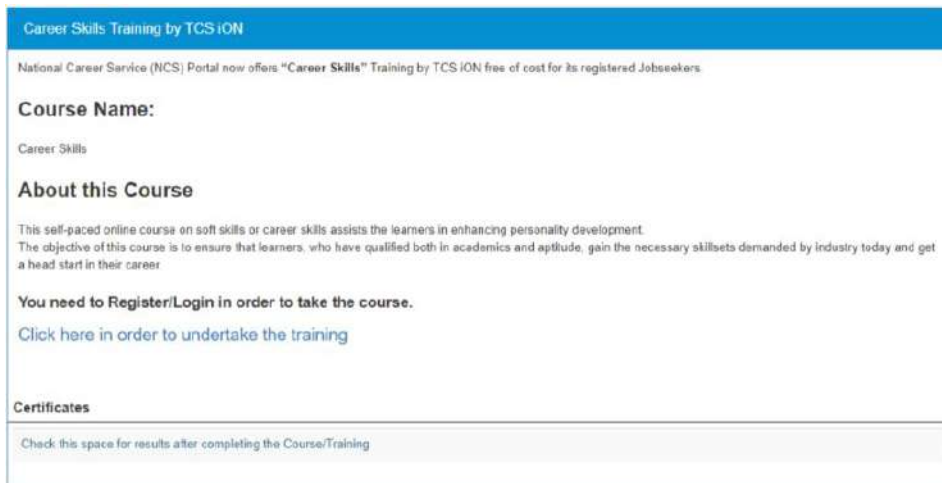
Feedback Pop-up

11. Online Trainings

11.1 TCS iON

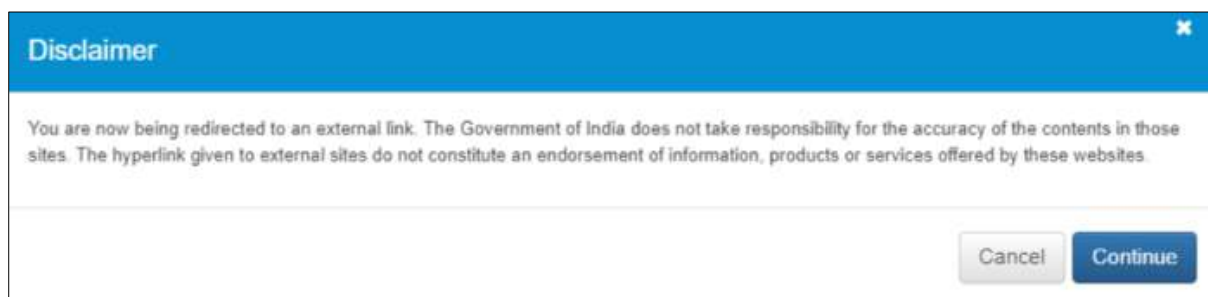
This link allows you to take Online Trainings on TCS iON.

1. Click the **TCS iON** link from the left panel. The **TCS iON** screen displays.



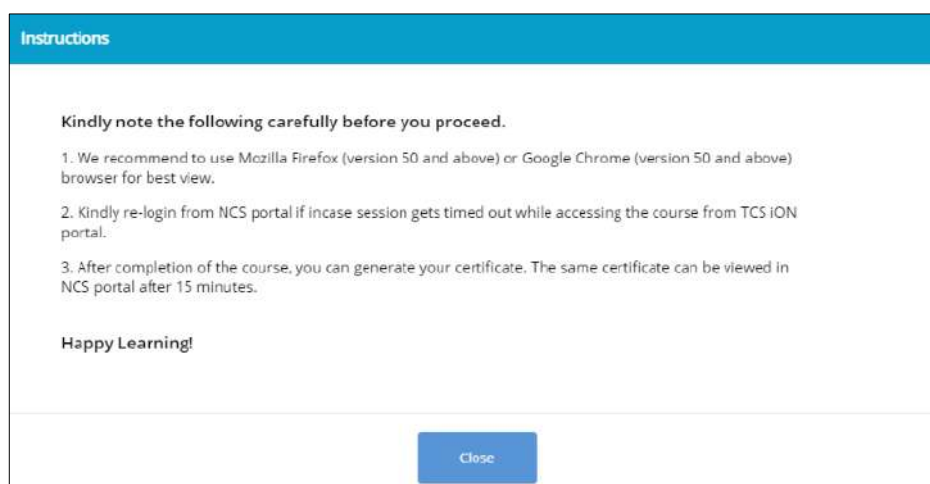
TCS iON Screen

2. Click the **“Click here in order to undertake the training”**.



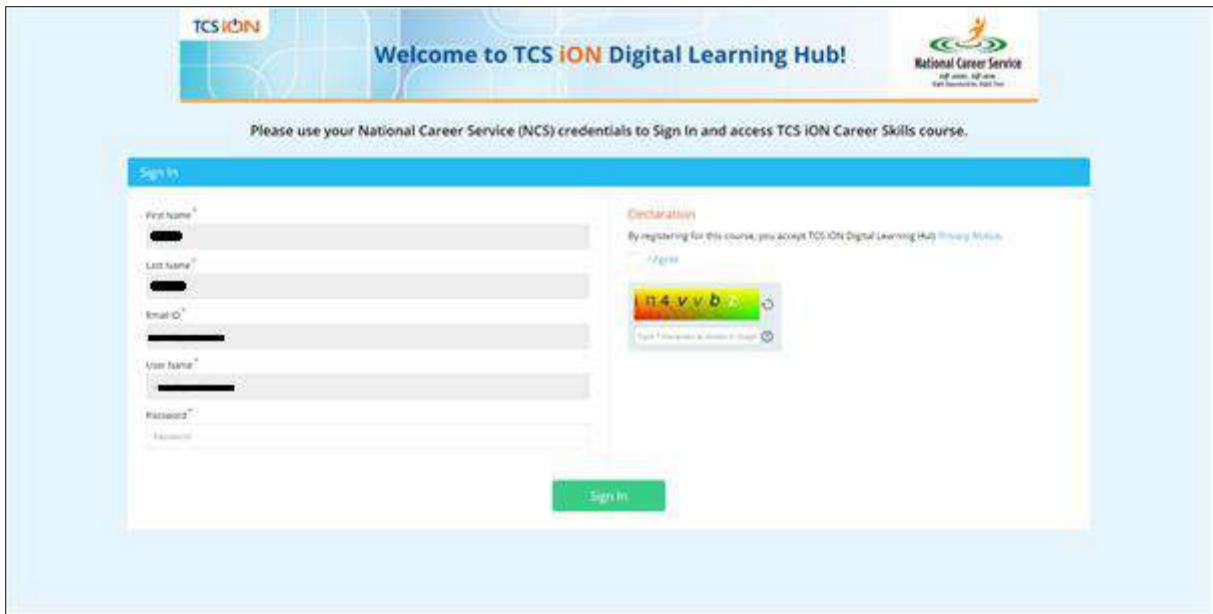
Pop-Up Screen

3. Click **Continue** to proceed.
4. **Instructions** Pop-Up should appear. Click the **Close** button to close the Pop-Up.
5. The **TCS iON** screen will appear.



Instructions Pop-Up

6. Click “I Agree to Privacy Notice” check box. To read TCS iON Privacy Notice.
7. Enter security code as shown in image
8. Click “Sign In” link.

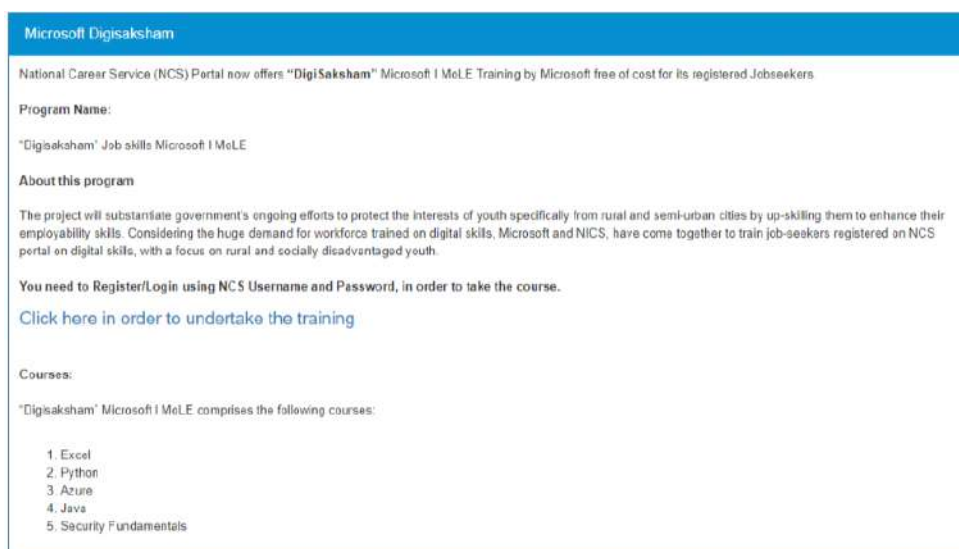


TCS iON Screen

11.2 Microsoft Digisaksham

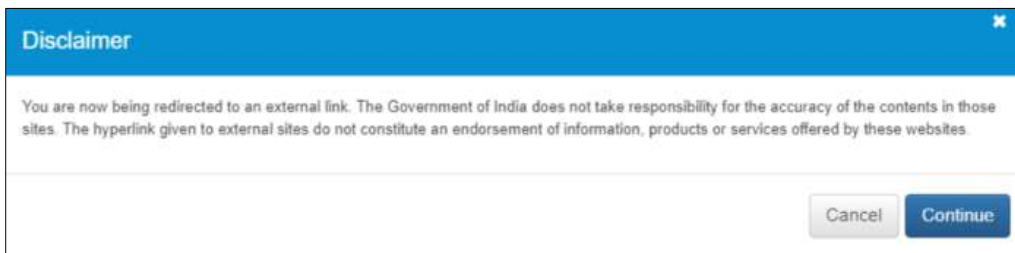
This link allows you to take Online Trainings on Microsoft Digisaksham.

1. Click the **Microsoft Digisaksham** link from the left panel. The **Microsoft Digisaksham** screen displays.



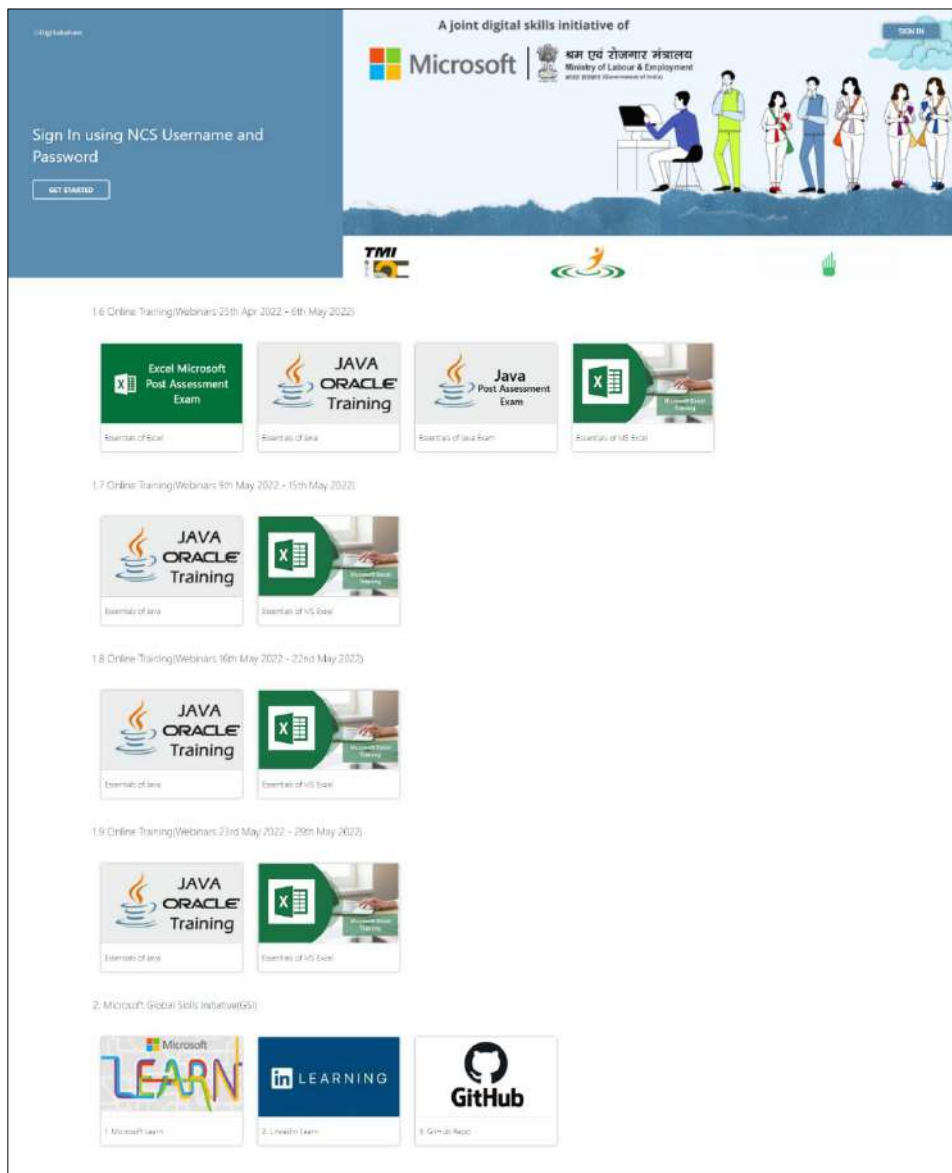
Digisaksham screen

2. Click the “Click here in order to undertake the training”.



Pop-Up Screen

3. Click Continue to proceed.
4. The **Digisaksham** screen will appear.

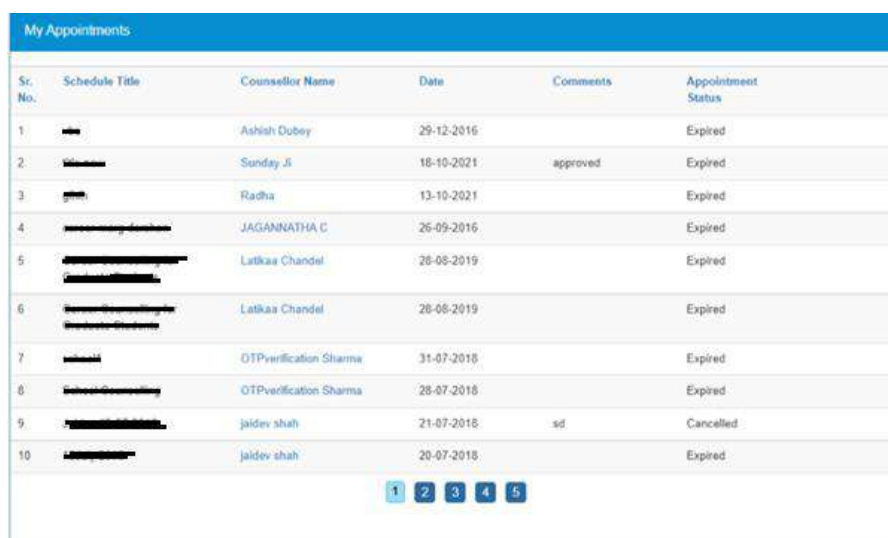


Digisaksham screen

12. My Appointments

This link allows you to view your scheduled counselling appointments with concerned job counsellors.

1. Click the **My Appointments** link from the left panel. The **My Appointments** screen displays.



Sr. No.	Schedule Title	Counsellor Name	Date	Comments	Appointment Status
1	[REDACTED]	Ashish Dubey	29-12-2016		Expired
2	[REDACTED]	Sunday Ji	18-10-2021	approved	Expired
3	[REDACTED]	Radha	13-10-2021		Expired
4	[REDACTED]	JAGANNATHA C	26-09-2016		Expired
5	[REDACTED]	Latkaa Chandel	28-08-2019		Expired
6	[REDACTED]	Latkaa Chandel	28-08-2019		Expired
7	[REDACTED]	OTPverification Sharma	31-07-2018		Expired
8	[REDACTED]	OTPverification Sharma	28-07-2018		Expired
9	[REDACTED]	jaldev shah	21-07-2018	sd	Cancelled
10	[REDACTED]	jaldev shah	20-07-2018		Expired

My Appointments Screen

Click the **Counsellor Name** link to view details of that particular counsellor.

Click the **Cancel Appointment** link to cancel an appointment with a counsellor.

13. Announcements

This link allows Jobseeker to view uploaded documents.

Click on **Announcements** from left panel. This displays the list of announcements for the Jobseeker.

14. Templates

This link allows you to access available templates that you can download on your computer and use as required.

1. Click the **Templates** link from the left panel. This displays a screen that lists available standard templates for the Jobseeker.

File Name	File Size	File Type	Last Updated On
CV Templates.docx	34.77 KB	Word	5/7/2018 4:30 PM
Dos and Donts to protect the interest of jobseekers.docx	25.02 KB	Word	5/7/2018 4:30 PM

Templates Screen

2. Click the link of the displayed template to download it.

15. Preferences

This link allows you to set preferences for using the NCS portal. Define the preferences as required.

1. Click the **Preferences** link from the left panel. The **Preferences** screen displays.

Preferences Screen

2. Check the **Subscribe to email alerts** check box, to subscribe to bulk email alerts that are sent by the NCS portal. Uncheck the check box to unsubscribe from these alerts.

Note: Bulk emails that you receive from the system will have an unsubscribe link at the bottom, to unsubscribe from those mailers.

Email Unsubscribe Link

3. Check the **Share Details with partner** check box, if you want the NCS portal to share your details with partner (third-party) websites when you apply on jobs posted by partners.
4. Check the **Share DigiLocker documents with employers** check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.

5. Use the **Click here** link to disassociate your NCS account from your DigiLocker account. By doing so, you will no longer be able to access documents uploaded to DigiLocker from the NCS portal.
6. Click the **Save** button, to save the entered details

16. Job Fairs and Events

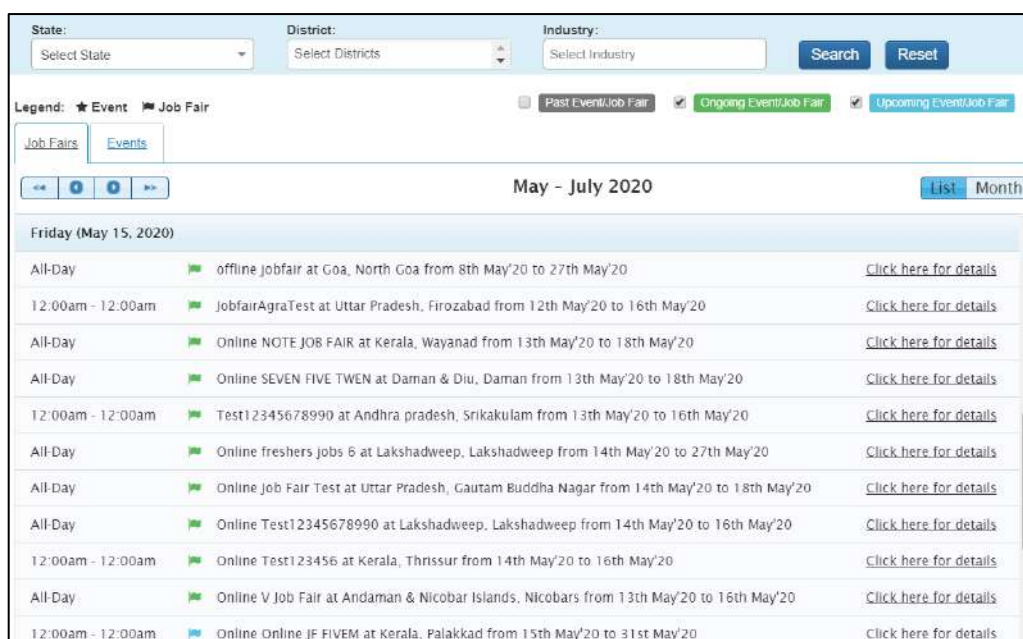
This section of the document describes how an Jobseeker can find out online upcoming Job fairs and Events on the NCS portal and then register themselves for specific Job fairs and events.

List of Job Fairs can be accessed from Job Fair and Events Section of NCS Home Page. Jobseeker can either click on a Job Fair link displayed in the section or Jobseeker can also click on **View All** link to navigate to **NCS Calendar** Page, which displays the list of all Job Fairs / Events published on NCS Portal.

NCS Calendar Page has various parameters to search for an Event / Job Fair. The results of search conducted by an Jobseeker based on their search filter criteria (state, industry, and sector) will be displayed as a listing.

The screenshot displays the NCS Home Page interface. At the top, there are navigation tabs: 'Find Jobs', 'Find Counselor', and 'Find Career Center'. Below these is a search bar with a text input field containing 'ew Java, Data Entry, Accounts, Sales etc.', a dropdown for 'Please enter City or State', and a dropdown for 'Total Experience (Years)'. A 'Search' button is located to the right of the search bar. Below the search bar are several filter checkboxes: 'Jobs for Differently Aabled', 'Jobs for Ex-Servicemen', 'Government Jobs', 'Jobs for Women', 'Full Time/Work From Home', 'Internship', and 'Apprenticeship'. The main content area is divided into three columns. The left column is titled 'Enhance your profile' and contains four tiles: 'Career Skills' (with 'tcs iON' logo), 'Microsoft / MLE Training' (with 'DigiSaksham' logo), 'Human Resources for Health Sector', and 'Update your Profile'. The middle column is titled 'Videos' and contains four tiles: 'Instructional Videos', 'Sector and Job Roles', 'NCS / Success Story Videos', and 'Create Video Profile'. The right column is titled 'Events and Job Fairs' and is highlighted with a red box. It contains a list of events: 'Career Talk/CBP NCSG SCST JBP on NCS Portal on 17th May22', 'Online Job Fair NCSCDA on NCS Portal on 18th May22', 'Online MCCHSR MAY22 on NCS Portal from 18th May22 to 25th May22', 'Rajgar mela at Uttar Pradesh, Pratapgarh on 18th May22', 'Placement Drive at Uttar Pradesh, Gonda on 18th May22', 'JOB FAIR at Gujarat, Surendranagar on 18th May22', and 'JOB FAIR at Gujarat, Anand on 18th May22'. Below the 'Events and Job Fairs' section are three large colored boxes: a blue box for 'International Jobs' with a 'CLICK HERE TO SEARCH' link, a purple box for '1,88,990 ACTIVE EMPLOYERS', and an orange box for '1,83,365 ACTIVE VACANCIES'. At the bottom left, there is a link for 'Top Employers April 2022'.

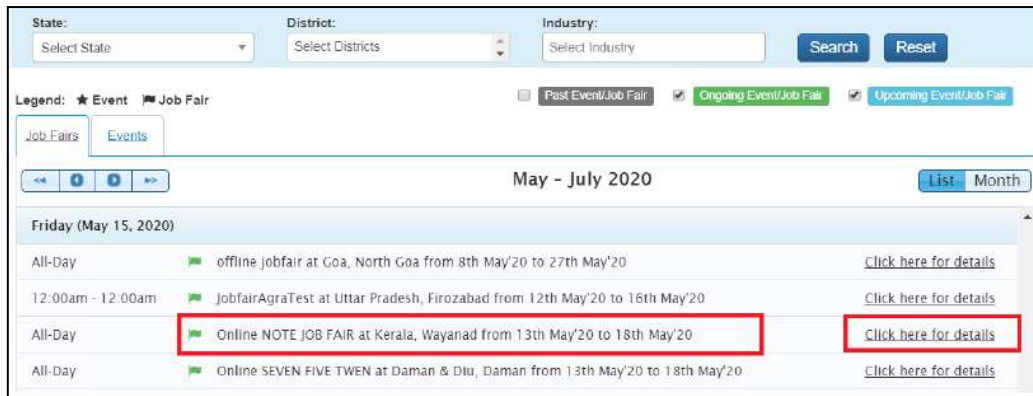
NCS Home Page Screen



16.1 Search for Job Fairs

Follow these steps to search for job fairs:

1. Ensure that the **Job Fairs** tab is selected on the **Job Fair/Event** screen.
2. Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:
 - a. **In List Format**
 - i. Results of job fairs that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).



Job Fair List

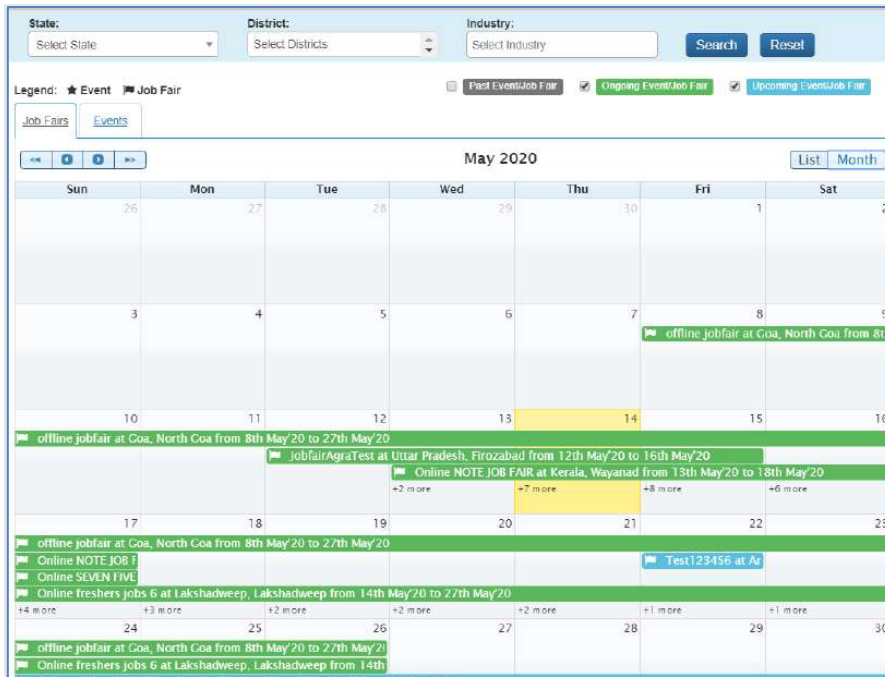
- ii. To view the details of a particular job fair, you can either click the title of the job fair in the list or click the **Click here for details** link for that listing.
- iii. The details of the selected Job Fair are displayed on a pop-up.
- iv. Important: Since these all are Online/Digital Job Fairs, so the “Job Fair venue “for these Job Fairs will show “NCS Portal” and the user needs to use our Portal services for shortlisting candidates against a Posted Job.



Job Fair Details Pop-up

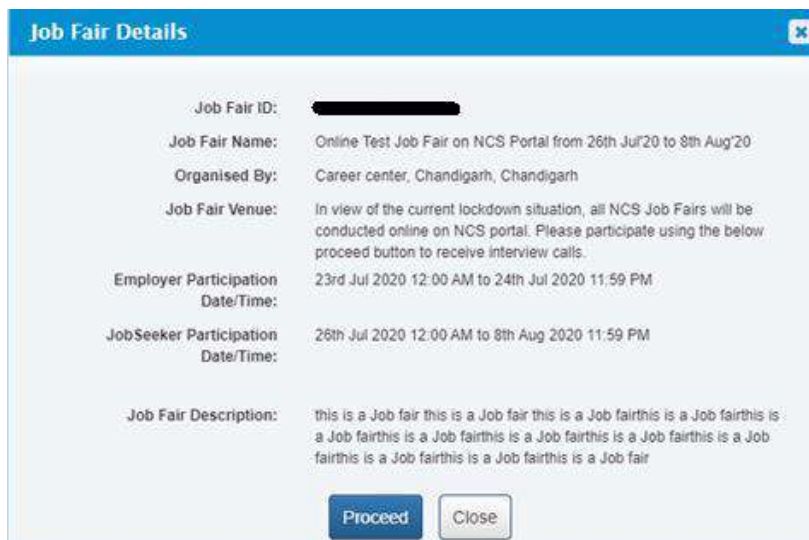
b. In Month Format

- i. To view your search results in calendar format, click the Month button. The calendar that appears, displays job fair search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



Job Fair Result Calendar

- ii. To view the details of a particular job fair click the title of that job fair on the calendar.
- iii. The details of the selected job fair display on a pop-up.



Job Fair Details Pop-up

These Job-fairs are Online, so interested Jobseekers have to apply online only. Participating employers will screen the profiles of jobseekers who register in these Job-fairs and will conduct interviews through skype or telephone.

16.2 Job Fair Participation

This link allows you to review details of job fairs and events you have participated in.

1. Click the **Job Fair Participation** link from the left panel. This displays the **Job Fair Participation** screen.

Sr. No.	Job Fair / Event ID	Job Fair / Event Name	Registration Start Date/Time	Registration End Date/Time	Job Fair / Event Start Date/Time	Job Fair / Event End Date/Time	Status	Registration Confirmation/Participation Status
1	[REDACTED]	Online Quality an alyst on NCS Portal from 25th Apr '22 to 26th Apr'22	4/22/2022	4/23/2022	4/25/2022	4/26/2022	Active	Download

Job Fair Participation Screen

Download link is also display on this page in front of every Job Fair for Organisation users, this link will display only till job fair is open otherwise no download link will get display on page.

By click on this link “Job Fair Name”, “Date of registration “and “Job Fair ID” will display for Organisation User and “Job Fair Name”, “Date of registration “, “Job fair ID” and Job Title will display for Non Organisation user.

In order to participate in a job-fair, begin by searching for the required job fair and view its details on pop-up window (For more details refer to the previous pages).

Follow these steps to participate in a particular job fair:

1. Ensure that the pop-up displaying details of the job fair you want to participate in is open.

Job Fair Details

Job Fair ID: [REDACTED]

Job Fair Name: Online Test Job Fair on NCS Portal from 26th Jul'20 to 8th Aug'20

Organised By: Career center, Chandigarh, Chandigarh

Job Fair Venue: In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.

Employer Participation Date/Time: 23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM

Job Seeker Participation Date/Time: 26th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM

Job Fair Description: this is a Job fair this is a Job fair this is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fair

[Proceed](#) [Close](#)

Job Fair Details Pop-up

- Next, click the **Proceed** button. The **Job Fair Pre-registration** screen displays.

The page is divided into three sections, **Personal Info**, **More About Yourself** and **Job Fair Details**. The **Personal Info** section contains your basic information and contact details. The **More About Yourself** section displays your educational and employment details. The **Job Fair Details** section has information of the job fair you have selected to participate in.



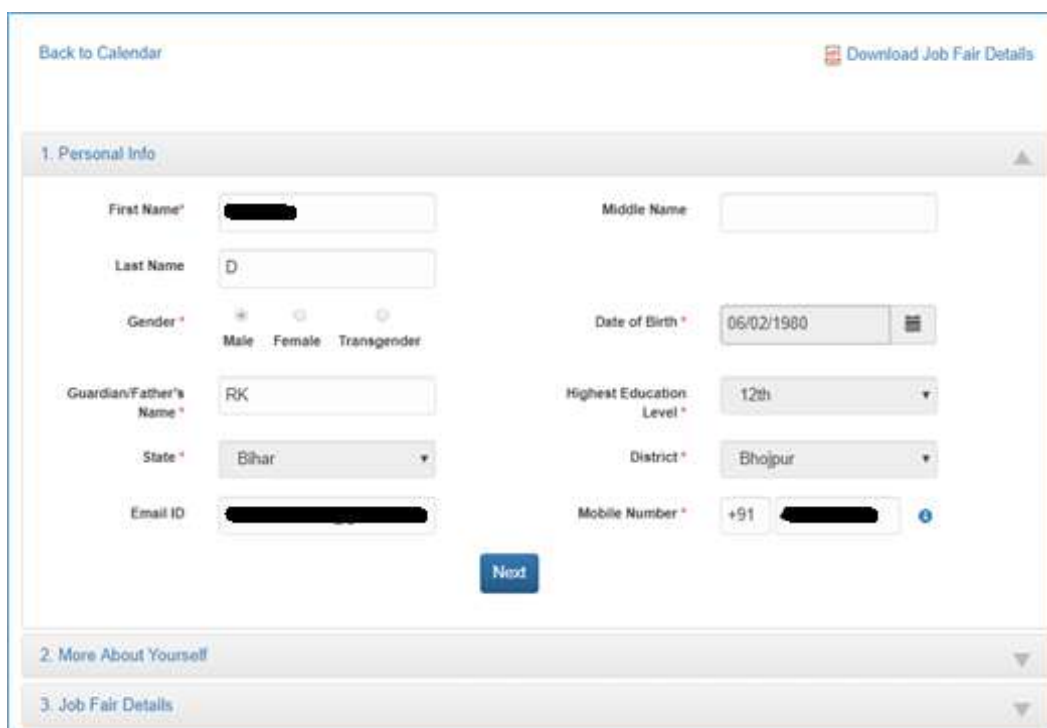
Back to Calendar Download Job Fair Details

- 1. Personal Info
- 2. More About Yourself
- 3. Job Fair Details

Job Fair Pre-Registration Screen

- Click the **Personal Info** section to expand it and view its contents. Make changes to editable fields (if required). Fields that you cannot edit in this section can be modified by updating your profile.

Note: The **Download Job Fair Details** enables you to download details of the selected job fair on your system as a PDF for future reference.



Back to Calendar Download Job Fair Details

1. Personal Info

First Name*	<input type="text"/>	Middle Name	<input type="text"/>
Last Name	<input type="text" value="D"/>	Date of Birth*	<input type="text" value="06/02/1980"/>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Highest Education Level*	<input type="text" value="12th"/>
Guardian/Father's Name*	<input type="text" value="RK"/>	District*	<input type="text" value="Bhojpur"/>
State*	<input type="text" value="Bihar"/>	Mobile Number*	+91 <input type="text"/>
Email ID	<input type="text"/>		

[Next](#)

- 2. More About Yourself
- 3. Job Fair Details

Job Fair Pre-Registration Screen: Personal Info Section

- Click the **Next** button to open the **More About Yourself** section. This particular section displays specific data (**Academic Qualification** and **Work Experience**) as per your existing profile on the NCS portal. Click the **+Add More** button to add information pertaining to your academic qualification and professional experience (if required).

Back to Calendar Download Job Fair Details

1. Personal Info ▼

2. More About Yourself ▲

Academic Qualification

Education & Training	HSC (12th Class) [Science]	Year of Passing	May 2008
Board/University	ANNAMALAI UNIVERSITY, CHIDAMBARA M.	Institute	PIMIG

[+ Add More](#)

Work Experience

Employer Name	TATA AIG INSURANCE,	Sector	Education
Designation	Manager	Duration	1/2/1980 - 31/12/2017

[+ Add More](#)

[Next](#)

3. Job Fair Details ▼

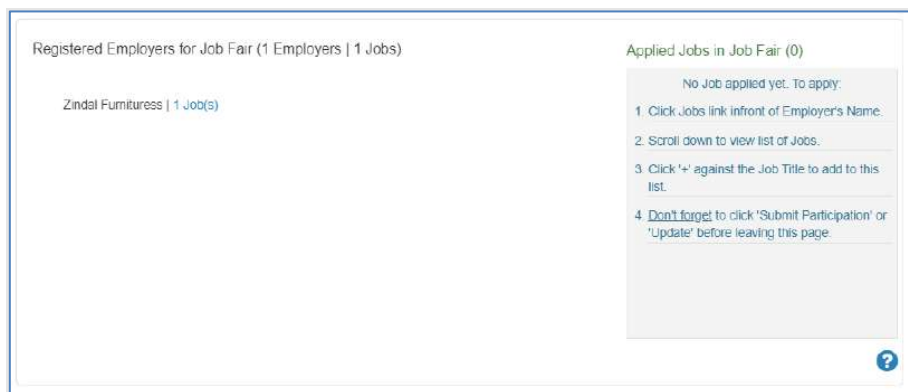
Job Fair Pre-Registration Screen: More About Yourself Section

- Click the **Next** button to display the third section, that is, the **Job Fair Details** section. This section displays information about the job fair you would be participating in. You can participate in the Job Fair anytime between the given Jobseeker Participation Start Date/Time and End Date/Time.

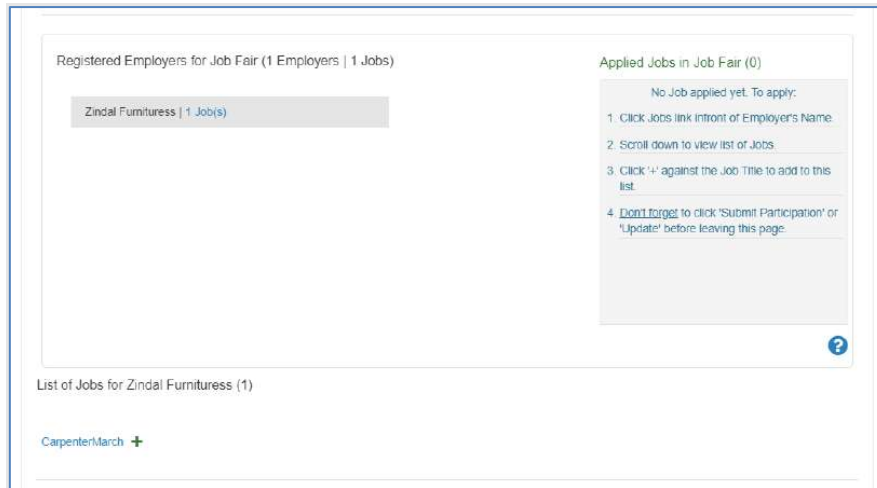


Job Fair Pre-Registration Screen: Job Fair Details Section

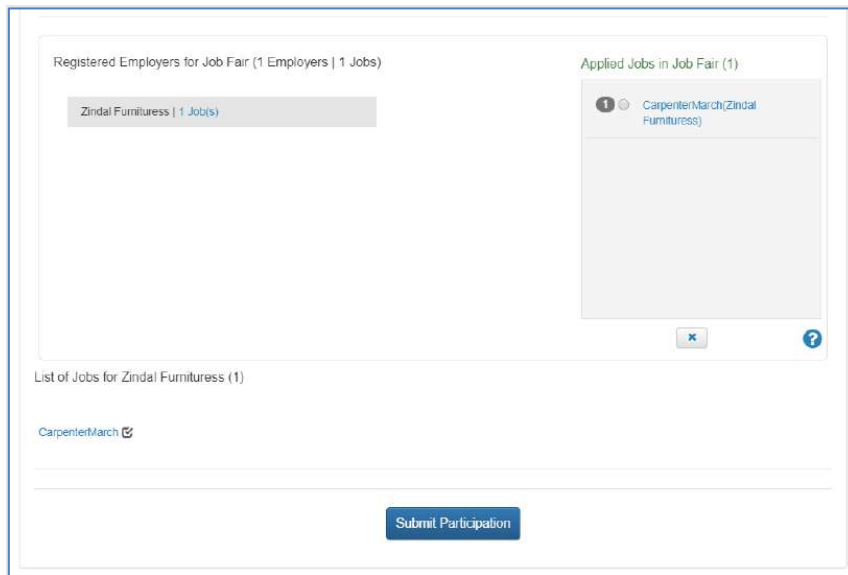
6. Apart from job fair details this section also displays the number of employers who have registered themselves for the said job fair along with the jobs they are offering during the said fair.
7. To participate in the Job Fair, you need to apply to Jobs. For this purpose, review the participating employers and the jobs posted by them. Select the job(s) you are interested in. The job(s) you select get listed under the **Applied Jobs in Job Fair** label.



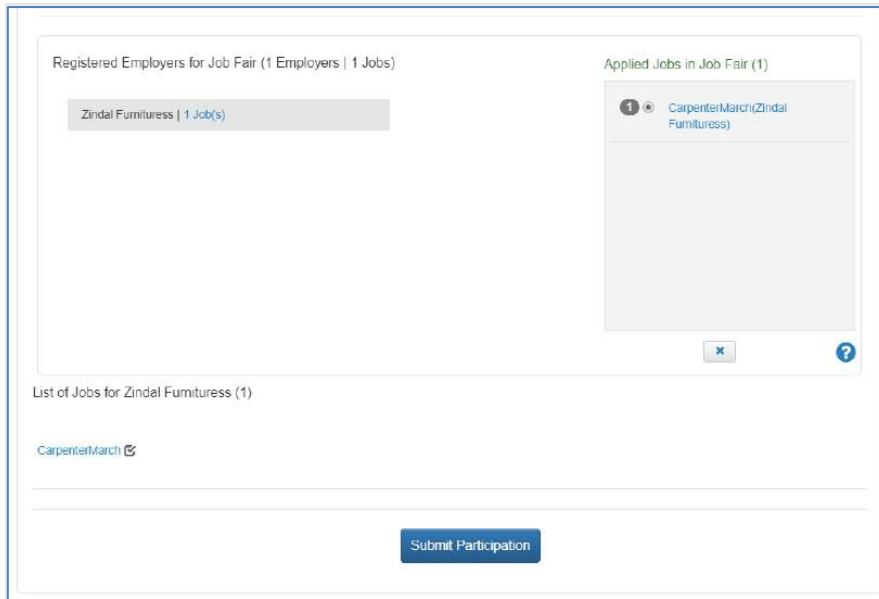
8. To add job to **Applied Jobs list**, click on the employer name and then click on the + icon against the job you are interested in.



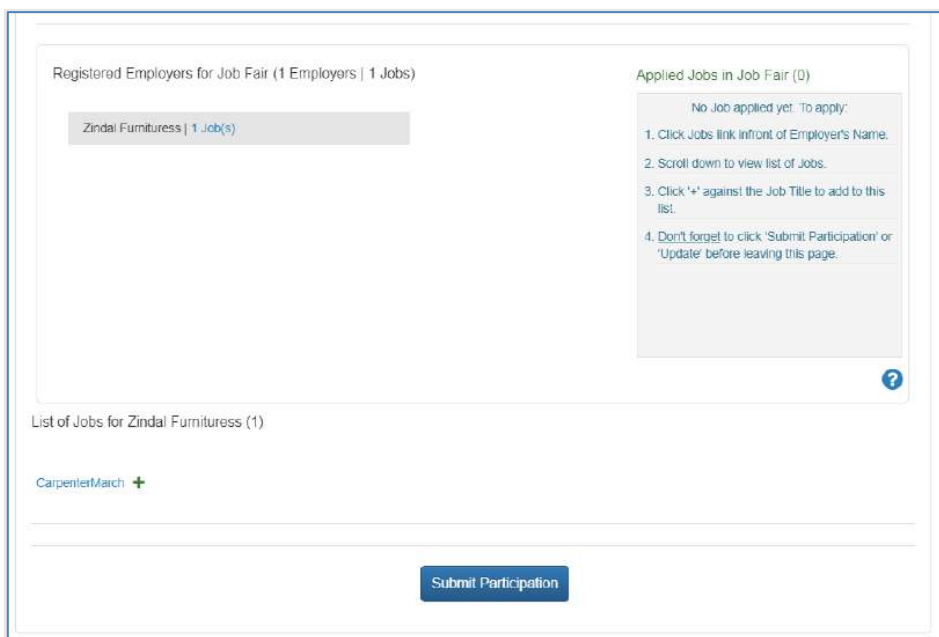
9. Selected job will get added to the list of **Applied Jobs in Job Fair**.



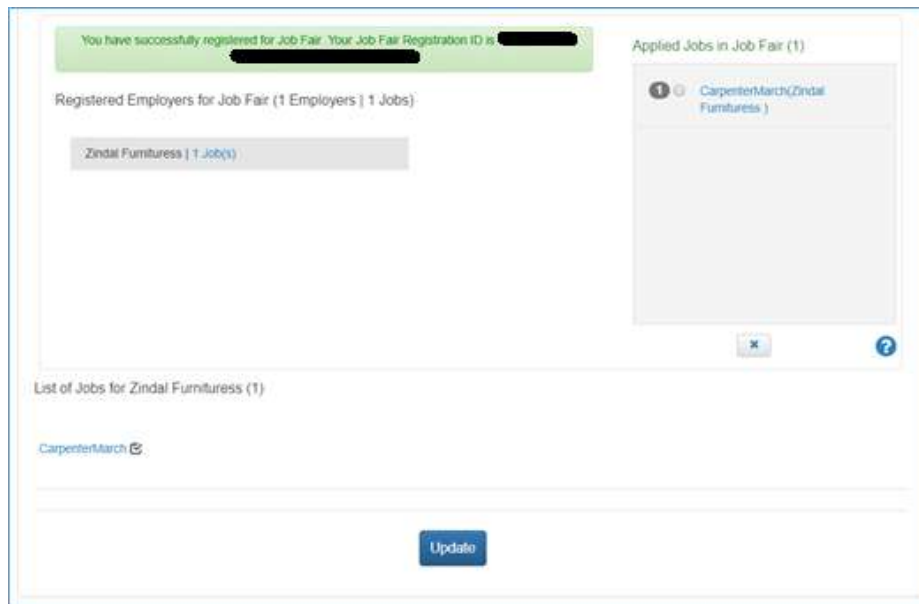
10. To delete the added job from **Applied Jobs in Job Fair** list, select the job that you want to delete and click on the 'x' button below this section.



11. Selected Job will get deleted from the **Applied Jobs in Job Fair** list and it can be added again by clicking on '+' button.



12. Click on the **Submit Participation** button to participate in the selected job fair.



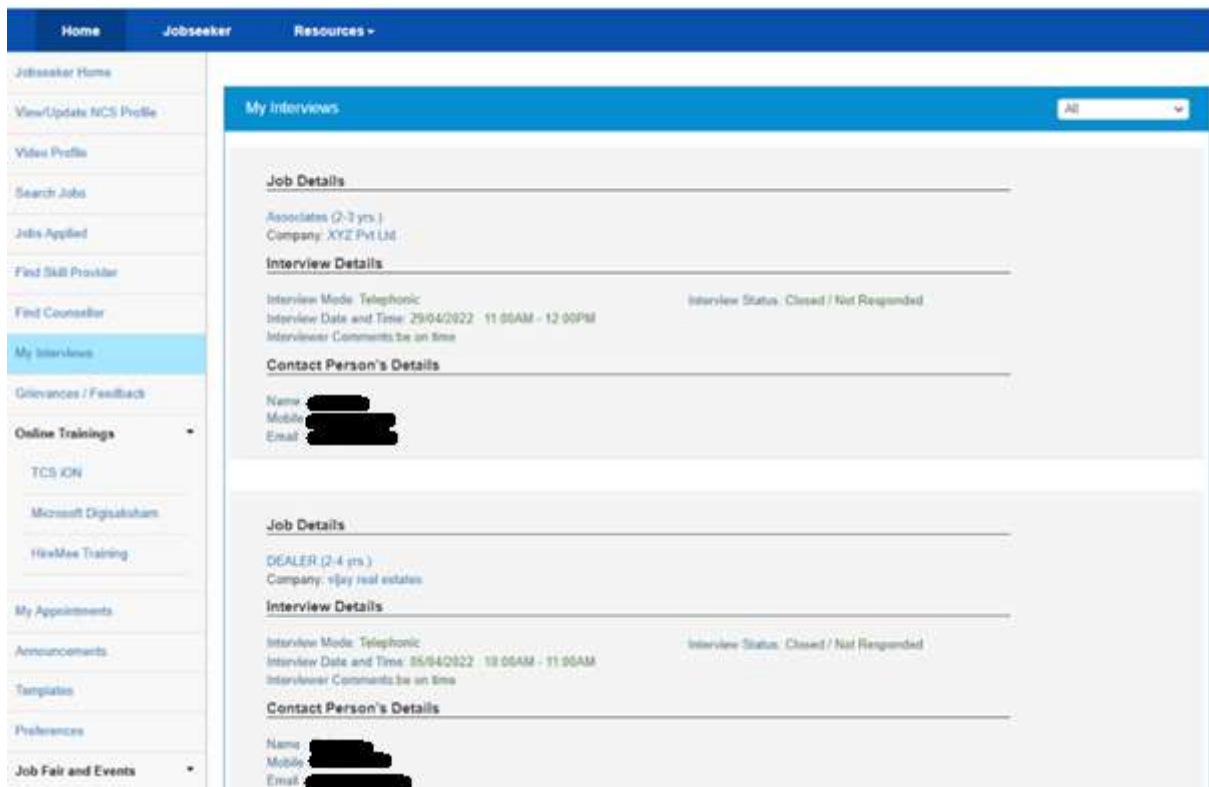
Note: You will not be able to participate in an online job fair unless you select at least one job from that particular job fair.

13. After submitting participation in a said job fair, a Jobseeker can update i.e. add or delete jobs etc., in the said Job fair by clicking on Update button.

Note: You can, only apply for a limited number of jobs in a particular job fair. The number of jobs you can apply to, in a job fair, is controlled by the job fair manager. You can also withdraw from the jobs you have already applied.

16.3 Invitation from Employer after Submitting Participation in Job Fair

After the Jobseeker submits his participation in Online Job fair/Event through Portal, employer will receive the jobseeker details. Employer will then screen the Jobseekers' profile and will send invitations to shortlisted candidates/jobseekers for further discussion. Jobseeker will receive the notification in Email and SMS from NCS about the invitation. Jobseeker can also check the invitations in "My Interviews" section of his NCS account, where he can also view employer's contact details and can respond on the invitations accordingly.



16.4 Search for Events

Follow these steps to search for events:

1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.
2. Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:
 - a. **In List Format**
 - i. Results of events that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

Day	Event	Action
Friday (May 1, 2020)	12:00am - 12:00am ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Saturday (May 2, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Sunday (May 3, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Monday (May 4, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Tuesday (May 5, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Wednesday (May 6, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Thursday (May 7, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Friday (May 8, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details

Event Result List

ii. To view the details of a particular event you can either click the title of the event in the list or click the Click here for details link for that event listing.

State: District: Industry:

Legend: ★ Event # Job Fair Past Event/Job Fair Ongoing Event/Job Fair Upcoming Event/Job Fair

Day	Event	Action
Friday (May 1, 2020)	12:00am - 12:00am ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Saturday (May 2, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Sunday (May 3, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Monday (May 4, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Tuesday (May 5, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details

Event Title and Click here for details Link

iii. The details of the selected event display on a pop-up.

Event Details ✕

Event ID: [REDACTED]

Event Name: Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20

Event Venue: In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate using the below proceed button.

Registration Date/Time: 16th Apr 2020 1:04 PM to 30th Apr 2020 12:00 AM

Event Start Date/Time: 1st May 2020 12:00 AM

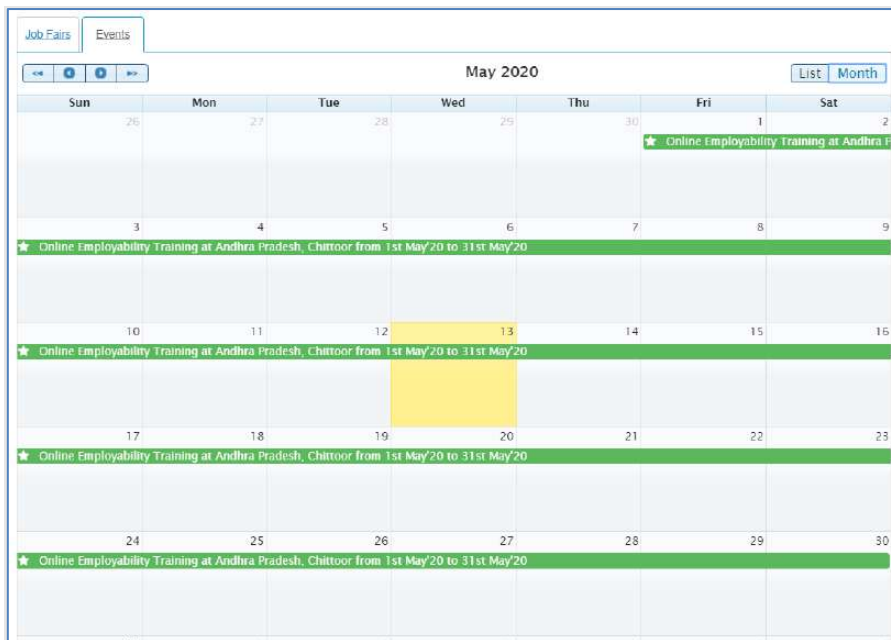
Event End Date/Time: 31st May 2020 12:00 AM

Event Description: MCC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with Tata Consultancy Services. for More details please follow the link: https://www.ncs.gov.in/Documents/Online_Employability_Training_TCS_AA_English.pdf.

Event Details Pop-up

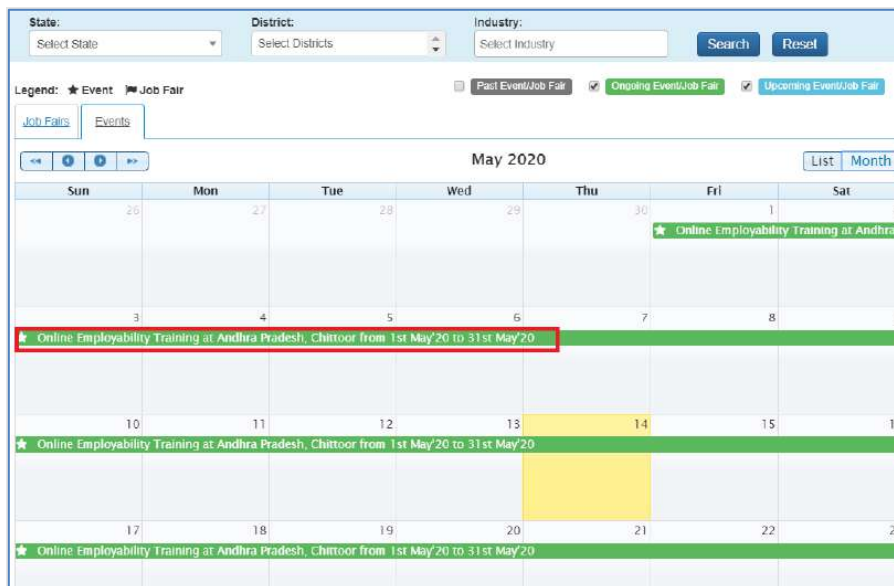
b. In Month Format

- i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays event search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



Event Result Calendar

- ii. To view the details of a particular event, click the title of that event on the calendar.



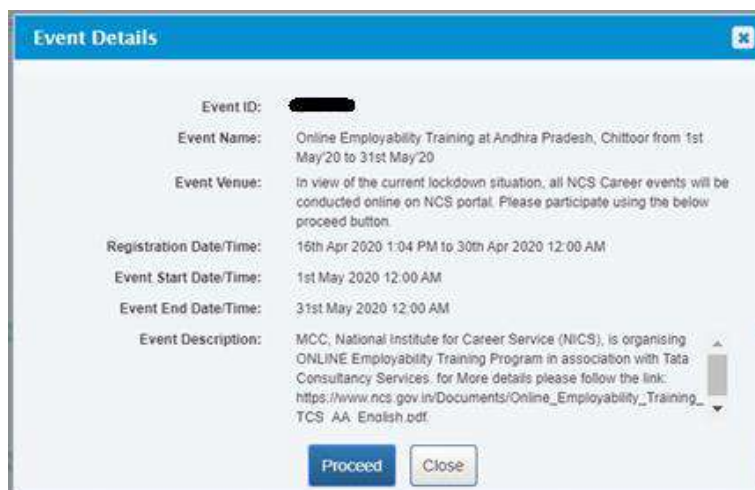
Job Fair Title

- iii. The details of the selected event display on a pop-up.

16.5 Participate in an Event

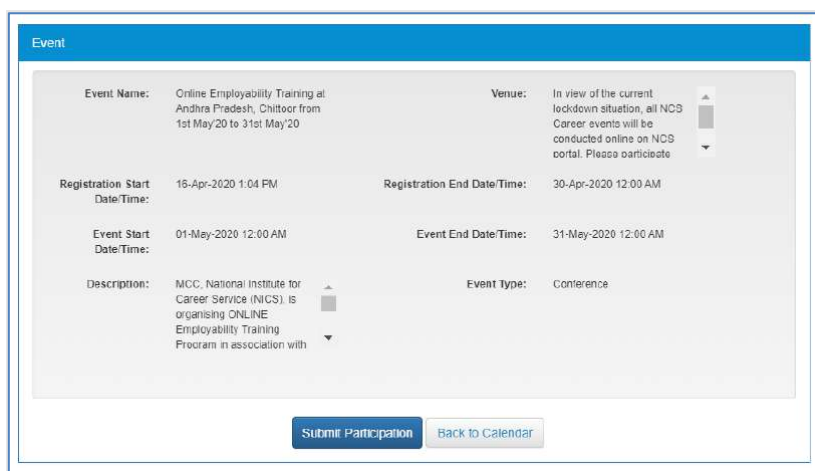
Follow these steps to participate in a particular event:

1. Ensure that the pop-up displaying details of the event you want to participate in is open.



Event Details Pop-up

2. Next, click the **Proceed** button. The **Event Pre-registration** screen displays.



Event Pre-Registration Screen

3. Click the **Submit Participation** button.

17. Profile

This link allows you to view and download your NCS profile and also enable you to print out your identity card (NCS Registration Card). You can carry your NCS Registration Card with you to various job fair and events as your short profile.

1. Click the **Profile** link from the left panel. Two additional links display.



Profile Link Features

17.1 View and Download CV

This link allows you to review your complete profile and download the same if required.

1. Click the **View and Download CV** link from the left panel. The **Resume** screen displays.

The screenshot displays the NCS Resume screen. The left sidebar contains navigation options like 'Home', 'Jobs/Alerts', 'Resources', 'About Me/My Profile', 'My Profile', 'Search Job', 'Jobs Applied', 'My Skills Profile', 'Find Counsellor', 'My Vacancies', 'Overview / Feedback', 'Online Trainings', 'ECS/EDU', 'Minicert/Exhibitions', 'Feedback/Query', 'My Appointments', 'Appointments', 'Trainers', 'Interviews', 'Job Fairs/Events', 'Job Fair /Event Calendar', 'Job Fair /Event Feedback', and 'Profile'. The main content area is titled 'Resume' and includes sections for Personal Information, International Opportunities Interest, Experience, Education, and Other Qualifications / Trainings / Courses. A 'Download Profile' button is located at the bottom right of the resume content.

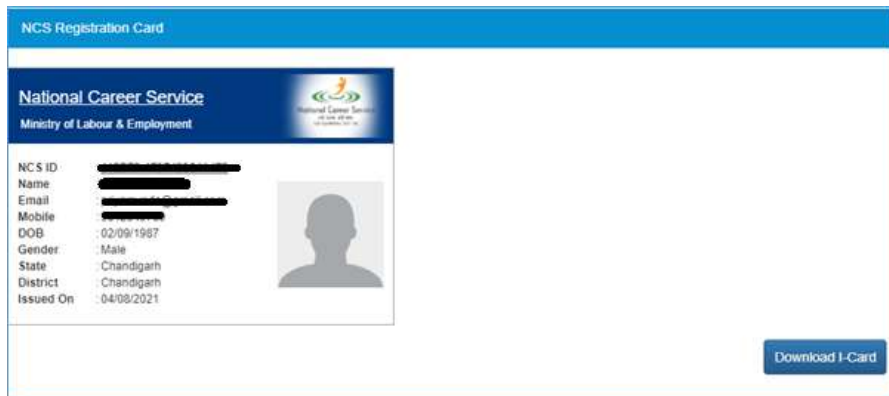
Resume Screen

2. Review your profile and click the **Download Profile** button to download it.

17.2 NCS Registration Card

This link allows you to review your I-Card (short profile) and print the same if required.

1. Click the **NCS Registration Card** link from the left panel. The **NCS Registration Card** screen displays.



NCS Registration Card Screen

2. Click the **Download I-Card** button to download your NCS Registration Card.

Print your downloaded NCS Registration Card and use it as your short profile to introduce yourselves at various NCS job fairs, events, or in your interviews as required.

18. Change Password

The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.



1. Click the **Change Password** option from Sign-Out menu. The **Change Password** screen displays.

Change Password

* mandatory

Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it.

Old Password*

New Password* ⓘ

Confirm New Password*

Enter Security Code*

Type Captcha: ↻

Change Password

2. Enter old password
3. Enter a new password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: “pass@word1”.
4. Retype the same password for confirmation
5. Enter security code as shown in the displayed image
6. Click the **Change Password** button to update the password

19. Insufficient Password History Enforcement

You cannot use your last 3 passwords to reset your new password using the Forgot Password or Change Password features. In such case the portal will display a validation message that “Old and New Password cannot be same.”

Change Password

Old and New Passwords cannot be same.

* mandatory

Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it.

Old Password*

New Password* ⓘ

Confirm New Password*

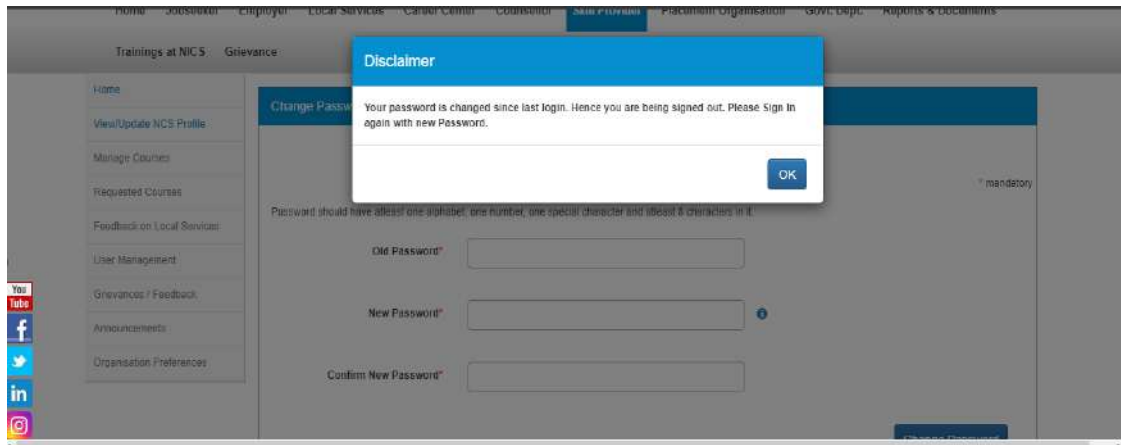
Enter Security Code*

Type Captcha: ↻

Change Password

20. User will Logout After Password Change

Now when you change the password, a pop-up will appear displaying the message: “Your password is changed since last login. Hence you are being signed out. Please Sign In again with new Password.” and the system will automatically log you out after 10 seconds.

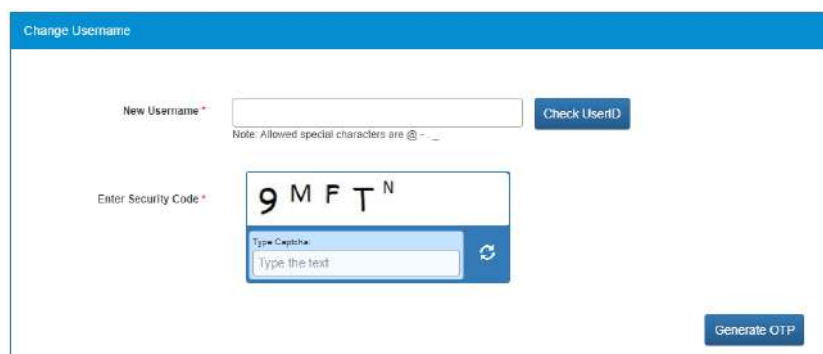


21. Change Username

The link “Change Username” is provided in the “Sign-out” menu and this allows user to change the Username for the NCS portal.



1. Select the **Change Username** option from the Sign-Out menu. The **Change Username** screen displays.

A screenshot of the 'Change Username' form. It features a 'New Username' input field with a 'Check UserID' button to its right. Below this is a 'Note: Allowed special characters are @ - _'. The 'Enter Security Code' section contains a CAPTCHA image with the characters '9 M F T N' and a 'Type Captcha' input field. A 'Generate OTP' button is located at the bottom right of the form.

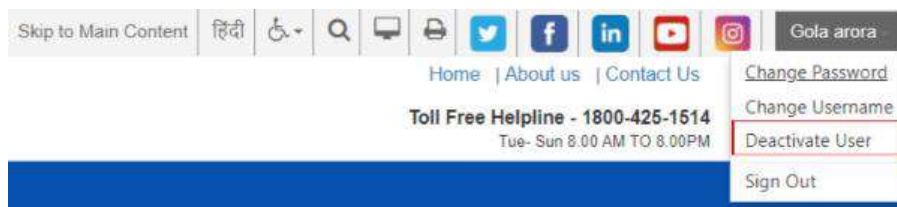
2. Enter the new Username

3. Click the Check User ID button to check whether this User ID is available or not to use
4. Enter security code as shown in the displayed image
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username is now changed

22. Deactivate User

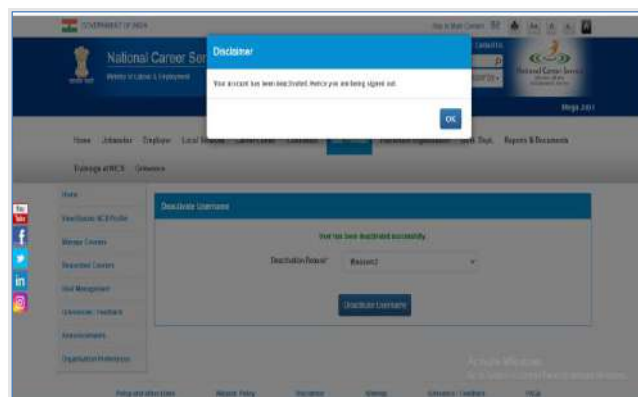
User can now deactivate themselves from the NCS portal. As soon as a user deactivates themselves from the portal, they will be unregistered from the portal. User will be asked to enter the OTP they receive and provide the reason for their deactivation.

1. Select **Deactivate User** from **Sign Out** menu



 A screenshot of the 'Deactivate User' form. It has a blue header with the text 'Deactivate User'. Below the header, there are two input fields: 'User Name*' and 'Password*'. Both fields contain blacked-out text. A blue 'Validate' button is positioned below the password field.

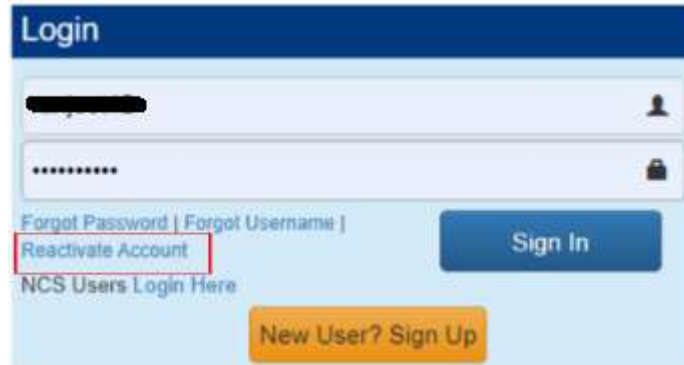
2. Enter **Username** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal



23. Reactivate Account

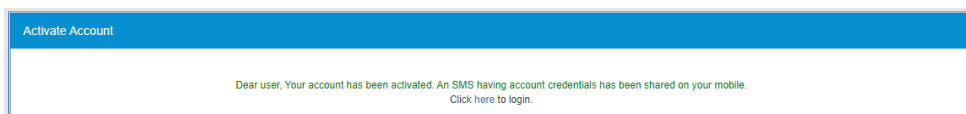
NCS users can now reactivate themselves once they are deactivated on NCS Portal. A functionality to Reactivate Account is available on Home Page.

1. Click the **Reactivate Account** link that displays below the **Login** control



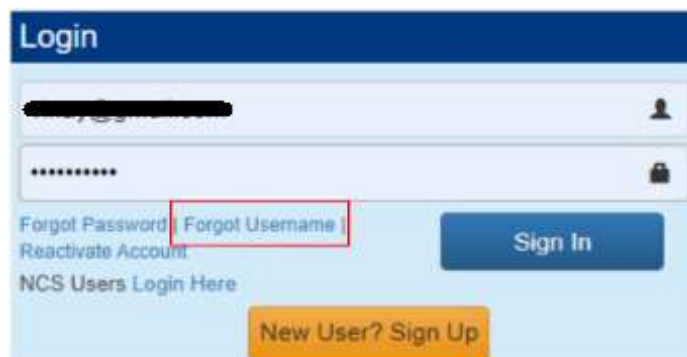
2. Select **Jobseeker** from the “I am” drop-down list
3. Enter **First Name**
4. Enter **Date of Birth**
5. Enter **Mobile Number**
6. Enter **Security Code**
7. Click **Generate OTP**
8. Enter OTP and click **Submit OTP**
9. A message is sent with new Username and Password on registered mobile number of the user

10. Click the **Click here** link
11. Enter Username and Password and then click **Login** with new Username and Password

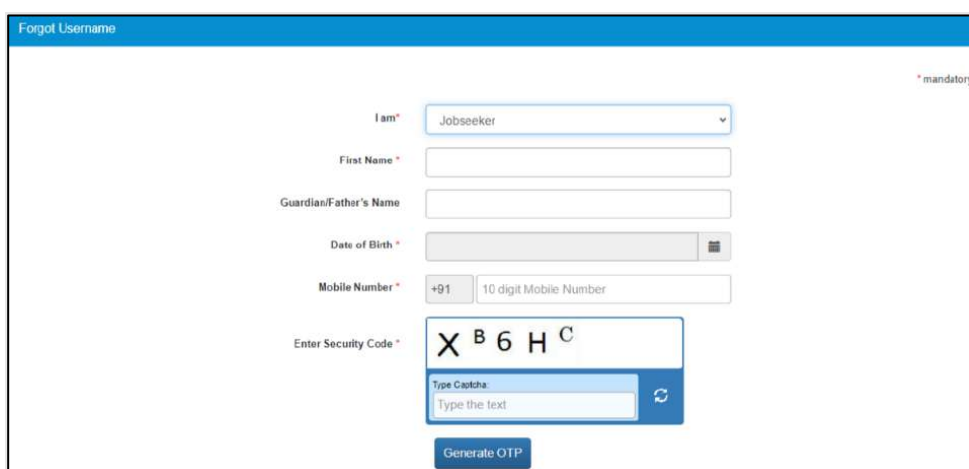


24. Forgot Username

This particular feature enables the user to retrieve their Username in case they forget it and are thereby unable to log into the NCS portal.



1. Click the Forgot Username link from the NCS Home page. This displays the Forgot Username page
2. Select the Jobseeker option from the I am drop-down list



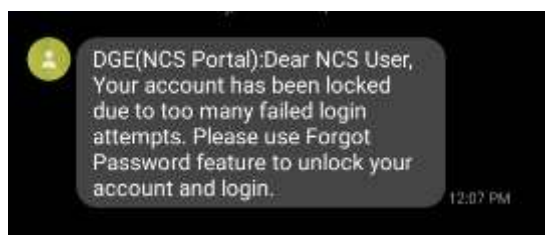
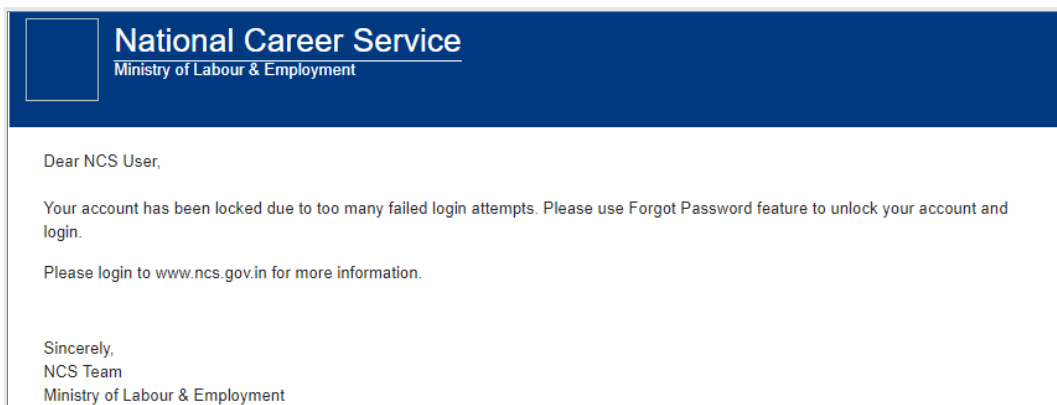
3. Select Organisation Type as Proprietorship or Autonomous/Others
4. Enter following details for the selected organisation:
 - a. For Proprietorship type of organisation enter: Proprietor's PAN, Proprietor's DOB (As in PAN Card), Mobile Number, and the security code that displays
 - b. For Autonomous/Others type of organisation enter: Organisation PAN, Year of Incorporation, Mobile Number, and the security code that displays
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Click the Submit button
9. The system will retrieve your Username and display it.

25. Validate Message on Incorrect Username and Password.

On entering incorrect User Name or Password, you will get a validation message that reads: “Username or Password is incorrect. Please try again”.



After 5 incorrect attempts you will get a message on your registered mobile number and an email on your registered email id stating: “Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login”.



26. Reports and Documents

This link allows you to search for and view Reports and Documents.

1. Click **Resources** from the Top Navigation.
2. Click the **Reports and Documents** option from the menu.

26.1 MIS Reports

This link allows you to search for and view published MIS reports. Reports can be searched on the basis of category, name, year and state.

1. Click **MIS Reports** link from the left panel. This displays the **Reports** screen.

The screenshot shows the 'Reports' screen with a search form. The form includes a 'Report Category' dropdown menu. The left sidebar contains a menu with 'MIS Reports' selected. A note at the top of the main content area states: 'Note: As per the Data Cleansing activity conducted on 1st Aug 19, a number of NCS Users have been archived from the system. These users will not be listed in any Post Data Cleansing Reports. Further, some users will be archived on monthly basis as per the Archival Policy of NCS and data w.r.t Active and Approved users will be reflected in all Post Data Cleansing Reports. With effect from 30th Jun 19, Employer reports will consist of data only w.r.t PAN Verified Employers.'

MIS Reports Screen

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

The screenshot shows the 'Reports' screen with search filters and a table of available reports. The search filters are: Report Category (Jobseeker Reports), Report Name (Job Seeker Registration -Caste Category - State wise), Year (2018-19 (Pre Data Cleansing)), and State (BIHAR). The table below shows the available reports:

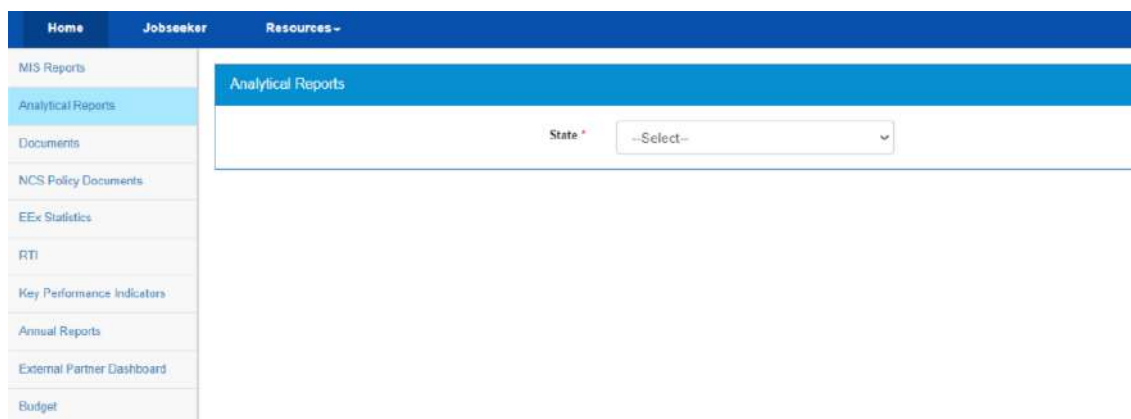
Sr.No.	File Name	File Type	File Size	Published Date
1	Job Seeker Registration - Caste Category - Bihar -2018-19.xlsx	xlsx	36.34 KB	01/10/2018 12:18 PM
2	Job Seeker Registration - Caste Category - Bihar -2018-19.html	html	292.42 KB	01/10/2018 12:18 PM

Available Reports

26.2 Analytical Reports

This link allows you to search for and view published analytical reports. Reports can be searched on the basis of period and state.

1. Click **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

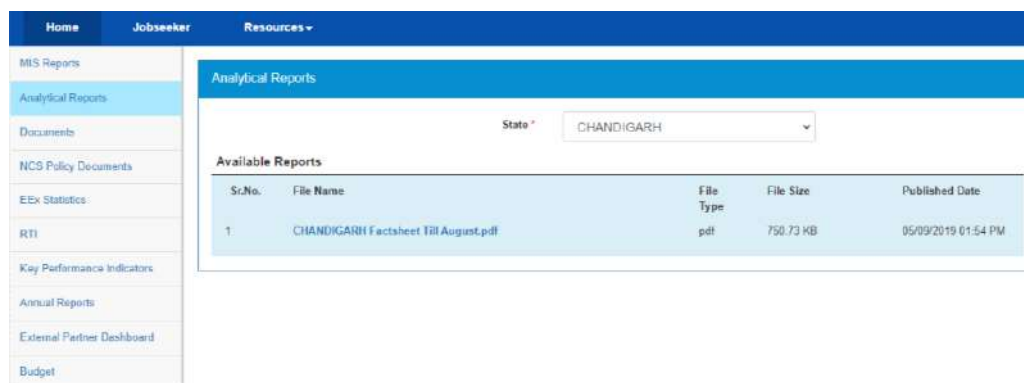


The screenshot shows a web application interface. On the left, there is a vertical navigation menu with the following items: MIS Reports, Analytical Reports (highlighted in blue), Documents, NCS Policy Documents, EEx Statistics, RTI, Key Performance Indicators, Annual Reports, External Partner Dashboard, and Budget. The main content area has a blue header bar with the text 'Analytical Reports'. Below the header, there is a search form with a label 'State *' and a dropdown menu currently showing '--Select--'.

Analytical Reports Screen

2. Select the period for which report is required from the drop-down list
3. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.



The screenshot shows the same web application interface as before, but now the 'State' dropdown menu is set to 'CHANDIGARH'. Below the search form, there is a table titled 'Available Reports' with the following data:

Sr.No.	File Name	File Type	File Size	Published Date
1	CHANDIGARH Factsheet Till August.pdf	pdf	750.73 KB	05/09/2019 01:54 PM

Available Reports

26.3 Documents

This link allows you to view documents related to the NCS portal.

1. Click **Documents** link from the left panel. This displays the **Documents** screen.

File Name	File Size	File Type	Effective Date
Book of NCS launched as part of Aardh ka Amrit Mahotsav.pdf	4.71 MB	PDF (Portable Document Format)	3/7/2022 4:15 PM

Documents Screen

2. Click the desired link to view the listed documents.

26.4 NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.

File Name	File Size	File Type	Effective Date
Career Centre guidelines 18 Dec 2014 Final.v3.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Onboarding Policy_07.Jan2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS_Policy_for_Counselors-27-05-2016_Final.pdf	undefined	PDF (Portable Document Format)	undefined

Policy Documents Screen

2. Click the required link to view the listed NCS policies.

26.5 EEx Statistics

This link allows you to view EEx Statistics related to the NCS Portal.

1. Click **EEx Statistics** link from the left panel. This displays the list of related documents.

Home	Jobseeker	Resources -
MIS Reports		
Analytical Reports		
Documents		
NCS Policy Documents		
EEx Statistics		
RTI		
Key Performance Indicators		
Annual Reports		
External Partner Dashboard		
Budget		

File Name	File Size	File Type	Effective Date
Employment exchange statistics.pdf	978.34 KB	PDF (Portable Document Format)	8/19/2016 3:22 PM

EEx Statistics Screen

26.6 RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click **RTI** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.
2. If you click the **Continue** button, you are navigated to the <http://www.labour.nic.in/applications-and-appeals> page where you can file an RTI.

26.7 Key Performance Indicators

This link allows you to view key performance indicators.

1. Click **Key Performance Indicators** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

26.8 Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Annual Reports** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/annual-reports>.

26.9 External Partner Dashboard

This link allows you to navigate to an external website where you can review annual reports. Access to dashboard is for limited users only.

26.10 Budget

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Budget** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.gov.in/budget>.

27. About DigiLocker

DigiLocker is a service that enables you to store documents (certificates, mark sheets, identification documents, etc.) online, and in digital format. The benefit of this service is that you can retrieve these documents from DigiLocker anytime and anywhere without the need to carry paper documents around.

27.1 DigiLocker for NCS Portal Users

The NCS portal is integrated with the DigiLocker service allowing you to upload and download your documents from within the NCS portal.

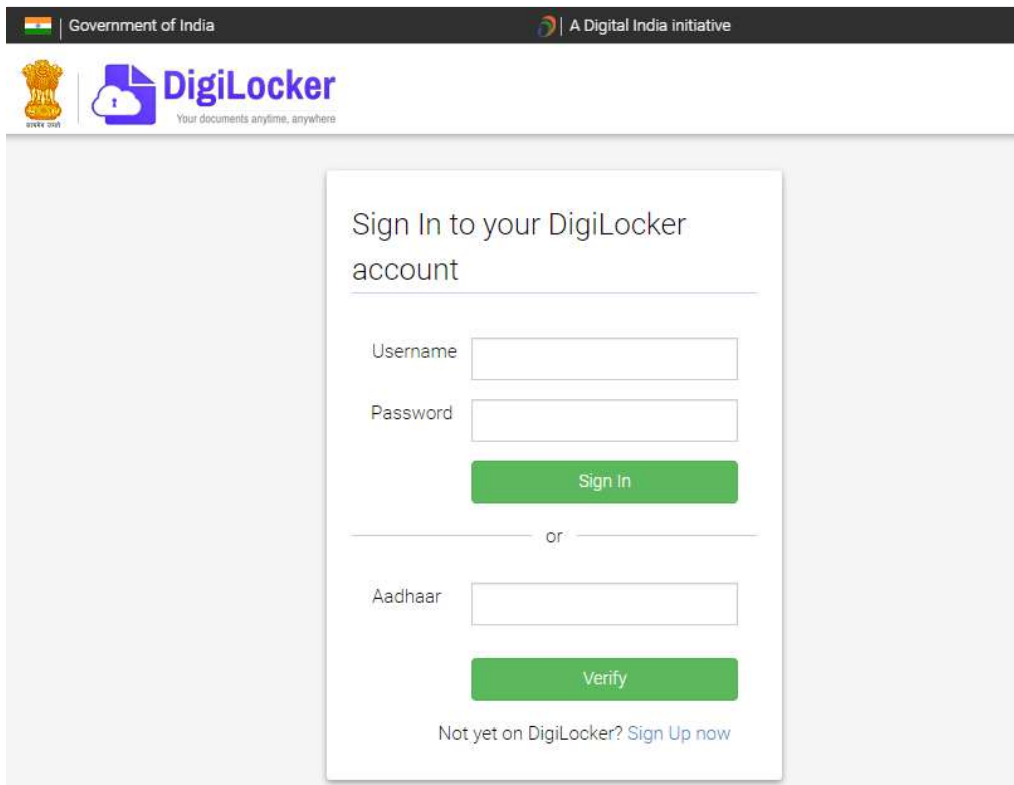
However, if you are a registered NCS portal user but do not have an existing DigiLocker account, then you can create a DigiLocker account for yourself. [Click here](#) to know more.

As a registered NCS portal user, you can access your DigiLocker account from the portal itself, if you already have a DigiLocker account. [Click here](#) to know more.

27.2 Create a DigiLocker Account

Follow these steps to get yourself registered with DigiLocker if you do not have a DigiLocker account as of now:

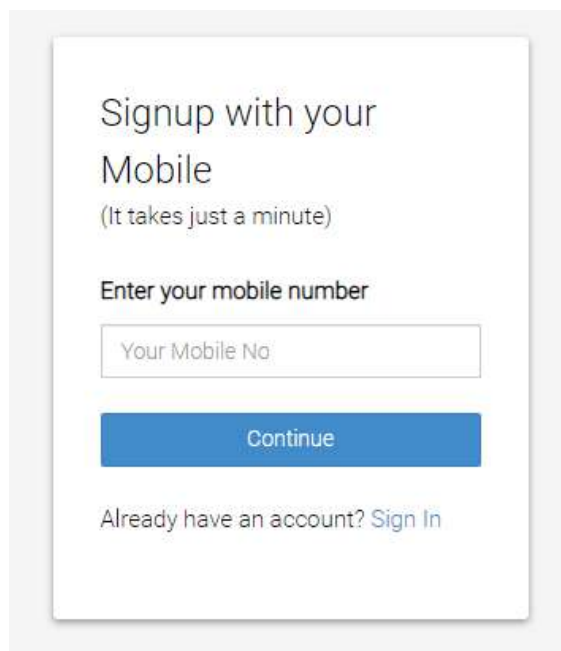
1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.



DigiLocker Sign In Screen

The NCS portal tab on the web browser is now replaced with the DigiLocker site.

2. Click the **Sign Up now** link. This displays the following screen:



Signup Screen

3. Enter your mobile number and then click the **Continue** button. The following screen displays:

Signup with your
Mobile
(It takes just a minute)

Enter your mobile number

Enter OTP received on your mobile

Verify



14s

Enter OTP

- Next, enter the OTP you receive on your mobile number in the **Enter OTP** field and then click the **Verify** button. The following screen displays after clicking the **Verify** button:

Note: Ensure you enter the OTP in the field before the timer, displayed under the **Verify** button, runs out of time.

Government of India | A Digital India initiative

  **DigiLocker**
Your documents anytime, anywhere

Just one more step to complete the sign up...

Create Username and Password for your DigiLocker account.

Set your username

Set your password

Signup

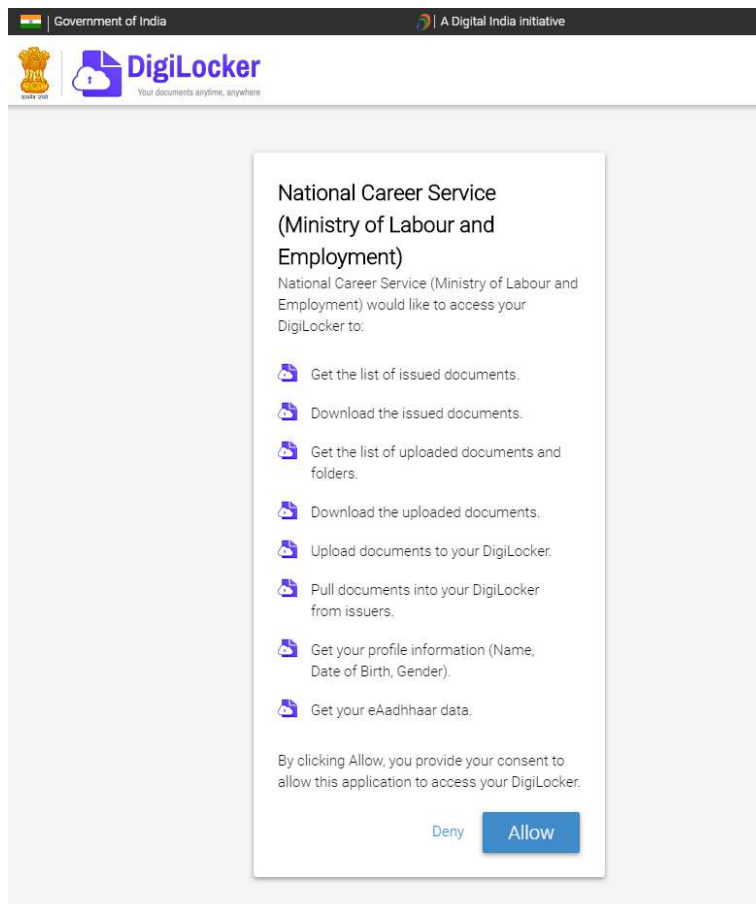
DigiLocker Signup Credentials Screen

- Enter your username and password in the said fields and then click the **Signup** button. The following screen displays:



DigiLocker Account Creation Message

6. Click the **Continue here >>** link displayed at the bottom of the screen. The following screen displays:



Consent for Accessing DigiLocker

7. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.

Note: By clicking the **Allow** button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

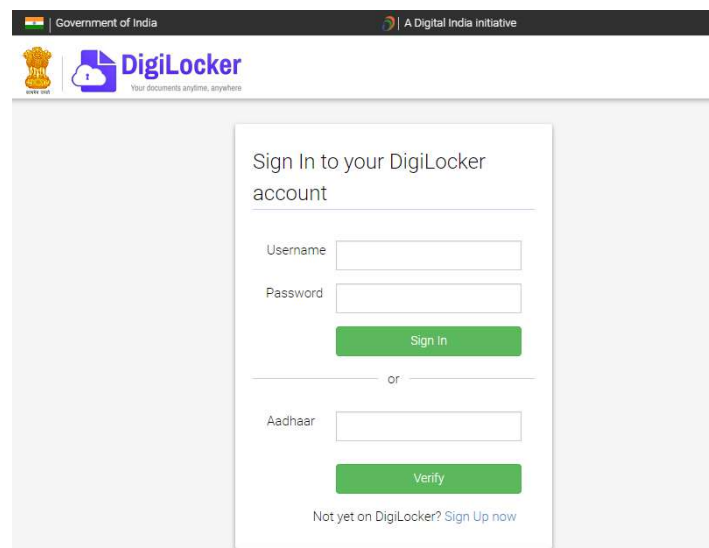
As you are now registered with DigiLocker the **DigiLocker connect** link label is changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

27.3 Access Your DigiLocker Account

If you already have a DigiLocker account, you can easily access this online service from the NCS portal as well.

Follow these steps to access your DigiLocker account from the NCS portal:

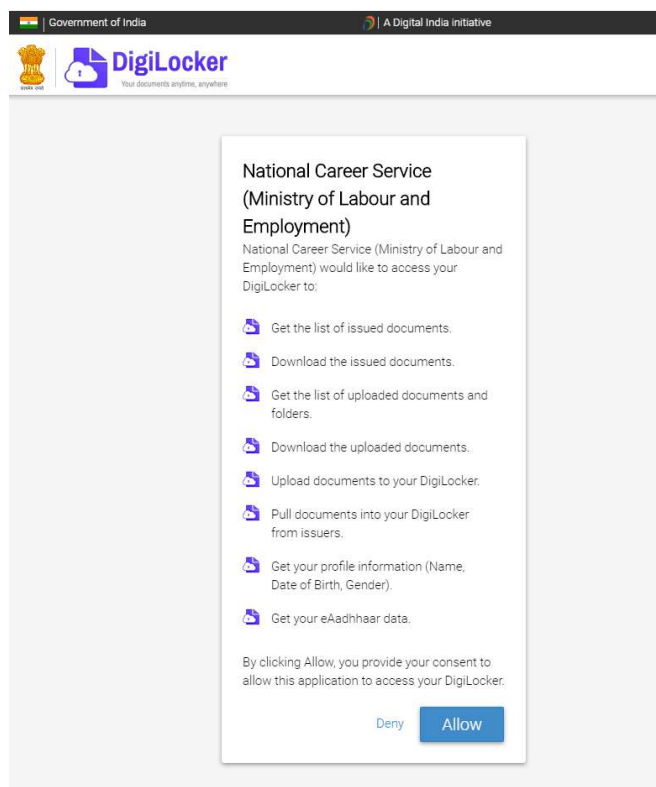
1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.



DigiLocker Sign In Screen

The NCS portal tab on the web browser is now replaced with the DigiLocker site.

2. Enter your login credentials in the **Username** and **Password** fields and then click the **Sign In** button. This displays the following screen:



Consent for Accessing DigiLocker

3. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.

Note: By clicking the **Allow** button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

All the **DigiLocker connect** link labels are now changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

27.4 Adding Documents to DigiLocker

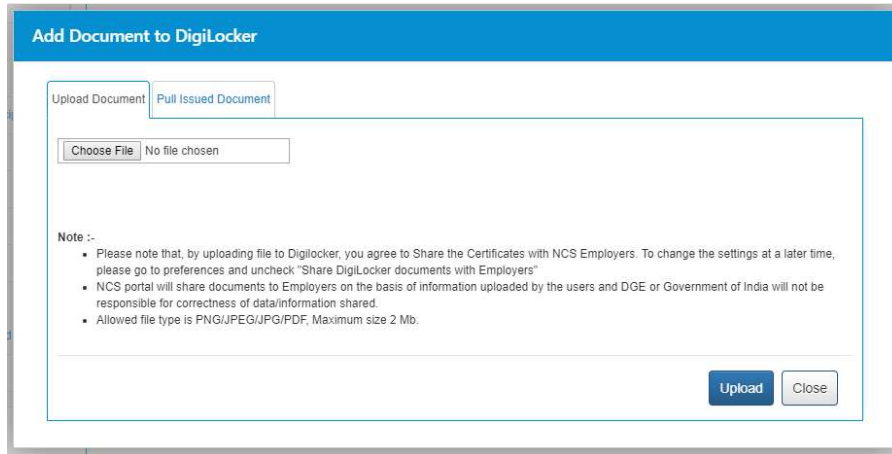
As a registered DigiLocker user, you can add your documents (certificates, mark sheets, identification documents, etc.) to this online service from the NCS portal.

There are two ways to add documents to the DigiLocker: upload documents and pull issued documents from various issuing agencies.

27.4.1 Upload Documents

Follow these steps to upload your documents to DigiLocker:

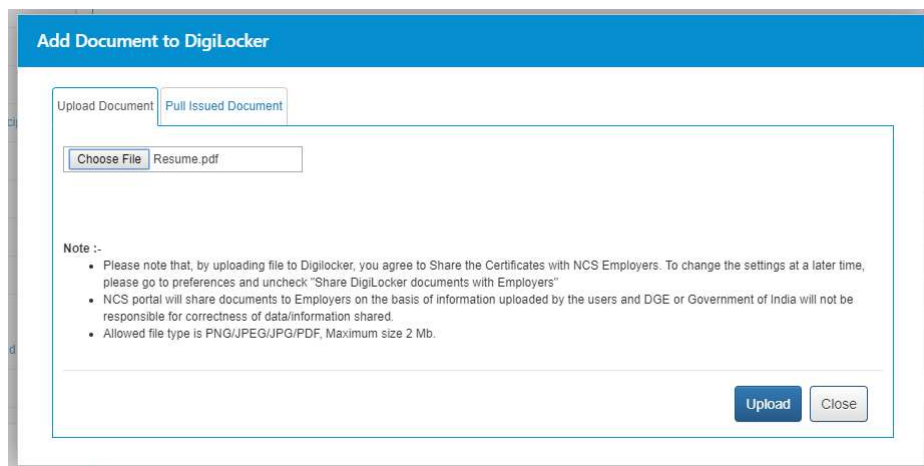
1. Click the **Upload** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Upload Document tab** is selected.



Upload Document Tab

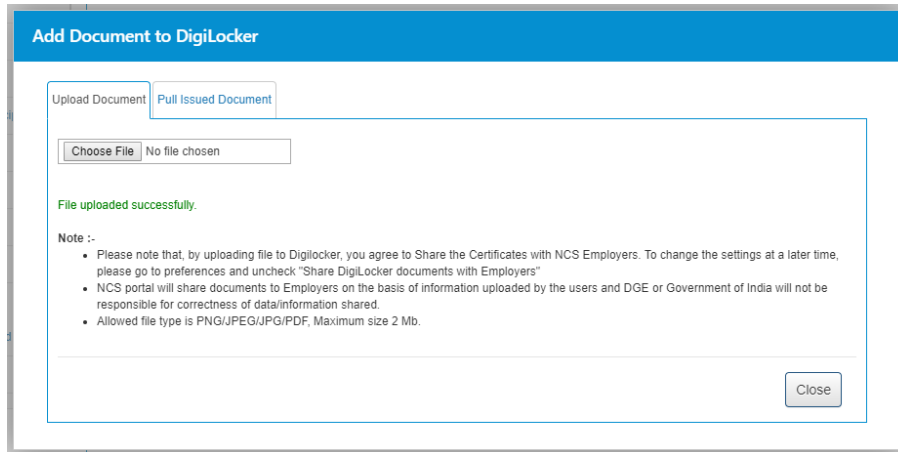
Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.

2. Click the **Choose File** button and locate the file, on the computer, you want to upload.



Select File

3. Click the **Upload** button. The **Upload Document tab** displays a success message as displayed here:



Upload Successful Message

Note: The **Upload Document tab** displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.



Update Download Delete Links

All the **Upload** link labels are now changed to **Update | Download | Delete**. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

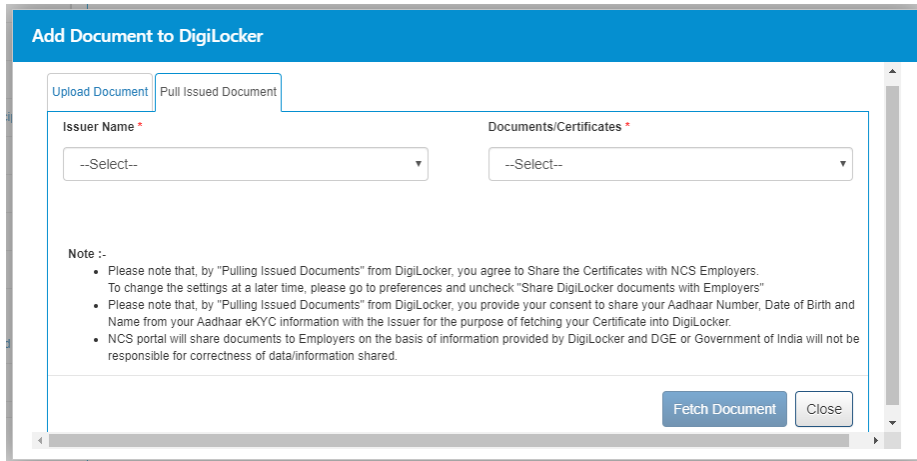
27.4.2 Pull Issued Documents

Documents such as caste certificate, PAN, driving license, educational mark sheets, disability certificate that are issued by respective government bodies and agencies (issuers), can be pulled into the NCS portal from the DigiLocker.

The NCS portal only displays list of issuers who have made documents and certificates available digitally on DigiLocker.

Follow these steps to pull your issued documents from DigiLocker:

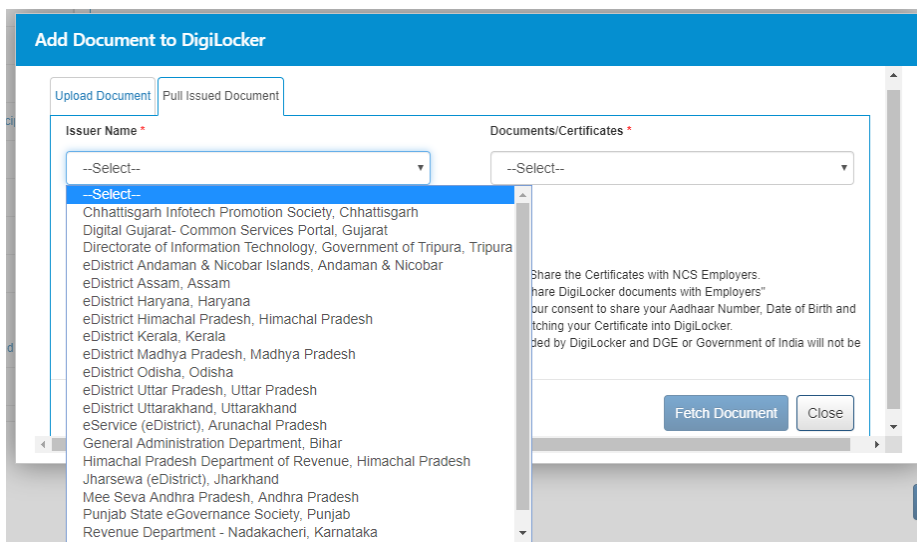
1. Click the **Upload** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Pull Issued Document tab** is selected.



Pull Issued Document Tab

Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.

2. Select the name of the required issuer from the **Issuer Name** drop-down list.



Issuer Name Drop-down List

Note: The lists of displayed names of the issuers is contextual to the field related to which, you want to pull a document from DigiLocker. For example, for pulling a driving license, the **Issuer Name** drop-down will list names of all issuers (driving license authorities), who have made driving license available digitally on DigiLocker.

3. Next, select the required document or certificate from the **Document/Certificate** drop-down list.

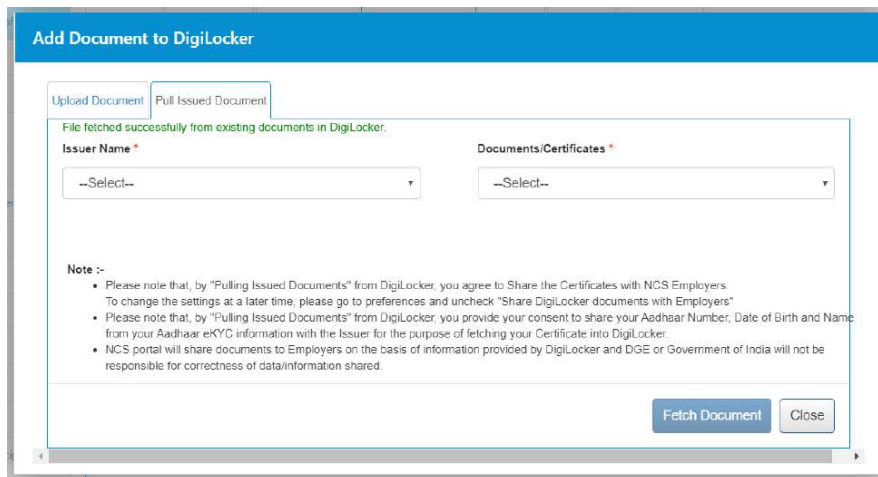
Select Issued Document

4. Enter details on the field(s) that display.

Note: The field(s) that display can vary depending on the type of issuer document that is going to be pulled from DigiLocker. For example, fields that appear on this tab, for pulling a driving license may vary for pulling a disability certificate.

Enter Details

5. Click the **Fetch Document** button. The **Pull Issued Document** tab displays a success message as displayed here:



Fetch Document Successful Message

Note: The **Pull Issued Document tab** displays an error message if the NCS portal is unable to pull your issued document from DigiLocker. Read the error message carefully and pull the document again after taking corrective action as required.

6. Click the **Close** button.



Update Download Delete Links

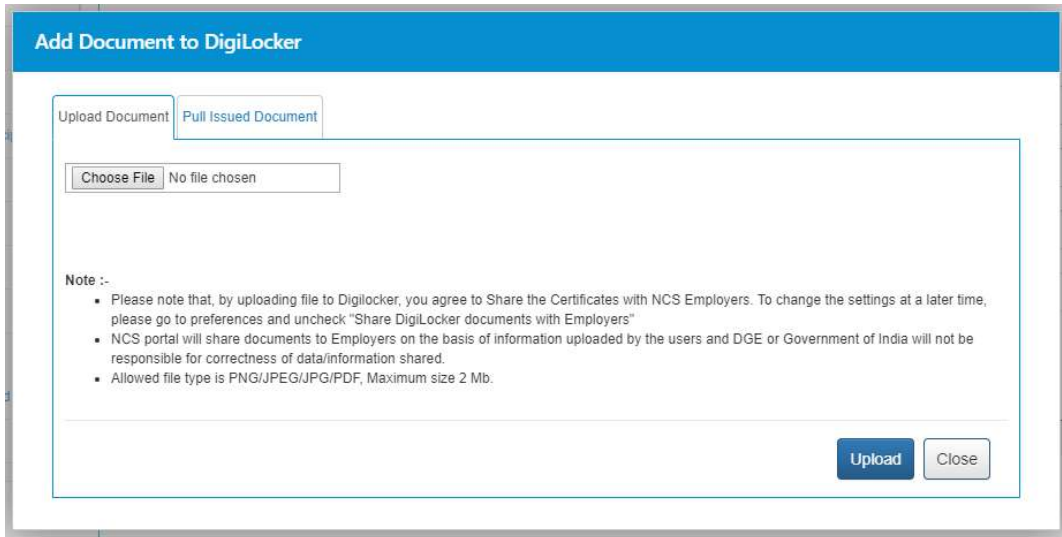
All the **Upload** link labels are now changed to **Update | Download | Delete**. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

27.5 Updating Existing Documents on DigiLocker

You might want to update documents that you have already uploaded to DigiLocker. Updating allows you to upload and replace (update) the older version of your document with the latest version of that particular document on DigiLocker.

Follow these steps to update your existing documents on DigiLocker:

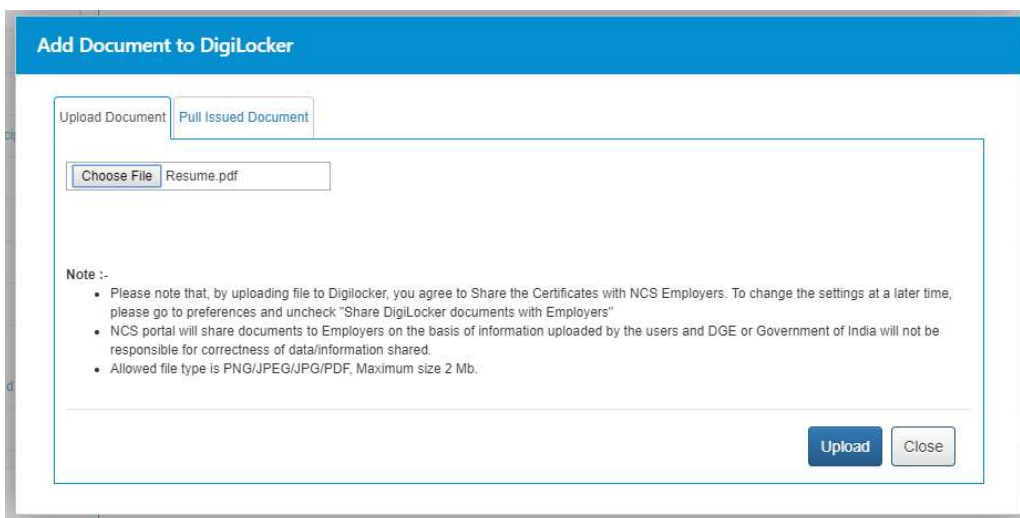
1. Click the **Update** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Upload Document tab** is selected.



Upload Document Tab

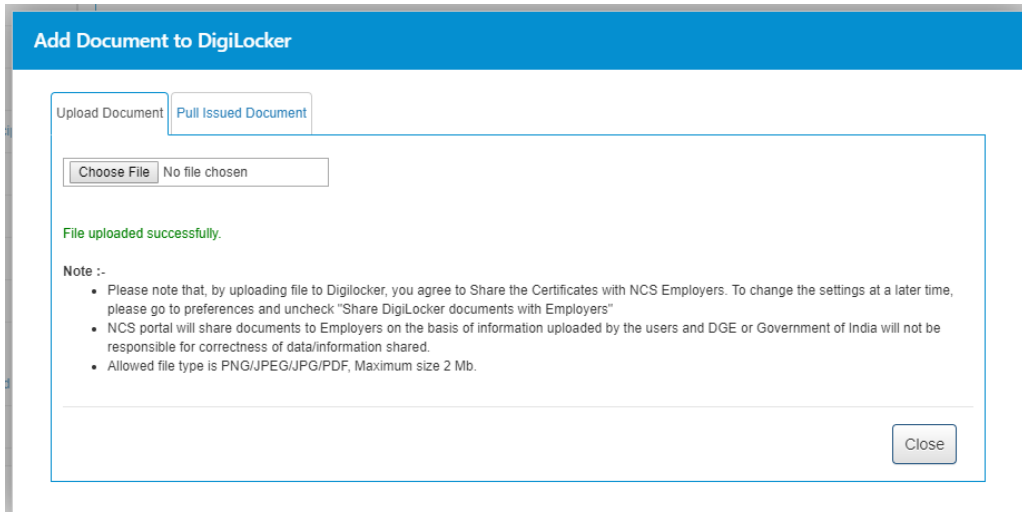
Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.

2. Click the **Choose File** button and locate the file, on the computer, you want to upload.



Select File

3. Click the **Upload** button. The **Upload Document tab** displays a success message as displayed here:



Upload Successful Message

Note: The **Upload Document** tab displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.

The previously uploaded document to DigiLocker is now replaced with the new document; you just uploaded using the **Update** link.

27.6 Downloading Documents from DigiLocker

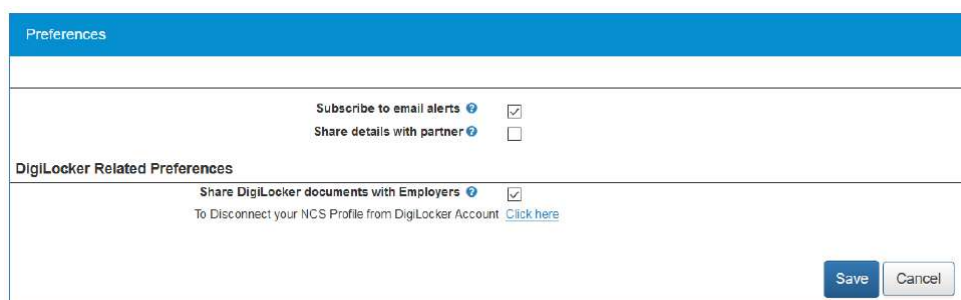
Follow these steps to download your documents from DigiLocker:

1. Click the **Download** link of the required document. The said document is downloaded to your computer.
2. Access the downloaded document to view it.

27.7 Disconnecting from DigiLocker

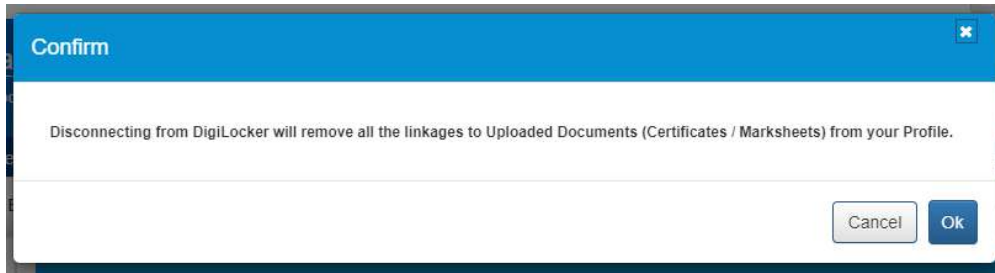
You can disassociate your NCS portal account from your DigiLocker account anytime you want. Doing this, you will not be able to access documents already uploaded to DigiLocker.

1. Access the **Preferences** screen.



Preferences Screen

2. Click the **Click here** link. The **Confirm** pop-up displays.



Confirm Pop-up

3. Click the **Ok** button.

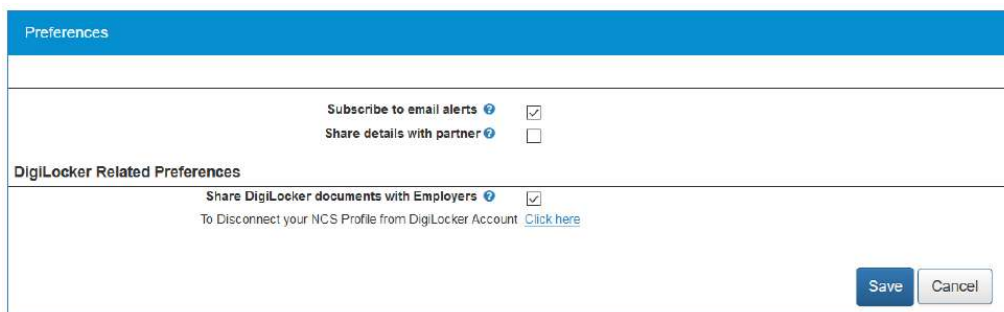
Your accounts are now disconnected. This means you can no longer access documents uploaded to DigiLocker from the NCS portal.

Note: To re-establish connection between your NCS and DigiLocker accounts, once again, click any **DigiLocker connect** link and go through the suggested procedure as before. Next, upload all the required documents to DigiLocker from the NCS portal.

27.8 Sharing Documents with Employers

NCS portal can share documents you upload on DigiLocker with prospective employees. You need to provide your approval to do so on the **Preferences** screen.

1. Access the **Preferences** screen.



Preferences Screen

2. Next, check the **Share DigiLocker document with employer(s)** check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.

Chapter-4

Procedure related to- EMPLOYER

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1. Overview

An employer is a person who runs a private or a government business. The NCS portal helps an employer to search for jobseeker matching their requirements and hire them. To do so the employer has to register himself on the portal. Step by step instructions to perform different actions along with its purpose is explained in the sections ahead.

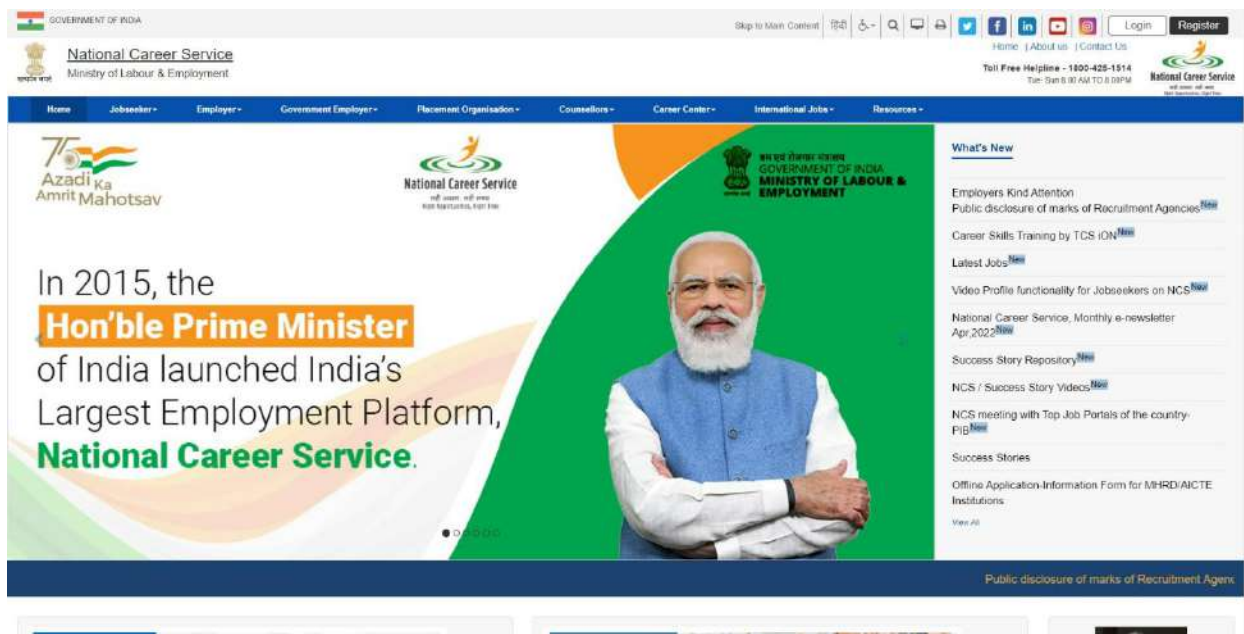
The employer left navigation menu covers the following functionality:

- Employer Home
- View/Update NCS Profile
- Post New Job
- Post International Job
- Search Jobseeker
- Jobs Posted and Responses
- Expired Jobs
- Scheduled Interviews
- Add/Manage Sub Users
- Grievances / Feedback
- Announcements
- Templates
- Organisation Preferences
- Job Fair and Events
- Share Feedback

2. Getting Started

2.1 Access the application

To access the National Career Service portal (NCS Portal), open URL <https://www.ncs.gov.in>. The Home page will be displayed.



NCS Portal Home Page

2.2 Signup/Registration

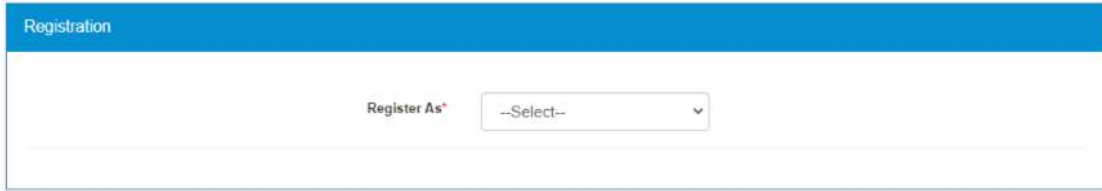
The Employer needs to register on the NCS portal. **Register** button allows you to initiate the registration process. The registration process allows you to create a password and generate a user name for future logins to use the other functionalities. Alternatively, you can navigate to **Login** page and initiate the registration.

Login

[Forgot Password](#) | [Forgot Username](#) | [Reactivate Account](#)

[NCS Users Login Here](#)

1. Click on **New User? Sign Up** button from login page. The registration screen displays.



The screenshot shows a web interface for registration. At the top, there is a blue header bar with the word "Registration" in white text. Below the header, the main content area is white. In the center of this area, there is a label "Register As*" followed by a dropdown menu. The dropdown menu currently displays "--Select--" and has a small downward-pointing arrow on its right side. Below the dropdown menu, there is a horizontal line, likely representing a form field for a password or email address.

Register As Screen

2. Select the Employer option from the Register As drop-down. This displays the employer user registration screen.

Registration

Register As* Employer

Organisation Name*

Former Registered Name

Organisation Category* --Select--

Organisation Type* --Select--

Sector* --Select--

Description

Maximum 500 Characters are Allowed in Description.

Registered Office

Address 1*

Address 2

State* --Select--

District* --Select--

Sub-District/Taluka/Tehsil* --Select--

City/Village* --Select--

Pincode*

Phone +91 Area Cod Phone Extn

Note: Please input area code without leading '0'.

Mobile Number* +91 10 digit Mobile Number

Company Email* name@example.com

Web Site URL http(s)://www.name.com

Identity Information

Organisation PAN*

Additional Details --Select--

Year of Incorporation* --Select--

User Details

Person Name*

Contact Number +91 Area Cod Phone Extn

Note: Please input area code without leading '0'.

Mobile Number* +91 10 digit Mobile Number

Email*

Contact Designation*

User ID* Check UserID

Password* at least 6 characters ⓘ

Retype Password* at least 6 characters

Miscellaneous

Enter Security Code* 3 K 4 M 6

Type Captcha: ↻

I agree to terms and conditions [click here](#)

Submit Cancel

3. Enter Organisation Name
4. Enter Former Registered Name
5. Select Organisation Category (Private Sector or Public Sector)
6. Select the Organisation Type from the drop-down
7. Enter Organisation Type Name (field displays only if Others option has been selected from the Organisation Type drop-down)
8. Select the Sector from the drop-down
9. Enter organisation's description
10. Enter registered address
11. Select state from the drop-down
12. Select district from the drop-down
13. Select Sub District/Taluka/Tehsil from the drop-down
14. Enter city/village
15. Enter pin code
16. Enter Landline number with area code
17. Enter mobile number
18. Enter the company's email id
19. Enter the company's official website
20. Organisation PAN or Proprietor's PAN (only if the Private Sector Organisation type is a Proprietorship)
21. Enter Proprietor's Name (field appears only if Private Sector Organisation is a Proprietorship)
22. Select date of birth of the proprietor as in PAN (calendar control displays only if selected Private Sector Organisation is a Proprietorship)
23. Select UID type from the Additional Details drop-down
24. Enter Registration Number (field displays once a UID type is selected from the Additional Details drop-down)
25. Select the incorporation year from the drop-down (field only displays for all organisation types except for Proprietorship)
26. Enter name of the contact person (field only displays for all organisation types except for Proprietorship)
27. Enter landline number of the contact
28. Enter mobile number of the contact
29. Enter contact's person's email id
30. Enter designation of contact person
31. Enter User ID and the click on **Check User ID** button for availability
32. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
33. Retype the same password for confirmation
34. Enter security code as shown in image
35. Click "I Agree to Terms and Condition" check box. To read NCS Portal terms and condition document, click "**Click Here**" link.
36. Click on **Submit** button. After successful registration the registration status screen displays and OTP will be sent to provided mobile number and also to your email ID (email ID

mentioned in the User Details section of the registration form and not the organisation's email ID).

The screenshot shows a 'Registration Status' page with a blue header. Below the header, it displays 'User NCS ID is - E15A86-2230023617456'. The page is divided into two sections: 'Verify Mobile via OTP' and 'Verify Email via OTP'. Each section contains a text input field for the OTP, a 'Verify' button, and links for 'Resend' and 'Edit Mobile Number' (or 'Edit Email ID').

37. Enter the OTP verification code which you receive on registered mobile number and then the OTP which you receive on your email ID (mentioned in the User Details section of the registration form) by clicking the respective **Verify** button.

Note: Whenever the user's email ID is updated, the same needs to be verified.

Note: Click on **Resend** link, if you do not receive the OTP.

38. After entering the OTP, Click on **Submit** button. Your account will be created successfully.

Note: Employer can login and view/update their profile but cannot use the other functionality until their PAN number is verified.

The screenshot shows a 'Registration Verification' page with a blue header. The main content area has a green message: 'Your OTP has been verified. Click here to login'. Below this, it says 'Your NCSP ID is - [redacted]' and 'Thank you for registering with us.'

2.3 Login into the NCS Portal

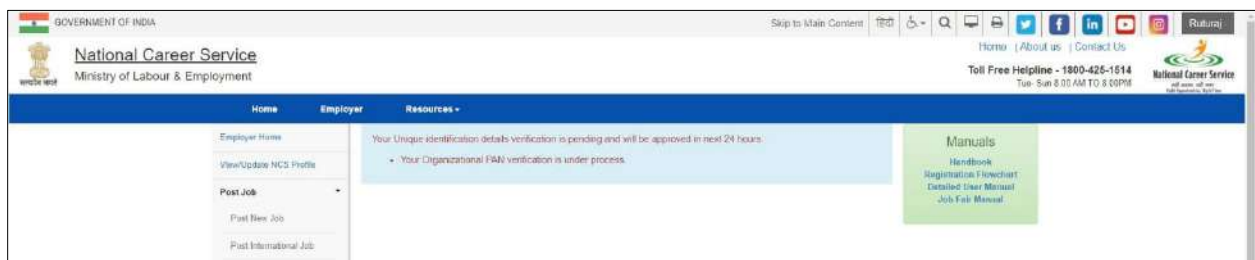
1. Enter login ID
2. Enter password
3. Click on **Sign In** button. This displays the Employer home screen.

Note: If you consecutively enter the wrong password. In such a case the **Forgot Password** option is enabled that allows you to reset your password.



Incorrect Password Notification

After login, the Employer will navigate to the Employer home page where they can only access View/Update Profile option, until and unless the Organisation PAN (if the user is not a proprietorship user) or the Personal PAN (if the user is a proprietorship user) identification is verified. Once, verification is successful the Employer can access all the tabs displayed on the left navigation panel.



If the user's Organisation PAN or the Personal PAN verification fails then the portal displays a message mentioning the reason for failure and sets the PAN Verification status as "Failed".

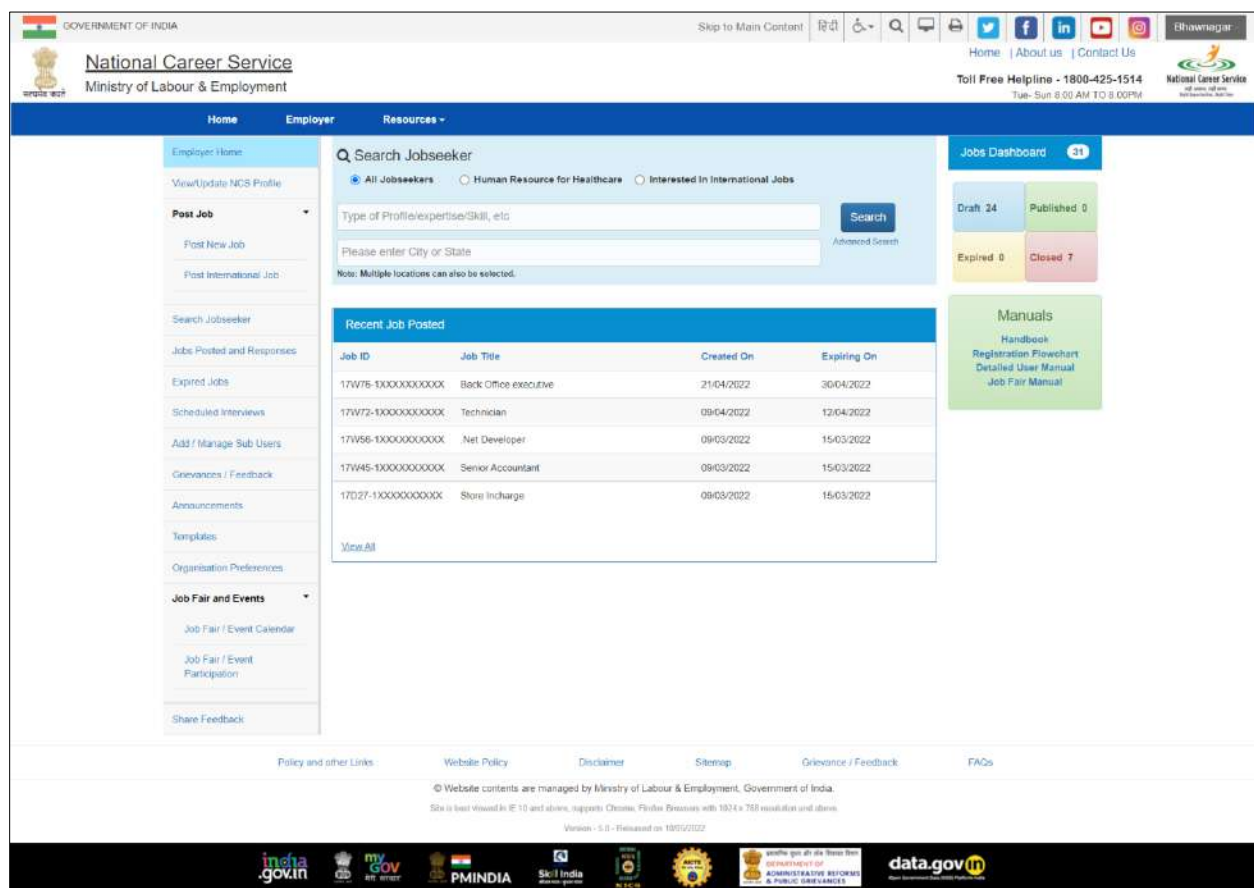
The PAN verification can fail due to the following reasons:

- For a proprietorship user registration (where the **Organisation Category** is "Private Sector" and the **Organisation Type** is "Proprietorship"):
 - the reason for failure of Personal PAN verification could be an incorrect: Proprietor's PAN, Proprietor's Name, or Proprietor's Date of Birth (DOB)

- For other than proprietorship user registration (where the **Organisation Category** is “Private Sector” and the **Organisation Type** is “Company”, “NGO”, “Partnership”, or “Others” or else the **Organisation Category** is “Public Sector” and the **Organisation Type** is “Central PSU”, “State PSU”, “Local Bodies”, or “Others”):
 - the reason for failure of Organisation PAN verification could be an incorrect: Organisation PAN, Organisation Name, or Organisation’s Year of Incorporation)

However, if the Organisation PAN or the Personal PAN verification fails, the user can update or edit the required details and then again wait for verification to be successful with the newly updated details.

After this verification is successful, all the features on the left navigational panel become available for use.



2.4 View/Update NCS Profile

This link allow employer to view and update profile.

1. Click on **View/Update NCS Profile** link from left panel. This displays the employer profile screen.

GOVERNMENT OF INDIA

Skip to Main Content

National Career Service
Ministry of Labour & Employment

Home | About us | Contact Us

Toll Free Helpline - 1800-425-1514
Tue - Sun: 8:00 AM TO 8:00 PM

Home Employer Resources

Employer Home
View/Update NCS Profile
Post Job
Post New Job
Post International Job
Search Jobseeker
Jobs Posted and Responses
Expired Jobs
Scheduled Interviews
Add / Manage Sub Users
Grievances / Feedback
Announcements
Templates
Organisation Preferences
Job Fair and Events
Job Fair / Event Calendar
Job Fair / Event Participation
Share Feedback

Employer Profile

NCS ID: E12L61-XXXXXXXXXX

Organisation Category: Private Sector

Organisation Type: Company

Organisation Name: Vidya Enterprises
Note: Full Name as provided in Form 49A of PAN Applications. Ensure that spellings and full forms entered here are exactly same as in PAN Application.

Sector: Health

Description: This is a private organization
Maximum 500 Characters are Allowed in Description.

Registered Office

Address 1: Sec 56

Address 2:

State: Haryana

District: Hisar

Sub-District/Taluka/Tehsil: Hisar

City/Village: Badon Pall Awal(09)

Pincode: 232345

Phone: +91 Area Code Phone Extn
Note: Please input area code without leading 0.

Mobile Number: +91 96XXXXXXX

Company Email: ravikumax90@gmail.com

Website URL: http://www.name.com

Identity Information

Organisation PAN/Website/Account: --Select--

Additional Details: --Select--

User Details

Person Name: Bhawnagar

Contact Number: +91 Area Code Phone Extn
Note: Please input area code without leading 0.

Mobile Number: +91 96XXXXXXX

Email: ravikumax90@gmail.com

Contact Designation: manager

Policy and other Links: Website Policy Disclaimer Sitemap Grievance / Feedback FAQs

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Site is best viewed in IE 10 and above, supports Chrome, Firefox, browsers with 1024 x 768 resolution and above.
Version - 5.8 - Released on 16/05/2022

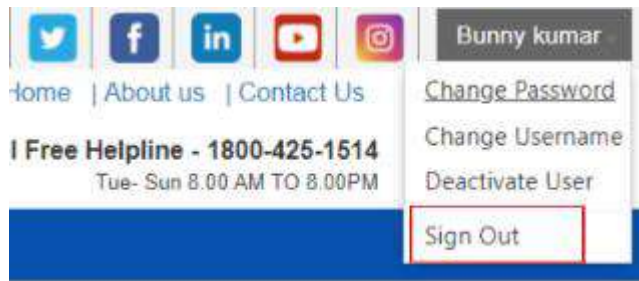
meha.gov.in myGov PMINDIA Skill India MFCIN

data.gov.in

2. Edit the desired details.
3. Click on **Update** button to save the changes.
4. Cancel button will take user to Employer screen.

2.5 Logout of the application

At any point user can logout by using the **Sign Out** option.



3. Post New Job

This link allows you to post a new job on the NCS portal as an employer.

3.1 Post a New Job

1. Click the **Post New Job** link from the left panel. This displays the **Post New Job** screen.

- Employer Home
- View/Update NCS Profile
- Post Job**
 - Post New Job
 - Post International Job
- Search Jobseeker
- Jobs Posted and Responses
- Expired Jobs
- Scheduled Interviews
- Add / Manage Sub Users
- Grievances / Feedback
- Announcements
- Templates
- Organisation Preferences
- Job Fair and Events**
 - Job Fair / Event Calendar
 - Job Fair / Event Participation
- Share Feedback

Post New Job

Reference ID: Job Title:

Sector: * Explanatory Note on Sectors

Functional Area: Functional Role:

Job Description:
Alphanumeric and special characters are allowed except '< >'. Do not enter any URL.

Key Skills Builder

Pick from Suggested Key Skills (from job description)

advancements

anticipating

automate

communicating

efforts

findings

performing

improvement

insight

independence

implementation

Start building Job Key Skills by selecting one or more Key Skills suitable for this job.

Add Job Key Skills

ex. Java, Data Entry, Accounts, Sales etc.

- Add Key Skills from your Job Description and Job Role.
- Key Skills to be single word.
- Use semi colon as separator.
- Key Skills can not start with number.
- ex. Training, Pharmacy, Laboratory Technician, Support Staff, Driving, Cooking, Plumbing, Java, Data Entry, Accounts, Sales etc.

Input your preferred Key Skills in the above Text Box

=

All Key Skills either picked from Suggestions or manually added will be displayed in below section which will be applicable to this Job Posting.

Resulting Key Skills

Nature of job:

Number of Vacancies: * 0 is considered as not disclosed. Expiring On: Job expiry date should be less than 90 days.

Job Location: All India Select Location(s)

Gender Preferences: Ex-Servicemen preferred: No Yes

Is the job for differently abled (PwD)? No Yes

Required Qualifications

Essential Qualifications:

Additional Information >

Age/Date of Birth Preference >

Contact Details v

Contact Details Display Contact Information in the Job Posting

Person Name: Phone Landline:
Note: Please input area code without leading 0.

Mobile Number: Email:

Share Mobile with Jobseekers Share Email with Jobseekers



Post New Job Screen

2. Enter Job Reference Id
3. Enter Job Title
4. Select Functional Area
5. Select Functional Role
6. Enter job description – While posting a job, keywords for the job will be picked from the entered Job Description and will appear under the **Suggested Key Skills** section. You can also add other keywords that are not available in Job description and after adding the key skills these words will display under the **Effective Key Skills** section. You can select the Suggested key skills by selecting the check-box and can make then effective key skills.
7. Enter Job key skills
8. Select Nature of job from the drop-down
9. Enter the number of Vacancies.
10. Click on **Calendar** icon and then select job expiry date

Note: Job Expiry date should be less than 100 days.

11. Enter Job Location which is a mandatory field and either select location as “All India” or a “Select Location” (This field also takes auto complete Location)
12. Select gender preference from the drop-down
13. Click on **Ex-Serviceman preferred** check box, if the requirement is for Ex servicemen
14. Select the option **If the job for differently abled (PwD)**.
15. Select an option from the **Essential Qualifications** drop-down.
 If you select any of the options from “Up to 9th”, “10th Pass”, “12th Pass”, “ITI”, “Diploma after 10th”, “Diploma after 12th” or “PG Diploma” then you do not need to give any further information about studies.
 If you select any of the qualifications from “Graduate”, “Post Graduate”, or “PHD”, a mandatory option (a radio button group) to add Specific Educational Qualifications is provided.

Required Qualifications	
Essential Qualifications *	Post Graduate
Do you need people with specific Educational Qualifications? <input type="radio"/> No <input type="radio"/> Yes	
<small>Note: For getting better candidates, we would suggest you to add required education qualifications</small>	

If you select the “No” option there is no need to provide any specific educational qualification. However, if you select the “Yes” option, then a link “Add Essential Qualification” displays that enables you to add details for the essential qualification.

On clicking the link, a pop-up displays where you need to enter, details for: “Highest Qualification”, “Essential Qualification”, and “Essential Qualification Specialization” (Non-Mandatory).

16. Also, if you select “Graduate” as the Essential Qualification then you only have to add Graduation related details such as Graduate Degree, and Specialization, and Year of Passing.

If you select the “Post Graduate” as the Essential Qualification then you need to add information about Graduation and Post-Graduation and Year of Passing

If you select the “PHD” as the Essential Qualification then you need to provide details of Graduation, Post-Graduation, PHD, and Year of passing of all the entered qualifications.

Click the +Add Essential Qualification link. The Add Qualification pop-up displays.

After adding the Educational data with the area of specialization, the Post New Job page will look like this:

After Adding the Qualification and Specialization

17. Click on the additional Information.
18. Select Minimum and Maximum Experience in Years from the drop-down.
19. Enter minimum and maximum salary.
20. Select Salary/Wage type from the drop-down.
21. Enter the days availability to join.
22. Select the appropriate caste category check box.
23. Click on "Age/Date of birth" preference.
24. Select candidate's Min and Max age preferences from the drop-down.
25. On job Posting Page Employer can specify the age range restriction for the jobseekers who would be eligible to apply for the said job. For example, an Employer can specify that only candidates or jobseekers between the age range of 21 years (minimum age) and 24 years (maximum age) can apply for a job. This enables the employer to filter out unwanted applications based on age range specified for the job.

"Age/Date of Birth" Preference

Note: This section is used to define "Age / Date of Birth Preference" required for a job, based on a "As on Date".

- If above checkbox is selected, input related to age requirements, become mandatory.
- If "Age Preference" is selected, Date of Birth will be calculated based on the "As on Date".
- If "Date of Birth Preference" is selected, Age will be calculated based on the "As on Date".

Please note that only Dates shown in "Date of Birth Preference" will be used to match while searching candidates.

As On Date*

Note: All age requirements related calculations and shortlisting will be done based on "As on Date".

Age Preferences (in Years)
Min:
Max:

* Note: Please select either "Min" age or "Max" age or both, for "Age Preference".

Date of Birth Preference
From:
To:

Note: Please select either "From" date or "To" date or both, for "Date of Birth Preference".

To apply this filter, the user needs to choose a base date from the As On Date calendar control. Next, the user needs to define the date range using either the Age Preference (minimum and maximum age range) fields or the Date of Birth Preference (date of birth range) fields. Any option selected by the user is in respect to the base date that has already been selected from the As On Date field.

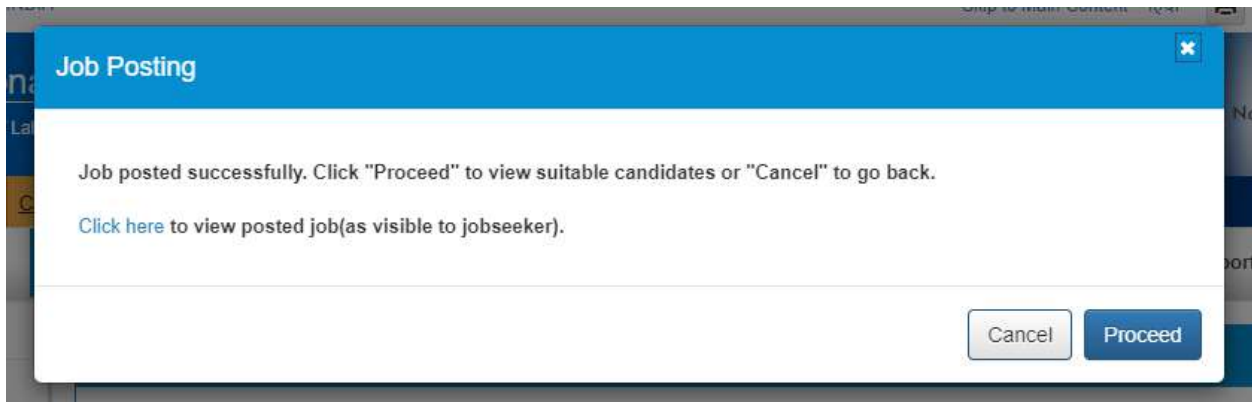
26. Click on Contact Details.
27. Enter contact person's name
28. Enter landline number
29. Enter mobile number
30. Enter Email ID
31. Click on check box, if you wish to share your mobile number with Jobseeker.
32. Click on check box, if you wish share your email with Jobseeker.

33. Click on **Post Job** button
34. The **Confirm** pop-up displays



Note: This pop-up enables you to view and verify specific job details, such as age preference (if any), number of vacancies, and salary, before you can post the job on the portal.

- a. Click **Ok** to post the job
 - i. The **Job Posting** pop-up displays



1. Click **Proceed** to view suitable candidates (on the **Other Eligible Candidates** tab of the **Search User** screen) that match the job posting
2. Click **Cancel** if you do not want to view candidates that match the job post
3. Click the **Click here** link to display job description in a separate window (job details are displayed as the candidate would see them)
 - b. Click **Cancel** to prevent job posting
35. Click on **Save as Draft** button, if you wish to save current job in draft mode
36. The **Confirm** pop-up displays
 - a. Click **Ok** to save the post as a draft
 - b. Click **Cancel** to prevent saving a draft copy
 - c. Cancel button will take user to Employer's Home page

3.2 Post International Job

This link allows you to post a new international job on the NCS Portal as an Employer.

1. Click the **Post International Job** link from the left panel. This displays the **Post International Job** screen.

The screenshot displays the 'Post International Job' form on the NCS Portal. The form is titled 'Post International Job' and is located in the 'Employer' section. The form includes the following fields and options:

- Reference ID:** RF202246
- Job Title:** Business Analyst for Onsite Local
- Sector:** Health (with an explanatory note on sectors)
- Functional Area:** Information Technology
- Functional Role:** Business Analyst
- Job Description:** Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions. Leading ongoing reviews of business processes and developing optimization strategies. Staying up-to-date on the latest process and IT advancements. (Note: Alphanumeric and special characters are allowed except '<=>=\\'. Do not enter any URL.)
- Nature of job:** --Select--
- Number of Vacancies:** (Note: '0' is considered as not disclosed.)
- Expiring On:** Select from calendar (Note: Job expiry date should be less than 90 days.)
- Add Countries:** Please search and select Country (Note: Multiple countries can be selected.)
- Occupation(s):** Please search and select occupation (Note: Multiple occupations can be selected.)
- Gender Preferences:** --Select--
- Ex-Servicemen preferred:** No Yes
- Is the job for differently abled (PwD)?** No Yes
- Required Qualifications:** --Select--
- Additional Information:** (indicated by a right-pointing arrow)

Post International Job Screen

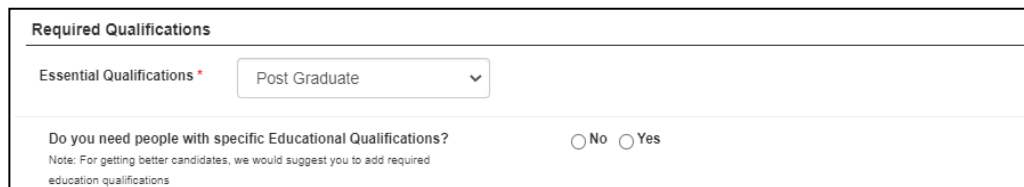
2. Enter Job Reference Id
3. Enter Job Title
4. Select the Sector
5. Select Functional Area
6. Select Functional Role
7. Enter Job Description – Alphanumeric and special characters are allowed except ‘<=>=\\’ Do not enter any URL.
8. Select Nature of job from the drop-down.
9. Enter the Number of Vacancies.
10. Click on **Calendar** icon and then select job expiry date

Note: Job Expiry date should be less than 100 days.

11. Search and select the Countries. (Multiple countries can be selected)
12. Search and select the Occupation. (Multiple occupations can be selected)
13. Select gender preference from the drop-down
14. Click on **Ex-Serviceman preferred** check box, if the requirement is for Ex-servicemen.
15. Select the option **If the job for differently abled (PwD)**.
16. Select an option from the **Essential Qualifications** drop-down.

If you select any of the options from “Up to 9th”, “10th Pass”, “12th Pass”, “ITI”, “Diploma after 10th”, “Diploma after 12th” or “PG Diploma” then you do not need to give any further information about studies.

If you select any of the qualifications from “Graduate”, “Post Graduate”, or “PHD / Super Specialist”, a mandatory option (a radio button group) to add Specific Educational Qualifications is provided.



The screenshot shows a form titled "Required Qualifications". It contains a dropdown menu for "Essential Qualifications" with "Post Graduate" selected. Below this is a question: "Do you need people with specific Educational Qualifications?" with radio buttons for "No" and "Yes". The "No" option is selected. A note below the question reads: "Note: For getting better candidates, we would suggest you to add required education qualifications".

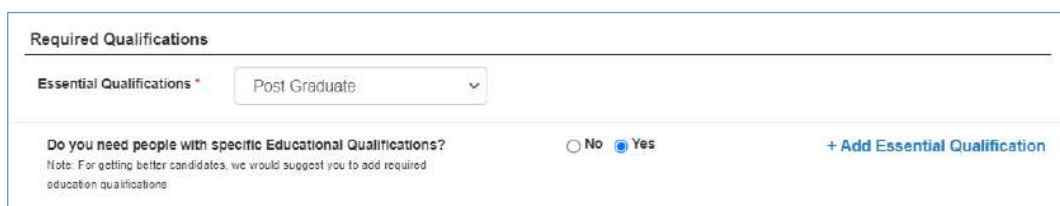
If you select the “No” option there is no need to provide any specific educational qualification. However, if you select the “Yes” option, then a link “Add Essential Qualification” displays that enables you to add details for the essential qualification.

On clicking the link, a pop-up displays where you need to enter, details for: “Highest Qualification”, “Essential Qualification”, and “Essential Qualification Specialization” (Non-Mandatory).

17. Also, if you select “Graduate” as the Essential Qualification then you only have to add Graduation related details such as Graduate Degree, and Specialization, and Year of Passing.

If you select the “Post Graduate” as the Essential Qualification then you need to add information about Graduation and Post-Graduation and Year of Passing

If you select the “PHD” as the Essential Qualification then you need to provide details of Graduation, Post-Graduation, PHD, and Year of passing of all the entered qualifications.



The screenshot shows the same "Required Qualifications" form. The "Essential Qualifications" dropdown still shows "Post Graduate". The radio button for "Yes" is now selected. A blue link labeled "+ Add Essential Qualification" is visible to the right of the radio buttons. The note below the question remains the same.

Click the +Add Essential Qualification link. The Add Qualification pop-up displays.

After adding the Educational data with the area of specialization, the Post International Job page will look like this:

Essential UG Qualification	Essential UG Qualification Specialization
M.B.B.S. (Bachelor of Medicine and Bachelor of Surgery)	Medicine EDIT
Year of Passing	From <input type="text"/> To <input type="text"/> <small>Duration applicable for current section.</small>
AND	
Essential PG Qualification	Essential PG Qualification Specialization
M.D. (Doctor of Medicine)	Medicine OR Nuclear Medicine EDIT
Year of Passing	From <input type="text"/> To <input type="text"/> <small>Duration applicable for current section.</small>
AND	
Essential Doctorate/Ph.D Qualification	Essential Doctorate/Ph.D Qualification Specialization
D.M. (Doctorate of Medicine)	Cardiology OR Child and Adolescent Psychiatry OR Clinical Pharmacology EDIT
OR	
Dr.N.B. (Doctorate of National Board)	Medical Oncology OR Neurology EDIT
Year of Passing	From <input type="text"/> To <input type="text"/> <small>Duration applicable for current section.</small>

After Adding the Qualification and Specialization

18. Select Minimum and Maximum Experience in Years from the drop-down.
19. Enter minimum and maximum salary
20. Select Salary/Wage type from the drop-down
21. Enter the days availability to join
22. Select the appropriate caste category check box.
23. Select candidate's Min and Max age preferences from the drop-down

On job Posting Page Employer can specify the age range restriction for the jobseekers who would be eligible to apply for the said job. For example, an Employer can specify that only candidates or jobseekers between the age range of 21 years (minimum age) and 24 years (maximum age) can apply for a job. This enables the employer to filter out

unwanted applications based on age range specified for the job.

"Age/Date of Birth" Preference

Note: This section is used to define "Age / Date of Birth Preference" required for a job, based on a "As on Date".

- If above checkbox is selected, input related to age requirements, become mandatory.
- If "Age Preference" is selected, Date of Birth will be calculated based on the "As on Date".
- If "Date of Birth Preference" is selected, Age will be calculated based on the "As on Date".

Please note that only Dates shown in "Date of Birth Preference" will be used to match while searching candidates.

As On Date*

Note: All age requirements related calculations and shortlisting will be done based on "As on Date".

Age Preferences (in Years) Min: Max:

* Note: Please select either "Min" age or "Max" age or both, for "Age Preference".

Date of Birth Preference From: To:

Note: Please select either "From" date or "To" date or both, for "Date of Birth Preference".

To apply this filter, the user needs to choose a base date from the As On Date calendar control. Next, the user needs to define the date range using either the Age Preference (minimum and maximum age range) fields or the Date of Birth Preference (date of birth range) fields. Any option selected by the user is in respect to the base date that has already been selected from the As On Date field.

24. Enter contact person's name
25. Enter landline number
26. Enter mobile number
27. Enter Email ID
28. Click on check box, if you wish to share your mobile number with Jobseeker
29. Enter contact email Id
30. Click on check box, if you wish to share email with Jobseeker.
31. Click on **Post Job** button
32. The **Confirm** pop-up displays

Confirm

Before proceeding, please verify following details:
Age Preference : Age between 40 - 55 Years as on 09/01/2020 and born on or between 09/01/1965 and 09/01/1980

The number of vacancies posted is 1 and salary is 960000-1200000 ₹ per annum. .

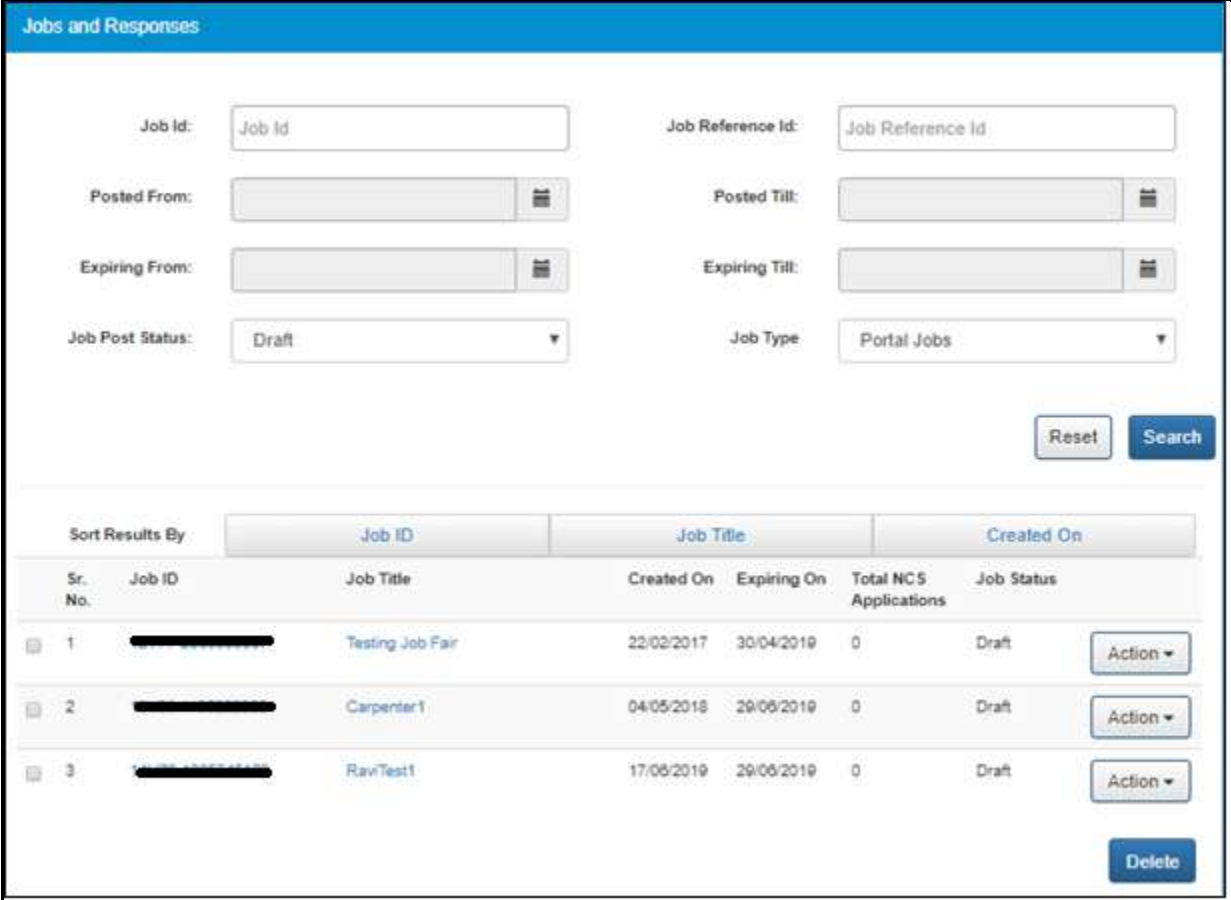
Note: This pop-up enables you to view and verify specific job details, such as age preference (if any), number of vacancies, and salary, before you can post the job on the portal.

33. Click **Ok** to post the job.

3.3 Post Drafted Job

This link allow employer to post drafted job.

1. Click on **Jobs Posted and Responses** link from left panel. Select Job Post Status as “Draft”, Click Search. All the Draft jobs will be displayed as search result.



The screenshot shows the 'Jobs and Responses' interface. At the top, there are search filters for Job Id, Job Reference Id, Posted From, Posted Till, Expiring From, Expiring Till, Job Post Status (set to Draft), and Job Type (set to Portal Jobs). There are 'Reset' and 'Search' buttons. Below the filters is a table with columns: Sr. No., Job ID, Job Title, Created On, Expiring On, Total NCS Applications, and Job Status. The table contains three rows of draft jobs. Each row has an 'Action' button. A 'Delete' button is located at the bottom right of the table.

Sort Results By	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status
Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status
1	[REDACTED]	Testing Job Fair	22/02/2017	30/04/2019	0	Draft
2	[REDACTED]	Carpenter1	04/05/2018	29/06/2019	0	Draft
3	[REDACTED]	RaviTest1	17/06/2019	29/06/2019	0	Draft

2. Click on **Action** button
3. Select on **Publish** option to post a job.

Only Draft jobs can be deleted by the User. To delete a Drafted job, select the check box corresponding to the Job ID of the job that user wants to delete, and then click on **Delete** button.

4. Search Jobseeker

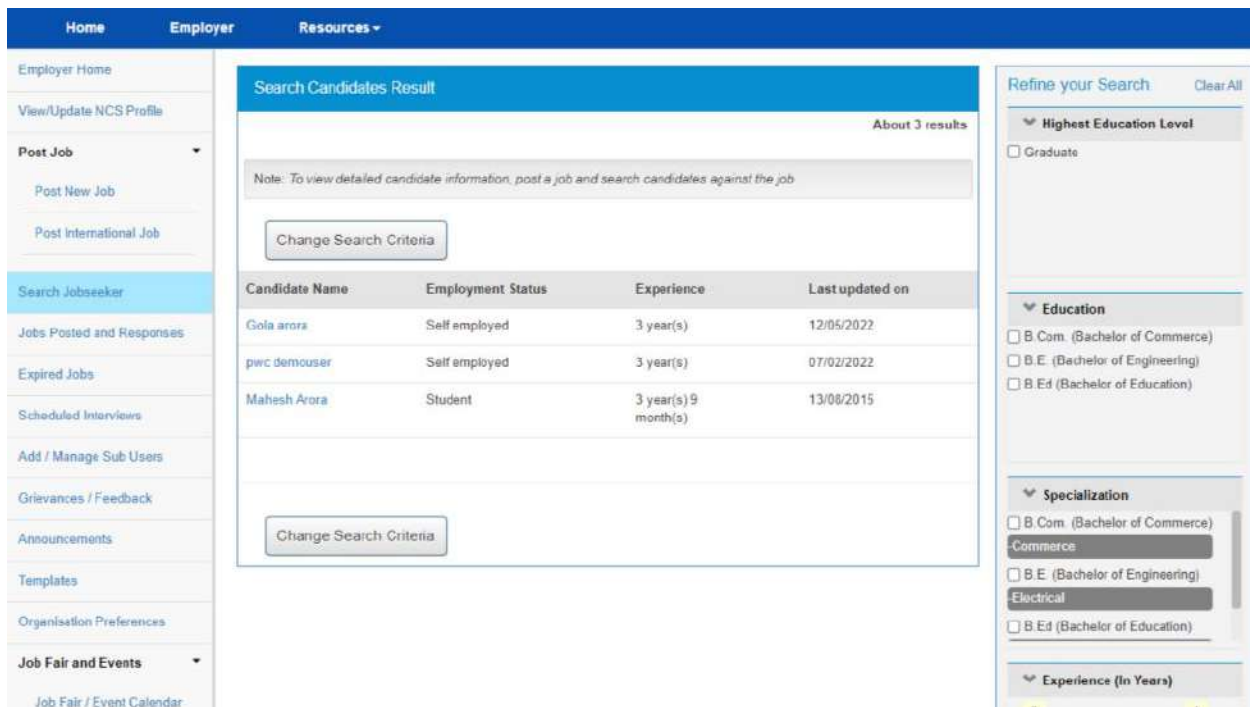
The NCS portal enables you to search jobseekers based on Keywords and location, or jobseekers associated specifically with Health Sector or Jobseekers who are interested in International Jobs.



This link allows Employers to search candidates without posting jobs. This feature (and Advanced Search) can be used to get an idea of the availability of candidates on NCS portal based on Employer's requirements prior to posting a Job on NCS.

1. Click on **Search User** from Employer left menu bar. The search user screen displays.
2. Enter search criteria such as a keyword (Expertise/Skills)
3. Click the **Search** button to view the candidates matching with the skills entered for search.
4. The search result list will be displayed on the basis of the given criteria
5. See candidate's resume by clicking the candidate's name from the list

Note: The contact details of the candidates are not available until Employer views the Profile against a posted Job.



6. Options provided in the Refine your Search panel enables an Employer to further refine their search results for appropriate candidate.



5. Jobs Posted and Responses

This link allows Employer to View/Edit, Copy and close-posted jobs, search candidate against a posted job, Shortlist profile, send Interview requests.

5.1 Filter Jobs

As an Employer user, you can search for job that you have posted for your own organisation. Posted jobs can be searched for by their ID (Job Id) or their reference ID (Job reference Id).

Also, you can find posted jobs by mentioning a specific date range when these jobs were posted (**Posted From** and **Posted Till**) or their expiry date (**Expiring From** and **Expiring Till**). Furthermore, you can filter posted jobs on their current status (using the Job Post Status filter), and type (using the Job Type filter).

Jobs and Responses

Job Id: Job Reference Id:

Posted From: Posted Till:

Expiring From: Expiring Till:

Job Post Status: Job Type:

Sort Results By:

Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status	# Candidates Hired	
1	██████████	Carpenter	08/10/2018	10/10/2018	0	Closed	-	<input type="button" value="Action"/>
2	██████████	Carpenter	09/09/2018	30/09/2018	0	Closed	12	<input type="button" value="Action"/>

5.2 View Jobs

1. Click on **Jobs Posted and Responses** from left panel. This displays the list of jobs posted.

Jobs and Responses

Job Id: Job Reference Id:

Posted From: Posted Till:

Expiring From: Expiring Till:

Job Post Status: Job Type:

Sort Results By:

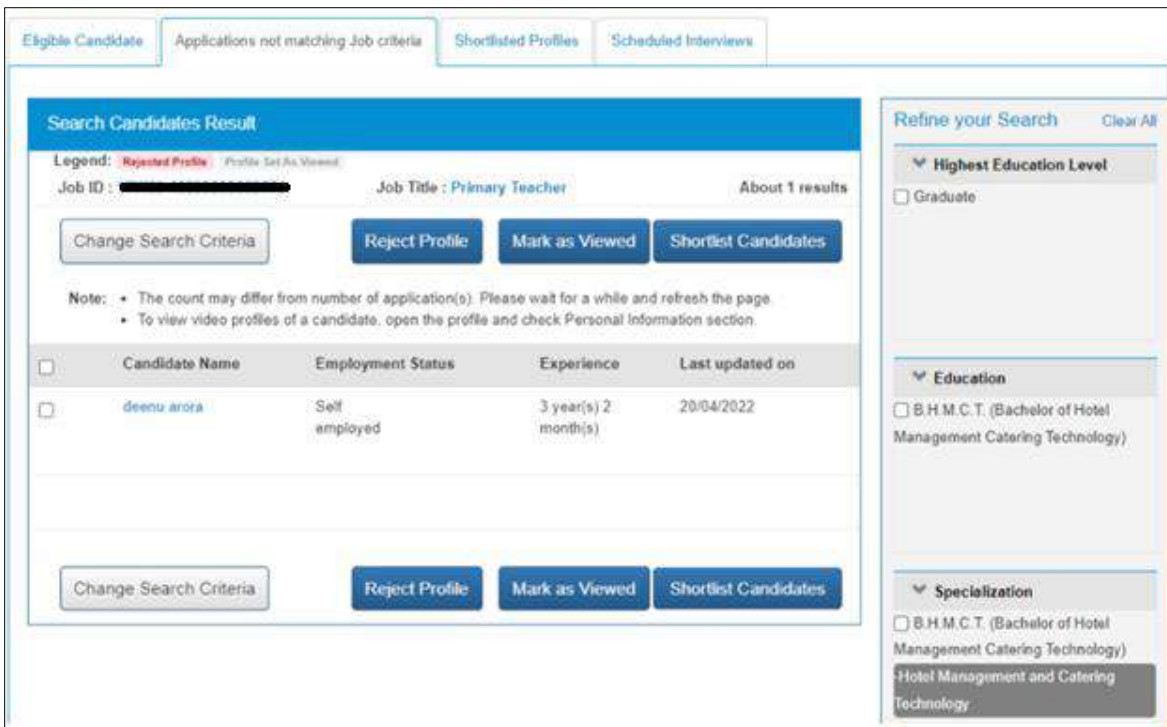
Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status	# Candidates Hired	
1	██████████	Carpenter	08/10/2018	10/10/2018	0	Closed	-	<input type="button" value="Action"/>
2	██████████	Carpenter	09/09/2018	30/09/2018	0	Closed	12	<input type="button" value="Action"/>

2. Organisation Users will be able to view the list of qualified candidates by clicking on number of applications on “Jobs Posted and Responses” page for published jobs only. By clicking on number of applications, Organisation Users will navigate to “Job Application Details” page.

On “Job Application Details” page, Organisation user will be able to search candidates based on Total Experience and Highest Education. Organisation User can apply the refinement panel and can reset.

Refine Job seeker profile panel of the Search candidate result enables an Employer to further refine their search results for appropriate user. “Specialization” filter works in conjunction with the existing “Education” filter displayed on the Refine Jobseeker Profiles panel.

This enables an Employer user to further refine their search results for appropriate candidates.



Search candidate result page

5.3 Close Jobs

1. Click on **Jobs Posted and Responses** from left panel and search for the job to be closed.
2. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.

Note: Only Published or Expired Jobs can be closed.

A dialog box titled "Reason for Closing Job" with a close button (X) in the top right corner. It contains a dropdown menu with the text "--Select--" and a downward arrow. Below the dropdown are two buttons: "Submit" and "Cancel".

3. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

A dialog box titled "Reason For Closing Job" with a close button (X) in the top right corner. The dropdown menu is open, showing the following options: "--Select--", "Recruitment completed through NCS", "Recruitment completed through sources other than NCS", and "Recruitment Deferred". Below the dropdown are two buttons: "Submit" and "Cancel".

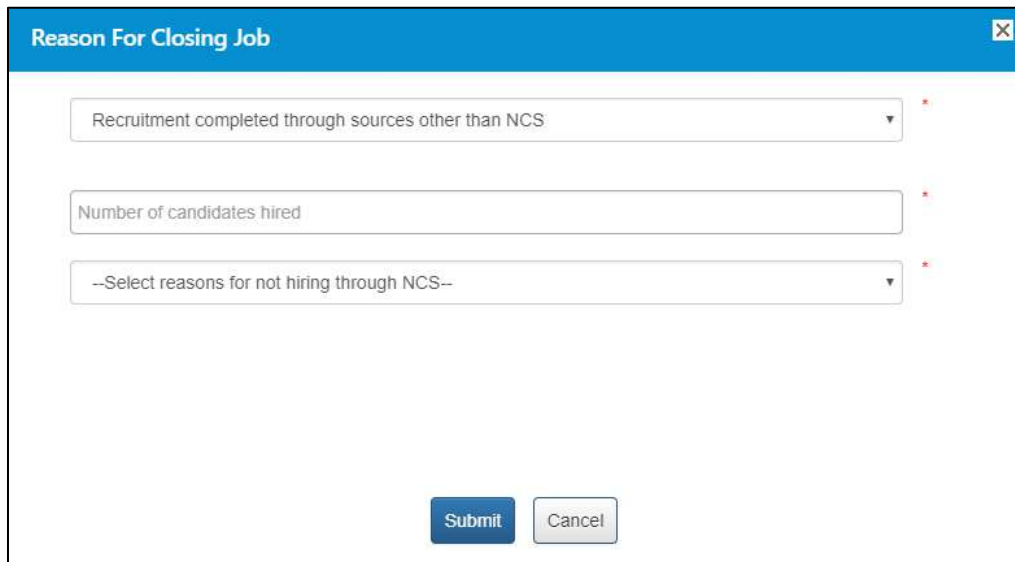
- a. Recruitment completed through NCS – A mandatory field displays when you select this option.

A dialog box titled "Reason For Closing Job" with a close button (X) in the top right corner. The dropdown menu is set to "Recruitment completed through NCS". Below it is a text input field labeled "Number of candidates hired". Below the input field are two buttons: "Submit" and "Cancel".

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. Recruitment completed through sources other than NCS – A mandatory field and a mandatory drop-down list display when you select this option.



The screenshot shows a web form titled "Reason For Closing Job". It features three input fields, each with a red asterisk indicating it is required. The first is a dropdown menu with the selected option "Recruitment completed through sources other than NCS". The second is a text input field labeled "Number of candidates hired". The third is a dropdown menu with the selected option "--Select reasons for not hiring through NCS--". At the bottom of the form are two buttons: "Submit" and "Cancel".

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (**Suitable candidates(s) not found on NCS** or **Any Other reason**) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.

A text field displays when you select the **Any Other reason** option from the drop-down.

Enter the reason in the text field.

c. Recruitment Deferred – No mandatory field displays when you select this option.

4. Click on **Submit** button

5.4 Edit Posted Job

1. Click on **Jobs Posted and Responses** from left panel. This displayed the job and responses screen.

Jobs and Responses

Job Id: Job Reference Id:

Posted From: Posted Till:

Expiring From: Expiring Till:

Job Post Status: Job Type:

Sort Results By:

Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status	Action
1	[REDACTED]	Sales Manager 4	10/12/2019	09/03/2020	0	Published	Action
2	[REDACTED]	driver	12/12/2019	10/03/2020	0		<ul style="list-style-type: none"> Copy Edit Search Candidates Shortlisted Profiles Scheduled Interviews Close Job-Notify Recruitment Share Feedback Preview Job
3	[REDACTED]	driver	12/12/2019	10/03/2020	0		
4	[REDACTED]	Carpenter	12/12/2019	11/03/2020	0		
5	[REDACTED]	Driver testing location	13/12/2019	11/03/2020	0		
6	[REDACTED]	driver location	12/12/2019	11/03/2020	0		Action

2. Search the job to be edited, click on **Action** button and select **Edit** option.
3. Edit Job Expiry date and number of vacancies
Note: Only Job Expiry and Number of vacancies are allowed to be edited.
Job Expiry date should be less than 100 days.
4. Click on **Update** button.
5. Cancel button will take User again to “Jobs Posted and Responses” page

5.5 Search Candidate

This link allows employer to search candidate and send an interview request.

1. Click on **Action** button and then select **Search Candidate** option. The Search Candidate screen displays.

Search User

Key Skills

Additional Key Skills
Leave this field empty to bypass in search.

Required Qualifications

Minimum Qualification Required:

Total Experience (in years)
Either one of Min or Max can be selected.

Notice Period (in Days)

Gender Preferences

Category General OBC Others SC ST

Ex-Servicemen preferred

Differently Abled Yes No

As On Date

Age Preferences (in Years) Min: Max:
Either one of Min or Max can be selected.

Date of Birth Preference From: To:

Last Login (duration in Days)

Last Updated (duration in Days)

Search Criteria Name*

Note: The **Total Experience (in years)** fields are editable and you can change the value in these fields as required.

2. Click on **Search** button. This displays the search candidate screen

3. Job based candidate search results are segregated into two separate search result tabs namely.

- **Eligible Candidates** tab - further divided in two more tabs
 - A) Jobseekers – Applied
 - B) Jobseekers – Not Applied
- **Applications Not Matching Job Criteria** tab

All two of these search result pages, that is, the **Eligible Candidates** and **Applications Not Matching Job Criteria** tab, further the tab “Eligible Candidates” is divided in 2 tabs – “jobseekers – Applied” and “Jobseekers – Not Applied, However, after reviewing profiles of listed candidates, you might find some profiles not up to the requirement and subsequently reject them. At the same time, you would like to identify profiles that are viewed but not rejected.

The **Reject profile** and the **Profile Viewed** buttons enable you to visually differentiate between candidates whose profiles are viewed from candidate profiles that are viewed but rejected after viewing.

To identify a profile as viewed, select the check box of the candidate and then click the **Profile Viewed** button. The row of the said record is highlighted in grey colour. To mark a profile as rejected, select the check box of the candidate and then click the **Reject Profile** button. The row of the said record is highlighted in pink colour.

In this manner it becomes easier to visually identify profiles that are viewed as well as profiles that are viewed and rejected.

The screenshot displays the 'Search Candidates Result' page. At the top, there are tabs for 'Eligible Candidate', 'Applications not matching Job criteria', 'Shortlisted Profiles', and 'Scheduled Interviews'. Below these, there are sub-tabs for 'Jobseekers - Applied' and 'Jobseekers - Not Applied'. The main content area shows a search for 'Accountant' with Job ID '14Y71-2120436308' and 'About 14 results'. A legend indicates that pink highlights represent 'Rejected Profile' and grey highlights represent 'Profile Set As Viewed'. A table lists the following candidates:

Candidate Name	Employment Status	Experience	Last updated on
Abhay Kumar Rawat Ji	Employed	3 year(s)	06/01/2021
Nikhil Mehlawat	Self employed	40 year(s) 1 month(s)	18/01/2021
RAM KUMAR SHARAM	Employed - full time temporary	18 year(s)	04/11/2020
Ram kumar sharma	Employed	7 year(s)	27/10/2020
Ravi Shankar Upadhyay	Employed on Daily	10 year(s) 5 month(s)	09/11/2020

Buttons for 'Change Search Criteria', 'Reject Profile', 'Mark as Viewed', and 'Shortlist Candidates' are present. A 'Refine your Search' sidebar on the right includes filters for 'Highest Education Level' and 'Education'.

Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

4. Employer can see the Video Profile icon along with the name of the candidate. This indicates that the candidate's Video Profile is complete and approved. Employer can also see the videos posted by the candidate by clicking on the Video Profile icon.
5. Click the **"Mark as Viewed"** button to mark as viewed the candidate.
6. Click on **Action** button along with the candidate's name and select **Send Interview Request**

Search Candidates Result

Legend: Rejected Profile Profile Set As Viewed

Job ID : 14V76-1704407474 Job Title : Cab Driver About 22 results

Jobseeker profile(s) marked as viewed.

<input type="checkbox"/>	Candidate Name	Employment Status	Experience	Last updated on	Action
<input type="checkbox"/>	Ashish Singh	Self employed	6 year(s) 5 month(s)		Action
<input type="checkbox"/>	Ritam Singh Sachan	Unemployed	1 year(s) 1 month(s)	15/01/2019	Action
<input type="checkbox"/>	Sarabdeep Singh	Unemployed			Action Send Interview Request
<input type="checkbox"/>	MOHSIN ALI	Employed		03/06/2019	Action
<input type="checkbox"/>	yogendra singh teotia	Employed - full time regular		23/11/2015	Action

Refine your Search Clear All

Education

- M.A. (Master of Arts)
- B.B.A. (Bachelor of Business Administration)
- LL.B. (Bachelor of Laws)

Specialization

- B.B.A. (Bachelor of Business Administration) - Management
- LL.B. (Bachelor of Laws) - Law

Experience (In Years)

Employer will navigate on Send Interview request page

Interview Request

Interview Type *

Mode Of Interview *

Interview Venue
Note: Interview Venue is not mandatory when 'Mode of Interview' is 'Telephonic'.

Interview Date *

Interview Start Time *

Interview End Time

Comment

Contact Person's Details

Name *

Mobile Number *

Email ID *

From Send, interview request page employer can schedule interviews for candidates. Interview timings should be 1 hour after the current time of sending the interview.

7. On “Eligible Candidate” tab, Organisation user will be able to search candidates based on Total Experience /Gender and Employment Status. Organisation User can apply the refinement panel and can reset.

Click on the check box along with desired **Candidate Name** and then click on **Shortlist Candidate** button on the bottom right on the screen.

5.6 Shortlisted Profile

The **Shortlisted Profiles** tab associated with the **Jobs Posted and Responses** feature allows an employer to view all candidate profiles they are shortlisted for a specific job.

To view the list of shortlisted candidates:

1. Click on **Jobs Posted and Responses** link from the left navigation
2. Click on **Action** button for any of the published jobs
3. Select the **Shortlisted Profiles** option from the drop-down. This displays all the shortlisted profiles for that particular job in the **Shortlisted Profiles** tab.

The screenshot shows the 'Shortlisted Profiles' tab for Job ID: 14R71-1457225676 and Job Title: Driver. It features a table with columns for Candidate Name, Employment Status, Experience, Mobile, Email, and Last updated on. There are buttons for 'Remove', 'Send Interview Request(s)', 'Action', and 'View Profile'. A 'Download All Profiles' button is also present, with a note: 'Note: This will download all shortlisted profiles in xlsx format.'

<input type="checkbox"/>	Candidate Name	Employment Status	Experience	Mobile	Email	Last updated on	Action
<input type="checkbox"/>	[REDACTED]	Student	4 year(s) 1 month(s)	[REDACTED]	[REDACTED]	24/07/2015	Action ▾
<input type="checkbox"/>	[REDACTED]	Apprentice - Non Act	0	[REDACTED]	[REDACTED]	20/11/2019	Action ▾
<input type="checkbox"/>	[REDACTED]	Student	4 month(s)	[REDACTED]	[REDACTED]	04/08/2015	Action ▾

4. Click on **Action** button for a shortlisted candidate and select the **View Profile** option.

Note: Click on check box of a candidate and then click on **Remove** button, to remove the shortlisted candidate from the **Shortlisted Profiles** tab.

5.7 Send Interview

Using this button, you can send interview request to one or more candidates whose profiles you have shortlist against a particular job posting on the **Shortlisted Profiles** tab.

To send interview request to selected candidate(s):

1. Select the check box for the required candidate profile(s) on the **Shortlisted Profiles** tab.

The screenshot displays the 'Shortlisted Profiles' interface. At the top, there are navigation tabs and a 'Shortlisted Profiles' tab is selected. Below the tabs, the job details are shown: 'Job ID : 14R71-1457225676' and 'Job Title : Driver'. There are two buttons: 'Remove' and 'Send Interview Request(s)'. Below this is a table with columns: Candidate Name, Employment Status, Experience, Mobile, Email, and Last updated on. Three candidate profiles are listed. The first two profiles have their checkboxes checked, and these checkboxes are highlighted with a red box. The third profile has its checkbox unchecked. Each row also has an 'Action' dropdown menu. At the bottom right, there is a 'Download All Profiles' button and a note: 'Note: This will download all shortlisted profiles in xlsx format.'

<input type="checkbox"/>	Candidate Name	Employment Status	Experience	Mobile	Email	Last updated on	Action
<input checked="" type="checkbox"/>	[REDACTED]	Student	4 year(s) 1 month(s)	[REDACTED]	[REDACTED]	24/07/2015	Action ▾
<input checked="" type="checkbox"/>	[REDACTED]	Apprentice - Non Act	0	[REDACTED]	[REDACTED]	20/11/2019	Action ▾
<input type="checkbox"/>	[REDACTED]	Student	4 month(s)	[REDACTED]	[REDACTED]	04/08/2015	Action ▾

2. Click the **Send Interview Request(s)** button.

This displays the **Interview Request** screen.

Interview Request

Interview Type *

Mode Of Interview *

Interview Venue
Note: Interview Venue is not mandatory when 'Mode of Interview' is 'Telephonic'.

Interview Date *

Interview Start Time *

Interview End Time

Comment

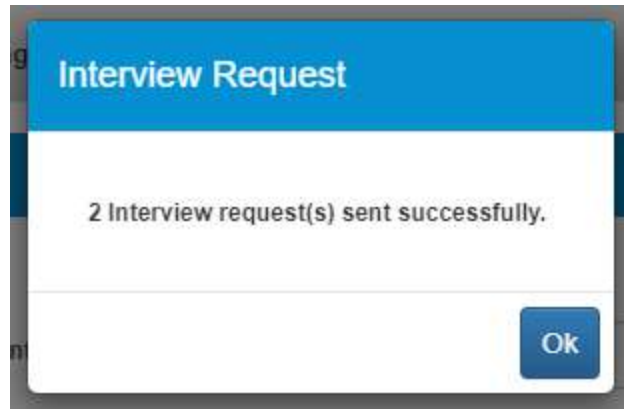
Contact Person's Details

Name *

Mobile Number *

Email ID *

3. Enter interview details as required, details of the contact person (editable fields), and then click the **Send** button. The **Interview Request** pop-up displays.



The interview request is sent to the selected candidate(s).

Note: Names of candidates who receive the interview request are now listed on the **Scheduled Interviews** tab.

4. Click the **OK** button to close the pop-up and to go back to the **Shortlisted Profiles** tab.

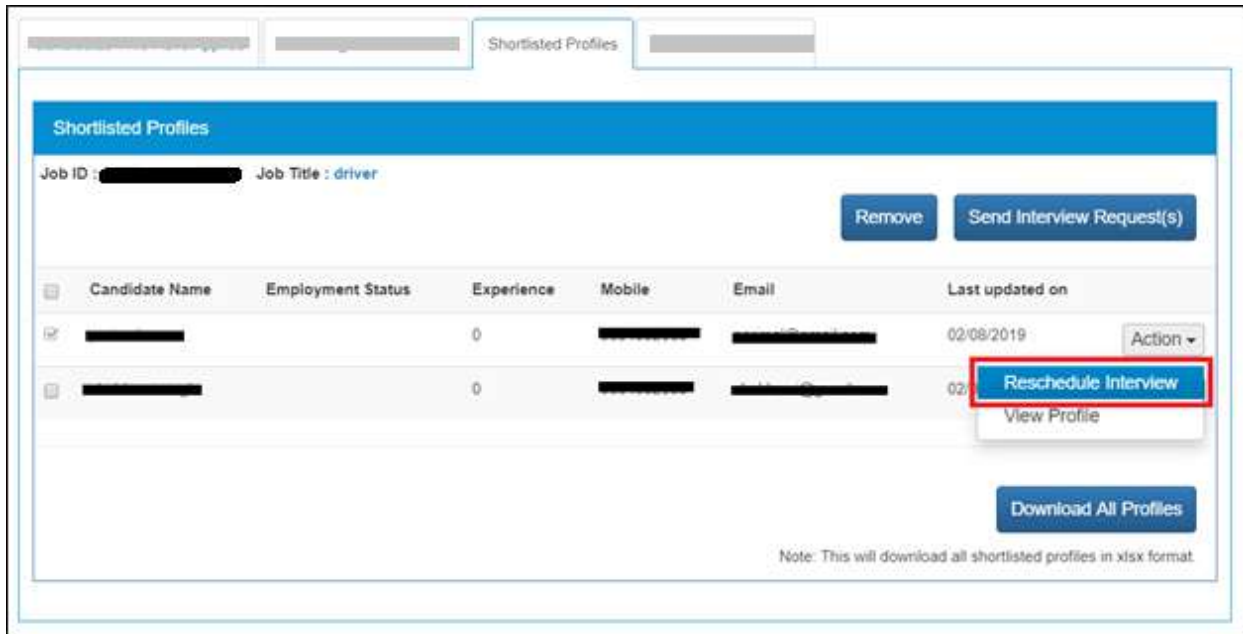
Note: The check box of the candidates who receive interview request remains selected on the **Shortlisted Profiles** tab and the check box is greyed out .

5.8 Reschedule Interview Request

You can even reschedule an interview for the required candidate whom you had earlier send an interview request.

To reschedule an interview for a candidate, do the following:

1. Click the **Action** button of the required candidate on the **Shortlisted Profiles** tab.
2. Select the **Reschedule Interview** option from the available options.



Note: The **Reschedule Interview** option is only available for profiles that had earlier received an interview request - profiles on the **Shortlisted Profiles** tab having an already selected check box that are greyed out .

This displays the **Interview Request** screen.

Interview Request

Interview Type *

Mode Of Interview *

Interview Venue
Note: Interview Venue is not mandatory when 'Mode of Interview' is 'Telephonic'.

Interview Date *

Interview Start Time *

Interview End Time

Comment

Contact Person's Details

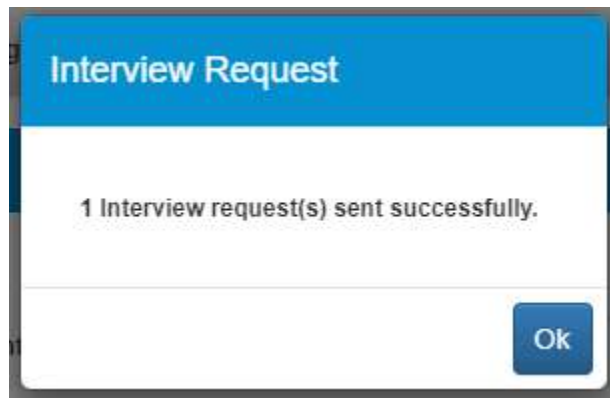
Name *

Mobile Number *

Email ID *

3. Enter details on the **Interview Request** screen and click the **Send** button.

The **Interview Request** pop-up displays.



4. Click the **OK** button to close the pop-up and to go back to the **Shortlisted Profiles** tab. The interview request is send once again to the selected candidate (interview is rescheduled).

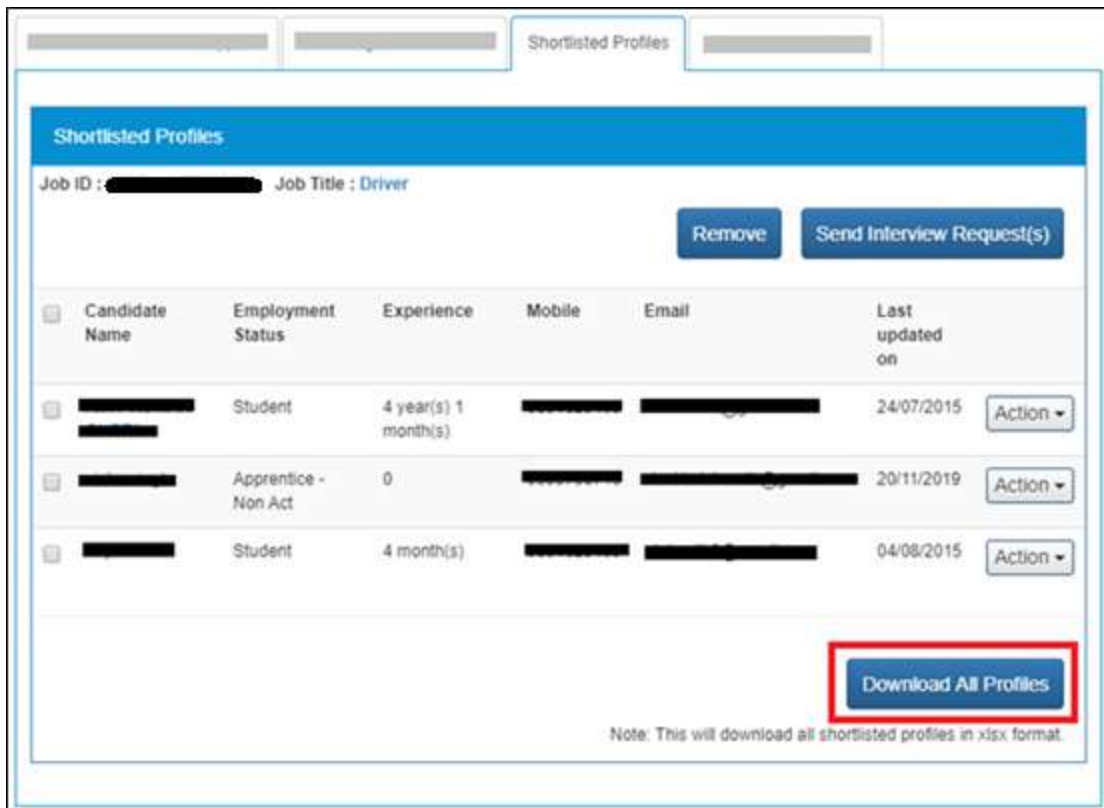
Note: The name of said candidate is once again listed on the **Scheduled Interviews** tab and the status of the earlier interview request for the same candidate is now set to “Closed”.

5.9 Download All Profiles

Enables you to download the profiles of all candidates whom you have shortlisted for a specific job posting. The details of these candidates are downloaded in Microsoft Excel (xlsx) format.

To download all profiles shortlisted for a particular job posting:

1. Click the **Download All Profiles** button from the **Shortlisted Profiles** tab.

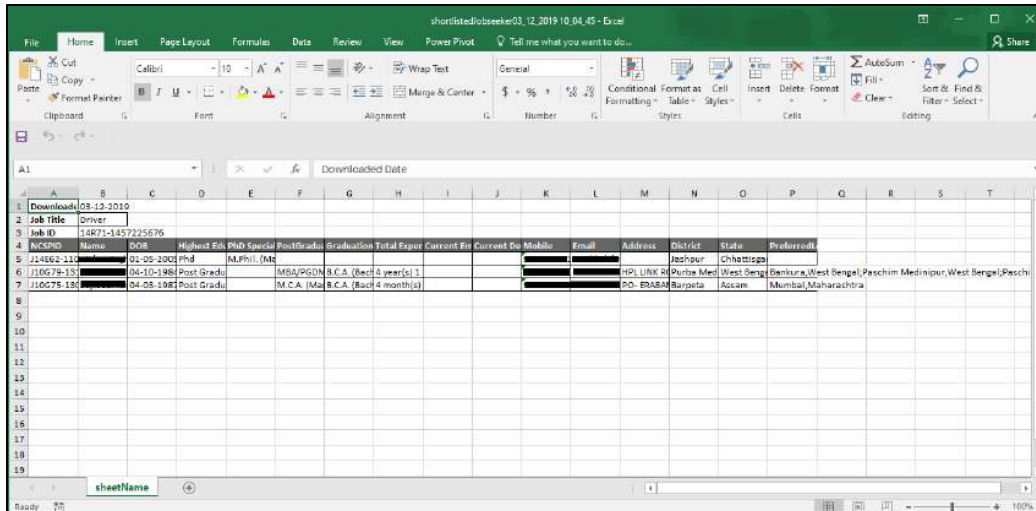


The screenshot displays the 'Shortlisted Profiles' interface. At the top, there are navigation tabs and a header area with the title 'Shortlisted Profiles'. Below the header, the 'Job ID' and 'Job Title : Driver' are displayed. There are two buttons: 'Remove' and 'Send Interview Request(s)'. A table lists candidate details with columns for Candidate Name, Employment Status, Experience, Mobile, Email, and Last updated on. Each row has an 'Action' dropdown menu. At the bottom right, the 'Download All Profiles' button is highlighted with a red box. A note at the bottom states: 'Note: This will download all shortlisted profiles in xlsx format.'

Candidate Name	Employment Status	Experience	Mobile	Email	Last updated on	Action
[REDACTED]	Student	4 year(s) 1 month(s)	[REDACTED]	[REDACTED]	24/07/2015	Action ▾
[REDACTED]	Apprentice - Non Act	0	[REDACTED]	[REDACTED]	20/11/2019	Action ▾
[REDACTED]	Student	4 month(s)	[REDACTED]	[REDACTED]	04/08/2015	Action ▾

A file is download on your system in Excel format.

2. Access the downloaded file.



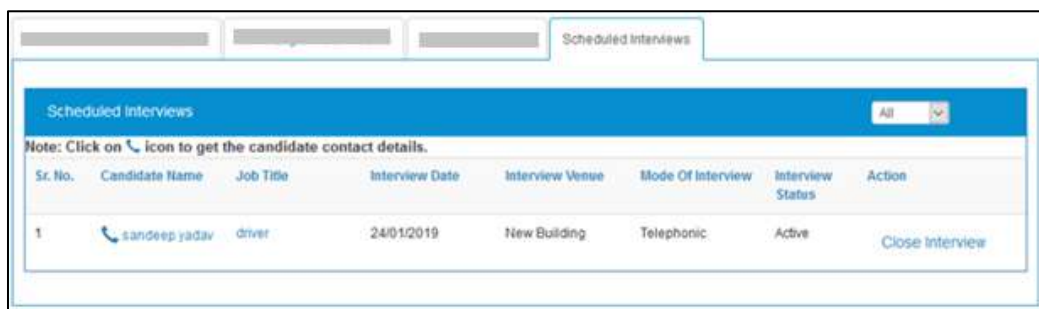
Note: The profiles of all shortlisted candidates is downloaded in the Excel file (xlsx format) irrespective of the fact whether these profiles are listed on one or more pages of the **Shortlisted Profiles** tab.

5.10 Scheduled Interview

The **Scheduled Interviews** tab associated with the **Jobs Posted and Responses** feature allows an employer to view all candidate profiles they have been scheduled for interview against a particular job.

To view the list of candidates scheduled to be interviewed:

1. Click on **Jobs Posted and Responses** link from the left navigation
2. Click on **Action** button for any of the published jobs
3. Select the **Shortlisted Interviews** option from the drop-down. This displays, all the candidates who have been scheduled for interview against the selected job post, in the **Shortlisted Interviews** tab.



4. Click on **Close Interview** link, to cancel the scheduled interview and then enter the reason for the cancellation.

5.11 Candidate Profile

The profile of the selected candidate and the documents associated with them can be accessed from all of these tabs: **Applications Matching Job Criteria** tab, **Applications Not Matching Job Criteria** tab, **Other Eligible Candidates** tab, **Shortlisted Profiles** tab, and **Scheduled Interviews** tab.

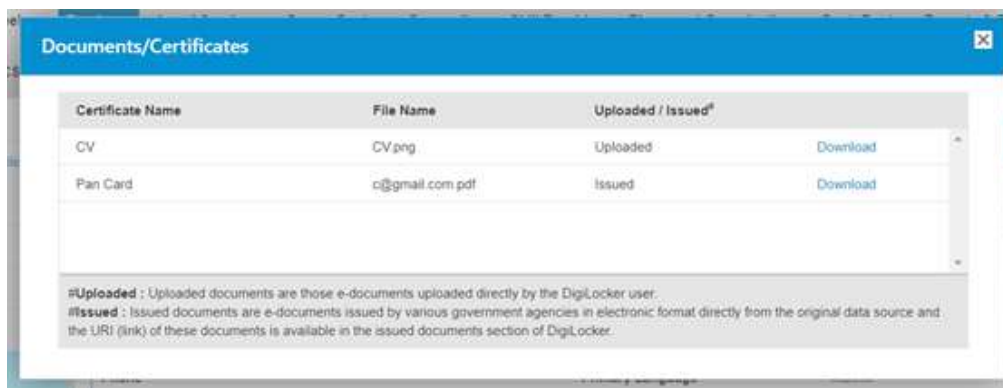
To view the profile of a candidate (from any of the said tabs):

1. Click the name of the required candidate from the **Candidate Name** column. This displays the **Resume** screen in a separate browser window.

Resume			
Personal Information			
View Documents/Certificates			
Name	[REDACTED]	NCS ID	[REDACTED]
Gender	Male	Date of Birth	25/07/1989
Email ID	[REDACTED]	Mobile	[REDACTED]
Phone	-	Primary Language	Maltil
Marital Status	Separated	Address	-
Experience			
Total Years of Experience	20 year(s) 7 month(s)	Last Experience Updated	27/09/2019
Education			
No record is available			
Highest Education Level	10th		
Other Qualifications / Trainings / Courses			
No record is available			
Other Skills			
No record is available			
		Send Interview Request	Download Profile

Note: This screen allows the user to send an interview request to the candidate and even download the candidate's profile.

2. Click the **View Documents/Certificates** button. The **Documents/Certificates** pop-up displays.



The pop-up displays a list of documents the candidate has uploaded to their DigiLocker account.

3. Click the **Download** link of the document to download it for reviewing it.

6. Pre and Post Job Expiry Notifications

The NCS portal triggers an email (pre-expiry notification) that is sent to you on a specific day before the expiry of a published job. The portal also sends you an email message (post-expiry notification) after the same job has expired.

Note: These (pre and post job expiry) notifications are only applicable to job types such as portal jobs, jobs posted in a job fair, and portal jobs associated with a job fair. Also, jobs that have the Published or Expired status trigger these notifications.

Note: The portal does not push these notifications for the following job types: jobs that are posted on the portal through APIs and future jobs. Also, job posts that have the Draft or Closed status do not trigger these notifications.

6.1 Job Expiry Notification Triggers

You may receive the post-expiry job notification from the portal but you might not always receive the pre-expiry job notification. This happens because the pre-expiry notification email is subject to relationship between two parameters namely, the day when the job is published (the day when the job post starts accepting applications from candidates) on the portal and day when it expired (the day when the job post stops accepting applications from candidates).

These are situations when you would receive the pre-expiry job notification:

- 7 days before the expiry date of a published job
- 3 days before the expiry date of a published job (when the expiry date of a published job falls between the 4th day and 7th day [both days included], from the day the job was published on the portal)

Note: The pre-expiry job notification will not be send if the expiry date of a job is set within 3 days of its publishing on the portal.

You will receive the post-expiry job notification only 3 days (3 to 7 days in actual) after the expiry date of a job. This is irrespective of the duration the job was active on the portal and accepting applications.

6.2 Notification Destination

The job expiry notifications are sent to the Primary Member email id of the organisation.

Note: These notifications are not sent to organisation email id that is mentioned in the profile.

6.3 Expired Jobs Alert

An alert displays on your home page next to the dashboard indicating presence of expired jobs. You can click the link and go to the list of expired jobs.

7. Expired Jobs

This link allows the user to close expired jobs in a simple and quick manner.

1. Click on Expired Jobs from left panel. This displays the expired jobs screen.

Expired Jobs					
Sort Results By					
Job ID		Job Title		Created On	
Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status
1	[REDACTED]	Real Estates	15/01/2022	31/01/2022	Expired
2	[REDACTED]	Driver	02/02/2022	04/02/2022	Expired
3	[REDACTED]	Primary Teacher	14/04/2022	27/04/2022	Expired
4	[REDACTED]	Professional chef	14/04/2022	28/04/2022	Expired

2. Sort the displayed result of expired jobs by: Job ID (default), Job Title, or Created On, options.
3. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.

A screenshot of a dialog box titled "Reason for Closing Job". It features a blue header bar with the title and a close button (X) in the top right corner. Below the header is a white area containing a dropdown menu with the text "--Select--" and a downward arrow icon. At the bottom of the dialog are two buttons: "Submit" (blue) and "Cancel" (grey).

4. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

A screenshot of the same "Reason For Closing Job" dialog box. The dropdown menu is open, showing a list of options: "--Select--", "Recruitment completed through NCS", "Recruitment completed through sources other than NCS", and "Recruitment Deferred". The first option, "--Select--", is highlighted with a blue background. A red asterisk is visible to the right of the dropdown menu. The "Submit" and "Cancel" buttons are at the bottom.

- a. Recruitment completed through NCS – A mandatory field displays when you select this option.

Reason For Closing Job ✕

Recruitment completed through NCS *

Number of candidates hired *

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

- b. Recruitment completed through sources other than NCS – A mandatory field and a mandatory drop-down list display when you select this option.

Reason For Closing Job

Recruitment completed through sources other than NCS

Number of candidates hired

--Select reasons for not hiring through NCS--

Submit Cancel

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (**Suitable candidates(s) not found on NCS** or **Any Other reason**) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.

The screenshot shows a form titled "Reason For Closing Job" with a close button (X) in the top right corner. The form contains three input fields, each with a red asterisk indicating a required field:

- The first field is a dropdown menu with the text "Recruitment completed through sources other than NCS".
- The second field is a text input with the placeholder text "Number of candidates hired".
- The third field is a dropdown menu with the text "--Select reasons for not hiring through NCS--". The dropdown is open, showing the following options:
 - Select reasons for not hiring through NCS-- (highlighted in blue)
 - Suitable candidate(s) not found on NCS
 - Any Other reason

At the bottom of the form are two buttons: "Submit" (blue) and "Cancel" (grey).

A text field displays when you select the **Any Other reason** option from the drop-down.

The screenshot shows the same "Reason For Closing Job" form. In this view, the dropdown menu is closed, and the text "Any Other reason" is displayed in the third input field. The fourth input field, which was previously empty, now contains the text "Maximum Character Limit 255". All four input fields have a red asterisk next to them, indicating they are required. The "Submit" and "Cancel" buttons remain at the bottom.

Enter the reason in the text field.

c. Recruitment Deferred – No mandatory field displays when you select this option.

Reason For Closing Job ✕

Recruitment Deferred
▼

d. Click on **Submit** button

8. Scheduled Interviews

This link allows employers to view all the interviews they have scheduled. Filtering options include All, Active, Closed, Interview Accepted, and Interview Rejected.

Scheduled Interviews								All ▼
Sr. No.	Candidate Name	Job Title	Interview Date	Interview Venue	Mode Of Interview	Interview Status	Interviewee Comments	Action
1	Rayn Yi	Carpenter (2-7 yrs.)	10/04/2019	New Building	Telephonic	Active	Rejected -Not available on this date. Please reschedule the interview	Close Interview
2	Tilottama shah	Driver	10/04/2019	New Building near Wipro service centre	In person	Active	Accepted – 03 Apr 2019 12:03PM	Close Interview

Scheduled Interview Screen

Note: The Interview Comments column on this screen mentions whether the interview was accepted or rejected (with reason for rejection) by the respective candidate. The employer can once again send an interview invite to the same candidate for the same job even after the said candidate has rejected the interview request.

9. Add/Manage Sub Users

The Add/Manage Sub Users link allows an organisation to manage the roles of its members.

9.1 Add User

It allows you to add users as employer admin as well as members.

1. Click **Add/Manage Sub Users** from left panel. This displays the **Add/Manage Sub Users** screen.

Sr. No.	NCS ID	User Name	Person Name	State	Mobile Number	Email ID	Member Type
1	[REDACTED]	[REDACTED]	sakina	[REDACTED]	[REDACTED]	[REDACTED]	SM Primary Member Request Manage User
2	[REDACTED]	[REDACTED]	Admin	[REDACTED]	[REDACTED]	[REDACTED]	SM Primary Member Request Manage User
3	[REDACTED]	[REDACTED]	neha	[REDACTED]	[REDACTED]	[REDACTED]	SM Primary Member Request Manage User
4	[REDACTED]	[REDACTED]	shama	[REDACTED]	[REDACTED]	[REDACTED]	SM Primary Member Request Manage User
5	[REDACTED]	[REDACTED]	ridhima	[REDACTED]	[REDACTED]	[REDACTED]	SM Primary Member Request Manage User
6	[REDACTED]	[REDACTED]	CAre	[REDACTED]	[REDACTED]	[REDACTED]	PM Primary Member Request Manage User Manag Role

2. Click the **Add User** button. This displays the **Add Organisation Member** screen.

The screenshot shows a web form titled "Add Organisation Member". The form contains the following fields and controls:

- Name:** A text input field.
- Designation:** A text input field.
- Email ID:** A text input field with the placeholder "name@example.com".
- Mobile Number:** A text input field with a dropdown for the country code (set to "+91") and a label "10 digit Mobile Number".
- Phone:** A group of four text input fields labeled "Country", "Area Code", "Phone", and "Extn".
- User Role:** A dropdown menu with "--Select--" as the current selection.
- User Name:** A text input field with a blacked-out value. To its right is a blue button labeled "Check UserID".
- Password:** A text input field with masked characters (dots).
- Retype Password:** A text input field with the placeholder "at least 8 characters".

At the bottom of the form, there are two buttons: "Submit" and "Back".

3. Enter the following details:
 - Name
 - Designation
 - Email
 - Mobile number
 - Landline with area code
4. Select the user role from the drop-down box.
5. Enter the User Name
Click the **Check User ID** button for availability of the entered user name
6. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
7. Retype the same password for confirmation
8. Click the **Submit** button
9. Back button will take user to Add Manage Sub Users screen

9.2 Manage User

1. Click **Add/Manage Sub Users** from left panel. The **Add/Manage Sub Users** screen displays.

Add / Manage Sub Users

---Select Roles---
 NCS ID
 User Name
 10 digit Mobile Number
 name@example.com
 Search Reset Add User

Total No. of records :6

Sr. No.	NCS ID	User Name	Person Name	State	Mobile Number	Email ID	Member Type		
1			sakina				SM	Primary Member Request	Manage User
2			Admin				SM	Primary Member Request	Manage User
3			neha				SM	Primary Member Request	Manage User
4			shama				SM	Primary Member Request	Manage User
5			rdhima				SM	Primary Member Request	Manage User
6			CAre				PM	Primary Member Request	Manage User Manage Role

Page 1 of 1

2. Click the **Manage User** link corresponding to the user name.

Manage User

Name	sakina	Last Login Detail	26/07/2021 11:27:24 AM
Created On	26/07/2021 11:26:48 AM	Account Lock status	No
Active	Yes	Approval Status	Approved
Comments			

Reset Password

3. Click the **Reset Password** button, if you forget the password. New password will be sent on the registered mobile number.

9.3 Manage Role

There are three roles that an organisation can manage within the system namely: Organisation Owner, Organisation Admin, and Organisation Member.

There can only be one Organisation Owner user whereas there can be multiple Admin and Member users within the organisation.

The following are the salient characteristics of these three organisational roles:

An Organisation Owner:

1. They will be able to view all the jobs posted by the Owner (themselves), and also jobs posted by the Admins, and the Members.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc.
3. The dashboard on the Home page will display the total count (aggregate) of jobs posted by the Owner (themselves), the Admins, and the Members.



An Organisation Admin:

1. They will be able to view all the jobs posted by the Admins (including themselves), and also jobs posed by the Owner and the Members.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc.
3. The dashboard on the Home page will display the total count (aggregate) of jobs posted by the Admins (including themselves), the Owner, and the Members.

An Organisation Member:

1. They will only be able to view the jobs that they have posted.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc., but only for the jobs they have posted.
3. The dashboard on the Home page will display only the total count of jobs they have posted.

In the role of an Organisation Owner user, you can manage the roles of Admin and Member users as follows:

1. Click **Add/Manage Sub Users** from left panel. The **Add /Manage Sub Users** screen displays.

The screenshot shows the 'User Management' interface. At the top, there is a search form with fields for 'NCS ID', 'User Name', and '10 digit Mobile Number'. There are also buttons for 'Search', 'Reset', and 'Add User'. Below the search form, a table displays a list of users. The table has columns for NCS ID, User Name, Display Name, Account Lock status, Mobile, Email, and Member Type. Each row also includes three action links: 'Primary Member Request', 'Manage User', and 'Manage Role'. The table shows four users with names like 'rahul', 'priya', and 'Neha'. The total number of records is 4, and it is page 1 of 1.

NCS ID	User Name	Display Name	Account Lock status	Mobile	Email	Member Type	Primary Member Request	Manage User	Manage Role
[Redacted]	[Redacted]	rahul	No	[Redacted]	[Redacted]	SM	Primary Member Request	Manage User	Manage Role
[Redacted]	[Redacted]	priya	No	[Redacted]	[Redacted]	SM	Verification Failed	Manage User	Manage Role
[Redacted]	[Redacted]	Neha	No	[Redacted]	[Redacted]	SM	Primary Member Request	Manage User	Manage Role
[Redacted]	[Redacted]	Neha	No	[Redacted]	[Redacted]	PM	Primary Member	Manage User	Manage Role

2. Click the **Manage Role** link for the corresponding user. The Manage Role pop-up displays.

The screenshot shows the 'Manage Role' pop-up window. It has a title bar 'Manage Role adi' and two checked checkboxes: 'Employer Admin' and 'Employer Member'. At the bottom, there are 'Save' and 'Back' buttons.

3. Select the appropriate role check-box.
4. Click the **Save** button.

10. Grievance/Feedback (footer link)

This link, from the page footer, allows employer to post any feedback/grievance, query, and request.

1. Click on **Grievance/Feedback** from the footer link. The following screen displays.

The screenshot shows the 'Grievance / Feedback' form on the National Career Service website. The form is titled 'Grievance / Feedback' and is located within a blue navigation bar. The form fields are as follows:

- Name *
- Email ID *
- Mobile Number *
- State * (Dropdown menu)
- District * (Dropdown menu)
- Case Type * (Dropdown menu)
- Stakeholder * (Dropdown menu)
- Case Category * (Dropdown menu)
- Case Sub Category * (Dropdown menu)
- Description * (Text area)
- Attachment (Choose File / No file chosen)
- Enter Security Code * (Image with code 8 3 E 9 M and a text input field)
- Submit button

Below the form, there are links for Policy and other Links, Website Policy, Disclaimer, Sitemap, Grievance / Feedback, and FAQs. The footer contains the following text:

© Website contents are managed by Ministry of Labour & Employment, Government of India.
 Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024 x 755 resolution and above.
 Version - 5.0 - Released on 19/05/2022

The footer also features logos for India.gov.in, myGov, PMINDIA, Skill India, and data.gov.in.

2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
 - Note:** Name, Email and mobile number will be appear prefilled from the Employer’s Profile.
5. Select a state from the drop-down list
6. Select a district from the drop-down list
7. Select type of case from the drop-down list
8. Stakeholder (displays your profile type - this field cannot be edited)
9. Select case category from the drop-down list
10. Select sub category of the case from the drop-down list
11. Enter the description for the case.
12. Attach the attachment.
13. Review the security image and enter the displayed text
14. Click on **Submit** button.
15. Click on Help tool tip to know about the “Case category” and “Case Sub Category” types.

11. Grievances/Feedback (navigation panel link)

This link, from the left navigation panel, allows Employer to view registered cases status. And “Give Feedback” link Facilitate end user to provide the feedback on resolved/closed cases, registered at Call Center. User can provide the feedback by clicking on “Give Feedback” Link in front of each resolved/closed case.

Cases								
Case ID	Case Category	Case Subcategory	Description	Registration Date:	Status	Resolved Date	Resolution	Feedback
CAS- [Redacted]	Home Page	Scrolling Images	image not showing image n...	03-February-2022	Active	-	-	

Once user clicks on “Give Feedback” link, Feedback pop up will open with “Cancel” and “Submit” buttons.

12. Announcements

This link allows employer to view uploaded documents.

Click on **Announcements** from left panel. This displays the list of announcements for the Employer.

13. Templates

This link allows you to access available templates that you can download on your computer and use as required.

1. Click the **Templates** link from the left panel. This displays a screen that lists available standard templates for the Employer.

File Name	File Size	File Type	Last Updated On
Template of Offer Letter.docx	28.76 KB	Word	5/7/2018 4:31 PM

2. Click the link of the displayed template to download it.

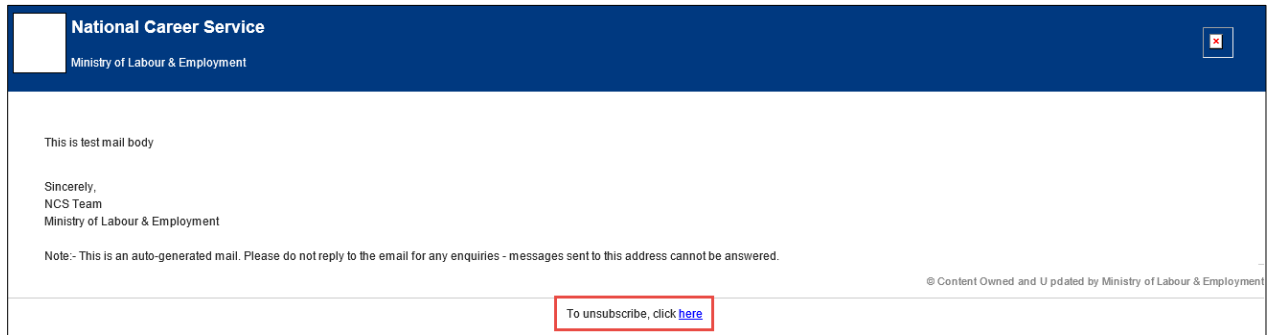
14. Organisation Preferences

Organisation Preferences allows Employer to subscribe or unsubscribe any bulk email sent by Portal.

The screenshot shows the 'Organisation Preferences' page. The main content area has a blue header with the text 'Organisation Preferences'. Below this, there is a checkbox labeled 'Subscribe to organisation update alerts' which is checked. A blue 'Submit' button is positioned below the checkbox. The left sidebar contains a navigation menu with the following items: Home, Employer, Resources, Employer Home, View/Update NCS Profile, Post Job (with a dropdown arrow), Post New Job, Post International Job, Search Jobseeker, Jobs Posted and Responses, Expired Jobs, Scheduled Interviews, Add / Manage Sub Users, Grievances / Feedback, Announcements, Templates, Organisation Preferences (highlighted in blue), Job Fair and Events (with a dropdown arrow), Job Fair / Event Calendar, Job Fair / Event Participation, and Share Feedback.

Functionality can be accessed, by check/uncheck the “subscribe to organisation update alerts”.

Bulk Emails received from system will have unsubscribe link at the bottom, to unsubscribe from mailers.

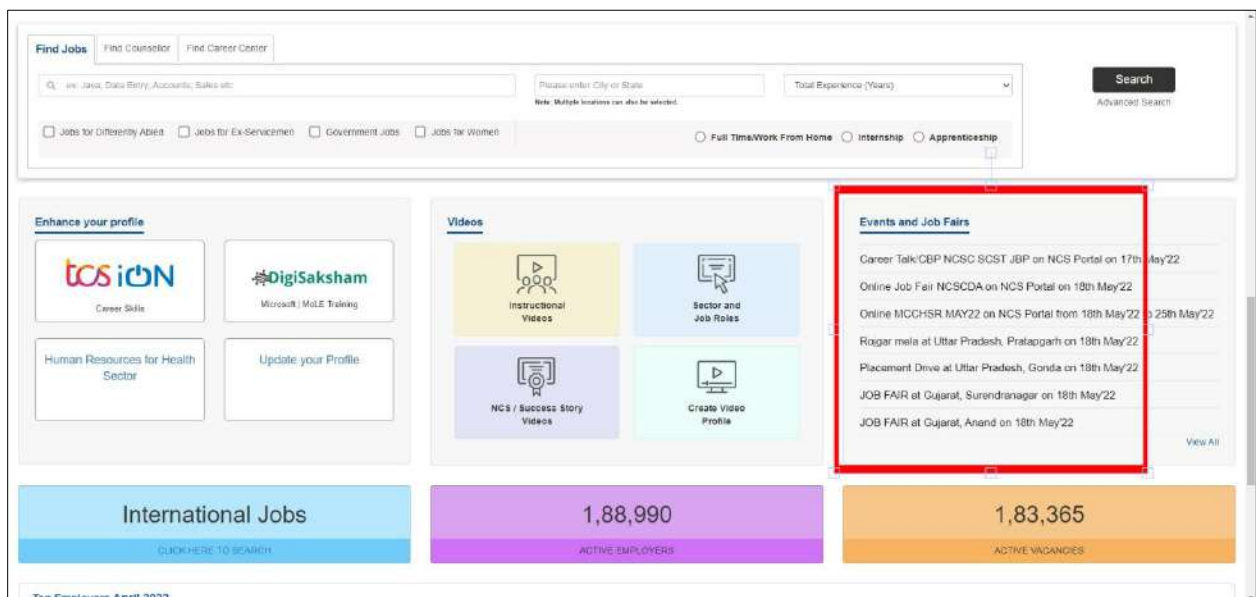


15. Job Fair and Events

This section of the document describes how an employer can find out online upcoming Job fairs and Events on the NCS portal and then register themselves for specific Job fairs and events.

List of Job Fairs can be accessed from Job Fair and Events Section of NCS Home Page. Employer can either click on a Job Fair link displayed in the section or Employer can also click on **View All** link to navigate to **NCS Calendar** Page, which displays the list of all Job Fairs / Events published on NCS Portal.

NCS Calendar Page has various parameters to search for an Event / Job Fair. The results of search conducted by an employer based on their search filter criteria (state, industry, and sector) will be displayed as a listing.



NCS Home Page Screen

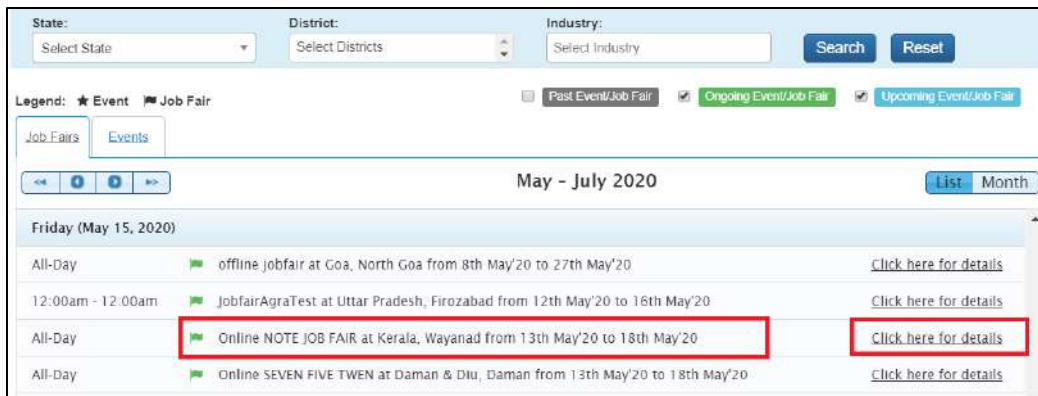
The screenshot shows a search interface for Job Fairs. At the top, there are three dropdown menus for 'State', 'District', and 'Industry', each with a 'Select' option. To the right are 'Search' and 'Reset' buttons. Below these is a legend with 'Event' and 'Job Fair' icons, and three checkboxes for 'Past Event/Job Fair', 'Ongoing Event/Job Fair', and 'Upcoming Event/Job Fair'. The main content area shows a calendar view for 'May - July 2020' with a 'List' button selected. The results are displayed in a table format for Friday, May 15, 2020, listing various job fairs with their dates, locations, and 'Click here for details' links.

Friday (May 15, 2020)		
All-Day	offline jobfair at Goa, North Goa from 8th May'20 to 27th May'20	Click here for details
12:00am - 12:00am	JobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20	Click here for details
All-Day	Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20	Click here for details
All-Day	Online SEVEN FIVE TWEN at Daman & Diu, Daman from 13th May'20 to 18th May'20	Click here for details
12:00am - 12:00am	Test12345678990 at Andhra pradesh, Srikakulam from 13th May'20 to 16th May'20	Click here for details
All-Day	Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20	Click here for details
All-Day	Online Job Fair Test at Uttar Pradesh, Gautam Buddha Nagar from 14th May'20 to 18th May'20	Click here for details
All-Day	Online Test12345678990 at Lakshadweep, Lakshadweep from 14th May'20 to 16th May'20	Click here for details
12:00am - 12:00am	Online Test123456 at Kerala, Thrissur from 14th May'20 to 16th May'20	Click here for details
All-Day	Online V Job Fair at Andaman & Nicobar Islands, Nicobars from 13th May'20 to 16th May'20	Click here for details
12:00am - 12:00am	Online Online JF FIVEM at Kerala, Palakkad from 15th May'20 to 31st May'20	Click here for details

15.1 Search for Job Fairs

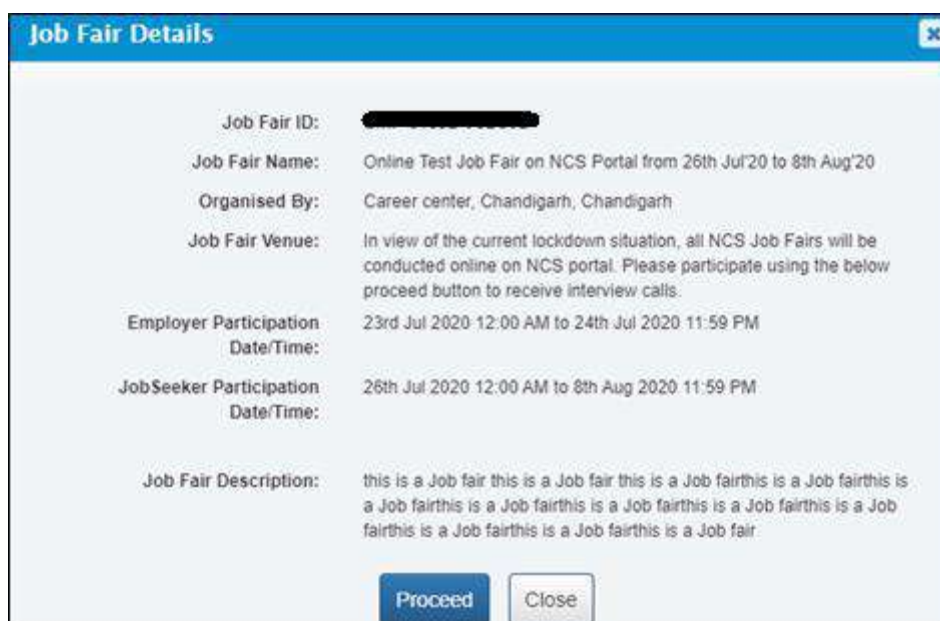
Follow these steps to search for Job Fairs:

1. Ensure that the **Job Fairs** tab is selected on the **NCS Calendar** page.
2. Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:
 - a. **In List Format**
 - i. Results of job fairs that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).



Job Fair List

- ii. To view the details of a particular job fair, you can either click the title of the job fair in the list or click the **Click here for details** link for that listing.
- iii. The details of the selected Job Fair are displayed on a pop-up.
- iv. Important: Since these all are Online/Digital Job Fairs, so the “Job Fair venue “for these Job Fairs will show “NCS Portal” and the user needs to use our Portal services for shortlisting candidates against a Posted Job.



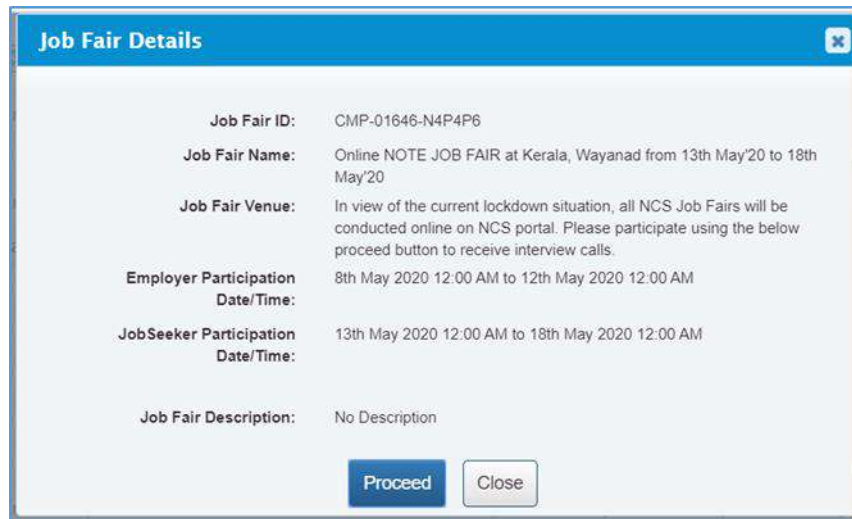
Job Fair Details Pop-up

b. In Month Format

- i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays job fair search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.

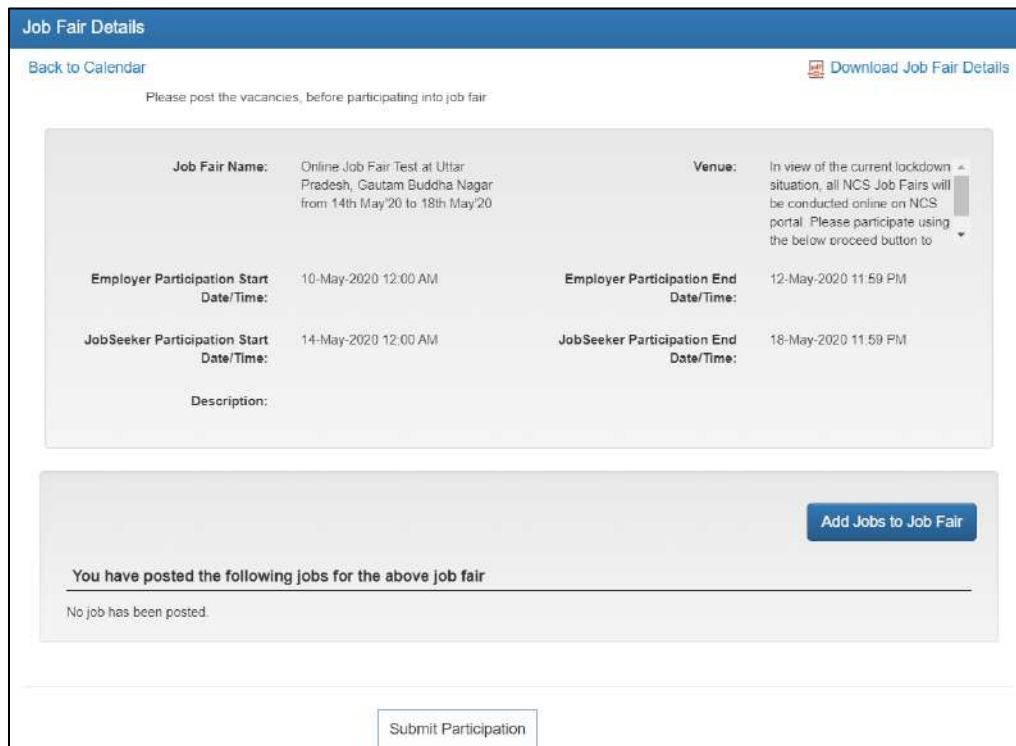
Follow these steps to participate in a particular job fair:

1. Ensure that the pop-up displaying details of the job fair, you want to participate in, is open.



Job Fair Details Pop-up

2. Next, click the **Proceed** button. The **Job Fair Details** page displays.



3. For participating in a Job Fair, Employer needs to add Jobs in the Job Fair.
4. Click on the **Add Jobs to Job Fair** link, following page opens.

Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status
1	15W82-1628574202213J	anlysttwo seven	27/04/2020	19/05/2020	Published
2	15V64-2148078332903J	JFACTDEAC9	09/05/2020	31/05/2020	Published
3	15X72-1547552330363J	CarpenterMarch	17/03/2020	15/06/2020	Published

Adding Jobs to Job Fair

Portal provides two options to add a job to a job fair. Employer can either post a fresh job to a job fair or can add already posted job to the job fair.

Add/Post New Job to Job Fair

1. Click on **Add New Job to Job Fair** link, displayed as the first section on the page.
2. NCS navigates user to **Post New Job** page. Enter job details and click **Post Job**.
3. New job is added to the job fair.

Add NCS Jobs to Job Fair

Using this feature, Employer can tag an already posted Portal Job to a Job Fair.

1. In the second section, use the given filters to search for existing jobs posted on NCS.
2. Select the check box against a job from the search result pane.
3. Click on **Add Job to Job Fair** button to add the selected job to the Job Fair.

Add NCS jobs to Job Fair

Job Id: Job Reference Id:

Posted From: Expiring From:

Posted Till: Expiring Till:

Job Post Status: Job Type:

[Back to Job Fair](#) [Reset](#) [Search](#)

Sort Results By

Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status	
<input checked="" type="checkbox"/>	1	15W69-1245480336873J	Tech support	14/04/2020	13/07/2020	Published

[Back to Job Fair](#) [Add Job to Job Fair](#)

Job added successfully to job fair.

Sort Results By

Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status	
<input checked="" type="checkbox"/>	1	15W69-1245480336873J	Tech support	14/04/2020	13/07/2020	Published

[Back to Job Fair](#)

4. Click on **Back to Job Fair** button to go back to Job Fair.
5. After adding a job to a job fair, **Submit Participation** button becomes enabled.

Job Fair Details

[Back to Calendar](#)
[Download Job Fair Details](#)

Please post the vacancies, before participating into job fair

Job Fair Name:	Online Job Fair Test at Uttar Pradesh, Gautam Buddha Nagar from 14th May'20 to 18th May'20	Venue:	In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to
Employer Participation Start Date/Time:	10-May-2020 12:00 AM	Employer Participation End Date/Time:	12-May-2020 11:59 PM
JobSeeker Participation Start Date/Time:	14-May-2020 12:00 AM	JobSeeker Participation End Date/Time:	18-May-2020 11:59 PM
Description:			

⚠ Note: Job Fair Participation is not complete until "Submit Participation" button is clicked.

[Add Jobs to Job Fair](#)

You have posted the following jobs for the above job fair

Job ID	Job Title		
██████████	Tech support	Remove Job	View Candidates

[Submit Participation](#)

6. Click the **Submit Participation** button to participate in the job fair.
Note: An Employer can add more jobs in a job fair or remove already added jobs, any time before the Employer Participation end date and time.

15.3 Hiring Process through NCS Portal

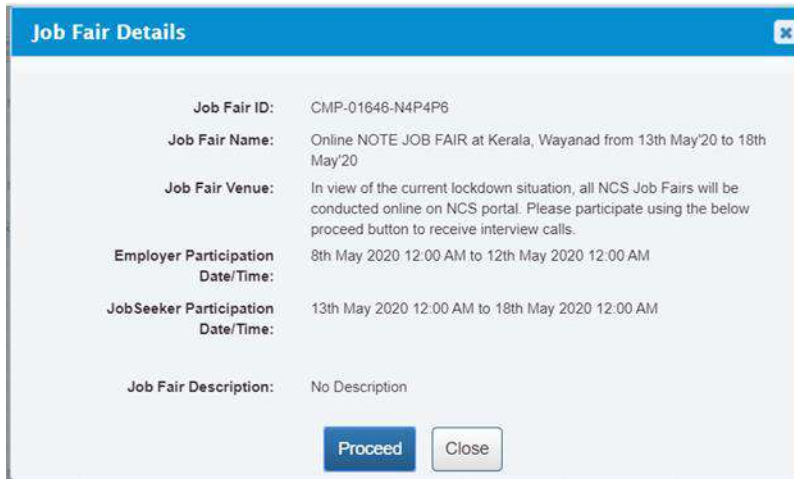
With the start of Jobseeker Participation date till it ends, employer receives the email notification as the jobseeker applies to the job(s) posted by him. Then employer starts the selection process as defined.

1. Click on the Job Fair /Event Participation link in the left navigation.

The screenshot shows the NCS portal interface. The top navigation bar includes 'Home', 'Jobseeker', 'Employer', 'Local Services', 'Career Center', 'Counsellor', 'Skill Provider', 'Placement Organisation', 'Govt. Dept.', and 'Reports & Documents'. The left sidebar contains various navigation options, with 'Job Fair / Event Participation' selected. The main content area displays a table of events participation.

Sr. No.	Job Fair / Event ID	Job Fair / Event Name	Registration Start Date/Time	Registration End Date/Time	Job Fair / Event Start Date/Time	Job Fair / Event End Date/Time	Status	Download
1	CMP-01660-JJ1T2	Online JOB FAIR TEST 2 at Uttar Pradesh, Moradabad from 19th May 20 to 20th May 20	5/10/2020	5/11/2020	5/10/2020	5/15/2020	Cancelled	Download
2	CMP-01656-NM3Y3	JOB FAIR TEST at Uttar Pradesh, Gautam Buddha Nagar on 10th May 20	5/8/2020	5/9/2020	5/10/2020	5/10/2020	Active	Download
3	CMP-01667-PQ0E1	Online Job Fair Test at Uttar Pradesh, Gautam Buddha Nagar from 14th May 20 to 19th May 20	5/10/2020	5/12/2020	5/14/2020	5/19/2020	Active	Download
4	CMP-01666-RP6S3	Job Fair Test at Uttar Pradesh, Bareilly on 9th May 20	5/9/2020	5/9/2020	5/9/2020	5/9/2020	Active	Download
5	CMP-01656-VZF4B3	Online Placement Drive at Chandigarh, Chandigarh from 14th May 20 to 14th May 20	5/2/2020	5/7/2020	5/8/2020	5/12/2020	Active	Download
6	CMP-01647-VTD930	Online Niche Job Fair at Uttar Pradesh, Gautam Buddha Nagar from 12th May 20 to 17th May 20	5/8/2020	5/11/2020	5/10/2020	5/15/2020	Cancelled	Download
7	EVT-2568	ESL Testing at Uttar Pradesh, Gautam Buddha Nagar on 8th May 20	5/7/2020	5/7/2020	5/8/2020	5/8/2020	Active	Download
8	EVT-633	ESL Testing at Uttar Pradesh, Gautam Buddha Nagar on 8th May 20	5/7/2020	5/7/2020	5/8/2020	5/8/2020	Active	Download
9	CMP-01646-NP4P3	Online Niche Job Fair at Kerala, Wayanad from 15th May 20 to 19th May 20	5/12/2020	5/12/2020	5/13/2020	5/18/2020	Active	Download
10	EVT-6382	ESL TESTING at Uttar Pradesh, Gautam Buddha Nagar on 7th May 20	5/7/2020	5/7/2020	5/7/2020	5/7/2020	Active	Download

- Click on the participated Job Fair and then click on Proceed button.



Job Fair Details

Job Fair ID: CMP-01646-N4P4P6

Job Fair Name: Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20

Job Fair Venue: In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.

Employer Participation Date/Time: 8th May 2020 12:00 AM to 12th May 2020 12:00 AM

Job Seeker Participation Date/Time: 13th May 2020 12:00 AM to 18th May 2020 12:00 AM

Job Fair Description: No Description

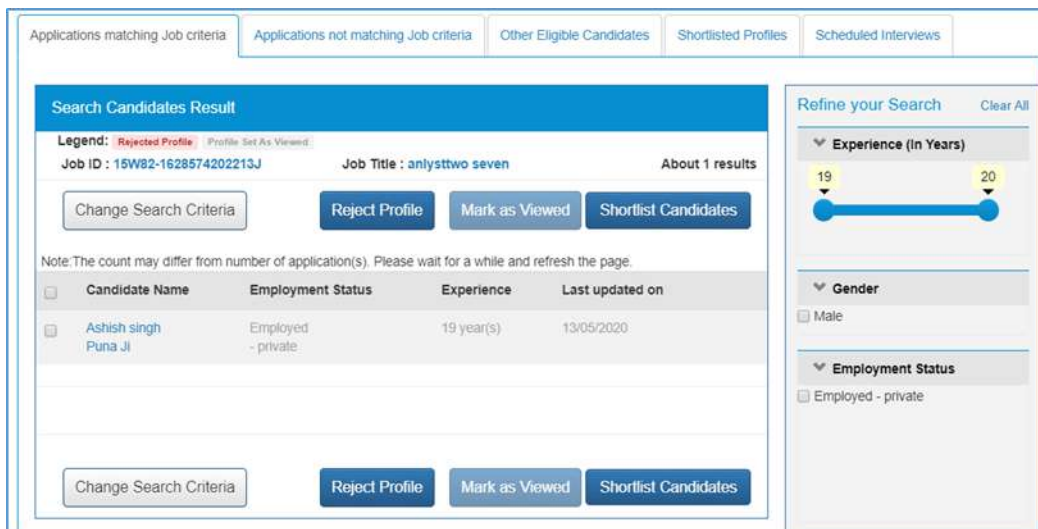
[Proceed](#) [Close](#)

- Click on View Candidates link against the posted job.

You have posted the following jobs for the above job fair

Job ID	Job Title	
15W82-1628574202213J	anlysttwo seven	View Candidates

Review the profile of candidates under two tabs “Applications matching Job criteria” and “Applications not matching Job Criteria”. Select the candidate as per job requirement and click the **Shortlist Candidates** button.



Applications matching Job criteria | Applications not matching Job criteria | Other Eligible Candidates | Shortlisted Profiles | Scheduled Interviews

Search Candidates Result

Legend: Rejected Profile | Profile Set As Viewed

Job ID : 15W82-1628574202213J | Job Title : anlysttwo seven | About 1 results

[Change Search Criteria](#) [Reject Profile](#) [Mark as Viewed](#) [Shortlist Candidates](#)

Note: The count may differ from number of application(s). Please wait for a while and refresh the page.

<input type="checkbox"/>	Candidate Name	Employment Status	Experience	Last updated on
<input type="checkbox"/>	Ashish singh Puna Ji	Employed - private	19 year(s)	13/05/2020

[Change Search Criteria](#) [Reject Profile](#) [Mark as Viewed](#) [Shortlist Candidates](#)

Refine your Search [Clear All](#)

Experience (In Years): 19 - 20

Gender: Male

Employment Status: Employed - private

- Go to **Shortlisted Profiles** tab, select the candidate and click the **Send Interview Request(s)** button. This will notify the Jobseeker of interview request, who will then respond by accepting or rejecting the interview request.

Applications matching Job criteria Applications not matching Job criteria Other Eligible Candidates Shortlisted Profiles Scheduled Interviews

Search Candidates Result

Legend: Rejected Profile Profile Set As Viewed

Job ID : 15W82-1628574202213J Job Title : anlysttwo seven About 1 results

Note: The count may differ from number of application(s). Please wait for a while and refresh the page.

Candidate Name	Employment Status	Experience	Last updated on
Ashish singh Puna Ji	Employed - private	19 year(s)	13/05/2020

Refine your Search [Clear All](#)

Experience (In Years)

19 20

Gender

Male

Employment Status

Employed - private

5. Enter the required information and then click on the **Send** button.

Interview Request

Interview Type *

Mode Of Interview *

Interview Venue
Note: Interview Venue is not mandatory when 'Mode of Interview' is 'Telephonic'.

Interview Date *

Interview Start Time *

Interview End Time

Comment

Contact Person's Details

Name *

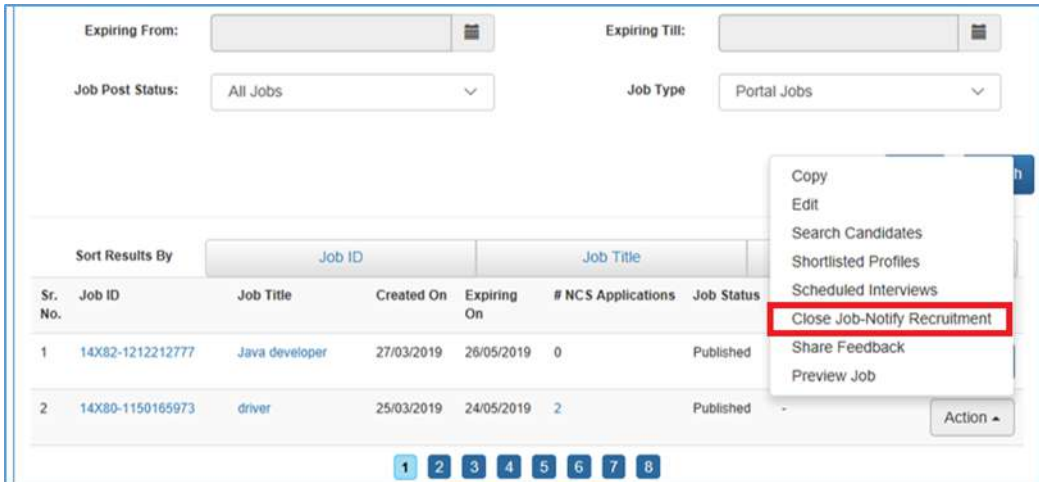
Mobile Number *

Email ID *

15.4 Job Closure Process

After Employer has got required number of candidates from portal against a posted job, he needs to close the said job on Portal before the expiry date of Job.

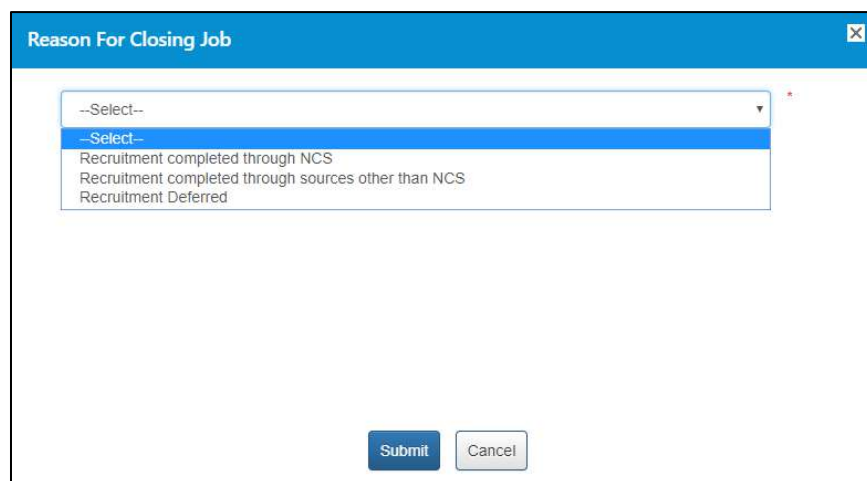
1. Click on **Jobs Posted and Responses** from left panel. The posted job response screen displays.



2. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.



3. Select the appropriate reason for closing the job from the drop-down list: The following options are available:



- a. **Recruitment completed through NCS** – A mandatory field displays when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. **Recruitment completed through sources other than NCS** – A mandatory field and a mandatory drop-down list display when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (**Suitable candidates(s) not found on NCS** or **Any Other reason**) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.

A text field displays when you select the **Any Other reason** option from the drop-down.

Enter the reason in the text field.

c. **Recruitment Deferred** – No mandatory field displays when you select this option.

4. Click on **Submit** button.

15.5 Search for Events

Follow these steps to search for events:

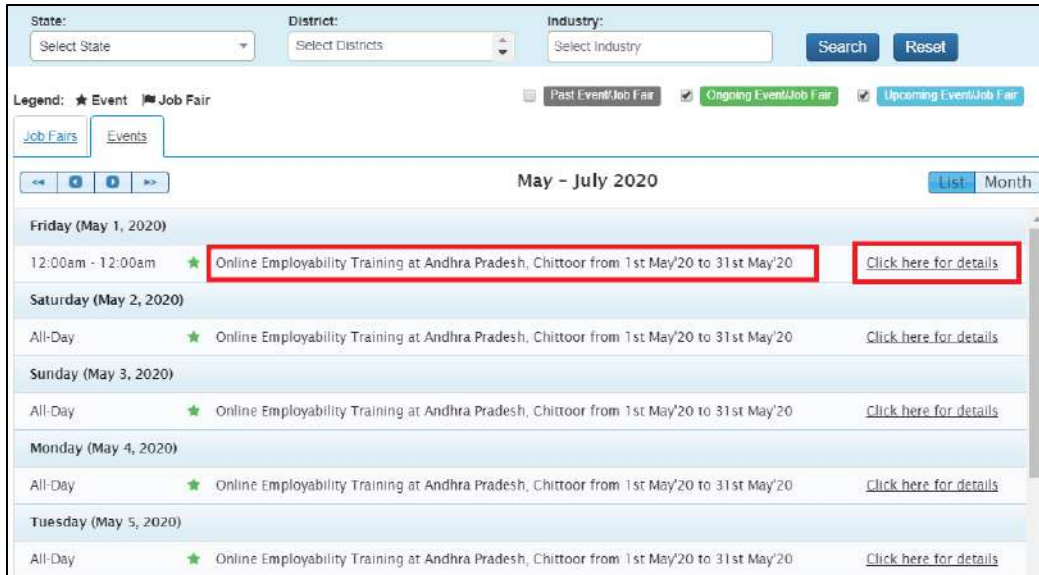
1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.
2. Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair,** and **Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:
 - a. **In List Format**
 - i. Results of events that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

The screenshot displays the search results interface. At the top, there are filters for State, District, and Industry, along with Search and Reset buttons. Below the filters, a legend indicates that the 'Events' tab is selected. The search results are displayed in a list format for the month of May 2020. The results show a series of 'Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20' events, each with a star icon and a 'Click here for details' link.

Day	Event Details	Action
Friday (May 1, 2020)	12:00am - 12:00am ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Saturday (May 2, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Sunday (May 3, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Monday (May 4, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Tuesday (May 5, 2020)	All-Day ★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details

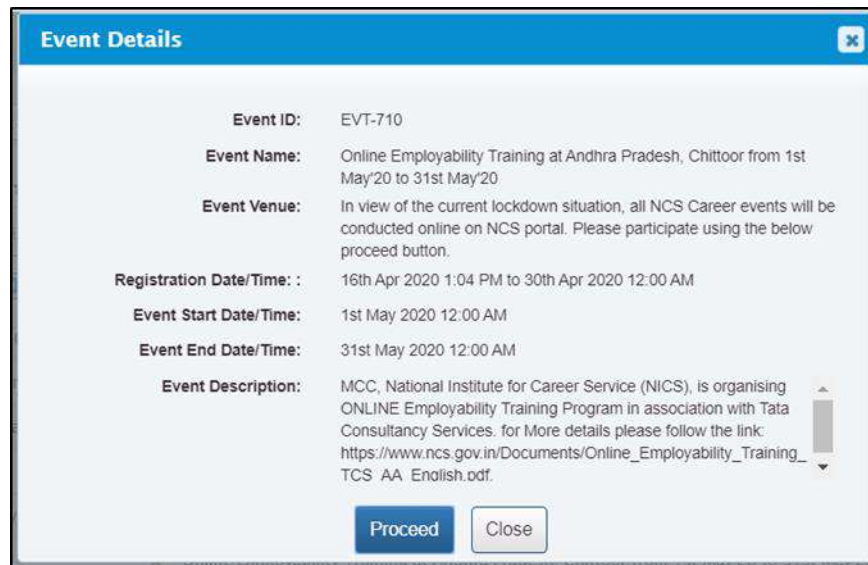
Event Result List

- ii. To view the details of a particular event you can either click the title of the event in the list or click the **Click here for details** link for that event listing.



Event Title and Click here for details Link

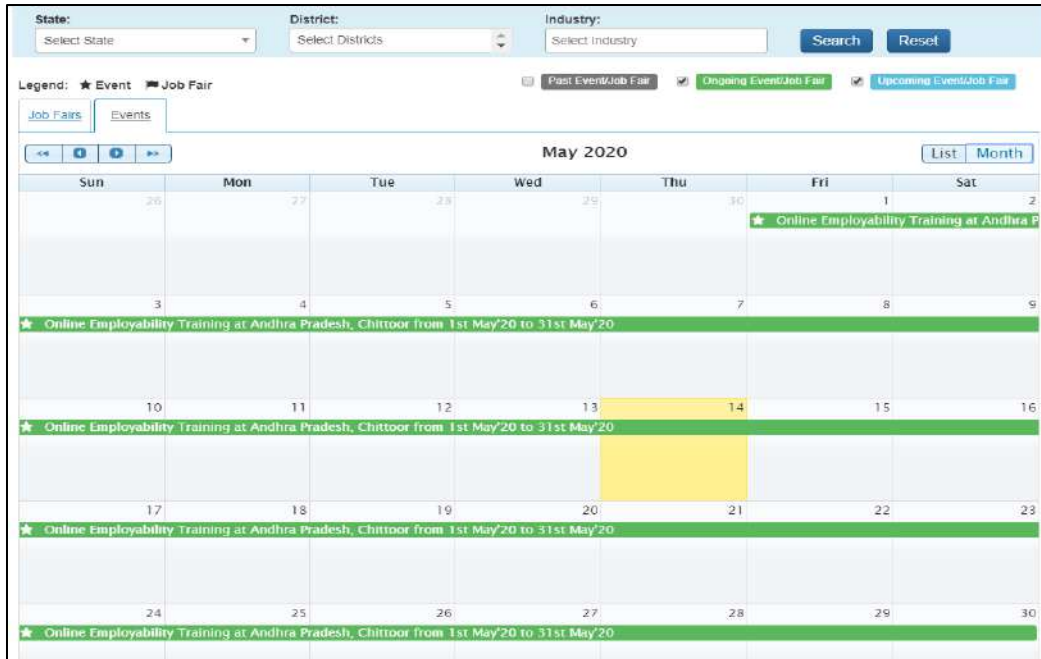
- iii. The details of the selected event display on a pop-up.



Event Details Pop-up

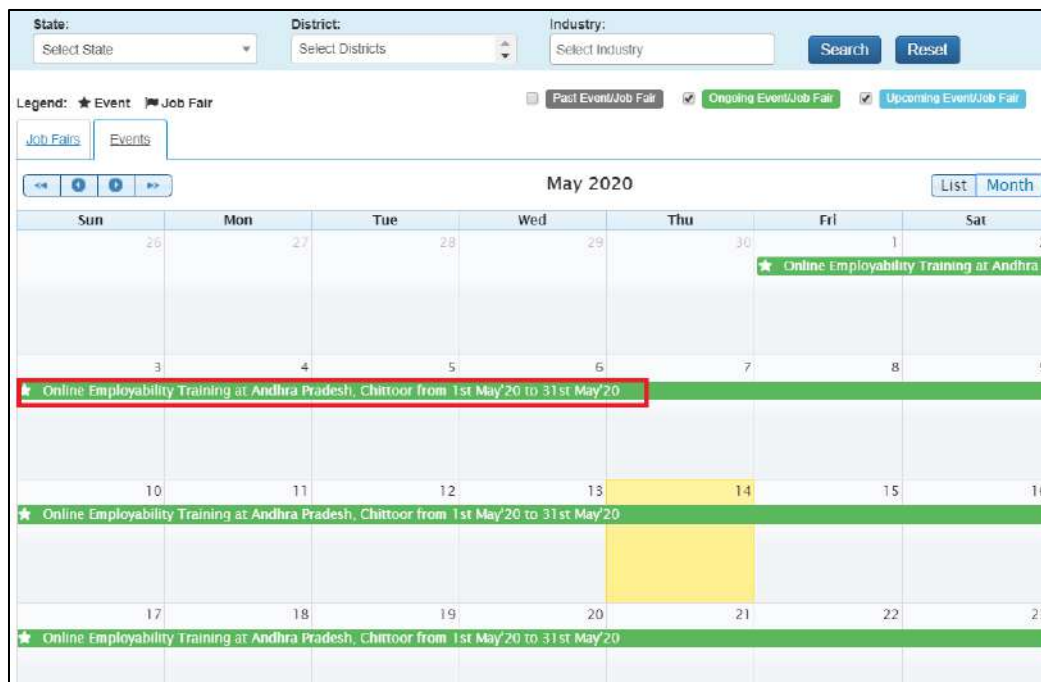
b. In Month Format

- i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays event search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



Event Result Calendar

ii. To view the details of a particular event, click the title of that event on the calendar.



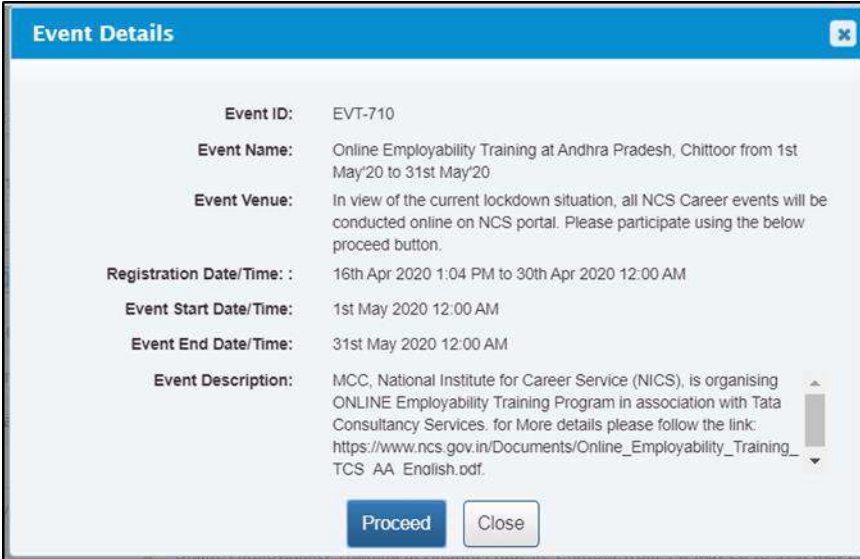
Event Title

iii. The details of the selected event display on a pop-up.

15.6 Participate in an Event

Follow these steps to participate in a particular event:

1. Ensure that the pop-up displaying details of the event you want to participate in is open.



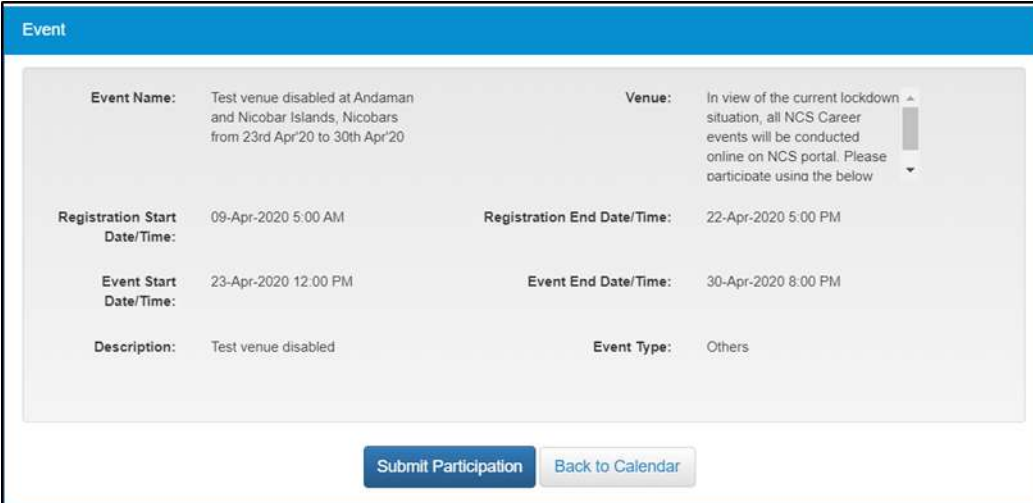
The screenshot shows a pop-up window titled "Event Details" with a close button in the top right corner. The window contains the following information:

Event ID:	EVT-710
Event Name:	Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20
Event Venue:	In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate using the below proceed button.
Registration Date/Time :	16th Apr 2020 1:04 PM to 30th Apr 2020 12:00 AM
Event Start Date/Time:	1st May 2020 12:00 AM
Event End Date/Time:	31st May 2020 12:00 AM
Event Description:	MCC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with Tata Consultancy Services. for More details please follow the link: https://www.ncs.gov.in/Documents/Online_Employability_Training_TCS_AA_English.pdf .

At the bottom of the pop-up, there are two buttons: "Proceed" (highlighted in blue) and "Close".

Event Details Pop-up

2. Next, click the **Proceed** button. The **Event Pre-registration** screen displays.



The screenshot shows the "Event Pre-Registration" screen. It contains the following information:

Event Name:	Test venue disabled at Andaman and Nicobar Islands, Nicobars from 23rd Apr'20 to 30th Apr'20	Venue:	In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate using the below
Registration Start Date/Time:	09-Apr-2020 5:00 AM	Registration End Date/Time:	22-Apr-2020 5:00 PM
Event Start Date/Time:	23-Apr-2020 12:00 PM	Event End Date/Time:	30-Apr-2020 8:00 PM
Description:	Test venue disabled	Event Type:	Others

At the bottom of the screen, there are two buttons: "Submit Participation" (highlighted in blue) and "Back to Calendar".

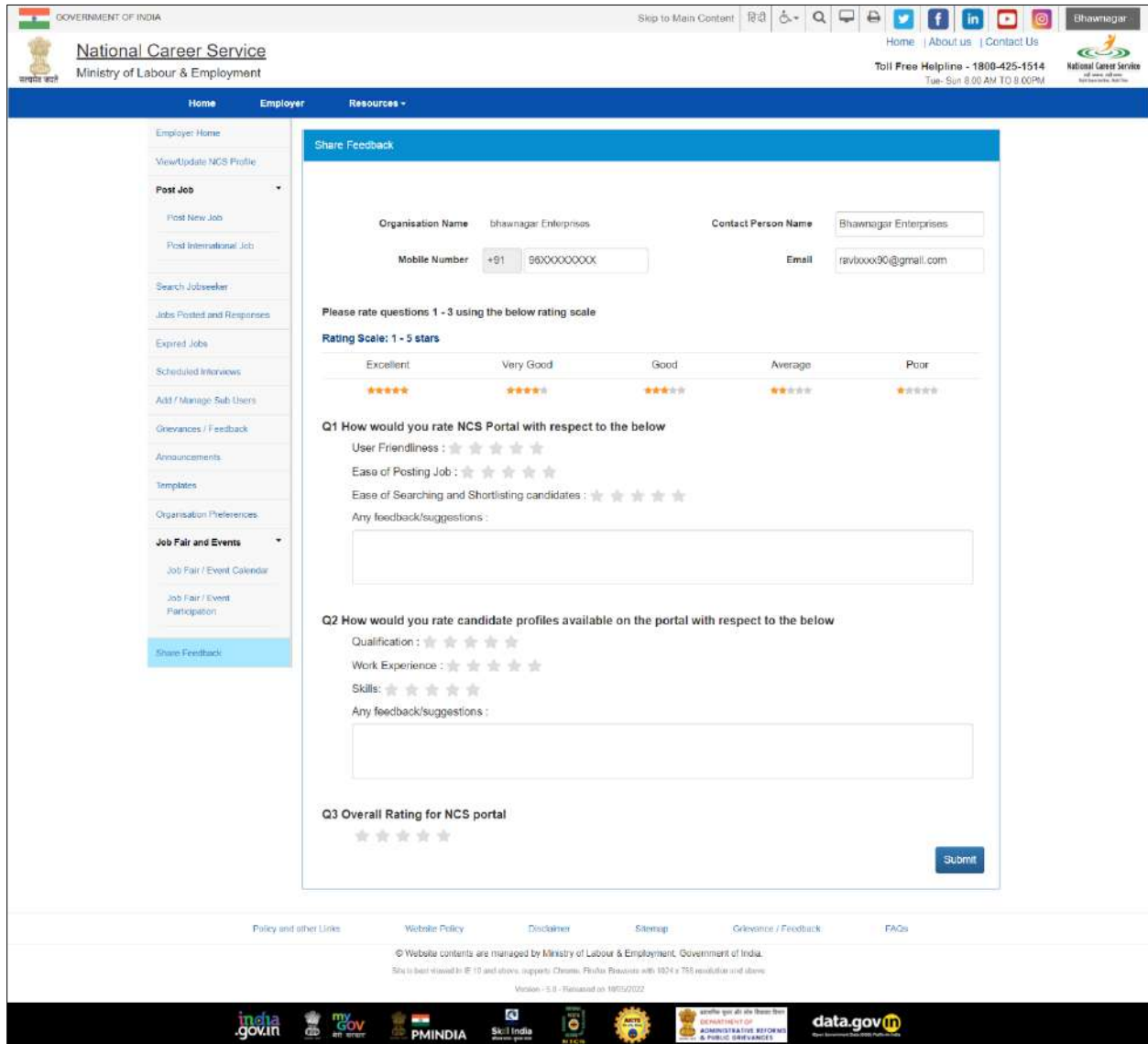
Event Pre-Registration Screen

Click the **Submit Participation** button.

16. Share Feedback

This link allows the user to share feedback about the NCS portal.

1. Click on **Share Feedback** from left panel. The **Share Feedback** screen displays.



2. Rate all the options for each displayed question (from Q1 to Q3) using the following rating scale: Excellent (five stars), Very Good (four stars), Good (three stars), Average (two stars), and poor (one star).

Please rate questions 1 - 3 using the below rating scale

Rating Scale: 1 - 5 stars

Excellent	Very Good	Good	Average	Poor
★★★★★	★★★★☆	★★★☆☆	★★★☆☆	★★★☆☆

Q1 How would you rate NCS Portal with respect to the below

User Friendliness : ★★★★★

Ease of Posting Job : ★★★★☆

Ease of Searching and Shortlisting candidates : ★★★★★

Any feedback/suggestions :

3. Enter feedback or suggestions (optional) in the provided text field.

Please rate questions 1 - 3 using the below rating scale

Rating Scale: 1 - 5 stars

Excellent	Very Good	Good	Average	Poor
★★★★★	★★★★☆	★★★☆☆	★★★☆☆	★★★☆☆

Q1 How would you rate NCS Portal with respect to the below

User Friendliness : ★★★★★

Ease of Posting Job : ★★★★☆

Ease of Searching and Shortlisting candidates : ★★★★★

Any feedback/suggestions :

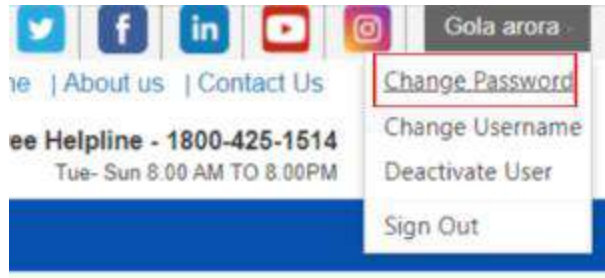
4. Click on the **Submit** button. The successful submission message displays.

Note: To submit the feedback it is mandatory to provide a star rating (using the rating scale) for all the options for all the questions displayed on the screen.

Note: The **Share Feedback** screen can also be accessed from the **Action** drop-down for individual items listed on **Jobs Posted and Responses** screen.

17. Change Password

The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.



1. Click the **Change Password** option from Sign-Out menu. The **Change Password** screen displays.

 A screenshot of the 'Change Password' form. The title 'Change Password' is at the top left. A note states: 'Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it.' There are four input fields: 'Old Password*', 'New Password*' (with an information icon), 'Confirm New Password*', and 'Enter Security Code*'. The security code field contains 'C Q 4 W A'. Below the security code field is a CAPTCHA section with the text 'Type Captcha:' and a box containing 'Type the text'. A 'Change Password' button is located at the bottom right. A small red asterisk and the word 'mandatory' are visible in the top right corner.

2. Enter old password
3. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
4. Retype the same password for confirmation
5. Enter Security Code as shown in figure
6. Click on **Change Password** button to update the password

18. Change Username

The link “Change Username” is provided in the “Sign-out” menu and this allows user to change Username for the NCS portal.



Change Username option in Sign-Out menu

1. Select the **Change Username** option from the Sign-Out menu. The **Change Username** screen displays.

 A screenshot of the 'Change Username' form. The form has a blue header with the text 'Change Username'. It contains a text input field for 'New Username *' with a 'Check UserID' button to its right. Below this is a note: 'Note: Allowed special characters are @ - _'. There is also an input field for 'Enter Security Code *' displaying the code '9 M F T ^'. Below the security code field is a 'Type Captcha:' section with a 'Type the text' input and a refresh button. A 'Generate OTP' button is located at the bottom right of the form.

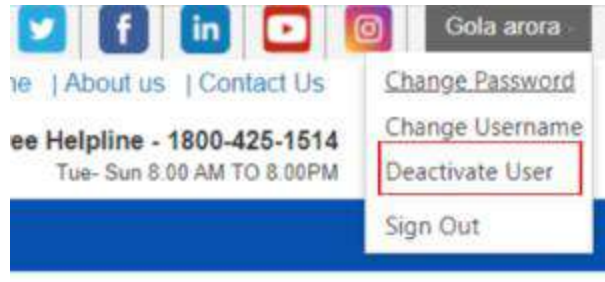
2. Enter the new Username
3. Click the Check User ID button to check whether this User ID is available or not to use
4. Enter security code as shown in the displayed image
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username is now changed

19. Deactivate User

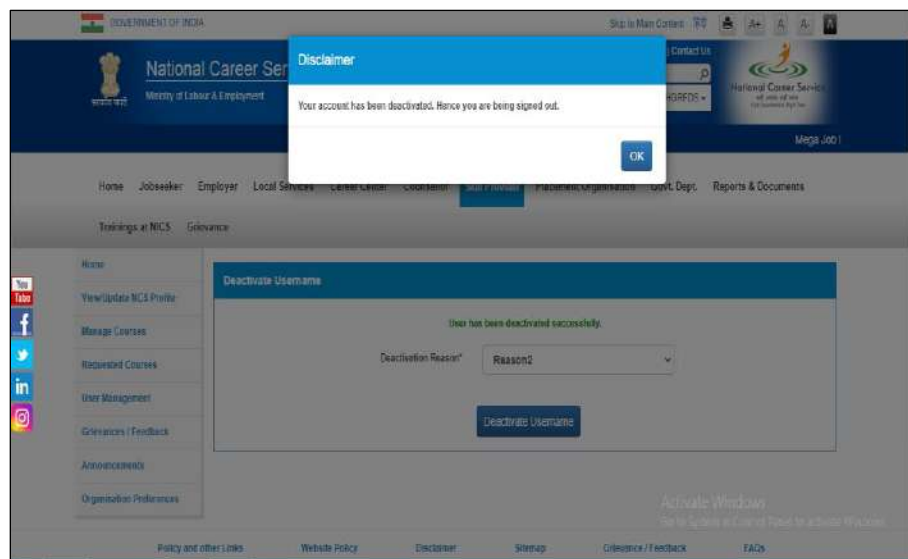
User can now deactivate themselves from the NCS portal. As soon as a user deactivates themselves from the portal, they will be unregistered from the portal. User will be asked to enter the OTP they receive, and provide the reason for their deactivation.

All the sub members of the organisation will be automatically deactivated and all the posted jobs will be deactivated.

1. Select **Deactivate User** from **Sign Out** menu



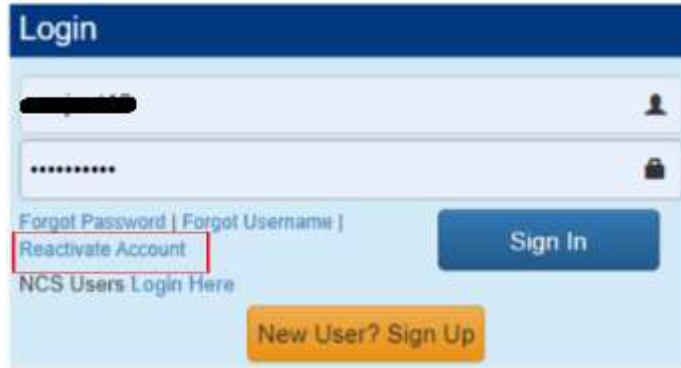
2. Enter **Username** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal



20. Reactivate Account

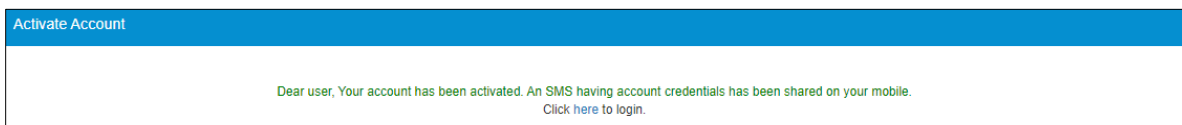
NCS users can now reactivate themselves once they are deactivated from the NCS Portal. A functionality to reactivate an account is available on the home page.

1. Click the **Reactivate Account** link that displays below the **Login** control



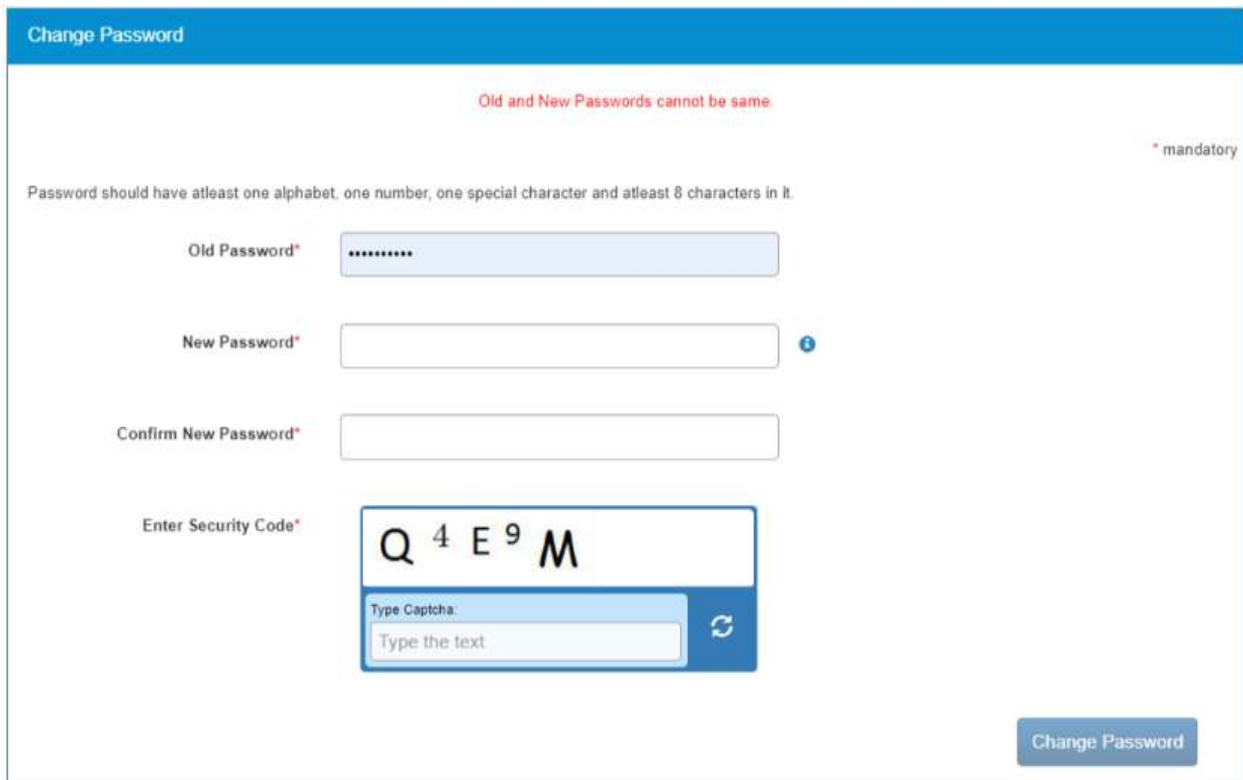
2. Select **Employer** from the “I am” drop-down list
3. Select **Organisation Type** Proprietorship/Autonomous
4. Enter **Proprietorship’s PAN**
5. Enter **Proprietor's DOB** (As in PAN Card)
6. Enter **Mobile Number**
7. Enter **Security Code**
8. Click **Generate OTP**
9. Enter OTP and click **Submit OTP**
10. A message is sent with new Username and Password on registered mobile number of the user

11. Click the **Click here** link
12. Enter Username and Password and then click **Login** with new Username and Password



21. Insufficient Password History Enforcement

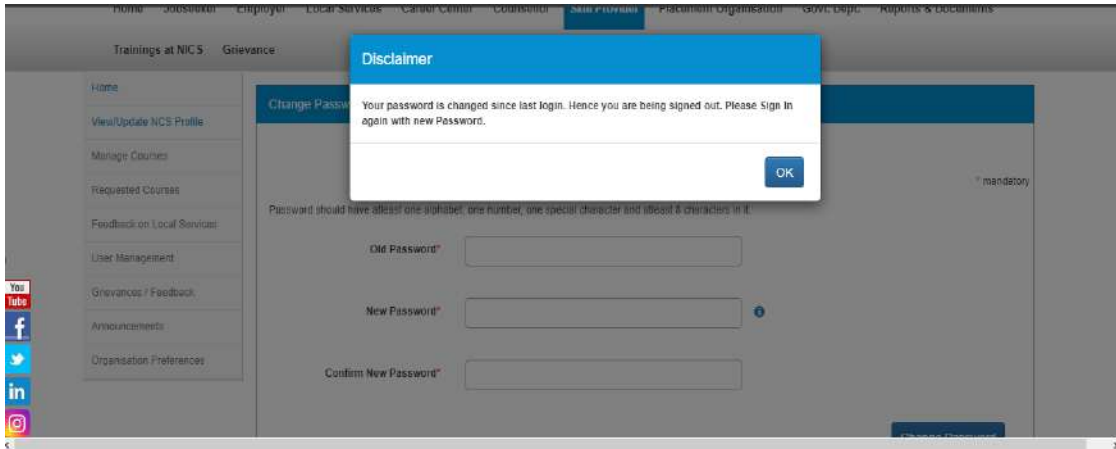
You cannot use your last 3 passwords to reset your new password using the Forgot Password or Change Password features. In such case the portal will display a validation message that “Old and New Password cannot be same.”



The screenshot shows a web form titled "Change Password" with a blue header. A red error message at the top reads "Old and New Passwords cannot be same." A legend on the right indicates that an asterisk (*) denotes a mandatory field. Below the error message, a note states: "Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it." The form contains four input fields: "Old Password*" (masked with dots), "New Password*" (empty), "Confirm New Password*" (empty), and "Enter Security Code*" (containing the characters "Q 4 E 9 M"). Below the security code field is a captcha section with the text "Type Captcha:" and a sub-field "Type the text" with a refresh icon. A "Change Password" button is located at the bottom right of the form.

22. User will Logout After Password Change

Now when you change the password, a pop-up will appear displaying the message: “Your password is changed since last login. Hence you are being signed out. Please Sign In again with new Password.” and the system will automatically log you out after 10 seconds.



23. Forgot Username

This particular feature enables the user to retrieve their Username in case they forget it and are thereby unable to log into the NCS portal.



1. Click the Forgot Username link from the NCS Home page. This displays the Forgot Username page
2. Select the Employer option from the I am drop-down list.

The screenshot shows a web form titled "Forgot Username". At the top right, there is a note "* mandatory". The form contains the following fields and elements:

- I am***: A dropdown menu with "Jobseeker" selected.
- First Name***: A text input field.
- Guardian/Father's Name**: A text input field.
- Date of Birth***: A date picker field.
- Mobile Number***: A field with a "+91" prefix and a "10 digit Mobile Number" input.
- Enter Security Code***: A field displaying a captcha "X B 6 H C". Below it is a "Type Captcha:" section with a "Type the text" input and a refresh icon.
- Generate OTP**: A blue button at the bottom of the form.

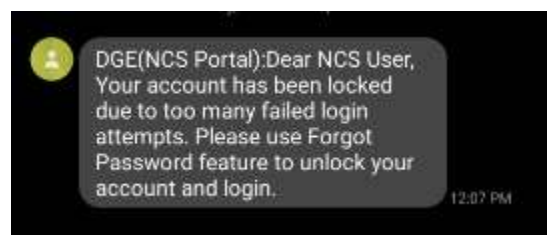
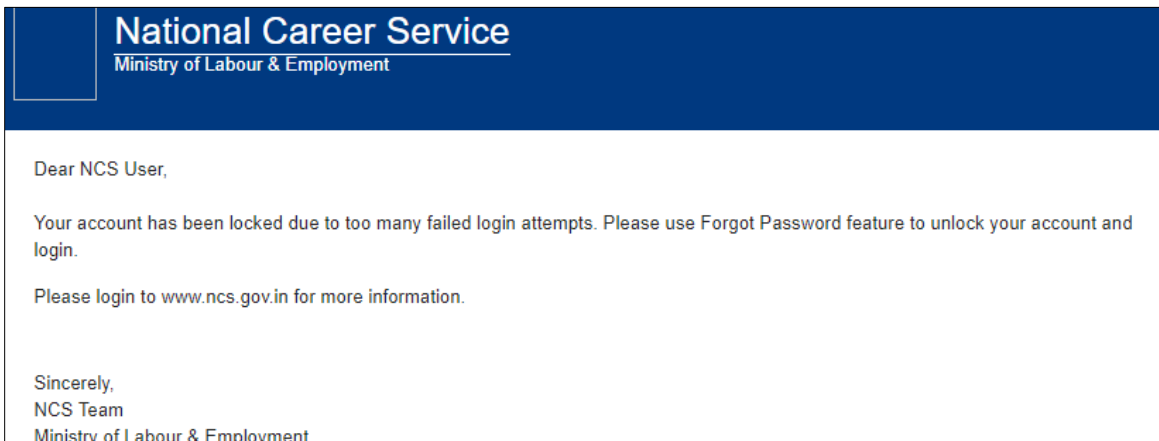
3. Select Organisation Type as Proprietorship or Autonomous/Others
4. Enter following details for the selected organisation:
 - a. For Proprietorship type of organisation enter: Proprietor's PAN, Proprietor's DOB (As in PAN Card), Mobile Number, and the security code that displays
 - b. For Autonomous/Others type of organisation enter: Organisation PAN, Year of Incorporation, Mobile Number, and the security code that displays
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Click the Submit button
9. The system will retrieve your Username and display it

24. Validation Message on Incorrect Username/ Password

On entering incorrect User Name or Password, you will get a validation message that reads: "Username or Password is incorrect. Please try again".



After 5 incorrect attempts you will get a message on your registered mobile number and an email on your registered email id stating: “Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login”.



25. Reports and Documents

This link allows you to search for and view Reports and Documents.

1. Click **Resources** from the Top Navigation.
2. Click the **Reports and Documents** option from the menu.

25.1 MIS Reports

This link allows you to search for and view published MIS reports. Reports can be searched on the basis of category, name, year and state.

1. Click **MIS Reports** link from the left panel. This displays the **Reports** screen.

The screenshot shows the 'MIS Reports' page. On the left is a navigation menu with items: MIS Reports, Analytical Reports, Documents, NCS Policy Documents, EEx Statistics, RTI, Key Performance Indicators, Annual Reports, External Partner Dashboard, and Budget. The main content area has a blue header 'Reports' and a single dropdown menu labeled 'Report Category *' with the value '-Select-'.

MIS Reports Screen

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

The screenshot shows the 'MIS Reports' page with search filters. The filters are: Report Category * (Employer Reports), Report Name * (Employer Registration Distribution-State Wise), Year * (2015-16 (Pre Data Cleansing)), and State * (BIHAR). Below the filters is a table titled 'Available Reports'.

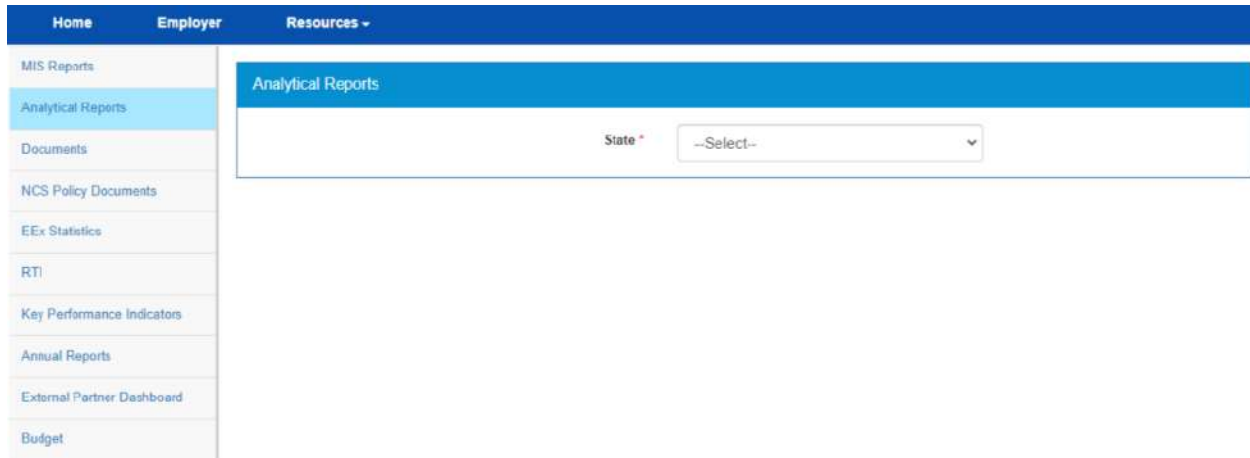
Sr.No.	File Name	File Type	File Size	Published Date
1	Employers Registration Distribution - Bihar - 2015-16.html	html	61.03 KB	01/10/2018 12:13 PM
2	Employers Registration Distribution - Bihar - 2015-16.xls	xls	126.46 KB	01/10/2018 12:13 PM

Available Reports

25.2 Analytical Reports

This link allows you to search for and view published analytical reports. Reports can be searched on the basis of period and state.

1. Click **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

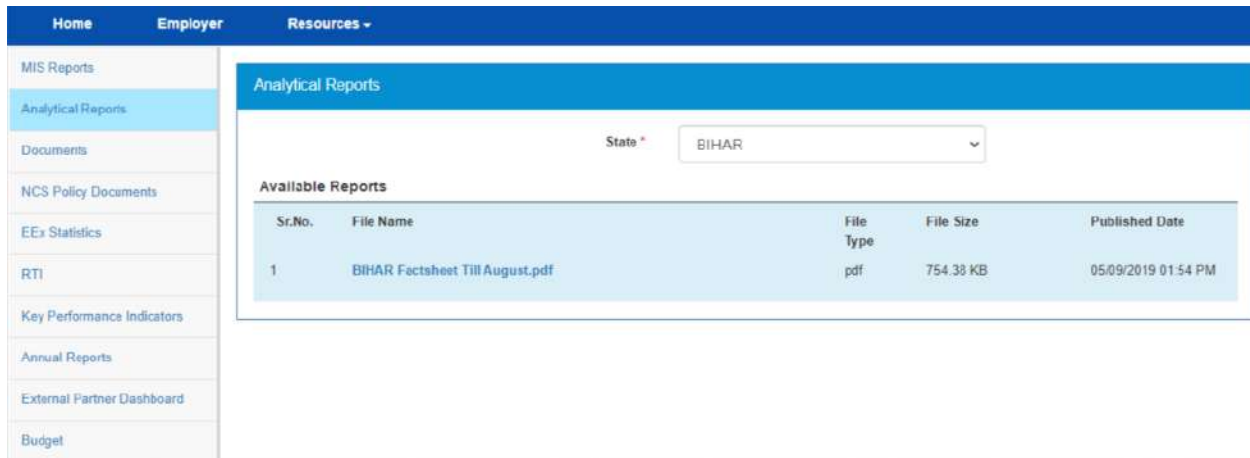


The screenshot shows the 'Analytical Reports' screen. On the left is a navigation menu with items: MIS Reports, Analytical Reports (highlighted), Documents, NCS Policy Documents, EEx Statistics, RTI, Key Performance Indicators, Annual Reports, External Partner Dashboard, and Budget. The main content area has a blue header 'Analytical Reports' and a search filter for 'State *' with a dropdown menu currently showing '--Select--'.

Analytical Reports Screen

2. Select the period for which report is required from the drop-down list
3. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.



The screenshot shows the 'Analytical Reports' screen with the 'State *' dropdown menu set to 'BIHAR'. Below the search filter is a table titled 'Available Reports'.

Sr.No.	File Name	File Type	File Size	Published Date
1	BIHAR Factsheet Till August.pdf	pdf	754.38 KB	05/09/2019 01:54 PM

Available Reports

25.3 Documents

This link allows you to view documents related to the NCS portal.

1. Click **Documents** link from the left panel. This displays the **Documents** screen.

File Name	File Size	File Type	Effective Date
e-Book of NCS launched as part of Azadi ka Amrit Mahotsav.pdf	4.71 MB	PDF (Portable Document Format)	7/3/2022 4:00 PM
Bulletin on Job Opportunities in India 2018-19 Final approved 2.pdf	3.42 MB	PDF (Portable Document Format)	28/10/2021 0:17 AM
Institution_Information_Form_For_Offline_Application.xlsx	20.92 KB	Excel	9/9/2019 3:45 PM
List_of_Model_Career_Centers.pdf	194.11 KB	PDF (Portable Document Format)	29/8/2018 5:44 PM
Annual_Employment_Review-2012.pdf	2.5 MB	PDF (Portable Document Format)	1/8/2017 3:44 PM
National Classification of Occupations_Vol II-B- 2015.pdf	6.32 MB	PDF (Portable Document Format)	27/7/2016 5:14 PM
National Classification of Occupations_Vol II-A- 2015.pdf	6.7 MB	PDF (Portable Document Format)	27/7/2016 5:06 PM
National Classification of Occupations_Vol I- 2015.pdf	6.79 MB	PDF (Portable Document Format)	27/7/2016 5:06 PM
NCS Launch Brochure PDF High Resolution Conv.pdf	2.31 MB	PDF (Portable Document Format)	14/7/2016 6:31 PM

Documents Screen

Click the desired link to view the listed documents.

25.4 NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.

File Name	File Size	File Type	Effective Date
Career_Centre_guidelines_10_Dec_2014_Final-v3.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Interlinking Scheme Guidelines_24_05_2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Onboarding Policy_07Jan2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS_Policy_for_Counsellors-27-05-2016_Final.pdf	undefined	PDF (Portable Document Format)	undefined

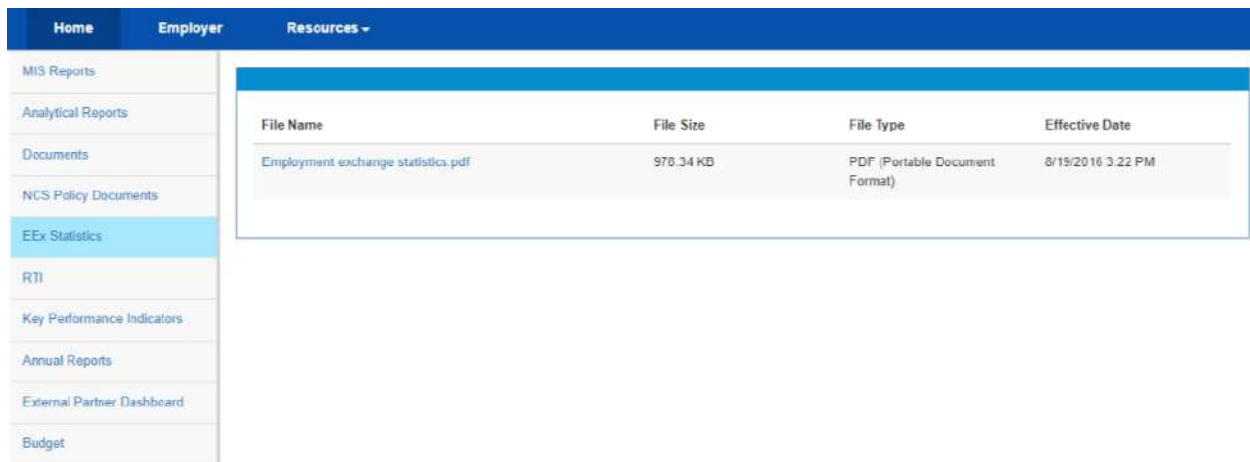
NCS Policy Documents Screen

2. Click the required link to view the listed NCS policies.

25.5 EEx Statistics

This link allows you to view an EEx Statistics related to the NCS Portal.

1. Click **EEx Statistics** link from the left panel. This display the list of related documents.



File Name	File Size	File Type	Effective Date
Employment exchange statistics.pdf	976.34 KB	PDF (Portable Document Format)	8/19/2016 3:22 PM

EEx Statistics Screen

25.6 RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click **RTI** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.
2. If you click the **Continue** button, you are navigated to the <http://www.labour.nic.in/applications-and-appeals> page where you can file an RTI.

25.7 Key Performance Indicators

This link allows you to view key performance indicators.

1. Click **Key Performance Indicators** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.

2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

25.8 Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Annual Reports** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/annual-reports>.

25.9 External Partner Dashboard

This link allows you to navigate to an external website where you can review annual reports. Access to dashboard is for limited users only.

25.10 Budget

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Budget** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.gov.in/budget>.

Chapter-5

Procedure related to- GOVERNMENT EMPLOYER



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1. Overview

In the National Career Service (NCS) portal a Government Employer is akin to an individual who is responsible for managing activities of a particular government organisation on the portal. As a Government Employer, the NCS portal assists you to search for jobseekers who match the job requirements of your particular department and hire those jobseekers. To provide employment to jobseekers, you, as Government Employer have to first get yourself registered on the portal. Step-by-step instructions to perform different tasks on the NCS portal along with the objective of those tasks is described in various sections of this document.

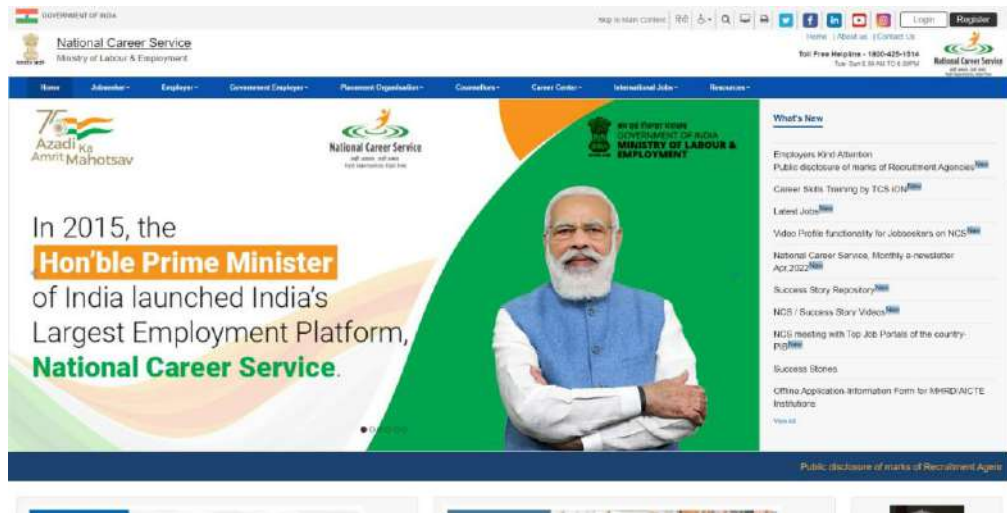
The Government Employer module of the NCS portal covers the following functionality:

- Government Employer Home
- View/Update NCS Profile
- Post New Job
- Jobs Posted and Responses
- Expired Jobs
- Search Jobseeker
- Scheduled Interviews
- Add/Manage Sub Users
- Grievance /Feedback
- Announcements
- Organization Preferences
- Job Fair and events
- Share Feedback

2. Getting Started

2.1 Access the Application

To access the National Career Service portal (NCS Portal), open URL <https://www.ncs.gov.in>. The Home page will be displayed.



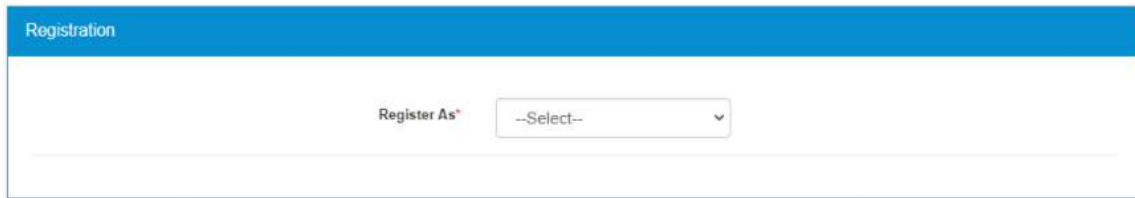
NCS Portal Home Page

2.2 Signup Registration Process

The Government Employer needs to register on the NCS portal. **Register** button allows you to initiate the registration process. The registration process allows you to create a password and generate a user name for future logins to use the other functionalities. Alternatively, you can navigate to **Login** page and initiate the registration.

Login Section

1. Click the **New User? Sign Up** button from the **Login** section. The **Register As** screen displays.



Registration

Register As* --Select--

Register As Screen

2. Select the Government Employer option from the **Register As** drop-down list. This displays the Government employer user registration screen.

Registration

Register As: Government Department

Organisation Type: --Select--
 Organisation Name:
 Department/Ministry Name:
 Sector: --Select--
 Description:
Maximum 500 Characters are Allowed in Description.

Office Address

Address 1:
 Address 2:
 State: --Select--
 District: --Select--
 Sub-District/Taluka/Tehsil: --Select--
 City/Village: --Select--
 Pincode:
 Phone: +91 Area Code Phone Extn
Note: Please input area code without leading 0.
 Mobile Number: +91 10 digit Mobile Number
 Company Email: name@example.com
 Website URL:
It is recommended to provide email with you or your domain (for example abc@abc.com or abc@abc.in) (http://) please enter dot.
In case the organization data and form the user website, it may give the URL of government Department website.

Identity Information

Organisation TAN:

Contact Details

Person Name:
 Contact Number: +91 Area Code Phone Extn
Note: Please input area code without leading 0.
 Mobile Number: +91 10 digit Mobile Number
 Email:
It is recommended to provide email with you or your domain (for example abc@abc.com or abc@abc.in) (http://) please enter dot.
 Contact Designation:
 User ID: [Check User ID](#)
 Password: at least 8 characters. Please enter password. Allowed characters are alphanumeric (0-9,a-z), digit (0-9) and special characters (!@#%^&*).
 Retype Password: at least 8 characters.

Miscellaneous

Enter Security Code:

Q³ v 9 M
Type Code

I agree to terms and conditions [click here](#)

Submit
Cancel



Registration Screen

3. Enter the former registered name of the organisation if any
4. Select type of organisation from the drop-down list
5. Enter name of the organisation
6. Enter the Department/Minister Name.
7. Select the sector from the drop-down list
8. Enter a description for the organisation
9. Enter the address for the registered office
10. Select a state from the drop-down list
11. Select a district from the drop-down list
12. Select a sub-district, taluka, or tehsil from the drop-down list
13. Select the name of city or village from the drop-down list
14. Enter the pin code
15. Enter the landline number with area code and extension (if any)
16. Enter the ten digit mobile number
17. Enter the company's Email ID
18. Enter the company's official website address or URL
19. Enter Tax Deduction Account Number (TAN) of the organisation
20. Enter contact person's name
21. Enter landline number of the contact person
22. Enter the ten digit mobile number for the contact person
23. Enter the contact person's Email ID
24. Enter designation of the contact person in the organisation
25. Enter User ID and then click the **Check User ID** button to check the availability of the entered ID
26. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
27. Retype the same password for confirmation
28. Enter security code as shown in the displayed image
29. Check the **I agree to terms and conditions** check box. To read the terms and conditions document of the NCS portal, click the **Click Here** link.
30. Click the **Submit** button. After successful registration the **Registration Status** screen displays and a One Time Password (OTP) is send to your mobile number and also to your email ID (if mentioned in the User Details section of the registration form and not the organisation's email ID).

Registration Status Screen

31. Enter the OTP verification code which you receive on registered mobile number and then the OTP which you receive on your email ID (mentioned in the User Details section of the registration form) by clicking the respective **Verify** button.

Note: Whenever the user's email ID is updated, the same needs to be verified.

Note: Click on **Resend** link, if you do not receive the OTP.

32. After entering the OTP, Click on **Submit** button. Your account will be created successfully.

Note: Government Employer can login and view/update their profile but cannot use the other functionality until their PAN number is verified.



Successful Registration Notification

2.3 Log into the NCS Portal

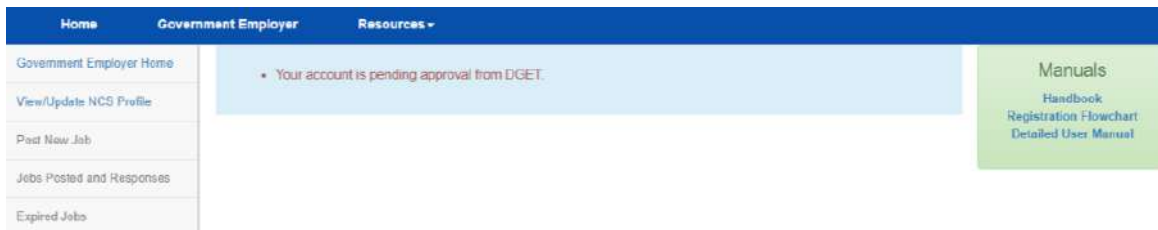
1. Enter login ID
2. Enter password
3. Click the **Sign In** button. This displays the **Home** screen for the Government Employer.

Note: If you consecutively enter the wrong password. In such a case the **Forgot Password** option is enabled that allows you to reset your password.

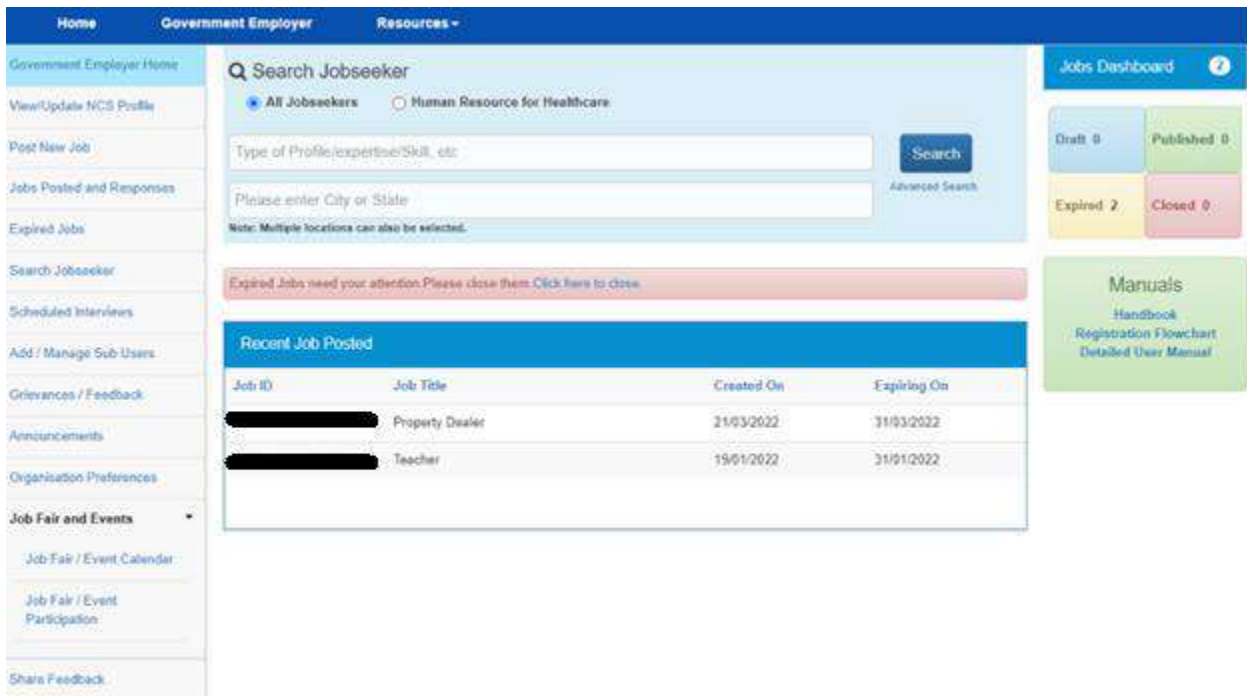


Incorrect Password Notification

After login, the Government Employer will navigate to the Employer home page where they can only access View/Update Profile option, until and unless the Organisation PAN (if the user is not a proprietorship user) or the Personal PAN (if the user is a proprietorship user) identification is verified. Once, verification is successful the Government Employer can access all the tabs displayed on the left navigation panel.



In case of “Personal identification” verification fail, user can update or edit there “Personal identification” and again wait for verification with updated Organisation Personal identification number.



Government Employer Home Page After Verification

2.4 View/Update NCS Profile

This link allows Government Employer to view and update profile.

1. Click the **View/Update Profile** link from the left panel. This displays the **Government Employer Profile** screen.

The screenshot displays the 'Government Employer Profile' form on the National Career Service website. The form is organized into several sections:

- Government Employer Profile:** Contains fields for NCS ID (XXXXXX-11XXXXXXX00000000), Organisation Type (Central Government), Organisation Name (ABC Pvt Ltd), Department/Ministry Name (ABC), Sector (Hotels, Food Services and Catering), and Description (Cooking).
- Office Address:** Includes Address 1 (123 India sector 125), Address 2, State (Delhi), District (North West), Sub-District/Taluka/Tehsil (North West), City/Village (Rohtak), Pincode (110068), Phone (+91 Area Code Phone), Mobile Number (+91 99XXXXXXX), and Company Email (XXXX@abc.com).
- Identity Information:** Features the Organisation TAN field.
- Contact Details:** Includes Person Name (Sample), Contact Number (+91 Area Code Phone), Mobile Number (+91 99XXXXXXX), Email (XXXX@XXX.in), and Contact Designation (Tester).

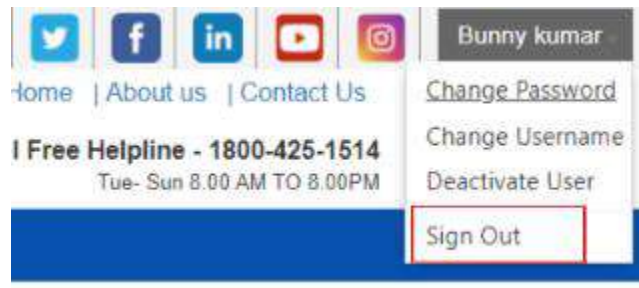
At the bottom of the form, there are 'Update' and 'Cancel' buttons. The footer of the page contains various government logos and the text '© Website contents are managed by Ministry of Labour & Employment, Government of India'.

Government Employer Profile Screen

2. Edit the required details
3. Click the **Update** button to save the changes
4. Cancel button will take user to Government Employer Screen.

2.5 Logout of the Application

At any point you can logout of the portal by using the **Sign Out** option.



Sign Out Option

3. Post New Job

This link allows you to post a new job on the NCS portal as a Government Employer.

3.1 Post a New Job

1. Click the **Post New Job** link from the left panel. This displays the **Post New Job** screen.

Post new Job Screen

2. Enter the job Reference Id
3. Enter Job Title.
4. Select Job Sector from the drop-down list.
5. Select Functional Area.
6. Select Functional Role.

7. Enter a description for the job - While posting a job, keywords for the job will be picked from the entered Job Description and will appear under the **Suggested Key Skills** section. You can also add other keywords that are not available in Job description and after adding the key skills these words will display under the **Effective Key Skills** section. You can select the Suggested key skills by selecting the check-box and can make then effective key skills.
8. URL for Vacancy Detail is used to select whether the job posted is considered as an internal or an external job. In case of an internal Govt. job (**We will be using NCS for seeking applications, shortlisting etc.** radio button), the job seekers will have an option to apply directly on the NCS portal. In case of an external job (**I want the candidate to apply on our recruitment portal/channel** radio button), Govt. organizations will have an option to provide the URL of job advertisement, which will be visible to the jobseeker when the job description displays.
9. Select nature of job from the drop-down
10. Enter the number of Vacancies
11. Click the Calendar icon and then select job expiry date

Note: The expiry date of a job should be less than 100 days.

12. Select Job Location which is a mandatory field and recruiter can either select location as “All India” or a “Specific Location” (This field also takes auto complete Location)
13. Select Gender Preference from the drop-down list
14. Click on **Ex-Serviceman preferred** check box, if you are retired from service.
15. Select the option **If the job for differently abled (PwD)**.
16. Select an option from the **Essential Qualifications** drop-down.

If you select any of the options from “Up to 9th”, “10th Pass”, “12th Pass”, “ITI”, “Diploma after 10th”, “Diploma after 12th” or “PG Diploma” then you do not need to give any further information about studies.

If you select any of the qualifications from “Graduate”, “Post Graduate”, or “PHD”, a mandatory option (a radio button group) to add Specific Educational Qualifications is provided.

Required Qualifications

Essential Qualifications * Post Graduate ▼

Do you need people with specific Educational Qualifications? No Yes

Note: For getting better candidates, we would suggest you to add required education qualifications

If you select the “No” option there is no need to provide any specific educational qualification. However, if you select the “Yes” option, then a link “Add Essential Qualification” displays that enables you to add details for the essential qualification.

On clicking the link a pop-up displays where you need to enter, details for: “Highest Qualification”, “Essential Qualification”, and “Essential Qualification Specialization” (Non Mandatory).

17. Also, if you select “Graduate” as the Essential Qualification then you only have to add Graduation related details such as Graduate Degree, and Specialization, and Year of Passing.

If you select the “Post Graduate” as the Essential Qualification then you need to add information about Graduation and Post-Graduation and Year of Passing

If you select the “PHD” as the Essential Qualification then you need to provide details of Graduation, Post-Graduation, PHD, and Year of passing of all the entered qualifications.

Click the +Add Essential Qualification link. The Add Qualification pop-up displays.

After adding the Educational data with the area of specialization, the Required Qualifications section will look like this:

After Adding the Qualification and Specialization

18. Click on the additional information.
19. Select Minimum and Maximum Experience in Years from the drop-down.
20. Enter minimum and maximum salary.
21. Select Salary/Wage type from the drop-down.
22. Enter the days availability to join.
23. Select the appropriate caste category check box.
24. Click on "Age/Date of birth" preference.
25. Select candidate's Min and Max age preferences from the drop-down.
26. On job, Posting Page Govt Employer can specify the age range restriction for the jobseekers who would be eligible to apply for the said job. For example, a Govt Employer can specify that only candidates or jobseekers between the age range of 21 years (minimum age) and 24 years (maximum age) can apply for a job. This enables the Govt Employer to filter out unwanted applications based on age range specified for the job.

"Age/Date of Birth" Preference

Note: This section is used to define "Age / Date of Birth Preference" required for a job, based on a "As on Date".

- If above checkbox is selected, input related to age requirements, become mandatory.
- If "Age Preference" is selected, Date of Birth will be calculated based on the "As on Date".
- If "Date of Birth Preference" is selected, Age will be calculated based on the "As on Date".

Please note that only Dates shown in "Date of Birth Preference" will be used to match while searching candidates.

As On Date:

Note: All age requirements related calculations and the listing will be done based on "As on Date".

Age Preferences (in Years) Min: Min. Year(s) Max: Max. Year(s)

* Note: Please select either "Min" age or "Max" age or both, for "Age Preference".

Date of Birth Preference From: To:

Note: Please select either "From" date or "To" date or both, for "Date of Birth Preference".

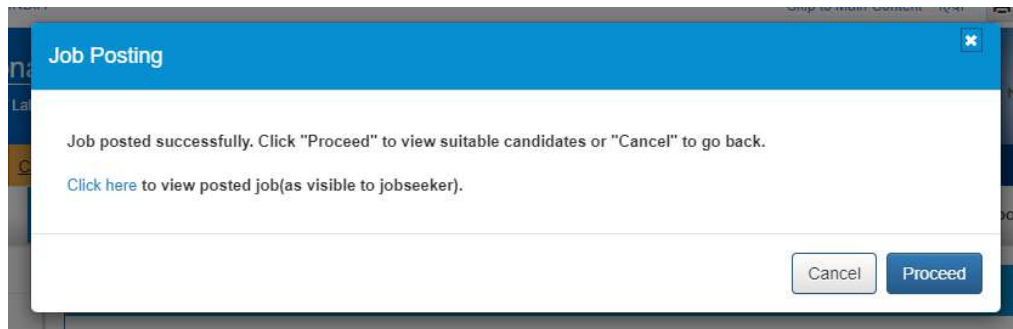
To apply this filter, the user needs to choose a base date from the As On Date calendar control. Next, the user needs to define the date range using either the Age Preference (minimum and maximum age range) fields or the Date of Birth Preference (date of birth range) fields. Any option selected by the user is in respect to the base date that has already been selected from the As On Date field.

27. Click on Contact Details.
28. Enter name of the person who can be contacted for this job
29. Enter the landline number
30. Enter the mobile number
31. Enter Email ID
32. Click on check box, if you wish to share your mobile number with Jobseeker.
33. Click on check box, if you wish share your email with Jobseeker.
34. Click on **Post Job** button
35. The **Confirm** pop-up displays



Note: This pop-up enables you to view and verify specific job details, such as age preference (if any), number of vacancies, and salary, before you can post the job on the portal.

- a. Click **Ok** to post the job
 - i. The **Job Posting** pop-up displays



1. Click **Proceed** to view suitable candidates (on the **Other Eligible Candidates** tab of the **Search User** screen) that match the job posting
 2. Click **Cancel** if you do not want to view candidates that match the job post
 3. Click the **Click here** link to display job description in a separate window (job details are displayed as the candidate would see them)
 - b. Click **Cancel** to prevent job posting
36. Click on **Save as Draft** button, if you wish to save current job in draft mode.
37. The **Confirm** pop-up displays
- a. Click **Ok** to save the post as a draft
 - b. Click **Cancel** to prevent saving a draft copy
 - c. Cancel button will take user to Government Employer Home Page

3.2 Post Drafted Job

This link allows you to post a drafted job.

1. Click the **Jobs Posted and Responses** link from the left panel. Select Job Post Status as “Draft”, Click Search. All the Draft jobs will be displayed as search result.

The screenshot shows a web interface titled "Jobs and Responses". It features a search section with the following fields:

- Job Id: [Text Input]
- Job Reference Id: [Text Input]
- Posted From: [Date Range Picker]
- Posted Till: [Date Range Picker]
- Expiring From: [Date Range Picker]
- Expiring Till: [Date Range Picker]
- Job Post Status: [Dropdown Menu, currently set to "Draft"]
- Job Type: [Dropdown Menu, currently set to "Portal Jobs"]

Buttons for "Reset" and "Search" are located to the right of the filters. Below the filters is a table with the following columns: "Sort Results By" (with sub-columns for Job ID, Job Title, and Created On), "Sr. No.", "Job ID", "Job Title", "Created On", "Expiring On", "Total NCS Applications", and "Job Status".

Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status	Action
1	[Redacted]	Testing Job Fair	22/02/2017	30/04/2019	0	Draft	Action ▾
2	[Redacted]	Carpenter1	04/05/2018	29/05/2019	0	Draft	Action ▾
3	[Redacted]	RavTest1	17/09/2019	29/09/2019	0	Draft	Action ▾

A "Delete" button is located at the bottom right of the table area.

Jobs Posted and Responses Screen

2. Click the **Action** button
3. Click the **Publish** option to post a job
Only Draft jobs can be deleted by the User. To delete a Drafted job, select the check box corresponding to the Job ID of the job that user wants to delete, and then click on **Delete** button.

4. Jobs Posted and Responses

This link allows you to view and edit responses to posted job, search for candidates, and even activate or deactivate posted jobs.

4.1 Filter Jobs

As a Government Employer user, you can search for job that you have posted for your own organisation. Posted jobs can be searched for by their ID (Job Id) or their reference ID (Job Reference Id).

Also, you can find posted jobs by mentioning a specific date range when these jobs were posted (Posted from and Posted Till) or their expiry date (**Expiring From** and **Expiring Till**). Furthermore, you

can filter posted jobs on their current status (using the **Job Post Status** filter), and type (using the **Job Type** filter).

The screenshot shows the 'Jobs and Responses' interface. It includes search filters for Job ID, Job Reference Id, Posted From, Posted Till, Expiring From, Expiring Till, Job Post Status (set to 'All Jobs'), and Job Type (set to 'Portal Jobs'). There are 'Reset' and 'Search' buttons. Below the filters is a table with columns for Sr. No., Job ID, Job Title, Created On, Expiring On, Total NCS Applications, Job Status, and # Candidates Hired. Two rows are visible, both for 'Carpenter' jobs. The first row has a status of 'Closed' and 0 candidates, while the second row has a status of 'Closed' and 12 candidates. Each row has an 'Action' button.

Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status	# Candidates Hired	Action
1	[REDACTED]	Carpenter	06/10/2016	10/10/2016	0	Closed	-	Action
2	[REDACTED]	Carpenter	09/09/2016	30/09/2016	0	Closed	12	Action

Jobs Posted and Responses Screen

4.2 View Jobs

1. Click the **Jobs Posted and Responses** link from the left panel. This displays the list of Jobs posted.

This is a duplicate of the screenshot above, showing the same 'Jobs and Responses' interface with search filters and a table of job postings for 'Carpenter' roles.

Jobs Posted and Responses Screen

2. As an organisational user, you will be able to view the list of qualified candidates by clicking

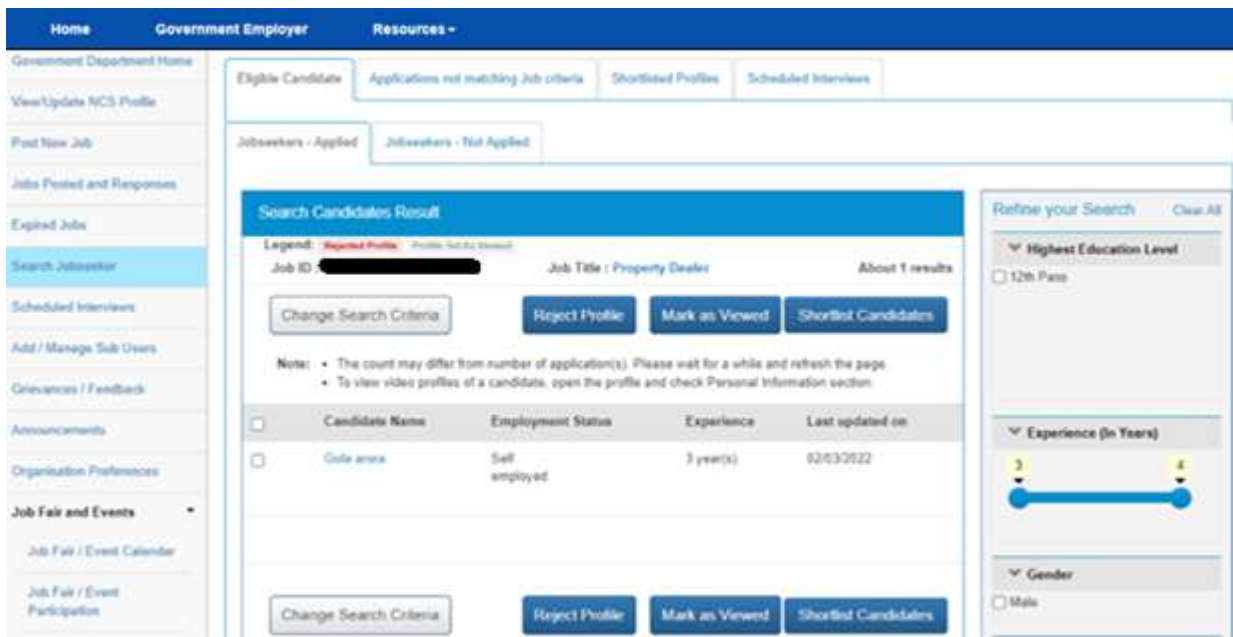
on number of applications displayed on the **Jobs Posted and Responses** screen only for published jobs. By clicking the number of applications, you will navigate to the **Job Application Details** screen.

On the **Job Application Details** screen, you will be able to search candidates based on parameters such as Total Experience, Education, specialisation and Highest Education. You can apply the filters available in the refinement panel on the right to further refine your search and can reset the same as required. Also, you can see the number of job fair applications received for specific job.

Refine Job seeker profile panel of the Search candidate result enables and Government Employer to further refine their search results for appropriate user.

“Specialization” filter works in conjunction with the existing “Education” filter displayed on the Refine Jobseeker Profiles panel.

This enables a Government Employer user to further refine their search results for appropriate candidates.



Search Candidate Result Page

4.3 Close Jobs

1. Click on **Jobs Posted and Responses** from left panel and search for the job to be closed.
2. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.

Note: Only Published or Expired Jobs can be closed.

Reason for Closing Job Pop-up

3. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

Options for Closing a Job

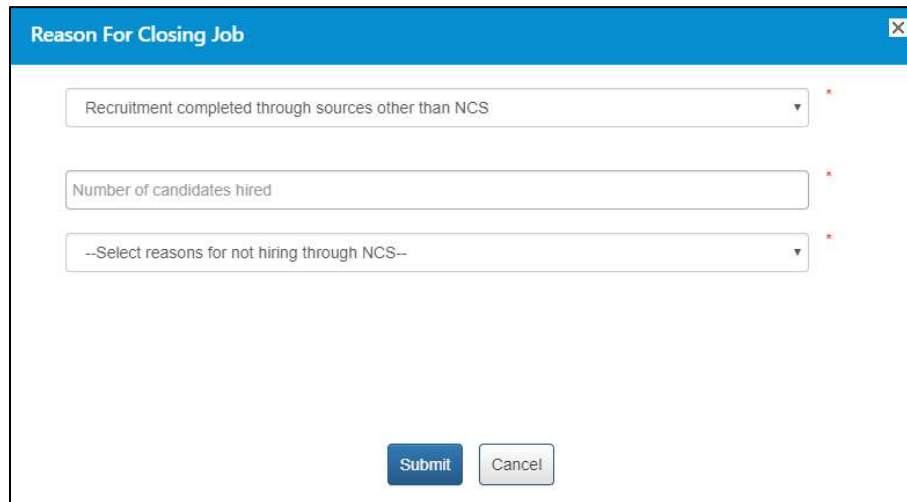
- a. Recruitment completed through NCS – A mandatory field displays when you select this option.

Recruitment Completed through NCS Option

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. Recruitment completed through sources other than NCS – A mandatory field and a mandatory drop-down list display when you select this option.



Recruitment Completed through Any Source Other than NCS Option

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (**Suitable candidates(s) not found on NCS** or **Any Other reason**) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.

The screenshot shows a form titled "Reason For Closing Job" with a blue header and a close button (X) in the top right corner. The form contains the following fields:

- A dropdown menu with the selected option "Recruitment completed through sources other than NCS".
- A text input field labeled "Number of candidates hired".
- A dropdown menu with the selected option "--Select reasons for not hiring through NCS--". The dropdown list is open, showing the following options:
 - Select reasons for not hiring through NCS--
 - Suitable candidate(s) not found on NCS
 - Any Other reason

At the bottom of the form are two buttons: "Submit" (blue) and "Cancel" (grey).

Reason for Not Hiring from NCS Drop-down List

A text field displays when you select the **Any Other reason** option from the drop-down.

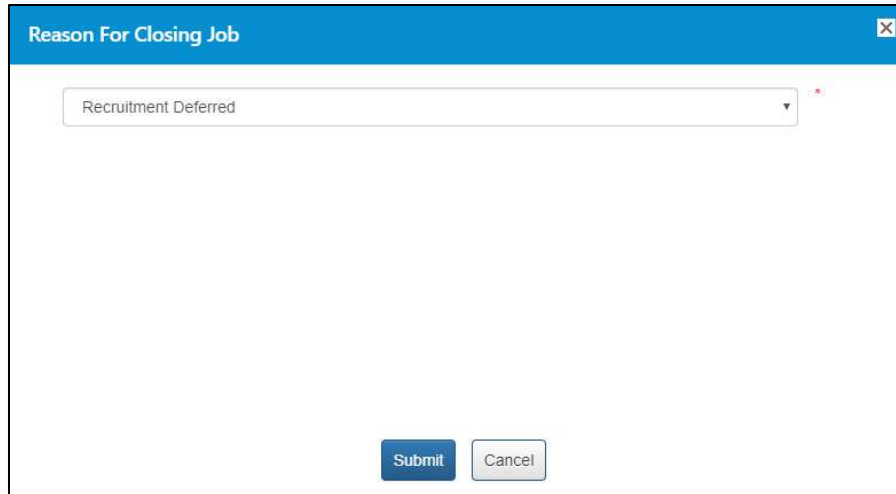
The screenshot shows the same "Reason For Closing Job" form. In this view, the dropdown menu for reasons for not hiring through NCS is set to "Any Other reason". Below this dropdown, a new text input field has appeared, labeled "Maximum Character Limit 255".

The "Submit" and "Cancel" buttons remain at the bottom of the form.

Text Field for Entering Any Other Reason for Not Hiring from NCS

Enter the reason in the text field.

c. Recruitment Deferred – No mandatory field displays when you select this option.



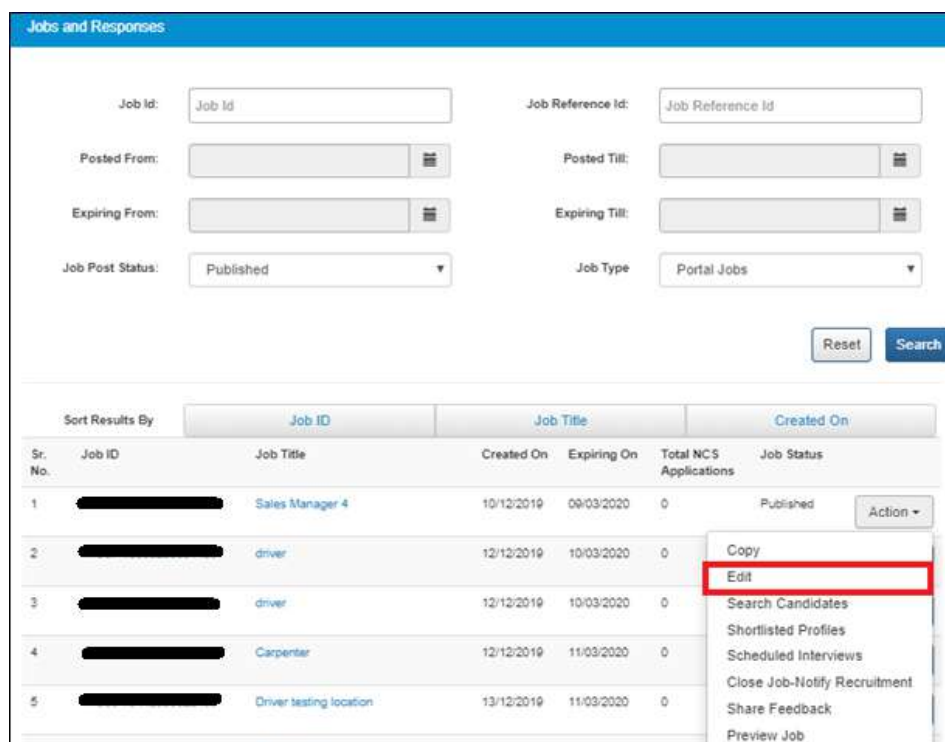
A dialog box titled "Reason For Closing Job" with a close button (X) in the top right corner. It contains a dropdown menu with "Recruitment Deferred" selected. At the bottom, there are two buttons: "Submit" and "Cancel".

Recruitment Deferred Option

4. Click the **Submit** button

4.4 Edit Jobs

1. Click the **Jobs Posted and Responses** link from the left panel. This displayed the **Jobs Posted and Responses** screen.



The "Jobs and Responses" screen features a search filter section at the top with fields for Job Id, Job Reference Id, Posted From, Posted Till, Expiring From, Expiring Till, Job Post Status (set to Published), and Job Type (set to Portal Jobs). Below this is a table of job listings. The table has columns for Sr. No., Job ID, Job Title, Created On, Expiring On, Total NCS Applications, and Job Status. An "Action" dropdown menu is visible for the first row, with the "Edit" option highlighted in red.

Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status
1	[REDACTED]	Sales Manager 4	10/12/2019	09/03/2020	0	Published
2	[REDACTED]	driver	12/12/2019	10/03/2020	0	
3	[REDACTED]	driver	12/12/2019	10/03/2020	0	
4	[REDACTED]	Carpenter	12/12/2019	11/03/2020	0	
5	[REDACTED]	Driver testing location	13/12/2019	11/03/2020	0	

Edit a Posted Job

1. Search the job to be edited, click on **Action** button and select **Edit** option.
2. Edit Job Expiry date and number of vacancies

Note: Only Job Expiry and Number of vacancies are allowed to be edited.
Job Expiry date should be less than 100 days.

3. Click on **Update** button.
4. Cancel button will take User again to “Jobs Posted and Responses” page

4.5 Search Candidate

This link allows Government Employer to search for candidates and send them an interview request.

1. Click the **Action** button and then select the **Search Candidate** option. The **Search Candidate** screen displays.

Search User

Key Skills

Additional Key Skills
Leave this field empty to bypass in search.

Required Qualifications

Minimum Qualification Required:

Total Experience (in years) Either one of Min or Max can be selected.

Notice Period (in Days)

Gender Preferences

Category General OBC Others SC ST

Ex-Servicemen preferred

Differently Abled Yes No

As On Date

Age Preferences (in Years) Min: Max: Either one of Min or Max can be selected.

Date of Birth Preference From: To:

Last Login (duration in Days)

Last Updated (duration in Days)

Search Criteria Name*

Search Candidate Screen

Note: The **Total Experience (in years)** fields are editable and you can change the value in these fields as required.

2. Click the **Search** button. This displays the **Search Candidates Result** screen
3. Candidate search results are segregated into two separate search result tabs namely:
 - **Eligible Candidates tab – further divided in two more tabs**
 - A) **Jobseekers – Applied**

B) Jobseekers – Not Applied

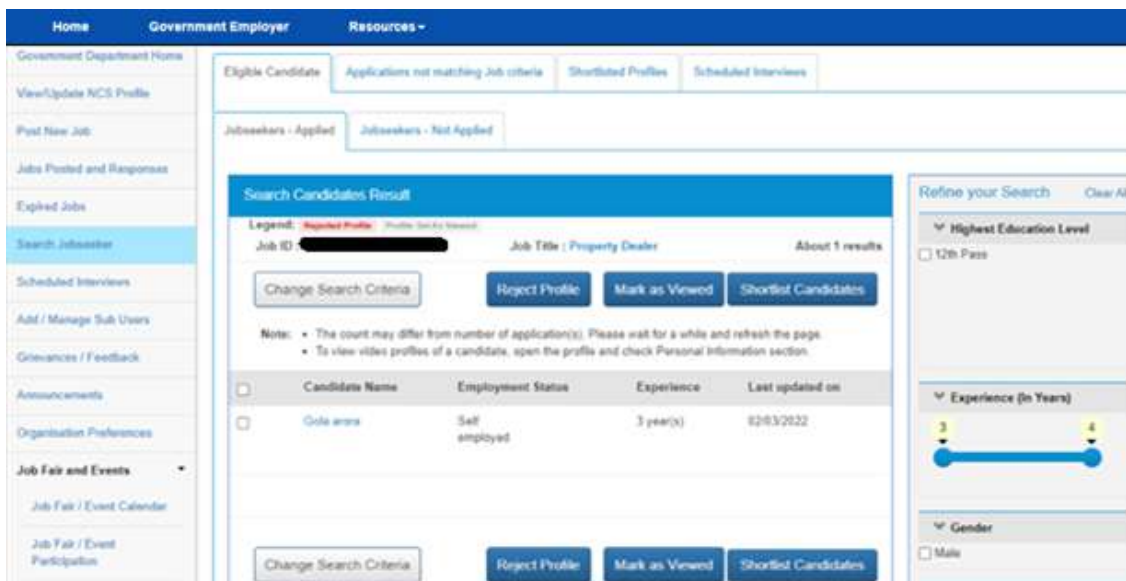
- **Applications Not Matching Job Criteria tab**

All of these search result pages, that is, the **Eligible candidates (Jobseekers- Applied, Jobseekers- Not Applied)** tab, **Applications Not Matching Job Criteria** tab, display a list of candidates. However, after reviewing profiles of listed candidates, you might find some profiles not up to the requirement and subsequently reject them. At the same time you would like to identify profiles that are viewed but not rejected.

The **Reject profile** and the **Profile Viewed** buttons enable you to visually differentiate between candidates whose profiles are viewed from candidate profiles that are viewed but rejected after viewing.

To identify a profile as viewed, select the check box of the candidate and then click the **Profile Viewed** button. The row of the said record is highlighted in grey colour. To mark a profile as rejected, select the check box of the candidate and then click the **Reject Profile** button. The row of the said record is highlighted in pink colour.

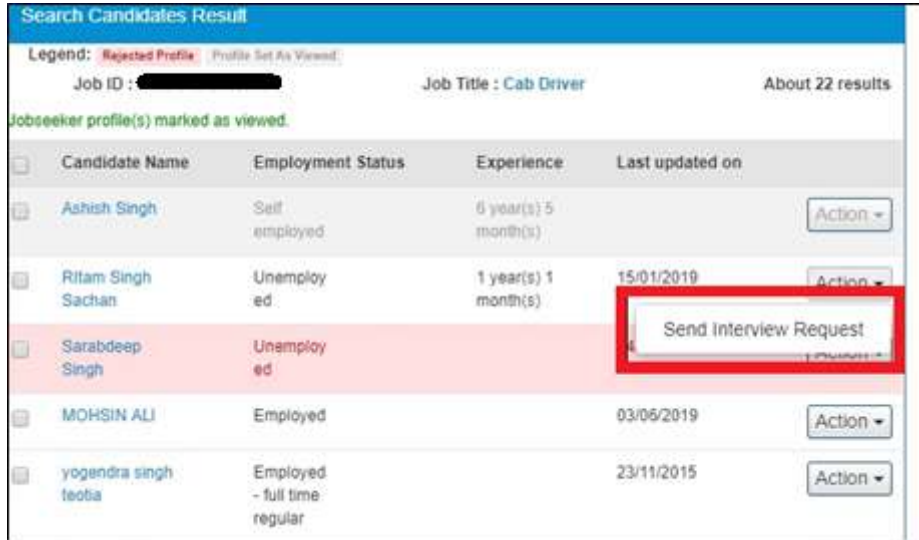
In this manner it becomes easier to visually identify profiles that are viewed as well as profiles that are viewed and rejected.



Search Candidates Result Screen (Other Eligible Candidates Tab)

Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

4. Government Employer can see a Video profile icon along with the name of the candidate. This indicates that the candidate's Video Profile is complete and approved. Government Employer can also see the videos posted by the candidate by clicking on the Video Profile icon.
5. Click the **"Mark as Viewed"** button to mark as viewed the candidate.
6. Click on **Action** button along with the candidate's name and select **Send Interview Request**



Send Interview Request

Government Employer will navigate on Send Interview request page

From Send, interview request page Government Employer can schedule interviews for candidates. Interview timings should be 1 hour after the current time of sending the interview.

7. On “Eligible Candidate” tab, Organisation user will be able to search candidates based on Total Experience /Gender and Employment Status. Organisation User can apply the refinement panel and can reset.
8. Click on the check box along with desired **Candidate Name** and then click on **Shortlist Candidate** button on the bottom right on the screen.

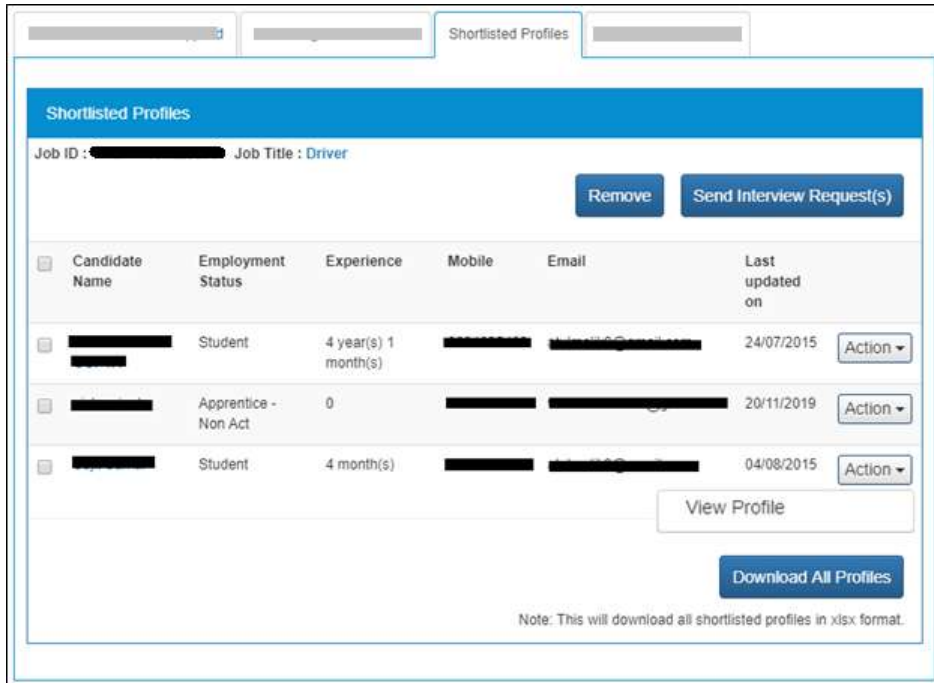
4.6 Shortlisted Profile

The **Shortlisted Profiles** tab associated with the **Jobs Posted and Responses** feature allows you to view all candidate profiles they are shortlisted for a specific job.

To view the list of shortlisted candidates:

1. Click on **Jobs Posted and Responses** link from the left navigation
2. Click on **Action** button for any of the published jobs

3. Select the **Shortlisted Profiles** option from the drop-down. This displays all the shortlisted profiles for that particular job in the **Shortlisted Profiles** tab.



4. Click on **Action** button for a shortlisted candidate and select the **View Profile** option.

Note: Click on check box of a candidate and then click on **Remove** button, to remove the shortlisted candidate from the **Shortlisted Profiles** tab.

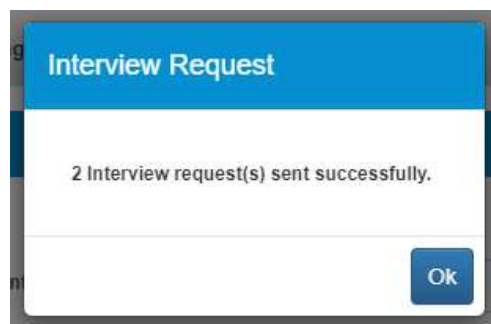
4.7 Send Interview

Using this button, you can send interview request to one or more candidates whose profiles you have shortlist against a particular job posting on the **Shortlisted Profiles** tab.

To send interview request to selected candidate(s):

1. Select the check box for the required candidate profile(s) on the **Shortlisted Profiles** tab.
2. Click the **Send Interview Request(s)** button. This displays the **Interview Request** screen.

3. Enter interview details as required, details of the contact person (editable fields), and then click the **Send** button. The **Interview Request** pop-up displays.



The interview request is sent to the selected candidate(s).

Note: Names of candidates who receive the interview request are now listed on the **Scheduled Interviews** tab.

4. Click the **OK** button to close the pop-up and to go back to the **Shortlisted Profiles** tab.

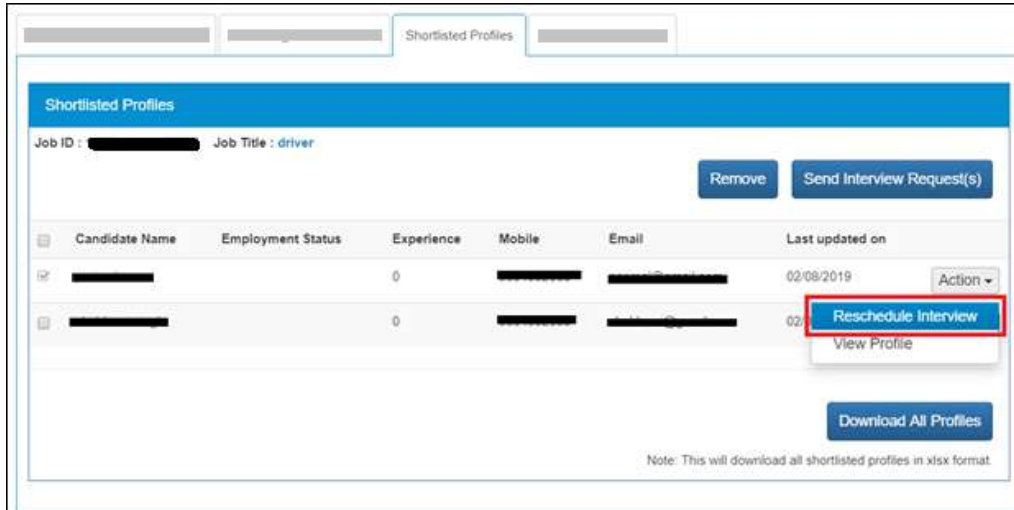
Note: The check box of the candidates who receive interview request remains selected on the **Shortlisted Profiles** tab and the check box is greyed out.

4.8 Reschedule Interview

You can even reschedule an interview for the required candidate whom you had earlier send an interview request.

To reschedule an interview for a candidate, do the following:

1. Click the **Action** button of the required candidate on the **Shortlisted Profiles** tab.
2. Select the **Reschedule Interview** option from the available options.

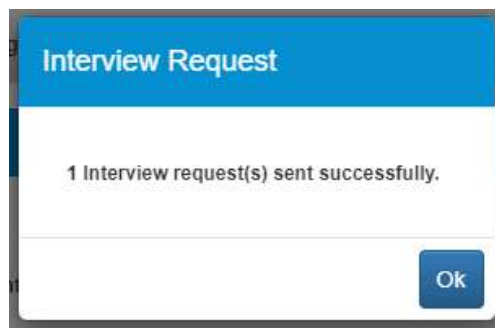


Note: The **Reschedule Interview** option is only available for profiles that had earlier received an interview request - profiles on the **Shortlisted Profiles** tab having an already selected check box that are greyed out .

This displays the **Interview Request** screen.

3. Enter details on the **Interview Request** screen and click the **Send** button.

The **Interview Request** pop-up displays.



4. Click the **OK** button to close the pop-up and to go back to the **Shortlisted Profiles** tab. The interview request is sent once again to the selected candidate (interview is rescheduled).

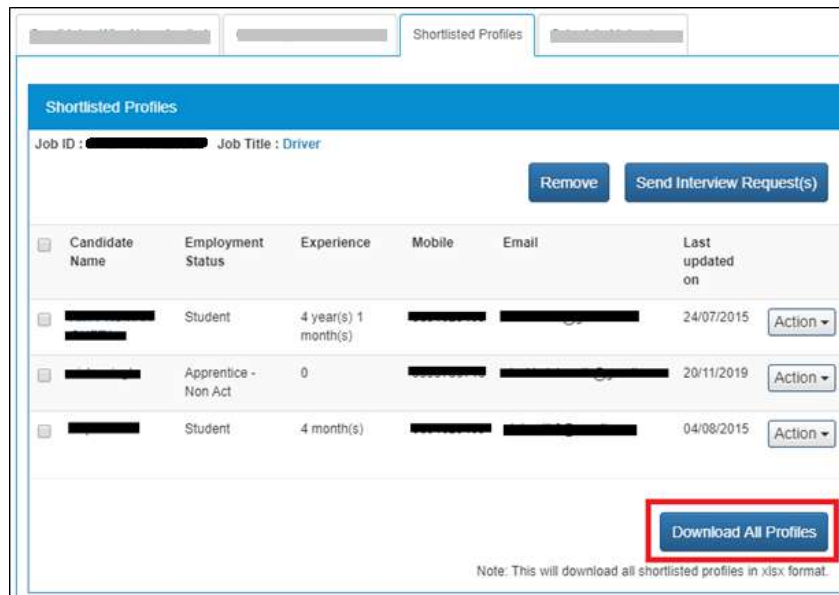
Note: The name of said candidate is once again listed on the **Scheduled Interviews** tab and the status of the earlier interview request for the same candidate is now set to “Closed”.

4.9 Download All Profiles

Enables you to download the profiles of all candidates whom you have shortlisted for a specific job posting. The details of these candidates are downloaded in Microsoft Excel (xlsx) format.

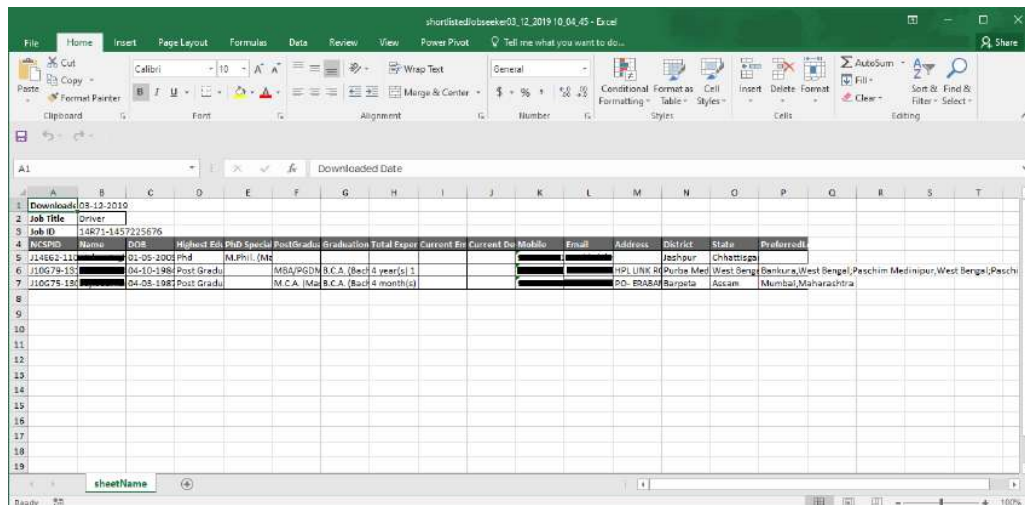
To download all profiles shortlisted for a particular job posting:

1. Click the **Download All Profiles** button from the **Shortlisted Profiles** tab.



A file is download on your system in Excel format.

2. Access the downloaded file.



Note: The profiles of all shortlisted candidates is downloaded in the Excel file (xlsx format) irrespective of the fact whether these profiles are listed on one or more pages of the **Shortlisted Profiles** tab.

4.10 Scheduled Interview for a Job

The **Scheduled Interviews** tab associated with the **Jobs Posted and Responses** feature allows you to view all candidate profiles they have been scheduled for interview against a particular job.

To view the list of candidates scheduled to be interviewed:

1. Click on **Jobs Posted and Responses** link from the left navigation
2. Click on **Action** button for any of the published jobs
3. Select the **Shortlisted Interviews** option from the drop-down. This displays, all the candidates who have been scheduled for interview against the selected job post, in the **Shortlisted Interviews** tab.

Sr. No.	Candidate Name	Job Title	Interview Date	Interview Venue	Mode Of Interview	Interview Status	Action
1	sandeep yadav	Driver	24/01/2019	New Building	Telephonic	Active	Close Interview

4. Click on **Close Interview** link, to cancel the scheduled interview and then enter the reason for the cancellation.

4.11 Candidate Profile

The profile of the selected candidate and the documents associated with them can be accessed from all of these tabs: **Applications Matching Job Criteria** tab, **Applications Not Matching Job Criteria** tab, **Other Eligible Candidates** tab, **Shortlisted Profiles** tab, and **Scheduled Interviews** tab.

To view the profile of a candidate (from any of the said tabs):

1. Click the name of the required candidate from the **Candidate Name** column. This displays the **Resume** screen in a separate browser window.

Resume

Personal Information [View Documents/Certificates](#)

Name	[REDACTED]	NCS ID	[REDACTED]
Gender	Male	Date of Birth	25/07/1989
Email ID	[REDACTED]	Mobile	[REDACTED]
Phone	-	Primary Language	Maithili
Marital Status	Separated	Address	-

Experience

Total Years of Experience	20 year(s) 7 month(s)	Last Experience Updated	27/09/2019
---------------------------	-----------------------	-------------------------	------------

Education

No record is available

Highest Education Level	10th
-------------------------	------

Other Qualifications / Trainings / Courses

No record is available

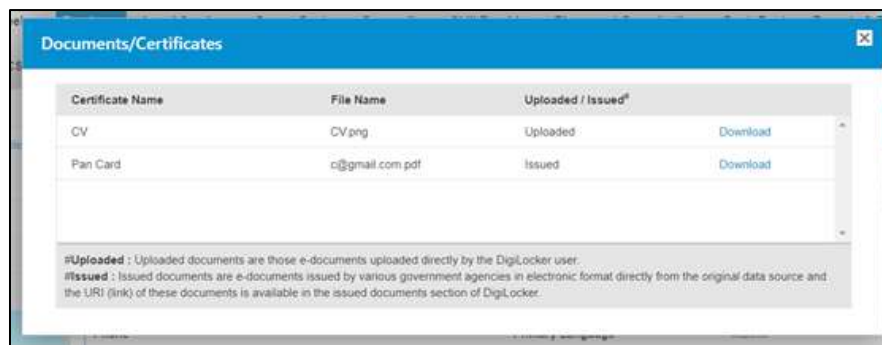
Other Skills

No record is available

[Send Interview Request](#) [Download Profile](#)

Note: This screen allows the user to send an interview request to the candidate and even download the candidate’s profile.

2. Click the **View Documents/Certificates** button. The **Documents/Certificates** pop-up displays.



The pop-up displays a list of documents the candidate has uploaded to their DigiLocker account.

3. Click the **Download** link of the document to download it for reviewing it.

5. Pre and Post Job Expiry Notifications

The NCS portal triggers an email (pre-expiry notification) that is send to you on a specific day before the expiry of a published job. The portal also sends you an email message (post-expiry notification) after the same job has expired.

Note: These (pre and post job expiry) notifications are only applicable to job types such as portal jobs, jobs posted in a job fair, and portal jobs associated with a job fair. Also, jobs that have the Published or Expired status trigger these notifications. These notifications are applicable only on jobs for which the organisation is seeking applications from jobseekers on the NCS portal (rather than on any other Government portal).

Note: The portal does not push these notifications for the following job types: jobs that are posted on the portal through APIs and future jobs. Also, job posts that have the Draft or Closed status do not trigger these notifications.

5.1 Job Expiry Notification Triggers

You may receive the post-expiry job notification from the portal but you might not always receive the pre-expiry job notification. This happens because the pre-expiry notification email is subject to relationship between two parameters namely, the day when the job is published (the day when the job post starts accepting applications from candidates) on the portal and day when it expired (the day when the job post stops accepting applications from candidates).

These are situations when you would receive the pre-expiry job notification:

- 7 days before the expiry date of a published job
- 3 days before the expiry date of a published job (when the expiry date of a published job falls between the 4th day and 7th day [both days included], from the day the job was published on the portal)

Note: The pre-expiry job notification will not be send if the expiry date of a job is set within 3 days of its publishing on the portal.

You will receive the post-expiry job notification only 3 days (3 to 7 days in actual) after the expiry date of a job. This is irrespective of the duration the job was active on the portal and accepting applications.

5.2 Notification Destination

The job expiry notifications are sent to the Primary Member email id of the organisation.

Note: These notifications are not sent to organisation email id that is mentioned in the profile.

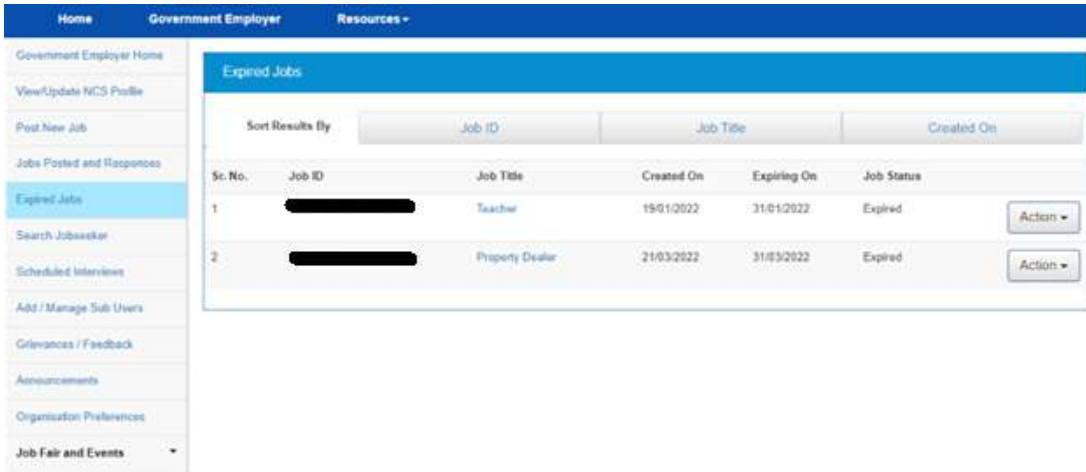
5.3 Expired Jobs Alert

An alert displays on your home page next to the dashboard indicating presence of expired jobs. You can click the link and go to the list of expired jobs.

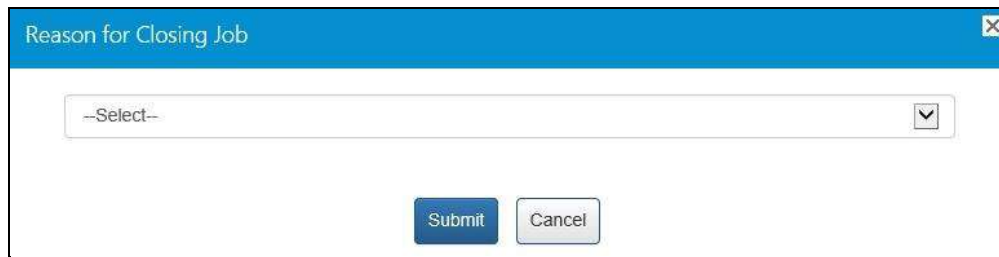
6. Expired Jobs

This link allows the user to close expired jobs in a simple and quick manner.

1. Click on Expired Jobs from left panel. This displays the expired jobs screen.

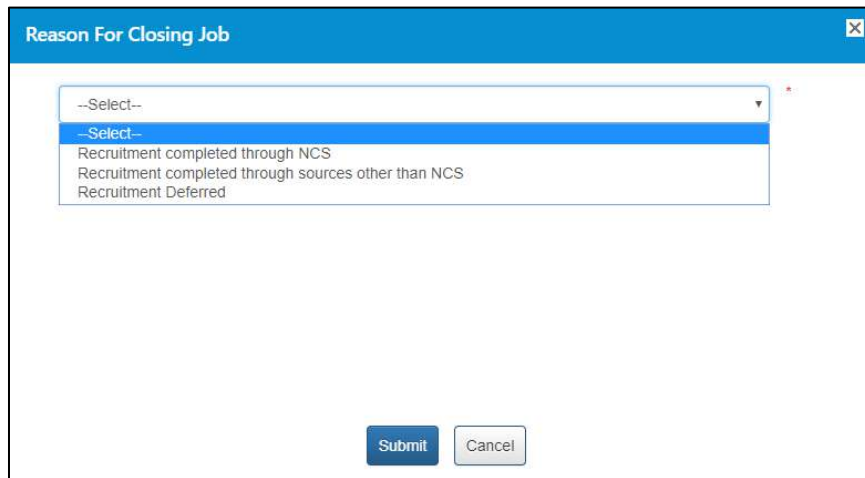


2. Sort the displayed result of expired jobs by: Job ID (default), Job Title, or Created On, options.
3. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.



Reason for Closing Job Pop-up

4. Select the appropriate reason for closing the job from the drop-down list: The following options are available:



Options for Closing a Job

- a. Recruitment completed through NCS – A mandatory field displays when you select this option.

The screenshot shows a window titled "Reason For Closing Job" with a close button (X) in the top right corner. Inside the window, there is a dropdown menu with the text "Recruitment completed through NCS" and a small downward arrow on the right. To the right of the dropdown is a red asterisk. Below the dropdown is a text input field with the placeholder text "Number of candidates hired" and a red asterisk to its right. At the bottom of the window, there are two buttons: "Submit" (blue) and "Cancel" (grey).

Recruitment Completed through NCS Option

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. Recruitment completed through sources other than NCS – A mandatory field and a mandatory drop-down list display when you select this option.

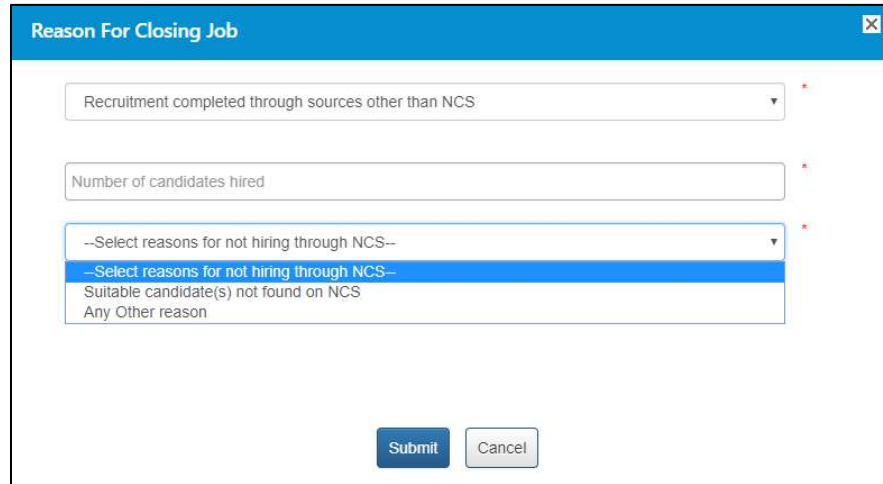
The screenshot shows a window titled "Reason For Closing Job" with a close button (X) in the top right corner. Inside the window, there is a dropdown menu with the text "Recruitment completed through sources other than NCS" and a small downward arrow on the right. To the right of the dropdown is a red asterisk. Below the dropdown is a text input field with the placeholder text "Number of candidates hired" and a red asterisk to its right. Below that is another dropdown menu with the text "--Select reasons for not hiring through NCS--" and a small downward arrow on the right. To the right of this dropdown is a red asterisk. At the bottom of the window, there are two buttons: "Submit" (blue) and "Cancel" (grey).

Recruitment Completed through Any Source Other than NCS Option

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (**Suitable candidates(s) not found on NCS** or **Any Other reason**) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.



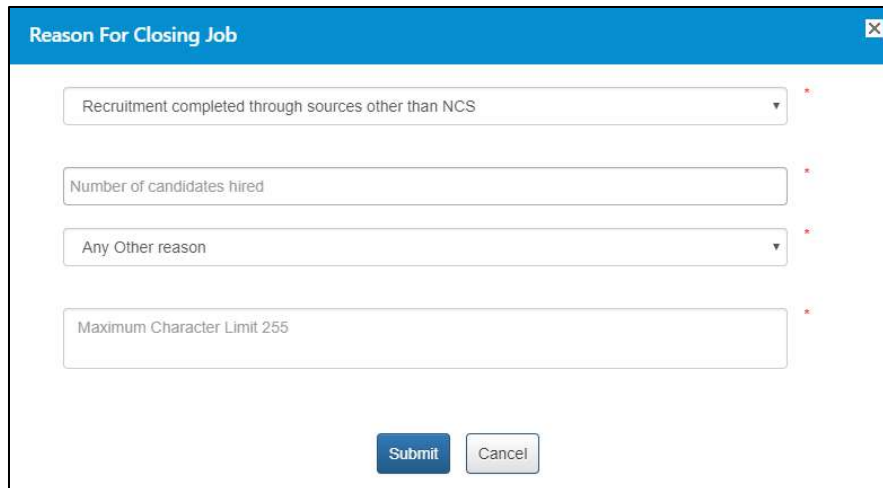
The screenshot shows a form titled "Reason For Closing Job" with a blue header and a close button (X) in the top right corner. The form contains three main input areas, each with a red asterisk indicating a required field:

- A dropdown menu with the selected option "Recruitment completed through sources other than NCS".
- A text input field labeled "Number of candidates hired".
- A dropdown menu with the selected option "--Select reasons for not hiring through NCS--". The dropdown list is open, showing the following options: "--Select reasons for not hiring through NCS--", "Suitable candidate(s) not found on NCS", and "Any Other reason".

At the bottom of the form are two buttons: "Submit" and "Cancel".

Reason for Not Hiring from NCS Drop-down List

A text field displays when you select the **Any Other reason** option from the drop-down.



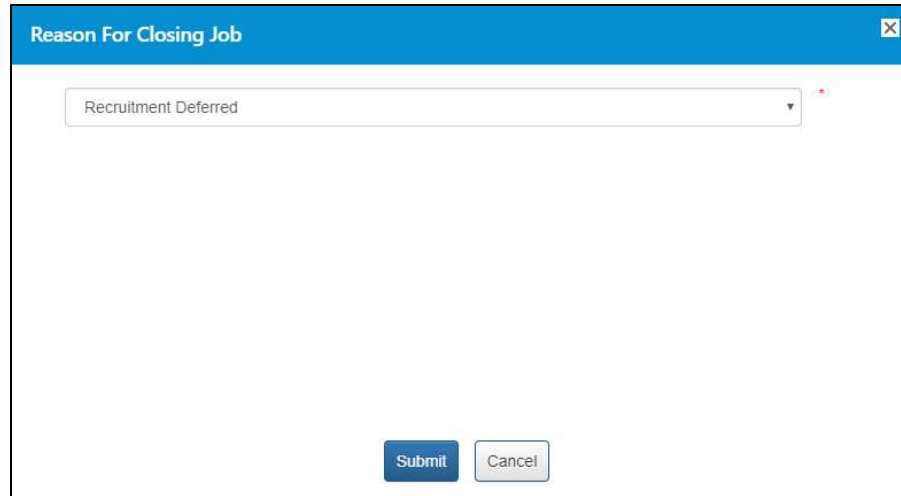
The screenshot shows the same "Reason For Closing Job" form, but with the dropdown menu for reasons for not hiring through NCS set to "Any Other reason". This selection has triggered the appearance of a new text input field labeled "Maximum Character Limit 255".

The other fields remain the same: "Recruitment completed through sources other than NCS" (dropdown), "Number of candidates hired" (text input), and "Submit" and "Cancel" buttons.

Text Field for Entering Any Other Reason for Not Hiring from NCS

Enter the reason in the text field.

c. Recruitment Deferred – No mandatory field displays when you select this option.



Recruitment Deferred Option

5. Click the **Submit** button

7. Search Jobseeker

The NCS portal enables you to search for normal jobseekers as well as job seekers associated specifically with the Health Sector.



This link allows Employers to search candidates without posting jobs. This feature (and Advanced Search) can be used to get an idea of the availability of candidates on NCS portal based on Employer’s requirements prior to posting a Job on NCS.

1. Click on **Search User** from Employer left menu bar. The search user screen displays.
2. Enter search criteria such as a keyword (Expertise/Skills)
3. Click the **Search** button to view the candidates matching with the skills entered for search.
4. The search result list will be displayed on the basis of the given criteria
5. See candidate’s resume by clicking the candidate’s name from the list

Note: The contact details of the candidates are not available until Employer views the Profile against a posted Job.

The screenshot shows the 'Search Candidates Result' page. On the left is a navigation menu with options like 'Home', 'Government Employer', 'Resources', 'View/Update NCS Profile', 'Post New Job', 'Jobs Posted and Responses', 'Expired Jobs', 'Search Jobseeker', 'Scheduled Interviews', 'Add / Manage Sub Users', 'Grievances / Feedback', 'Announcements', 'Organisation Preferences', 'Job Fair and Events', and 'Share Feedback'. The main content area displays a table of search results with columns for Candidate Name, Employment Status, Experience, and Last updated on. A 'Change Search Criteria' button is visible above the table. On the right, there is a 'Refine your Search' panel with filters for Highest Education Level, Education, Specialization, and Experience (in Years).

Candidate Name	Employment Status	Experience	Last updated on
karva kamasu k	Employed - Full time - Regular	1 year(s) 11 month(s)	19/09/2020
Falza Ameer Haque	NotSpecified	3 year(s) 2 month(s)	27/01/2020
ARUN KUMAR CHATURVEDI	Student	2 month(s)	17/08/2015
pinki kumari	Unemployed		18/11/2019
MD ABDUL HAMID	Unemployed		30/08/2015
HIMADRI PRASAD MONDAL	Student		24/08/2015
MAHIMA	Student	4 year(s) 2 month(s)	16/08/2015

6. Options provided in the Refine your Search panel enables the Government Employer to further refine their search results for appropriate user.

8. Scheduled Interviews

This link allows you to view all the interviews they have scheduled by your organisation. Filtering options include All, Active, Closed, Interview Accepted, and Interview Rejected.

The screenshot shows the 'Scheduled Interviews' screen. At the top right, there is a dropdown menu set to 'All'. Below the header, there is a note: 'Note: Click on icon to get the candidate contact details.' The main table has columns for Sr. No., Candidate Name, Job Title, Interview Date, Interview Venue, Mode Of Interview, Interview Status, Interviewee Comments, and Action. Two rows of data are visible.

Sr. No.	Candidate Name	Job Title	Interview Date	Interview Venue	Mode Of Interview	Interview Status	Interviewee Comments	Action
1	Rayn Yi	Carpenter (2-7 yrs.)	10/04/2019	New Building	Telephonic	Active	Rejected -Not available on this date. Please reschedule the interview	Close Interview
2	Tilottama shah	Driver	10/04/2019	New Building near Wipro service centre	In person	Active	Accepted - 03 Apr 2019 12:03PM	Close Interview

Scheduled Interviews Screen

Note: The **Interview Comments** column on this screen mentions whether the interview was accepted or rejected (with reason for rejection) by the respective candidate. You can once again send an interview invite to the same candidate for the same job even after the said candidate has rejected the interview request.

9. Add/Manage Sub Users

The Add/Manage Sub Users link allows an organisation to manage the roles of its members.

9.1 Add User

It allows you to add users as employer admin as well as members.

1. Click **Add/Manage Sub Users** from left panel. This displays the **Add/Manage Sub Users** screen.

St. No.	NCS ID	User Name	Person Name	State	Mobile Number	Email ID	Member Type	Primary Member Request	Manage User	Manage Role
1	[REDACTED]	[REDACTED]	nishant	[REDACTED]	[REDACTED]	[REDACTED]	SM	Primary Member Request	Manage User	
2	[REDACTED]	[REDACTED]	manan	[REDACTED]	[REDACTED]	[REDACTED]	SM	Primary Member Request	Manage User	
3	[REDACTED]	[REDACTED]	Sanjoov	[REDACTED]	[REDACTED]	[REDACTED]	PM	Primary Member Request	Manage User	Manage Role

2. Click the **Add User** button. This displays the **Add Organisation Member** screen.

The screenshot shows a web form titled "Add Organisation Member". The form contains the following fields and controls:

- Name***: A text input field with the placeholder "Name".
- Designation***: A text input field with the placeholder "Designation".
- Email ID***: A text input field with the placeholder "name@example.com".
- Mobile Number***: A field with a "+91" country code selector and a "10 digit Mobile Number" input field.
- Phone**: A group of four input fields labeled "Coun", "Area Coc", "Phone", and "Extn".
- User Role***: A dropdown menu with "--Select--" as the selected option.
- User Name***: A text input field with the placeholder "Name". To its right is a blue button labeled "Check UserID".
- Password***: A text input field with the placeholder "at least 8 characters".
- Retype Password***: A text input field with the placeholder "at least 8 characters".
- At the bottom of the form are two buttons: "Submit" (blue) and "Back" (grey).

3. Enter the following details:
 - Name
 - Designation
 - Email
 - Mobile number
 - Landline with area code
4. Select the user role from the drop-down box.
5. Enter the User Name
Click the **Check User ID** button for availability of the entered user name
6. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
7. Retype the same password for confirmation
8. Click the **Submit** button
9. Back button will take user to Add Manage Sub Users screen

9.2 Manage User

1. Click **Add/Manage Sub Users** from left panel. The **Add/Manage Sub Users** screen displays.

Add / Manage Sub Users

Total No. of records :1

Sr. No.	NCS ID	User Name	Person Name	State	Mobile Number	Email ID	Member Type
1	[REDACTED]	[REDACTED]	arpt		[REDACTED]		SM

[Primary Member Request](#)
[Manage User](#)

Page 1 of 1

2. Click the **Manage User** link corresponding to the Primary Member Request.

Manage User

Name: arpt Last Login Detail: 28/03/2022 15:08:21 PM

Created On: 28/03/2022 15:08:38 PM Account Lock status: No

Active: Yes Approval Status: Approved

Comments:

3. Click the **Reset Password** button, if you forget the password. New password will be sent on the registered mobile number.

9.3 Manage Role

There are three roles that an organisation can manage within the system namely: Organisation Owner, Organisation Admin, and Organisation Member.

There can only be one Organisation Owner user whereas there can be multiple Admin and Member users within the organisation.

The following are the salient characteristics of these three organisational roles:

An Organisation Owner:

1. They will be able to view all the jobs posted by the Owner (themselves), and also jobs posted by the Admins, and the Members.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc.

3. The dashboard on the Home page will display the total count (aggregate) of jobs posted by the Owner (themselves), the Admins, and the Members.



An Organisation Admin:

1. They will be able to view all the jobs posted by the Admins (including themselves), and also jobs posed by the Owner and the Members.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc.
3. The dashboard on the Home page will display the total count (aggregate) of jobs posted by the Admins (including themselves), the Owner, and the Members.

An Organisation Member:

1. They will only be able to view the jobs that they have posted.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc., but only for the jobs they have posted.
3. The dashboard on the Home page will display only the total count of jobs they have posted.

In the role of an Organisation Owner user, you can manage the roles of Admin and Member users as follows:

1. Click **Add/Manage Sub Users** from left panel. The **Add /Manage Sub Users** screen displays.
2. Click the **Manage Role** link for the corresponding user. The Manage Role pop-up displays.

Manage Role adi ⓘ

Employer Admin Employer Member

3. Select the appropriate role check-box.
4. Click the **Save** button.

10. Grievance/Feedback (footer link)

This link, from the page footer, allows Government Employer to post any feedback/grievance, query, and request.

1. Click the **Grievances/Feedback** link from the footer section of the screen. The **Grievance/Feedback** screen displays.

The screenshot shows the 'Grievances / Feedback' form. At the top is a navigation bar with links: Home, Jobseeker, Employer, Government Employer, Placement Organisation, Counsellors, Career Center, International Jobs, and Resources. The form itself has a blue header and contains the following fields:

- Name* (text input)
- Email ID* (text input)
- Mobile Number* (text input)
- State* (dropdown menu)
- District* (dropdown menu)
- Case Type* (dropdown menu)
- Stakeholder* (dropdown menu)
- Case Category* (dropdown menu)
- Case Sub Category* (dropdown menu)
- Description* (text area)
- Attachment (Choose File / No file chosen)
- Enter Security Code* (8 3 E 9 M)
- Type Characters (input field)
- Submit (button)

Below the description field, it says: "Maximum 1000 characters are allowed in Grievance Description."

Grievance/Feedback Screen

2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select a state from the drop-down list
6. Select a district from the drop-down list
7. Select type of case from the drop-down list
8. Stakeholder (displays your profile type - this field cannot be edited)
9. Select case category from the drop-down list
10. Select sub category of the case from the drop-down list
11. Enter the description for the case
12. Attach the attachments.
13. Review the security image and enter the displayed text
14. Click the **Submit** button

15. Click the Help tool tip to know about Case Category and Case Sub Category types



The screenshot shows a form with three dropdown menus: 'Stakeholder*', 'Case Category*', and 'Case Sub Category*'. The 'Case Category*' dropdown is currently set to '--Select--'. A help tooltip is displayed over the 'Case Category*' dropdown, containing the text 'Please select Case Category.' and a close button (X).

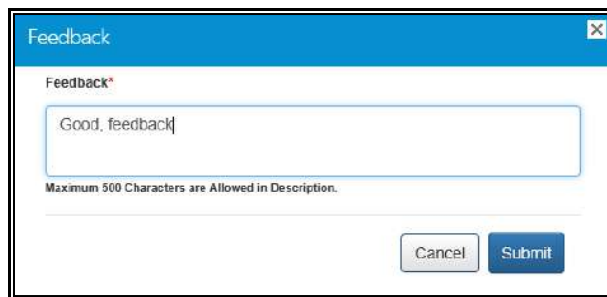
11. Grievances/Feedback (navigation panel link)

This link, from the left navigation panel, allows Government Employer to view registered cases status. And “Give Feedback” link Facilitate end user to provide the feedback on resolved/closed cases, registered at Call Center. User can provide the feedback by clicking on “Give Feedback” Link in front of each resolved/closed case.



Case ID	Case Category	Case Subcategory	Description	Registration Date:	Status	Resolved Date	Resolution	Feedback
[Redacted]	Home Page	Scrolling Images	image not showing image n...	03-February-2022	Active	-	-	

Once user clicks on “Give Feedback” link, Feedback pop up will open with “Cancel” and “Submit” buttons.



The screenshot shows a 'Feedback' pop-up window. It has a title bar with 'Feedback' and a close button (X). Inside, there is a text input field containing 'Good, feedback|'. Below the input field, there is a note: 'Maximum 500 Characters are Allowed in Description.' At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

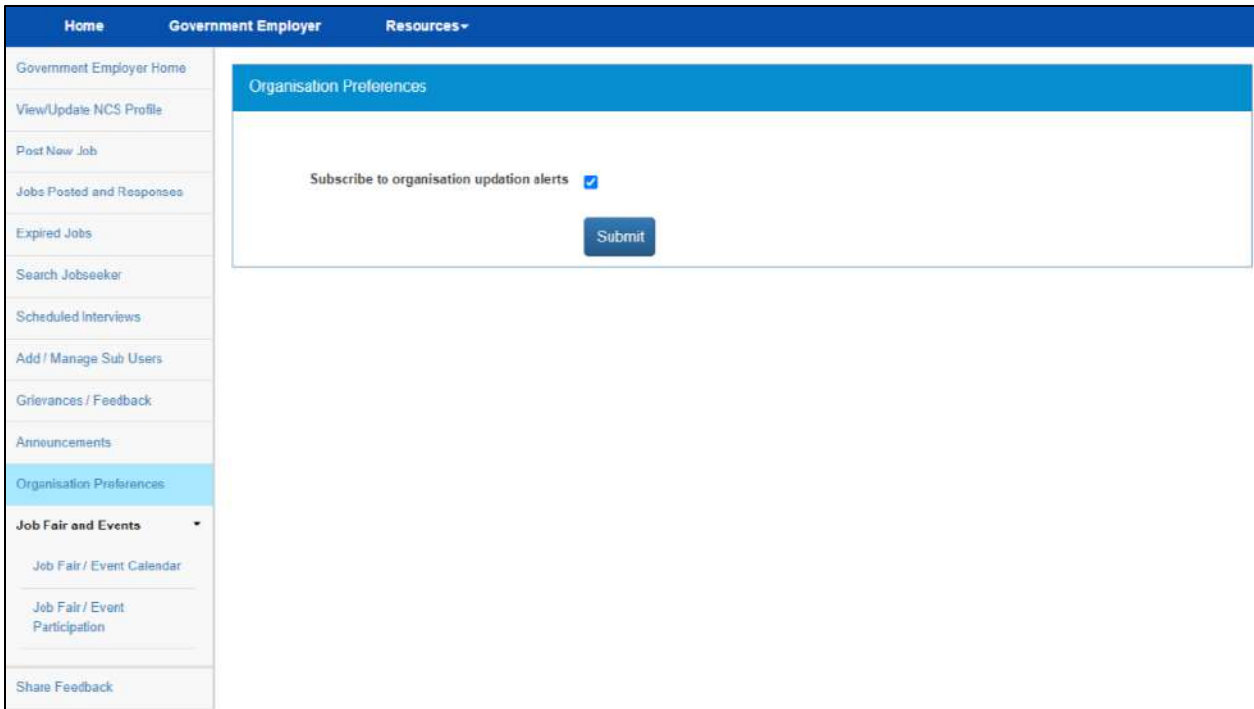
12. Announcements

This link allows employer to view uploaded documents.

Click on **Announcements** from left panel. This displays the list of announcements for the Government Employer.

13. Organisation Preferences

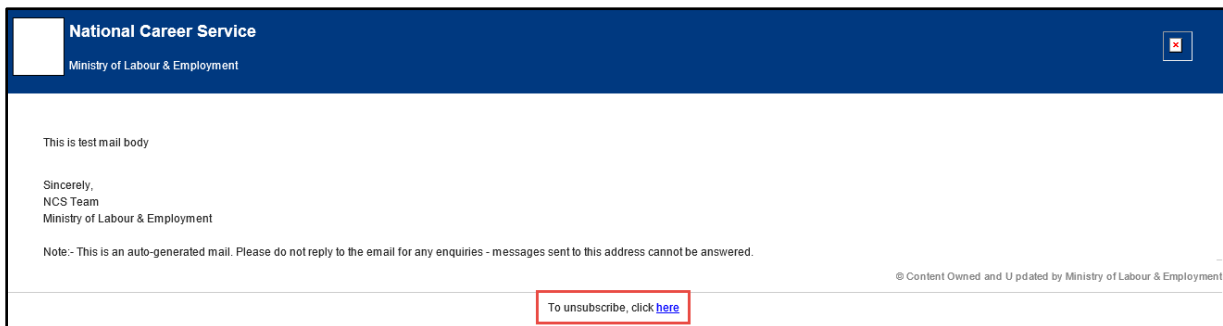
Organisation Preferences allows Government Employer to subscribe or unsubscribe any bulk email sent by Portal.



Organisation Preferences

Functionality can be accessed, by check/uncheck the “subscribe to organisation update alerts”.

Bulk emails received from the system have an unsubscribe link at the bottom, to unsubscribe from mailers.

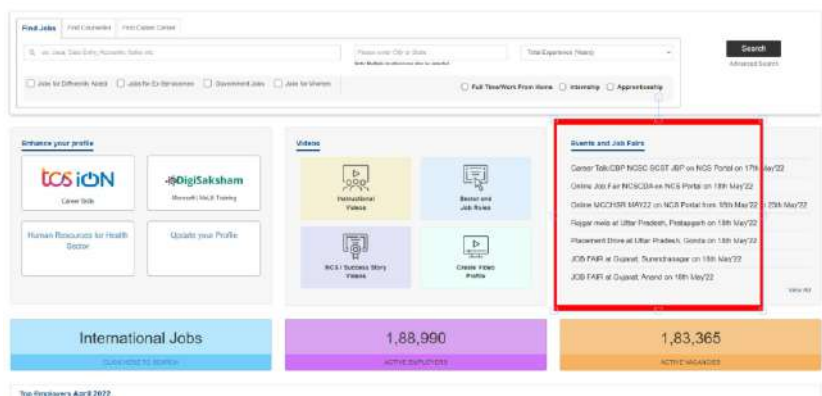


Unsubscribe Link

14. Job Fair and Events

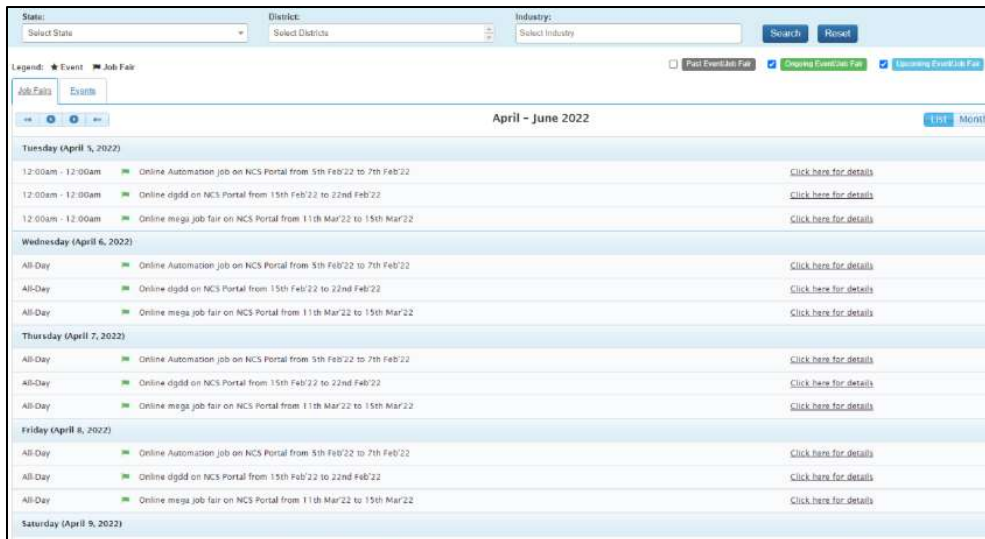
This section of the document describes how an Placement organisation can find out online upcoming Job fairs and Events on the NCS portal and then register themselves for specific Job fairs and events.

List of Job Fairs can be accessed from Job Fair and Events Section of NCS Home Page. Placement organisation can either click on a Job Fair link displayed in the section or Placement organisation can also click on **View All** link to navigate to **NCS Calendar** Page, which displays the list of all Job Fairs / Events published on NCS Portal.



NCS Home Page Screen

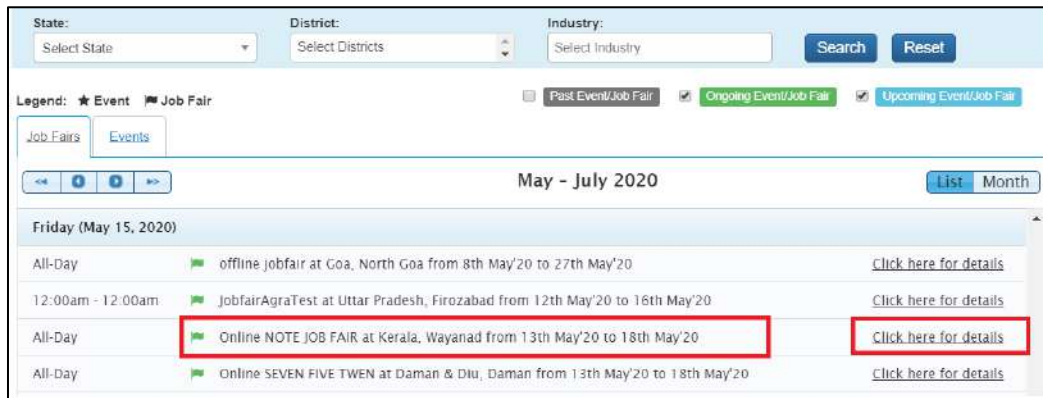
NCS Calendar Page has various parameters to search for an Event / Job Fair. The results of search conducted by an Placement organisation based on their search filter criteria (state, industry, and sector) will be displayed as a listing.



14.1 Search for Job Fairs

Follow these steps to search for Job Fairs:

1. Ensure that the **Job Fairs** tab is selected on the **NCS Calendar** page.
2. Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:
 - a. **In List Format**
 - i. Results of job fairs that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).



Job Fair List

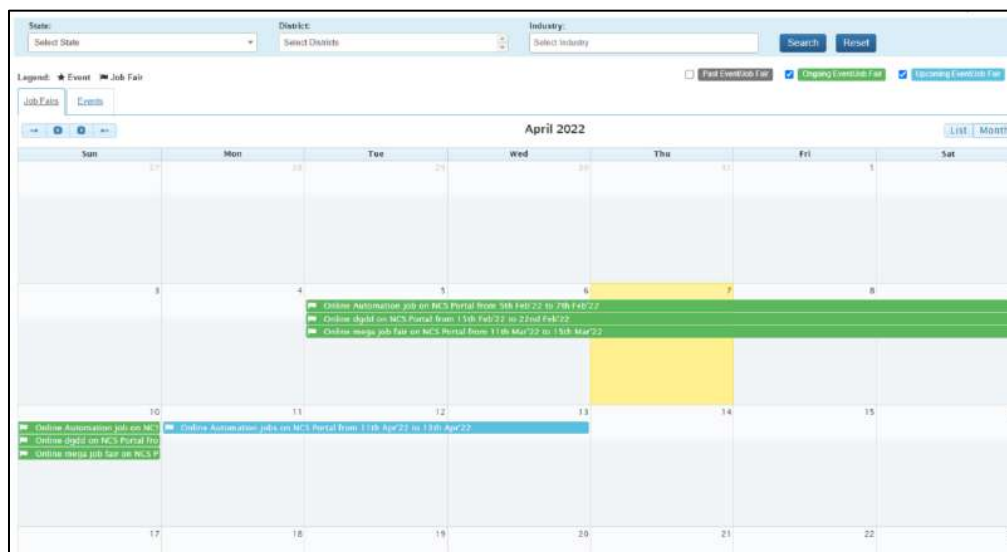
- ii. To view the details of a particular job fair, you can either click the title of the job fair in the list or click the **Click here for details** link for that listing.
- iii. The details of the selected Job Fair are displayed on a pop-up.
- iv. Important: Since these all are Online/Digital Job Fairs, so the “Job Fair venue “for these Job Fairs will show “NCS Portal” and the user needs to use our Portal services for shortlisting candidates against a Posted Job.



Job Fair Details Pop-up

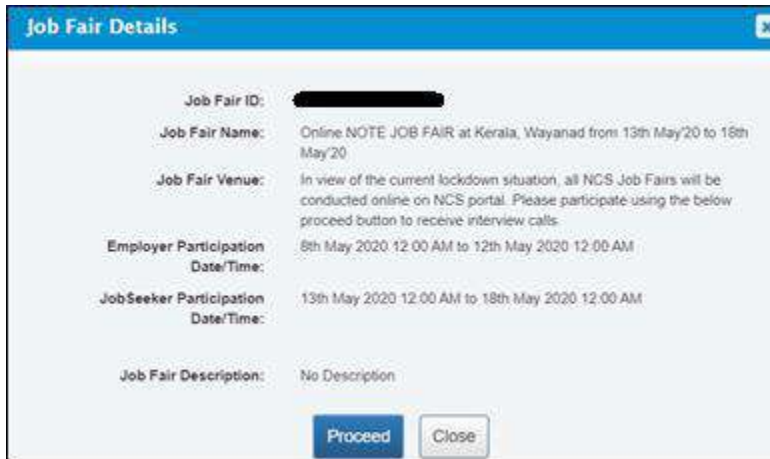
b. In Month Format

- i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays job fair search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



Job Fair Calendar

- ii. To view the details of a particular job fair, click the title of that job fair on the calendar.
- iii. The details of the selected job fair are displayed on a pop-up.

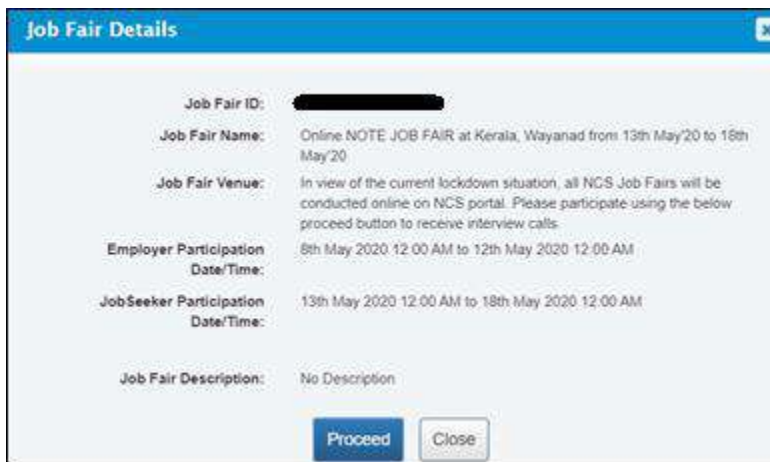


Job Fair Details Pop-up

14.2 Participate in a Job Fair

Follow these steps to participate in a particular job fair:

1. Ensure that the pop-up displaying details of the job fair, you want to participate in, is open.



Job Fair Details Pop-up

2. Next, click the **Proceed** button. The **Job Fair Details** page displays.

Job Fair Details

[Back to Calendar](#) [Download Job Fair Details](#)

Please post the vacancies, before participating into job fair

Job Fair Name: Online Job Fair Test at Uttar Pradesh, Gautam Buddha Nagar from 14th May'20 to 18th May'20

Venue: In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to

Employer Participation Start Date/Time: 10-May-2020 12:00 AM

Employer Participation End Date/Time: 12-May-2020 11:59 PM

Job Seeker Participation Start Date/Time: 14-May-2020 12:00 AM

Job Seeker Participation End Date/Time: 18-May-2020 11:59 PM

Description:

[Add Jobs to Job Fair](#)

You have posted the following jobs for the above job fair

No job has been posted

[Submit Participation](#)

3. For participating in a Job Fair, Placement organisation needs to add Jobs in the Job Fair.
4. Click on the **Add Jobs to Job Fair** link, following page opens.

Add New Job to Job Fair

Add NCS jobs to Job Fair

Job ID:

Job Reference ID:

Posted From:

Posted Till:

Expiring From:

Expiring Till:

Job Post Status:

Job Type:

[Back to Job Fair](#)

Sort Results By:

Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status
1	██████████	██████████	27/04/2020	18/05/2020	Published
2	██████████	██████████	09/05/2020	31/05/2020	Published
3	██████████	██████████	17/05/2020	18/05/2020	Published

Adding Jobs to Job Fair

Portal provides two options to add a job to a job fair. Placement organisation can either post a fresh job to a job fair or can add already posted job to the job fair.

[Add New Job to Job Fair](#)

[Add NCS jobs to Job Fair](#)

Add/Post New Job to Job Fair

1. Click on **Add New Job to Job Fair** link, displayed as the first section on the page.
2. NCS navigates user to **Post New Job** page. Enter job details and click **Post Job**.
3. New job is added to the job fair.

Add NCS Jobs to Job Fair

Using this feature, Placement organisation can tag an already posted Portal Job to a Job Fair.

1. In the second section, use the given filters to search for existing jobs posted on NCS.
2. Select the check box against a job from the search result pane.
3. Click on **Add Job to Job Fair** button to add the selected job to the Job Fair.

Add NCS jobs to Job Fair

Job Id: Job Reference Id:

Posted From: Posted Till:

Expiring From: Expiring Till:

Job Post Status: Job Type:

[Back to Job Fair](#) [Reset](#) [Search](#)

Sort Results By

Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status
<input checked="" type="checkbox"/>	[REDACTED]	Tech support	14/04/2020	13/07/2020	Published

[Back to Job Fair](#) [Add Job to Job Fair](#)

Job added successfully to job fair.

Sort Results By

Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status
<input checked="" type="checkbox"/>	[REDACTED]	Tech support	14/04/2020	13/07/2020	Published

[Back to Job Fair](#)

4. Click on **Back to Job Fair** button to go back to Job Fair.
5. After adding a job to a job fair, **Submit Participation** button becomes enabled.

Job Fair Details

[Back to Calendar](#)
[Download Job Fair Details](#)

Please post the vacancies, before participating into job fair.

Job Fair Name:	Online Job Fair Test at Uttar Pradesh, Gautam Buddha Nagar from 14th May'20 to 18th May'20	Venue:	In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to
Employer Participation Start Date/Time:	10-May-2020 12:00 AM	Employer Participation End Date/Time:	12-May-2020 11:59 PM
JobSeeker Participation Start Date/Time:	14-May-2020 12:00 AM	JobSeeker Participation End Date/Time:	18-May-2020 11:59 PM
Description:			

Note: Job Fair Participation is not complete until "Submit Participation" button is clicked.

[Add Jobs to Job Fair](#)

You have posted the following jobs for the above job fair

Job ID	Job Title		
[REDACTED]	Tech support	Remove Job	View Candidates

Submit Participation

6. Click the **Submit Participation** button to participate in the job fair.
Note: An Employer can add more jobs in a job fair or remove already added jobs, any time before the Employer Participation end date and time.

14.3 Hiring Process through NCS Portal

With the start of Jobseeker Participation date till it ends, Placement organisation receives the email notification as the jobseeker applies to the job(s) posted by him. Then Placement organisation starts the selection process as defined.

1. Click on the Job Fair /Event Participation link in the left navigation.

Legend: ★ Event ■ Job Fair

Events Participation (General Events, Job Fair etc.)								
Sr. No.	Job Fair / Event ID	Job Fair / Event Name	Registration Start Date/Time	Registration End Date/Time	Job Fair / Event Start Date/Time	Job Fair / Event End Date/Time	Status	Registration Confirmation/Participation Status
1	[REDACTED]	Online Quality analyst on NCS Portal from 25th April 22 to 26th April 22	4/22/2022	4/23/2022	4/25/2022	4/26/2022	Active	Download

2. Click on the participated Job Fair and then click on Proceed button.

Job Fair Details X

Job Fair ID: [REDACTED]

Job Fair Name: Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20

Job Fair Venue: In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.

Employer Participation Date/Time: 8th May 2020 12:00 AM to 12th May 2020 12:00 AM

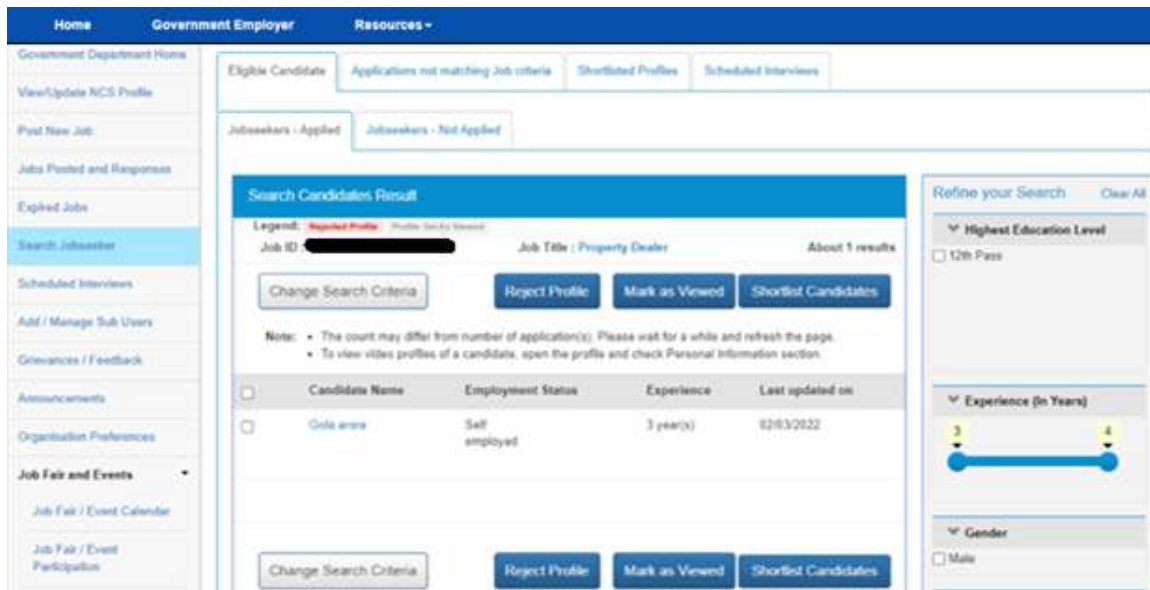
Job Seeker Participation Date/Time: 13th May 2020 12:00 AM to 18th May 2020 12:00 AM

Job Fair Description: No Description

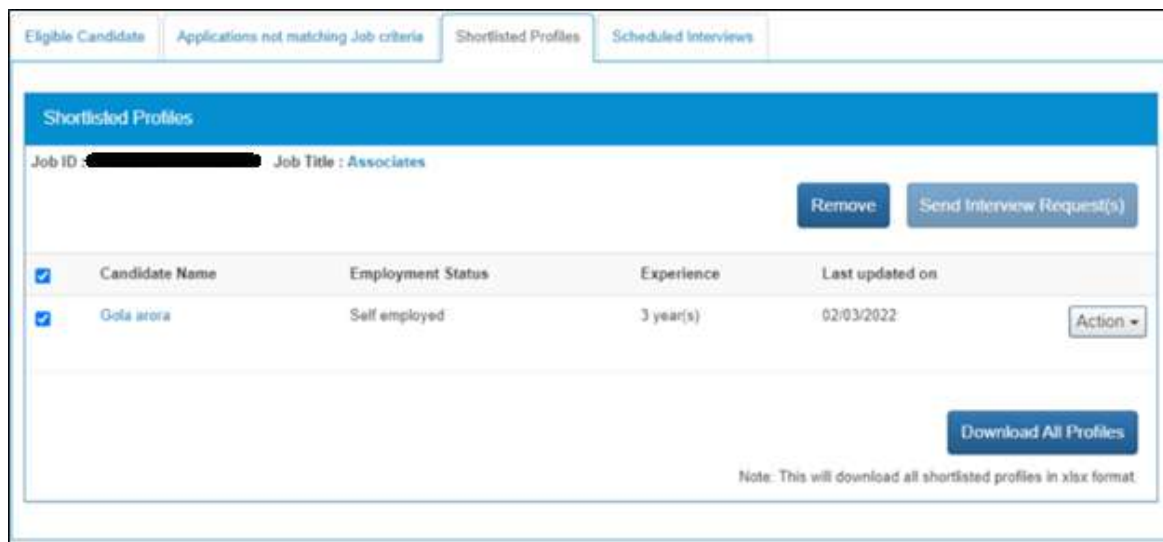
3. Click on View Candidates link against the posted job.

You have posted the following jobs for the above job fair		
Job ID	Job Title	
[REDACTED]	anystwo seven	View Candidates

Review the profile of candidates under two tabs “Applications matching Job criteria” and “Applications not matching Job Criteria”. Select the candidate as per job requirement and click the **Shortlist Candidates** button.



4. Go to **Shortlisted Profiles** tab, select the candidate and click the **Send Interview Request(s)** button. This will notify the Jobseeker of interview request, who will then respond by accepting or rejecting the interview request.



5. Enter the required information and then click on the **Send** button.

Interview Request

Interview Type *

Mode Of Interview *

Interview Venue
Note: Interview Venue is not mandatory when 'Mode of Interview' is 'Telephonic'.

Interview Date *

Interview Start Time *

Interview End Time

Comment

Contact Person's Details

Name *

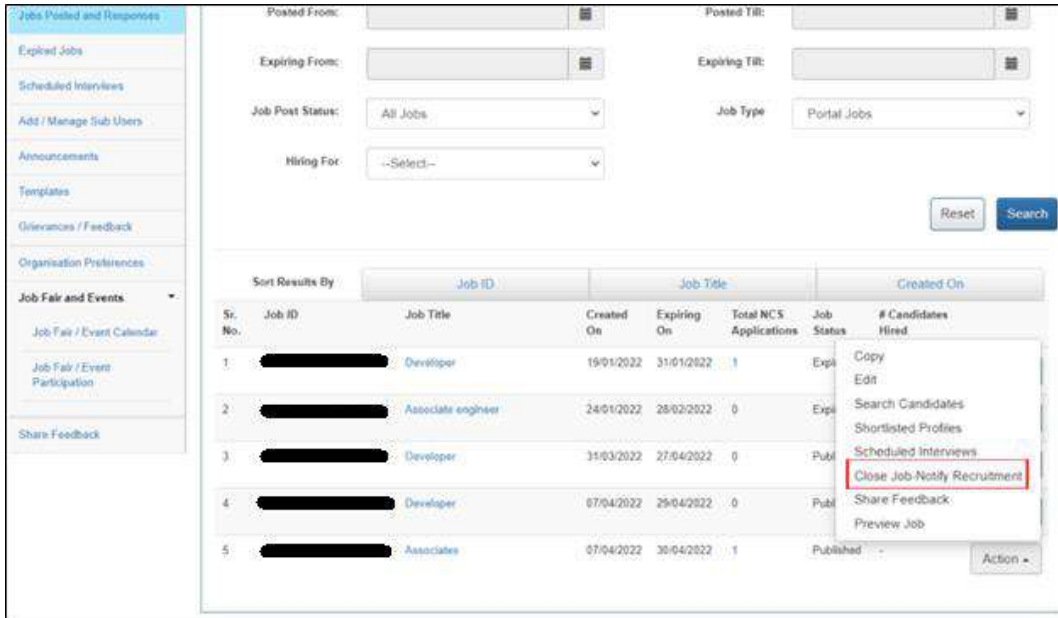
Mobile Number *

Email ID *

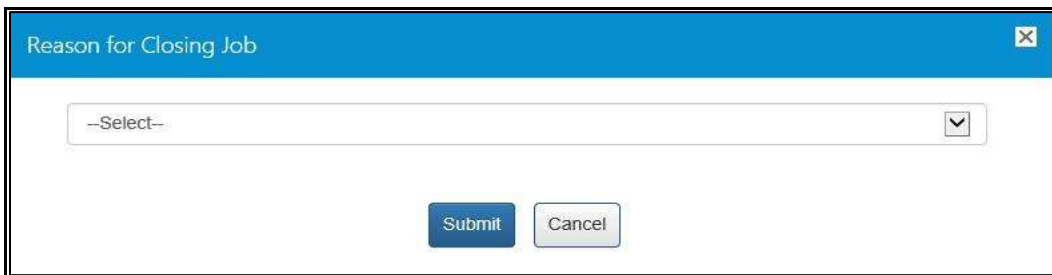
14.4 Job Closure Process

After Placement organisation has got required number of candidates from portal against a posted job, he needs to close the said job on Portal before the expiry date of Job.

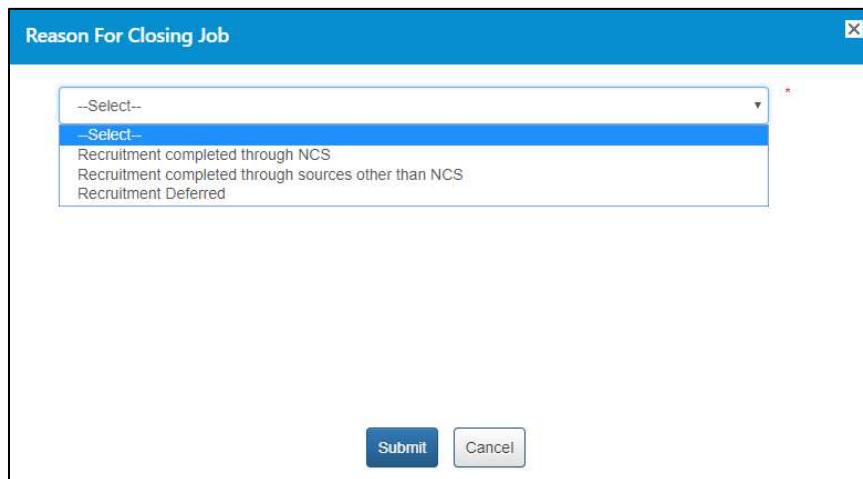
1. Click on **Jobs Posted and Responses** from left panel. The posted job response screen displays.



2. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.



3. Select the appropriate reason for closing the job from the drop-down list: The following options are available:



- a. **Recruitment completed through NCS** – A mandatory field displays when you select this option.

The screenshot shows a window titled "Reason For Closing Job" with a close button in the top right corner. Inside the window, there is a dropdown menu with the text "Recruitment completed through NCS" and a small downward arrow. Below this is a text input field with the placeholder text "Number of candidates hired". At the bottom of the window, there are two buttons: "Submit" and "Cancel".

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. **Recruitment completed through sources other than NCS** – A mandatory field and a mandatory drop-down list display when you select this option.

The screenshot shows a window titled "Reason For Closing Job" with a close button in the top right corner. Inside the window, there is a dropdown menu with the text "Recruitment completed through sources other than NCS" and a small downward arrow. Below this is a text input field with the placeholder text "Number of candidates hired". Below that is another dropdown menu with the text "--Select reasons for not hiring through NCS--" and a small downward arrow. At the bottom of the window, there are two buttons: "Submit" and "Cancel".

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (**Suitable candidates(s) not found on NCS** or **Any Other reason**) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.

The screenshot shows a form titled "Reason For Closing Job" with a blue header and a close button (X) in the top right corner. The form contains four fields, each with a red asterisk indicating it is required:

- A dropdown menu with the selected option "Recruitment completed through sources other than NCS".
- A text input field labeled "Number of candidates hired".
- A dropdown menu with the selected option "--Select reasons for not hiring through NCS--". The dropdown list is open, showing options: "--Select reasons for not hiring through NCS--", "Suitable candidate(s) not found on NCS", and "Any Other reason".
- A text input field for a character limit, currently displaying "Maximum Character Limit 255".

At the bottom of the form are two buttons: "Submit" (blue) and "Cancel" (grey).

A text field displays when you select the **Any Other reason** option from the drop-down.

This screenshot shows the same "Reason For Closing Job" form. The dropdown menu is now set to "Any Other reason", and a text input field has appeared below it, ready for the user to enter the reason. The other fields and buttons remain the same as in the previous screenshot.

Enter the reason in the text field.

c. **Recruitment Deferred** – No mandatory field displays when you select this option.

This screenshot shows the "Reason For Closing Job" form with the dropdown menu set to "Recruitment Deferred". In this case, no additional text fields are displayed, only the dropdown menu and the "Submit" and "Cancel" buttons at the bottom.

4. Click on **Submit** button.

14.5 Search for Events

Follow these steps to search for events:

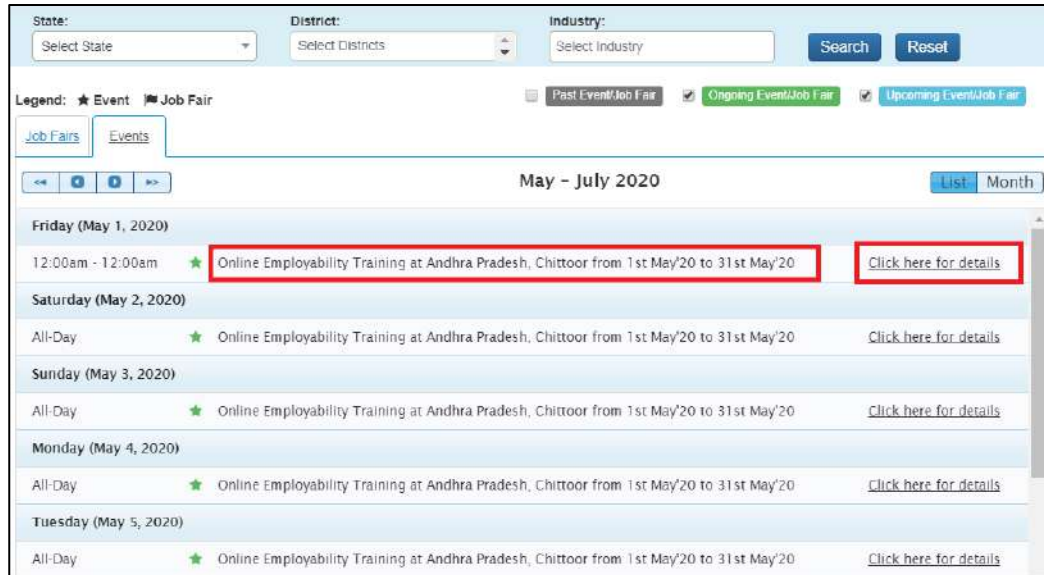
1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.
2. Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:
 - a. **In List Format**
 - i. Results of events that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

The screenshot displays a search interface for events. At the top, there are three dropdown menus for 'State', 'District', and 'Industry', each with a 'Select' option. To the right are 'Search' and 'Reset' buttons. Below the filters is a legend with 'Event' (star icon) and 'Job Fair' (square icon). There are three checkboxes: 'Past Event/Job Fair' (unchecked), 'Ongoing Event/Job Fair' (checked), and 'Upcoming Event/Job Fair' (checked). Below the legend are two tabs: 'Job Fairs' and 'Events'. The main content area shows a calendar view for 'May - July 2020' with 'List' and 'Month' view options. The 'List' view shows a table of events for the first five days of May 2020. Each event listing includes the date, time, a star icon, the event title, location, and duration, followed by a 'Click here for details' link.

Date	Time	Event Title	Location	Duration	Details
Friday (May 1, 2020)	12:00am - 12:00am	★ Online Employability Training at Andhra Pradesh, Chittoor	Chittoor	from 1st May'20 to 31st May'20	Click here for details
Saturday (May 2, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor	Chittoor	from 1st May'20 to 31st May'20	Click here for details
Sunday (May 3, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor	Chittoor	from 1st May'20 to 31st May'20	Click here for details
Monday (May 4, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor	Chittoor	from 1st May'20 to 31st May'20	Click here for details
Tuesday (May 5, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor	Chittoor	from 1st May'20 to 31st May'20	Click here for details

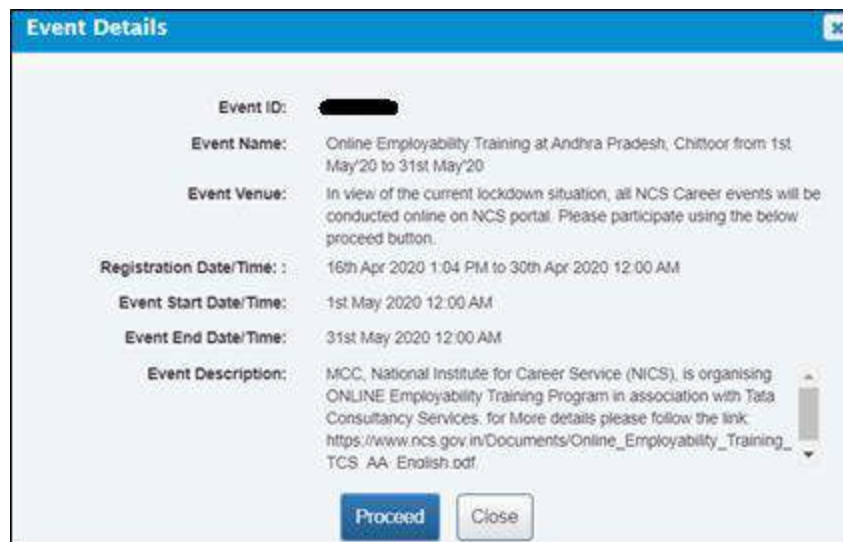
Event Result List

- ii. To view the details of a particular event you can either click the title of the event in the list or click the **Click here for details** link for that event listing.



Event Title and Click here for details Link

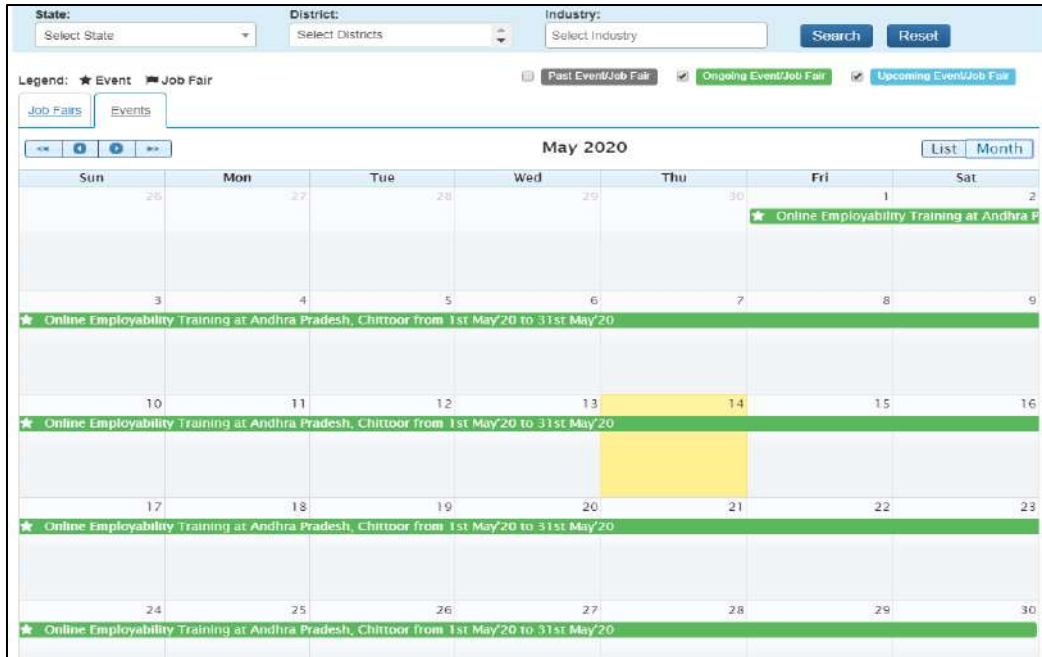
iii. The details of the selected event display on a pop-up.



Event Details Pop-up

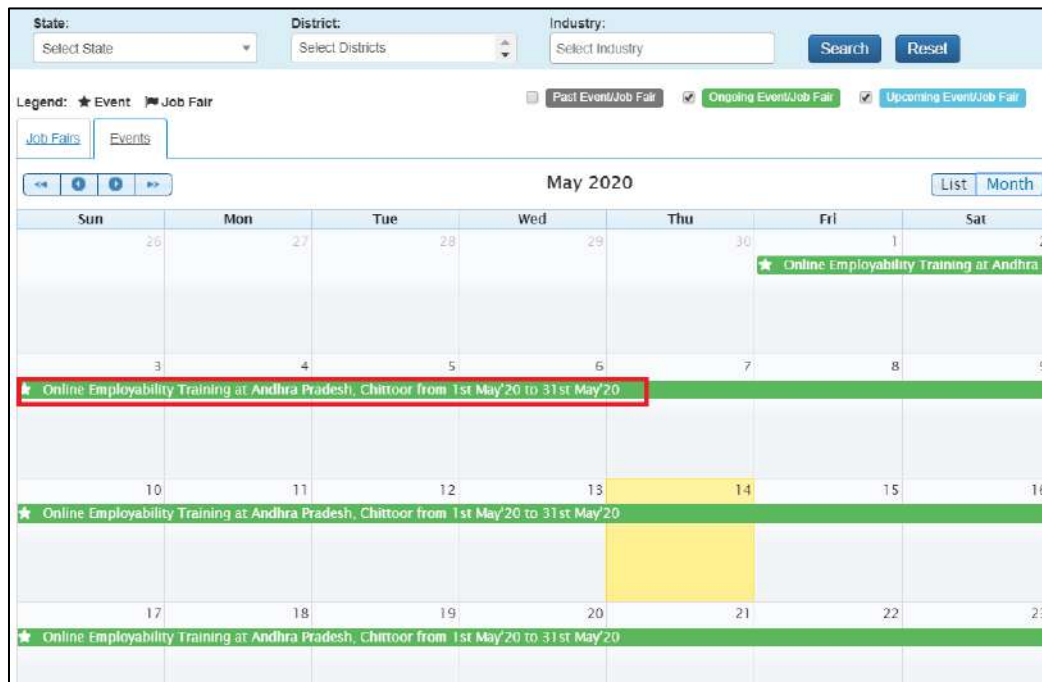
b. In Month Format

- i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays event search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



Event Result Calendar

ii. To view the details of a particular event, click the title of that event on the calendar.



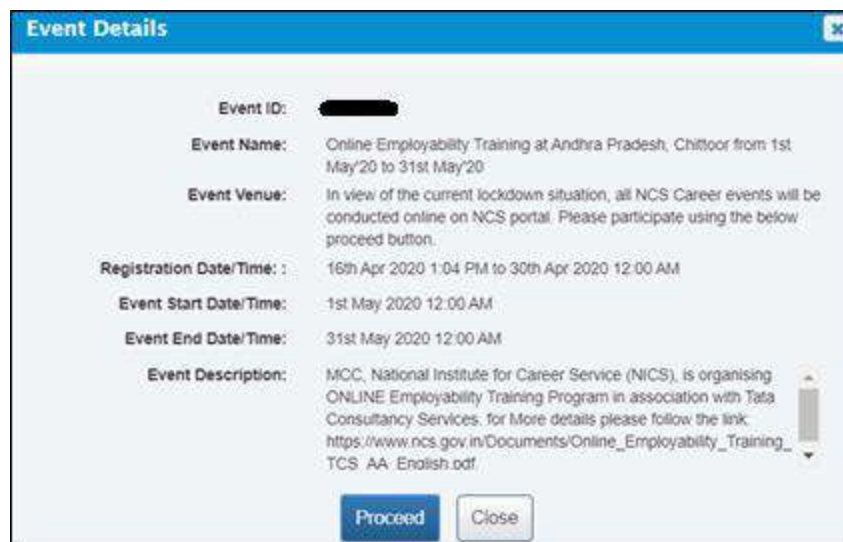
Event Title

iii. The details of the selected event display on a pop-up.

14.6 Participate in an Event

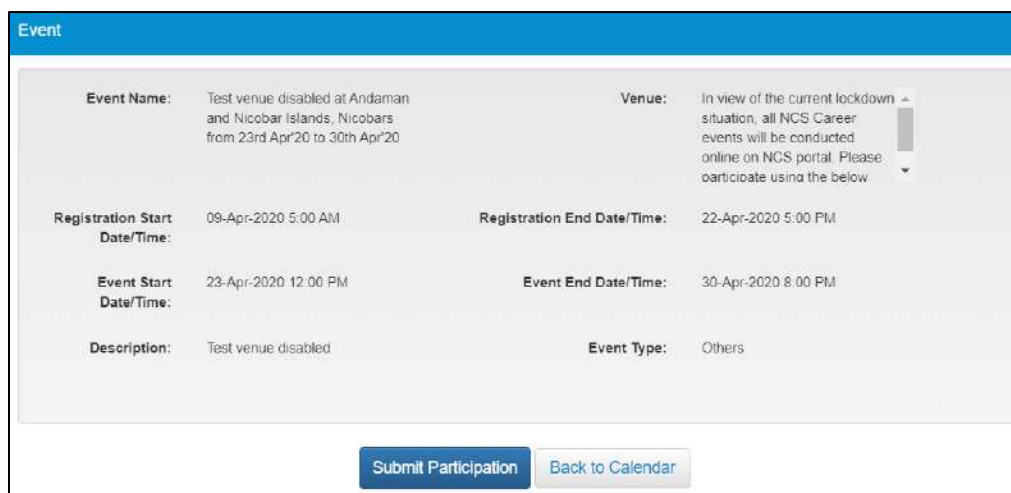
Follow these steps to participate in a particular event:

1. Ensure that the pop-up displaying details of the event you want to participate in is open.



Event Details Pop-up

2. Next, click the **Proceed** button. The **Event Pre-registration** screen displays.



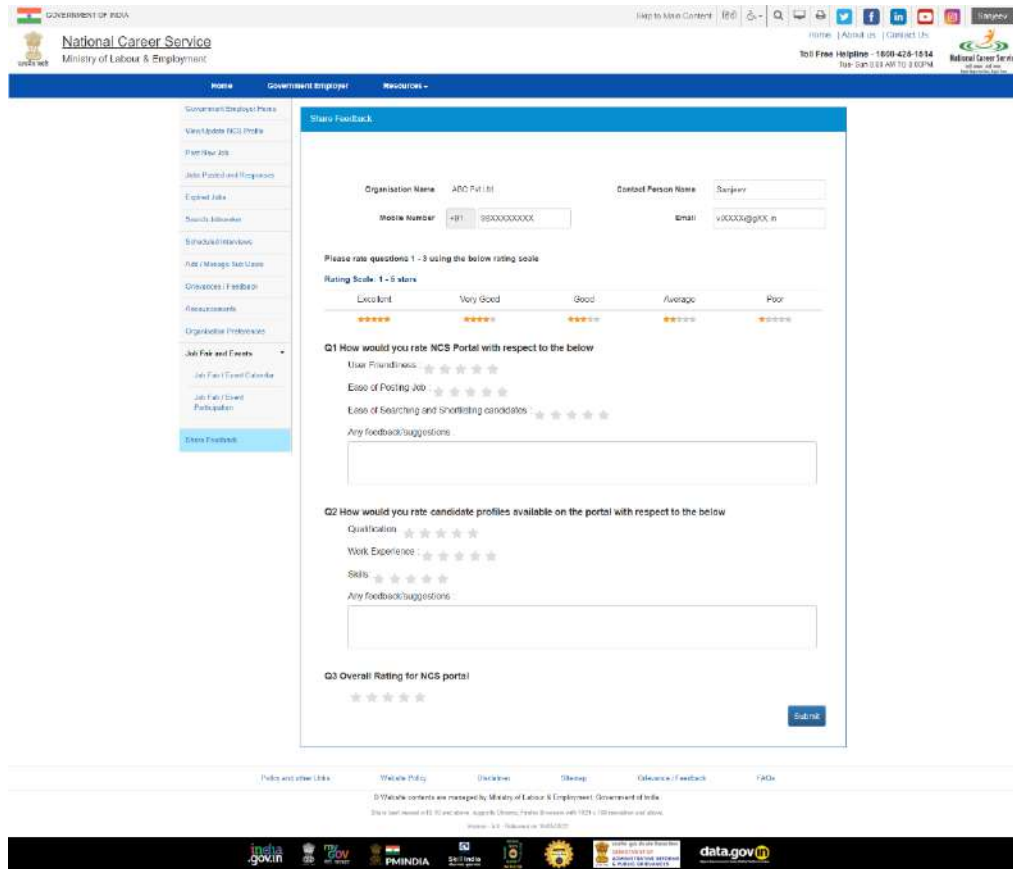
Event Pre-Registration Screen

3. Click the **Submit Participation** button.

15. Share Feedback

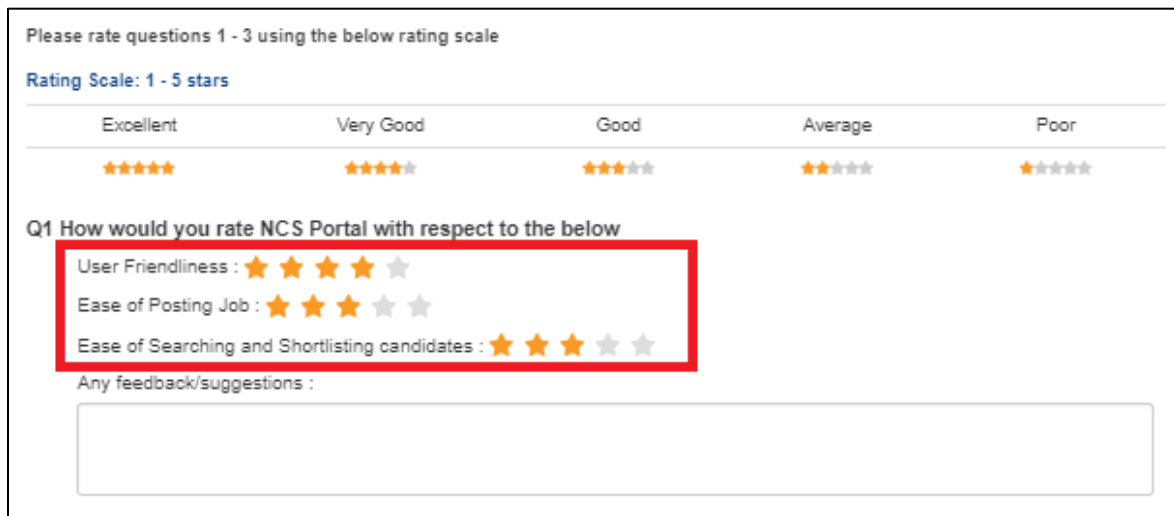
This link allows the you to share feedback about the NCS portal.

1. Click on **Share Feedback** from left panel. The **Share Feedback** screen displays.



Share Feedback Screen

2. Rate all the options for each displayed question (from Q1 to Q3) using the following rating scale: Excellent (five stars), Very Good (four stars), Good (three stars), Average (two stars), and poor (one star).



Rated Question Options

3. Enter feedback or suggestions (optional) in the provided text field.

Please rate questions 1 - 3 using the below rating scale

Rating Scale: 1 - 5 stars

Excellent	Very Good	Good	Average	Poor
★★★★★	★★★★☆	★★★☆☆	★★★☆☆	★★★☆☆

Q1 How would you rate NCS Portal with respect to the below

User Friendliness : ★★★★★

Ease of Posting Job : ★★★★★

Ease of Searching and Shortlisting candidates : ★★★★★

Any feedback/suggestions :

Optional Feedback\Suggestions Field

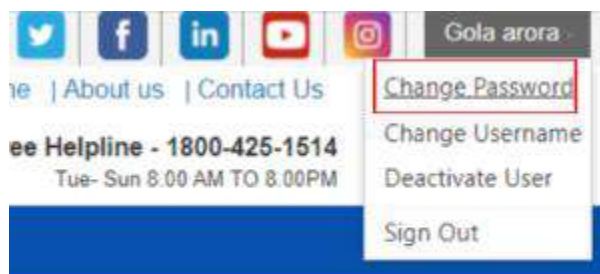
4. Click the **Submit** button. The successful submission message displays.

Note: To submit the feedback it is mandatory to provide a star rating (using the rating scale) for all the options for all the questions displayed on the screen.

Note: The **Share Feedback** screen can also be accessed from the **Action** drop-down for individual items listed on **Jobs Posted and Responses** screen.

16. Change Password

The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.



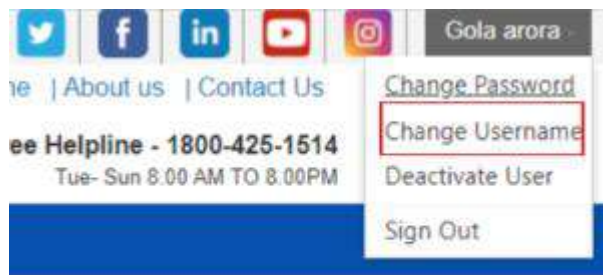
1. Click the **Change Password** option from Sign-Out menu. The **Change Password** screen displays.

Change Password Screen

2. Enter old password
3. Enter a new password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: “pass@word1”.
4. Retype the same password for confirmation
5. Click the **Change Password** button to update the password

17. Change Username

The link “Change Username” is provided in the “Sign-out” menu and this allows user to change Username for the NCS portal.



Change Username option in Sign-Out menu

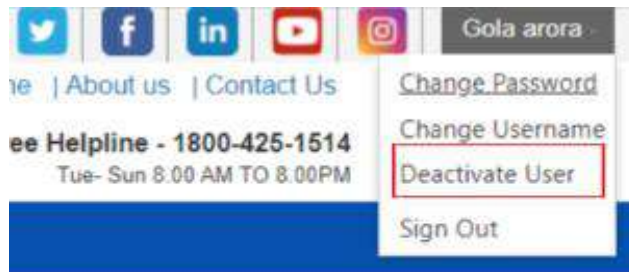
1. Click the **Change Username** option from Sign-Out menu. The **Change Username** screen displays.

2. Enter new Username
3. Click “Check User ID” button to check whether this User ID is available or not to use
4. Click the Generate OTP button
5. An OTP is generated and will be sent to your registered mobile number
6. Enter the OTP you receive
7. Your Username is now changed

18. Deactivate User

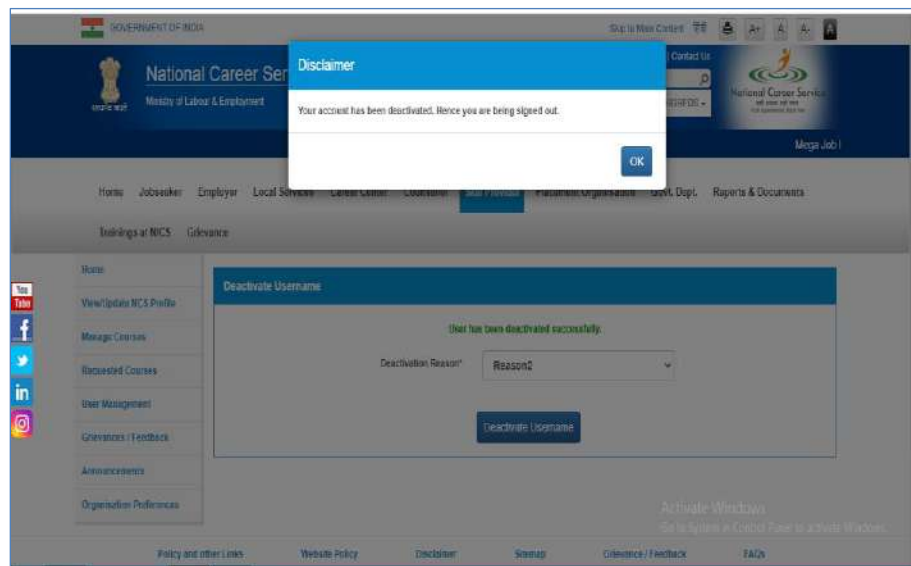
User can now deactivate themselves from the NCS portal. As soon as a user deactivates themselves from the portal, they will be unregistered from the portal. User will be asked to enter the OTP they receive and provide the reason for their deactivation.

Select **Deactivate User** from **Sign Out** menu



Deactivate User option in Sign-Out menu

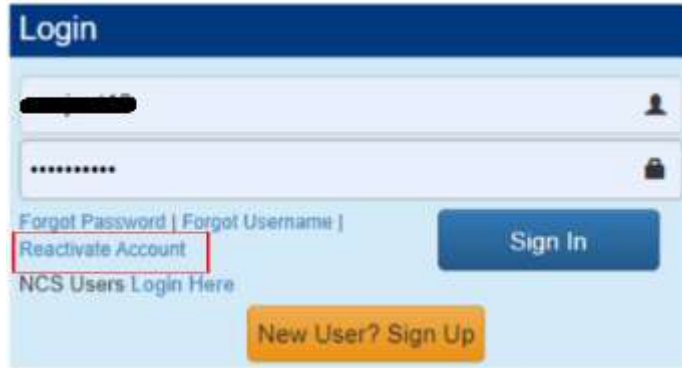
2. Enter **Username** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal



19. Reactivate Account

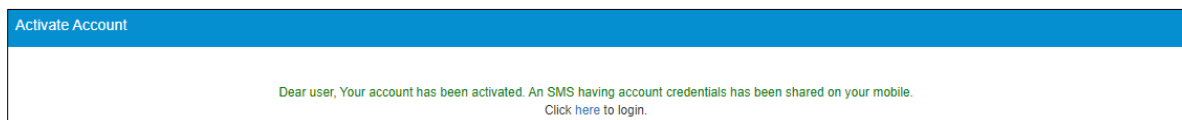
NCS users can now reactivate themselves once they are deactivated from the NCS Portal. A functionality to reactivate an account is available on the home page.

1. Click the **Reactivate Account** link that displays below the **Login** control



2. Select **Government Employer** from the “I am” drop-down list
3. Enter **NCS ID**
4. Enter **Email**
5. Enter **Mobile Number**
6. Enter **Security Code**
7. Click **Generate OTP**
8. Enter OTP and click **Submit OTP**
9. A message is sent with new Username and Password on registered mobile number of the user

10. Click the **Click here** link
11. Enter Username and Password and then click **Login** with new Username and Password

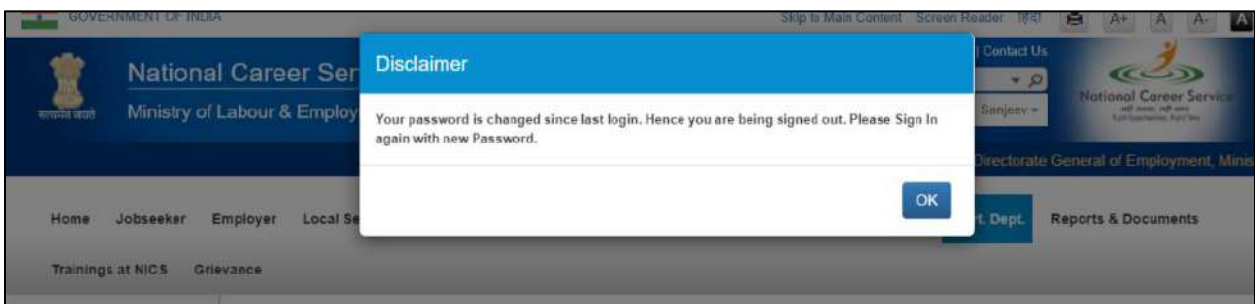


20. Insufficient Password History Enforcement

You cannot use your last password to reset your new password using the Forgot Password or Change Password features. In such case the portal will display a validation message that “Old and New Passwords cannot be same.”

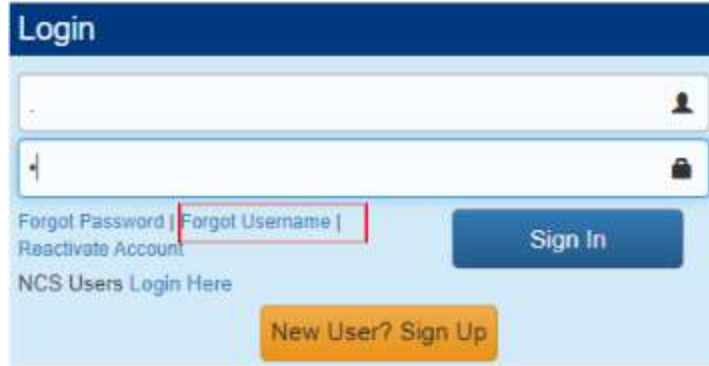
21. User will Logout After Password Change

Now when you change the password, a pop-up will appear displaying the message: “Your password is changed since last login. Hence you are being signed out. Please Sign In again with new Password.” and the system will automatically log you out after 10 seconds.



22. Forgot Username

This particular feature enables the user to retrieve their Username in case they forget it and are thereby unable to log into the NCS portal.



1. Click the Forgot Username link from the NCS Home page. This displays the Forgot Username page
2. Select the Govt. Dept. option from the I am drop-down list

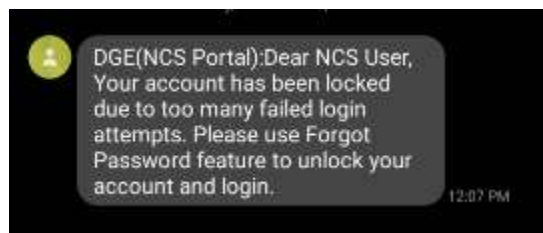
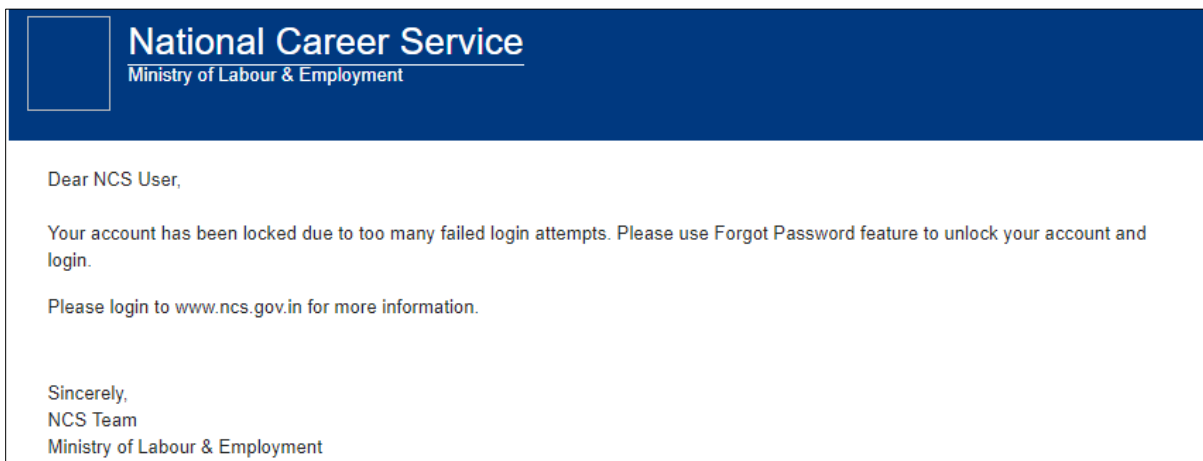
3. Enter NCS ID, Email, Mobile Number, and the security code that displays
4. Click generate OTP button
5. An OTP is generated and will be sent to your registered mobile number
6. Enter OTP you receive
7. Click Submit button
8. The system will retrieve your Username and display it

23. Validation Message on Incorrect Username/ Password

On entering incorrect User Name or Password, you will get a validation message that reads: “Username or Password is incorrect. Please try again”.



After 5 incorrect attempts you will get a message on your registered mobile number and an email on your registered email id stating: “Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login”.



24. Reports and Documents

This link allows you to search for and view Reports and Documents.

1. Click **Resources** from the Top Navigation.
2. Click the **Reports and Documents** option from the menu.

24.1 MIS Reports

This link allows you to search for and view published MIS reports. Reports can be searched on the basis of category, name, year and state.

1. Click **MIS Reports** link from the left panel. This displays the **Reports** screen.

The screenshot shows the MIS Reports interface. On the left is a navigation menu with items: MIS Reports, Analytical Reports, Documents, NCS Policy Documents, EEx Statistics, RTI, Key Performance Indicators, Annual Reports, External Partner Dashboard, and Budget. The main content area has a blue header 'Reports' and a search form with a 'Report Category' dropdown menu currently set to '--Select--'. A note at the top of the main area states: 'Note: As per the Data Cleansing activity conducted on 1st Aug'18, a number of NCS Users have been archived from the system. These users will not be listed in any Post Data Cleansing Reports. Further, some users will be archived on monthly basis as per the Archival Policy of NCS and data w.r.t Active and Approved users will be reflected in all Post Data Cleansing Reports. With effect from 30th Jun'19, Employer reports will consist of data only w.r.t PAN Verified Employers.'

Reports Screen

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

The screenshot shows the MIS Reports interface with the search form filled out. The 'Report Category' dropdown is set to 'Government Department Reports', 'Report Name' to 'Govt. Department Registration Distribution - State wise', 'Year' to '2019-20(Post Data Cleansing)', and 'State' to 'GOA'. Below the search form is a table titled 'Available Reports' with the following data:

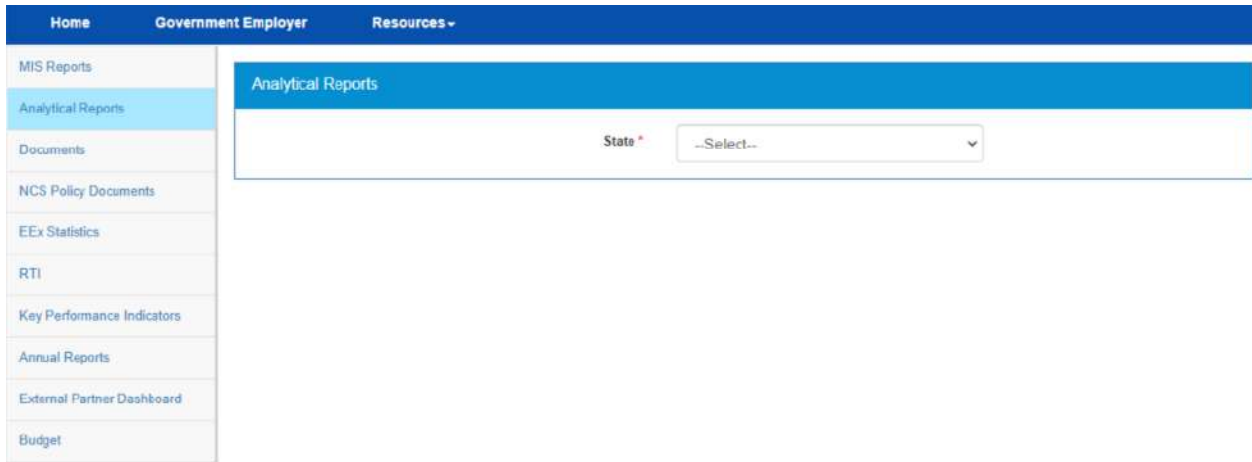
Sr.No.	File Name	File Type	File Size	Published Date
1	Govt. Department Registration Distribution - Goa - 2019-20.html	html	35.1 KB	03/09/2019 04:27 PM
2	Govt. Department Registration Distribution - Goa - 2019-20.xlsx	xlsx	16.54 KB	03/09/2019 04:27 PM

Available Report

24.2 Analytical Reports

This link allows you to search for and view published analytical reports. Reports can be searched on the basis of period and state.

1. Click **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

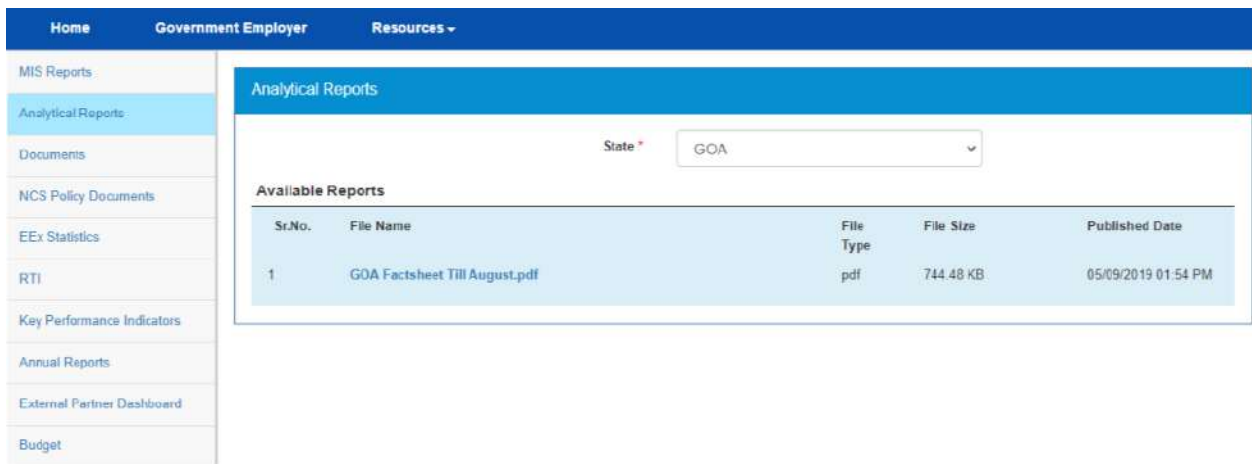


The screenshot shows the 'Analytical Reports' screen. On the left is a navigation menu with items: MIS Reports, Analytical Reports (highlighted), Documents, NCS Policy Documents, EEx Statistics, RTI, Key Performance Indicators, Annual Reports, External Partner Dashboard, and Budget. The main content area has a blue header 'Analytical Reports' and a search form with a 'State *' dropdown menu currently set to '--Select--'.

Analytical Reports Screen

2. Select the period for which report is required from the drop-down list
3. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.



The screenshot shows the 'Analytical Reports' screen with the 'State *' dropdown menu set to 'GOA'. Below the search form is a table titled 'Available Reports'.

Sr.No.	File Name	File Type	File Size	Published Date
1	GOA Factsheet Till August.pdf	pdf	744.48 KB	05/09/2019 01:54 PM

Available Reports

24.3 Documents

This link allows you to view documents related to the NCS portal.

1. Click **Documents** link from the left panel. This displays the **Documents** screen.

File Name	File Size	File Type	Effective Date
v-Book of NCS searched as part of Acad ka Amrit Mahotsav.pdf	4.71 MB	PDF (Portable Document Format)	3/10/2022 4:15 PM

Documents Screen

Click the desired link to view the listed documents.

24.4 NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.

File Name	File Size	File Type	Effective Date
Career Centre guidelines 10 Dec 2014 Final-v3.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Onboarding Policy_07Jan2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS_Policy_for_Counselors-27-05-2016_Final.pdf	undefined	PDF (Portable Document Format)	undefined

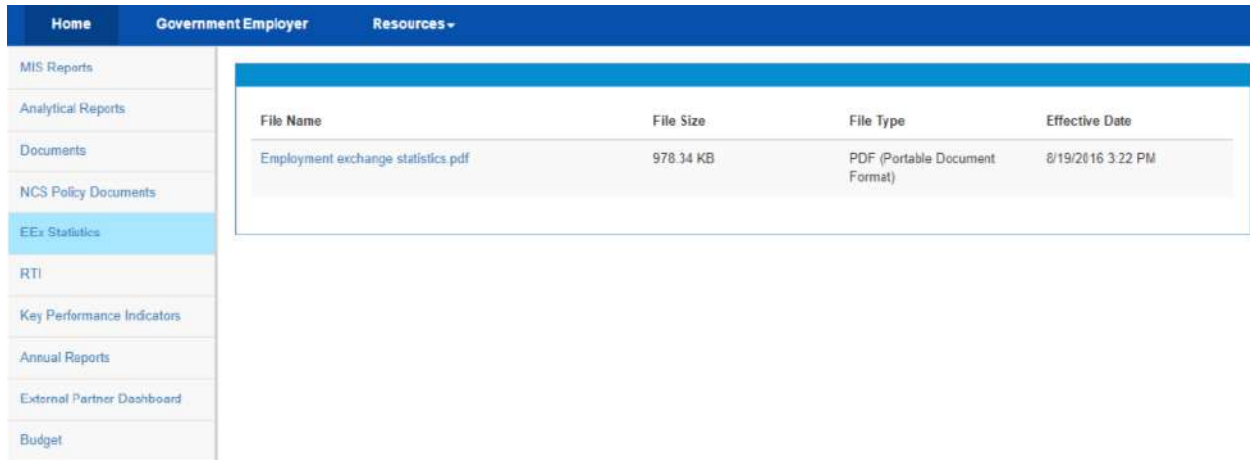
NCS Policy Documents Screen

2. Click the required link to view the listed NCS policies.

24.5 EEx Statistics

This link allows you to view EEx Statistics related to the NCS Postal.

1. Click **EEx Statistics** link from the left panel. This display the list of related documents.



The screenshot shows a web interface with a blue header bar containing 'Home', 'Government Employer', and 'Resources -'. On the left is a vertical menu with items: MIS Reports, Analytical Reports, Documents, NCS Policy Documents, **EEx Statistics** (highlighted), RTI, Key Performance Indicators, Annual Reports, External Partner Dashboard, and Budget. The main content area displays a table with the following data:

File Name	File Size	File Type	Effective Date
Employment exchange statistics.pdf	978.34 KB	PDF (Portable Document Format)	8/19/2016 3:22 PM

EEx Statistics Screen

24.6 RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click **RTI** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.
2. If you click the **Continue** button, you are navigated to the <http://www.labour.nic.in/applications-and-appeals> page where you can file an RTI.

24.7 Key performance Indicators

This link allows you to view key performance indicators.

1. Click the **Reports & Documents** link from the top menu bar and then the **Key Performance Indicators** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

24.8 Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Annual Reports** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.

2. If you click the **Continue** button, you are navigated to the following external URL:
<http://www.labour.nic.in/annual-reports>.

24.9 External Partner Dashboard

This link allows you to navigate to an external website where you can review annual reports. Access to dashboard is for limited users only.

24.10 Budget

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Budget** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL:
<http://www.labour.gov.in/budget>.

Chapter-6

Procedure related to PLACEMENT ORGANISATION

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1. Overview

In the National Career Service (NCS) portal a placement organisation is akin to a person who runs a private business. The NCS portal helps a placement organisation to search for jobseekers matching their requirements and place these jobseekers in appropriate professions. To do so the placement organisation has to register themselves with the NCS portal.

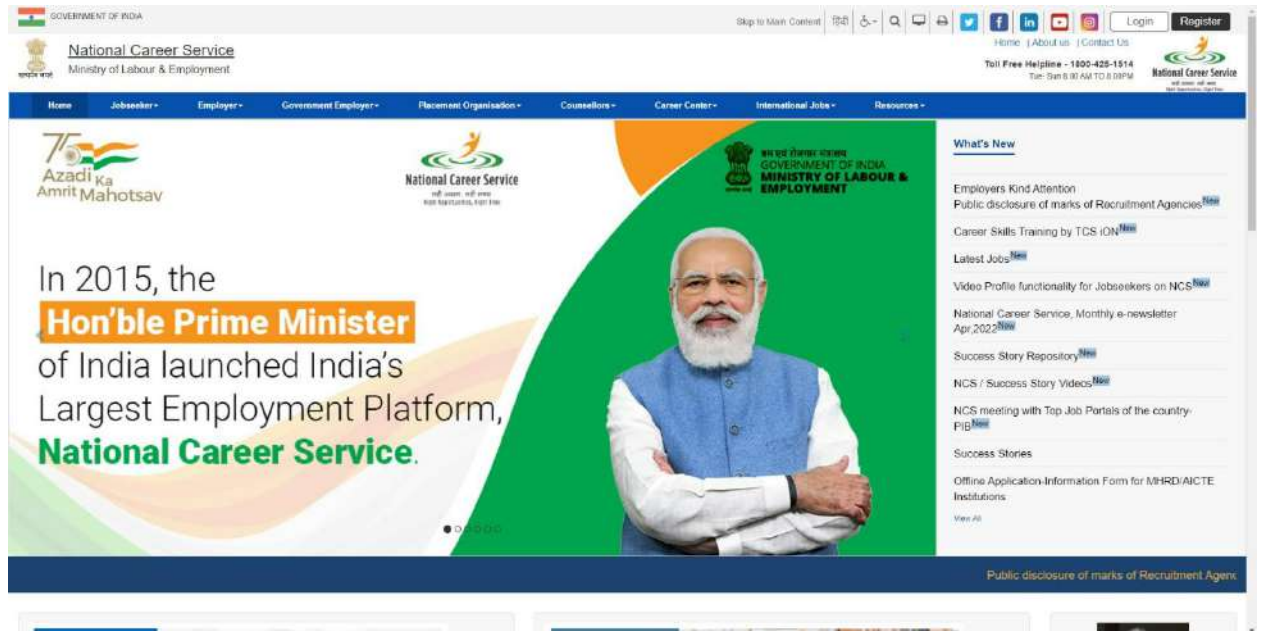
The placement organisation menu covers the following functionality:

- Placement Organisation Home
- View/Update NCS Profile
- Post New Job
- Post International Job
- Search Jobseeker
- Jobs Posted and Responses
- Expired Jobs
- Scheduled Interviews
- Add/Manage Sub Users
- Announcements
- Templates
- Grievance/Feedback
- Organisation Preferences
- Job Fair and Events
- Share Feedback

2. Getting Started

2.1 Access the Application

To access the National Career Service portal (NCS Portal), open URL <https://www.ncs.gov.in>. The Home page will be displayed.



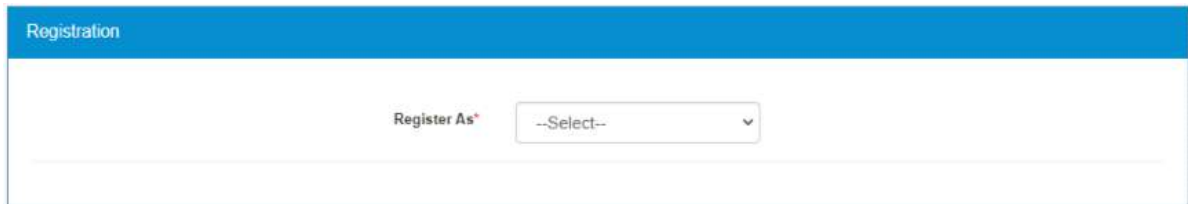
NCS Portal Home Page

2.2 Signup/Registration

The Placement Organisation needs to register on the NCS portal. **Register** button allows you to initiate the registration process. The registration process allows you to create a password and generate a user name for future logins to use the other functionalities. Alternatively, you can navigate to **Login** page and initiate the registration.

Login Section

1. Click on **New User? Sign Up** button from login page. The registration screen displays.



The screenshot shows a registration interface. At the top, there is a blue header bar with the word "Registration" in white. Below the header, the main content area is white. In the center, there is a label "Register As*" followed by a dropdown menu. The dropdown menu currently displays "--Select--" and has a small downward-pointing arrow on its right side. Below the dropdown menu, there is a horizontal line.

Register As Screen

2. Select the Placement Organisation option from the **Register As** drop-down. This displays the Placement Organisation user registration screen.

GOVERNMENT OF INDIA
National Career Service
 Ministry of Labour & Employment

Skip to Main Content

Home | About Us | Contact Us
 Toll Free Helpline - 1800-425-1514
 Tue, Sun 8:00 AM - 10:15:00 PM

Home | Jobseeker | Employer | Government Employer | Placement Organisation | Counselors | Career Center | International Jobs | Resources

Registration

Register As: Placement Organisation

Registered With: Others

Vjay Associates

Registration Number:

Organization Name: Vjay Associates

Former Registered Name:

Organization Type: Private

Sector: Hotels, Food Service and Catering

Description:

Maximum 500 Characters are Allowed in Description.

Is Proprietary?

Registered Office

Address 1: Model Town Delhi

Address 2:

State: Delhi

District: Central

Sub-District/Taluka/Tehsil: Central

City/Village: New Delhi

Pincode: 110007

Phone: +91 Area Code Phone Extn

Note: Please input area code without leading 0.

Mobile Number: +91 88XXXXXXX

Company Email: vjxxxxxx@com

Website URL:

Identity Information

Proprietor's PAN: XXXXXXXX

Proprietor's Name: Vjay

Note: Full Name as provided in Form 49A of PAN Application (Not the Name you got registered on the card).

Date of Birth: [Calendar Icon]

Contact Details

Contact Number: +91 Area Code Phone Extn

Note: Please input area code without leading 0.

Mobile Number: +91 88XXXXXXX

Email: vjxxxxxx@com

Contact Designation: DDO

User ID: vjyjkumar1 [Check UserID](#)

Username is available.

Password: [Masked]

Allowed characters are alphanumerics (A-Z,a-z, 0-9), @, #, \$, %, &, ' and special characters (eg!~*?&).

Retype Password: [Masked]

Miscellaneous

Enter Security Code: B P H V 9

Type Captcha: [Input: BPHV9]

I agree to terms and conditions [click here](#)

[Submit](#) [Cancel](#)

Registration Screen

3. Select the **Registered with** Dropdown
4. Enter the Registration number
5. Enter Organisation Name
6. Enter Former Registered Name
7. Select the Organisation Type from the drop-down
8. Select the Sector from the drop-down
9. Enter organisation's description
10. Check the **Is Proprietary?** check box, if required. This will allow you to register yourself as a Proprietary Owner.

Note: In a registration, where the Is Proprietary? check box is checked, the Organisation PAN (Permanent Account Number) and Year of Incorporation fields are removed from Identity Information section of the screen and replaced with Proprietor's PAN, Proprietor's Name, and Proprietor's DOB (Date of Birth) fields. Also, the Person Name field is removed from the Contact Details section of the Registration screen.

The image shows a portion of a web form. At the top, there is a label 'Description' followed by a large empty text input field. Below the input field, a note states 'Maximum 500 Characters are Allowed in Description.' Below this, there is a label 'Is Proprietary?' followed by an unchecked checkbox. A red rectangular box highlights the 'Is Proprietary?' label and the checkbox.

Is Proprietary? Check Box

11. Enter the address for the registered office
12. Select a state from the drop-down list
13. Select a district from the drop-down list
14. Select a sub-district, taluka, or tehsil from the drop-down list
15. Select the name of city or village from the drop-down list
16. Enter the pin code
17. Enter the landline number with area code and extension (if any)
18. Enter the ten-digit mobile number
19. Enter the company's Email ID
20. Enter the company's official website address or URL
21. Enter the organisation PAN
22. Select year of incorporation from the drop-down list

Note: If the Is Proprietary? check box is checked, the Identify Information section will display the Proprietor's PAN, Proprietor's Name, and Proprietor's DOB (Date of Birth) fields instead of Organisation PAN and Year of Incorporation fields. In such a case the proprietor's PAN would be considered as the organisation PAN.

23. Enter contact person's name

Note: This field does not display if the Is Proprietary? Check box is checked.

24. Enter landline number of the contact person
25. Enter the ten-digit mobile number for the contact person
26. Enter the Email ID of the contact person
27. Enter designation of the contact person in the organisation
28. Enter User ID and then click the **Check User ID** button to check the availability of the entered ID
29. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
30. Retype the same password for confirmation
31. Enter security code as shown in image
32. Check the **I agree to terms and conditions** check box. To read the terms and conditions document of the NCS portal, click the **Click Here** link.
33. Click the **Submit** button. After successful registration the **Registration Status** screen displays and a One Time Password (OTP) is send to your mobile number and also to your email ID (if mentioned during the registration).

Registration Status

User NCS ID is [REDACTED]

Verify Mobile via OTP

Please enter the OTP that is sent on your Mobile No. [REDACTED]

Please enter verification code [REDACTED] Verify

Please input valid Mobile OTP

If verification code not received Resend the code.
or Edit Mobile Number.

Verify Email via OTP

Please enter the OTP that is sent on your Email Id. [REDACTED]

Please enter verification code [REDACTED] Verify

If verification code not received Resend the code.
or Edit Email ID.

1800-425-1514
Open Tue - Sun 08:00am to 08:00pm

Registration Status Screen

34. Enter the OTP verification code which you receive on registered mobile number and then the OTP which you receive on your email ID (mentioned in the User Details section of the registration form) by clicking the respective **Verify** button.

Note: Whenever the user's email ID is updated, the same needs to be verified.

Note: Click on **Resend** link, if you do not receive the OTP.

35. After entering the OTP, Click on **Submit** button. Your account will be created successfully.

36. **Note:** Employer can login and view/update their profile but cannot use the other functionality until their PAN number is verified.

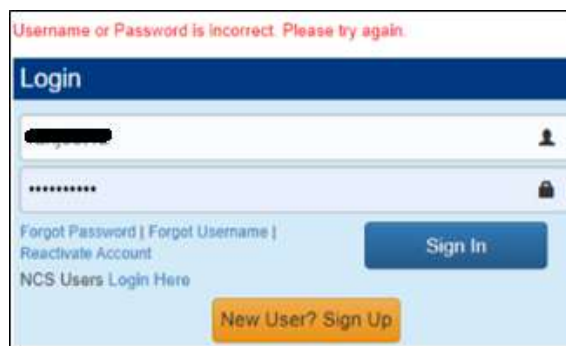


Successful Registration Notification

2.3 Login into the NCS Portal

1. Enter login ID
2. Enter password
3. Click the **OK** button. This displays the Placement Organisation home screen.

Note: If you consecutively enter the wrong password. In such a case the **Forgot Password** option is enabled that allows you to reset your password.



Incorrect Password Notification

After login, you will navigate to the Placement Organisation home page where you can only access the View/Update Profile option, until and unless the Organisation PAN (if you are not a proprietorship user) or the Personal PAN (if you are a proprietorship user) identification is verified. Once, verification is successful then you can access all the tabs displayed on the left navigation panel.



PAN Verification Pending Notification

If your Organisation PAN or the Personal PAN verification fails then the portal displays a message mentioning the reason for failure and sets the PAN Verification status as “Failed”.

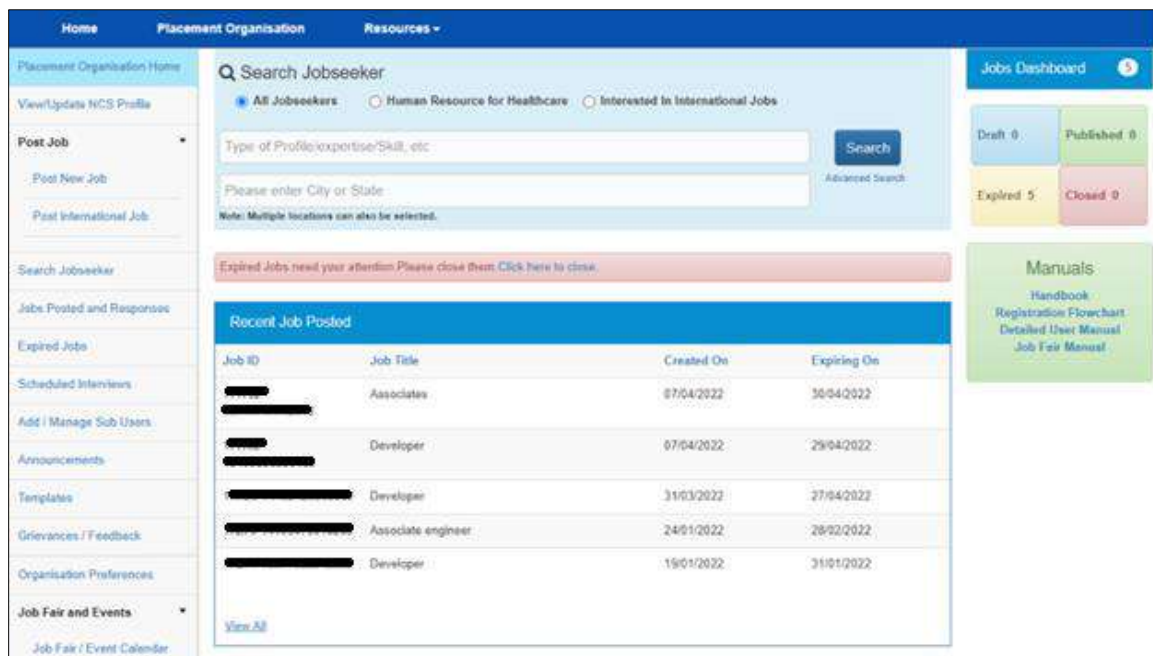
The PAN verification can fail due to the following reasons:

For a proprietorship user registration (where the **Organisation Type** is “Private Sector” and the **Is Proprietary?** check-box is checked):

- the reason for failure of Personal PAN verification could be an incorrect: Proprietor’s PAN, Proprietor’s Name, or Proprietor’s Date of Birth (DOB)
- For other than proprietorship user registration (where the **Organisation Type** is “Private Sector” and the **Is Proprietary?** check-box is left unchecked):
 - the reason for failure of Organisation PAN verification could be an incorrect: Organisation PAN, Organisation Name, or Organisation’s Year of Incorporation)

However, if the Organisation PAN or the Personal PAN verification fails, you can update or edit the required details and then again wait for verification to be successful with the newly updated details.

After this verification is successful, all the features on the left navigational panel become available for use.



2.4 View/Update Placement Organisation Profile

This link allows you to view and update your profile.

1. Click the **View/Update Profile** link from the left panel. This displays the Placement Organisation profile screen.

The screenshot shows the 'Placement Organisation Profile' page. The left sidebar has a menu with 'View/Update MCS Profile' highlighted. The main content area is divided into three sections: 'Registered Office', 'Identity Information', and 'Contact Details'. The 'Registered Office' section contains fields for Address 1, Address 2, State (Delhi), District (North East), Sub-District/Taluka/Tehsil (North East), City/Village (North), Pincode (110004), Phone (+91 Area Code Phone Ext), Mobile Number (+91 99XXXXXXX), Company Email (xyz@gmail.com), and Web Site URL. The 'Identity Information' section shows a green message: 'Organisation PAN Verification Successful'. The 'Contact Details' section contains fields for Person Name (Ranjeet Kumar), Contact Number (+91 Area Code Phone Ext), Mobile Number (+91 99XXXXXXX), Email (ranXXXX@gmail.com), and Contact Designation (Driver). At the bottom of the 'Contact Details' section are 'Update' and 'Cancel' buttons.

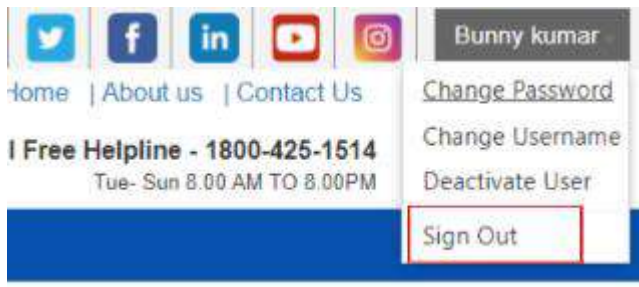
Profile Screen

2. Edit the desired details.
3. Click the **Update** button to save the changes

4. Cancel button will take user to Placement Organisation screen.

2.5 Logout of the Application

At any point user can logout by using the **Sign Out** option.



3. Post New Job

This link allows you to post a new job on the NCS portal as a Placement Organisation.

3.1 Post a New Job

1. Click the **Post New Job** link from the left panel. This displays the **Post New Job** screen.

The screenshot shows the 'Post New Job' form with the following fields and options:

- Hiring For:** Other Organisation (dropdown)
- Employer Name:** Text input field
- Employer Address:** Text input field (Maximum 1000 Characters are Allowed)
- Reference ID:** Internal Job Reference ID (text input)
- Job Title:** Text input field
- Sector:** Select dropdown (Explanatory Note on Sectors)
- Functional Area:** Select dropdown
- Functional Role:** Select dropdown
- Job Description:** Text area (Minimum 100 and Maximum 2000 characters are allowed. Alphanumeric and special characters are allowed except '${}$'. Do not enter any URL.)
- Nature of job:** Select dropdown
- Number of Vacancies:** Text input field (It is considered as not checked)
- Expiring On:** Select from calendar (Job expiry date should be less than 180 days)
- Job Location:** Radio buttons for All India and Select Location(s)
- Gender Preferences:** Select dropdown
- Ex-Servicemen preferred:** Radio buttons for No and Yes
- Is the job for differently abled (PwD)?** Radio buttons for No and Yes (Yes is selected)
- Required Qualifications:** Essential Qualifications dropdown
- Additional Information:** Expandable section
- Age/Date of Birth Preference:** Expandable section
- Contact Details:** Expandable section with sub-sections:
 - Contact Details:** Display Contact Information in the Job Posting (checkbox)
 - Person Name:** Text input field
 - Phone Landline:** Text input field with +91, Area Code, Phone, and Extn fields
 - Mobile Number:** Text input field with +91 and 11 digit Mobile Number fields
 - Email:** Text input field (Example: name@example.com)
 - Share Mobile with Jobseekers:** checkbox
 - Share Email with Jobseekers:** checkbox

Buttons at the bottom: Post Job, Save As Draft, Cancel

Post New Job Screen

2. Select "Hiring For" whether you are hiring for your own or for any other organisation (for your client).
3. Enter name of employer (when hiring for another organisation)

4. Enter employer address (when hiring for another organisation)
5. Select the Display Employer’s Name on Job Posting check box, if you want the employer’s name displayed on the job posting (when hiring for another organisation)
Note: If unchecked the employer’s name is not displayed on the posted job and the jobseeker cannot identify the organisation that is providing employment.
6. Enter Job Reference Id.
7. Enter Job Title.
8. Select Job Sector from the drop-down list.
9. Select Functional Area.
10. Select Functional Role.
11. Enter job description - While posting a job, keywords for the job will be picked from the entered Job Description and will appear under the **Suggested Key Skills** section. You can also add other keywords that are not available in Job description and after adding the key skills these words will display under the **Effective Key Skills** section. You can select the Suggested key skills by selecting the check-box and can make then effective key skills.
12. Select **Nature of Job** from the drop-down list
13. Enter the Number of Vacancies
14. Click on **Calendar** icon and then select job Expiry Date.
Note: Job Expiry date should be less than 100 days.
15. Select Job Location which is a mandatory field and recruiter can either select location as “All India” or a “Specific Location” (This field also takes auto complete Location)
16. Select Gender Preference from the drop-down list
17. Click on **Ex-Serviceman preferred** check box, if you are retired from service.
18. Select the option **If the job for differently abled (PwD)**.
19. Select an option from the **Essential Qualifications** drop-down.

If you select any of the options from “Up to 9th”, “10th Pass”, “12th Pass”, “ITI”, “Diploma after 10th”, “Diploma after 12th” or “PG Diploma” then you do not need to give any further information about studies.

If you select any of the qualifications from “Graduate”, “Post Graduate”, or “PHD”, a mandatory option (a radio button group) to add Specific Educational Qualifications is provided.

Required Qualifications	
Essential Qualifications *	Post Graduate
Do you need people with specific Educational Qualifications? <input type="radio"/> No <input type="radio"/> Yes	
<small>Note: For getting better candidates, we would suggest you to add required education qualifications</small>	

If you select the “No” option there is no need to provide any specific educational qualification. However, if you select the “Yes” option, then a link “Add Essential Qualification” displays that enables you to add details for the essential qualification.

On clicking the link, a pop-up displays where you need to enter, details for: “Highest Qualification”, “Essential Qualification”, and “Essential Qualification Specialization” (Non-Mandatory).

20. Also, if you select “Graduate” as the Essential Qualification then you only have to add Graduation related details such as Graduate Degree, and Specialization, and Year of Passing.

If you select the “Post Graduate” as the Essential Qualification then you need to add information about Graduation and Post-Graduation and Year of Passing

If you select the “PHD” as the Essential Qualification then you need to provide details of Graduation, Post-Graduation, PHD, and Year of passing of all the entered qualifications.

Click the +Add Essential Qualification link. The Add Qualification pop-up displays.

After adding the Educational data with the area of specialization, the Required Qualifications section will look like this:

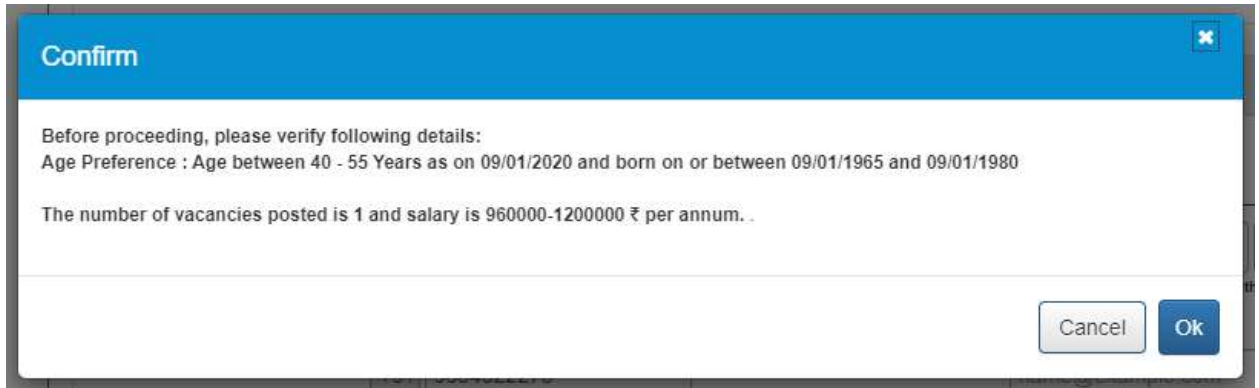
After Adding the Qualification and Specialization

21. Click on the additional Information.

22. Select an Organisation Type from the dropdown.
23. Select Minimum and Maximum Experience in Years from the drop-down.
24. Enter minimum and maximum salary.
25. Select Salary/Wage type from the drop-down.
26. Enter the days availability to join.
27. Select the appropriate caste category check box.
28. Click on “Age/Date of birth” preference.
29. Select candidate’s Min and Max age preferences from the drop-down.
30. On job Posting Page PO can specify the age range restriction for the jobseekers who would be eligible to apply for the said job. For example, an PO can specify that only candidates or jobseekers between the age range of 21 years (minimum age) and 24 years (maximum age) can apply for a job. This enables the PO to filter out unwanted applications based on age range specified for the job.

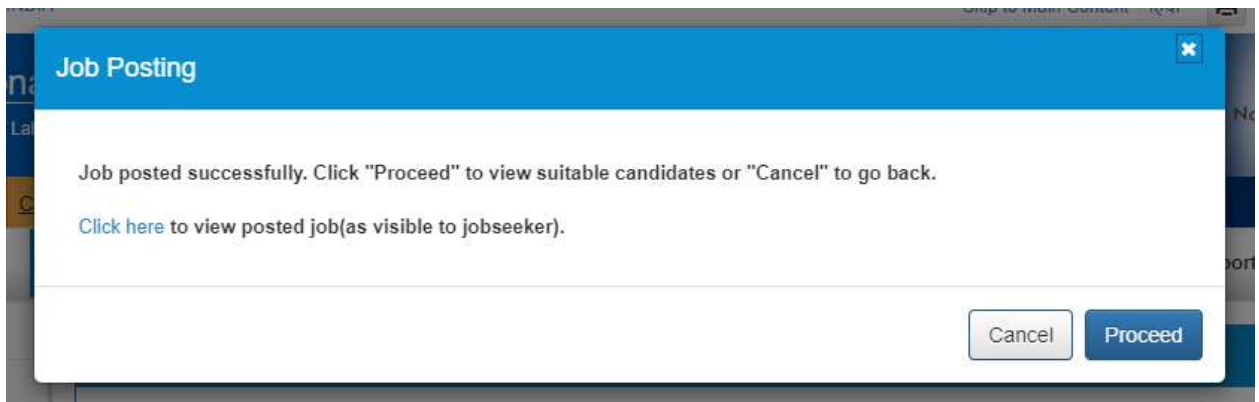
To apply this filter, the user needs to choose a base date from the As On Date calendar control. Next, the user needs to define the date range using either the Age Preference (minimum and maximum age range) fields or the Date of Birth Preference (date of birth range) fields. Any option selected by the user is in respect to the base date that has already been selected from the As On Date field.

31. Click on Contact Details.
32. Enter contact person’s name
33. Enter landline number
34. Enter mobile number
35. Enter Email ID
36. Click on check box, if you wish to share your mobile number with Jobseeker.
37. Click on check box, if you wish share your email with Jobseeker.
38. Click on **Post Job** button
39. The **Confirm** pop-up displays



Note: This pop-up enables you to view and verify specific job details, such as age preference (if any), number of vacancies, and salary, before you can post the job on the portal.

- a. Click **Ok** to post the job
 - i. The **Job Posting** pop-up displays



40. Click **Proceed** to view suitable candidates (on the **Other Eligible Candidates** tab of the **Search User** screen) that match the job posting
41. Click **Cancel** if you do not want to view candidates that match the job post
42. Click the **Click here** link to display job description in a separate window (job details are displayed as the candidate would see them)
43. Click **Cancel** to prevent job posting
44. Click on **Save as Draft** button, if you wish to save current job in draft mode.
45. The **Confirm** pop-up displays
 - b. Click **Ok** to save the post as a draft
 - c. Click **Cancel** to prevent saving a draft copy
 - d. Cancel button will take user to Placement Organisation's Home Page.

3.2 Post International Job

This link allows you to post a new international job on the NCS Portal as an Placement Organisation.

1. Click the **Post International Job** link from the left panel. This displays the **Post International Job** screen.

The screenshot shows the 'Post International Job' form. Key fields include:

- Reference ID:** Internal Job Reference ID
- Job Title:** [Text input]
- Sector:** Public Administration and D (dropdown)
- Functional Area:** --Select-- (dropdown)
- Functional Role:** --Select-- (dropdown)
- Job Description:** [Text area, 100-2000 characters]
- Nature of job:** --Select-- (dropdown)
- Number of Vacancies:** [Text input]
- Expiring On:** Select from calendar
- Add Countries:** [Text input]
- Occupation(s):** [Text input]
- Gender Preferences:** --Select-- (dropdown)
- Ex-Servicemen preferred:** No / Yes (radio buttons)
- Is the job for differently abled (PwD)?** No / Yes (radio buttons)

Post International Job Screen

2. Enter job reference id
3. Enter Job Title

4. Select the Sector
5. Select Functional Area
6. Select Functional Role
7. Enter job description – Alphanumeric and special characters are allowed except ‘;↔\ \ Do not enter any URL.
8. Select Nature of job from the drop-down.
9. Enter the Number of Vacancies.
10. Click on **Calendar** icon and then select job expiry date
Note: Job Expiry date should be less than 100 days.
11. Search and select the Countries. (Multiple countries can be selected)
12. Search and select the Occupation. (Multiple occupations can be selected)
13. Select gender preference from the drop-down
14. Click on **Ex-Serviceman preferred** check box, if the requirement is for Ex servicemen.
15. Select the option **If the job for differently abled (PwD)**.
16. Select an option from the **Essential Qualifications** drop-down.

If you select any of the options from “Up to 9th”, “10th Pass”, “12th Pass”, “ITI”, “Diploma after 10th”, “Diploma after 12th” or “PG Diploma” then you do not need to give any further information about studies.

If you select any of the qualifications from “Graduate”, “Post Graduate”, or “PHD / Super Specialist”, a mandatory option (a radio button group) to add Specific Educational Qualifications is provided.

Required Qualifications	
Essential Qualifications *	Post Graduate <input type="button" value="v"/>
Do you need people with specific Educational Qualifications? <small>Note: For getting better candidates, we would suggest you to add required education qualifications</small>	<input type="radio"/> No <input type="radio"/> Yes

If you select the “No” option there is no need to provide any specific educational qualification. However, if you select the “Yes” option, then a link “Add Essential Qualification” displays that enables you to add details for the essential qualification.

On clicking the link a pop-up displays where you need to enter, details for: “Highest Qualification”, “Essential Qualification”, and “Essential Qualification Specialization” (Non Mandatory).

17. Also, if you select “Graduate” as the Essential Qualification then you only have to add Graduation related details such as Graduate Degree, and Specialization, and Year of Passing.

If you select the “Post Graduate” as the Essential Qualification then you need to add information about Graduation and Post-Graduation and Year of Passing

If you select the “PHD” as the Essential Qualification then you need to provide details of Graduation, Post-Graduation, PHD, and Year of passing of all the entered qualifications.

Required Qualifications

Essential Qualifications *

Do you need people with specific Educational Qualifications? No Yes [+ Add Essential Qualification](#)

Note: For getting better candidates, we would suggest you to add required education qualifications

Click the +Add Essential Qualification link. The Add Qualification pop-up displays.

+ Add Qualification

Highest Qualification *

Essential Qualification *

Essential Qualification Specialization

After adding the Educational data with the area of specialization, the Post International Job page will look like this:

Essential Doctorate/Ph.D Qualification	Essential Doctorate/Ph.D Qualification Specialization
M.Phil. (Master of Philosophy)	Advertising/Mass Communication OR Agriculture OR Anthropology OR Arts & Humanities OR Automobile EDIT
OR	
D.M. (Doctorate of Medicine)	Child & Adolescent Psychiatry OR Cardiology OR Clinical Haematology OR Clinical Immunology EDIT
Year of Passing <input type="text" value="From"/> <input type="text" value="To"/> <small>Duration applicable for current section.</small>	
AND	
Essential UG Qualification	Essential UG Qualification Specialization
B. Optom. (Bachelor in Clinical Optometry)	Clinical Optometry EDIT
Year of Passing <input type="text" value="From"/> <input type="text" value="To"/> <small>Duration applicable for current section.</small>	
AND	
Essential PG Qualification	Essential PG Qualification Specialization
CS (Company Secretary)	INTER EDIT
OR	
M.Com. (Master of Commerce)	EDIT
Year of Passing <input type="text" value="From"/> <input type="text" value="To"/> <small>Duration applicable for current section.</small>	

After Adding the Qualification and Specialization

18. Select Minimum and Maximum Experience in Years from the drop-down.
19. Enter minimum and maximum salary
20. Select Salary/Wage type from the drop-down
21. Enter the days availability to join
22. Select the appropriate caste category check box.

23. Select candidate's Min and Max age preferences from the drop-down

On job Posting Page Employer can specify the age range restriction for the jobseekers who would be eligible to apply for the said job. For example, an Employer can specify that only candidates or jobseekers between the age range of 21 years (minimum age) and 24 years (maximum age) can apply for a job. This enables the employer to filter out unwanted applications based on age range specified for the job.

"Age/Date of Birth" Preference

Note: This section is used to define "Age / Date of Birth Preference" required for a job, based on a "As on Date".

- If above checkbox is selected, input related to age requirements, become mandatory.
- If "Age Preference" is selected, Date of Birth will be calculated based on the "As on Date".
- If "Date of Birth Preference" is selected, Age will be calculated based on the "As on Date".

Please note that only Dates shown in "Date of Birth Preference" will be used to match while searching candidates.

As On Date*

Note: All age requirements related calculations and shortlisting will be done based on "As on Date".

Age Preferences (in Years) Min: Max:

* Note: Please select either "Min" age or "Max" age or both, for "Age Preference".

Date of Birth Preference From: To:

Note: Please select either "From" date or "To" date or both, for "Date of Birth Preference".

To apply this filter, the user needs to choose a base date from the As On Date calendar control. Next, the user needs to define the date range using either the Age Preference (minimum and maximum age range) fields or the Date of Birth Preference (date of birth range) fields. Any option selected by the user is in respect to the base date that has already been selected from the As On Date field.

24. Enter contact person's name

25. Enter landline number

26. Enter mobile number

27. Enter Email ID

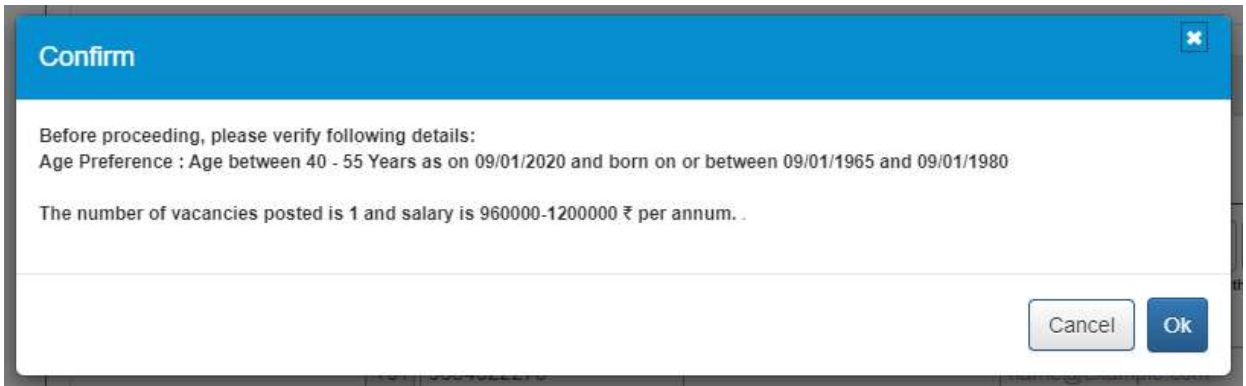
28. Click on check box, if you wish to share your mobile number with Jobseeker

29. Enter contact email Id

30. Click on check box, if you wish to share email with Jobseeker.

31. Click on **Post Job** button

32. The **Confirm** pop-up displays



Note: This pop-up enables you to view and verify specific job details, such as age preference (if any), number of vacancies, and salary, before you can post the job on the portal.

33. Click **Ok** to post the job.

3.3 Post Drafted Job

This link allows a placement organisation to post a drafted job.

1. Click on **Jobs Posted and Responses** link from left panel. Select Job Post Status as “Draft”, Click Search. All the Draft jobs will be displayed as search result.

Jobs and Responses

Job Id: Job Reference Id:

Posted From: Posted Till:

Expiring From: Expiring Till:

Job Post Status: Job Type:

Reset Search

Sort Results By		Job ID	Job Title	Created On		
Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status
1	[REDACTED]	Testing Job Fair	22/02/2017	30/04/2019	0	Draft Action
2	[REDACTED]	Carpenter1	04/05/2018	29/09/2019	0	Draft Action
3	[REDACTED]	RaviTest1	17/09/2019	29/09/2019	0	Draft Action

2. Click on **Action** button
3. Click on **Publish** option to post a job.

Note: Only Draft jobs can be deleted by the User. To delete a Drafted job, select the check box corresponding to the Job ID of the job that user wants to delete, and then click on **Delete** button.

4. Search Jobseeker

The NCS portal enables you to search jobseekers based on Keywords and location, or jobseekers associated specifically with Health Sector or Jobseekers who are interested in International Jobs.

This link allows Placement Organisation to search candidates without posting jobs. This feature (and Advanced Search) can be used to get an idea of the availability of candidates on NCS portal based on Placement Organisation’s requirements prior to posting a Job on NCS.

1. Click on **Search User** from Placement Organisation left menu bar. The search user screen displays.
 2. Enter search criteria such as a keyword (Expertise/Skills)
 3. Click the **Search** button to view the candidates matching with the skills entered for search.
 4. The search result list will be displayed on the basis of the given criteria.
 5. See candidate’s resume by clicking the candidate’s name from the list
- Note:** The contact details of the candidates are not available until Placement Organisation views the Profile against a posted Job.

The screenshot displays the 'Search Candidates Result' page. On the left is a navigation menu with options like 'Home', 'Placement Organisation', and 'Resources'. The main content area shows a table of search results with columns for Candidate Name, Employment Status, Experience, and Last updated on. A 'Refine your Search' panel on the right allows filtering by 'Highest Education Level' (Graduate), 'Education' (B.Com, B.E, B.Ed), and 'Specialization' (Commerce, Electrical, Education).

Candidate Name	Employment Status	Experience	Last updated on
Gola arora	Self employed	3 year(s)	16/05/2022
pvc demouser	Self employed	3 year(s)	11/02/2022
Mahesh Arora	Student	3 year(s) 9 month(s)	17/08/2015

- Options provided in the Refine your Search panel enables the Placement Organisation to further refine their search results for appropriate user.

5. Jobs Posted and Responses

This link allows Placement Organisation to View/Edit, Copy and close-posted jobs, Search Candidates against a posted job, Shortlist profile, send Interview requests.

5.1 Filter Jobs

As a Placement Organisation user, you can search for job that you have posted for your own organisation. Posted jobs can be searched for by their ID (Job Id) or their reference ID (Job reference Id).

Also, you can find posted jobs by mentioning a specific date range when these jobs were posted (**Posted From** and **Posted Till**) or their expiry date (**Expiring From** and **Expiring Till**). Furthermore, you can filter posted jobs on their current status (using the **Job Post Status** filter), and type (using the **Job Type** filter).

5.2 View Jobs

1. Click on **Jobs Posted and Responses** from left panel. This displays the list of jobs posted.

The screenshot shows the 'Jobs and Responses' interface. It features a search filter section with the following fields:

- Job Id:
- Job Reference Id:
- Posted From:
- Posted Till:
- Expiring From:
- Expiring Till:
- Job Post Status:
- Job Type:

Buttons for 'Reset' and 'Search' are located at the bottom right of the filter section.

Below the filters is a table with the following columns: Sr. No., Job ID, Job Title, Created On, Expiring On, Total NCS Applications, Job Status, # Candidates Hired, and Action.

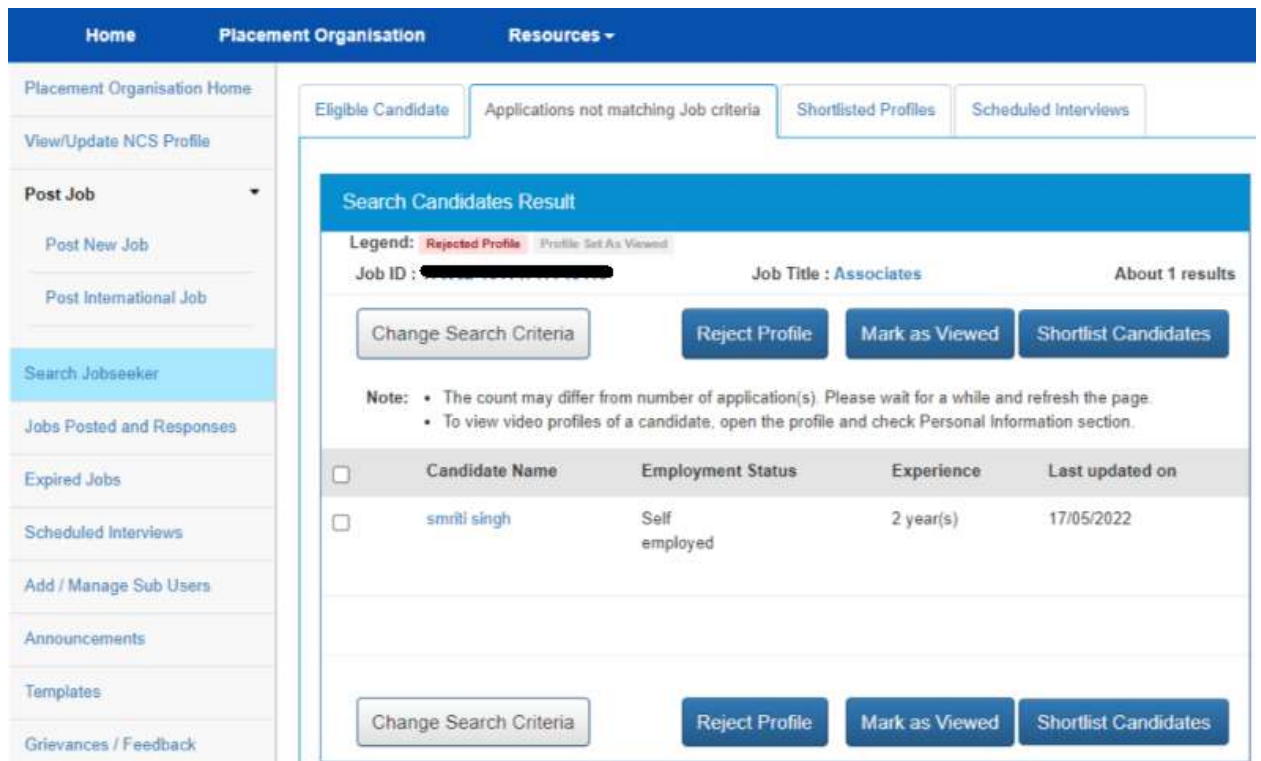
Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status	# Candidates Hired	Action
1	[REDACTED]	Carpenter	06/10/2016	10/10/2016	0	Closed	-	Action
2	[REDACTED]	Carpenter	09/09/2018	30/09/2018	0	Closed	12	Action

2. Organisation Users will be able to view the list of qualified candidates by clicking on number of applications on “Jobs Posted and Responses” page for published jobs only. By clicking on number of applications, Organisation Users will navigate to “Job Application Details” page.

On “Job Application Details” page, Organisation user will be able to search candidates on the basis of Total Experience and Highest Education. Organisation User can apply the refinement panel and can reset.

Refine Job seeker profile panel of the Search candidate result enables and Placement Organisation to further refine their search results for appropriate user. “Specialization” filter works in conjunction with the existing “Education” filter displayed on the Refine Jobseeker Profiles panel.

This enables a Placement Organisation user to further refine their search results for appropriate candidates.

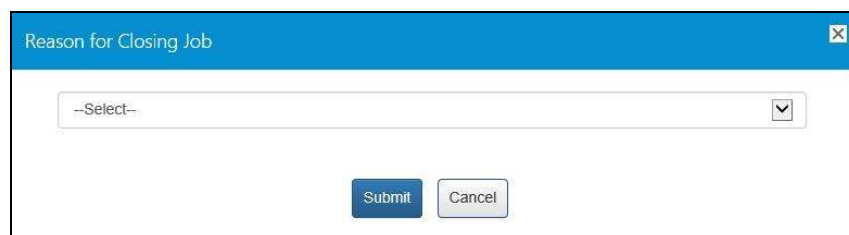


Search candidate result page

5.3 Close Jobs

1. Click on **Jobs Posted and Responses** from left panel and search for the job to be closed.
2. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.

Note: Only Published or Expired Jobs can be closed.



3. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

a. Recruitment completed through NCS – A mandatory field displays when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. Recruitment completed through sources other than NCS – A mandatory field and a mandatory drop-down list display when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (**Suitable candidate(s) not found on NCS** or **Any Other reason**) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.

A text field displays when you select the **Any Other reason** option from the drop-down.

The screenshot shows a form titled "Reason For Closing Job" with a blue header and a close button (X) in the top right corner. The form contains four input fields, each with a red asterisk indicating a required field:

- A dropdown menu with the selected option "Recruitment completed through sources other than NCS".
- A text input field containing "Number of candidates hired".
- A dropdown menu with the selected option "Any Other reason".
- A text input field containing "Maximum Character Limit 255".

At the bottom of the form, there are two buttons: a blue "Submit" button and a grey "Cancel" button.

Enter the reason in the text field.

c. Recruitment Deferred – No mandatory field displays when you select this option.

The screenshot shows the same "Reason For Closing Job" form, but with only one dropdown menu visible. The selected option is "Recruitment Deferred". The other input fields are not present. The "Submit" and "Cancel" buttons are still at the bottom.

4. Click on **Submit** button

5.4 Edit Job

1. Click on **Jobs Posted and Responses** from left panel. This displayed the job and responses screen.

The screenshot shows the 'Jobs and Responses' interface. At the top, there are search filters for Job Id, Job Reference Id, Posted From, Posted Till, Expiring From, Expiring Till, Job Post Status (set to Published), and Job Type (set to Portal Jobs). There are 'Reset' and 'Search' buttons. Below the filters is a table with columns: Sr. No., Job ID, Job Title, Created On, Expiring On, Total NCS Applications, and Job Status. The table contains six rows of job listings. An 'Action' dropdown menu is open for the second row, with the 'Edit' option highlighted in red. Other options in the menu include Copy, Search Candidates, Shortlisted Profiles, Scheduled Interviews, Close Job-Notify Recruitment, Share Feedback, and Preview Job.

Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NCS Applications	Job Status
1	[REDACTED]	Sales Manager 4	10/12/2019	09/03/2020	0	Published
2	[REDACTED]	driver	12/12/2019	10/03/2020	0	Action
3	[REDACTED]	driver	12/12/2019	10/03/2020	0	
4	[REDACTED]	Carpenter	12/12/2019	11/03/2020	0	
5	[REDACTED]	Driver testing location	13/12/2019	11/03/2020	0	
6	[REDACTED]	driver location	12/12/2019	11/03/2020	0	Action

2. Search the job to be edited, click on **Action** button and select **Edit** option.
3. Edit Job Expiry date and number of vacancies
*Note: Only Job Expiry and Number of vacancies are allowed to be edited.
Job Expiry date should be less than 100 days.*
4. Click on **Update** button.
5. Cancel button will take User again to “Jobs Posted and Responses” page

5.5 Search Candidate / Jobseeker

This link allows Placement Organisation to search candidate and send an interview request.

1. Click on **Action** button and then select **Search Candidate** option. The Search Candidate screen displays.

Search User

Key Skills

Additional Key Skills
Leave this field empty to bypass in search.

Required Qualifications

Minimum Qualification Required:

Total Experience (in years)
Either one of Min or Max can be selected.

Notice Period (in Days)

Gender Preferences

Category General OBC Others SC ST

Ex-Servicemen preferred

Differently Abled Yes No

As On Date

Age Preferences (in Years) Min: Max:
Either one of Min or Max can be selected.

Date of Birth Preference From: To:

Last Login (duration in Days)

Last Updated (duration in Days)

Search Criteria Name*

Note: The **Total Experience (in years)** fields are editable and you can change the value in these fields as required.

2. Click on **Search** button. This displays the search candidate screen
3. Job based candidate search results are segregated into two search result pages.

Eligible Candidates tab – further divided in two more tabs

A) Jobseekers – Applied

B) Jobseekers – Not Applied

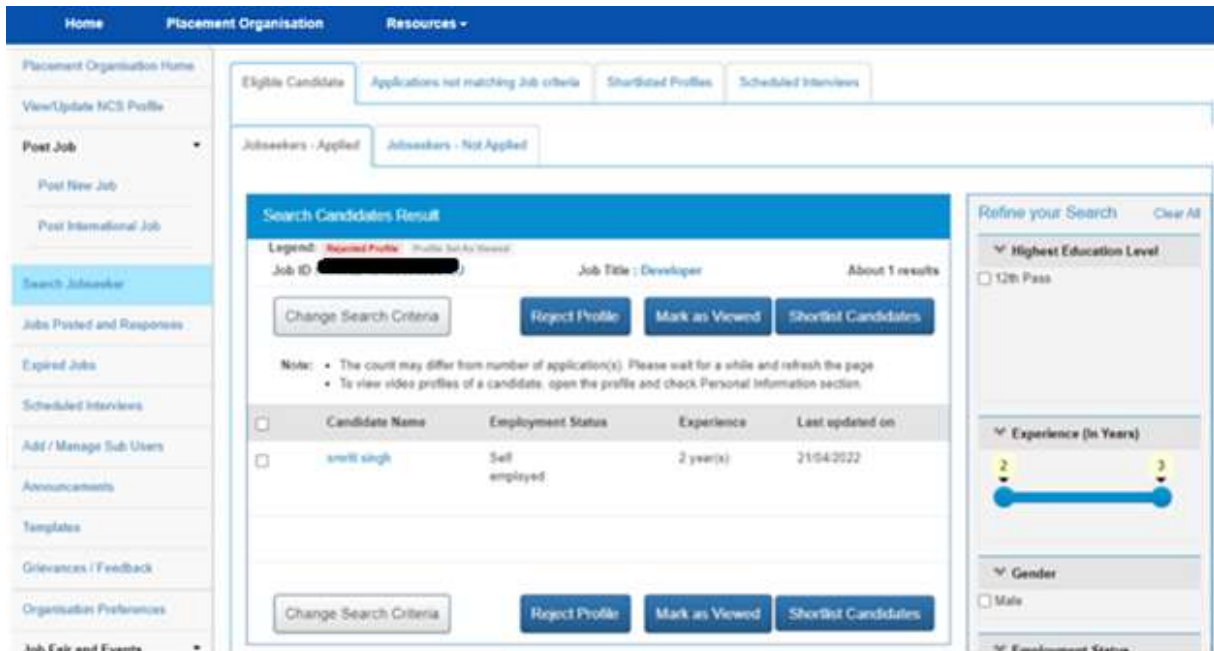
Applications Not Matching Job Criteria tab

All of these search result pages, that is, the **Eligible Candidate (Jobseekers- Applied, Jobseekers- Not Applied)** tab, **Applications Not Matching Job Criteria** tab, display a list of candidates. However, after reviewing profiles of listed candidates, you might find some profiles not up to the requirement and subsequently reject them. At the same time, you would like to identify profiles that are viewed but not rejected.

The **Reject profile** and the **Profile Viewed** buttons enable you to visually differentiate between candidates whose profiles are viewed from candidate profiles that are viewed but rejected after viewing.

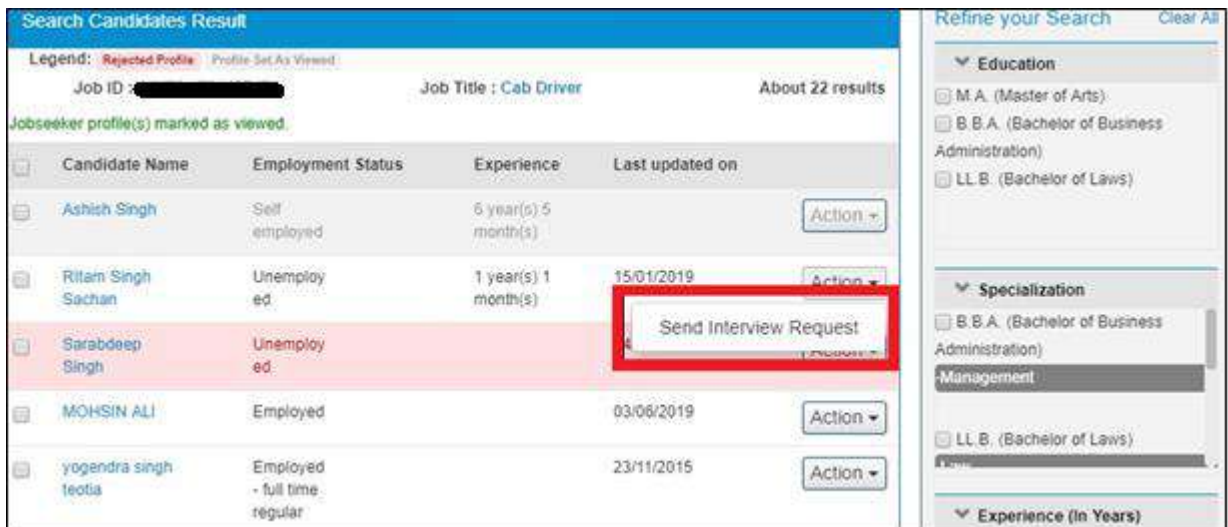
To identify a profile as viewed, select the check box of the candidate and then click the **Profile Viewed** button. The row of the said record is highlighted in grey colour. To mark a profile as rejected, select the check box of the candidate and then click the **Reject Profile** button. The row of the said record is highlighted in pink colour.

In this manner it becomes easier to visually identify profiles that are viewed as well as profiles that are viewed and rejected.



Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

4. Placement Organisation can see the Video Profile icon along with the name of the candidate. This indicates that the candidate’s Video Profile is complete and approved. Placement Organisation can also see the videos posted by the candidate by clicking on the Video Profile icon.
5. Click the **“Mark as Viewed”** button to mark as viewed the candidate.
6. Click on **Action** button along with the candidate’s name and select **Send Interview Request**



Placement organisation will navigate on Send Interview request page

From Send, interview request page Placement organisation can schedule interviews for candidates. Interview timings should be 1 hour after the current time of sending the interview.

7. On “Other Eligible Candidates” tab, Organisation user will be able to search candidates on the basis of Total Experience /Gender and Employment Status. Organisation User can apply the refinement panel and can reset.

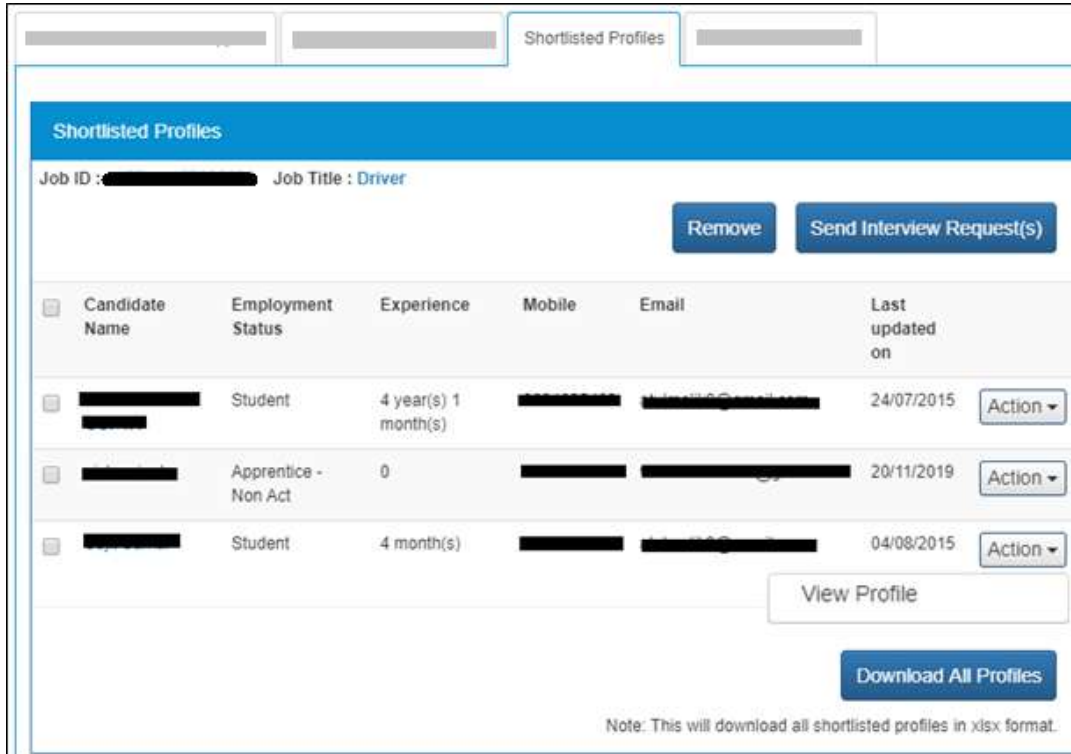
Click on the check box along with desired **Candidate Name** and then click on **Shortlist Candidate** button on the bottom right on the screen.

5.6 Shortlisted Profile

The **Shortlisted Profiles** tab associated with the **Jobs Posted and Responses** feature allows you to view all candidate profiles they are shortlisted for a specific job.

To view the list of shortlisted candidates:

1. Click on **Jobs Posted and Responses** link from the left navigation
2. Click on **Action** button for any of the published jobs
3. Select the **Shortlisted Profiles** option from the drop-down. This displays all the shortlisted profiles for that particular job in the **Shortlisted Profiles** tab.



Shortlisted Profiles

Job ID : [redacted] Job Title : Driver

Remove Send Interview Request(s)

<input type="checkbox"/>	Candidate Name	Employment Status	Experience	Mobile	Email	Last updated on	Action
<input type="checkbox"/>	[redacted]	Student	4 year(s) 1 month(s)	[redacted]	[redacted]	24/07/2015	Action ▾
<input type="checkbox"/>	[redacted]	Apprentice - Non Act	0	[redacted]	[redacted]	20/11/2019	Action ▾
<input type="checkbox"/>	[redacted]	Student	4 month(s)	[redacted]	[redacted]	04/08/2015	Action ▾

View Profile

Download All Profiles

Note: This will download all shortlisted profiles in xlsx format.

4. Click on **Action** button for a shortlisted candidate and select the **View Profile** option.

Note: Click on check box of a candidate and then click on **Remove** button, to remove the shortlisted candidate from the **Shortlisted Profiles** tab.

5.7 Send Interview

Using this button, you can send interview request to one or more candidates whose profiles you have shortlist against a particular job posting on the **Shortlisted Profiles** tab.

To send interview request to selected candidate(s):

1. Select the check box for the required candidate profile(s) on the **Shortlisted Profiles** tab.

Shortlisted Profiles

Shortlisted Profiles

Job ID : ██████████ Job Title : Driver

<input type="checkbox"/>	Candidate Name	Employment Status	Experience	Mobile	Email	Last updated on	
<input checked="" type="checkbox"/>	██████████	Student	4 year(s) 1 month(s)	██████████	██████████	24/07/2015	<input type="button" value="Action ▼"/>
<input checked="" type="checkbox"/>	██████████	Apprentice - Non Act	0	██████████	██████████	20/11/2019	<input type="button" value="Action ▼"/>
<input type="checkbox"/>	██████████	Student	4 month(s)	██████████	██████████	04/08/2015	<input type="button" value="Action ▼"/>

Note: This will download all shortlisted profiles in xlsx format.

2. Click the **Send Interview Request(s)** button.

This displays the **Interview Request** screen.

Interview Request

Interview Type *

Mode Of Interview *

Interview Venue
Note: Interview Venue is not mandatory when 'Mode of Interview' is 'Telephonic'.

Interview Date *

Interview Start Time *

Interview End Time

Comment

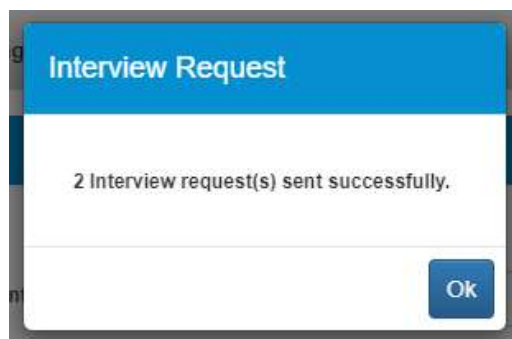
Contact Person's Details

Name *

Mobile Number *

Email ID *

3. Enter interview details as required, details of the contact person (editable fields), and then click the **Send** button. The **Interview Request** pop-up displays.



The interview request is sent to the selected candidate(s).

Note: Names of candidates who receive the interview request are now listed on the **Scheduled Interviews** tab.

4. Click the **OK** button to close the pop-up and to go back to the **Shortlisted Profiles** tab.

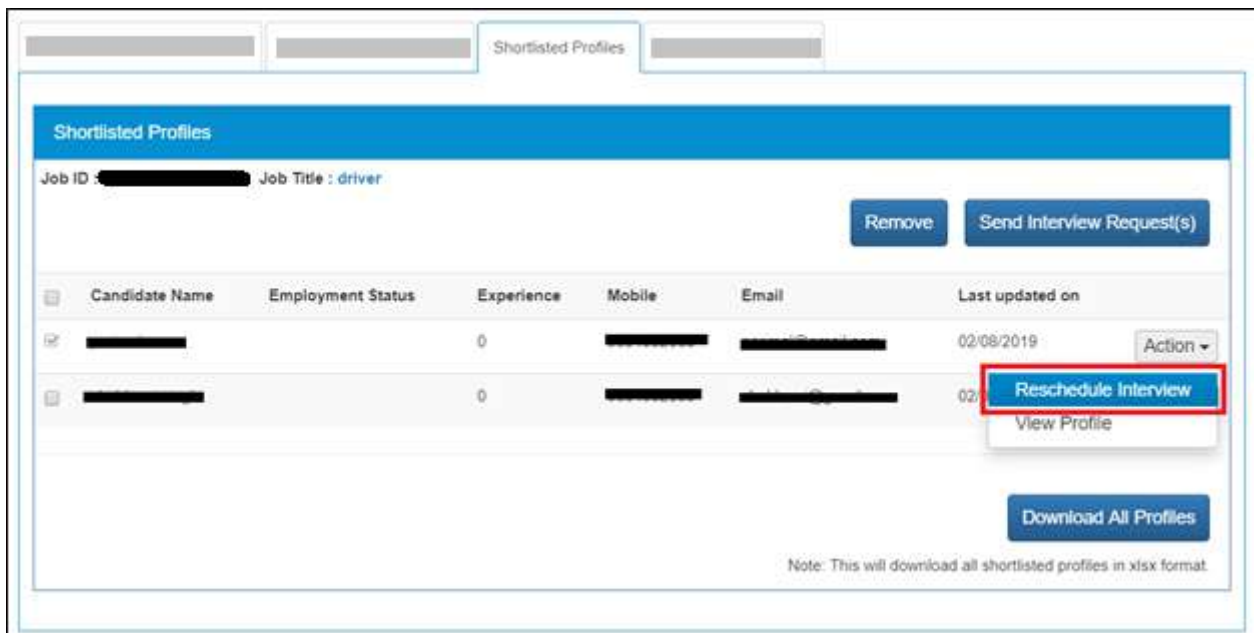
Note: The check box of the candidates who receive interview request remains selected on the **Shortlisted Profiles** tab and the check box is greyed out .

5.8 Reschedule Interview

You can even reschedule an interview for the required candidate whom you had earlier send an interview request.

To reschedule an interview for a candidate, do the following:

1. Click the **Action** button of the required candidate on the **Shortlisted Profiles** tab.
2. Select the **Reschedule Interview** option from the available options.

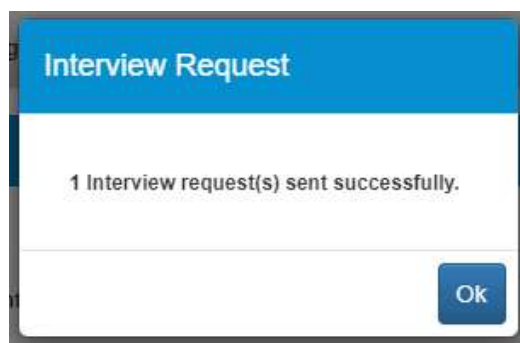


Note: The **Reschedule Interview** option is only available for profiles that had earlier received an interview request - profiles on the **Shortlisted Profiles** tab having an already selected check box that are greyed out .

This displays the **Interview Request** screen.

3. Enter details on the **Interview Request** screen and click the **Send** button.

The **Interview Request** pop-up displays.



4. Click the **OK** button to close the pop-up and to go back to the **Shortlisted Profiles** tab. The interview request is sent once again to the selected candidate (interview is rescheduled).

Note: The name of said candidate is once again listed on the **Scheduled Interviews** tab and the status of the earlier interview request for the same candidate is now set to “Closed”.

5.9 Download All Profiles

Enables you to download the profiles of all candidates whom you have shortlisted for a specific job posting. The details of these candidates are downloaded in Microsoft Excel (xlsx) format.

To download all profiles shortlisted for a particular job posting:

1. Click the **Download All Profiles** button from the **Shortlisted Profiles** tab.

The screenshot displays the 'Shortlisted Profiles' interface. At the top, there are navigation tabs, with 'Shortlisted Profiles' being the active one. Below the tabs, the job details are shown: 'Job ID : [REDACTED]' and 'Job Title : Driver'. There are two buttons: 'Remove' and 'Send Interview Request(s)'. Below this is a table with the following columns: 'Candidate Name', 'Employment Status', 'Experience', 'Mobile', 'Email', and 'Last updated on'. The table contains three rows of candidate data. At the bottom right of the table area, the 'Download All Profiles' button is highlighted with a red rectangular box. Below the table, there is a note: 'Note: This will download all shortlisted profiles in xlsx format.'

<input type="checkbox"/>	Candidate Name	Employment Status	Experience	Mobile	Email	Last updated on	Action
<input type="checkbox"/>	[REDACTED]	Student	4 year(s) 1 month(s)	[REDACTED]	[REDACTED]	24/07/2015	Action ▾
<input type="checkbox"/>	[REDACTED]	Apprentice - Non Act	0	[REDACTED]	[REDACTED]	20/11/2019	Action ▾
<input type="checkbox"/>	[REDACTED]	Student	4 month(s)	[REDACTED]	[REDACTED]	04/08/2015	Action ▾

A file is download on your system in Excel format.

2. Access the downloaded file.

Job ID	Name	DOB	Highest Edu	Phd	Special PostGrads	Graduation Total Expor	Current Em	Current De	Mobile	Email	Address	District	State	Preference
14871-145725676														
J14662-110		01-09-2000	Phd		M.Phil.(M)							Jashpur	Chhattisga	
J10679-151		04-10-1984	Post Gradu		MBA/PGDN	B.C.A. (Bach 3 year(s) 1					HPI LINK R Purba Med	West Bengal	Bankura,West Bengal,Paschim Medinipur,West Bengal,Paschim	
J10675-151		04-08-1981	Post Gradu		M.C.A. (M)	B.C.A. (Bach 4 month(s)					P.O. BDA&M Barpeta	Assam	Mumbai,Maharashtra	

Note: The profiles of all shortlisted candidates is downloaded in the Excel file (xlsx format) irrespective of the fact whether these profiles are listed on one or more pages of the **Shortlisted Profiles** tab.

5.10 Scheduled Interview

The **Scheduled Interviews** tab associated with the **Jobs Posted and Responses** feature allows an Placement Organisation to view all candidate profiles they have been scheduled for interview against a particular job.

To view the list of candidates scheduled to be interviewed:

1. Click on **Jobs Posted and Responses** link from the left navigation
2. Click on **Action** button for any of the published jobs
3. Select the **Shortlisted Interviews** option from the drop-down. This displays, all the candidates who have been scheduled for interview against the selected job post, in the **Shortlisted Interviews** tab.

Sr. No.	Candidate Name	Job Title	Interview Date	Interview Venue	Mode Of Interview	Interview Status	Action
1	sandeep yadav	driver	24/01/2019	New Building	Telephonic	Active	Close Interview

4. Click on **Close Interview** link, to cancel the scheduled interview and then enter the reason for the cancellation.

5.11 Candidate Profile

The profile of the selected candidate and the documents associated with them can be accessed from all of these tabs: **Applications Matching Job Criteria** tab, **Applications Not Matching Job Criteria** tab, **Other Eligible Candidates** tab, **Shortlisted Profiles** tab, and **Scheduled Interviews** tab.

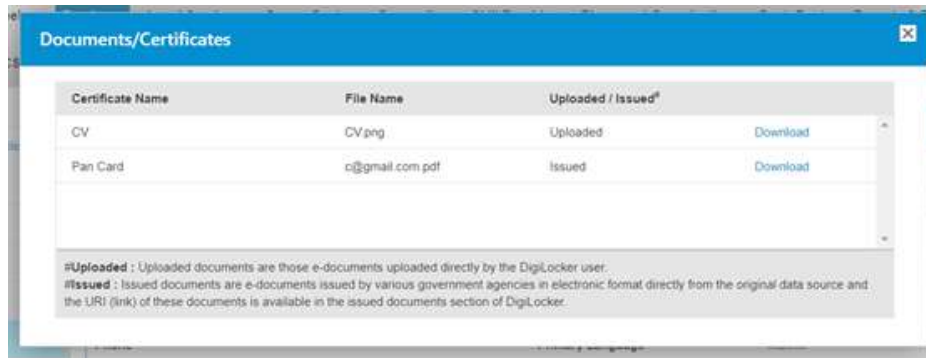
To view the profile of a candidate (from any of the said tabs):

1. Click the name of the required candidate from the **Candidate Name** column. This displays the **Resume** screen in a separate browser window.

Resume			
Personal Information			
View Documents/Certificates			
Name	[REDACTED]	NCS ID	[REDACTED]
Gender	Male	Date of Birth	25/07/1989
Email ID	[REDACTED]	Mobile	[REDACTED]
Phone	-	Primary Language	Maithili
Marital Status	Separated	Address	-
Experience			
Total Years of Experience	20 year(s) 7 month(s)	Last Experience Updated	27/09/2019
Education			
No record is available			
Highest Education Level	10th		
Other Qualifications / Trainings / Courses			
No record is available			
Other Skills			
No record is available			
		Send Interview Request	Download Profile

Note: This screen allows the user to send an interview request to the candidate and even download the candidate's profile.

2. Click the **View Documents/Certificates** button. The **Documents/Certificates** pop-up displays.



The pop-up displays a list of documents the candidate has uploaded to their DigiLocker account.

3. Click the **Download** link of the document to download it for reviewing it.

6. Pre and Post Job Expiry Notifications

The NCS portal triggers an email (pre-expiry notification) that is sent to you on a specific day before the expiry of a published job. The portal also sends you an email message (post-expiry notification) after the same job has expired.

Note: These (pre and post job expiry) notifications are only applicable to job types such as portal jobs, jobs posted in a job fair, and portal jobs associated with a job fair. Also, jobs that have the Published or Expired status trigger these notifications.

Note: The portal does not push these notifications for the following job types: jobs that are posted on the portal through APIs and future jobs. Also, job posts that have the Draft or Closed status do not trigger these notifications.

6.1 Job Expiry Notification Triggers

You may receive the post-expiry job notification from the portal but you might not always receive the pre-expiry job notification. This happens because the pre-expiry notification email is subject to relationship between two parameters namely, the day when the job is published (the day when the job post starts accepting applications from candidates) on the portal and day when it expired (the day when the job post stops accepting applications from candidates).

These are situations when you would receive the pre-expiry job notification:

- 7 days before the expiry date of a published job
- 3 days before the expiry date of a published job (when the expiry date of a published job falls between the 4th day and 7th day [both days included], from the day the job was published on the portal)

Note: The pre-expiry job notification will not be sent if the expiry date of a job is set within 3 days of its publishing on the portal.

You will receive the post-expiry job notification only 3 days (3 to 7 days in actual) after the expiry date of a job. This is irrespective of the duration the job was active on the portal and accepting applications.

6.2 Notification Destination

The job expiry notifications are sent to the Primary Member email id of the organisation.

Note: These notifications are not sent to organisation email id that is mentioned in the profile.

6.3 Expired Jobs Alert

An alert displays on your home page next to the dashboard indicating presence of expired jobs. You can click the link and go to the list of expired jobs.

7. Expired Jobs

This link allows the user to close expired jobs in a simple and quick manner.

1. Click on Expired Jobs from left panel. This displays the expired jobs screen.

Expired Jobs					
Sort Results By					
Job ID		Job Title		Created On	
Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status
1	[REDACTED]	Developer	15/01/2022	31/01/2022	Expired
2	[REDACTED]	Associate engineer	24/01/2022	29/02/2022	Expired
3	[REDACTED]	Developer	31/03/2022	27/04/2022	Expired
4	[REDACTED]	Developer	07/04/2022	29/04/2022	Expired
5	[REDACTED]	Associates	07/04/2022	30/04/2022	Expired

2. Sort the displayed result of expired jobs by: Job ID (default), Job Title, or Created On, options.
3. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.

4. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

- a. Recruitment completed through NCS – A mandatory field displays when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

- b. Recruitment completed through sources other than NCS – A mandatory field and a mandatory drop-down list display when you select this option.

The screenshot shows a form titled "Reason For Closing Job" with a blue header. Below the header are three input fields, each with a red asterisk indicating it is mandatory. The first is a dropdown menu with the selected option "Recruitment completed through sources other than NCS". The second is a text input field containing "Number of candidates hired". The third is a dropdown menu with the selected option "--Select reasons for not hiring through NCS--". At the bottom of the form are two buttons: "Submit" and "Cancel".

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (**Suitable candidates(s) not found on NCS** or **Any Other reason**) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.

The screenshot shows a form titled "Reason For Closing Job" with a blue header and a close button (X) in the top right corner. The form contains three input fields, each with a red asterisk indicating a required field:

- The first field is a dropdown menu with the text "Recruitment completed through sources other than NCS".
- The second field is a text input field with the placeholder text "Number of candidates hired".
- The third field is a dropdown menu with the text "--Select reasons for not hiring through NCS--". The dropdown is open, showing four options:
 - Select reasons for not hiring through NCS-- (highlighted in blue)
 - Suitable candidate(s) not found on NCS
 - Any Other reason

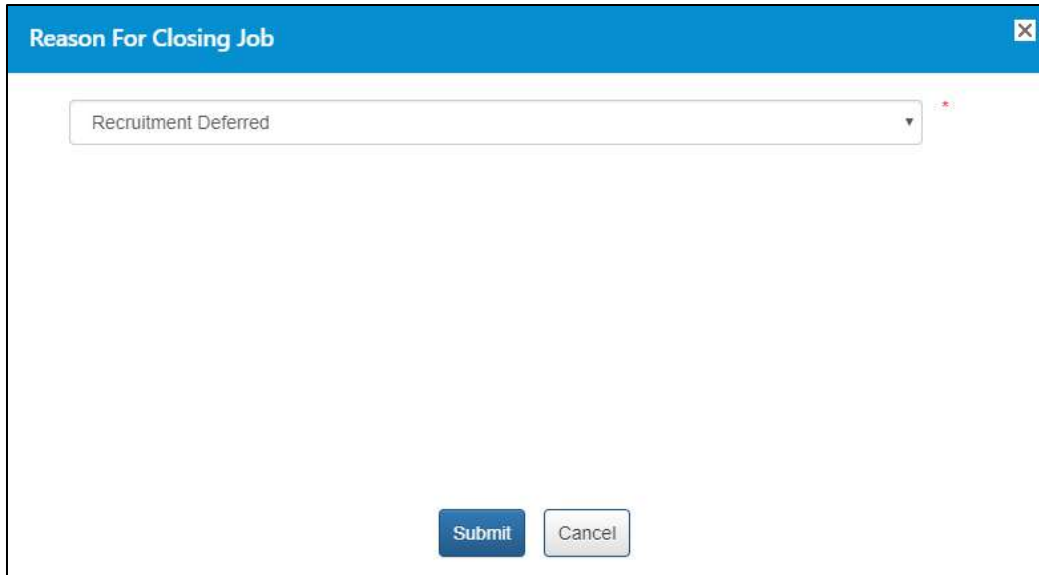
At the bottom of the form are two buttons: "Submit" (blue) and "Cancel" (grey).

A text field displays when you select the **Any Other reason** option from the drop-down.

The screenshot shows the same "Reason For Closing Job" form. In this view, the dropdown menu in the third field is set to "Any Other reason". Below this dropdown, a new text input field has appeared with the placeholder text "Maximum Character Limit 255". The other fields and buttons remain the same as in the previous screenshot.

Enter the reason in the text field.

- c. Recruitment Deferred – No mandatory field displays when you select this option.



A dialog box titled "Reason For Closing Job" with a close button (X) in the top right corner. It contains a dropdown menu with the text "Recruitment Deferred" and a small red error icon to its right. At the bottom of the dialog, there are two buttons: "Submit" and "Cancel".

d. Click on **Submit** button

8. Scheduled Interview

This link allows employers to view all the interviews they have scheduled. Filtering options include All, Active, Closed, Interview Accepted, and Interview Rejected.



The screenshot shows a web application interface with a blue header containing "Home", "Placement Organisation", and "Resources -". On the left is a sidebar menu with options like "View/Update NCS Profile", "Post Job", "Search Jobseeker", and "Scheduled Interviews" (which is highlighted). The main content area is titled "Scheduled Interviews" and includes a filter dropdown set to "All". Below the title is a note: "Note: Click on 📞 icon to get the candidate contact details." A table displays the following data:

Sr. No.	Candidate Name	Job Title	Interview Date	Interview Venue	Mode Of Interview	Interview Status	Interviewee Comments	Action
1	📞 Gala arora	Associates (2-3 yrs.)	25/04/2022	NA	Telephonic	Closed		

Scheduled Interview Screen

Note: The Interview Comments column on this screen mentions whether the interview was accepted or rejected (with reason for rejection) by the respective candidate. The employer can once again send an interview invite to the same candidate for the same job even after the said candidate has rejected the interview request.

9. Add/Manage Sub Users

The Add/Manage Sub Users link allows an organisation to manage the roles of its members.

9.1 Add User

It allows you to add users as employer admin as well as members.

1. Click **Add/Manage Sub Users** from left panel. This displays the **Add/Manage Sub Users** screen.

Sl. No.	NCS ID	User Name	Person Name	State	Mobile Number	Email ID	Member Type	Primary Member Request	Manage User	Manage Role
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	PM			

2. Click the **Add User** button. This displays the **Add Organisation Member** screen.

The screenshot shows a web form titled "Add Organisation Member". The form contains the following fields and controls:

- Name***: Text input field with placeholder "Name".
- Designation***: Text input field with placeholder "Designation".
- Email ID***: Text input field with placeholder "name@example.com".
- Mobile Number***: Text input field with a "+91" dropdown and placeholder "10 digit Mobile Number".
- Phone**: A group of four text input fields: "Country", "Area Code", "Phone", and "Extn".
- User Role***: A dropdown menu with "--Select--" as the current selection.
- User Name***: Text input field with a blacked-out placeholder. To its right is a blue button labeled "Check UserID".
- Password***: Text input field with a masked placeholder "*****".
- Retype Password***: Text input field with placeholder "at least 8 characters".

At the bottom of the form are two buttons: a blue "Submit" button and a grey "Back" button.

3. Enter the following details:
 - Name
 - Designation
 - Email ID
 - Mobile number
 - Landline with area code
4. Select the user role from the drop-down box.
5. Enter the User Name
Click the **Check User ID** button for availability of the entered user name
6. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
7. Retype the same password for confirmation
8. Click the **Submit** button
9. Back button will take user to Add Manage Sub Users screen

9.2 Manage User

1. Click **Add/Manage Sub Users** from left panel. The **Add/Manage Sub Users** screen displays.

Add / Manage Sub Users

---Select Roles--- NCS ID User Name

10 digit Mobile Number name@example.com **Search** **Reset** **Add User**

Total No. of records : 6

Sr. No.	NCS ID	User Name	Person Name	State	Mobile Number	Email ID	Member Type		
1	[REDACTED]	[REDACTED]	sakina		[REDACTED]	[REDACTED]	SM	Primary Member Request	Manage User
2	[REDACTED]	[REDACTED]	Admin		[REDACTED]	[REDACTED]	SM	Primary Member Request	Manage User
3	[REDACTED]	[REDACTED]	neha		[REDACTED]	[REDACTED]	SM	Primary Member Request	Manage User
4	[REDACTED]	[REDACTED]	shama		[REDACTED]	[REDACTED]	SM	Primary Member Request	Manage User
5	[REDACTED]	[REDACTED]	ridhima		[REDACTED]	[REDACTED]	SM	Primary Member Request	Manage User
6	[REDACTED]	[REDACTED]	CAre		[REDACTED]	[REDACTED]	PM	Primary Member Request	Manage User Manage Role

Page 1 of 1

2. Click the **Manage User** link corresponding to the user name.

Manage User

Name sakina Last Login Detail 26/07/2021 11:27:24 AM

Created On 26/07/2021 11:26:48 AM Account Lock status No

Active Yes Approval Status Approved

Comments

Reset Password

3. Click the **Reset Password** button, if you forget the password. New password will be sent on the registered mobile number.

9.3 Manage Role

There are three roles that an organisation can manage within the system namely: Organisation Owner, Organisation Admin, and Organisation Member.

There can only be one Organisation Owner user whereas there can be multiple Admin and Member users within the organisation.

The following are the salient characteristics of these three organisational roles:

An Organisation Owner:

1. They will be able to view all the jobs posted by the Owner (themselves), and also jobs posted by the Admins, and the Members.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc.
3. The dashboard on the Home page will display the total count (aggregate) of jobs posted by the Owner (themselves), the Admins, and the Members.



An Organisation Admin:

1. They will be able to view all the jobs posted by the Admins (including themselves), and also jobs posed by the Owner and the Members.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc.
3. The dashboard on the Home page will display the total count (aggregate) of jobs posted by the Admins (including themselves), the Owner, and the Members.

An Organisation Member:

1. They will only be able to view the jobs that they have posted.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc., but only for the jobs they have posted.
3. The dashboard on the Home page will display only the total count of jobs they have posted.

In the role of an Organisation Owner user, you can manage the roles of Admin and Member users as follows:

1. Click **Add/Manage Sub Users** from left panel. The **Add /Manage Sub Users** screen displays.

2. Click the **Manage Role** link for the corresponding user. The Manage Role pop-up displays.

3. Select the appropriate role check-box.
4. Click the **Save** button.

10. Announcements

This link allows placement organisation to view uploaded documents.

Click on **Announcement** from left panel. This displays the list of announcements for the Placement Organisations.

11. Templates

This link allows you to access available templates that you can download on your computer and use as required.

1. Click the **Templates** link from the left panel. This displays a screen that lists available standard templates for the Placement Organisation.

File Name	File Size	File Type	Last Updated On
Template of Offer Letter.docx	28.76 KB	Word	5/7/2018 4:31 PM

2. Click the link of the displayed template to download it.

12. Grievance/Feedback (footer link)

This link, from the page footer, allows Placement Organisation to post any feedback/grievance, query, and request.

The screenshot shows the 'Grievances / Feedback' form on the National Career Service website. The form includes the following fields:

- Name*
- Email ID*
- Mobile Number*
- State* (Dropdown menu)
- District* (Dropdown menu)
- Case Type* (Dropdown menu)
- Stakeholder* (Dropdown menu)
- Case Category* (Dropdown menu)
- Case Sub Category* (Dropdown menu)
- Description* (Text area with a note: "Maximum 1000 characters are allowed in Grievance Description.")
- Attachment (Choose File | No file chosen)
- Enter Security Code* (Captcha with code 8 3 E 9 M)

At the bottom of the form is a 'Submit' button. The page footer contains navigation links (Policy and other Links, Website Policy, Disclaimer, Sitemap, Grievance / Feedback, FAQs), copyright information, and various logos including 'meta.gov.in', 'myGov', 'PMINDIA', 'Skill India', and 'data.gov.in'.

1. Enter your name
2. Enter your Email ID

3. Enter your mobile number
4. Select a state from the drop-down list
5. Select a district from the drop-down list
6. Select type of case from the drop-down list
7. Stakeholder (displays your profile type - this field cannot be edited)
8. Select case category from the drop-down list
9. Select sub category of the case from the drop-down list
10. Enter the description for the case
11. Review the security image and enter the displayed text
12. Click on **Submit** button.
13. Click on Help tool tip to know about the “Case category” and “Case Sub Category” types.

The screenshot shows a form with three dropdown menus. The first is labeled 'Stakeholder *'. The second is 'Case Category*' and the third is 'Case Sub Category*'. Both the Case Category and Case Sub Category dropdowns show '--Select--'. A help tooltip is open over the Case Category dropdown, containing the text 'Please select Case Category.' and a close button (X).

13. Grievances/Feedback (navigation panel link)

This link allows Placement Organisation to view registered cases status. And “Give Feedback” link Facilitate end user to provide the feedback on resolved/closed cases, registered at Call Center. User can provide the feedback by clicking on “Give Feedback” Link in front of each resolved/closed case.

Cases								
Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback
CAS- [REDACTED]	Unable to find data	Unable to Search Jobs	asdfsafsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback

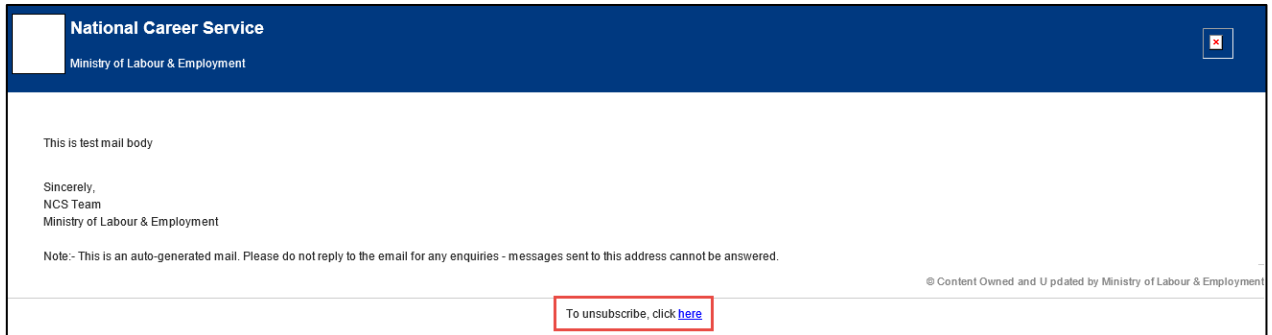
Once user clicks on “Give Feedback” link, Feedback pop up will open with “Cancel” and “Submit” buttons.

14. Organisation Preferences

Organisation Preferences allows Placement Organisation to subscribe or unsubscribe any bulk email sent by Portal.

Functionality can be accessed, by check/uncheck the “subscribe to organization update alerts”.

Bulk Emails received from system will have unsubscribe link at the bottom, to unsubscribe from mailers.

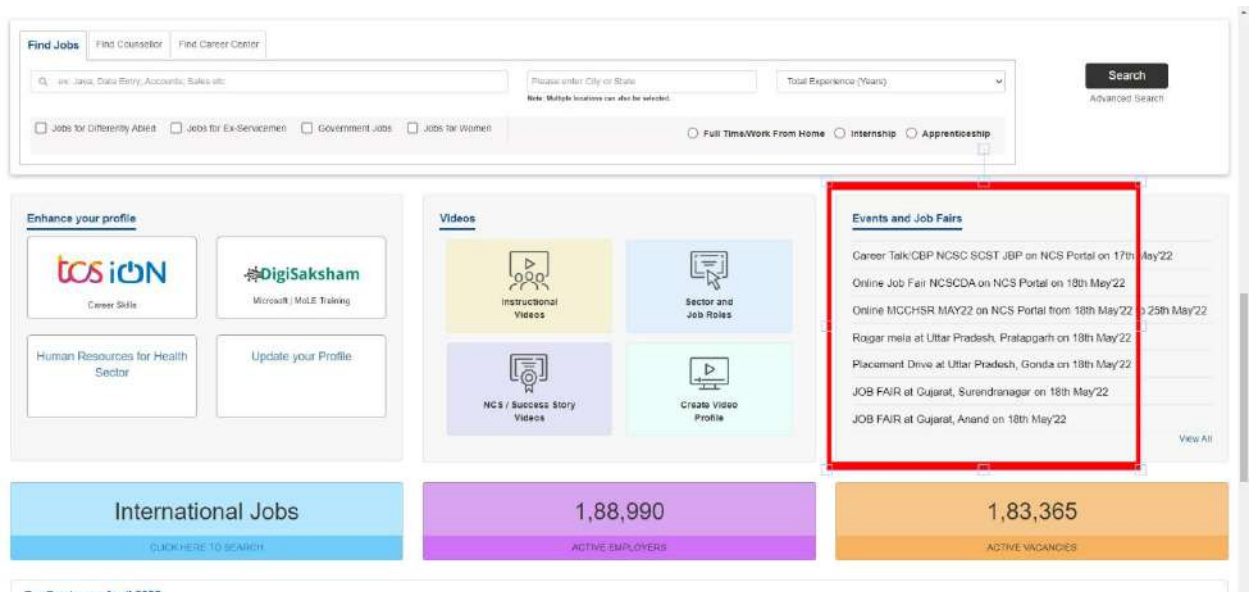


15. Job Fairs and Events

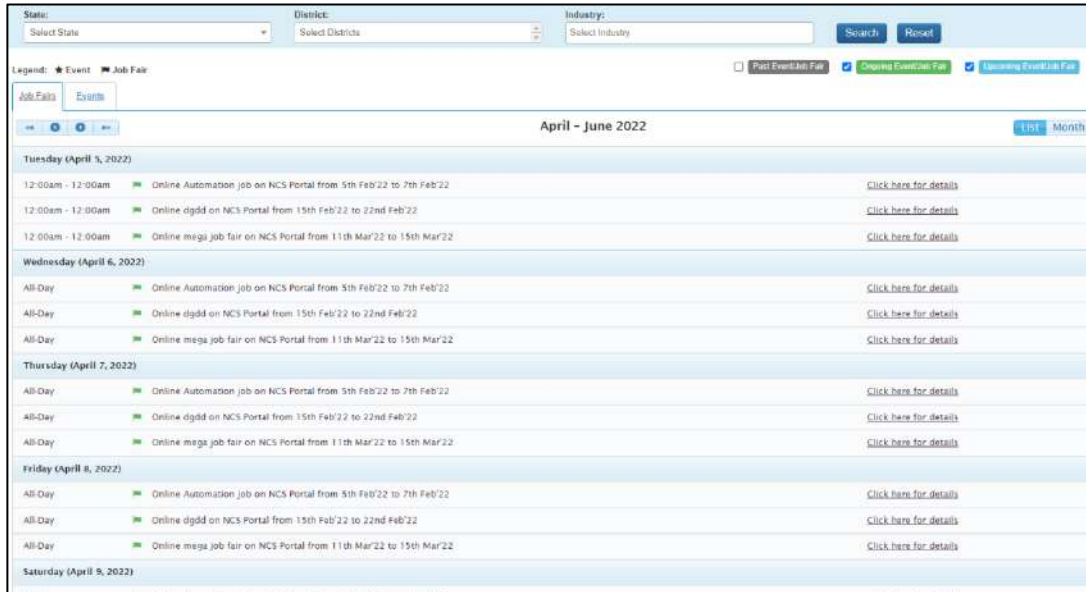
This section of the document describes how an Placement organisation can find out online upcoming Job fairs and Events on the NCS portal and then register themselves for specific Job fairs and events.

List of Job Fairs can be accessed from Job Fair and Events Section of NCS Home Page. Placement organisation can either click on a Job Fair link displayed in the section or Placement organisation can also click on **View All** link to navigate to **NCS Calendar** Page, which displays the list of all Job Fairs / Events published on NCS Portal.

NCS Calendar Page has various parameters to search for an Event / Job Fair. The results of search conducted by an Placement Organisation based on their search filter criteria (state, industry, and sector) will be displayed as a listing.



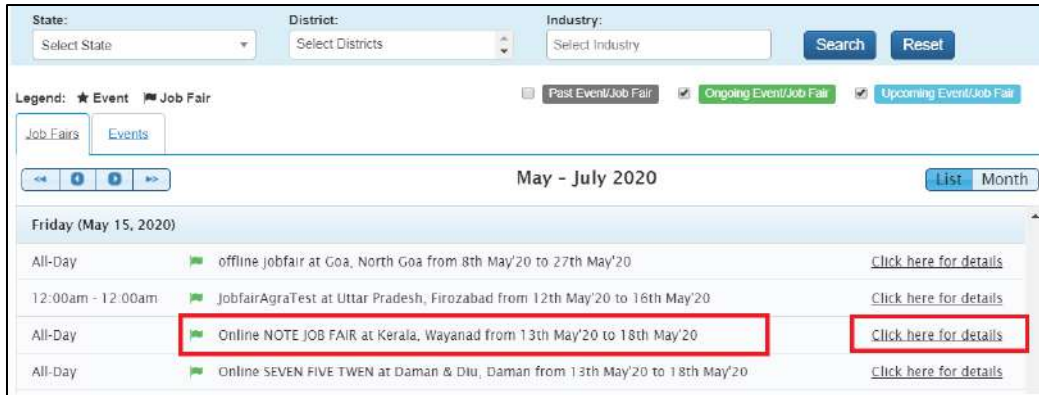
NCS Home Page screen



15.1 Search for Job Fairs

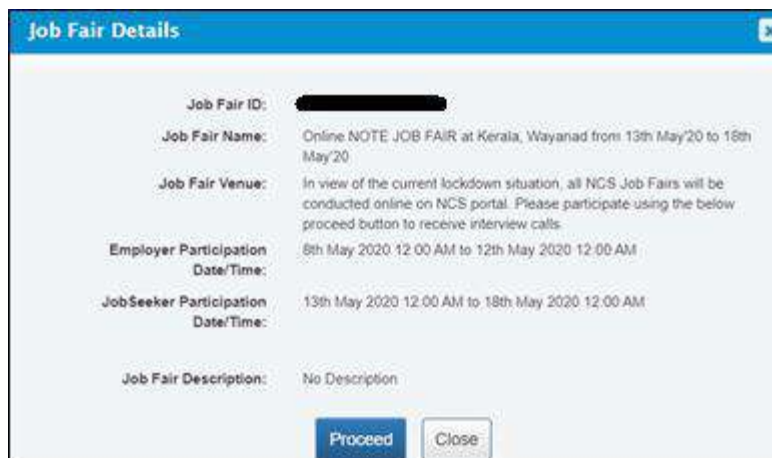
Follow these steps to search for Job Fairs:

1. Ensure that the **Job Fairs** tab is selected on the **NCS Calendar** page.
2. Define search filter criteria (**State**, **District**, and **Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair**, **Ongoing Event/Job Fair**, and **Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:
 - a. **In List Format**
 - i. Results of job fairs that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).



Job Fair List

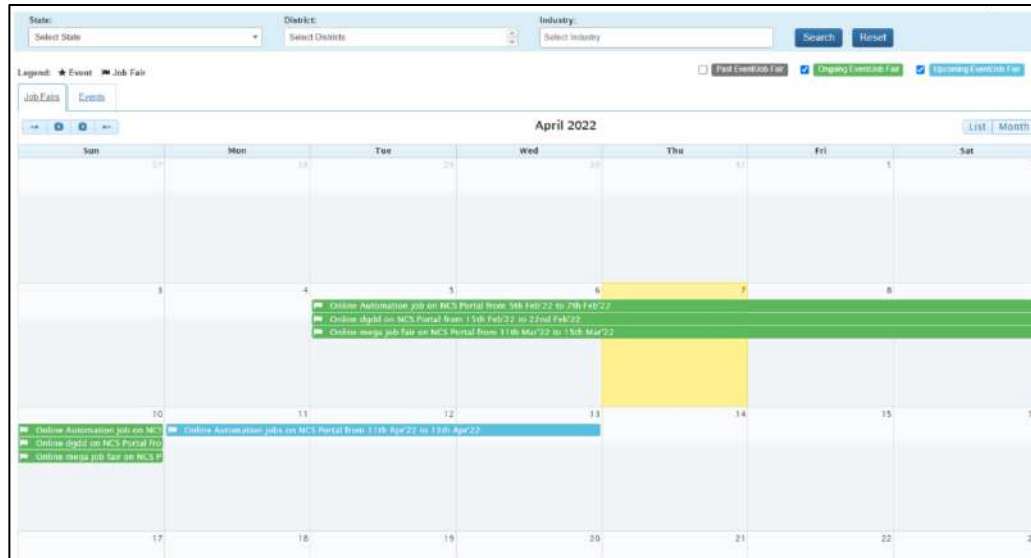
- ii. To view the details of a particular job fair, you can either click the title of the job fair in the list or click the **Click here for details** link for that listing.
- iii. The details of the selected Job Fair are displayed on a pop-up.
- iv. Important: Since these all are Online/Digital Job Fairs, so the “Job Fair venue “for these Job Fairs will show “NCS Portal” and the user needs to use our Portal services for shortlisting candidates against a Posted Job.



Job Fair Details Pop-up

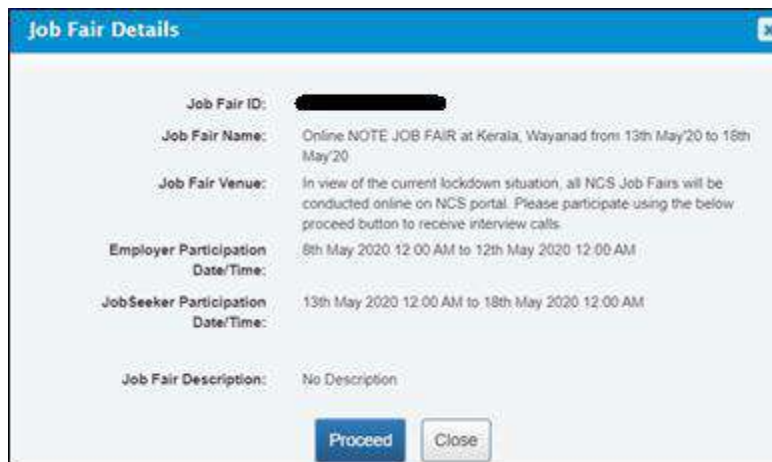
b. In Month Format

- i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays job fair search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



Job Fair Calendar

- ii. To view the details of a particular job fair, click the title of that job fair on the calendar.
- iii. The details of the selected job fair are displayed on a pop-up.

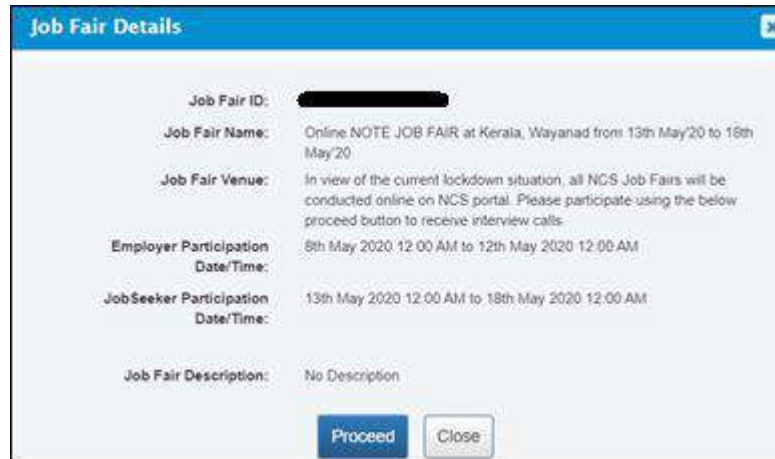


Job Fair Details Pop-up

15.2 Participate in a Job Fair

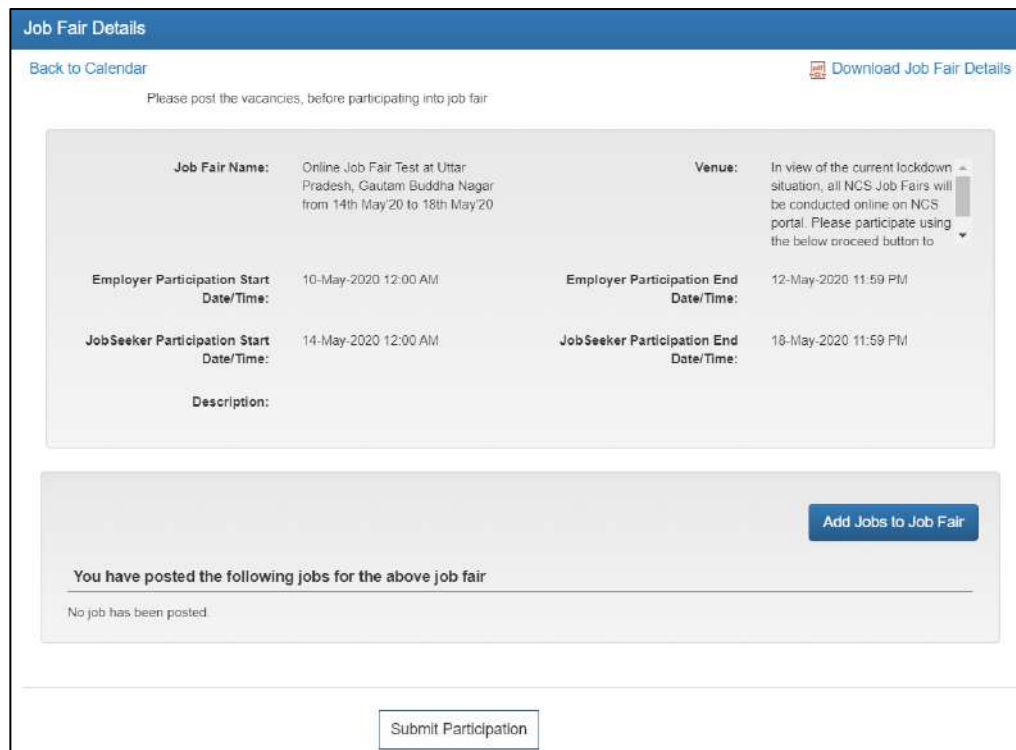
Follow these steps to participate in a particular job fair:

1. Ensure that the pop-up displaying details of the job fair, you want to participate in, is open.



Job Fair Details Pop-up

- Next, click the **Proceed** button. The **Job Fair Details** page displays.



- For participating in a Job Fair, Placement organisation needs to add Jobs in the Job Fair.
- Click on the **Add Jobs to Job Fair** link, following page opens.

Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status
1	[REDACTED]	[REDACTED]	27/04/2020	19/05/2020	Published
2	[REDACTED]	[REDACTED]	09/05/2020	31/05/2020	Published
3	[REDACTED]	[REDACTED]	17/05/2020	18/06/2020	Published

Adding Jobs to Job Fair

Portal provides two options to add a job to a job fair. Placement organisation can either post a fresh job to a job fair or can add already posted job to the job fair.

Add/Post New Job to Job Fair

1. Click on **Add New Job to Job Fair** link, displayed as the first section on the page.
2. NCS navigates user to **Post New Job** page. Enter job details and click **Post Job**.
3. New job is added to the job fair.

Add NCS Jobs to Job Fair

Using this feature, Placement organisation can tag an already posted Portal Job to a Job Fair.

1. In the second section, use the given filters to search for existing jobs posted on NCS.
2. Select the check box against a job from the search result pane.
3. Click on **Add Job to Job Fair** button to add the selected job to the Job Fair.

Add NCS jobs to Job Fair

Job Id: Job Reference Id:

Posted From: Posted Title:

Expiring From: Expiring Title:

Job Post Status: Job Type:

[Back to Job Fair](#) [Reset](#) [Search](#)

Sort Results By

Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status
<input checked="" type="checkbox"/> 1	[REDACTED]	Tech support	14/04/2020	13/07/2020	Published

[Back to Job Fair](#) [Add Job to Job Fair](#)

Job added successfully to job fair

Sort Results By

Sr. No.	Job ID	Job Title	Created On	Expiring On	Job Status
<input checked="" type="checkbox"/> 1	[REDACTED]	Tech support	14/04/2020	13/07/2020	Published

[Back to Job Fair](#)

4. Click on **Back to Job Fair** button to go back to Job Fair.
5. After adding a job to a job fair, **Submit Participation** button becomes enabled.

Job Fair Details

[Back to Calendar](#)
[Download Job Fair Details](#)

Please post the vacancies, before participating into job fair:

Job Fair Name:	Online Job Fair Test at Uttar Pradesh, Gautam Buddha Nagar from 14th May'20 to 18th May'20	Venue:	In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to
Employer Participation Start Date/Time:	10-May-2020 12:00 AM	Employer Participation End Date/Time:	12-May-2020 11:59 PM
Job Seeker Participation Start Date/Time:	14-May-2020 12:00 AM	Job Seeker Participation End Date/Time:	18-May-2020 11:59 PM
Description:			

⚠ Note: Job Fair Participation is not complete until "Submit Participation" Button is clicked.

[Add Jobs to Job Fair](#)

You have posted the following jobs for the above job fair

Job ID	Job Title		
[REDACTED]	Tech support	Remove Job	View Candidates

[Submit Participation](#)

6. Click the **Submit Participation** button to participate in the job fair.
Note: An Employer can add more jobs in a job fair or remove already added jobs, any time before the Employer Participation end date and time.

15.3 Hiring Process through NCS Portal

With the start of Jobseeker Participation date till it ends, Placement organisation receives the email notification as the jobseeker applies to the job(s) posted by him. Then Placement organisation starts the selection process as defined.

1. Click on the Job Fair /Event Participation link in the left navigation.

Legend: ★ Event ■ Job Fair

Events Participation (General Events, Job Fair etc.)								
Sr. No.	Job Fair / Event ID	Job Fair / Event Name	Registration Start Date/Time	Registration End Date/Time	Job Fair / Event Start Date/Time	Job Fair / Events End Date/Time	Status	Registration Confirmation/Participation Status
1	[REDACTED]	Online Quality analyst on NCS Portal from 25th Apr '22 to 26th Apr'22	4/22/2022	4/23/2022	4/25/2022	4/26/2022	Active	Download

2. Click on the participated Job Fair and then click on Proceed button.

Job Fair Details

Job Fair ID: [REDACTED]

Job Fair Name: Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20

Job Fair Venue: In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.

Employer Participation Date/Time: 8th May 2020 12:00 AM to 12th May 2020 12:00 AM

Job Seeker Participation Date/Time: 13th May 2020 12:00 AM to 18th May 2020 12:00 AM

Job Fair Description: No Description

[Proceed](#)
[Close](#)

3. Click on View Candidates link against the posted job.

You have posted the following jobs for the above job fair

Job ID	Job Title	
[REDACTED]	anlysttwo seven	View Candidates

Review the profile of candidates under two tabs “Applications matching Job criteria” and “Applications not matching Job Criteria”. Select the candidate as per job requirement and click the **Shortlist Candidates** button.

The screenshot displays the 'Search Candidates Result' interface. At the top, there are navigation tabs: 'Eligible Candidate', 'Applications not matching Job criteria', 'Shortlisted Profiles', and 'Scheduled Interviews'. Below these, there are sub-tabs for 'Jobseekers - Applied' and 'Jobseekers - Not Applied'. The main content area shows a search result for 'Associates' with 'About 2 results'. A legend indicates that a red dot represents a 'Rejected Profile'. The search criteria include 'Job ID' (redacted) and 'Job Title : Associates'. There are buttons for 'Change Search Criteria', 'Reject Profile', 'Mark as Viewed', and 'Shortlist Candidates'. A note states: 'The count may differ from number of application(s). Please wait for a while and refresh the page. To view video profiles of a candidate, open the profile and check Personal Information section.' The candidate list is as follows:

<input checked="" type="checkbox"/>	Candidate Name	Employment Status	Experience	Last updated on
<input type="checkbox"/>	Gola arora	Self employed	3 year(s)	02/03/2022
<input checked="" type="checkbox"/>	pnc demouar	Self employed	3 year(s)	21/01/2022

On the right side, there is a 'Refine your Search' panel with filters for 'Highest Education Level' (12th Pass, Graduate), 'Education' (B Ed (Bachelor of Education)), and 'Specialization' (B Ed (Bachelor of Education), Computer Science).

4. Go to **Shortlisted Profiles** tab, select the candidate and click the **Send Interview Request(s)** button. This will notify the Jobseeker of interview request, who will then respond by accepting or rejecting the interview request.

The screenshot displays the 'Shortlisted Profiles' interface. At the top, there are navigation tabs: 'Eligible Candidate', 'Applications not matching Job criteria', 'Shortlisted Profiles', and 'Scheduled Interviews'. Below these, there are sub-tabs for 'Jobseekers - Applied' and 'Jobseekers - Not Applied'. The main content area shows a search result for 'Associates' with 'About 2 results'. A legend indicates that a red dot represents a 'Rejected Profile'. The search criteria include 'Job ID' (redacted) and 'Job Title : Associates'. There are buttons for 'Remove', 'Send Interview Request(s)', and 'Download All Profiles'. A note states: 'This will download all shortlisted profiles in xls format.' The candidate list is as follows:

<input checked="" type="checkbox"/>	Candidate Name	Employment Status	Experience	Last updated on	Action
<input checked="" type="checkbox"/>	Gola arora	Self employed	3 year(s)	02/03/2022	Action

5. Enter the required information and then click on the **Send** button.

Interview Request

Interview Type *

Mode Of Interview *

Interview Venue
Note: Interview Venue is not mandatory when 'Mode of Interview' is 'Telephonic'.

Interview Date *

Interview Start Time *

Interview End Time

Comment

Contact Person's Details

Name *

Mobile Number *

Email ID *

15.4 Job Closure Process

After Placement organisation has got required number of candidates from portal against a posted job, he needs to close the said job on Portal before the expiry date of Job.

1. Click on **Jobs Posted and Responses** from left panel. The posted job response screen displays.

The screenshot shows a recruitment management interface. On the left is a sidebar with navigation options like 'Jobs Posted and Responses', 'Expired Jobs', 'Scheduled Interviews', etc. The main area contains search filters for 'Posted From', 'Expiring From', 'Job Post Status', and 'Hiring For'. Below the filters is a table of job listings. A context menu is open over the first job listing, with the 'Close Job - Notify Recruitment' option highlighted in red.

Sr. No.	Job ID	Job Title	Created On	Expiring On	Total NC'S Applications	Job Status	# Candidates Hired
1	[Redacted]	Developer	19/01/2022	31/01/2022	1	Exp	-
2	[Redacted]	Associate engineer	24/01/2022	28/02/2022	0	Exp	-
3	[Redacted]	Developer	31/03/2022	27/04/2022	0	Publ	-
4	[Redacted]	Developer	07/04/2022	29/04/2022	0	Publ	-
5	[Redacted]	Associates	07/04/2022	30/04/2022	1	Published	-

2. Click on **Action** button and select the **Close Job – Notify Recruitment** option. This displays the **Reason for Closing Job** pop-up.

The screenshot shows a pop-up window titled 'Reason for Closing Job'. It contains a single text input field with a dropdown arrow, currently displaying '--Select--'. Below the input field are two buttons: 'Submit' and 'Cancel'.

3. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

- a. **Recruitment completed through NCS** – A mandatory field displays when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

- b. **Recruitment completed through sources other than NCS** – A mandatory field and a mandatory drop-down list display when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the **Candidates Hired** column on the **Jobs Posted and Responses** screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (**Suitable candidate(s) not found on NCS** or **Any Other reason**) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.

A text field displays when you select the **Any Other reason** option from the drop-down.

Enter the reason in the text field.

- c. **Recruitment Deferred** – No mandatory field displays when you select this option.

Click on **Submit** button.

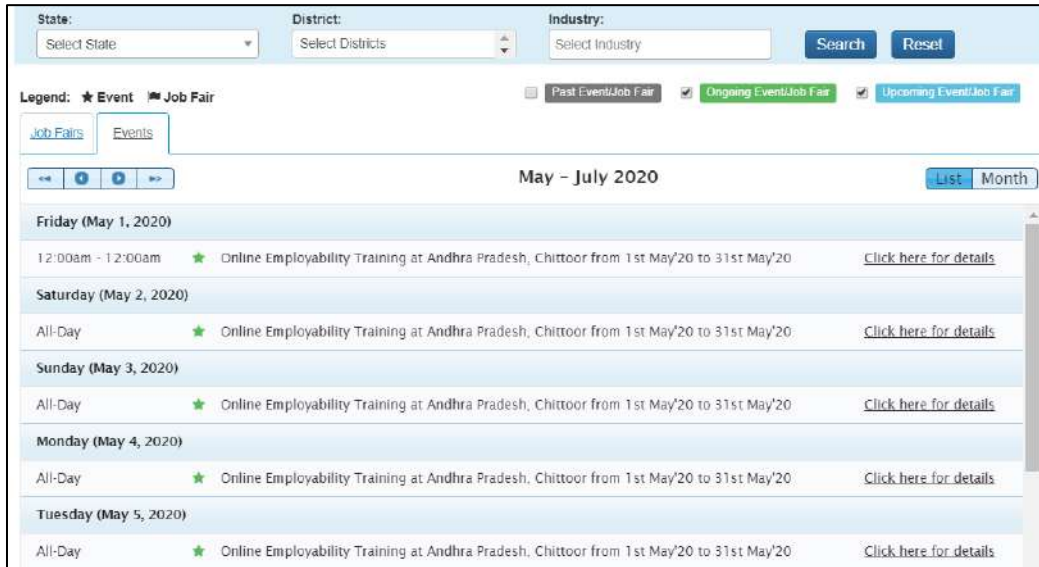
15.5 Search for Events

Follow these steps to search for events:

1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.
2. Define search filter criteria (**State**, **District**, and **Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair**, **Ongoing Event/Job Fair**, and **Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:

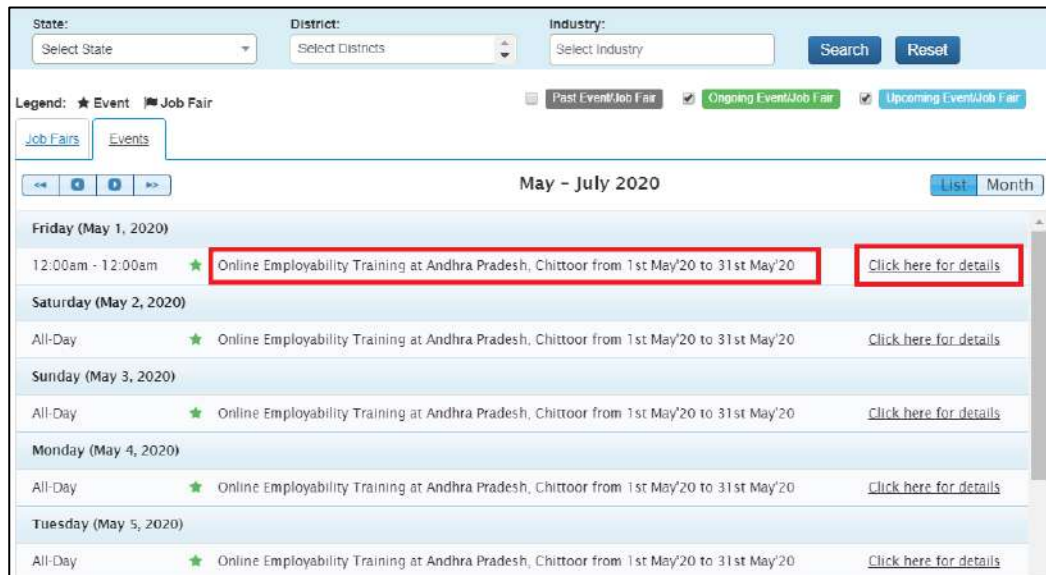
a. **In List Format**

- i. Results of events that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).



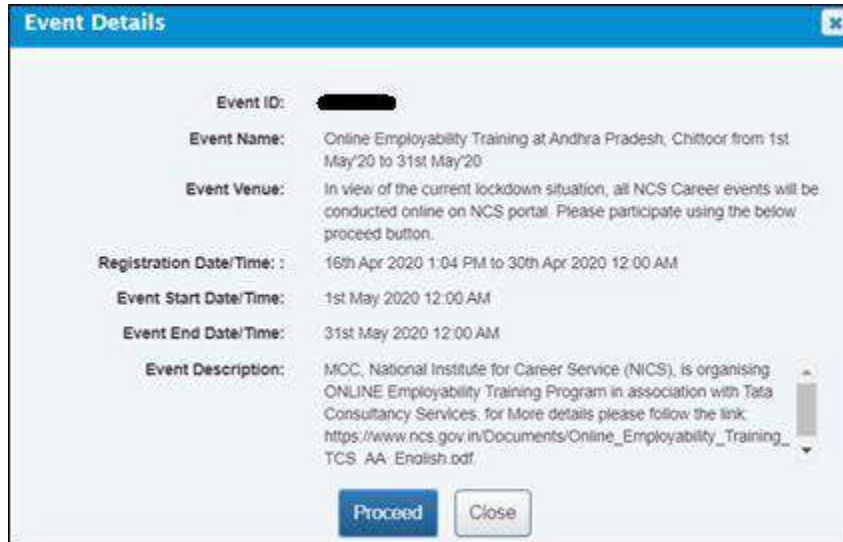
Event Result List

- ii. To view the details of a particular event you can either click the title of the event in the list or click the **Click here for details** link for that event listing.



Event Title and Click here for details Link

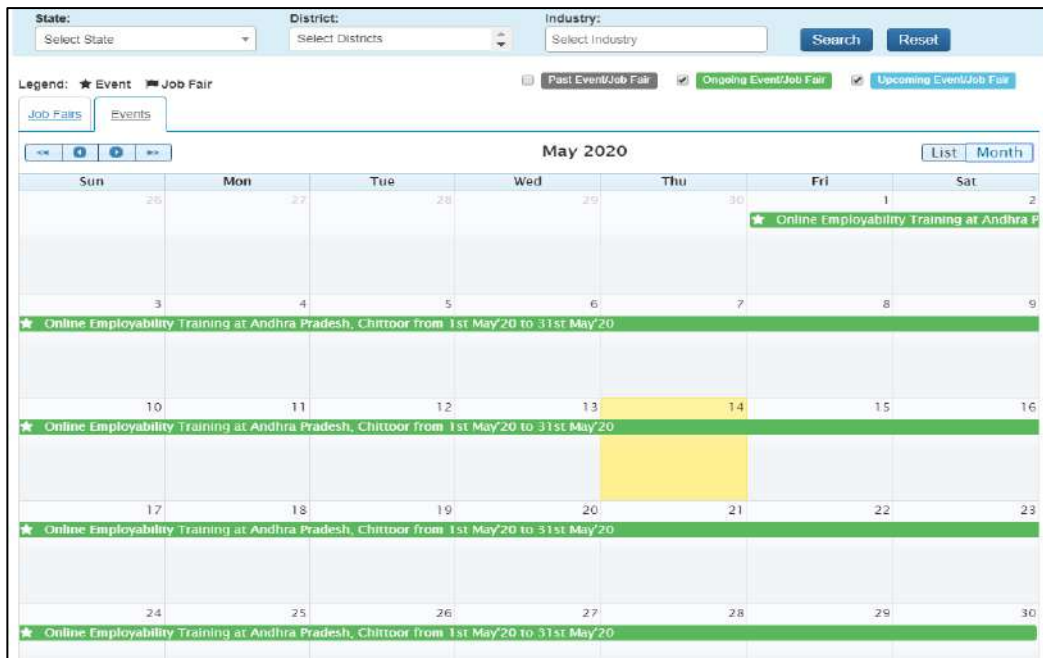
- iii. The details of the selected event display on a pop-up.



Event Details Pop-up

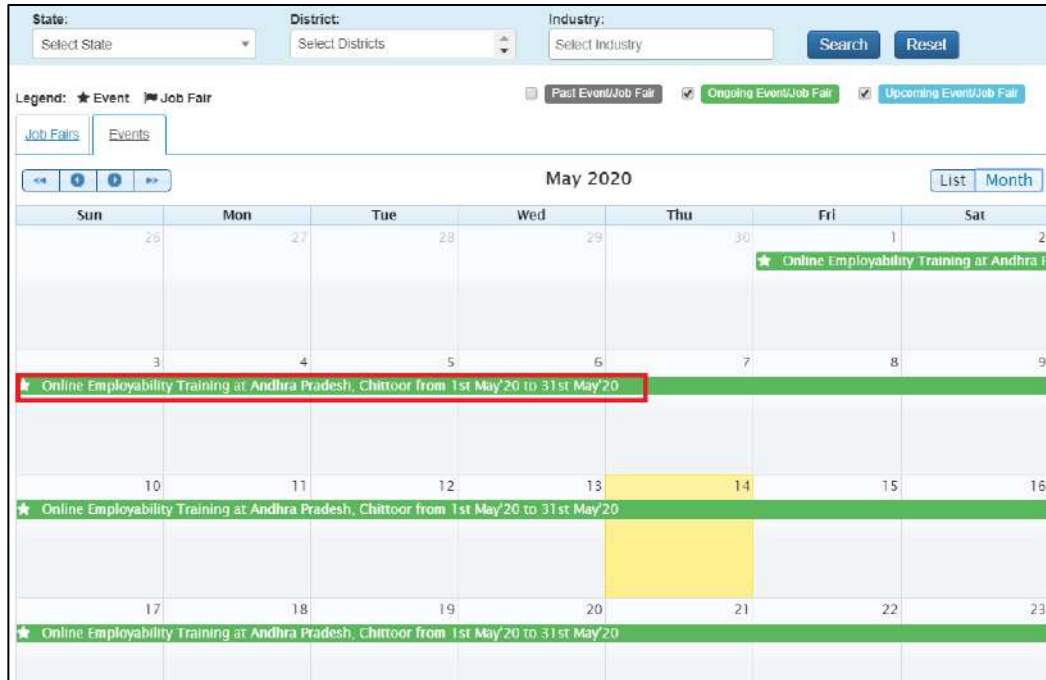
b. In Month Format

- i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays event search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



Event Result Calendar

- ii. To view the details of a particular event, click the title of that event on the calendar.



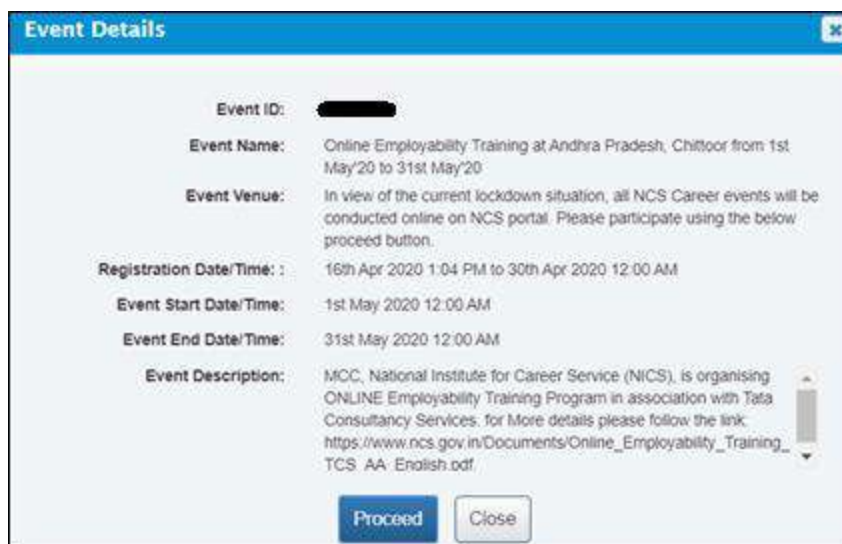
Event Title

iii. The details of the selected event display on a pop-up.

15.6 Participate in an Event

Follow these steps to participate in a particular event:

1. Ensure that the pop-up displaying details of the event you want to participate in is open.



Event Details Pop-up

2. Next, click the **Proceed** button. The **Event Pre-registration** screen displays.

Event	
Event Name:	Test venue disabled at Andaman and Nicobar Islands, Nicobars from 23rd Apr'20 to 30th Apr'20
Venue:	In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate using the below
Registration Start Date/Time:	09-Apr-2020 5:00 AM
Registration End Date/Time:	22-Apr-2020 5:00 PM
Event Start Date/Time:	23-Apr-2020 12:00 PM
Event End Date/Time:	30-Apr-2020 8:00 PM
Description:	Test venue disabled
Event Type:	Others

[Submit Participation](#) [Back to Calendar](#)

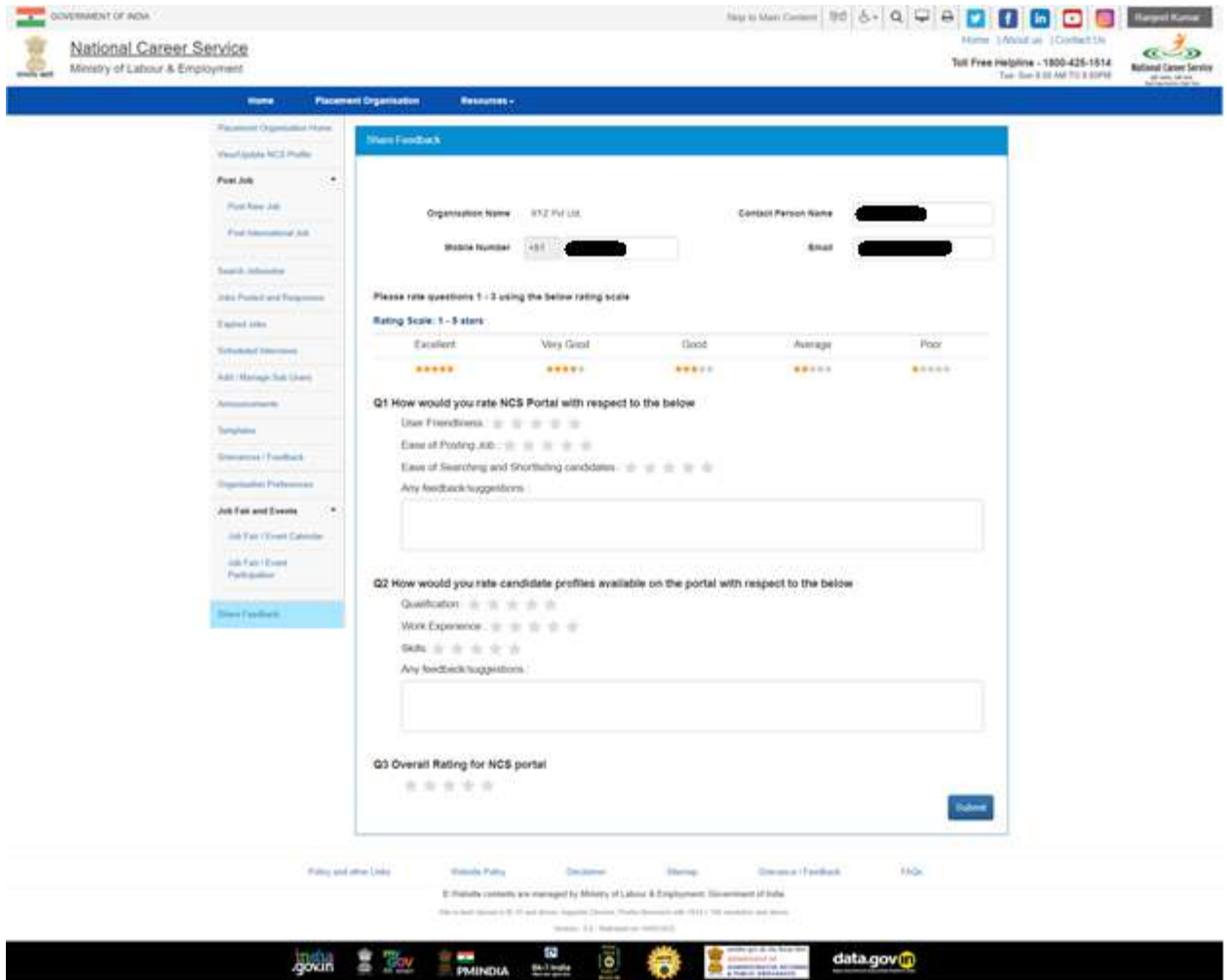
Event Pre-Registration Screen

3. Click the **Submit Participation** button.

16. Share Feedback

This link allows the user to share feedback about the NCS portal.

1. Click on **Share Feedback** from left panel. The **Share Feedback** screen displays.



- Rate all the options for each displayed question (from Q1 to Q3) using the following rating scale: Excellent (five stars), Very Good (four stars), Good (three stars), Average (two stars), and poor (one star).

Please rate questions 1 - 3 using the below rating scale

Rating Scale: 1 - 5 stars

Excellent	Very Good	Good	Average	Poor
★★★★★	★★★★☆	★★★☆☆	★★★☆☆	★★★☆☆

Q1 How would you rate NCS Portal with respect to the below

User Friendliness : ★★★★★

Ease of Posting Job : ★★★★★

Ease of Searching and Shortlisting candidates : ★★★★★

Any feedback/suggestions :

3. Enter feedback or suggestions (optional) in the provided text field.

Please rate questions 1 - 3 using the below rating scale

Rating Scale: 1 - 5 stars

Excellent	Very Good	Good	Average	Poor
★★★★★	★★★★☆	★★★☆☆	★★★☆☆	★★★☆☆

Q1 How would you rate NCS Portal with respect to the below

User Friendliness : ★★★★★

Ease of Posting Job : ★★★★★

Ease of Searching and Shortlisting candidates : ★★★★★

Any feedback/suggestions :

4. Click the **Submit** button. The successful submission message displays.

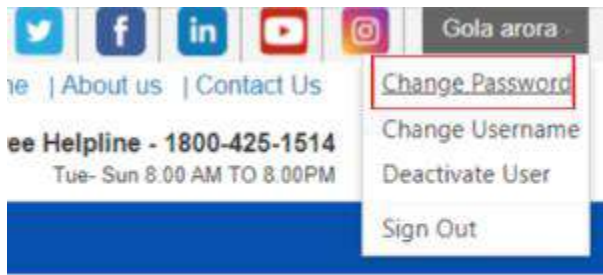
Note: To submit the feedback it is mandatory to provide a star rating (using the rating scale) for all the options for all the questions displayed on the screen.

Note: The **Share Feedback** screen can also be accessed from the **Action** drop-down for individual items listed on **Jobs Posted and Responses** screen.

17. Change Password

The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.

1. Select Change password from Sign-out menu. The **Change Password** screen displays.

A screenshot of the 'Change Password' form. The form has a blue header with the text 'Change Password'. Below the header, there is a note: 'Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it.' followed by a red asterisk and the word 'mandatory'. The form contains four input fields: 'Old Password*', 'New Password*' (with an information icon), 'Confirm New Password*', and 'Enter Security Code*'. The security code field contains the characters 'D R K X B'. Below the security code field is a captcha field with the text 'Type Captcha:' and 'Type the text', and a refresh icon. A blue 'Change Password' button is located at the bottom right of the form.

2. Enter old password
3. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
4. Retype the same password for confirmation
5. Enter Security Code as shown in figure
6. Click on **Change Password** button to update the password

18. Insufficient Password History Enforcement

You cannot use your last 3 passwords to reset your new password using the Forgot Password or Change Password features. In such case the portal will display a validation message that “Old and New Password cannot be same.”

Change Password

Old and New Passwords cannot be same.

* mandatory

Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it.

Old Password*

New Password*

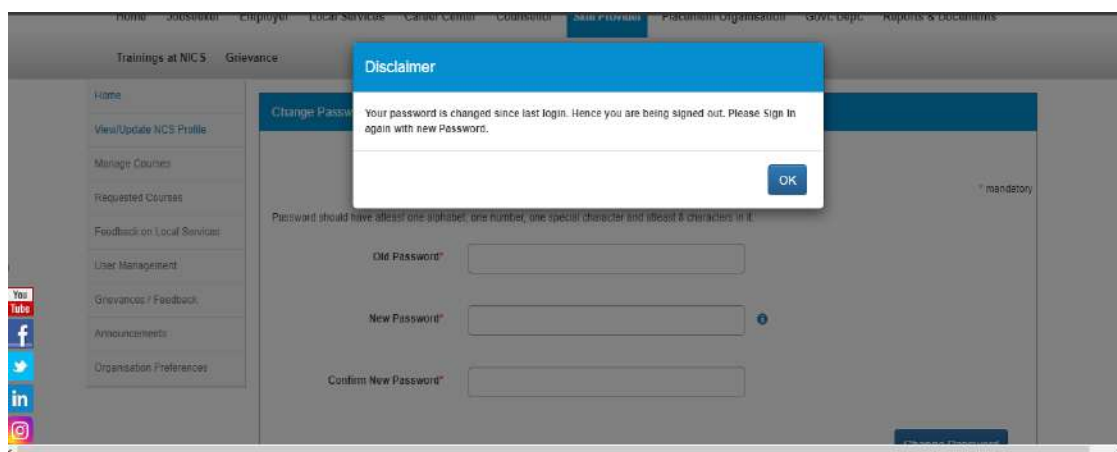
Confirm New Password*

Enter Security Code*

Type Captcha:

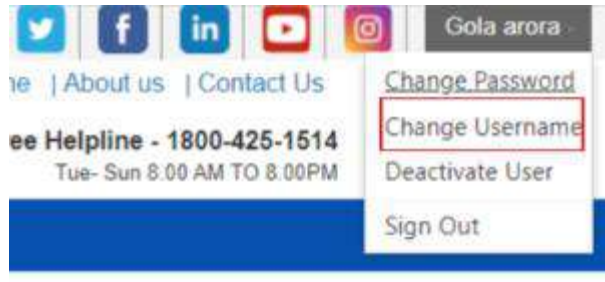
19. User will Logout After Password Change

Now when you change the password, a pop-up will appear displaying the message: “Your password is changed since last login. Hence you are being signed out. Please Sign In again with new Password.” and the system will automatically log you out after 10 seconds.



20. Change Username

The link “Change Username” is provided in the “Sign-out” menu and this allows user to change Username for the NCS portal.



1. Click the **Change Username** option from Sign-Out menu. The **Change Username** screen displays.

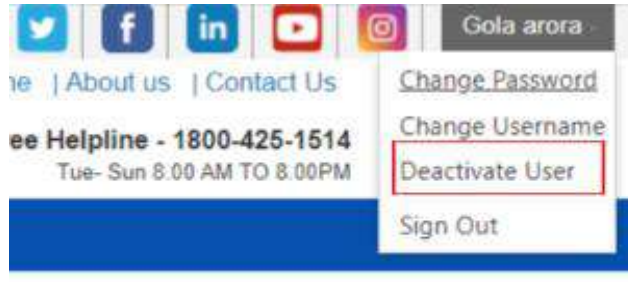
A screenshot of the 'Change Username' form. The form has a blue header with the title 'Change Username'. It contains two main sections: 'New Username *' and 'Enter Security Code *'. The 'New Username *' section has a text input field, a 'Check UserID' button, and a note: 'Note: Allowed special characters are @ - _'. The 'Enter Security Code *' section has a large input field displaying the security code '9 M F T N', a 'Type Captcha:' label, a smaller input field for the captcha, and a refresh button. A 'Generate OTP' button is located at the bottom right of the form.

2. Enter new Username
3. Click "Check User ID" button to check whether this User ID is available or not to use
4. Enter Security Code as shown in the displayed image
5. Click Generate OTP button
6. An OTP will be generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username is now changed

21. Deactivate User

User can now deactivate themselves from the NCS portal. As soon as a user deactivates themselves from the portal, they will be unregistered from the portal. User will be asked to enter the OTP they receive and provide the reason for their deactivation

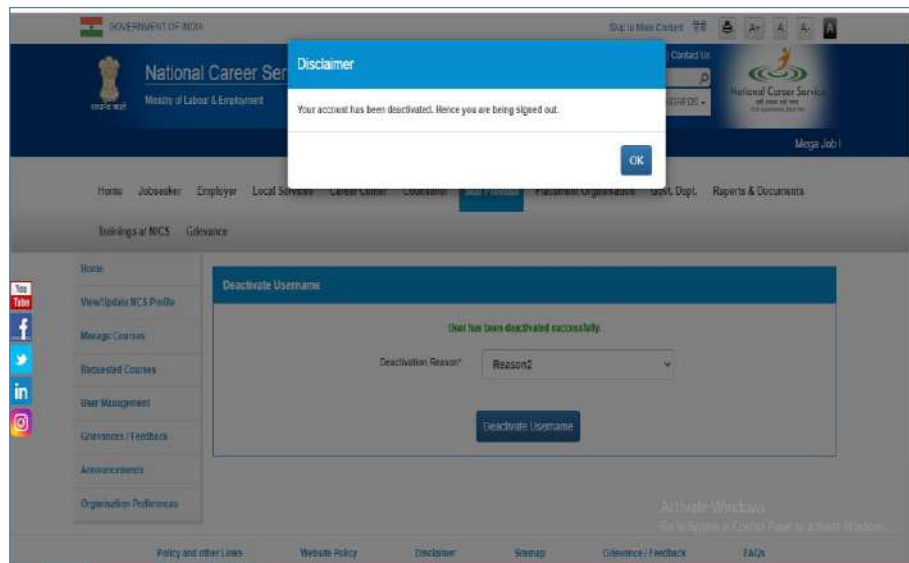
1. Select **Deactivate User** from **Sign Out** menu



Deactivate User option in Sign-Out menu

 A screenshot of a web form titled 'Deactivate User'. It features two input fields: 'User Name*' and 'Password*', both containing masked text. A blue 'Validate' button is positioned below the password field.

2. Enter **Username** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal



22. Reactivate Account

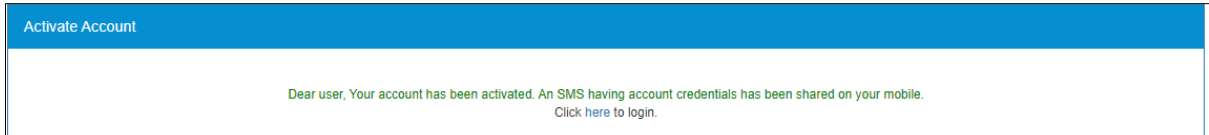
NCS users can now reactivate themselves once they are deactivated from the NCS Portal. A functionality to reactivate an account is available on the home page.

1. Click the **Reactivate Account** link that displays below the **Login** control



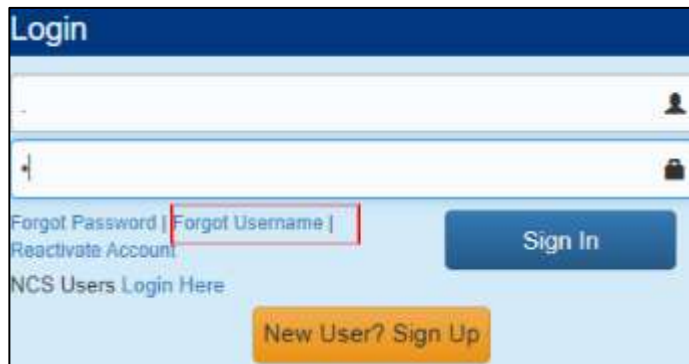
2. Select **Placement Organisation** from the “I am” drop-down list
3. Select **Organization Type** Proprietorship/Autonomous
4. Enter **Proprietorship’s PAN**
5. Enter **Proprietor's DOB** (As in PAN Card)
6. Enter **Mobile Number**
7. Enter **Security Code**
8. Click **Generate OTP**
9. Enter OTP and click **Submit OTP**
10. A message is sent with new Username and Password on registered mobile number of the user

11. Click the **Click here** link
12. Enter Username and Password and then click **Login** with new Username and Password



23. Forgot Username

This particular feature enables the user to retrieve their Username in case they forget it and are thereby unable to log into the NCS portal.



1. Click the Forgot Username link from the NCS Home page. This displays the Forgot Username page
2. Select the Placement Organization option from the I am drop-down list

3. Select Organisation Type as Proprietorship or Autonomous/Others
4. Enter following details for the selected organisation:
 - a. For Proprietorship type of organisation enter: Proprietor's PAN, Proprietor's DOB (As in PAN Card), Mobile Number, and the security code that displays
 - b. For Autonomous/Others type of organisation enter: Organisation PAN, Year of Incorporation, Mobile Number, and the security code that displays
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number

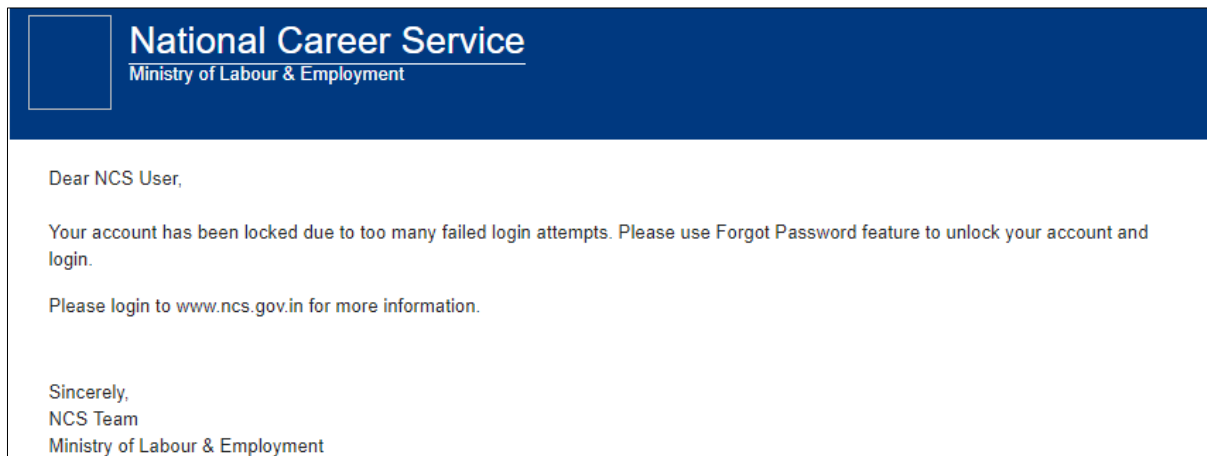
7. Enter the OTP you receive
8. Click the Submit button
9. The system will retrieve your Username and display it

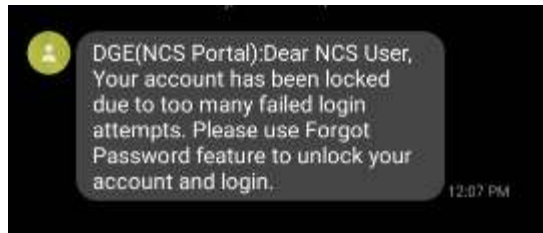
24. Validation Message on Incorrect Username/ Password

On entering incorrect User Name or Password, you will get a validation message that reads: “Username or Password is incorrect. Please try again”.



After 5 incorrect attempts you will get a message on your registered mobile number and an email on your registered email id stating: “Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login”.





25. Reports and Documents

This link allows you to search for and view Reports and Documents.

1. Click **Resources** from the Top Navigation.
2. Click the **Reports and Documents** option from the menu.

25.1 MIS Reports

This link allows you to search for and view published MIS reports. Reports can be searched on the basis of category, name, year and state.

1. Click **MIS Reports** link from the left panel. This displays the **Reports** screen.

MIS Reports Screen

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Home Placement Organisation Resources

MIS Reports
Analytical Reports
Documents
NCS Policy Documents
EEx Statistics
RTI
Key Performance Indicators
Annual Reports
External Partner Dashboard
Budget

Note: As per the Data Cleansing activity conducted on 1st Aug 18, a number of NCS Users have been archived from the system. These users will not be listed in any Post Data Cleansing Reports. Further, some users will be archived on monthly basis as per the Archival Policy of NCS and data w.r.t Active and Approved users will be reflected in all Post Data Cleansing Reports. With effect from 30th Jun 19, Employer reports will consist of data only w.r.t PAN Verified Employers

Reports

Report Category * Placement Organisation Reports

Report Name * PO Registration Distribution - State wise

Year * 2018-19(Post Data Cleansing)

State * NCT OF DELHI

Available Reports

Sr.No.	File Name	File Type	File Size	Published Date
1	PO Distribution - State wise - Nct Of Delhi - 2018-19.xlsx	xlsx	17.07 KB	04/10/2018 04:57 PM
2	PO Distribution - State wise - Nct Of Delhi - 2018-19.html	html	41.77 KB	04/10/2018 04:57 PM

Available Reports

25.2 Analytical Reports

This link allows you to search for and view published analytical reports. Reports can be searched on the basis of period and state.

1. Click **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

Home Placement Organisation Resources

MIS Reports
Analytical Reports
Documents
NCS Policy Documents
EEx Statistics
RTI
Key Performance Indicators
Annual Reports
External Partner Dashboard
Budget

Analytical Reports

State * --Select--

Analytical Reports Screen

2. Select the period for which report is required from the drop-down list
3. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Sr.No.	File Name	File Type	File Size	Published Date
1	DELHI Factsheet Till August.pdf	pdf	756.87 KB	05/09/2019 01:54 PM

Available Reports

25.3 Documents

This link allows you to view documents related to the NCS portal.

1. Click **Documents** link from the left panel. This displays the **Documents** screen.

File Name	File Size	File Type	Effective Date
e-Book of NCS launched as part of Azadi Ka Amrit Mahotsav.pdf	4.71 MB	PDF (Portable Document Format)	3/7/2022 4:15 PM

Documents Screen

Click the desired link to view the listed documents.

25.4 NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.

Home	Placement Organisation	Resources -
MIS Reports		
Analytical Reports		
Documents		
NCS Policy Documents		
EEx Statistics		
RTI		
Key Performance Indicators		
Annual Reports		
External Partner Dashboard		
Budget		

File Name	File Size	File Type	Effective Date
Career Centre guidelines 10 Dec 2014 Final-v3.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Onboarding Policy_07Jan2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS_Policy_for_Counsellors-27-05-2016_Final.pdf	undefined	PDF (Portable Document Format)	undefined

NCS Policy Documents Screen

2. Click the required link to view the listed NCS policies.

25.5 EEx Statistics

This link allows you to view an EEx Statistics related to the NCS Portal.

1. Click **EEx Statistics** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.

Home	Placement Organisation	Resources -
MIS Reports		
Analytical Reports		
Documents		
NCS Policy Documents		
EEx Statistics		
RTI		
Key Performance Indicators		
Annual Reports		
External Partner Dashboard		
Budget		

File Name	File Size	File Type	Effective Date
Employment exchange statistics.pdf	978.34 KB	PDF (Portable Document Format)	8/19/2016 3:22 PM

EEx Statistics Screen

25.6 RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click the **Reports & Documents** link from the top menu bar and then the **RTI** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.
2. If you click the **Continue** button, you are navigated to the <http://www.labour.nic.in/applications-and-appeals> page where you can file an RTI.

25.7 Key Performance Indicators

This link allows you to view key performance indicators.

1. Click **Key Performance Indicators** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

25.8 Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Annual Reports** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/annual-reports>.

25.9 External Partner Dashboard

This link allows you to navigate to an external website where you can review annual reports. Access to dashboard is for limited users only.

25.10 Budget

This link allows you to navigate to an external website where you can review annual reports.

1. Click the **Reports & Documents** link from the top menu bar and then the **Budget** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.

2. If you click the **Continue** button, you are navigated to the following external URL:
<http://www.labour.gov.in/budget>.

Chapter- 7

Procedure related to SKILL PROVIDER

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1. Introduction

The Directorate General of Employment and Training (now Directorate General of Employment) and the Ministry of Labour and Employment (MoLE) have implemented the National Career Services (NCS) portal which aims to provide a variety of employment related services to individuals as well as organisations. The Government has increased its attention on career counselling as a key activity to aspiring youth of the nation so that they can pursue the right career path and join the workforce with better employment related skills.

In the NCS portal a skill provider user profile refers to any organisation that imparts employment related skills to jobseekers and candidates.

The skill provider module covers the following functionality:

- Access the Application
- Skill Provider Registration
- Log into the NCS Portal
- View/Edit Skill Provider profile
- Manage Courses
- Requested courses
- Feedback on Local Services
- User Management
- Grievances/Feedback
- Cases
- Announcements
- Change Password
- Organisation Preferences
- Reports
- Documents
- RTI
- NCS Policy Documents
- Key Performance indicator
- Annual reports
- Government Jobs

2. Getting Started

2.1 Access the Application

To access the NCS portal, type the following website address or Uniform Resource Locator (URL) in the address bar of your Internet browser: <http://www.ncs.gov.in/>. The Home page of the NCS portal displays.

The screenshot shows the NCS portal home page with the following elements:

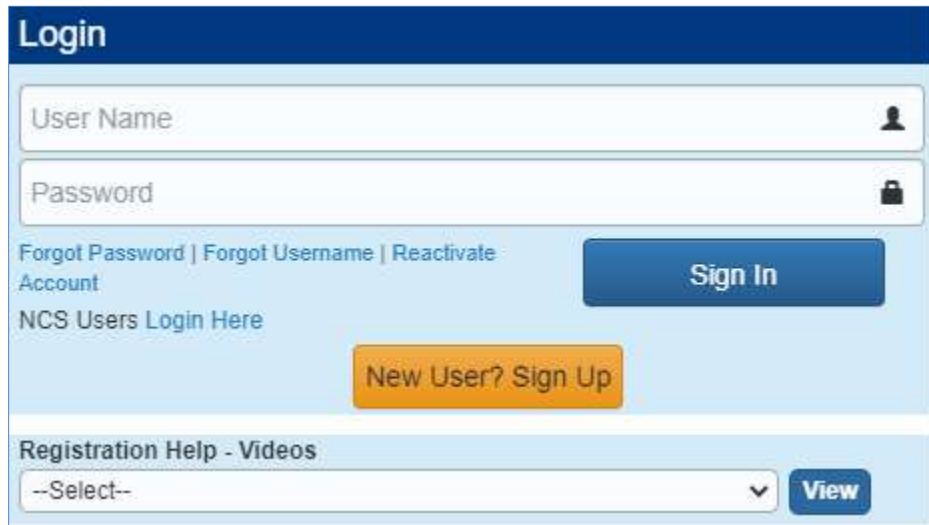
- Header:** Government of India, National Career Service, Ministry of Labour & Employment. Navigation links: Home, Jobs/seeker, Employer, Local Services, Career Center, Counselor, Skill Provider, Placement Organisation, Govt. Dept., Reports & Documents, Trainings at NCS, Grievance.
- Search:** Search bar with a dropdown for category selection.
- Job Vacancies:** Grid showing vacancies by State & Union Territories (e.g., Andhra Pradesh: 2, Bihar: 2, Delhi: 1412, Gujarat: 8, Karnataka: 25) and Sectors (e.g., Maharashtra: 34, Rajasthan: 444, Tamil Nadu: 126, Telangana: 9). Includes an 'All India' category with 1643 vacancies.
- Login:** Fields for User Name, Password, and MNC User Login. Includes a 'New User? Sign Up' button.
- Statistics:** 1,05,18,445 Active Job Seekers, 7,823 Active Employers, 3,57,728 Active Vacancies.
- Top Employers:** GEOGRAVITY SERVICES PRIVATE LIMITED, CORPORATE STEPS, DIGITAL SHIKSHA.
- Services:** Live COVID-19 updates, Career Information & Assessment Tests, Jobs for Women, Job Fairs and Events, What's New, Services for Differently Abled, Govt Jobs & Employment Portals, Videos.
- Banner:** 'Getting cold feet while giving presentations? Jobseekers can now make their CV more Impressive. NCS introduces Video Profile functionality on its portal. Toll Free Helpline: 1800-425-1514. www.ncs.gov.in'
- Footer:** Policy and other links, Website Policy, Disclaimer, Sitemap, Uservoice / Feedback, RAJE. © Content Owned and Updated by Ministry of Labour & Employment.

NCS Portal Home Page

2.2 Signup/Registration

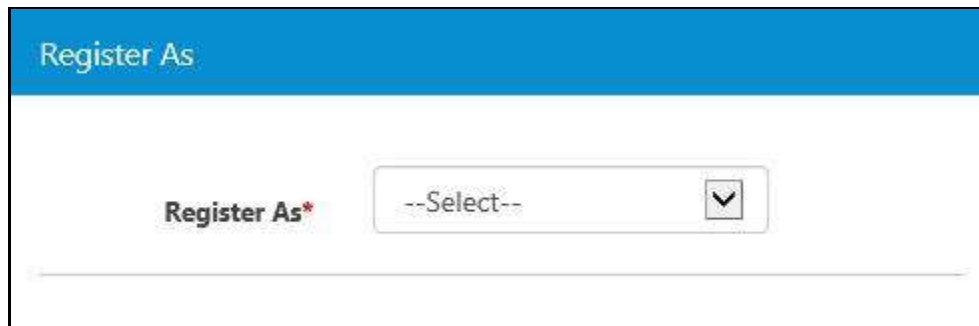
As a skill provider, you need to register yourself on the NCS portal before you can avail the facilities provided by the portal. The **New User? Sign Up** button on the Login section of the portal's Home page allows you to initiate the registration process. As per the registration

process you get to create a password and generate a User Name for all your future logins. Your login credentials also enable you to make use of other functionalities of the NCS portal.



Login Section

1. Click the **New User? Sign Up** button from the **Login** section. The **Register As** screen displays.



Register As Screen

2. Select the Skill Provider option from the **Register As** drop-down list. This displays the **Registration** screen for a skill provider user.

Registration

Region A/

Organisation Name:

Former Registered Name:

Organisation Type:

Is Reporting?

Phone Number:

Registered Office

Address 1:

Address 2:

State:

County:

City/Town/Village:

Postal:

Phone:

Mobile Number:

Company Email:

Website URL:

Identity Information

Organisation PAN:

Type of Incorporation:

Company Details

Phone Number:

Mobile Number:

Postal:

Registered Designation:

User ID:

Password:

Repeat Password:

Address of Operation:

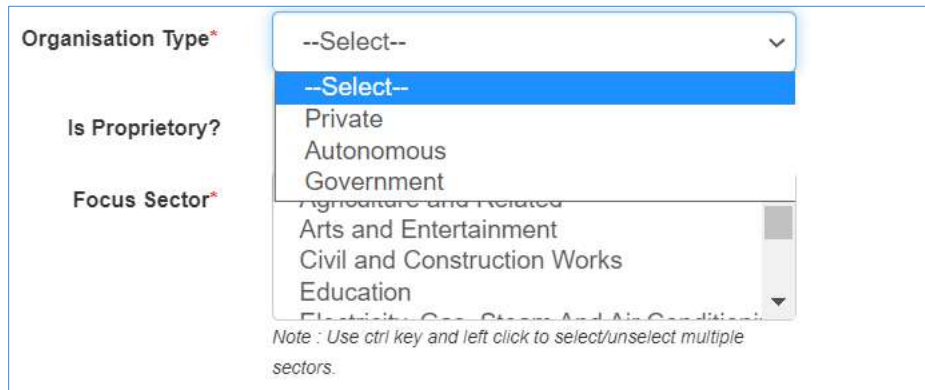
Miscellaneous

Phone Security Code:

Registration Screen

3. Enter name of the organisation
4. Enter the former registered name of the organisation if any

- Select the organisation type from the drop-down list. User can select Organization Type as “Private”, “Autonomous”, or “Government”.



Organisation Type* --Select--

Is Proprietary?

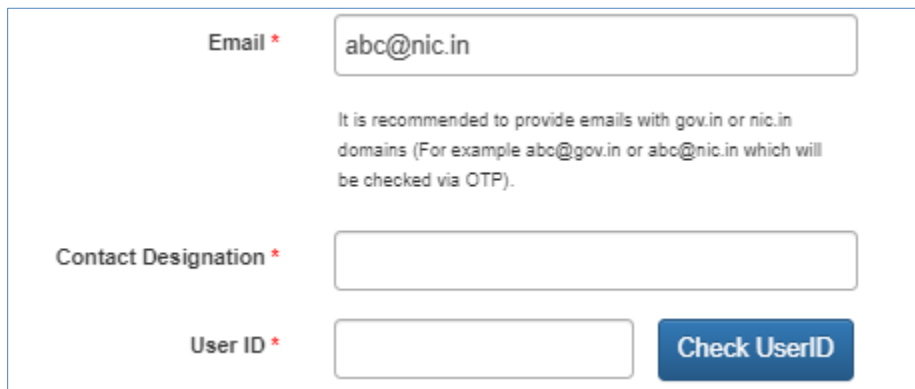
Focus Sector*

Private
Autonomous
Government
Agriculture and Related
Arts and Entertainment
Civil and Construction Works
Education
Electricity, Gas, Steam And Air Conditioning

Note: Use ctrl key and left click to select/unselect multiple sectors.

Organization Type Drop-down

- Select the **Is Proprietary?** check-box if the **Organisation Type** is either “Private” or “Autonomous”, is required. This will allow the user to register themselves as a Proprietary Owner. If the **Organization Type** is selected as “Government”, user needs to enter their TAN number as **Identity Info** and then get DGE approval for activation. If a skill provider is a user with **Organization Type** as “Government”, having a Government email ID (for e.g. domains with nic.in or gov.in), then they do not have to get DGE approval. In such a situation the user will be verified through an email OTP that is sent to their Government email ID.



Email* abc@nic.in

It is recommended to provide emails with gov.in or nic.in domains (For example abc@gov.in or abc@nic.in which will be checked via OTP).

Contact Designation*

User ID*

Check UserID

Registration Page: Contact Details Section

Note: In a registration, where the **Is Proprietary?** check-box is checked, the **Organisation PAN** (Permanent Account Number) and **Year of Incorporation** fields are removed from **Identity Information** section of the screen and replaced with **Proprietor’s PAN**, **Proprietor’s Name**, and **Proprietor’s DOB** (Date of Birth) fields. Also, the **Person Name** field is removed from the **Contact Details** section of the **Registration** screen.



Is Proprietary? Check-box

7. Select the focus sector from the drop-down list
8. Enter the address for the registered office
9. Select a state from the drop-down list
10. Select a district from the drop-down list
11. Select a sub-district, taluka, or tehsil from the drop-down list
12. Select the name of city or village from the drop-down list
13. Enter the pin code
14. Enter the landline number with area code and extension (if any)
15. Enter the ten digit mobile number
16. Enter the company's Email ID
17. Enter the company's official website address or URL
18. Enter the organisation PAN
19. Select year of incorporation from the drop-down list

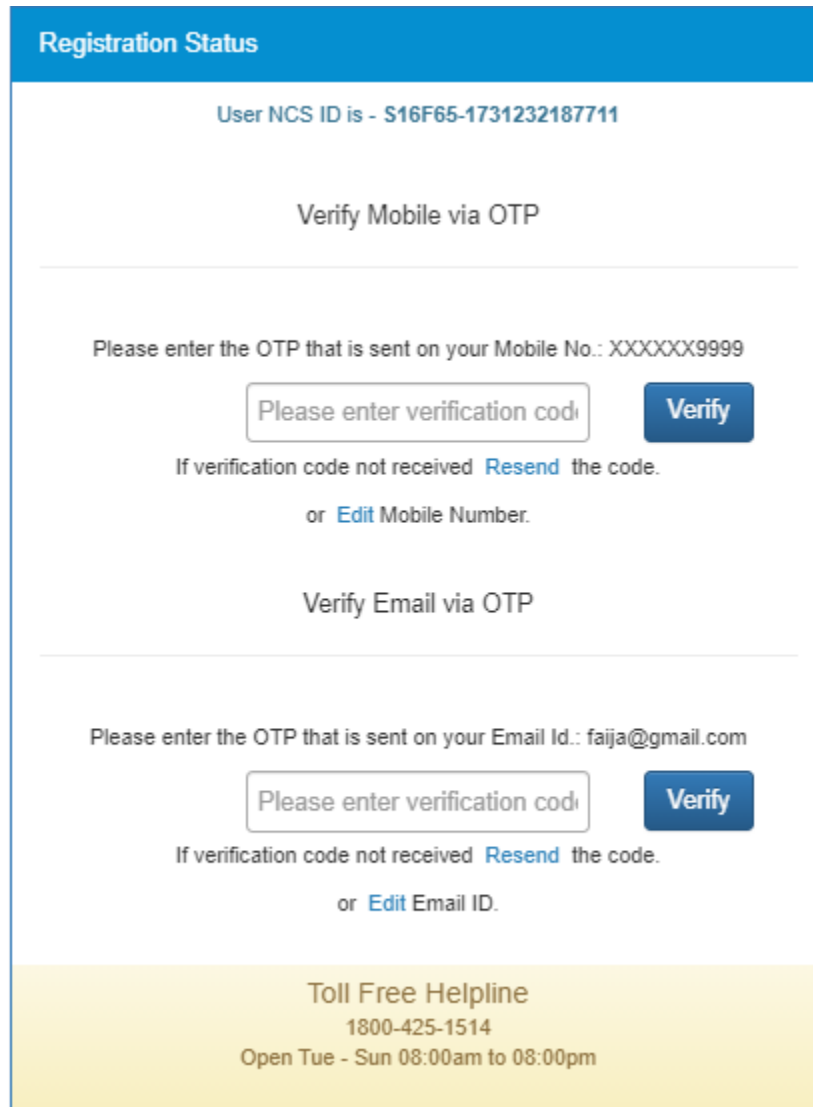
Note: If the **Is Proprietary?** check-box is checked, the Identify Information section will display the **Proprietor's PAN**, **Proprietor's Name**, and **Proprietor's DOB** (Date of Birth) fields instead of **Organisation PAN** and **Year of Incorporation** fields. In such a case the proprietor's PAN would be considered as the organisation PAN.

20. Enter contact person's name

Note: This field does not display if the **Is Proprietary?** check-box is checked.

21. Enter landline number of the contact person
22. Enter the ten digit mobile number for the contact person
23. Enter User ID and then click the **Check UserID** button to check the availability of the entered ID
24. Enter designation of the contact person in the organisation
25. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
26. Retype the same password for confirmation
27. Check the appropriate **I want to** check-box as required
28. Enter security code as shown in image
29. Check the **I agree to terms and conditions** check-box. To read the terms and conditions document of the NCS portal, click the **Click Here** link.

30. Click the **Submit** button. After successful registration the **Registration Verification** screen displays and an OTP is sent to your (skill provider's) mobile number and registered email ID.



The image shows a 'Registration Status' screen with a blue header. Below the header, it displays 'User NCS ID is - S16F65-1731232187711'. The main section is titled 'Verify Mobile via OTP' and contains a text prompt: 'Please enter the OTP that is sent on your Mobile No.: XXXXXX9999'. There is a text input field with the placeholder 'Please enter verification code' and a blue 'Verify' button. Below this, there are links for 'Resend' and 'Edit Mobile Number'. A second section, 'Verify Email via OTP', follows a similar layout with the email 'faija@gmail.com' and links for 'Resend' and 'Edit Email ID'. At the bottom, a yellow banner provides contact information for a 'Toll Free Helpline' at '1800-425-1514', open from Tuesday to Sunday, 08:00am to 08:00pm.

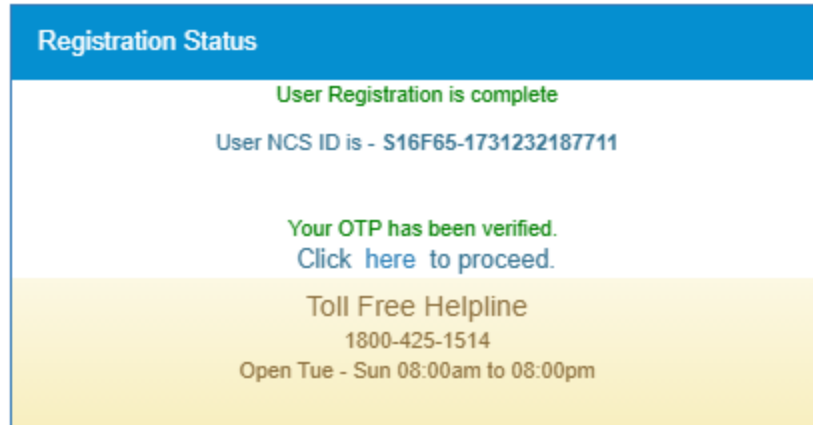
Registration Verification Screen

31. Enter the OTP verification code which is received on the registered mobile number and on Email

Note: Click the **Resend** link, if the OTP is not received.

32. Click the **Submit** button. Your account has been created successfully.

Note: At this point you (a registered skill provider user) can log into the NCS portal and if need be view and even update your profile on the portal. However, you cannot use any other features or functionality of the NCS portal up until the time your PAN (Organization/Personal) number is verified.



Successful Registration Notification

2.3 Log into the NCS Portal

1. Enter login ID
2. Enter password
3. Click the **OK** button. This displays the Skill Provider home screen.

Note: If you consecutively enter the wrong password for nine times your account will be blocked. In such a case the **Forgot Password** option is enabled that allows you to reset your password.



Reset Password Notification

After login, you will navigate to the Skill Provider home page where you can only access the View/Update Profile option, until and unless the Organisation PAN (if you are not a proprietorship user) or the Personal PAN (if you are a proprietorship user) identification is verified. Once, verification is successful then you can access all the tabs displayed on the left navigation panel.

PAN Verification Pending Notification

If your Organisation PAN or the Personal PAN verification fails then the portal displays a message mentioning the reason for failure and sets the PAN Verification status as “Failed”.

The PAN verification can fail due to the following reasons:

- For a proprietorship user registration (where the **Organisation Type** is “Private Sector” or “Autonomous” and the **Is Proprietary?** check-box is checked):
 - the reason for failure of Personal PAN verification could be an incorrect: Proprietor’s PAN, Proprietor’s Name, or Proprietor’s Date of Birth (DOB)
- For other than proprietorship user registration (where the **Organisation Type** is “Private Sector” or “Autonomous” and the **Is Proprietary?** check-box is left unchecked):
 - the reason for failure of Organisation PAN verification could be an incorrect: Organisation PAN, Organisation Name, or Organisation’s Year of Incorporation)

However, if the Organisation PAN or the Personal PAN verification fails, you can update or edit the required details and then again wait for verification to be successful with the newly updated details.

After this verification is successful, all the features on the left navigational panel become available for use.

2.4 View/Update Skill Provider Profile

This link allows you to view and update your profile.

1. Click the **View/Update Profile** link from the left panel. The **Profile** screen displays.

Home Jobseeker Employer Local Services Career Center Counsellor **Self Provider** Placement Organisation Govt. Dept. Report & Documents

Trainings at NICs Grievance

Home
View/Update NICs Profile
Manage Courses
Requested Courses
Feedback on Local Services
User Management
Grievance / Feedback
Assessments
Organisation Preferences

Profile

NICs ID: S15F55-1731232187711

Organization Name*: faizabad Organization

Former Registered Name:

Organization Type*: Autonomous

Is Proprietary?

Focus Sector*:

- Operations and Support
- Other Service Activities
- Public Administration and Defense
- Real Estate Activities

Note: Use of key and wheel to select/select multiple sectors.

Registered Office

Address 1*: Sec 45

Address 2:

State*: Chandigarh

District*: Chandigarh

Sub-District (Taluka/ Tehsil)*: Chandigarh

City/Village*: Dhanas

Pincode*: 234567

Phone: +91 Area Code Phone Extn
Note: Please input area code without leading 0.

Mobile Number*: +91 7878999999

Company Email*: faiza@gmail.com

Website URL:

Identity Information

Proprietor's PAN*: CPNPST777R Pending Verification

Proprietor's Name*: Faiza
Note: Full Name as provided in Form 49A of PAN Application (Not the Name you got printed on the card).

Proprietor's DOB (As in PAN Card)*: 08/06/2007

Contact Details

Contact Number: +91 Area Code Phone Extn
Note: Please input area code without leading 0.

Mobile Number*: +91 7878999999

Email*: faiza@gmail.com

Contact Designation*: manager

Area(s) of Operation: Please enter City or State
Note: Multiple locations can also be selected.

Profile Screen

2. Edit the required details on the screen
Note: The NCIS ID assigned to you by the NCS portal displays at the top of this screen.
3. Click the **Update** button to save the changes

2.5 Logout of the Application

At any given point you can logout of the portal by clicking the **Sign Out** option.



Sign Out Option

3. Manage Courses

This link allows you, as a skill provider to add new courses on the NCS portal. You can also send request for a new course to the DEGT administrator.

3.1 Add Course

1. Click the **Manage Courses** link from the left panel. This displays the **Manage Courses** screen.

 The image shows the 'Manage Courses' interface. On the left is a sidebar menu with options like Home, View/Update Profile, Manage Courses (highlighted), Requested Courses, Feedback on Local Services, User Management, Cases, Announcements, Change Password, and Organisation Preferences. The main area contains form fields for 'Trade [Code]*' (dropdown), 'Course [Code]*' (dropdown), and 'Duration*' (text input and dropdown). There are 'Request New Course', 'Add', and 'Delete' buttons. Below the form is a table with columns for Trade [Code], Course [Code], and Duration.

Trade [Code]	Course [Code]	Duration
<input type="checkbox"/>	Business And Commerce [BSC]	Finance Associate [206] 11 Hour(s)

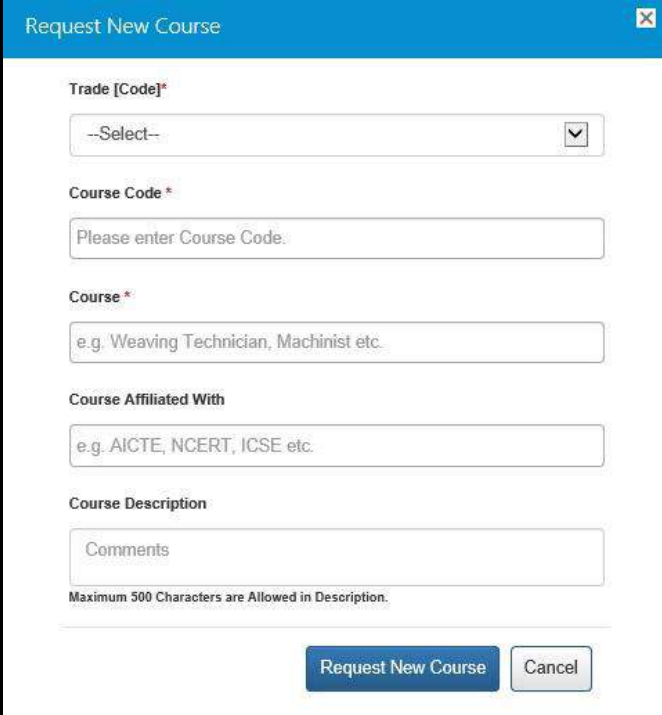
Manage Courses Screen

2. Select the trade from the drop-down list
3. Select the course from the drop-down list
4. Enter the course duration (in number)
5. Select the duration from the drop-down list
6. Click the **Add** button

Check the check-box of a listed course and then click the **Delete** button to remove that particular course.

3.2 New Course Request

1. Click the **Request New Course** button. This displays the **Request New Course** pop-up.



Request New Course Pop-up

2. Select the trade from the drop-down list
3. Enter code for the new course
4. Enter name of the new course
5. Enter details of the course affiliation
6. Enter description for the course
7. Click the **Request New Course** button to send the course request.

The NCS portal displays a message notifying that the registration request is successfully sent.

4. Requested Courses

This link allows you to view course requests that were approved or rejected by the DGE administrator.

1. Click the **Requested Courses** link from the left panel. This displays the **Requested Courses** screen.

Home	Requested Courses							
View/Update Profile	Trade Code	Trade	Course Code	Course	NCO Code	Course Description	Status	Comments For Rejection
Manage Courses	APC	Agriculture	011	test case			Approved	
Requested Courses								
Feedback on Local Services								
User Management								
Cases								
Announcements								
Change Password								
Organisation Preferences								
Policy and other Links	Website Policy	Disclaimer	Sitemap	Grievance / Feedback	FAQs			
© Content Owned and Updated by Ministry of Labour & Employment								

Requested Courses Screen

5. Feedback on Local Services

This link allows you to give your feedback to local service providers on the quality of their service.

1. Click the **Feedback on Local Services** link from the left panel. The **Feedback on Local Services** screen displays.

Feedback on Local Services				
Request Number	<input type="text"/>			
Date of Request between	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="button" value="Search"/>
Request #	Request Date	Type of Service	Providers	Feedback
22042015E1B6D934	22-Apr-2015	DRIVER	Beyond ITI	Give Feedback
220420151782FE69	22-Apr-2015	DRIVER	Beyond ITI	Give Feedback
2104201521713C3C	21-Apr-2015	DRIVER	TNT LSP TNT LSP	Give Feedback
21042015440F650F	21-Apr-2015	DRIVER	vijay	Feedback Given

Feedback on Local Services Screen

2. Click the **Give Feedback** link corresponding to a request. The **Feedback Form** pop-up displays.

Feedback Form Pop-up

3. Select the service availed start and end date from the corresponding calendar
4. Check the **Availed** check-box to enable additional feedback options

Service Availed Feedback Options

5. Select the appropriate radio button
6. Click the **Submit** button

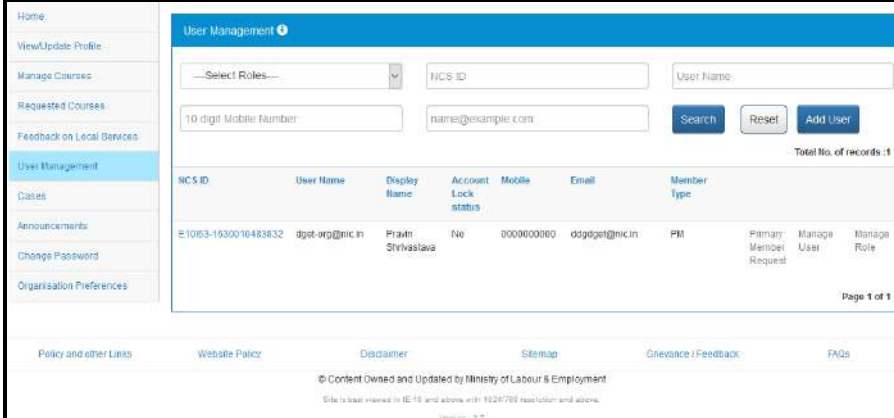
6. User Management

This link allows you, as the skill provider user, to view list of existing candidates, manage users, and their roles.

6.1 Add Member

This feature allows you to add members as well as administrators.

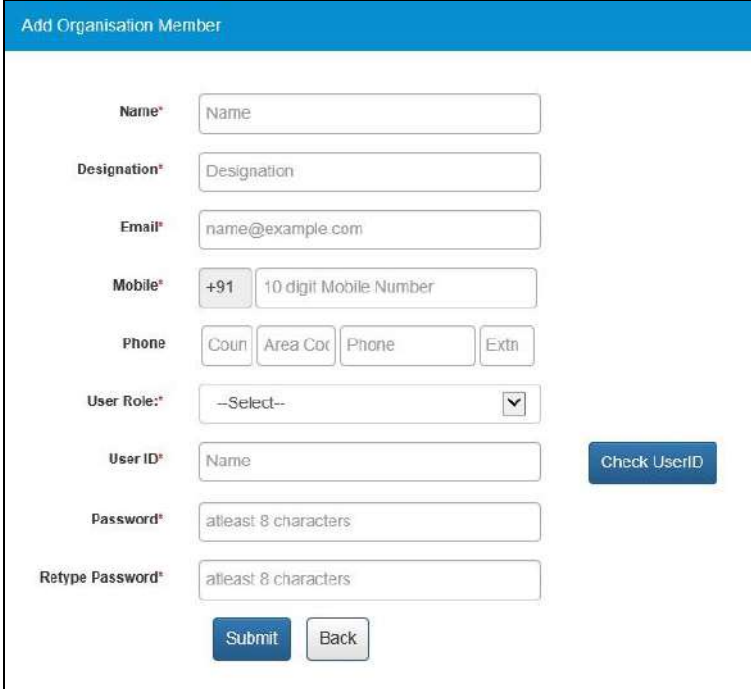
1. Click the **User Management** link from the left panel. This displays the **User Management** screen.



The screenshot shows the 'User Management' interface. On the left is a navigation menu with options like Home, View/Update Profile, Manage Courses, Requested Courses, Feedback on Local Services, User Management (highlighted), Cases, Announcements, Change Password, and Organisation Preferences. The main area has a search form with fields for 'NCS ID', 'User Name', and '10 digit Mobile Number', along with 'Search', 'Reset', and 'Add User' buttons. Below the search form is a table with columns: NCS ID, User Name, Display Name, Account Lock status, Mobile, Email, and Member Type. A single user record is visible with details: NCS ID: E1063-1930016482832, User Name: dget-arg@nic.in, Display Name: Pravin Srivastava, Account Lock status: No, Mobile: 8009600060, Email: ddget@nic.in, Member Type: PM. The table also shows 'Primary Member Request', 'Manage User', and 'Manage Role' actions. The footer contains 'Policy and other Links', 'Website Policy', 'Disclaimer', 'Sitemap', 'Grievance / Feedback', 'FAQs', and a copyright notice for the Ministry of Labour & Employment.

User Management Screen

2. Click the **Add User** button. This displays the **Add Organisation Member** screen.



The screenshot shows the 'Add Organisation Member' form. It includes the following fields: 'Name*' (text input), 'Designation*' (text input), 'Email*' (text input with 'name@example.com'), 'Mobile*' (text input with '+91' and '10 digit Mobile Number'), 'Phone' (text input with sub-fields for 'Coun', 'Area Cod', 'Phone', and 'Extn'), 'User Role*' (dropdown menu with '--Select--'), 'User ID*' (text input with a 'Check UserID' button), 'Password*' (text input with 'atleast 8 characters'), and 'Retype Password*' (text input with 'atleast 8 characters'). At the bottom are 'Submit' and 'Back' buttons.

Add Organisation Member Screen

3. Enter the name of the user
4. Enter the user's designation
5. Enter the Email ID of the user
6. Enter the ten digit mobile number
7. Enter the landline number with area code and extension (if any)
8. Select the user role from the drop-down list.
9. Enter User ID and then click the **Check User ID** button to check the availability of the entered ID
10. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
11. Retype the same password for confirmation
12. Click the **Submit** button

6.2 Manage User

This link allows you to activate or deactivate a user and even reset their password.

1. Click the **User Management link** from the left panel. The **User Management** screen displays.

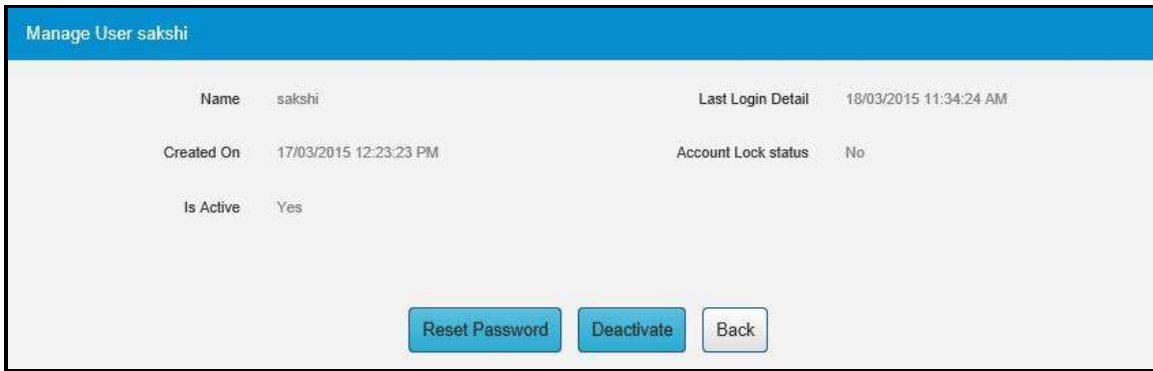
The screenshot shows the 'User Management' interface. On the left is a navigation menu with 'User Management' highlighted. The main area contains a search form with fields for 'NCS ID', 'User Name', '10 digit Mobile Number', and 'name@example.com'. Below the form is a table with the following data:

NCS ID	User Name	Display Name	Account Lock status	Mobile	Email	Member Type			
E1003-1930010483832	dpot-arp@nic.in	Pravin Srivastava	No	0000600000	ddpdpot@nic.in	PM	Primary Member	Manage Request	Manage User Role

At the bottom of the page, there is a footer with copyright information: '© Content Owned and Updated by Ministry of Labour & Employment. Site is best viewed in IE-10 and above with 1024x768 resolution and above.'

User Management Screen

2. Enter requested value in the displayed fields
3. Click the **Search** button. This displays list of existing users.
4. Click the **Manage User** link corresponding to the user's NCS ID. This displays the **Manage User** screen with the details of that particular user.



Manage User Screen

Click the **Reset Password** button, if you wish to reset the password. A new password is generated and sent to the registered Email ID and mobile number of the concerned NCS user.

Click the **Deactivate** button, if you wish to deactivate the user. User is deactivated successfully and the **Deactivate** button changes to **Activate**.

Click the **Activate** button to reactivate the deactivated user. User is activated successfully and **Activate** button changes to **Deactivate**.

7. Announcements

This link allow you, as a skill provider user to review documents that have been uploaded on the NCS portal.

1. Click the **Announcements** link from the left panel. This displays the **Documents** screen.



Documents Screen

8. Grievance/Feedback

This link allows you, as a skill provider user to post any feedback, grievance, query, or request regarding the NCS portal.

1. Click the **Grievance/Feedback** link from the footer section of the screen. The **Grievance/Feedback** screen displays.

Grievance Feedback

Name *

Email ID *

Mobile Number *

State * --Select--

District * --Select--

Case Type: * --Select--

Stakeholder *

Case Category* --Select-- ⓘ

Case Sub Category* --Select-- ⓘ

Description *

Enter Security Code * M 6 P 7 Q

Type Captcha: Type the text ⓘ

Submit

Grievance/Feedback Screen

2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select a state from the drop-down list
6. Select a district from the drop-down list
7. Select type of case from the drop-down list
8. Stakeholder (displays your profile type - this field cannot be edited)
9. Select case category from the drop-down list
10. Select sub category of the case from the drop-down list

11. Enter the description for the case
12. Review the security image and enter the displayed text
13. Click the **Submit** button
14. Click the Help tool tip to know about Case Category and Case Sub Category types

The screenshot shows a form with three dropdown menus: 'Stakeholder*', 'Case Category*', and 'Case Sub Category*'. The 'Case Category*' dropdown is currently set to '--Select--'. A help tooltip is displayed over the 'Case Category*' dropdown, containing the text 'Please select Case Category.' and a close button (X).

Help Tool Tip

9. Grievances/Feedback

This link allows you, to review the status of registered cases. Using the **Give Feedback** link you can provide your feedback on resolved or closed cases, registered with the NCS call centre.

Cases								
Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback
CAS-118044-BOP2M2	Unable to find data	Unable to Search Jobs	asdfsafsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback

Cases Screen

Once you click the **Give Feedback** link, the **Feedback** pop-up displays with Cancel and Submit buttons. Enter the feedback and click the **Submit** button.

The screenshot shows a 'Feedback' pop-up window. It has a blue header with the title 'Feedback' and a close button (X). Below the header is a text input field containing the text 'Good, feedback'. Below the input field is a note: 'Maximum 500 Characters are Allowed in Description.'. At the bottom of the pop-up are two buttons: 'Cancel' and 'Submit'.

Feedback Pop-up

10. Change Password

The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.



1. Click the **Change Password** link. The **Change Password** screen displays.

Change Password Screen

2. Enter old password
3. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
4. Retype the same password for confirmation
5. Enter Security Code as shown in figure
6. Click on **Change Password** button to update the password

11. Insufficient Password History Enforcement

You cannot use your last 3 passwords to reset your new password using the Forgot Password or Change Password features. In such case the portal will display a validation message that “New password cannot be same as last 3 passwords.”

Change Password

New password cannot be same as last 3 passwords.

* mandatory

Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it.

Old Password*

New Password*

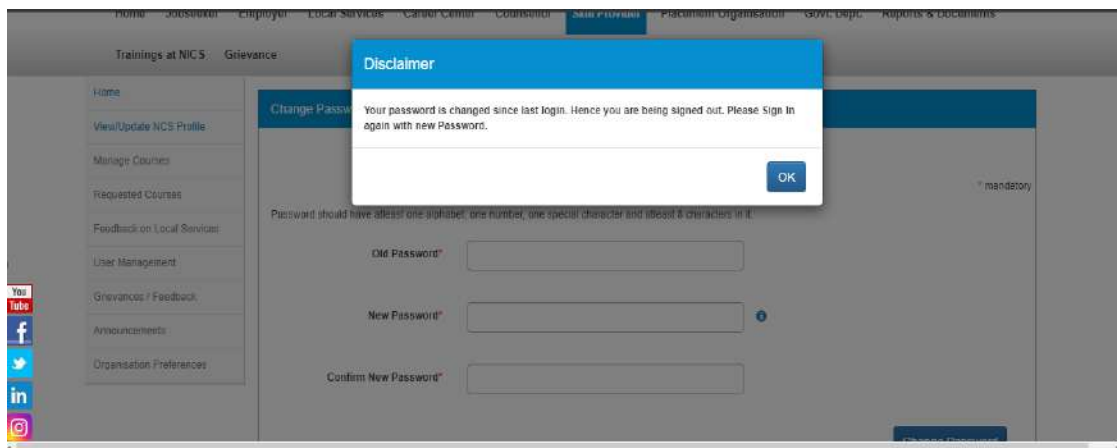
Confirm New Password*

Enter Security Code*

Type Captcha:

12. User will Logout After Password Change

Now when you change the password, a pop-up will appear displaying the message: “Your password is changed since last login. Hence you are being signed out. Please Sign In again with new Password.” and the system will automatically log you out after 10 seconds.



13. Change Username

The link “Change Username” is provided in the “Sign-out” menu and this allows user to change Username for the NCS portal.



1. Click the **Change Username** option from Sign-Out menu. The **Change Username** screen displays.

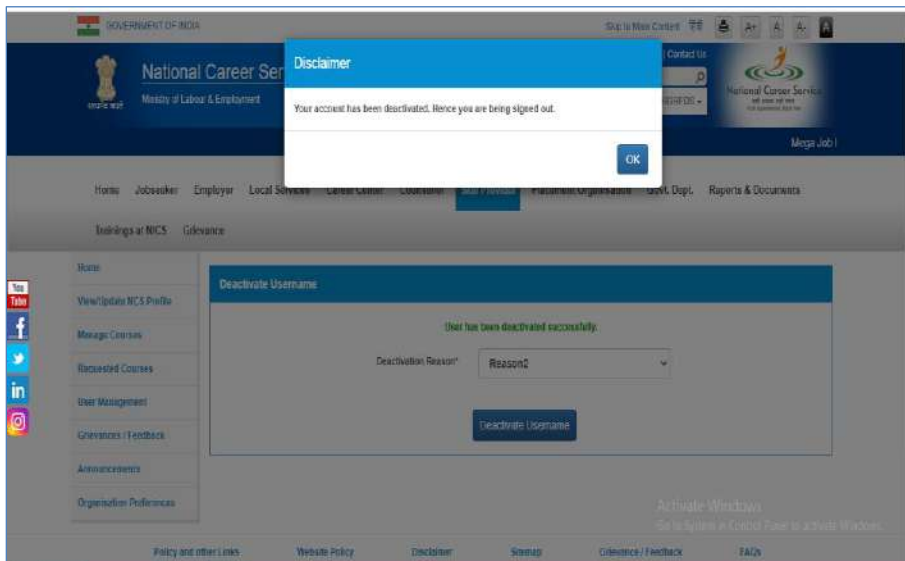
2. Enter the new Username
3. Click the Check User ID button to check whether this User ID is available or not to use
4. Enter security code as shown in the displayed image
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username is now changed

14. Deactivate User

User can now deactivate themselves from the NCS portal. As soon as a user deactivates themselves from the portal, they will be unregistered from the portal. User will be asked to enter the OTP they receive and provide the reason for their deactivation.

1. Select **Deactivate User** from **Sign Out** menu

2. Enter **User Name** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal



15. Reactivate Account

NCS users can now reactivate themselves once they are deactivated from the NCS Portal. A functionality to reactivate an account is available on the home page.

1. Click the **Reactivate Account** link that displays below the **Login** control

2. Select **Skill Provider** from the “I am” drop-down list
3. Select **Organization Type** from the drop-down list
4. Enter **Proprietor's PAN**
5. Enter **Proprietor's DOB** (As in PAN Card)
6. Enter **Mobile Number**
7. Enter **Security Code**
8. Click **Generate OTP**
9. A message is sent with new Username and Password on registered mobile number of the user.

16. Forgot Username

This particular feature enables the user to retrieve their Username in case they forget it and are thereby unable to log into the NCS portal.

1. Click the **Forgot Username** link from the NCS Home page. This displays the **Forgot Username** page

2. Select the Skill Provider option from the I am drop-down list

Forgot Username

* mandatory

I am* Skill Provider

Organisation Type* Autonomous/Others

Organisation PAN *

Year of Incorporation * --Select--

Note: Year as provided in Form 45A of PAN Application.

Mobile Number * +91 10 digit Mobile Number

Enter Security Code * J G B P 2

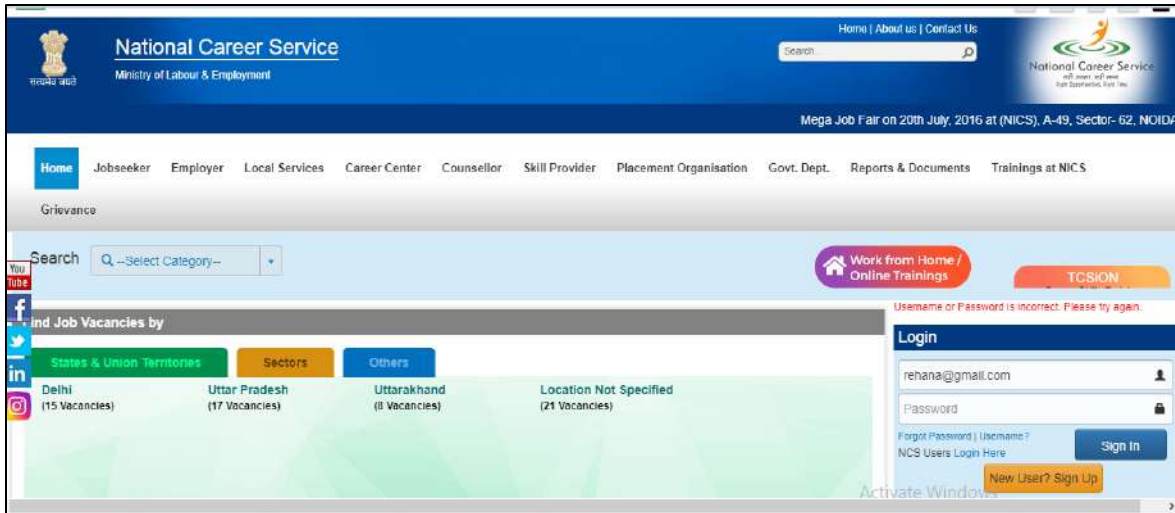
Type Capcha: Type the text

Generato OTP

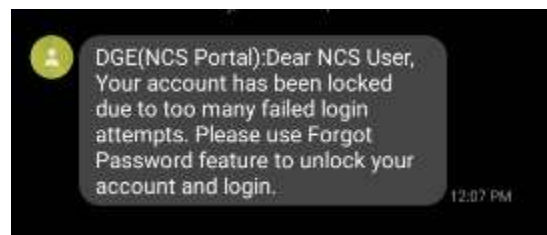
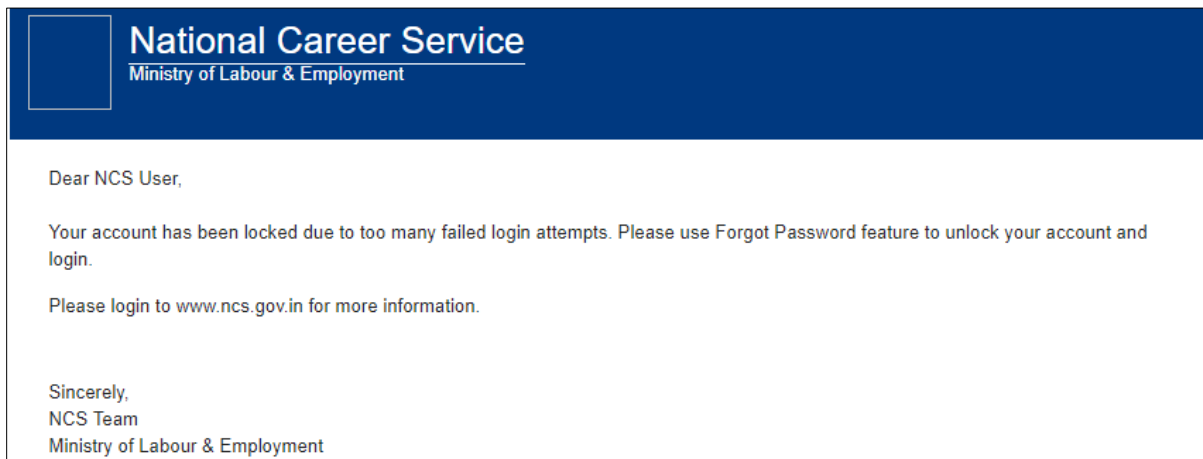
3. Select Organisation Type as Proprietorship or Autonomous/Others
4. Enter following details for the selected organisation:
 - a. For Proprietorship type of organisation enter: Proprietor's PAN, Proprietor's DOB (As in PAN Card), Mobile Number, and the security code that displays
 - b. For Autonomous/Others type of organisation enter: Organisation PAN, Year of Incorporation, Mobile Number, and the security code that displays
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Click the Submit button
9. The system will retrieve your Username and display it

17. Validation Message on Incorrect Username/ Password

On entering incorrect User Name or Password, you will get a validation message that reads: "Username or Password is incorrect. Please try again".



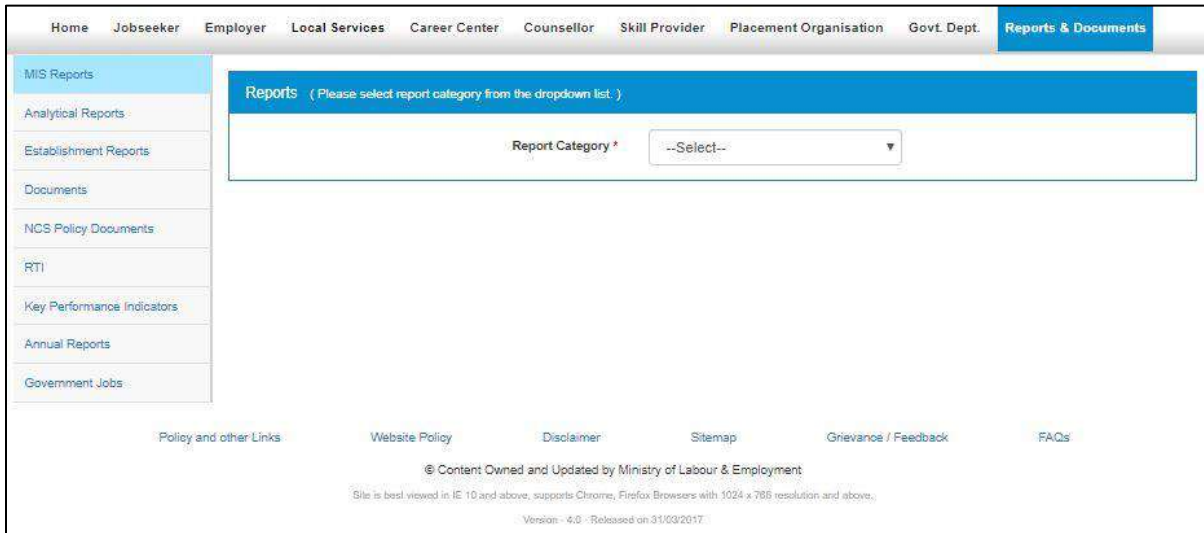
After 5 incorrect attempts you will get a message on your registered mobile number and an email on your registered email id stating: “Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login”.



18. MIS Reports

This link allows you to search for and view published MIS reports. Reports can be searched on the basis of category, name, year and state.

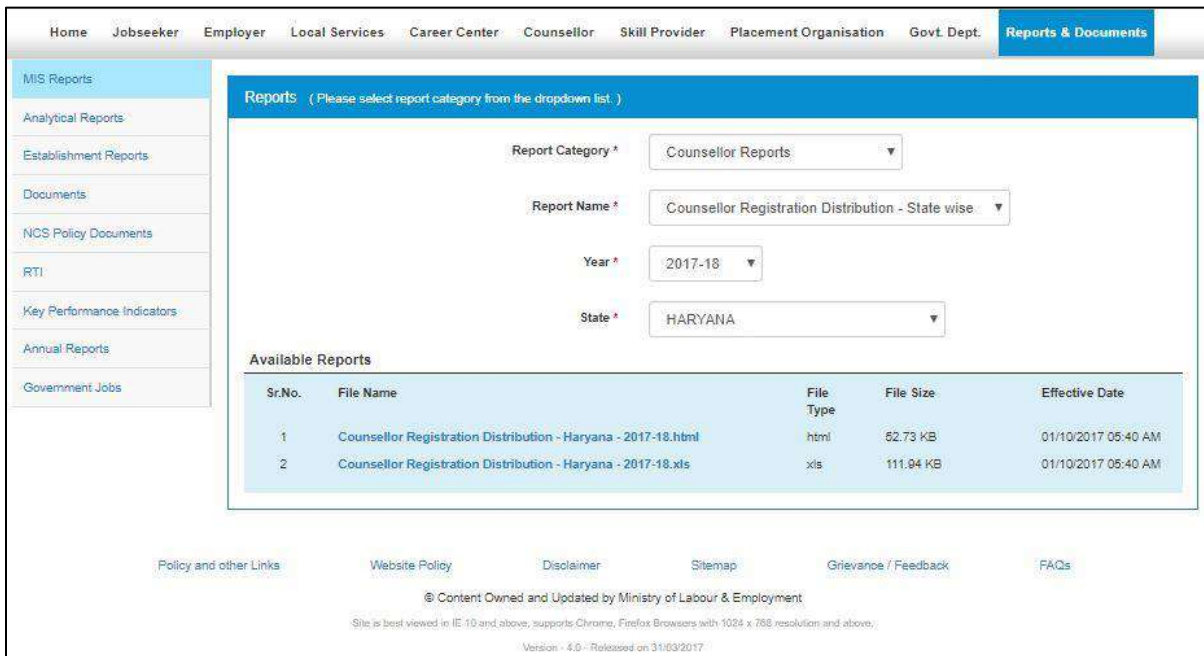
1. Click the **Reports & Documents** link from the top menu bar and then the **MIS Reports** link from the left panel. This displays the **Reports** screen.



Reports Screen

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

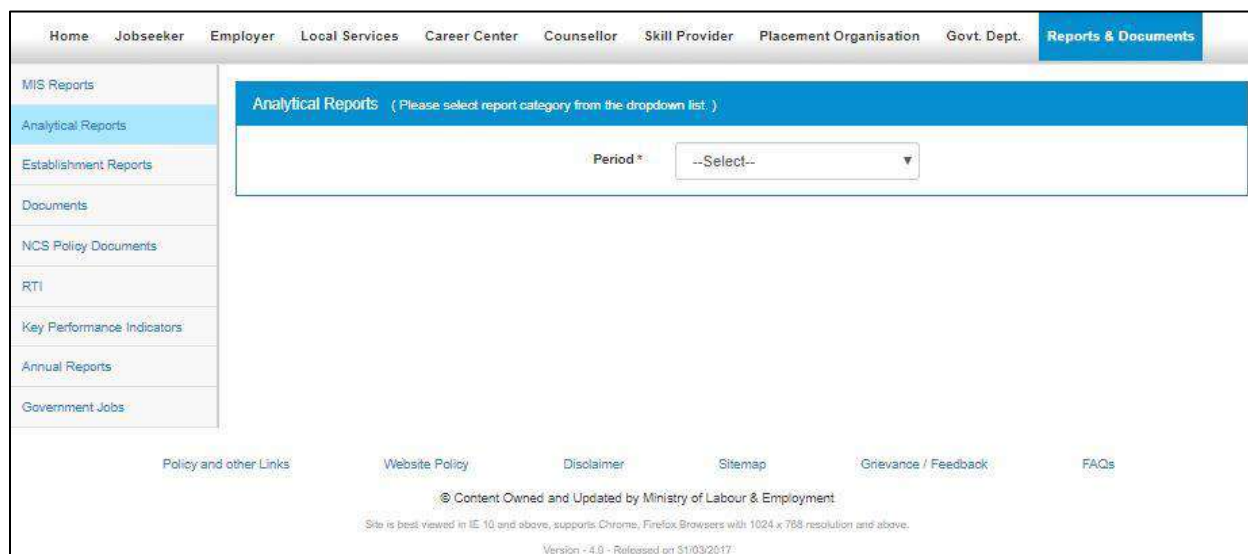


Available Reports

19. Analytical Reports

This link allows you to search for and view published analytical reports. Reports can be searched on the basis of period and state.

1. Click the **Reports & Documents** link from the top menu bar and then the **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

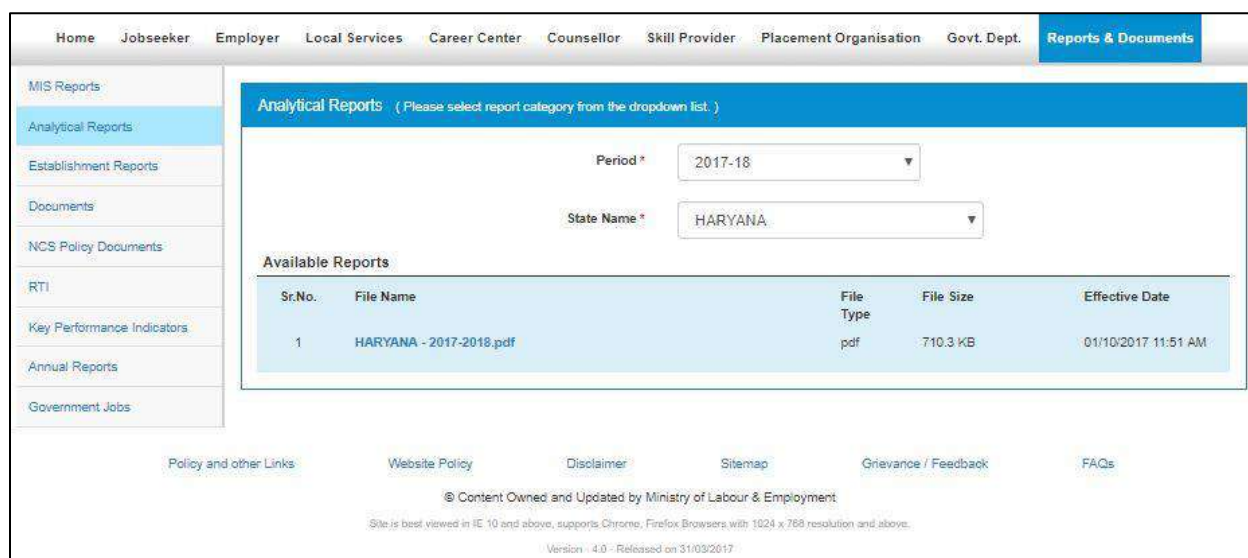


The screenshot shows the 'Analytical Reports' screen. The top navigation bar includes 'Home', 'Jobseeker', 'Employer', 'Local Services', 'Career Center', 'Counsellor', 'Skill Provider', 'Placement Organisation', 'Govt. Dept.', and 'Reports & Documents'. The left sidebar lists 'MIS Reports', 'Analytical Reports', 'Establishment Reports', 'Documents', 'NCS Policy Documents', 'RTI', 'Key Performance Indicators', 'Annual Reports', and 'Government Jobs'. The main content area has a blue header 'Analytical Reports (Please select report category from the dropdown list.)' and a search form with a 'Period *' dropdown menu currently set to '--Select--'. At the bottom, there are links for 'Policy and other Links', 'Website Policy', 'Disclaimer', 'Sitemap', 'Grievance / Feedback', and 'FAQs'. A footer note states '© Content Owned and Updated by Ministry of Labour & Employment' and 'Version - 4.0 - Released on 31/03/2017'.

Analytical Reports Screen

2. Select the period for which report is required from the drop-down list
3. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.



The screenshot shows the 'Analytical Reports' screen with search criteria filled in. The 'Period *' dropdown is set to '2017-18' and the 'State Name *' dropdown is set to 'HARYANA'. Below the search form, there is a section titled 'Available Reports' containing a table with the following data:

Sr.No.	File Name	File Type	File Size	Effective Date
1	HARYANA - 2017-2018.pdf	pdf	710.3 KB	01/10/2017 11:51 AM

The rest of the page layout, including the navigation bar, sidebar, and footer, is identical to the previous screenshot.

Available Reports

20. Establishment Reports

This link allows you to search for and view published establishment reports. An establishment can be a government organisation, a placement organisation, private employer, skill providing institute, etc. Reports can be searched on the basis of establishment, state, and district.

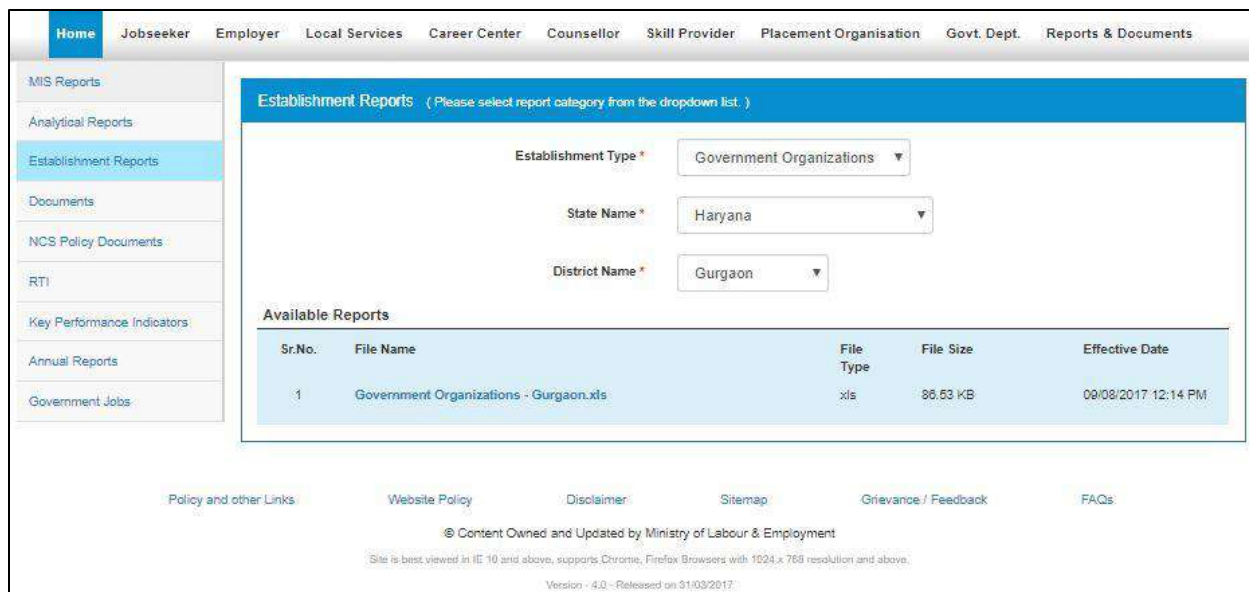
1. Click the **Reports & Documents** link from the top menu bar and then the **Establishment Reports** link from the left panel. This displays the **Establishment Reports** screen.

The screenshot shows the 'Establishment Reports' screen. At the top, there is a navigation bar with links: Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. On the left, a sidebar menu lists various report categories, with 'Establishment Reports' highlighted. The main content area has a blue header with the text 'Establishment Reports (Please select report category from the dropdown list.)'. Below this, there is a form with a label 'Establishment Type *' and a dropdown menu showing '--Select--'. At the bottom of the page, there are several footer links: Policy and other Links, Website Policy, Disclaimer, Sitemap, Grievance / Feedback, and FAQs. Below these links, there is a copyright notice: '© Content Owned and Updated by Ministry of Labour & Employment' and a note: 'Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024 x 768 resolution and above.' At the very bottom, there is a version number: 'Version -4.0 - Released on 31/03/2017'.

Establishment Reports Screen

2. Select the establishment type from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

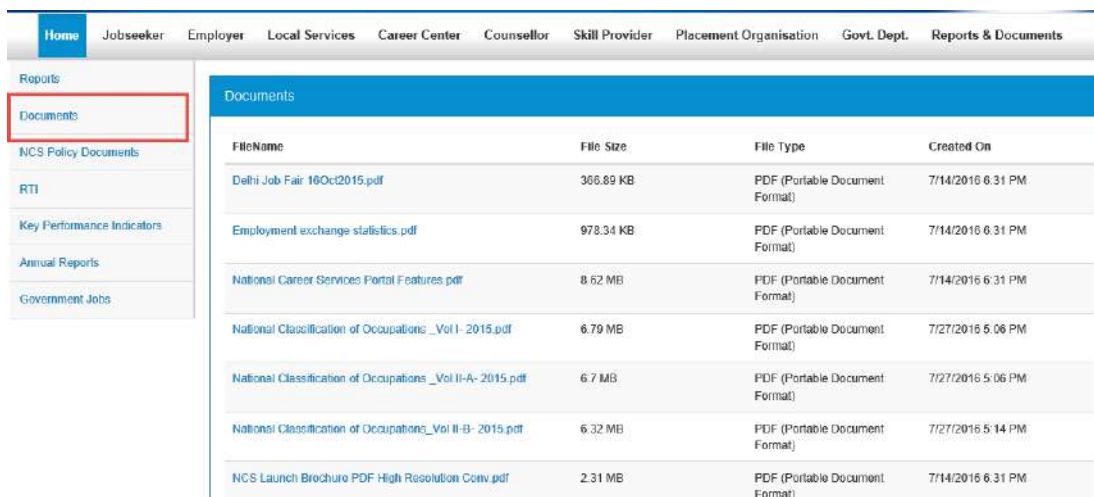


Available Reports

21. Documents

This link allows you to view documents related to the NCS portal.

1. Click the **Reports & Documents** link from the top menu bar and then the **Documents** link from the left panel. This displays the **Documents** screen.



Documents Screen

2. Click the desired link to view the documents.

22. NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click the **Reports & Documents** link from the top menu bar and then the **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.



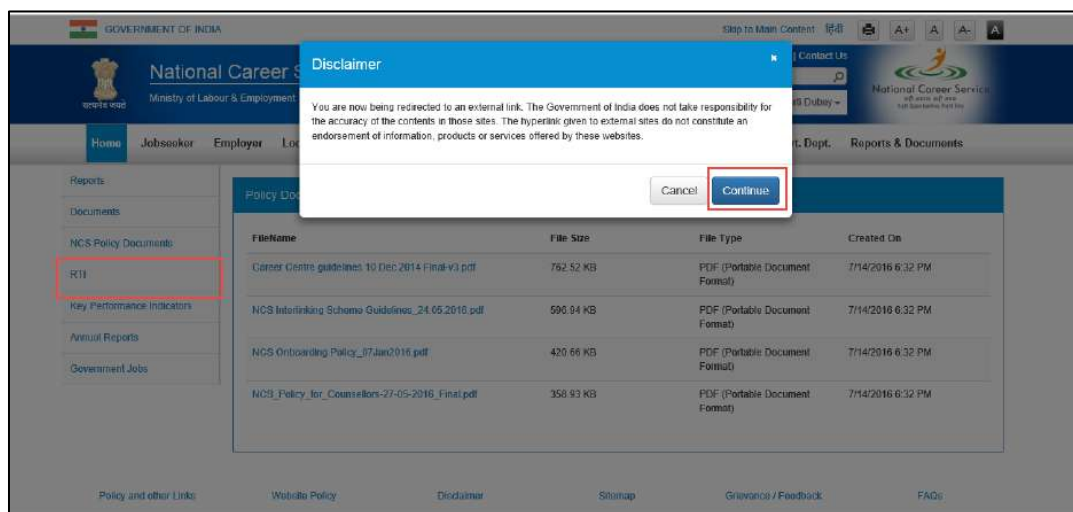
Policy Documents Screen

2. Click the required link to view the listed NCS policies.

23. RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click the **Reports & Documents** link from the top menu bar and then the **RTI** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.



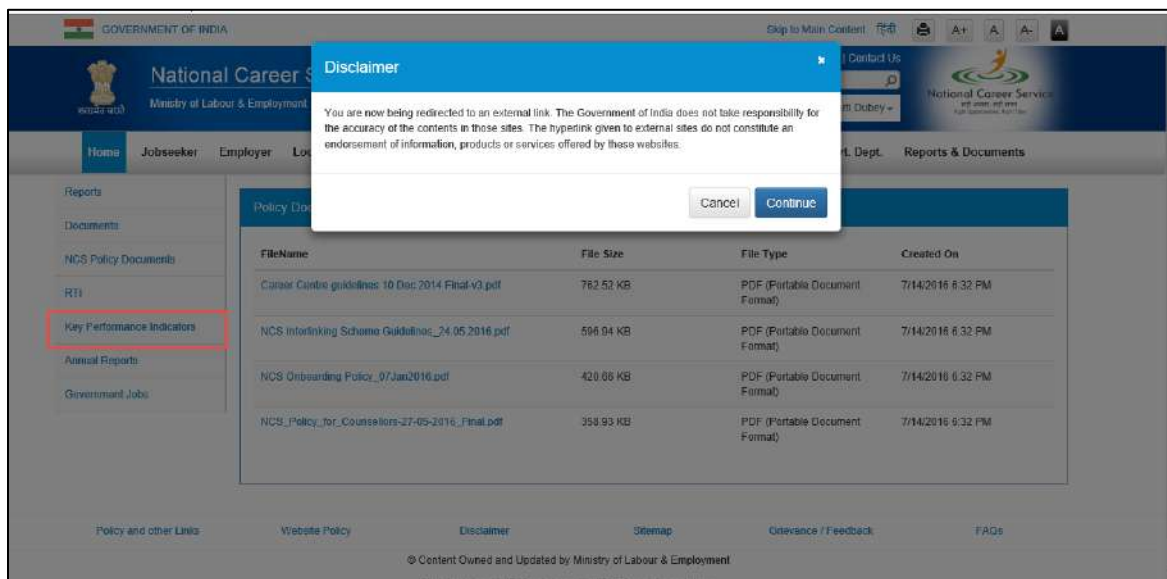
Redirection Notification

2. If you click the **Continue** button, you are navigated to the <http://www.labour.nic.in/applications-and-appeals> page where you can file an RTI.

24. Key Performance Indicators

This link allows you to view key performance indicators.

1. Click the **Reports & Documents** link from the top menu bar and then the **Key Performance Indicators** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.



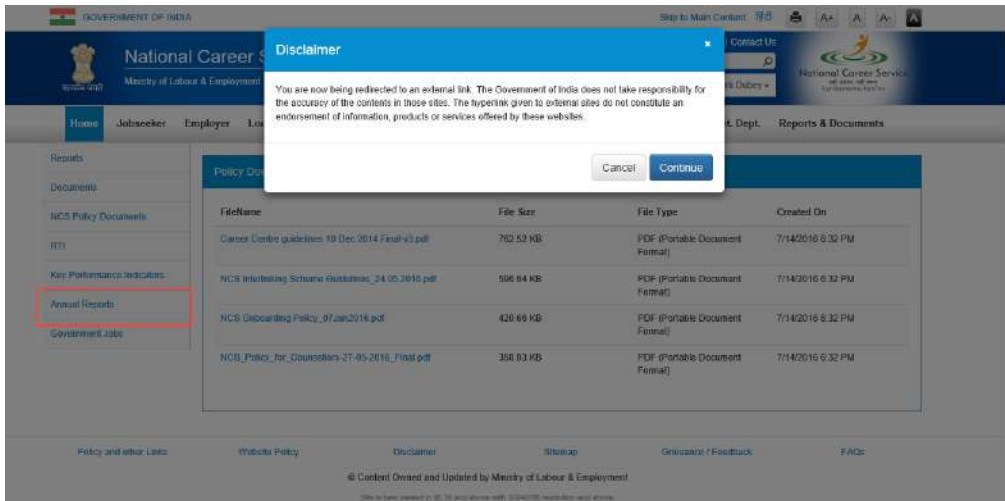
Redirection Notification

2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

25. Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click the **Reports & Documents** link from the top menu bar and then the **Annual Reports** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.



Redirection Notification

2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/annual-reports>.

26. Government Jobs

This link allows you to review all Government jobs available in different ministries and departments. You can also apply to those jobs by accessing the concerned websites and web pages.

1. Click the **Reports & Documents** link from the top menu bar and then the **Government Jobs** link from the left panel. A screen displays listing various Government jobs and URLs for those jobs.

#	Ministry	Department	Home Page	Recruitment Page
1		Department of Agriculture and Cooperation	http://agricoop.nic.in/	http://agricoop.nic.in/Recruitments.aspx
2	Ministry of Agriculture	Department of Agricultural Research and Education	http://dare.nic.in/	http://www.icar.org.in/en/node/1151
3		Department of Animal Husbandry, Dairying and Fisheries	http://dahd.nic.in/	http://dahd.nic.in/notices/recruitment
4	Ministry of Ayush		http://ayush.gov.in/	http://ayush.gov.in/tenders-vacancies-and-announcements/vacancies
5	Ministry of Chemicals and Fertilizers	Department of Chemicals and Petro-Chemicals	http://chemicals.nic.in/	http://chemicals.nic.in/recruitment
6		Department of Fertilizers	http://fert.nic.in/	http://fert.nic.in/latest-releases-archive
7		Department of Pharmaceuticals	http://pharmaceuticals.gov.in/	http://pharmaceuticals.gov.in/vacancy
8	Ministry of Civil Aviation		http://www.civilaviation.gov.in/	http://www.civilaviation.gov.in/documents/circulars

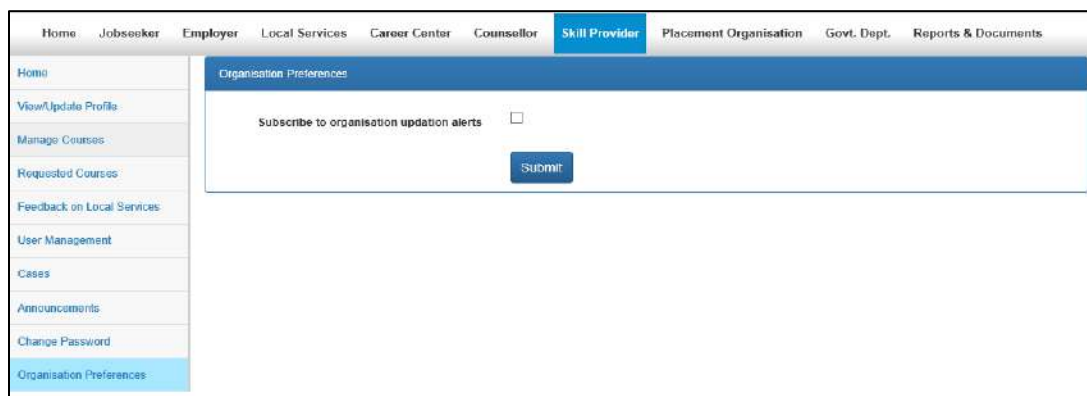
Listed Government Jobs

2. Click the home page link or the recruitment page link of the required listed job post.

27. Organisation Preferences

This link allows you to subscribe or unsubscribe to any bulk email that is sent by the NCS portal.

1. Click the **Organisation Preferences** link from the left panel. The **Organisation preferences** screen displays.

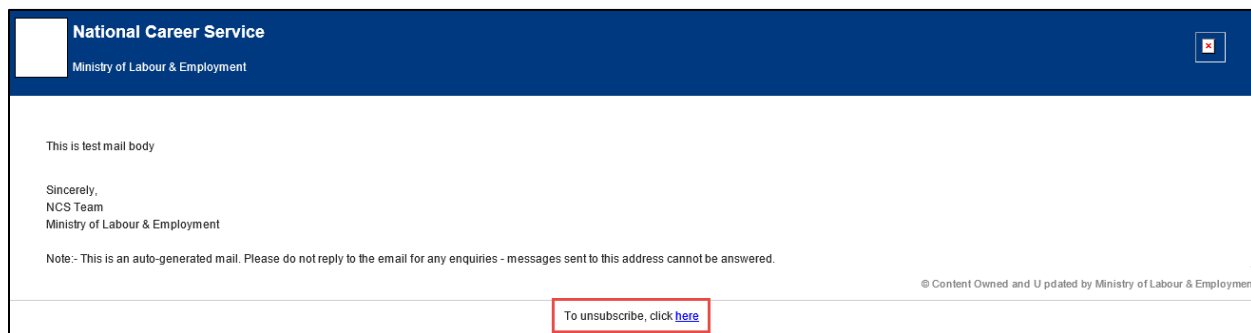


The screenshot shows the 'Organisation Preferences' page. At the top, there is a navigation bar with tabs: Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider (selected), Placement Organisation, Govt. Dept., and Reports & Documents. On the left, a sidebar menu lists various options, with 'Organisation Preferences' highlighted. The main content area has a blue header 'Organisation Preferences' and a form with the text 'Subscribe to organisation updation alerts' followed by an unchecked checkbox and a 'Submit' button.

Organisation Preferences

2. Check the **Subscribe to organisation updation alerts** check-box to enable this functionality.

Bulk emails received from the system have an unsubscribe link at the bottom, to unsubscribe from mailers.



The screenshot shows the footer of an email. It features the National Career Service logo and name, along with the Ministry of Labour & Employment. The body of the email contains a test message. At the bottom, there is a red-bordered box containing the text 'To unsubscribe, click [here](#)'. A small 'x' icon is visible in the top right corner of the email header area.

Unsubscribe Link

Chapter- 8

Procedure related
to

COUNSELLER

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1. Overview

A counsellor is a trained professional who can help people to resolve problems in a positive way by helping them to clarify issues and concerns, explore options, develop strategies, and increase self-awareness. As a counsellor, you can make use of the National Career Service (NCS) portal to provide counselling services to jobseekers and other portal users. The portal will also be equipped to provide psychometric and other similar tests which can help jobseekers to identify their area of interest and strength. The results of the test will be uploaded alongside the profile of the jobseeker. This will also enable counsellors like you, to do a skill gap analysis of your clients. In this manner counsellors will be able to assist jobseekers by providing appropriate career guidance depending upon the jobseeker's specific needs and requirement.

To facilitate counselling and to make information available to portal users, that is, jobseekers, counsellors, and training institutes, career guidance related content is made available progressively for the National Classification of Occupations on the NCS portal itself. Such information will enable these stakeholders to do a job-skill mapping and use this information as per their requirement directly or indirectly. For example if you need counselling information for a client who is seeking a job as a plant operator, you can easily access this content and provide details of the type of skills required for that job to your client.

The NCS portal aims to develop a network of counsellors facilitating students and candidates to make informed choices about available career options and employment opportunities. Counsellors will utilise various methods such as skills assessment, aptitude testing, training analysis, group counselling, direct counselling etc., and deliver these services from the premises selected by them including offices, clinics, employment exchanges, career centres, job-fairs, etc.

The counsellor module covers the following functionality:

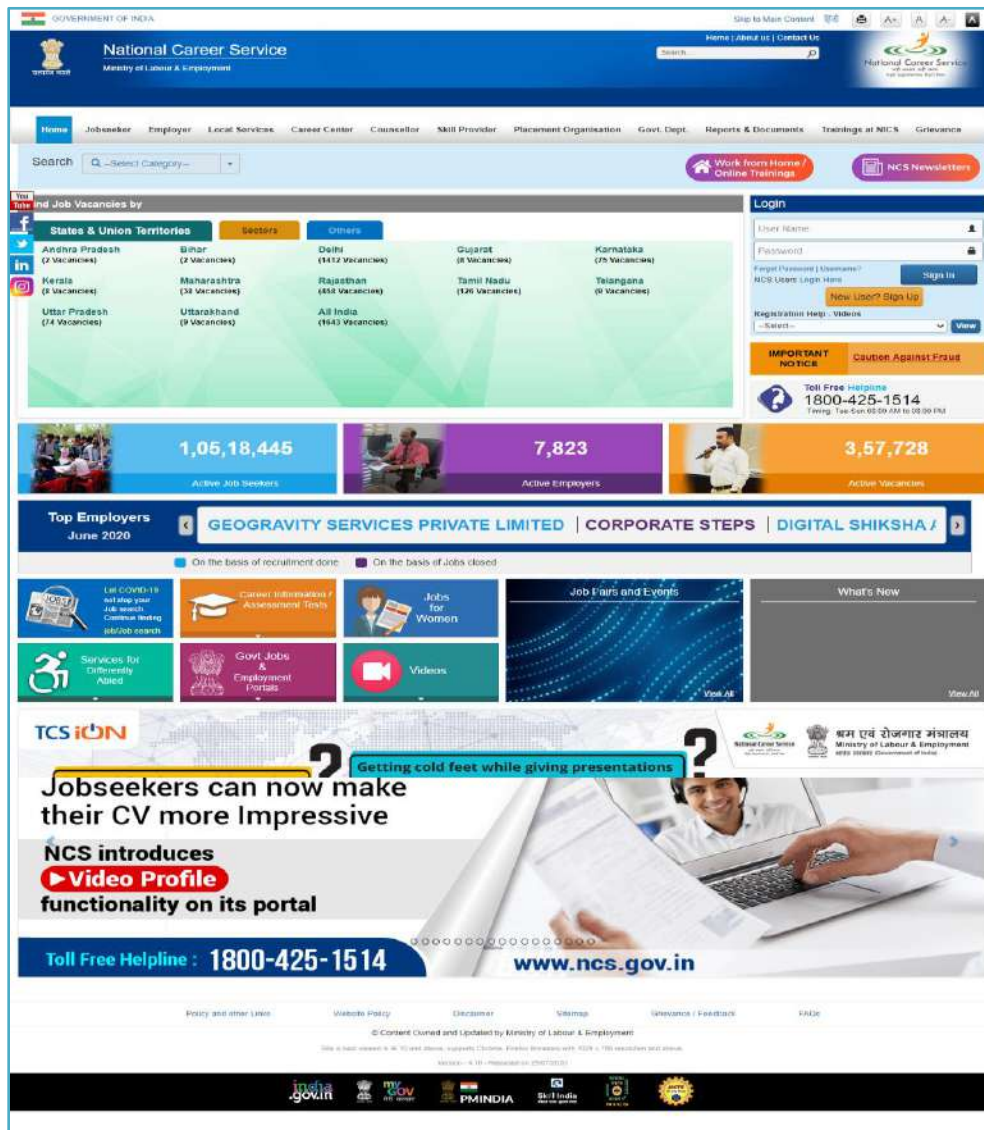
- Signup/Registration
- Access the Application
- Log into the NCS Portal
- View/Update Counsellor Profile
- My Services
- My Schedule
- Leave Plan
- View Appointment
- View Pending Approvals
- Search Jobs
- Jobs Applied
- Job Preference
- Feedback on Local Services
- Events
- Announcements
- Grievances
- Cases

- Change Password
- Reports
- Documents

2. Getting Started

2.1 Access the Application

To access the NCS portal, type the following website address or Uniform Resource Locator (URL) in the address bar of your Internet browser: <http://www.ncs.gov.in/>. The Home page of the NCS portal displays.



NCS Portal Home Page

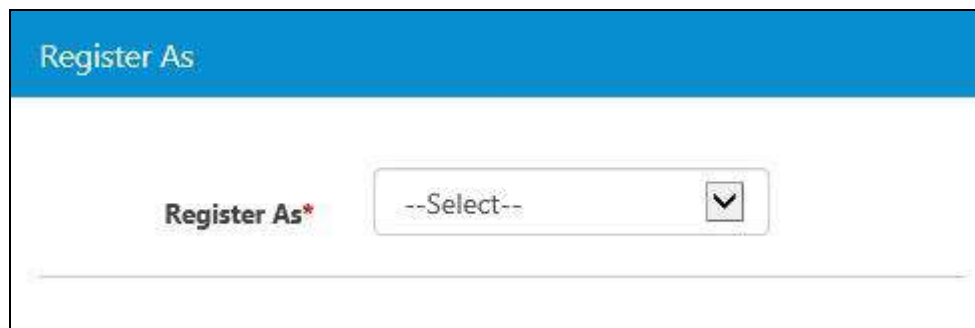
2.2 Signup/Registration

As a counsellor, you need to register yourself on the NCS portal before you can avail the facilities provided by the portal. The **New User? Sign Up** button on the Login section of the portal's Home page allows you to initiate the registration process. As per the registration process you get to create a password and generate a user name for all your future logins. Your login credentials also enable you to make use of other functionalities of the NCS portal.



Login Section

1. Click the **New User? Sign Up** button from the **Login** section. The **Register As** screen displays.



Register As Screen

2. Select the Counsellor option from the **Register As** drop-down list. This displays the **Registration** screen for a counsellor user.

Registration

Register As*

First Name*

Middle Name

Last Name

Gender* Male Female Transgender

Unique Identification(UID) Type*

Unique Identification(UID) Number*

Date of Birth*

Guardian/Father's Name*

Highest Education Level*

State*

Email ID

Mobile Number*

This number will be used for authentication only and will not be publicized.

Password*

Retype Password*

Choose Your Username*

Enter Security Code*

Type Captcha:

I agree to the [Terms & Conditions](#) and [NCS Guidelines for Counsellors](#)

Registration Screen

3. Enter your first name
4. Enter the middle name
5. Enter the last name

6. Select the appropriate gender radio button
7. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

Note: Aadhaar card number will be verified through the **Unique Identification Authority of India (UIDAI) service.**

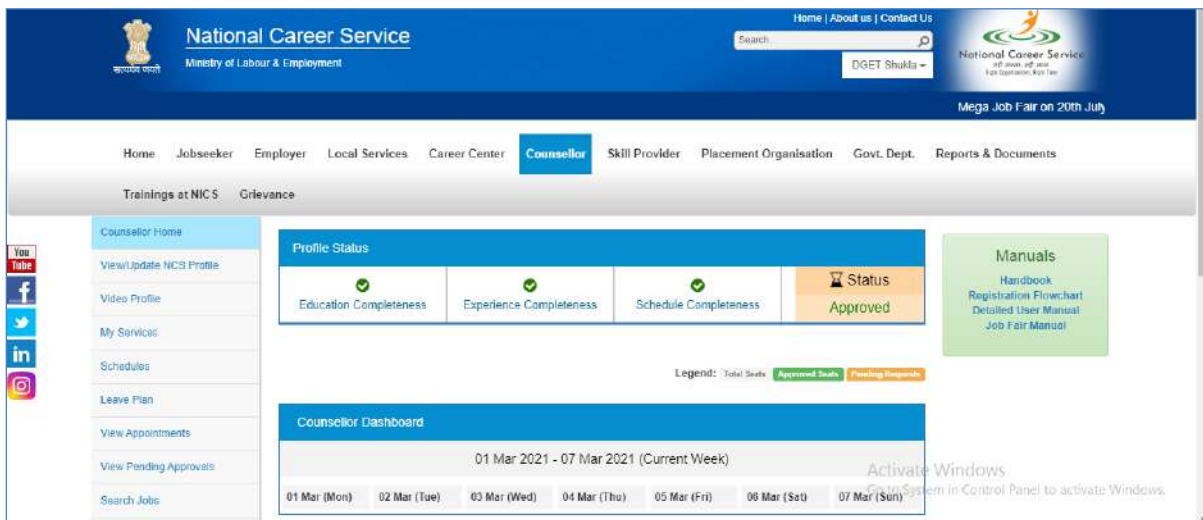
Note: Selecting the Others option enables you to choose any one of the following identification types: Voter's Identity Card, Passport, Driving License, or UAN Number.

8. Enter Unique Identification Number based on the Unique Identification type

Note: Use the **Check** button to see if the entered UID already exists.

9. Select your date of birth from the calendar
10. Enter guardian or father's name
11. Select your highest education level from the drop-down list

Note: Counsellors who have their highest education level as "Post Graduate" and education as "Diploma in Guidance and counselling" will not be required to enter their work experience. Their experience weightage will be 100% for the given education and specialization.



12. Select a state from the drop-down list
13. Select a district from the drop-down list

Note: The District drop-down list only displays after the name of a states is selected from the State drop-down list.

14. Enter your Email ID
15. Enter your ten digit mobile number. User can only enter a unique mobile number, on entering already used mobile number on NCS, the system will throw a validation message.

16. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
17. Retype the same password for confirmation
18. Choose your username from the drop down list (options include: Unique Identification (UID) Number, Email, and NCS ID) for logging into the NCS portal
19. Enter security code as shown in the displayed image
20. Check the **I agree to the Terms & Conditions and NCS Guidelines for Counsellors** check box. To read the terms and conditions document of the NCS portal, click the **Terms & Conditions** link and the **NCS Guidelines for Counsellors** link to access the NCS policy guideline document for counsellors.
21. Click the **Submit** button. After successful registration the **Registration Status** screen displays and a One Time Password (OTP) is send to your mobile number and also to your email ID (if mentioned during the registration).

The screenshot shows a web interface titled "Registration Status" with a blue header. Below the header, it displays the user's NCS ID: "User NCS ID is - E15A86-2230023617456". The main content is divided into two sections: "Verify Mobile via OTP" and "Verify Email via OTP". Each section contains a text prompt for the OTP, a text input field with the placeholder "Please enter verification code", and a blue "Verify" button. Below each input field, there are links for "Resend" and "Edit" (Mobile Number or Email ID).

Registration Status Screen

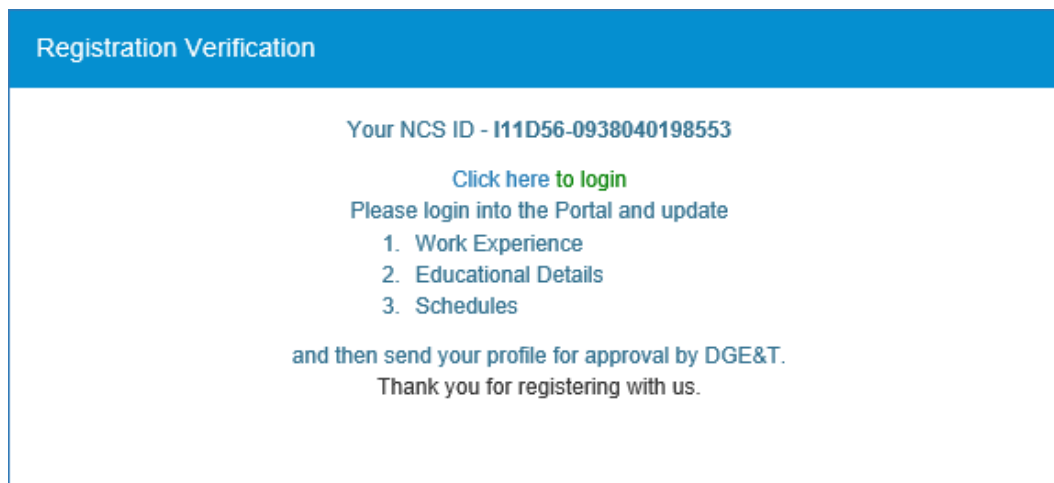
22. Enter the OTP verification code which you receive on your registered mobile number and then the OTP which you receive on your email ID (if mentioned during the registration) by clicking the respective **Verify** button.

Note: Whenever an email ID is added (during the registration process or later on) or is updated, the same needs to be verified by you.

Note: Click the **Resend** link, if you don't receive the OTP.

23. Updating mobile number while OTP verification, with a Mobile Number that is already registered and verified on NCS, a validation message will appear "The mobile number is already in use. Please try with different mobile number."
24. If a mobile number is associated with multiple NCS accounts, then when you log in with any of these accounts you have to verify mobile number again and as soon as Mobile OTP is verified for one of the accounts, and you try to login into another account, then you will be redirected to the following screen (instead of the OTP Page).
25. Click the **Submit** button. Your registration is completed successfully and an email is sent to the administrator for registration approval or rejection.

Note: You can log into the NCS portal after your successful registration. However, candidates cannot search for you (counsellor) on the portal until you send a request for registration approval to the administrator and the same is approved by the administrator.



Successful Registration Notification

2.3 Log into the NCS Portal

1. Enter login ID
2. Enter password
3. Click the **OK** button. This displays the **Home** screen for a counsellor.

Note: If you consecutively enter the wrong password for nine times your account will be blocked. In such a case the **Forgot Password** option is enabled that allows you to reset your password.



Reset Password Notification

After login, the portal would display a message in case you have used your PAN card as the unique identification type during the registration process and the PAN verification fails.

Your PAN verification can fail due to an incorrect PAN, Name, or Date of Birth (DOB).

However, PAN verification failure will not prevent you from accessing all the features that are available on the portal. Moreover, you can update or edit the required details and then again wait for verification to be successful with the newly updated details.

Counsellor Home Screen

2.4 Profile Status

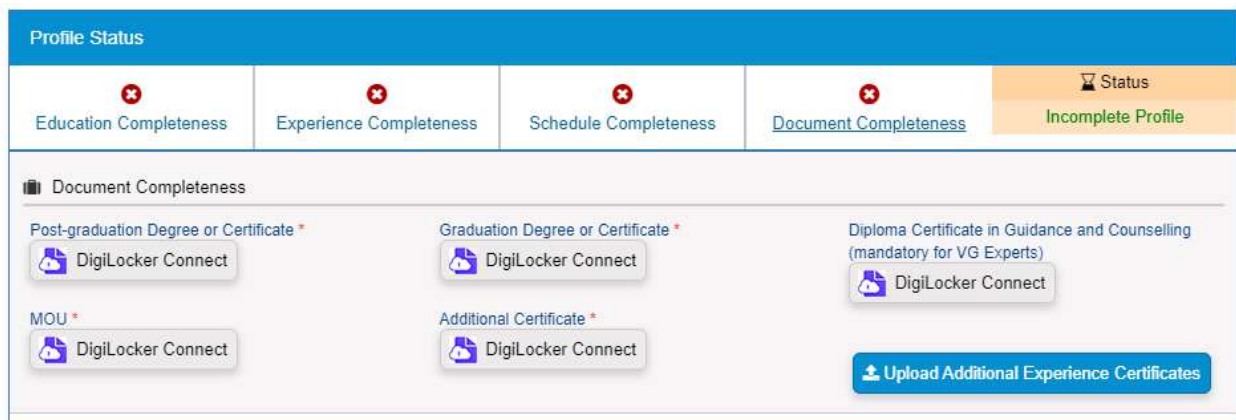
The **Profile Status** displays on the **Counsellor Home** screen. This enables you to check the completeness of your profile before you can send it for approval. The status of the profile is displayed under the following four links:

- Education Completeness > completed when at least one education qualification is entered (click this link to go to the **Education Details** screen of the profile).
- Experience Completeness > completed when at least one work experience is entered (click this link to go to the **Experience Details** screen of the profile).
- Schedule Completeness > completed when at least one schedule is created (click this link to go to the **Schedule** screen).
- Document Completeness > completed when all the four mandatory documents (five documents in case you are a vocational guidance expert) are uploaded to the DigiLocker application (click **Document Completeness** link to expand this section).

[Click here](#) to know how DigiLocker application works.

You should upload all the four documents within this section namely: Post-graduation Degree or Certificate, Graduation Degree or Certificate, MOU, and Additional or Experience Certificate.

Note: Uploading the Diploma Certificate in Guidance and Counselling document is mandatory only if you are a VG (Vocational Guidance) expert.



Document Completeness Section

Apart from the mandatory documents, you can use the **Upload Additional Experience Certificates** button to upload additional certifications (experience certificates). This displays the **Additional Certificates** section.

Profile Status										
✘ Education Completeness	✘ Experience Completeness	✘ Schedule Completeness	✘ Document Completeness	⌵ Status Incomplete Profile						
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Document Completeness</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> Post-graduation Degree or Certificate * </td> <td style="width: 33%; padding: 5px;"> Graduation Degree or Certificate * </td> <td style="width: 33%; padding: 5px;"> Diploma Certificate in Guidance and Counselling (mandatory for VG Experts) </td> </tr> <tr> <td style="padding: 5px;"> MOU * </td> <td style="padding: 5px;"> Additional Certificate * </td> <td style="text-align: right; padding: 5px;"> </td> </tr> </table> </div>					Post-graduation Degree or Certificate * 	Graduation Degree or Certificate * 	Diploma Certificate in Guidance and Counselling (mandatory for VG Experts) 	MOU * 	Additional Certificate * 	
Post-graduation Degree or Certificate * 	Graduation Degree or Certificate * 	Diploma Certificate in Guidance and Counselling (mandatory for VG Experts) 								
MOU * 	Additional Certificate * 									
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Additional Experience Certificates</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> Additional Certificate </td> <td style="width: 33%; padding: 5px;"> Additional Certificate </td> <td style="width: 33%; padding: 5px;"> Additional Certificate </td> </tr> <tr> <td style="padding: 5px;"> Additional Certificate </td> <td></td> <td></td> </tr> </table> </div>					Additional Certificate 	Additional Certificate 	Additional Certificate 	Additional Certificate 		
Additional Certificate 	Additional Certificate 	Additional Certificate 								
Additional Certificate 										

Upload Additional Experience Certificate Section

However, uploading additional certificates is optional and it will in no way hinder your profile approval process.

Note: Once your profile is sent for approval, documents associated with the **Document Completeness** section uploaded to DigiLocker, are disabled for any modification. However, you can only download these documents for reviewing. Once your profile is approved, these documents are finalised as part of your approved NCS profile.

Remember incompleteness (✘) of profile can be caused by any one of these profile statuses:

- a. Education Completeness
- b. Experience Completeness
- c. Schedule Completeness
- d. Document Completeness

Note: Notifications is send to you, on your registered Email ID/Mobile number, so that you can update your profile, in case the Profile Status is incomplete.

Profile Status				
✘ Education Completeness	✘ Experience Completeness	✘ Schedule Completeness	✘ <u>Document Completeness</u>	⌵ Status Incomplete Profile

Incomplete Profile Status

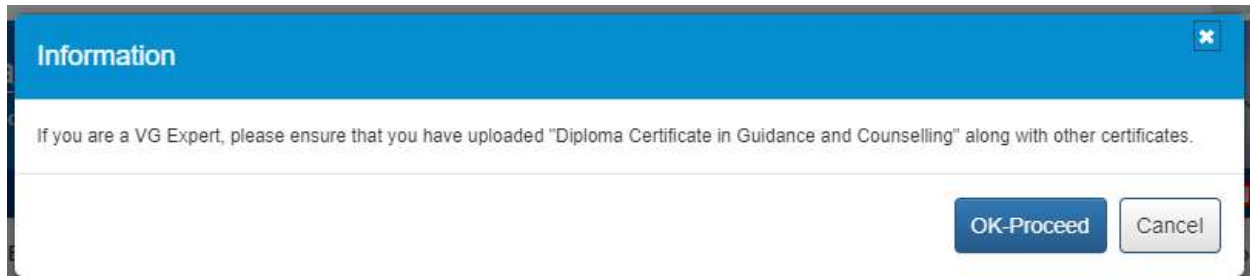
The **Send for Approval** button displays in the Profile Status section of the screen once all the profile statuses get green tick marks. Once you click the **Send for Approval** button, it is replaced by a message that says: “Pending for Approval”.

Profile Status				
✓ Education Completeness	✓ Experience Completeness	✓ Schedule Completeness	✓ Document Completeness	⌵ Status Send For Approval

Send for Approval Button

2.5 Send Approval Request

1. Click the **Send for Approval** button. The Information pop-up displays.



Information Pop-up

2. Click the **OK-Proceed** button. The **Send for Approval** button is now replaced by the "Pending for approval" message.

Profile Status				
✓ Education Completeness	✓ Experience Completeness	✓ Schedule Completeness	✓ Document Completeness	⌵ Status Pending For Approval

Profile Registration Pending for Approval

3. Once registration of your profile is approved by the administrator, the "Pending for Approval" message changes into "Approved".

Profile Status				
✓ Schedule Completeness	✓ Schedule Completeness	✓ Schedule Completeness	✓ Document Completeness	⌵ Status Approved

Profile Registration Approved

2.6 View/Update Counsellor Profile

This link allows you to view and update your profile.

1. Click the **View/Update Profile** link. The **Experience** screen displays. Here you can add details of your professional experience.

Experience **Education & Training** Personal Info Communication My References

Save Cancel

Work Experience

Key Skills*

- Add Key Skills from your Education and Work Experience.
- Key Skills to be single word.
- Use semi colon as separator.
- ex: Java; Data-Entry; Accounts; Sales etc.

Total Experience * Year(s) Month(s) Last Updated On 03/01/2020

Available to Join in (in Days) * **Current/Last Job Title**

Current/Last Salary ₹ **Current Salary Duration Type**

Current Employer Organisation Type * **Currently Seeking a Job**

Employment History

[Edit](#)

Sector	Accommodation And Food Service Activities	Employment Organisation Type	Central Government
Employer Name	aaa	Designation	aaaaaa
Job Description		Nature of Job	Full Time
Functional Role		Experience Type	Others
Start Date	6/11/2019	End Date	19/11/2019
Key Responsibilities		Leaving Reason	
Is Current Job	No	Pay on Leaving	

+ Add More

Preferences

Preferred Location

Note:

- For All India location do not select anything.
- Multiple locations can also be selected.

Job Nature **Shift Timings**

Save Cancel

Experience Screen

2. Select the total years of experience from the drop-down list
3. Enter the days you would take to join the new job (notice period)
4. Enter the professional title for the current/last job
5. Enter the current/last salary
6. Select the current salary duration type from the drop-down list
7. Select the employer type of the current employer from the drop-down list

8. Check the **Currently Seeking a Job** check box, if you are looking for a job

Click the **Add More** button, to add experience details to the **Employment History** section. If user's Highest Education level is Advance level i.e. any of the "Diploma after 12th, Graduate, PG Diploma, Post Graduate, PG Diploma, then user has to fill the data like "organization Type, Sector, Functional Area, Functional Role, Experience Start Date and End date, in "Add Experience" pop up.

The screenshot shows a web form titled "+ Experience". It contains the following fields and values:

- Employer Name*: Shreyas solutions india pvt ltd
- Employer Address*: A 7 100 Greater noida
- State*: Arunachal Pradesh
- District*: --Select--
- Employment Organisation Type*: Private
- Designation*: Sr Testing Engineer
- Nature of Job*: Full Time
- Sector*: Other Service Activities
- Functional Area*: Internal security
- Start Date*: 01/03/2014
- End Date*: 12/11/2020
- Is Current Job:
- Key Responsibilities: (Empty text area)

At the bottom right, there are three buttons: Update, Delete, and Cancel.

Add Experience Screen When Highest Education is Advance Level

If User's Highest Education level is Basic level, the Experience pop up will show lesser fields to fill as shown below. It will not ask user to fill the details like Organization Type, Experience Start Date and End Date etc.

Add Experience Screen When Highest Education is Basic Level

9. Enter the preferred location in the **Preferences** section

Note: The location option that you had selected during the registration process are not updated in the Job Preferences screen as your preferred location. Nevertheless, if you change the location options on the Communication screen of your profile, the same changes are updated here in the preferred location field.

Note: However, once your location preference is saved on the Job Preferences screen, then the changes you make to your location on the Communication screen will not reflect here on the Job Preferences screen.

10. Select nature of job from the drop-down list
11. Select shift timings from the drop-down list
12. Click the **Save** button, to save the entered details
13. Click the **Education & Training** tab. The **Education & Training** screen displays.

Experience Education & Training Personal Info Communication My References

Save Cancel

Education & Training Details

Highest Education Level * Graduate ▾

Education History

Please click 'Add More' to furnish details

+ Add More

Other Qualifications / Trainings / Courses

Please click 'Add More' to furnish details

+ Add More

Assessment Report

Check this space for results after completing the test

Save Cancel

Education & Training Screen

14. Select the highest education level from the drop-down list and then click the **Save** button.
15. Click the **Add More** button, to add your education details. The **+ Add Education** pop-up displays.

+ Add Education

Education* --Select-- ▾ Specialization/Major* ▾

Board/University* Institute

Entry Date Year ▾ Month ▾ Year of Passing* Year ▾ Month ▾

Medium of Education* --Select-- ▾ Nature of Course* --Select-- ▾

Grade/Percentage/ Percentile --Select-- ▾

Grade/Percentage/ Percentile

Save Cancel

+ Add Education Pop-up

16. Select an education level from the drop-down list
17. Select specialisation from the drop-down list

18. Enter name of the board or university
19. Enter name of the institute
20. Select entry date from the year and month drop-down lists
21. Select year of passing from the year and month drop-down lists
22. Select the medium of education from the drop-down list
23. Select the nature of course from the drop-down list
24. Enter grade/percentage/percentile value
25. Click the **Save** button, to save the entered details

Note: You can mention multiple records of your educational history and information regarding additional qualifications (as required) here. You can also upload the digital copies of those very records with corresponding mark sheet (wherever required) to the DigiLocker application.

[Click here](#) to know how DigiLocker application works.

26. Click the **Add More** button, to add details of other certifications you have earned. The **+ Other Qualifications / Trainings / Courses** pop-up displays.

+ Other Qualifications / Trainings / Courses Pop-up

27. Enter name of the certification
28. Select year of completing the certificate from the drop-down list
29. Enter name of the institution that issued the certificate
30. Enter duration (months) for the certification course
31. Enter additional details about the certification
32. Click the **Save** button, to save the entered details
33. Click the **Personal Info** tab. The **Personal Information** screen displays.

Experience Education & Training **Personal Info** Communication My References

Save Cancel

Personal Information

First Name * rahul

Middle Name tyagi

Last Name singh

Your NCS ID is : J12C66-1122453270528

Gender * Male Female Transgender

Date of Birth * 09/03/1989

Email ID [Redacted] Verification Successful

Mobile Number * +91 [Redacted]

Marital Status * Married

Spouse's Name

Guardian/Father's Name * sharma g

Mother's Name

Religion * Hinduism

Category * OBC

Upload your CV

Upload Caste Certificate

Unique Identification

Type	Number	Name as on UID	DigiLocker Document	Verification Status
Aadhaar Card	XXXXXXXX2121	rahul tyagi singh		Edit

[+ Add More](#)

Physical Attributes

Are you Differently abled (PwD)? No Yes

Disability Type * OH

Additional Disability Type -Select-

Working Capacity * 4-5 hrs

Partial Disability / Full Disability * Partial

Disability Percentage * Less than 40%

Do you have a certificate? No Yes

Certificate Number * 38490505

Certificate Issue Date * 09/01/1997

Certificate Issued By * Delhi Government

Upload Differently Abled Certificate

Miscellaneous

Employment Status * Employed

Primary Language * Hindi

Are you a Government Services Retiree?

Are you an Ex. Serviceman?

Save Cancel

Personal Information Screen

34. Select the appropriate gender radio button from the **Personal Information** section

35. Select your date of birth from the calendar
36. Enter Email ID (if not entered)
37. Click Verify Email link to get entered Email ID verified

Note: A verified email ID is a mandatory requirement for completing the profile as per the requirement of Government exams. Every time you change your email ID, the same has to be verified through an OTP that is send to the same email. After, changing your email ID here, when you click the **Save** button to save your changes, the portal redirects you the OTP verification page.

38. Select your marital status from the drop-down list
39. Enter name of your spouse
40. Enter your guardian or father's name
41. Enter your mother's name
42. Select religion from the drop-down list
43. Select category from the drop-down list

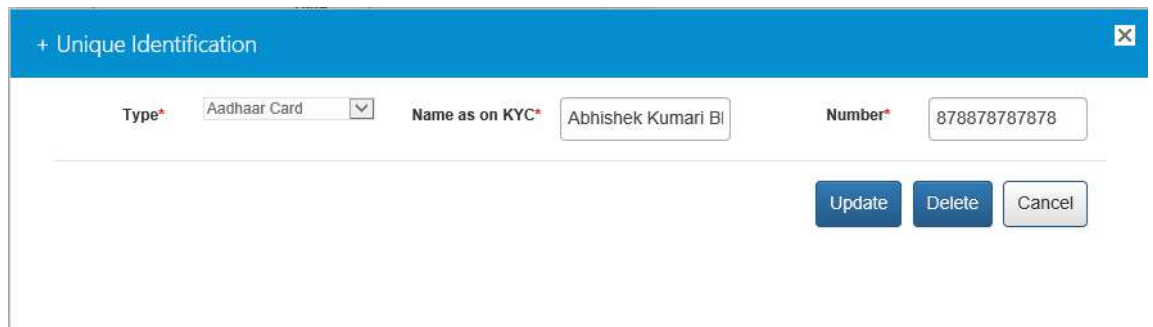
Note: The **Upload Caste Certificate** field and the corresponding **Upload** link will only be available if you select an option from the category drop-down list, other than the "General Category option.

[Click here](#) to know how DigiLocker application works.

44. Upload Your CV to DigiLocker

[Click here](#) to know how DigiLocker application works.

45. Click the **Edit** link, if you want to change the Know your unique identification details
 - i. Click the **Add More** button, if you wish to add a new identification detail. The **+ Unique Identification** pop-up displays.



+ Unique Identification Pop-up

- ii. Select the Unique Identification number from the drop-down list
 - iii. Enter Unique Identification number
 - iv. Click the **Save** button
46. Check the **Verify AADHAAR** check box, if you wish to verify your AADHAAR number

Note: You can mention details of different identification documents here and even upload the digital copies of those documents to the DigiLocker application.

[Click here](#) to know how DigiLocker application works.

47. Select the **Yes** radio button, if you are differently abled, otherwise select **No** in the **Physical Attributes** section
48. Select type of disability from the drop-down list
49. Select working capacity from the drop-down list
50. Select if you have full or partial disability
51. Select disability percentage from the drop-down list
52. Select the **Yes** radio button, if you have a certificate otherwise select **No**

Note: The **Certificate Number**, **Certificate Issued By**, **Certificate Issue Date**, and **Upload Differently Abled Certificate** fields are activated if you select the **Yes** option.

53. Enter the certificate number
54. Enter the name of the authority that issued the certificate
55. Select the date when the certificate was issued
56. Upload your disability certificate to the DigiLocker application.

[Click here](#) to know how DigiLocker application works.

57. Select the employment status from the drop-down list in the **Miscellaneous** section
58. Select the primary language from the drop-down list
59. Check the **Retired from Govt. Services** check box, if you have retired from government service
60. Check the **Ex-Serviceman** check box, if you are an ex-serviceman
61. Click the **Save** button, to save the entered details
62. Click the **Communication** tab. The **Communication** screen displays.

Experience Education & Training Personal Info **Communication** My References

Save Cancel

Current Address

Address 1* a Address 2

Address 3 State* Nct Of Delhi

District* Central Sub-District/Taluka/Tehsil* Central

City/Village* New Delhi Pin Code* 110011

Phone +91 STD Landline

Permanent Address Same as above

Address 1* Address 2

Address 3 State* --Select--

District* Sub-District/Taluka/Tehsil*

City/Village* Pin Code*

Phone +91 STD Landline

Save Cancel

Communication Screen

63. Enter the address
64. Select a state from the drop-down list
65. Select a district from the drop-down list
66. Select a sub-district, taluka, or tehsil from the drop-down list
67. Select the name of city or village from the drop-down list
68. Enter the pin code
69. Enter the landline number with area code
70. Check **Same as above** check box if your permanent and current address are same
71. Click the **Save** button, to save the entered details
72. Click the **My References** tab to add reference details. The **References** screen displays.

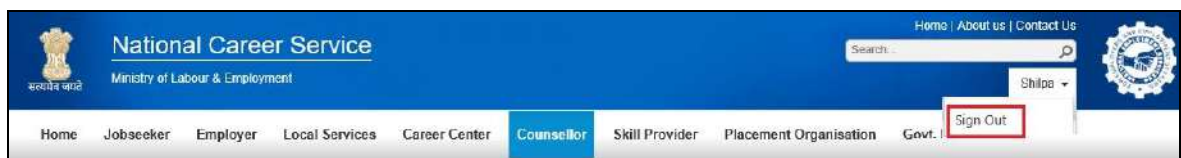
Person Name	Email	Designation	Organisation	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+91 <input type="text"/> 10 digit Mobile Numt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+91 <input type="text"/> 10 digit Mobile Numt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+91 <input type="text"/> 10 digit Mobile Numt

References Screen

73. Enter name of your reference
74. Enter Email ID of the reference
75. Enter designation of the referred person
76. Enter name of the organisation where the reference works
77. Enter the ten digit mobile number of the reference
78. Click the **Save** button, to save the entered details

2.7 Logout of the Application

At any given point you can logout of the portal by clicking the **Sign Out** option.



Sign Out Option

3. My Services

This link allows you to view counselling services and also to add service for creating a schedule.

3.1 Add Services

1. Click the **My Services** link from the left panel. This displays the **My Services** screen.

My Services

Services which have configured schedules, cannot be updated/unchecked for updates.

Career Counselling Vocational Guidance

Update

My Service Screen

2. Check the appropriate service(s) check box to create a schedule
3. Click the **Update** button. These added service(s) will display in your schedule.

Note: Services which already have configured schedules cannot be unchecked.

4. Schedule

You can schedule your counselling sessions from this screen. It allows you to add new, edit, and delete existing schedules.

4.1 Add Schedule

1. Click the **Schedules** link from the left panel. This displays the **Schedules** screen.

Home
Jobseeker
Employer
Local Services
Career Center
Counselor
Skill Provider
Placement Organisation
Govt. Dept.
Reports & Documents

- Counselor Home
- View/Update Profile
- My Services
- Schedules
- Leave Plan
- View Appointments
- View Pending Approvals
- Search Jobs
- Jobs Applied
- Job Preferences
- Job Recommendations
- Feedback on Local Services
- Events
- Announcements
- Cases
- Change Password

Schedules

Total Number Of Schedule : 3 Add New Schedule

Schedule Title	Location	From	To	Timings	Seats	Fees	Days	
Demo Career Counselling by Abhishek	Gurgaon	29/03/2016	31/03/2016	10:30 To 14:00	20	10	Thursday	Action ▾
Demo Career Counselling by Abhishek	Gurgaon	29/03/2016	31/03/2016	09:30 To 14:00	20	10	Wednesday	Action ▾
Demo Career Counselling by Abhishek	Gurgaon	29/03/2016	31/03/2016	08:30 To 13:30	20	10	Tuesday	Action ▾

Schedules Screen

2. Click the **Add New Schedule** button. The **Add New Schedule** pop-up displays.

Add New Schedule Pop-up

3. Check the appropriate service(s) check box
4. Enter a title to make the schedule identifiable
5. Select the date from the calendar when the schedule becomes valid (start date)
6. Select the date from the calendar when the schedule expires (end date)
7. Check the week days when the schedule is active and then select the start and end time for those days
8. Select the appropriate location radio button

Location Options

Note: If you select the Career Centres option then selects location of the career centre from the drop-down list where counselling would take place. However, if the Location option is selected, you can either choose a predefined location for counselling from the drop-down list. Alternatively, you can add a new custom location by selecting the **+Add New Location**

option and by entering details for the new location (custom location name, address, city, and pin code).

9. Enter the number of seats
10. Enter the course fee per session
11. Click the **Save** button to create a schedule

4.2 Edit Existing Schedule

1. Click the **My Schedule** link from the left panel. The **My Schedule** screen displays.

The screenshot shows the 'My Schedule' screen. The navigation menu on the left includes: Home, Jobseeker, Employer, Local Services, Career Center, Counsellor (selected), Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. The main content area is titled 'Schedules' and shows 'Total Number Of Schedule : 3'. There is an 'Add New Schedule' button. The table below lists three demo schedules:

Schedule Title	Location	From	To	Timings	Seats	Fees	Days	Action
Demo Career Counseling by Abhishek	Gurgaon	29/03/2016	31/03/2016	10:30 To 14:00	20	10	Thursday	Action
Demo Career Counseling by Abhishek	Gurgaon	29/03/2016	31/03/2016	09:30 To 14:00	20	10	Wednesday	Action
Demo Career Counseling by Abhishek	Gurgaon	29/03/2016	31/03/2016	08:30 To 13:30	20	10	Tuesday	Action

My Schedule Screen

2. Click the **Action** button corresponding to a schedule title and then select the **Edit** option. This displays the **Edit Schedule** pop-up.

Edit Schedule Pop-up

3. Edit the schedule expiry date using the calendar

Note: You can only change the schedule expiry date on this pop-up.

4. Click the **Save Changes** button to update changes you make

Click the **Delete** option from the **Action** button to remove the schedule.

Click the **Close** option from the **Action** button to close the schedule.

5. Leave Plan

This link allows you (counsellor) to mark your leaves on the NCS portal. The leave plan thus created is used to cancel appointments and notify the users who have booked appointments for counselling during the said leave period.

5.1 Mark Leaves

1. Click the **Leave Plan** link from the left panel. The **Leave Plan** screen displays.

Leave Plan Screen

2. Select the start and end date for your leave from the calendars
3. Enter the reason for your leave
4. Click the **Save** button

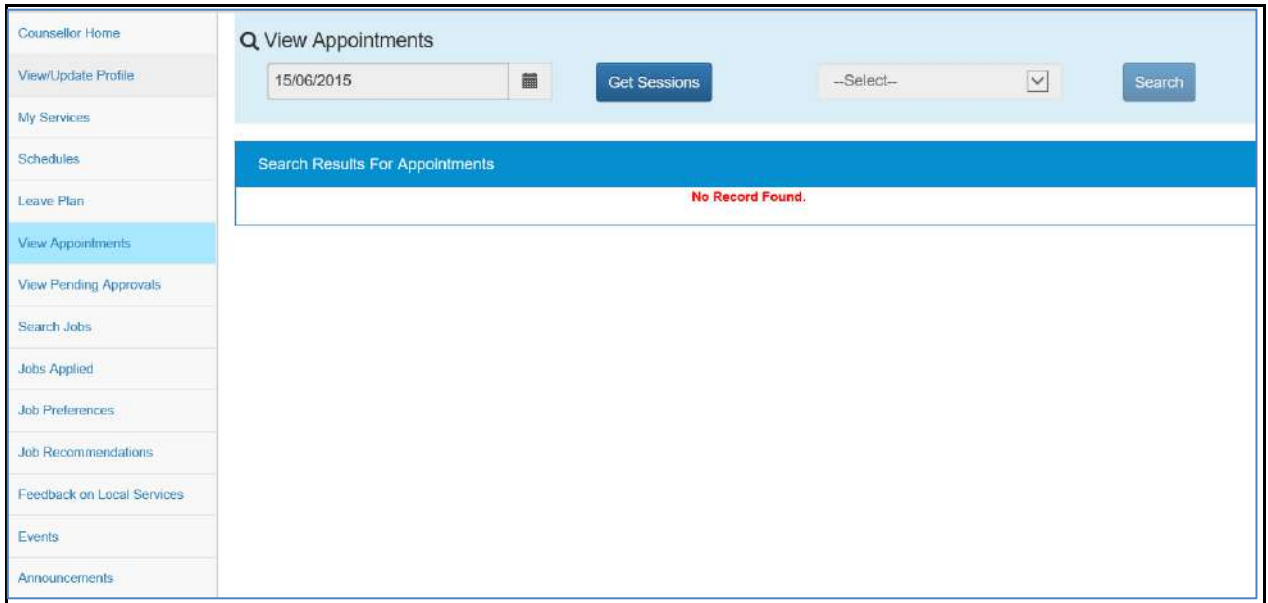
Note: Once you mark your leave, any booked appointments that fall within your leave period are cancelled. Also, an email notification is sent to those jobseekers whose appointment with you is cancelled.

6. View Appointments

This link allows you to view appointment requests that have been sent by jobseekers for attending your scheduled counselling sessions.

6.1 View Request

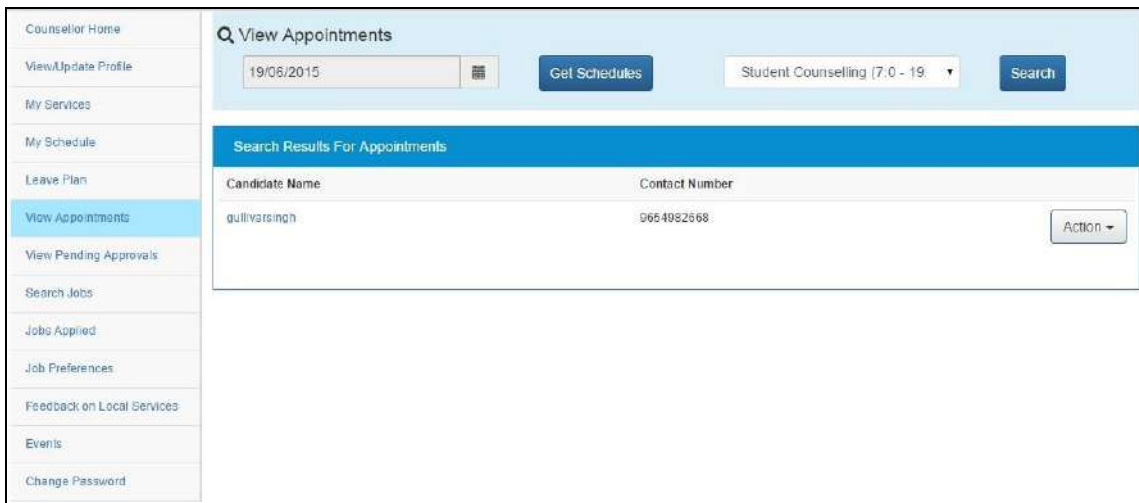
1. Click the **View Appointments** link from the left panel. The **View Appointments** screen displays.



View Appointments Screen

2. Select the date of appointment from the calendar
3. Click the **Get Schedules** button
4. Select the required appointment from the displayed list
5. Click the **Search** button to view the list of requested appointments

Click the **Action** button for an appointment and then select the **Cancel** option to delete that particular appointment.



Appointments Search Results

6.2 View\Cancel Appointments

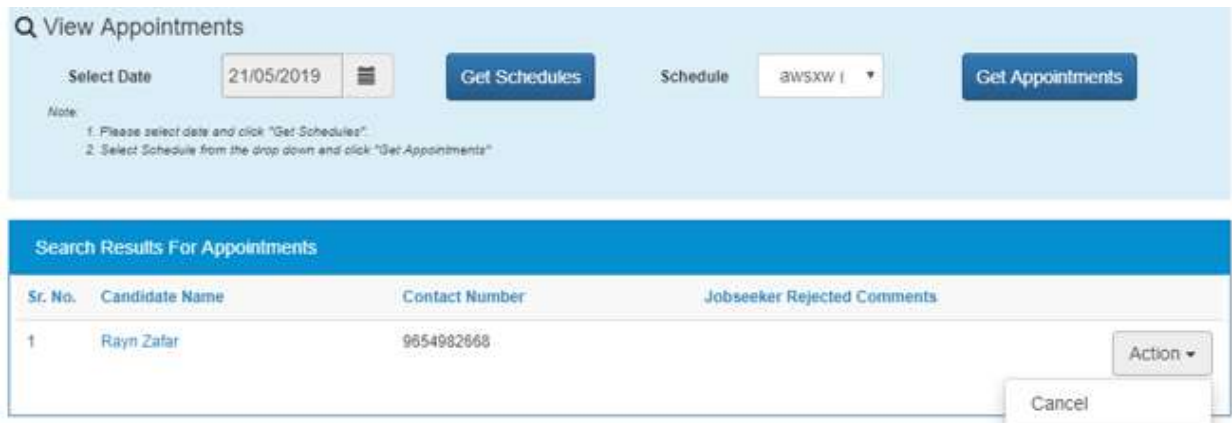
It allows you as a counsellor, to view your appointments and even cancel them if required.

1. Click the **View Appointment** link from the left panel. The **View Appointments** screen displays.



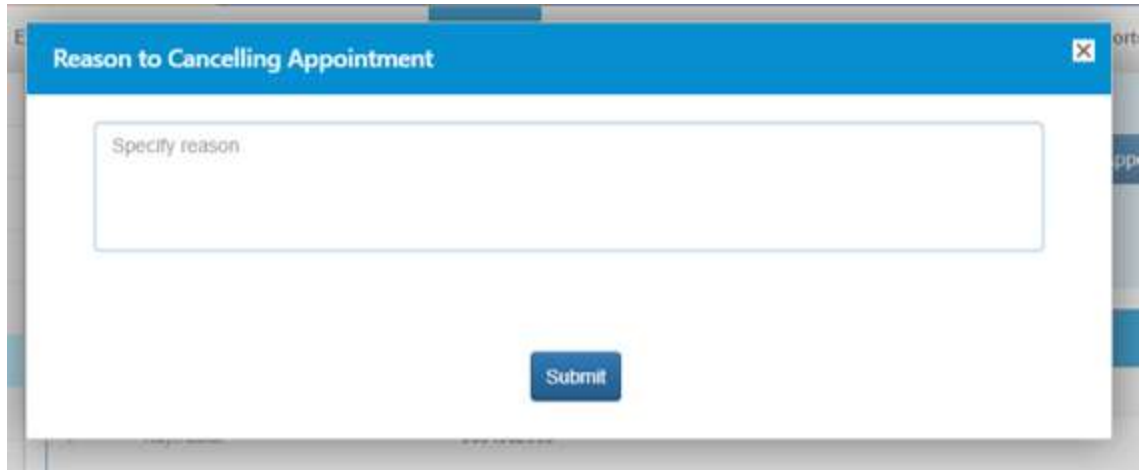
View Appointments Screen

2. Select the date of appointment date from the calendar
3. Click the **Get Schedules** button
4. Select the required appointment from the displayed list
5. Click the **Search** button. This displays the candidate details screen.



Cancel Appointment Option

6. Click the **Action** button of a selected appointment
7. Click the **Cancel** option to cancel the said appointment



Reason for Cancelling Appointment Pop-up

8. The **Reason for Cancelling Appointment** pop-up displays
9. Enter reason for cancelling the appointment
10. Click the **Submit** button

7.View Pending Approvals

This link allows you to view pending approvals. You can either approve or reject received appointment requests.

7.1 View Request

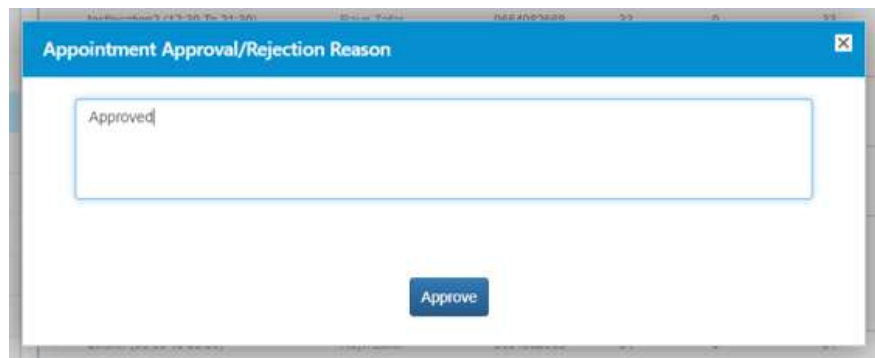
1. Click the **View Pending Approvals** link from the left panel. This displays the **View Approvals** screen.

Schedule Title	Candidate Name	Contact Number	Total Seats	Seats Booked	Seats Available	
Select Date : 10/04/2019						
testlocation3 (08:00 To 21:00)	Rayn Zafar	9654982668	3	0	3	Action
testlocation2 (12:30 To 21:30)	Rayn Zafar	9654982668	33	0	33	Action
Select Date : 14/04/2019						
Personality Development (06:30 To 16:00)	Imran Khan	9250631631	34	0	34	Action
Select Date : 19/04/2019						
testlocation2 (14:30 To 23:00)	Ashish Ji Singh Ji Puna Ji	9654434620	33	0	33	Action
Select Date : 12/05/2019						
awsxw (04:00 To 11:00)	locatserviceone	9999736716	34	0	34	Action
Career counselling for Graduates (08:00 To 09:00)	locatserviceone	9999736716	5	0	5	Action
Select Date : 21/05/2019						
awsxw (06:00 To 08:30)	Rayn Zafar	9654982668	34	0	34	Action

View Pending Approvals Screen

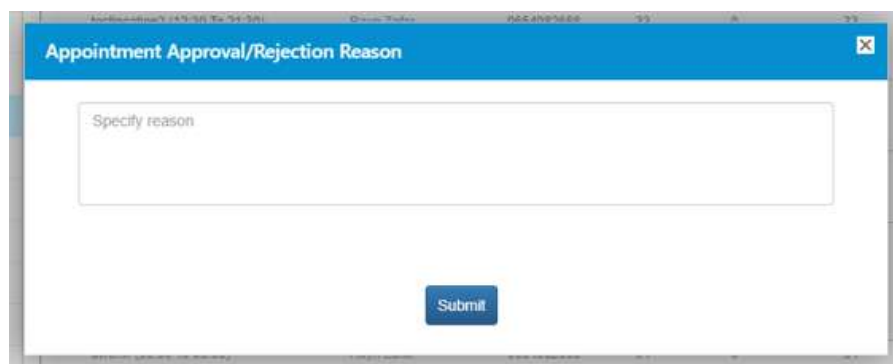
2. Click the **Action** button for a particular appointment request.

3. Select the required option as follows:
 - a. Approve appointment
 - i. Select the **Approve** option, the following pop-up displays



Appointment Approval/Rejection Pop-up

- ii. Enter the reason for approval
 - iii. Click the **Approve** button
 - b. Reject appointment
 - i. Select the **Reject** option, the following pop-up displays



Appointment Approval/Rejection Pop-up

- ii. Enter the reason for rejection
 - iii. Click the **Submit** button

8. Search Jobs

8.1 Search Jobs Link

This link allows you to search for jobs based on your specific requirements.

1. Click the **Search Jobs** link from the left panel. This displays the **Search Job** screen.

Search Job Screen

Note: The screen provides useful links to various other recruitment bodies.

2. Enter the required job criteria in the search fields. Use the **Advanced Search** link to expand the search panel (optional).
3. A job can be searched for any specific location(s) as well as across India as required

Jobseeker Home

View/Update NCS Profile

Video Profile

Search Jobs

Jobs Applied

Find Skill Provider

Find Courseletor

My Interviews

Job Fair / Event

Cases

Online Trainings

My Appointments

Feedback on Local Services

Announcements

Templates

Job Fair / Event Participation

Preferences

Profile ▾

View and Download CV

I-Card

Search Job

Keyword

Note: Use ; to search for multiple Keywords

Job Location All India Select Location(s)

Expected Salary **Organisation Type**

Salary Type (in ₹)

Sector

Note: Use ctrl key and left click to select/unselect multiple sectors.
* Explanatory Note on Sectors

Functional Area

Functional Role

From Posted Date **To Posted Date**

Total Work Experience In Years **Job Nature**

Age (In years) **Highest Education Level**


Shift Timings **Gender**

Category General OBC Others SC ST **Ex-Servicemen preferred**


Disability Type **Partial Disability / Full Disability**

[Hide Advanced Search](#)


Other Recruitment Bodies



INDIAN RAILWAYS



PUBLIC ENTERPRISES
SELECTION BOARD



STAFF SELECTION
COMMISSION

Advanced Search Options

4. Click the **Search** button to view search results in the Jobs section of the screen.

The screenshot displays a job search interface. On the left, under the 'Jobs' header, there are filters for 'Direct Job Postings on NCS' and 'Job Postings by NCS Partners', and a 'Sort' dropdown set to 'Freshness'. Four job listings are shown, each with an 'Apply' button. The first listing is for a 'Back Office Executive' at Cassius Technologies Private Limited in Mumbai, with a salary of 72000 - 96000 per annum. The second is a 'DATA ENTRY OPERATOR' at ZEETECH MANAGEMENT AND MARKETING in Ranchi, with a salary of 120000 - 144000 per annum. The third is a 'Software Developer' at Cassius Technologies Private Limited in Bangalore, with a salary of 1200000 - 1500000 per annum. The fourth is a 'Java Trainer/faculty' at Powered by Monster in Technik. On the right, the 'Refine your Search' panel includes filters for Sector (Information And Communication, Repair Of Motor Vehicles And Motorcycles, Wholesale And Retail Trade, Education, Financial And Insurance Activities), Organisation Type (Private), Functional Area (Others, Information Technology, Administration/Back Office Activities, Customer Care Service, Human Resources, Education), Locations (Uttar Pradesh, Andhra Pradesh, Maharashtra, Tamil Nadu, Karnataka, Rajasthan), and Job Nature (Full Time).

Job Search Results

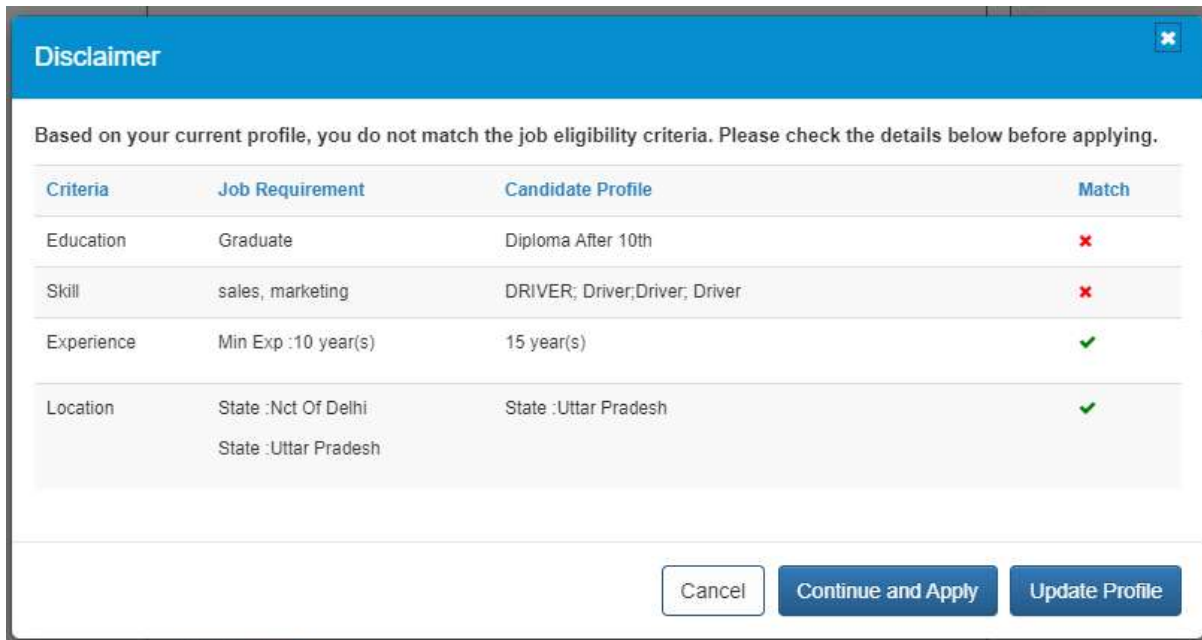
5. Click the **Read more...** link of a job, to view its details.
6. Click the **Apply** link of a job, to apply for it.

Note: For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education**, **Skill**, **Location**, and **Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.



Disclaimer Pop-up

The **Disclaimer pop-up** displays the parameter(s) that match with the job requirement (green tick mark) along with the parameter(s) that do not match with the job requirement (red cross mark).

By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

In this situation, you have the following three options:

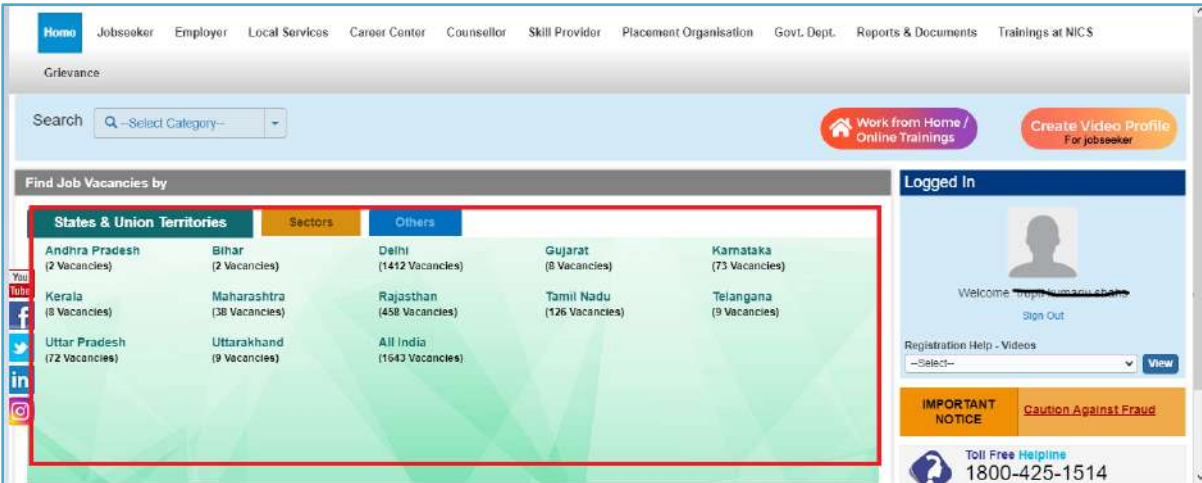
- Click the **Cancel** button to close the pop-up and not apply for the job
- Click the **Continue and Apply** to apply for the job despite the eligibility mismatch
- Click the **Update Profile** button and update the profile before coming back to apply for the job

Note: The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if an NCS partner has posted the job or for posting that require the user to be redirected to an external website for completing the job application.

8.2 Vacancies by Category

The Find Job Vacancies by section of the portal Home page allows the user to find jobs available in specific job categories. Vacancies are categorised on the basis of States and Union Territories, Sectors (Construction, Education, Finance, etc.) and Others (this includes Government jobs, private jobs, and also jobs that are specific to ex-servicemen, differently able persons, and women). This feature enables the user to search for particular job openings that match their requirement.

1. Access the Home page and review the **Find Job Vacancies by** section.



Find Job Vacancies by Section

2. Click the required job category from the **Find Job Vacancies by** section on the Home page. For example, here the **Others** category is selected and displays related sub-categories.



Job Categories

3. Click the required sub-category. For example, here the **Jobs for Differently Abled** sub-category is selected.



Job Sub-categories

4. The **Search Job** screen displays, listing the job vacancies from the selected job sub-category.

The screenshot displays the 'Search Job' interface. At the top, there's a search bar with the text 'ex: Java; Data-Entry; Accounts; Sales etc' and a note: 'Note: Use ; to search for multiple Keywords'. Below this, the 'Job Location' is set to 'All India'. The 'Expected Salary' is set to '--Select--' and the 'Organisation Type' is 'All Jobs'. There are buttons for 'Advanced Search', 'Search', 'Clear', 'Reload Search', and 'Save Search Criteria'. On the right, under 'Other Recruitment Bodies', logos for Indian Railways, Public Enterprises Selection Board, and Staff Selection Commission are visible. The main 'Jobs' section shows a list of results, with the first one being 'Carpenter (2 - 7yrs)' from 'Zindal Furnitureess' in Ghaziabad, Uttar Pradesh. A 'Refine your Search' panel on the right allows filtering by education (B.Sc., B.D.S., B.H.M.) and sector.

Search Job Screen

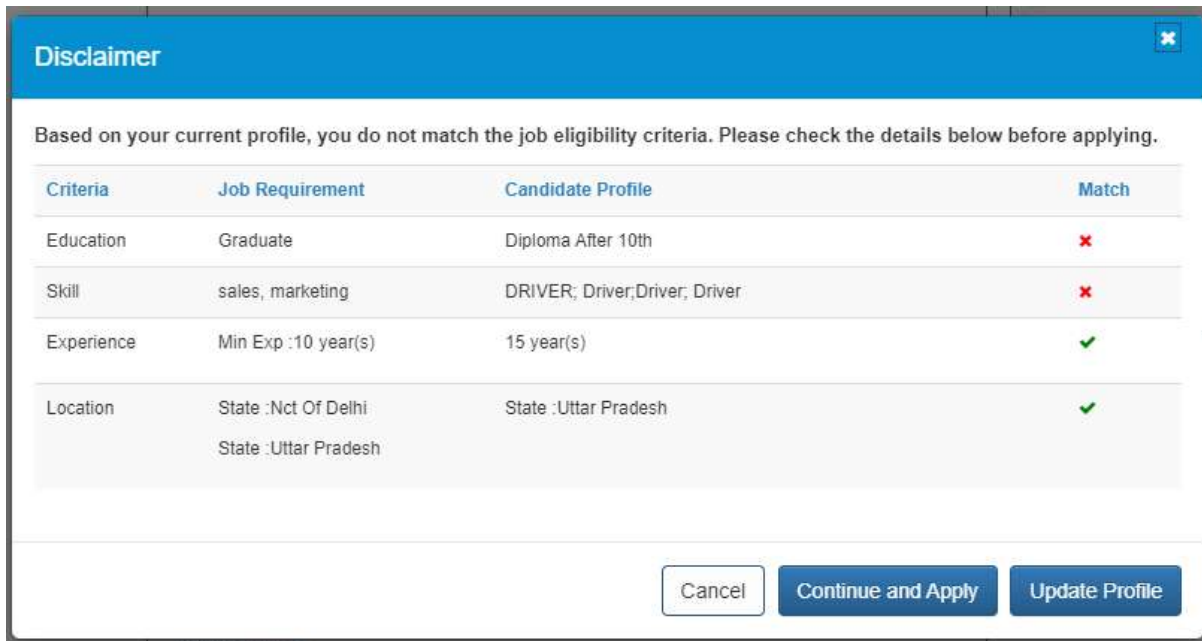
5. Click the **Read more...** link of a job, to view its details.
6. Click the **Apply** link of a job, to apply for it.

Note: For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education**, **Skill**, **Location**, and **Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.



Disclaimer Pop-up

The **Disclaimer pop-up** displays the parameter(s) that match with the job requirement (green tick mark) along with the parameter(s) that do not match with the job requirement (red cross mark).

By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

In this situation, you have the following three options:

- Click the **Cancel** button to close the pop-up and not apply for the job
- Click the **Continue and Apply** to apply for the job despite the eligibility mismatch
- Click the **Update Profile** button and update the profile before coming back to apply for the job

Note: The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if an NCS partner has posted the job or for posting that require the user to be redirected to an external website for completing the job application.

8.3 Job Description page:

User can navigate to the Job Description page by clicking on the Job Name or the Read more... link on Jobs Search result page. The Job Details screen (for Counsellor user profile) will open on a separate tab and display all jobseeker specific information that is related to the job. In addition, the Job Details screen is printable.

Jobs

Direct Job Postings on NCS Job Postings by NCS Partners Sort : Freshness ▼

Software Developer is needed Apply

Company: [DGETEmp](#) (Registered with DGETEmp)
 Location: [Not Specified](#)
 Salary: [Not Specified](#)
 Skill Required:
 JAVA

Job Description:
 Software Developer Software Developer Software Developer Software Developer Software Developer Software Developer
 Software Developer

[Read more...](#) Posted On 15/9/2017

Nevertheless, the page that is printed from this screen would show the NCS banner on it. In addition, when the user clicks on an external link that point to a Government job, the portal will display a corresponding disclaimer that is different from the disclaimer text that appears when the user clicks an external link for any non-Government job.

Job Details

Job ID : 12V08-164040397 | Salary: 10000- 20000 (₹) | Number of Openings: 3 | Posted on: 13/02/2017 Apply

Company Name:	Ashish & Pooni	Job Title:	Manager
Organisation Type:	Private	Sector:	Professional, Scientific And Technical Activities
Functional Area:	Oil, Gas & Energy	Functional Role:	Others
Job Description:	Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing		

Required Qualifications

[Minimum Qualification Required:](#)
 Graduate

Additional Information

Total Experience (in years)	0 - 14	Relevant Experience (in years)	2 - 5
Location	<input type="text" value="Ajayp"/>	Key Skills	ASSISTANT DRIVER, ASSISTANT DRIVER, BUS DR
Nature of job	Internship		
Salary ₹	10000 - 20000	Salary/Wage Type	MONTHLY
Last date to apply	02/08/2017 12:00:00 AM	Shift Type	Day
Available to Join in (in Days)	0		
Gender Preferences	Male	Marital Status	Married
Caste	U,GEN		
Ex-Serviceman	No	Number of Vacancies	3
Is the job for differently abled (PwD) ?	No		

Age/Date of Birth Preference

As On Date: 02/13/2017 12:00:00 AM

Age Ranges (in Years)	Min:	10	Max:	21
Date of Birth Preference	From:	02/13/1906 12:00:00 AM	To:	02/13/2001 12:00:00 AM

Apply Print

As per this, the Page Title (Browser Title) of the Job Details screen will display the Job NCS ID. The Page Title will also display the time stamp when the Job Details screen is opened. Further, the Job Details screen will display the following fields only if the user has entered some value in them:

- Job Title
- Organization Type
- Sector
- Functional Area
- Functional Role
- Job Description

Required Information Section

- Minimum Qualification
- Qualification requirements

Note: The Minimum Qualification field will display the text “Not Specified” if a NCS partner had posted the said job and they had left the field blank during the job creation procedure.

Additional Information Section

- Total Experience
- Relevant Experience
- Location
- Key skills
- Nature of Job
- Salary
- Salary/Wage Type

Note: The organisation that posted the job can mention the salary or wage type as one of these: daily, weekly, monthly or yearly, at the time of creating the job post. The same is displayed here on the Job Description screen. However, the Job Search Results screen displays the salary or wage type on an annual (per annum) basis. For example: if the salary or wage type is monthly and the salary being offered for a job is Rs.6,000 – Rs.8,000 (here on the Job Description screen) the salary range displayed on the Job Search Results screen will be Rs.72,000 – Rs.96,000 (per annum).

- Expiring On (will be displayed as “Last Date to apply”)
- Available to join in days
- Gender Preference
- Marital Status
- Caste
- Ex-Serviceman (information will display if field is checked)
- Number of Vacancies
- Is the job for Differently Abled? (Information will display if value is “Yes”)

Age/Date of Birth Preference Section (will display if mandatory check box is checked)

- A. In case, the Age Preference is selected: the content will display the full context either Minimum and Maximum options are selected together or any one of these options is selected. For example:

- i. If both Minimum and Maximum options are selected, message will be:
Age Preference: Age between 16-20 Years as on 1-Feb-2017
 - ii. If only the Minimum age option is selected, message will be:
Age Preference: More than or equal to 16 Years as on 1-Feb-2017
 - iii. If only the Maximum age option is selected, message will be:
Age Preference: Less than or equal to 20 Years as on 1-Feb-2017

- B. In case DOB Preference is selected (Date of Birth Preference 21/12/2000-21/12/1996):
the content will display the full context either Minimum or Maximum DOB options are selected together or any one of these options is selected. For example:
 - i. If both Minimum and Maximum options are selected, message will be:
DOB Preference: DOB between 21/12/2000 and 21/12/1996
 - ii. If only the Minimum DOB option is selected, message will be:
DOB Preference: More than or equal to 21/12/1996
 - iii. If only the Maximum DOB option is selected, message will be:
DOB Preference: Less than or equal 21/12/1996

Contact Details Section

- Person Name (if Display Contact Information in the Job Posting screen is checked)
- Phone Number (if provided and Display Contact Information in the Job Posting is checked)
- Mobile (if Display Contact Information in the Job Posting is checked)
- Email (if provided and Display Contact Information in the Job Posting is checked)

8.4 Jobs by Partners

The job search results displays two types of jobs as follows:

- Direct Job Postings on NCS – Jobs posted on the NCS portal
- Jobs Postings by NCS Partners – Jobs posted on the NCS portal by partners

Jobs that are posted by partners on the portal can be identified by the phrase “Powered By xxxx” in the Company Name field.

Check **Job Postings by NCS Partners** check box and uncheck the **Direct Job Postings on NCS** check box to filter jobs in the search result that have been posted by NCS partners.

When you click the **Apply** button of a job posted by a partner, you are navigated to that particular partner’s website where you can complete the remaining job application process.

Jobs

Direct Job Postings on NCS **Job Postings by NCS Partners** Sort : Freshness ▾

Application Software Developer **Apply**

Company: Cassius Technologies Private Limited (on behalf of Freshersworld)

Location: Gurugram; Haryana; Faridabad; Ghaziabad; Uttar Pradesh; Kolkata; West Bengal; Mumbai; Maharashtra
Salary: 360000 - 360000
Skill Required:
 NA

Job Description:
 Job Description:
 Describe the job role in details with job responsibilities, skills, and other job descriptions. Do not include your contact details or walk-in info here. Job Description:
[Read more...](#) Describe the job role in details with job responsibilities, skills, and other job descriptions. Do not inclu...
 Posted On 12/12/2018

Jobs Posted by Partners

9. Jobs Applied

This link allows you to view the jobs you have applied for.

1. Click the **Jobs Applied** link from the left panel. This displays the **Jobs Applied** screen.

The screenshot shows a user interface for 'Jobs Applied'. On the left is a vertical navigation menu with items: Counsellor Home, View/Update Profile, My Services, My Schedule, Leave Plan, View Appointments, View Pending Approvals, Search Jobs, **Jobs Applied**, Job Preferences, Feedback on Local Services, Events, and Change Password. The main content area has a blue header 'Jobs Applied' with a dropdown menu set to 'All' and a status 'Active'. Below the header, a job listing is displayed: 'Teacher (9-15 yrs.)', 'Company: IITech', 'Location: East', 'Skills Required:', 'Applied On: 09/06/2015', and 'Work closely with the Administrative'. At the bottom right of the listing, it says 'Posted by adstee: 0/6/2015'.

Jobs Applied Screen

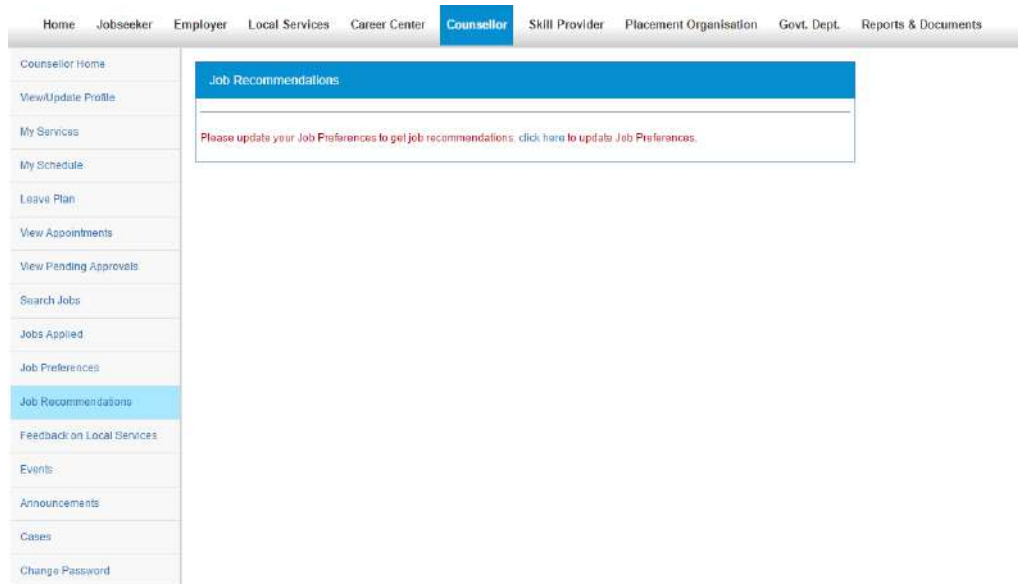
Click the **Job Title** link to view details of the applied job.

Click the **Company** link to view details of the company.

10. Job Recommendations

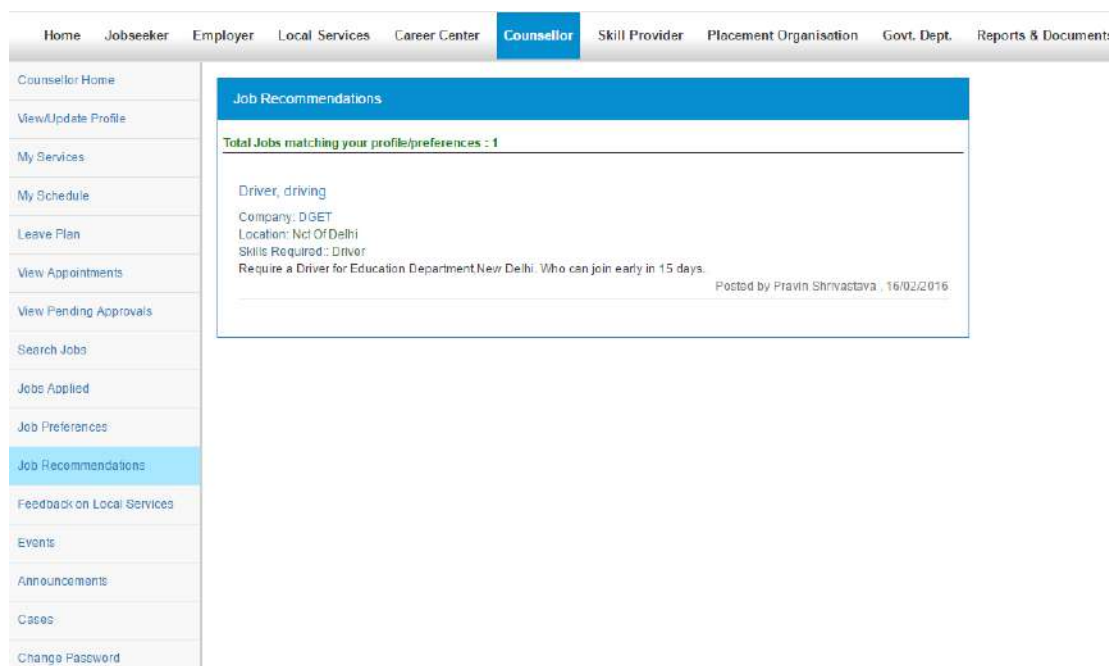
This link allows you to view recommended jobs as per your saved job preferences.

If job preferences are not saved in your profile then the system displays the following message on the screen “Please update your Job Preferences to get job recommendations. Click here to update Job Preferences.”



Job Preferences Update Message

Once you update your job preferences, the system show recommended jobs on the **Job Recommendations** screen.

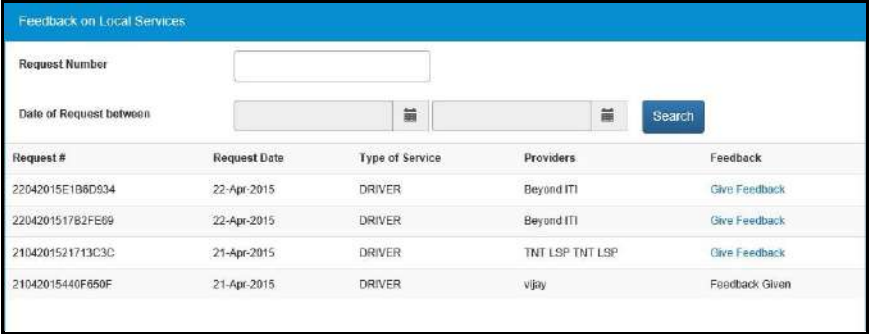


Recommended Jobs

11. Feedback on Local Services

This link allows you to give your feedback to local service providers on the quality of their service.

1. Click the **Feedback on Local Services** link from the left panel. The **Feedback on Local Services** screen displays.

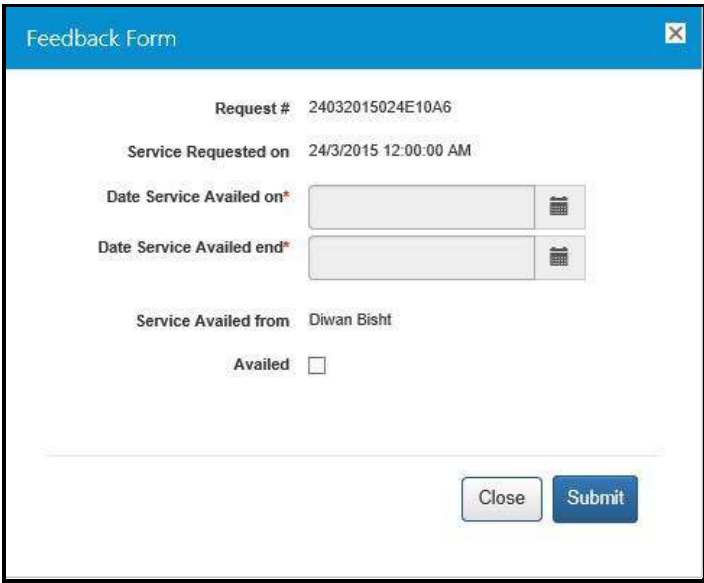


The screenshot shows the 'Feedback on Local Services' interface. It includes a search form with a 'Request Number' field, a 'Date of Request between' range selector with calendar icons, and a 'Search' button. Below the search form is a table with the following data:

Request #	Request Date	Type of Service	Providers	Feedback
22042015E108D934	22-Apr-2015	DRIVER	Beyond ITI	Give Feedback
220420151782FE09	22-Apr-2015	DRIVER	Beyond ITI	Give Feedback
2104201521713C3C	21-Apr-2015	DRIVER	TNT LSP TNT LSP	Give Feedback
21042015440F650F	21-Apr-2015	DRIVER	vijay	Feedback Given

Feedback on Local Services Screen

2. Click the **Give Feedback** link corresponding to a request. The **Feedback Form** pop-up displays.



The screenshot shows a 'Feedback Form' pop-up window. It contains the following fields and controls:

- Request #: 24032015024E10A6
- Service Requested on: 24/3/2015 12:00:00 AM
- Date Service Availed on*: [Calendar icon]
- Date Service Availed end*: [Calendar icon]
- Service Availed from: Diwan Bisht
- Availed:
- Buttons: Close, Submit

Feedback Form Pop-up

3. Select the service availed start and end date from the corresponding calendar
4. Check the Availed check box to enable the feedback options

Feedback Form

Request # 24032015024E10A6

Service Requested on 24/3/2015 12:00:00 AM

Date Service Availed on* 23/02/2015

Date Service Availed end* 10/03/2015

Service Availed from: Diwan Bisht

Availed

Very Satisfied

Satisfied

Average

Below Average

Unsatisfied

Very Unsatisfied

Close Submit

Service Availed Feedback Options

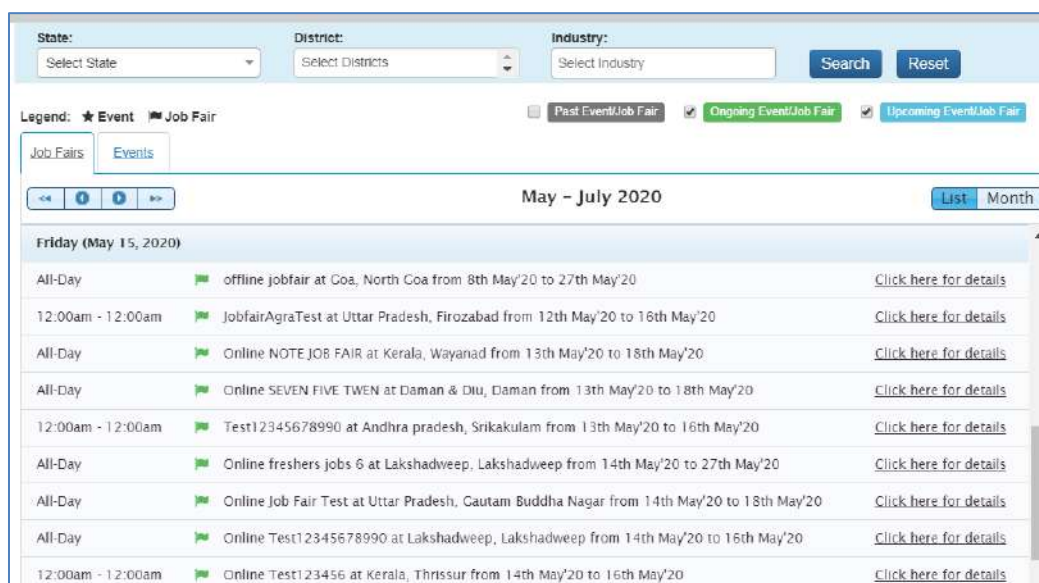
5. Click the appropriate radio button
6. Click the **Submit** button

12. Job Fairs and Events

This document describes how a jobseeker can search for upcoming online job fairs and events, on the NCS portal and then register to participate in them.

12.1 Search Job Fair/Event

1. Log into the NCS portal and then click the **Job Fair/Event** link from the left panel. The **Job Fair/Event** screen displays, that has a separate tab each for **Job Fairs** and **Events**.

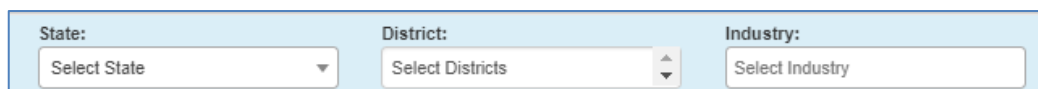


The screenshot shows the Job Fair/Event search interface. At the top, there are three dropdown menus for 'State', 'District', and 'Industry', each with a 'Select' option. To the right are 'Search' and 'Reset' buttons. Below these are three checkboxes for event status: 'Past Event/Job Fair' (unchecked), 'Ongoing Event/Job Fair' (checked), and 'Upcoming Event/Job Fair' (checked). There are also tabs for 'Job Fairs' and 'Events'. A calendar navigation shows 'May - July 2020' with 'List' and 'Month' views. The main content area displays a list of events for 'Friday (May 15, 2020)'. Each event entry includes a time slot, a status icon (green flag), the event name and location, the dates, and a 'Click here for details' link.

Time	Status	Event Name	Location	Dates	Action
All-Day	Green Flag	offline jobfair at Coa, North Coa	North Coa	8th May'20 to 27th May'20	Click here for details
12:00am - 12:00am	Green Flag	JobfairAgraTest at Uttar Pradesh, Firozabad	Firozabad	12th May'20 to 16th May'20	Click here for details
All-Day	Green Flag	Online NOTEJOB FAIR at Kerala, Wayanad	Wayanad	13th May'20 to 18th May'20	Click here for details
All-Day	Green Flag	Online SEVEN FIVE TWEN at Daman & Diu, Daman	Daman	13th May'20 to 18th May'20	Click here for details
12:00am - 12:00am	Green Flag	Test12345678990 at Andhra pradesh, Srikakulam	Srikakulam	13th May'20 to 16th May'20	Click here for details
All-Day	Green Flag	Online freshers jobs 6 at Lakshadweep, Lakshadweep	Lakshadweep	14th May'20 to 27th May'20	Click here for details
All-Day	Green Flag	Online Job Fair Test at Uttar Pradesh, Gautam Buddha Nagar	Gautam Buddha Nagar	14th May'20 to 18th May'20	Click here for details
All-Day	Green Flag	Online Test12345678990 at Lakshadweep, Lakshadweep	Lakshadweep	14th May'20 to 16th May'20	Click here for details
12:00am - 12:00am	Green Flag	Online Test123456 at Kerala, Thrissur	Thrissur	14th May'20 to 16th May'20	Click here for details

Job Fair/Event Screen

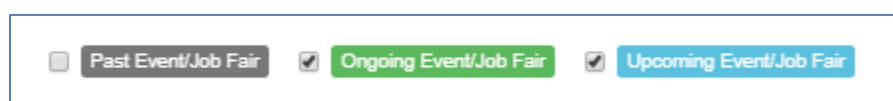
2. The **Job Fair/Event** screen allows you to search for job fairs and events using the available search filters (**State, District, and Industry**).



This screenshot shows the search filter section of the Job Fair/Event screen. It contains three dropdown menus: 'State' with 'Select State', 'District' with 'Select Districts', and 'Industry' with 'Select Industry'.

Job Fair/Event Search Filters

3. The **Job Fair/Event** screen also enables you to narrow down your search for job fairs and events on the basis of their availability (**Past, Ongoing, and Upcoming**). This can be done by selecting the relevant check box.



This screenshot shows the availability filters for the Job Fair/Event screen. It features three checkboxes: 'Past Event/Job Fair' (unchecked), 'Ongoing Event/Job Fair' (checked), and 'Upcoming Event/Job Fair' (checked).

Event/Job Fair Availability Filters

12.2 Search for Job Fairs

Follow these steps to search for job fairs:

1. Ensure that the **Job Fairs** tab is selected on the **Job Fair/Event** screen.

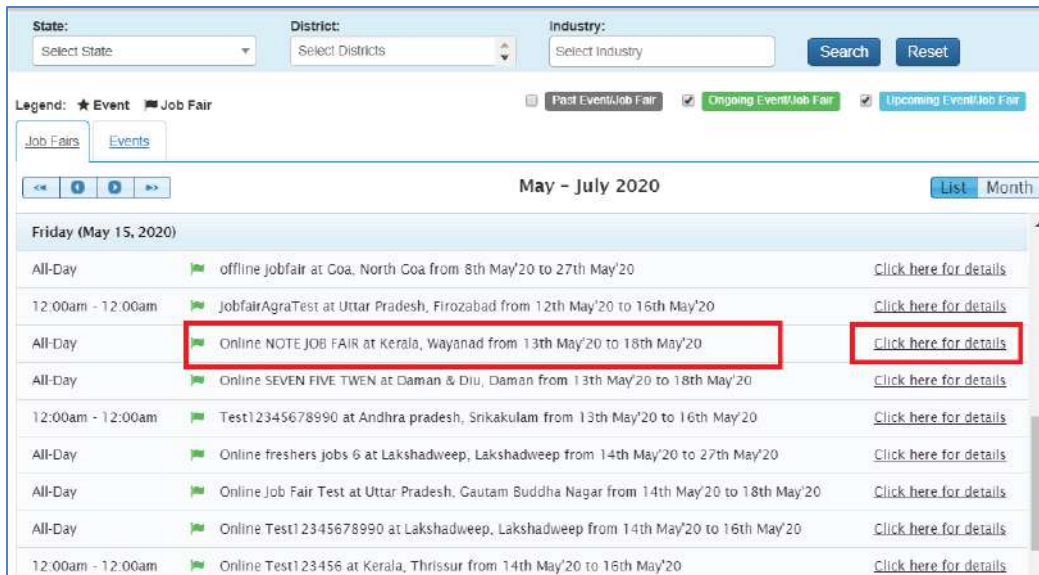
2. Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair,** and **Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:
 - a. **In List Format**
 - i. Results of job fairs that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

The screenshot shows a search results page for job fairs. At the top, there are three dropdown menus for 'State', 'District', and 'Industry', each with a 'Select' option. To the right of these are 'Search' and 'Reset' buttons. Below the filters is a legend with 'Event' and 'Job Fair' icons, and three checkboxes: 'Past Event/Job Fair' (unchecked), 'Ongoing Event/Job Fair' (checked), and 'Upcoming Event/Job Fair' (checked). There are also tabs for 'Job Fairs' and 'Events'. The main content area shows a navigation bar with '<<', '1', '2', and '>>' buttons, and a date range 'May - July 2020'. On the right of this bar are 'List' and 'Month' buttons. The results are displayed in a table format for 'Friday (May 15, 2020)'. Each row contains a time slot, a status icon (green flag), a job fair title and location, and a 'Click here for details' link.

Friday (May 15, 2020)		
All-Day	offline jobfair at Goa, North Coa from 8th May'20 to 27th May'20	Click here for details
12:00am - 12:00am	JobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20	Click here for details
All-Day	Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20	Click here for details
All-Day	Online SEVEN FIVE TWEN at Daman & Diu, Daman from 13th May'20 to 18th May'20	Click here for details
12:00am - 12:00am	Test12345678990 at Andhra pradesh, Srikakulam from 13th May'20 to 16th May'20	Click here for details
All-Day	Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20	Click here for details
All-Day	Online Job Fair Test at Uttar Pradesh, Cautam Buddha Nagar from 14th May'20 to 18th May'20	Click here for details
All-Day	Online Test12345678990 at Lakshadweep, Lakshadweep from 14th May'20 to 16th May'20	Click here for details
12:00am - 12:00am	Online Test123456 at Kerala, Thrissur from 14th May'20 to 16th May'20	Click here for details

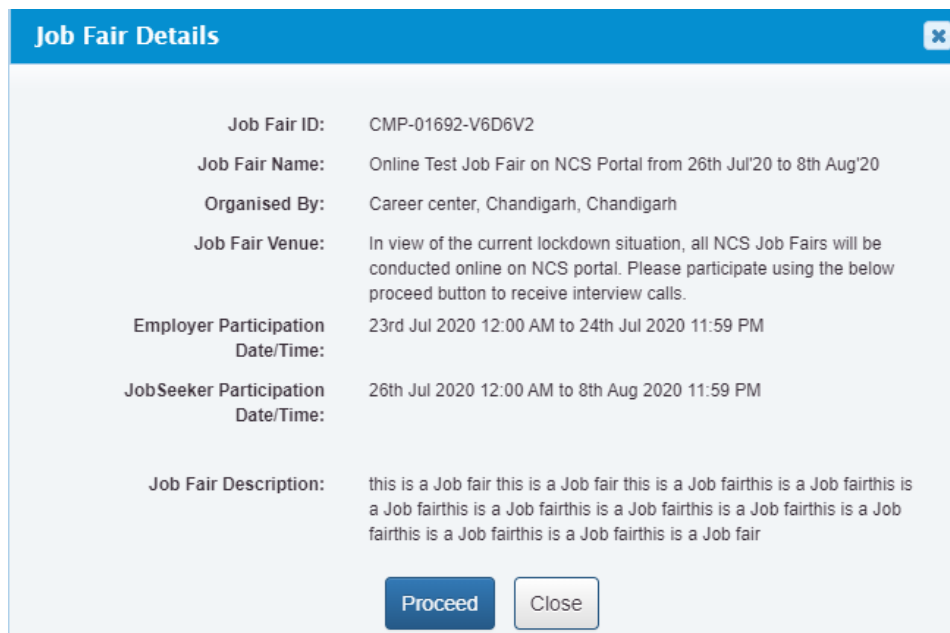
Job Fair Result List

- ii. To view the details of a particular job fair you can either click the title of the job fair in the list or click the Click here for details link for that job fair listing.



Job Fair Title and Click here for details Link

iii. The details of the selected job fair display on a pop-up.



Job Fair Details Pop-up

b. In Month Format

i. To view your search results in calendar format, click the Month button. The calendar that appears, displays job fair search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.

State:	District:	Industry:																																																																								
Select State	Select Districts	Select Industry	Search	Reset																																																																						
Legend: ★ Event 📅 Job Fair																																																																										
<input type="checkbox"/> Past Event/Job Fair <input checked="" type="checkbox"/> Ongoing Event/Job Fair <input checked="" type="checkbox"/> Upcoming Event/Job Fair																																																																										
Job Fairs Events																																																																										
<div style="text-align: center;"> << >> 1 2 >>> </div> <div style="text-align: center;"> May 2020 List Month </div> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td colspan="7">offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td colspan="7"> jobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 +2 more +7 more +8 more +6 more </td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td colspan="7"> offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 Online SEVEN FIVE Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20 +4 more +3 more +2 more +2 more +2 more +1 more +1 more </td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td colspan="7"> offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20 Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20 </td> </tr> </tbody> </table>					Sun	Mon	Tue	Wed	Thu	Fri	Sat	26	27	28	29	30	1	2	3	4	5	6	7	8	9	offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20							10	11	12	13	14	15	16	jobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 +2 more +7 more +8 more +6 more							17	18	19	20	21	22	23	offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 Online SEVEN FIVE Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20 +4 more +3 more +2 more +2 more +2 more +1 more +1 more							24	25	26	27	28	29	30	offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20 Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20						
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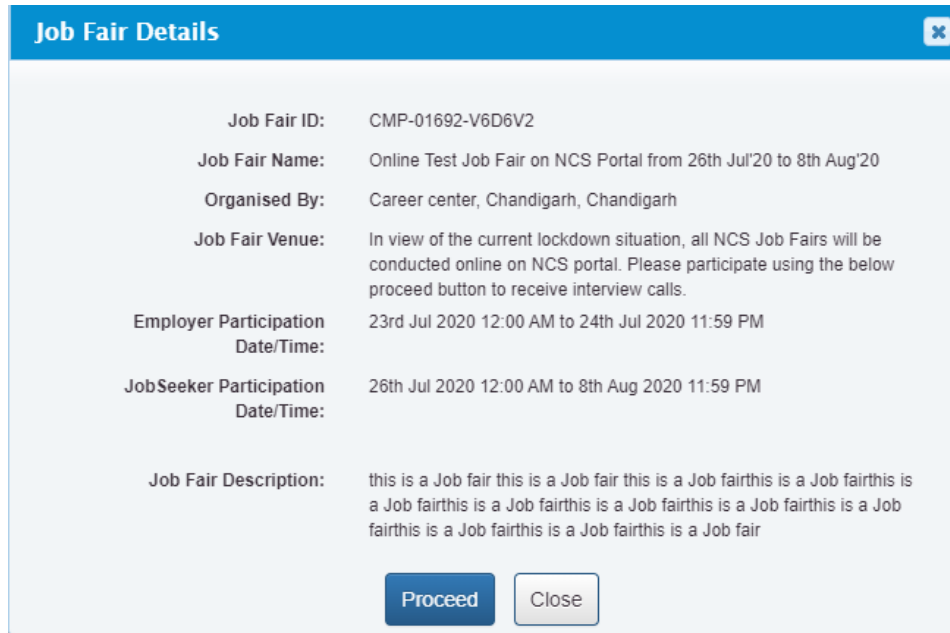
Job Fair Result Calendar

- ii. To view the details of a particular job fair click the title of that job fair on the calendar.

State:	District:	Industry:																																																																								
Select State	Select Districts	Select Industry	Search	Reset																																																																						
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<div style="text-align: center;"> << >> 1 2 >>> </div> <div style="text-align: center;"> May 2020 List Month </div> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td colspan="7">offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td colspan="7"> jobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 +2 more +7 more +8 more +6 more </td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td colspan="7"> offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 Online SEVEN FIVE Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20 +4 more +3 more +2 more +2 more +2 more +1 more +1 more </td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td colspan="7"> offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20 Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20 </td> </tr> </tbody> </table>					Sun	Mon	Tue	Wed	Thu	Fri	Sat	26	27	28	29	30	1	2	3	4	5	6	7	8	9	offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20							10	11	12	13	14	15	16	jobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 +2 more +7 more +8 more +6 more							17	18	19	20	21	22	23	offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 Online SEVEN FIVE Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20 +4 more +3 more +2 more +2 more +2 more +1 more +1 more							24	25	26	27	28	29	30	offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20 Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20						
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Job Fair Title

- iii. The details of the selected job fair display on a pop-up.



Job Fair ID:	CMP-01692-V6D6V2
Job Fair Name:	Online Test Job Fair on NCS Portal from 26th Jul'20 to 8th Aug'20
Organised By:	Career center, Chandigarh, Chandigarh
Job Fair Venue:	In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.
Employer Participation Date/Time:	23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM
Job Seeker Participation Date/Time:	26th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM
Job Fair Description:	this is a Job fair this is a Job fair this is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fair

Job Fair Details Pop-up

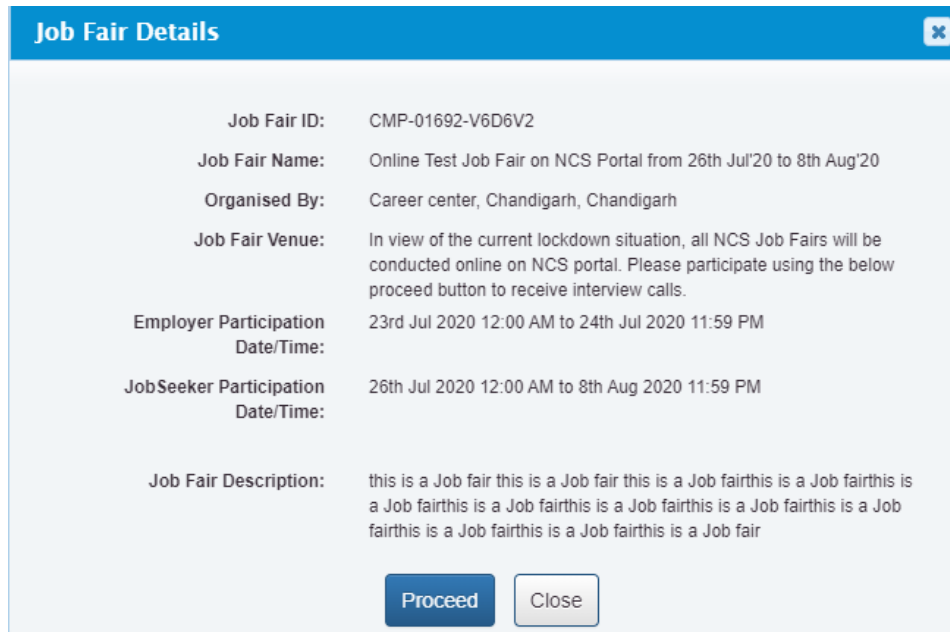
These Job-fairs are Online, so interested Jobseekers have to apply online only. Participating employers will screen the profiles of jobseekers who register in these Job-fairs and will conduct interviews through skype or telephone.

12.3 Job Fair Participation

In order to participate in a job-fair, begin by searching for the required job fair and view its details on pop-up window (For more details refer to the previous pages).

Follow these steps to participate in a particular job fair:

1. Ensure that the pop-up displaying details of the job fair you want to participate in is open.



Job Fair Details Pop-up

- Next, click the **Proceed** button. The **Job Fair Pre-registration** screen displays.

The page is divided into three sections, **Personal Info**, **More About Yourself** and **Job Fair Details**. The **Personal Info** section contains your basic information and contact details. The **More About Yourself** section displays your educational and employment details. The **Job Fair Details** section has information of the job fair you have selected to participate in.



Job Fair Pre-Registration Screen

- Click the **Personal Info** section to expand it and view its contents. Make changes to editable fields (if required). Fields that you cannot edit in this section can be modified by updating your profile.

Note: The **Download Job Fair Details** enables you to download details of the selected job fair on your system as a PDF for future reference.

Back to Calendar Download Job Fair Details

1. Personal Info

First Name* Middle Name

Last Name

Gender* Male Female Transgender

Date of Birth*

Guardian/Father's Name*

Highest Education Level*

State*

District*

Email ID

Mobile Number*

[Next](#)

2. More About Yourself

3. Job Fair Details

Job Fair Pre-Registration Screen: Personal Info Section

- Click the **Next** button to open the **More About Yourself** section. This particular section displays specific data (**Academic Qualification** and **Work Experience**) as per your existing profile on the NCS portal. Click the **+Add More** button to add information pertaining to your academic qualification and professional experience (if required).

Back to Calendar Download Job Fair Details

1. Personal Info

2. More About Yourself

Academic Qualification

Education & Training	HSC (12th Class) [Science]	Year of Passing	May 2008
Board/University	ANNAMALAI UNIVERSITY, CHIDAMBARA M	Institute	PIMG

[+ Add More](#)

Work Experience

Employer Name	TATA AIG INSURANCE,	Sector	Education
Designation	Manager	Duration	1/2/1980 - 31/12/2017

[+ Add More](#)

[Next](#)

3. Job Fair Details

Job Fair Pre-Registration Screen: More About Yourself Section

5. Click the **Next** button to display the third section, that is, the **Job Fair Details** section. This section displays information about the job fair you would be participating in. You can participate in the Job Fair anytime between the given Jobseeker Participation Start Date/Time and End Date/Time.

The screenshot shows the National Career Service (NCS) website interface. The header includes the Government of India logo, the NCS logo, and navigation links like Home, About us, Contact Us, and a search bar. The main navigation menu includes Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. The left sidebar contains various user options like My Profile, My Account, My Appointments, and My Preferences. The main content area is titled 'Job Fair Details' and displays the following information:

- Job Fair Name:** Online-NCS Job Fair at Kirti S. (Revised from 13th May'20 to 18th May'20)
- Venue:** In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below
- Employer Participation Start Date/Time:** 09-May-2020 12:00 AM
- Employer Participation End Date/Time:** 12-May-2020 12:00 AM
- Jobseeker Participation Start Date/Time:** 13-May-2020 12:00 AM
- Jobseeker Participation End Date/Time:** 18-May-2020 12:00 AM
- Description:** -
- Registration ID:** -

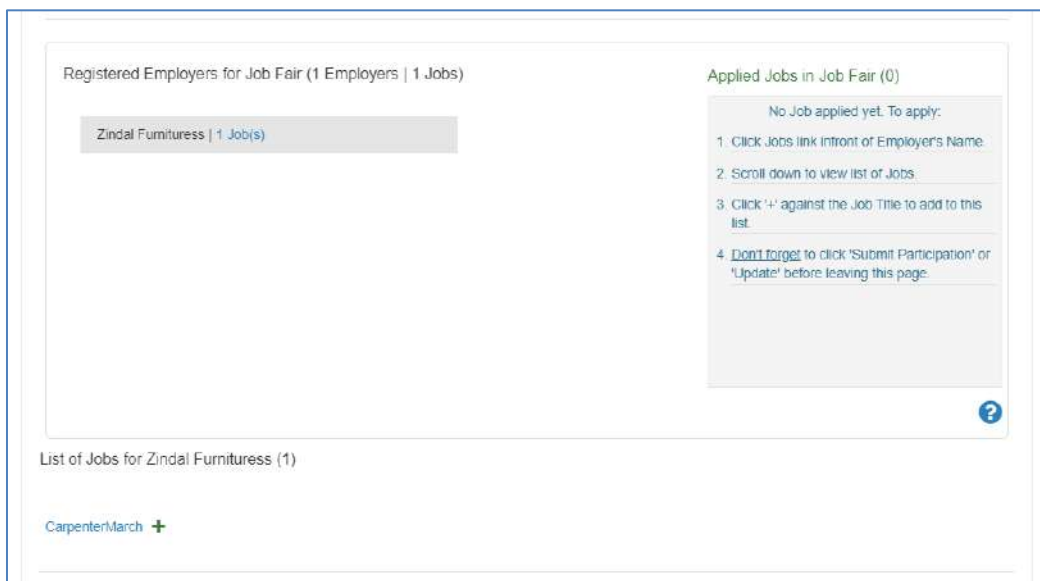
Below the details, there are sections for 'Registered Employers for Job Fair (1 Employers | 1 Jobs)', 'Zinda Partners (1 Jobs)', and 'Applied Jobs in Job Fair (0)'. A 'Submit Participation' button is visible at the bottom of the main content area. The footer contains policy and other links, a disclaimer, and copyright information for the Ministry of Labour & Employment.

Job Fair Pre-Registration Screen: Job Fair Details Section

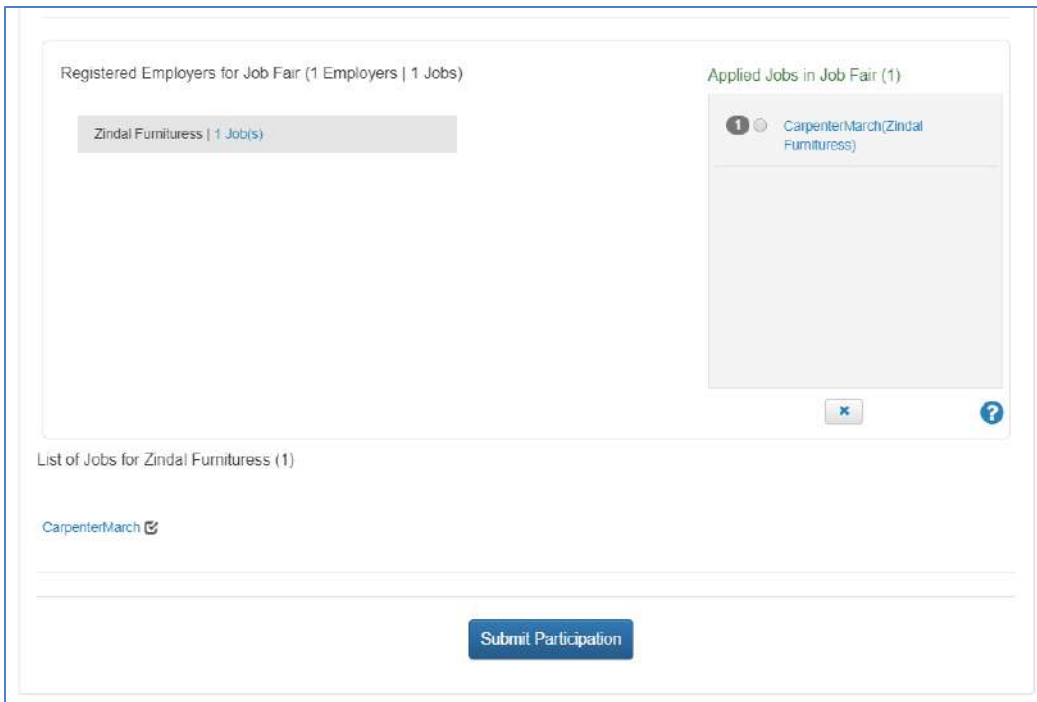
6. Apart from job fair details this section also displays the number of employers who have registered themselves for the said job fair along with the jobs they are offering during the said fair.
7. To participate in the Job Fair, you need to apply to Jobs. For this purpose, review the participating employers and the jobs posted by them. Select the job(s) you are interested in. The job(s) you select get listed under the **Applied Jobs in Job Fair** label.



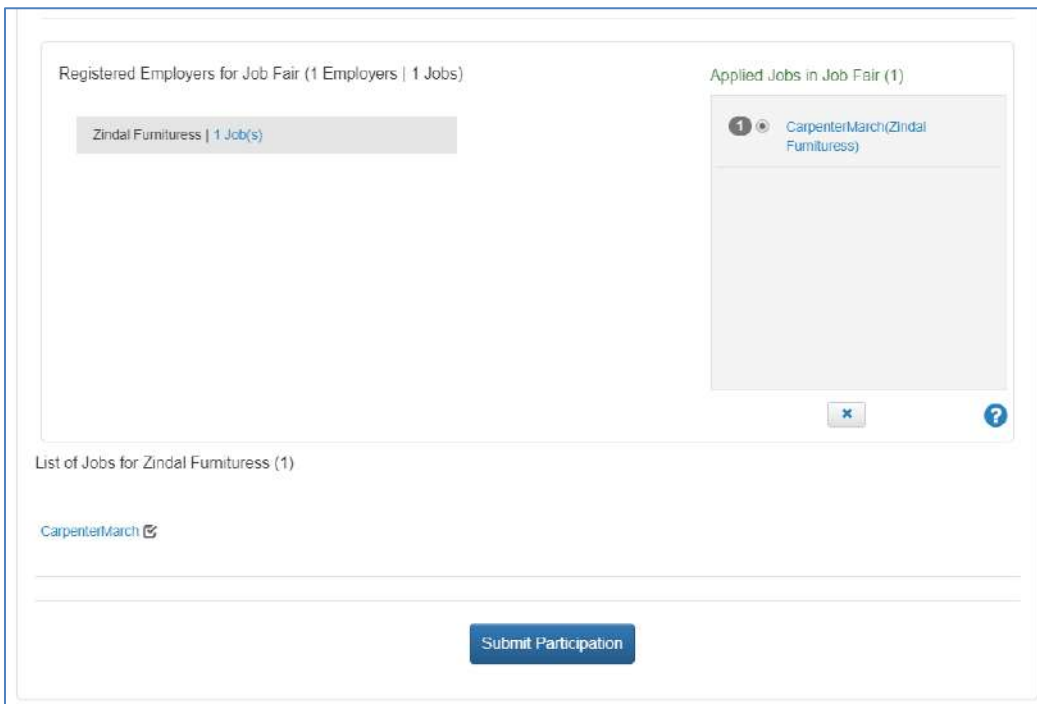
8. To add job to **Applied Jobs list**, click on the employer name and then click on the + icon against the job you are interested in.



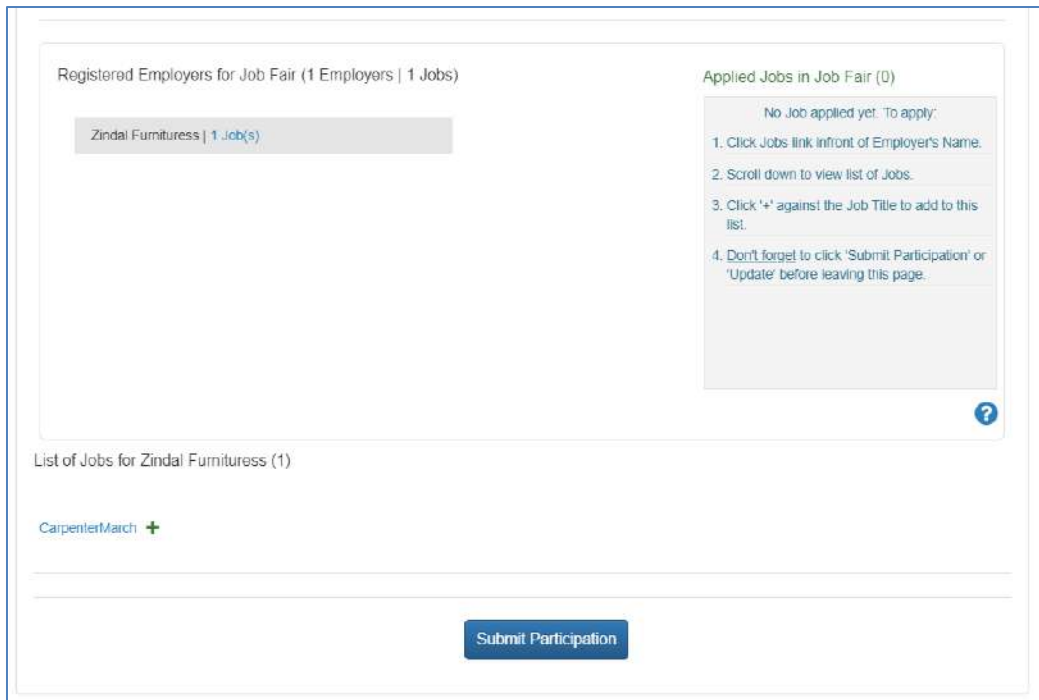
9. Selected job will get added to the list of **Applied Jobs in Job Fair**.



10. To delete the added job from **Applied Jobs in Job Fair** list, select the job that you want to delete and click on the 'x' button below this section.



11. Selected Job will get deleted from the **Applied Jobs in Job Fair** list and it can be added again by clicking on '+' button.



12. Click on the **Submit Participation** button to participate in the selected job fair.



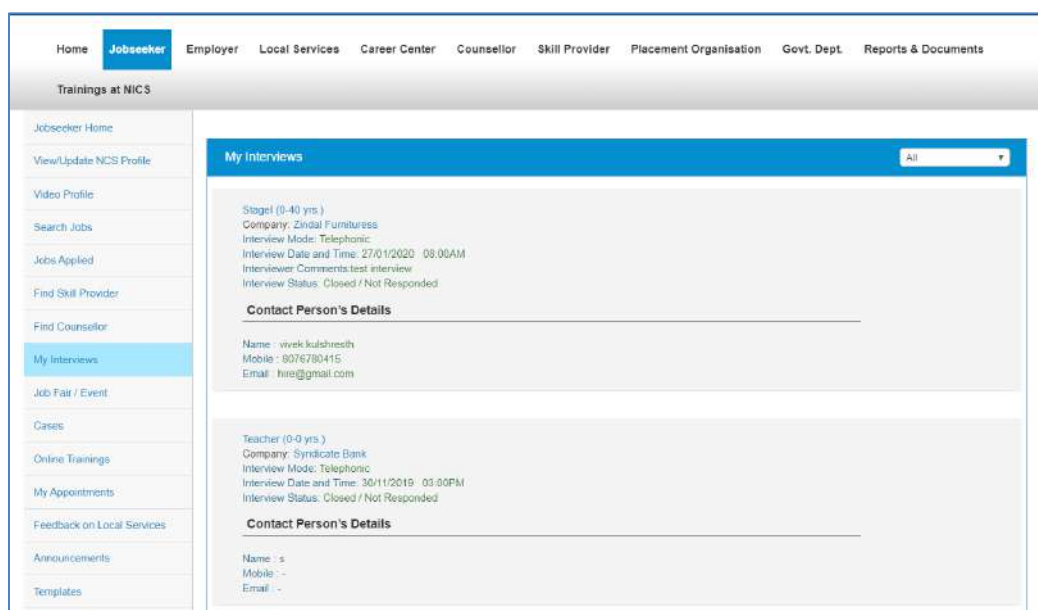
Note: You will not be able to participate in an online job fair unless you select at least one job from that particular job fair.

13. After submitting participation in a said job fair, a Jobseeker can update i.e. add or delete jobs etc., in the said Job fair by clicking on Update button.

Note: You can, only apply for a limited number of jobs in a particular job fair. The number of jobs you can apply to, in a job fair, is controlled by the job fair manager. You can also withdraw from the jobs you have already applied.

12.4 Invitation from Employer after Submitting Participation in Job Fair

After the Jobseeker submits his participation in Online Job fair/Event through Portal, employer will receive the jobseeker details. Employer will then screen the Jobseekers' profile and will send invitations to shortlisted candidates/jobseekers for further discussion. Jobseeker will receive the notification in Email and SMS from NCS about the invitation. Jobseeker can also check the invitations in "My Interviews" section of his NCS account, where he can also view employer's contact details and can respond on the invitations accordingly.



12.5 Search for Events

Follow these steps to search for events:

1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.
2. Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
4. Click the **Search** button.

5. The results display in **List** and **Month** formats:

a. In List Format

i. Results of events that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

Day	Time	Event Title	Action
Friday (May 1, 2020)	12:00am - 12:00am	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Saturday (May 2, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Sunday (May 3, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Monday (May 4, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Tuesday (May 5, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Wednesday (May 6, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Thursday (May 7, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Friday (May 8, 2020)			

Event Result List

ii. To view the details of a particular event you can either click the title of the event in the list or click the **Click here for details** link for that event listing.

State:	District:	Industry:	Search	Reset
Select State	Select Districts	Select Industry	Search	Reset

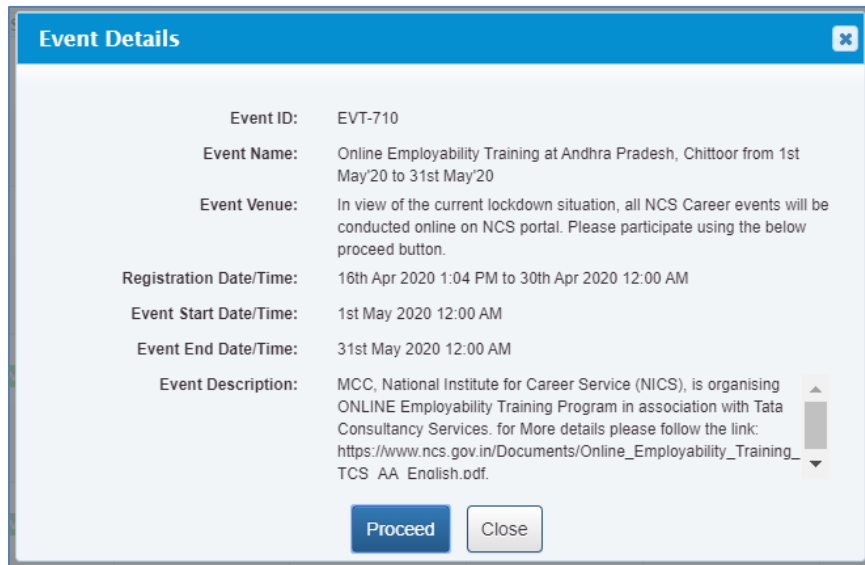
Legend: ★ Event 📅 Job Fair

Past Event/Job Fair Ongoing Event/Job Fair Upcoming Event/Job Fair

Day	Time	Event Title	Action
Friday (May 1, 2020)	12:00am - 12:00am	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Saturday (May 2, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Sunday (May 3, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Monday (May 4, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Tuesday (May 5, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details

Event Title and Click here for details Link

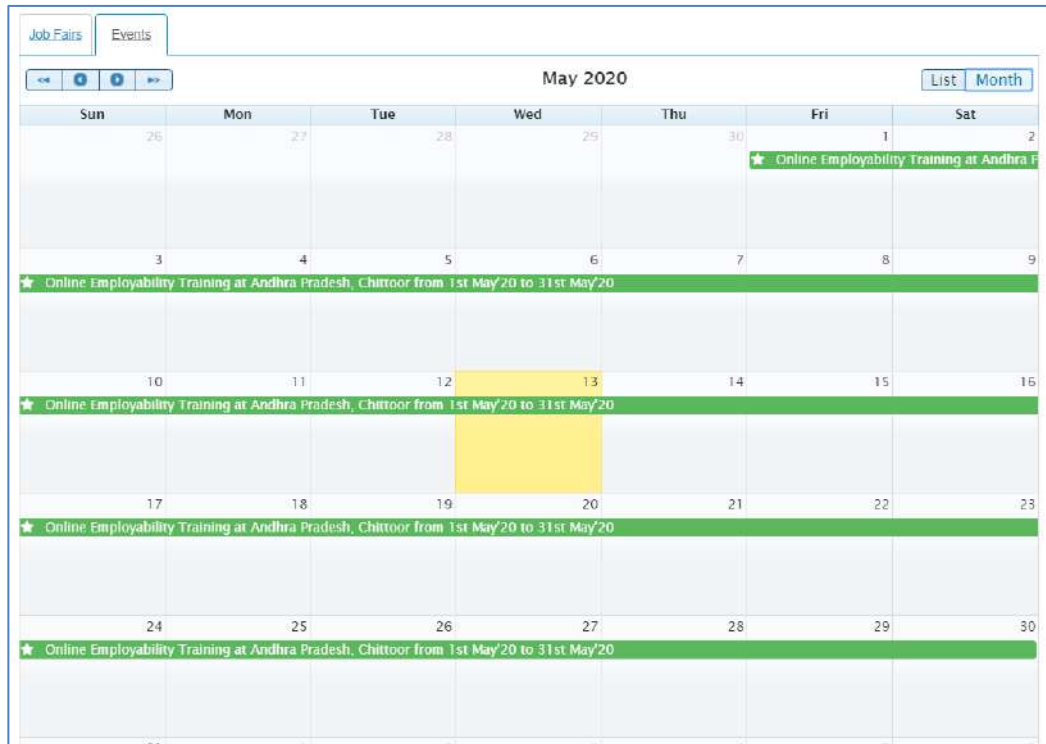
iii. The details of the selected event display on a pop-up.



Event Details Pop-up

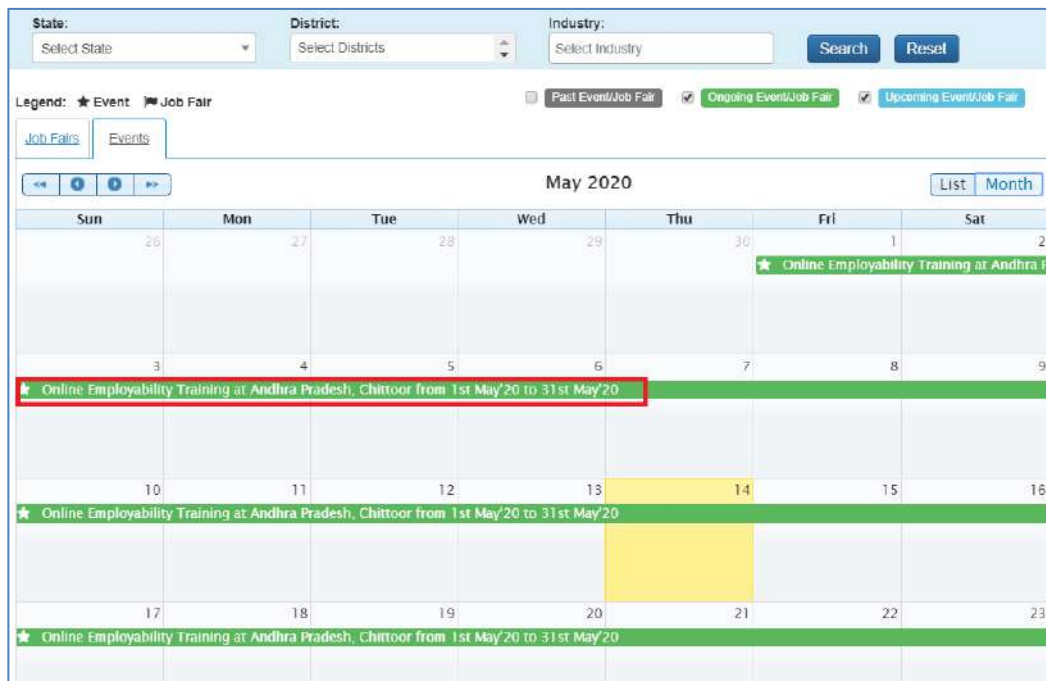
b. In Month Format

- i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays event search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



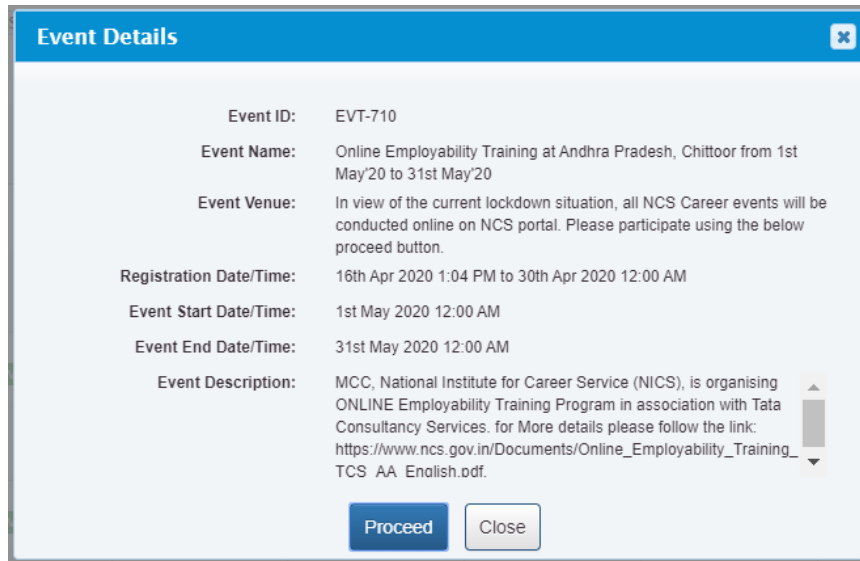
Event Result Calendar

- ii. To view the details of a particular event, click the title of that event on the calendar.



Job Fair Title

iii. The details of the selected event display on a pop-up.



Event Details Pop-up

12.6 Participate in an Event

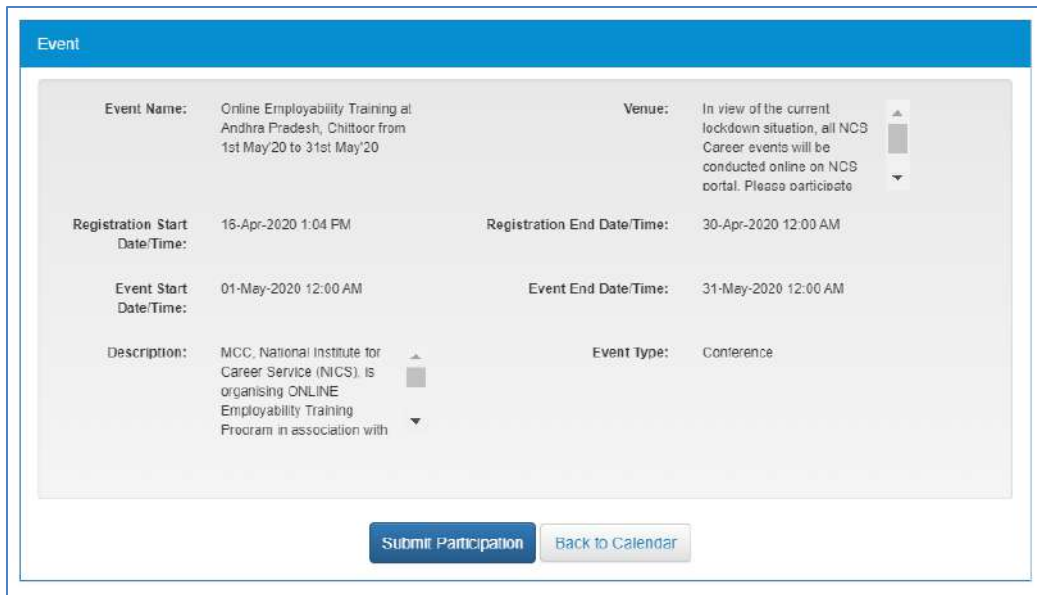
Follow these steps to participate in a particular event:

1. Ensure that the pop-up displaying details of the event you want to participate in is open.



Event Details Pop-up

2. Next, click the **Proceed** button. The **Event Pre-registration** screen displays.



The screenshot shows an 'Event' registration form. The form fields are as follows:

Event Name:	Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Venue:	In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate
Registration Start Date/Time:	16-Apr-2020 1:04 PM	Registration End Date/Time:	30-Apr-2020 12:00 AM
Event Start Date/Time:	01-May-2020 12:00 AM	Event End Date/Time:	31-May-2020 12:00 AM
Description:	MCC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with	Event Type:	Conference

At the bottom of the form, there are two buttons: 'Submit Participation' and 'Back to Calendar'.

Event Pre-Registration Screen

3. Click the **Submit Participation** button.

13. Announcements

This link allows you, as a counsellor user to review documents that have been uploaded on the NCS portal.

Click the **Announcements** link from the left panel. This displays the **Documents** screen.



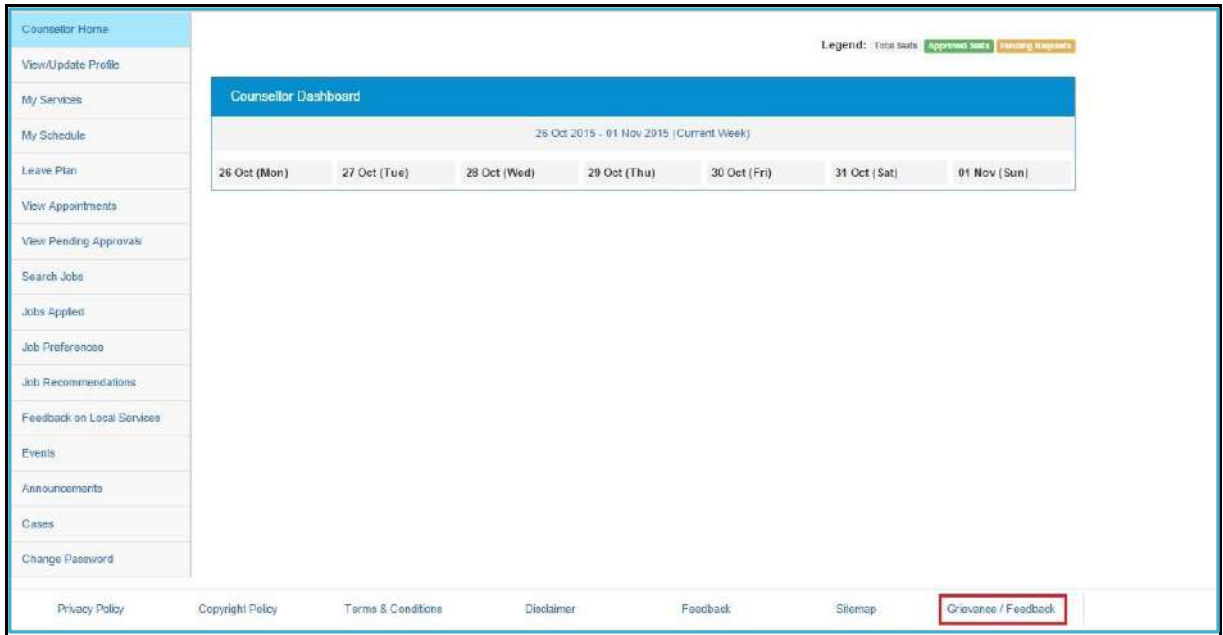
The screenshot shows the 'Documents' screen with a navigation menu at the top and a list of documents below.

Type	Name
	Employer
	AbibiCalculatePremium
	Analysis_abibi_request
	Branch_Master
	Copy of Mapping of Premium component_Final
	Customer_Portal_KGI
	Estimates_Renewal

Documents Screen

14. Grievance/Feedback

This link allows you, as a counsellor, to post any feedback, grievance, query, or request regarding the NCS portal.



Grievance/Feedback Link

1. Click the **Grievance/Feedback** link from the footer section of the screen. The **Grievance/Feedback** screen displays.

Grievance Feedback

Name *

Email ID *

Mobile Number *

State * --Select-- ▼

District * --Select-- ▼

Case Type: * --Select-- ▼

Stakeholder *

Case Category* --Select-- ▼ ⓘ

Case Sub Category* --Select-- ▼ ⓘ

Description *

Enter Security Code *

Type Captcha: ⓘ

Grievance/Feedback Screen

2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select a state from the drop-down list
6. Select a district from the drop-down list
7. Select type of case from the drop-down list
8. Stakeholder (displays your profile type - this field cannot be edited)
9. Select case category from the drop-down list
10. Select sub category of the case from the drop-down list
11. Enter the description for the case
12. Review the security image and enter the displayed text
13. Click the **Submit** button
14. Click the Help tool tip to know about Case Category and Case Sub Category types

Stakeholder *

Case Category*

Case Sub Category*

Help ✕
 Please select Case Category.

Help Tool Tip

15. Grievance/Feedback

This link allows you, to review the status of registered cases. Using the **Give Feedback** link, you can provide your feedback on resolved or closed cases, registered with the NCS call centre.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports & Documents																																							
Counsellor Home View/Update Profile My Services Schedules Leave Plan View Appointments View Pending Approvals Search Jobs Jobs Applied Job Preferences Job Recommendations Feedback on Local Services Events Announcements Cases Change Password	<table border="1"> <thead> <tr> <th colspan="10">Cases</th> </tr> <tr> <th>Case ID</th> <th>Case Category</th> <th>Case Subcategory</th> <th>Description</th> <th>Registration Date</th> <th>Status</th> <th>Resolved Date</th> <th>Resolution</th> <th>Feedback</th> <th></th> </tr> </thead> <tbody> <tr> <td>CAS-118044-B0P2M2</td> <td>Unable to find data</td> <td>Unable to Search Jobs</td> <td>asdsatsa</td> <td>22-April-2016</td> <td>Resolved</td> <td>03-May-2016</td> <td>Resolve</td> <td>Give Feedback</td> <td></td> </tr> </tbody> </table>									Cases										Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback		CAS-118044-B0P2M2	Unable to find data	Unable to Search Jobs	asdsatsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback	
Cases																																							
Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback																															
CAS-118044-B0P2M2	Unable to find data	Unable to Search Jobs	asdsatsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback																															

Cases Screen

Once you click the **Give Feedback** link, the **Feedback** pop-up displays with **Cancel** and **Submit** buttons. Enter the feedback and click the **Submit** button.



Feedback Pop-up

16. Change Password

The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.

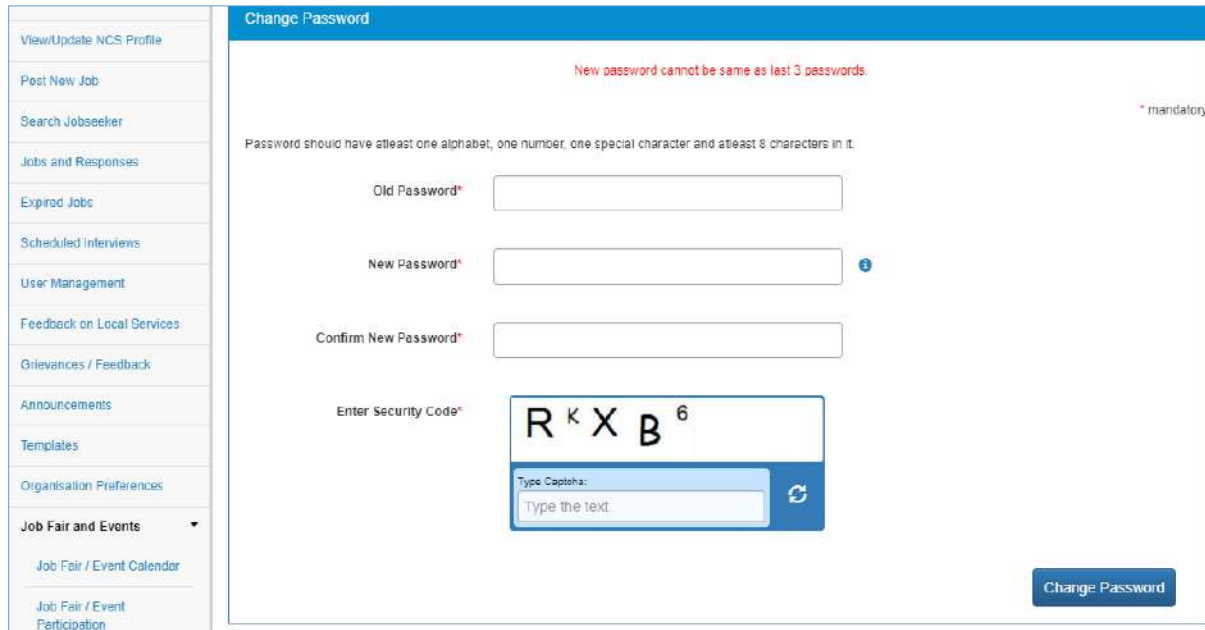
1. Click the **Change Password** link from the left panel. The **Change Password** screen displays.

Change Password Screen

2. Enter old password
3. Enter a new password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: “pass@word1”.
4. Retype the same password for confirmation
5. Enter security code as shown in the displayed image
6. Click the **Change Password** button to update the password

17. Insufficient Password History Enforcement

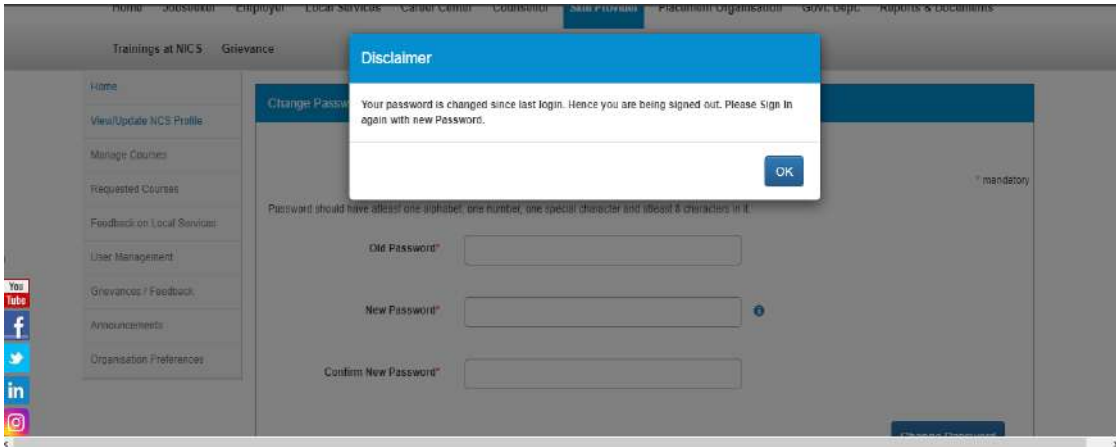
You cannot use your last 3 passwords to reset your new password using the Forgot Password or Change Password features. In such case the portal will display a validation message that “New password cannot be same as last 3 passwords.”



The screenshot shows a web interface for changing a password. On the left is a navigation menu with items like 'View/Update NCS Profile', 'Post New Job', 'Search Jobseeker', etc. The main content area is titled 'Change Password' and contains a red error message: 'New password cannot be same as last 3 passwords.' Below the message is a text input field for the 'New Password' with a blue information icon. The form also includes fields for 'Old Password*', 'Confirm New Password*', and 'Enter Security Code*'. The security code field displays 'R K X B 6' and has a 'Type Capcha:' label and a refresh button. A 'Change Password' button is located at the bottom right of the form.

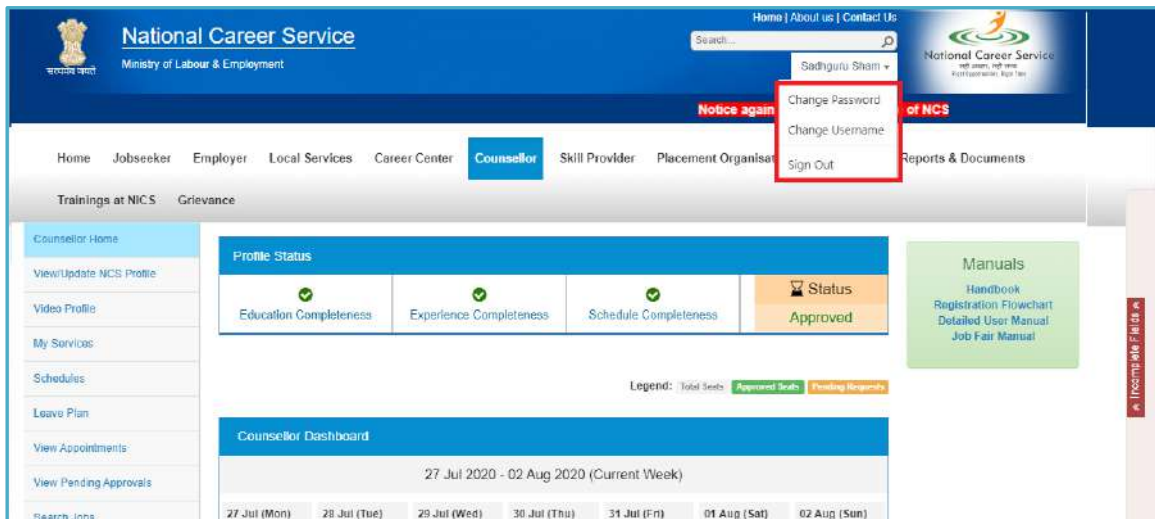
18. User will logout after Password Change

Now when you change the password, a pop-up will appear displaying the message: “Your password is changed since last login. Hence you are being signed out. Please Sign In again with new Password.” and the system will automatically log you out after 10 seconds.



19. Change Username

The link “Change Username” is provided in the “Sign-out” menu and this allows user to change Username for the NCS portal.



1. Select the **Change Username** option from Sign-Out menu. The **Change Username** screen displays.

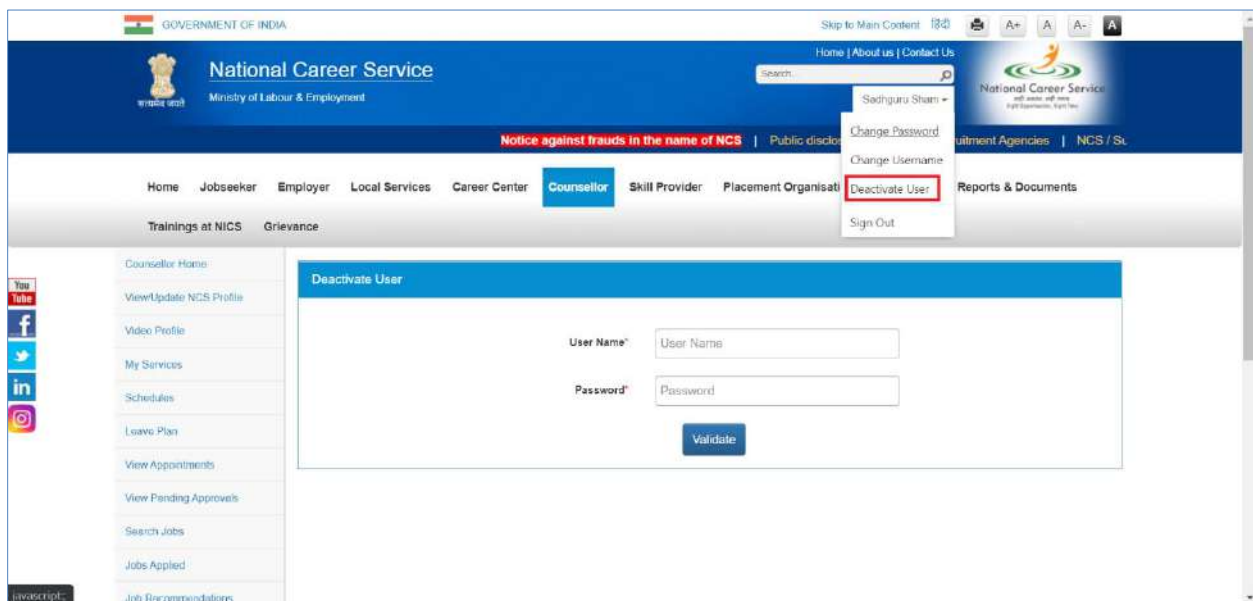
2. Enter new Username
3. Click “Check User ID” button to check whether this User ID is available or not to use

4. Enter security code as shown in the displayed image
5. Click Generate OTP button
6. An OTP will be generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username will be changed

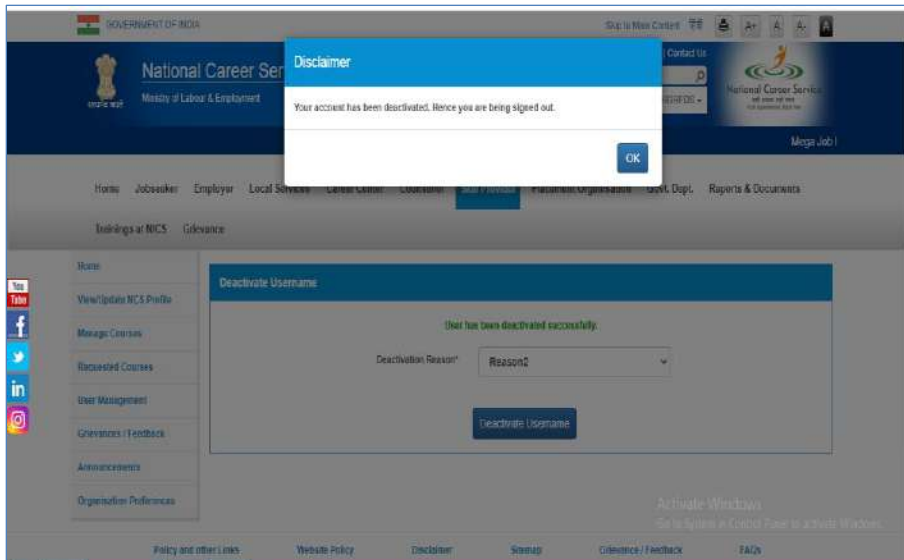
20. Deactivate User

User can now deactivate themselves from the NCS portal. As soon as a user deactivates themselves from the portal, they will be unregistered from the portal. User will be asked to enter the OTP they receive and provide the reason for their deactivation.

1. Select **Deactivate User** from **Sign Out** menu



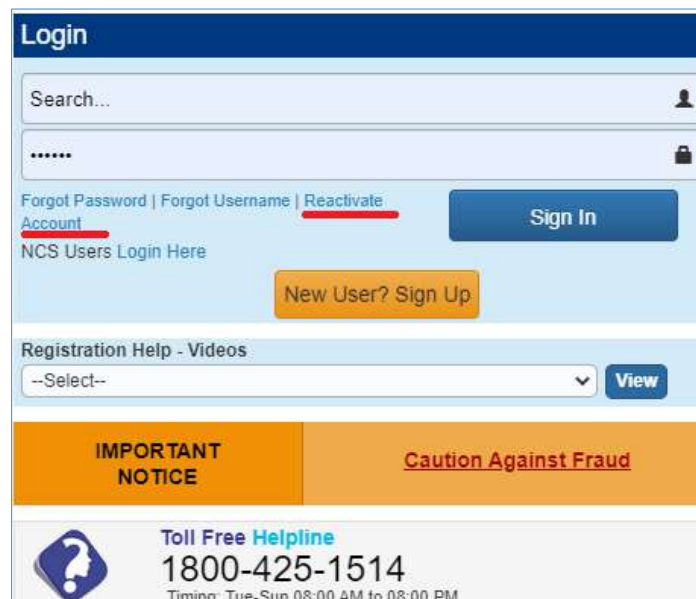
2. Enter **User Name** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal



21. Reactivate User

NCS users can now reactivate themselves once they are deactivated from the NCS Portal. A functionality to reactivate an account is available on the home page.

1. Click the **Reactivate Account** link that displays below the **Login** control



2. Select **Counsellor** from the “I am” drop-down list
3. Enter **First Name**
4. Enter **Date of Birth**
5. Enter **Mobile Number**
6. Enter **Security Code**
7. Click **Generate OTP**
8. Enter OTP and click **Submit OTP**

9. A message is sent with new Username and Password on registered mobile number of the user

Activate Account

I am* Counsellor

First Name*

Guardian/Father's Name

Date of Birth*

Mobile Number* +91 10 digit Mobile Number

Enter Security Code* T7H C Q

Type Captcha: Type the text

Generate OTP

* mandatory

10. Click the **Click here** link

11. Enter Username and Password and then click **Login** with new Username and Password

Activate Account

Dear user, Your account has been activated. An SMS having account credentials has been shared on your mobile.
Click here to login.

22. Forgot Username

This particular feature enables the user to retrieve their Username in case they forget it and are thereby unable to log into the NCS portal.

Login

User Name

Password

Forgot Password | Username?

NCS Users Login Here

Sign In

1. Click Forgot Username from the NCS Home page. This displays the Forgot Username page
2. Select the Counsellor option from the I am drop-down list

Forgot Username

* mandatory

I am*

First Name*

Guardian/Father's Name

Date of Birth*

Mobile Number*

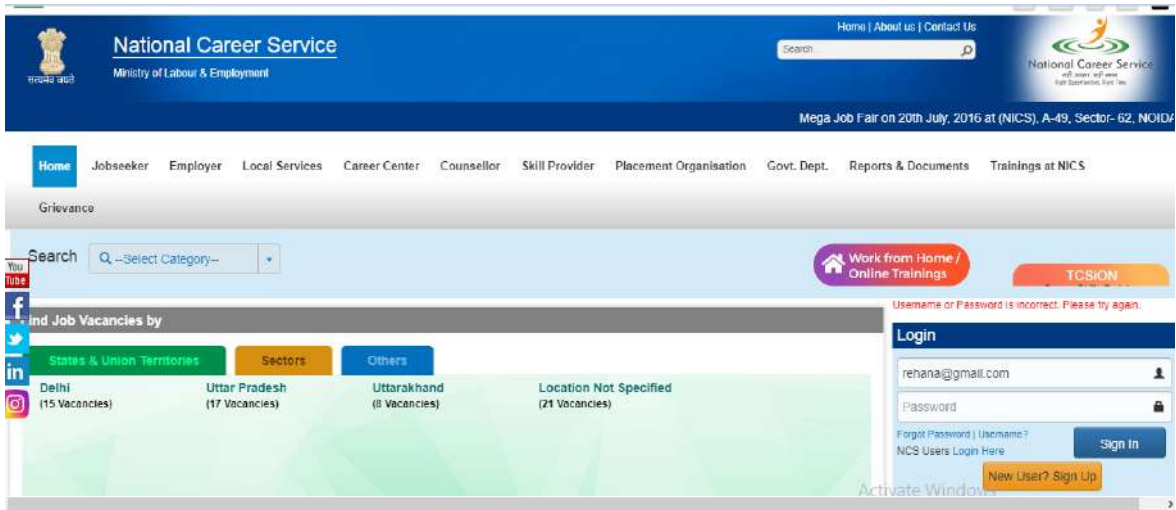
Enter Security Code*

Type Captcha:

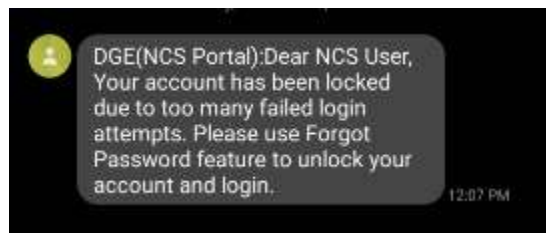
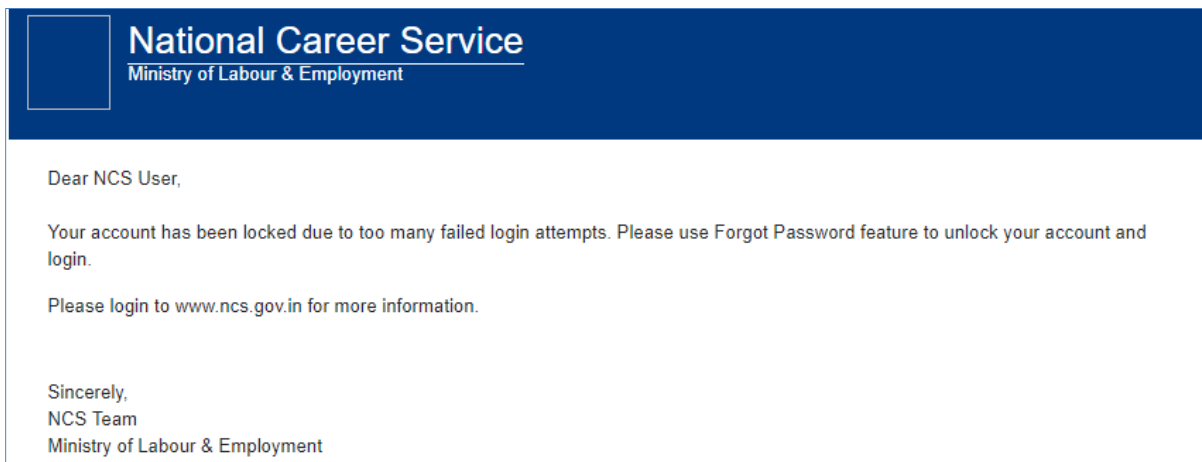
3. Next, enter details in the following fields: First Name, Guardian/Father’s Name (if you remember the same, this is non-mandatory), Date of Birth, Mobile Number, and the security code that displays
4. Click the Generate OTP button
5. An OTP is generated and will be sent to your registered mobile number
6. Enter the OTP you receive
7. Click the Submit button
8. The system will retrieve your Username and displays it

23. Validation Message on Incorrect Username/ Password

On entering incorrect User Name or Password, you will get a validation message that reads: “Username or Password is incorrect. Please try again”.



After 5 incorrect attempts you will get a message on your registered mobile number and an email on your registered email id stating: “Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login”.



24. Preferences

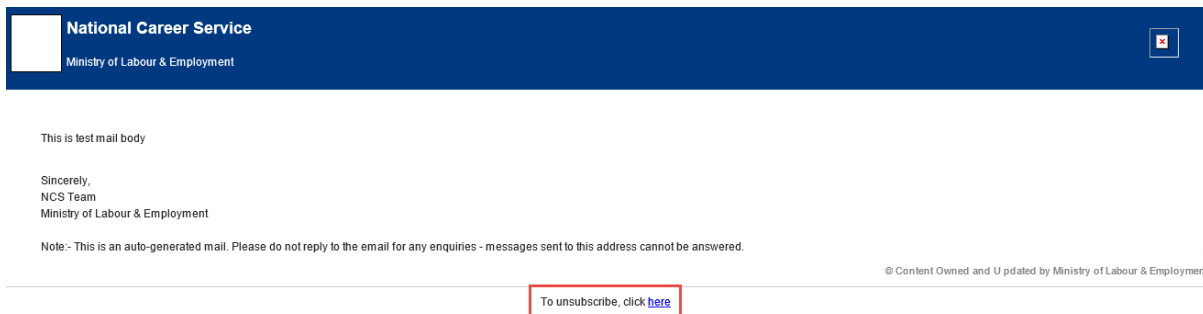
This link allows you to set preferences for using the NCS portal. Define the preferences as required.

1. Click the **Preferences** link from the left panel menu. The **Preferences** screen displays.

Preferences Screen

2. Check the **Subscribe to email alerts** check box, to subscribe to bulk email alerts that are sent by the NCS portal. Uncheck the check box to unsubscribe from these alerts.

Note: Bulk emails that you receive from the system will have an unsubscribe link at the bottom, to unsubscribe from those mailers.



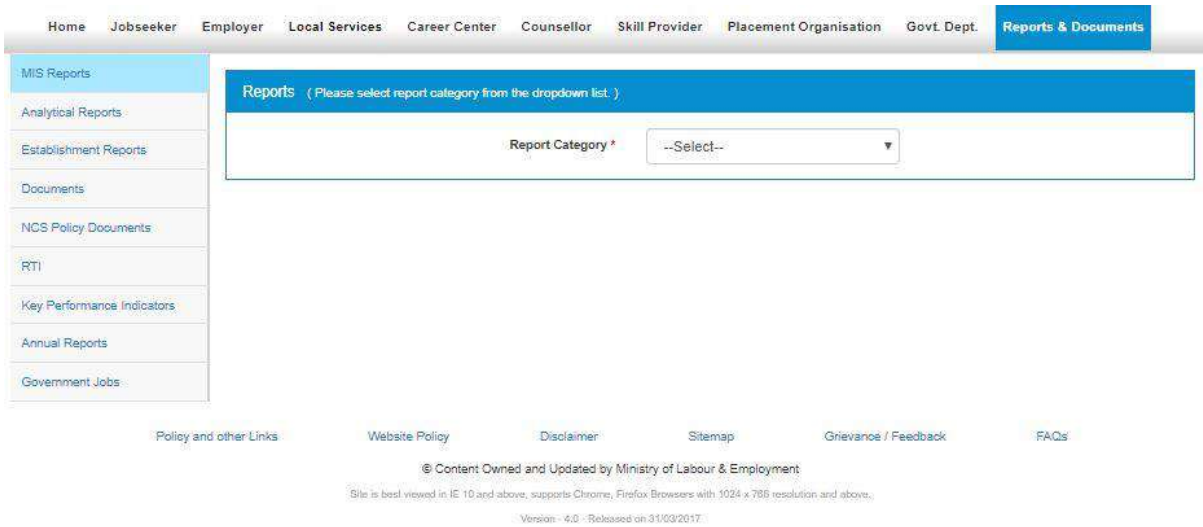
Email Unsubscribe Link

3. Check the **Share Details with partner** check box, if you want the NCS portal to share your details with partner (third-party) websites when you apply on jobs posted by partners.
4. Check the **Share DigiLocker documents with employers** check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.
5. Use the **Click here** link to disassociate your NCS account from your DigiLocker account. By doing so, you will no longer be able to access documents uploaded to DigiLocker from the NCS portal.
6. Click the **Save** button, to save the entered details

25. MIS Reports

This link allows you to search for and view published MIS reports. Reports can be searched on the basis of category, name, year and state.

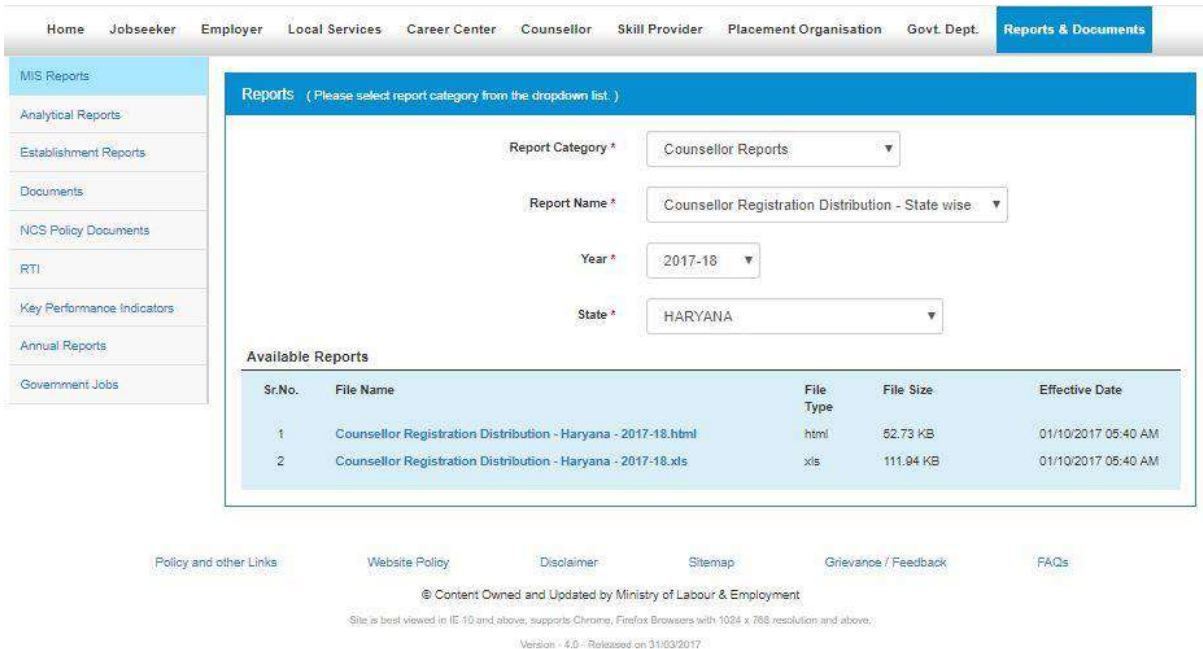
1. Click the **Reports & Documents** link from the top menu bar and then the **MIS Reports** link from the left panel. This displays the **Reports** screen.



Reports Screen

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.



Available Reports

26. Analytical Reports

This link allows you to search for and view published analytical reports. Reports can be searched on the basis of period and state.

1. Click the **Reports & Documents** link from the top menu bar and then the **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

The screenshot shows the 'Analytical Reports' screen. At the top, there is a navigation bar with links: Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. On the left, there is a sidebar menu with links: MIS Reports, Analytical Reports (highlighted), Establishment Reports, Documents, NCS Policy Documents, RTI, Key Performance Indicators, Annual Reports, and Government Jobs. The main content area has a blue header 'Analytical Reports (Please select report category from the dropdown list.)'. Below this is a form with a 'Period *' dropdown menu currently set to '--Select--'. At the bottom of the page, there are links for Policy and other Links, Website Policy, Disclaimer, Sitemap, Grievance / Feedback, and FAQs. A footer contains copyright information: © Content Owned and Updated by Ministry of Labour & Employment, and technical details: Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024 x 768 resolution and above, Version - 4.0 - Released on 31/03/2017.

Analytical Reports Screen

2. Select the period for which report is required from the drop-down list
3. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

The screenshot shows the 'Analytical Reports' screen after selection. The 'Period *' dropdown is now set to '2017-18' and the 'State Name *' dropdown is set to 'HARYANA'. Below the form, there is a table titled 'Available Reports' with the following data:

Sr.No.	File Name	File Type	File Size	Effective Date
1	HARYANA - 2017-2018.pdf	pdf	710.3 KB	01/10/2017 11:51 AM

At the bottom of the page, there are links for Policy and other Links, Website Policy, Disclaimer, Sitemap, Grievance / Feedback, and FAQs. A footer contains copyright information: © Content Owned and Updated by Ministry of Labour & Employment, and technical details: Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024 x 768 resolution and above, Version - 4.0 - Released on 31/03/2017.

Available Reports

27. Establishment Reports

This link allows you to search for and view published establishment reports. An establishment can be a government organisation, a placement organisation, private employer, skill providing institute, etc. Reports can be searched on the basis of establishment, state, and district.

1. Click the **Reports & Documents** link from the top menu bar and then the **Establishment Reports** link from the left panel. This displays the **Establishment Reports** screen.

The screenshot shows the 'Establishment Reports' screen. At the top, there is a navigation bar with links: Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. On the left, a sidebar menu lists various report categories, with 'Establishment Reports' highlighted. The main content area has a blue header with the text 'Establishment Reports (Please select report category from the dropdown list.)'. Below this, there is a form with a label 'Establishment Type*' and a dropdown menu currently showing '--Select--'. At the bottom of the page, there are several footer links: Policy and other Links, Website Policy, Disclaimer, Sitemap, Grievance / Feedback, and FAQs. Below these links, there is a copyright notice: '© Content Owned and Updated by Ministry of Labour & Employment' and a note: 'Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024 x 768 resolution and above.' At the very bottom, it says 'Version - 4.0 - Released on 31/03/2017'.

Establishment Reports Screen

2. Select the establishment type from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Establishment Reports (Please select report category from the dropdown list.)

Establishment Type * Government Organizations

State Name * Haryana

District Name * Gurgaon

Available Reports

Sr.No.	File Name	File Type	File Size	Effective Date
1	Government Organizations - Gurgaon.xls	xls	86.63 KB	09/08/2017 12:14 PM

Policy and other Links Website Policy Disclaimer Sitemap Grievance / Feedback FAQs

© Content Owned and Updated by Ministry of Labour & Employment

Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024.x 768 resolution and above.

Version : 4.0 - Released on 31/03/2017

Available Reports

28. Documents

This link allows you to view documents related to the NCS portal.

1. Click the **Documents** link from the top menu bar. This displays the **Documents** screen.

Documents

FileName	File Size	File Type	Created On
Delhi Job Fair 16Oct2015.pdf	366.80 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM
Employment exchange statistics.pdf	978.34 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM
National Career Services Portal Features.pdf	8.62 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM
National Classification of Occupations_Vol I - 2015.pdf	6.79 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM
National Classification of Occupations_Vol II-A- 2015.pdf	6.7 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM
National Classification of Occupations_Vol II-B- 2015.pdf	6.32 MB	PDF (Portable Document Format)	7/27/2016 5:14 PM
NCS Launch Brochure PDF High Resolution Conv.pdf	2.31 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM

Documents Screen

2. Click the desired link to view the listed documents.

29. NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click the **Reports & Documents** link from the top menu bar and then the **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.



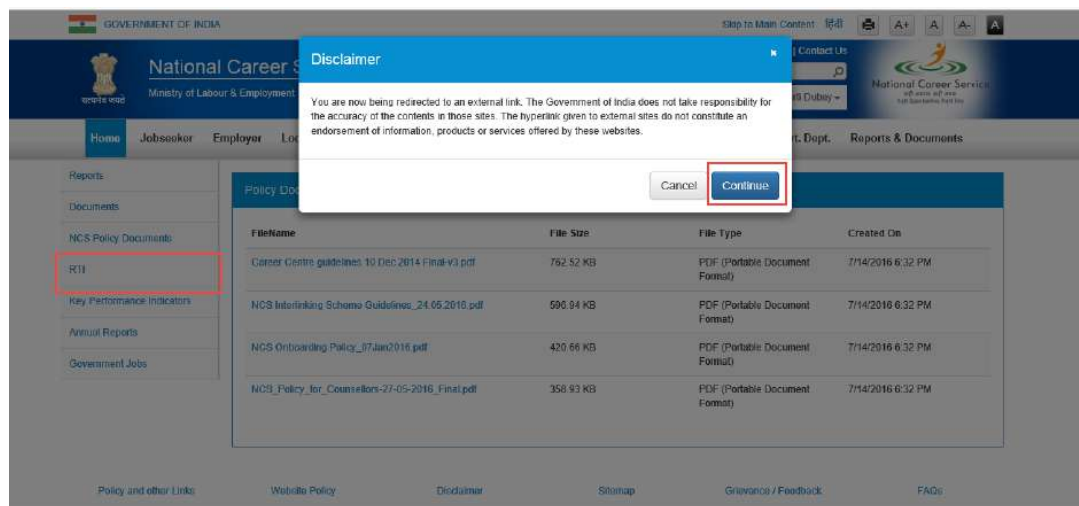
Policy Documents Screen

2. Click the required link to view the listed NCS policies.

30. RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click the **Reports & Documents** link from the top menu bar and then the **RTI** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.



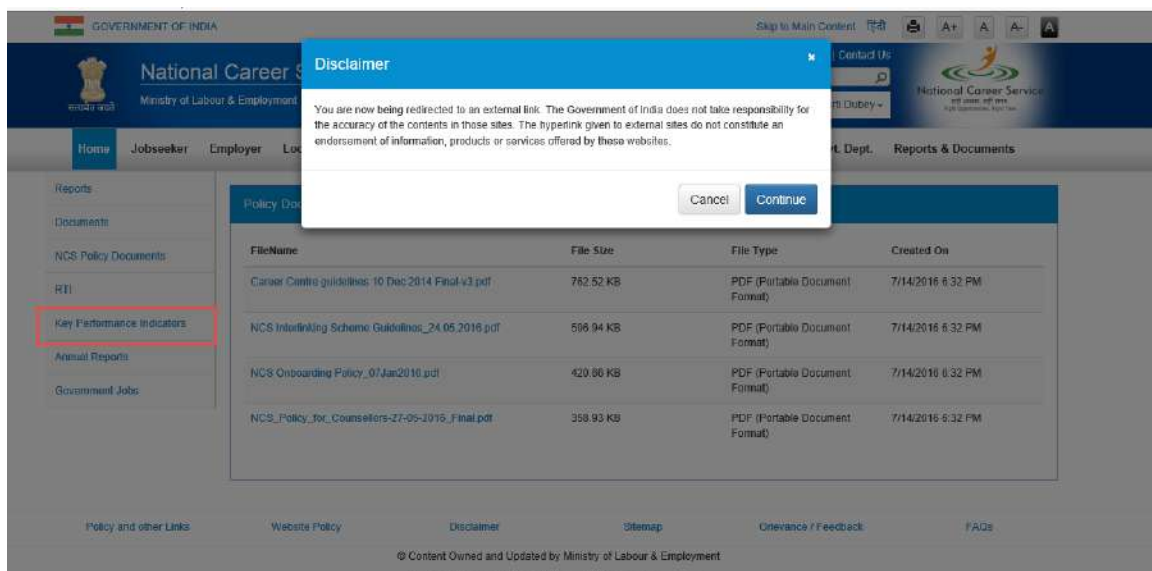
Redirection Notification

2. If you click the **Continue** button, you are navigated to the <http://www.labour.nic.in/applications-and-appeals> page where you can file an RTI.

31. Key Performance Indicators

This link allows you to view key performance indicators.

1. Click the **Reports & Documents** link from the top menu bar and then the **Key Performance Indicators** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.



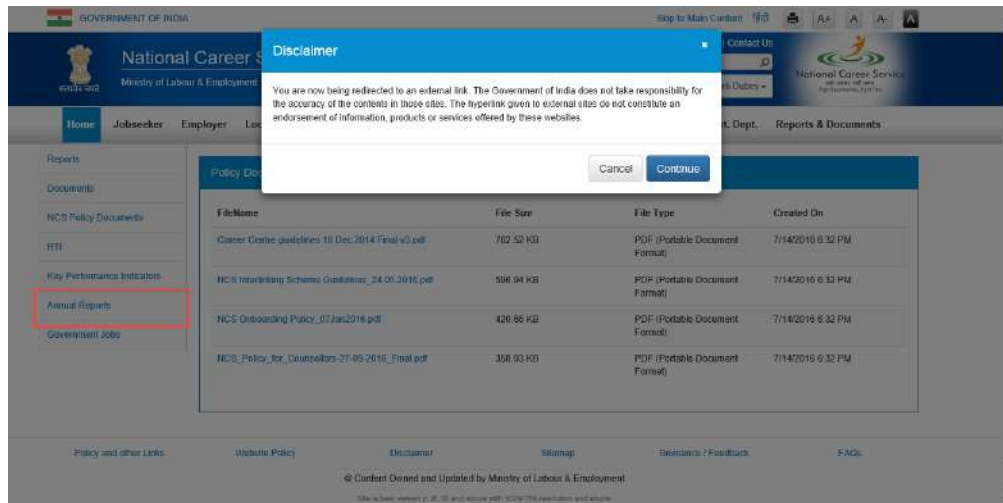
Redirection Notification

2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

32. Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click the **Reports & Documents** link from the top menu bar and then the **Annual Reports** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.



Redirection Notification

- If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/annual-reports>.

33. Government Jobs

This link allows you to review all Government jobs available in different ministries and departments. You can also apply to those jobs by accessing the concerned websites and web pages.

- Click the **Reports & Documents** link from the top menu bar and then the **Government Jobs** link from the left panel. A screen displays listing various Government jobs and URLs for those jobs.

#	Ministry	Department	Home Page	Recruitment Page
1		Department of Agriculture and Cooperation	http://agricoop.nic.in/	http://agricoop.nic.in/Recruitments.aspx
2	Ministry of Agriculture	Department of Agricultural Research and Education	http://dare.nic.in/	http://www.icar.org.in/en/node/1151
3		Department of Animal Husbandry, Dairying and Fisheries	http://dahd.nic.in/	http://dahd.nic.in/notices/recruitment
4		Ministry of Ayush	http://ayush.gov.in/	http://ayush.gov.in/tenders-vacancies-and-announcements/vacancies
5	Ministry of Chemicals and Fertilizers	Department of Chemicals and Petro-Chemicals	http://chemicals.nic.in/	http://chemicals.nic.in/recruitment
6		Department of Fertilizers	http://fert.nic.in/	http://fert.nic.in/latest-releases-archive
7		Department of Pharmaceuticals	http://pharmaceuticals.gov.in/	http://pharmaceuticals.gov.in/vacancy
8	Ministry of Civil Aviation		http://www.civilaviation.gov.in/	http://www.civilaviation.gov.in/documents/circulars

Listed Government Jobs

- Click the home page link or the recruitment page link of the required listed job post.

34. About DigiLocker

DigiLocker is a service that enables you to store documents (certificates, mark sheets, identification documents, etc.) online, and in digital format. The benefit of this service is that you can retrieve these documents from DigiLocker anytime and anywhere without the need to carry paper documents around.

34.1 DigiLocker for NCS Portal Users

The NCS portal is now integrated with the DigiLocker service allowing you to upload and download your documents from within the NCS portal.

However, if you are a registered NCS portal user but do not have an existing DigiLocker account, then you can create a DigiLocker account for yourself. [Click here](#) to know more.

As a registered NCS portal user, you can access your DigiLocker account from the portal itself, if you already have a DigiLocker account. [Click here](#) to know more.

34.2 Create a DigiLocker Account

Follow these steps to get yourself registered with DigiLocker if you do not have a DigiLocker account as of now:

1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.



Sign In to your DigiLocker
account

Username

Password

Sign In

or

Aadhaar

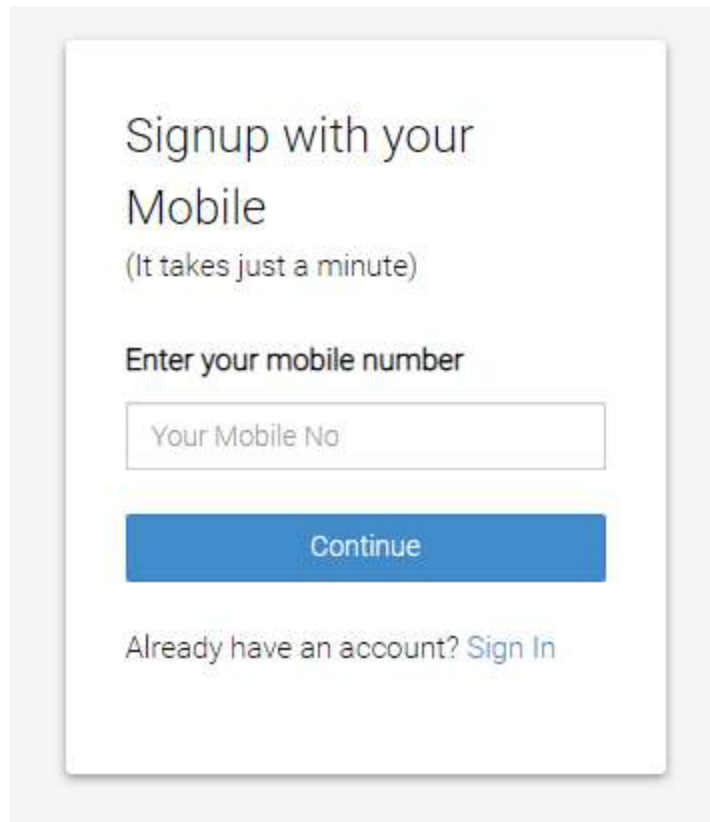
Verify

Not yet on DigiLocker? [Sign Up now](#)

DigiLocker Sign-In Screen

The NCS portal tab on the web browser is now replaced with the DigiLocker site.

2. Click the **Sign Up now** link. This displays the following screen:



Signup Screen

3. Enter your mobile number and then click the **Continue** button. The following screen displays:

Signup with your
Mobile
(It takes just a minute)

Enter your mobile number

Enter OTP received on your mobile

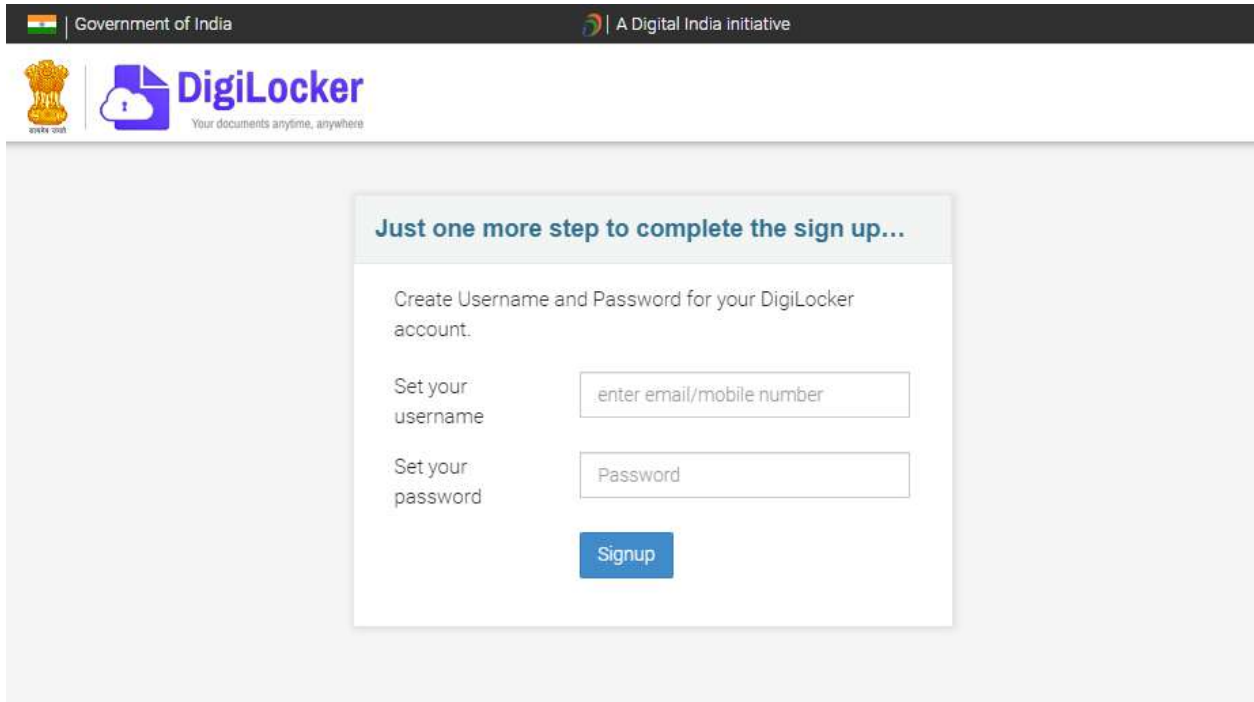
Verify

14s

Enter OTP

4. Next, enter the OTP you receive on your mobile number in the **Enter OTP** field and then click the **Verify** button. The following screen displays after clicking the **Verify** button:

Note: Ensure you enter the OTP in the field before the timer, displayed under the **Verify** button, runs out of time.



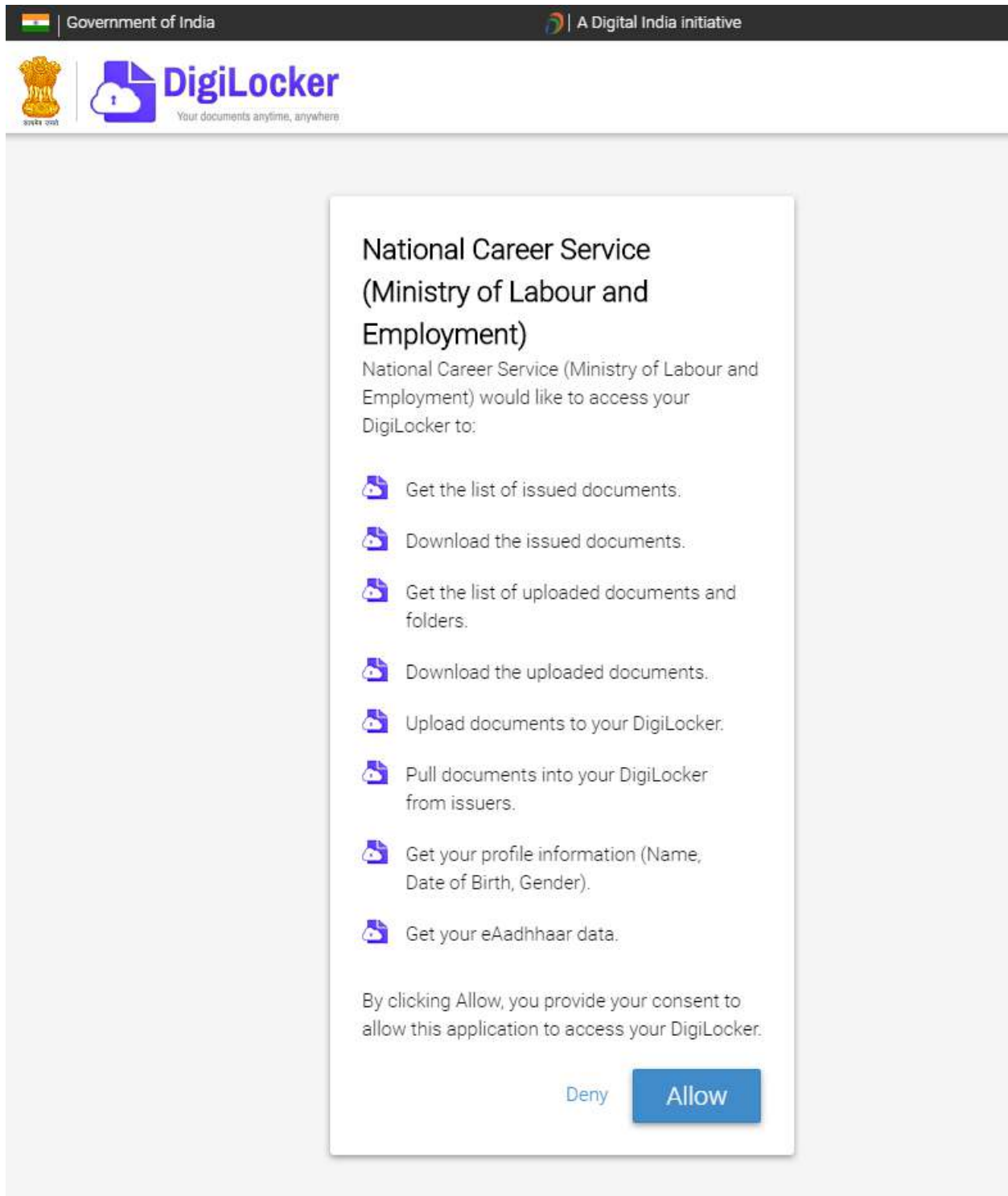
DigiLocker Signup Credentials Screen

5. Enter your username and password in the said fields and then click the **Signup** button. The following screen displays:



DigiLocker Account Creation Message

6. Click the **Continue here >>** link displayed at the bottom of the screen. The following screen displays:



Consent for Accessing DigiLocker

7. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.

Note: By clicking the **Allow** button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

As you are now registered with DigiLocker the **DigiLocker connect** link label is changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.


34.3 Access Your DigiLocker Account

If you already have a DigiLocker account, you can easily access this online service from the NCS portal as well.

Follow these steps to access your DigiLocker account from the NCS portal:

1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.

Government of India | A Digital India initiative

 **DigiLocker**
Your documents anytime, anywhere

Sign In to your DigiLocker account

Username

Password

or

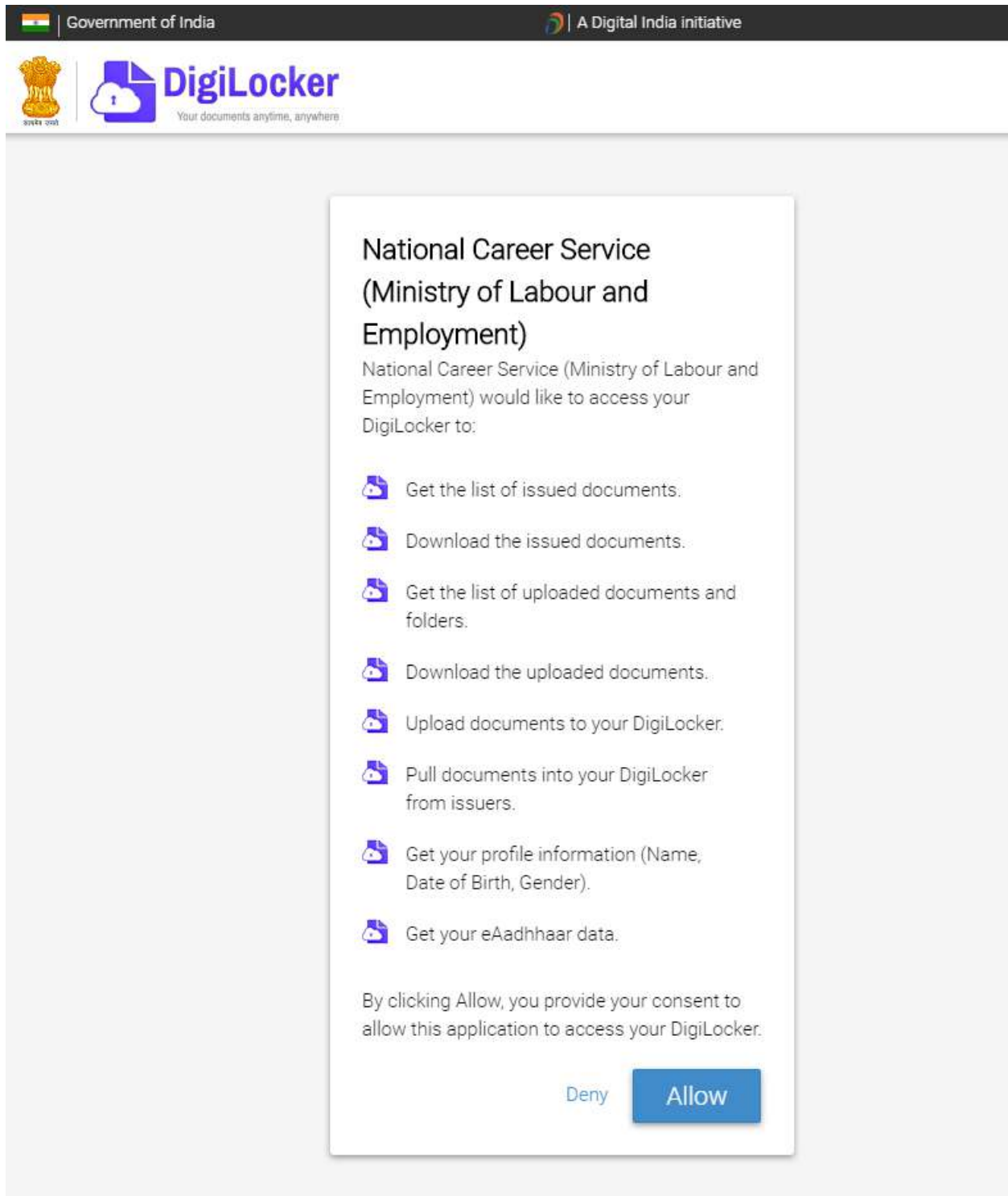
Aadhaar

[Not yet on DigiLocker? Sign Up now](#)

DigiLocker Sign-In Screen

The NCS portal tab on the web browser is now replaced with the DigiLocker site.

2. Enter your login credentials in the **Username** and **Password** fields and then click the **Sign In** button. This displays the following screen:



Consent for Accessing DigiLocker

3. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.

Note: By clicking the **Allow** button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

All the **DigiLocker connect** link labels are now changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

34.4 Adding Documents to DigiLocker

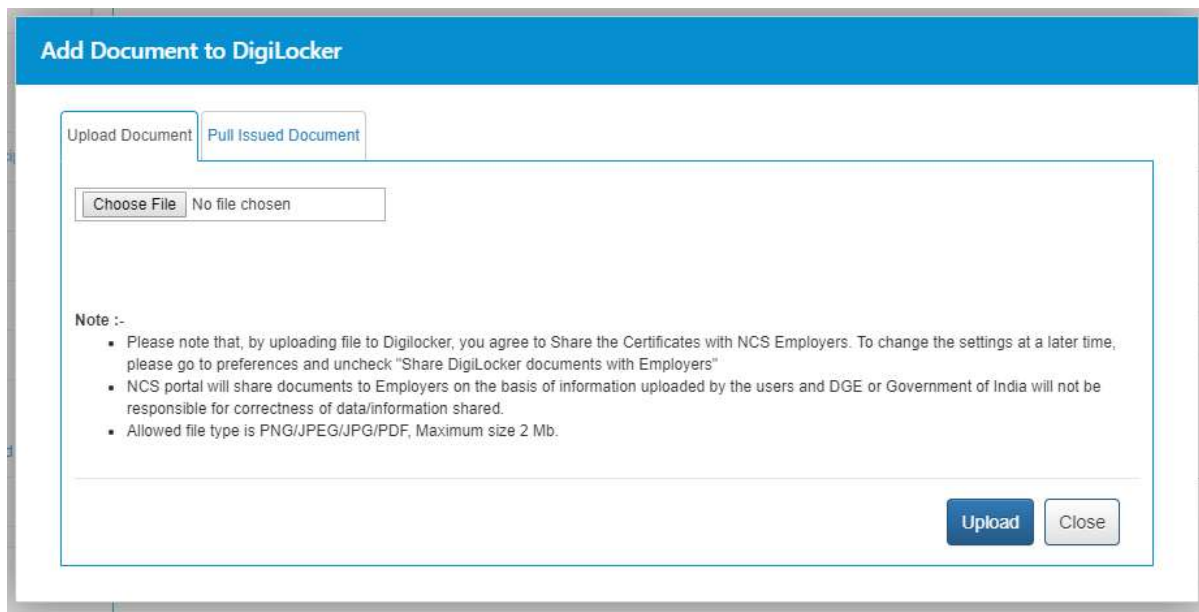
As a registered DigiLocker user, you can upload your documents (certificates, mark sheets, identification documents, etc.) to this online service from the NCS portal.

There are two ways to add documents to the DigiLocker: upload documents and pull issued documents from various issuing agencies.

34.4.1 Upload Documents

Follow these steps to upload your documents to DigiLocker:

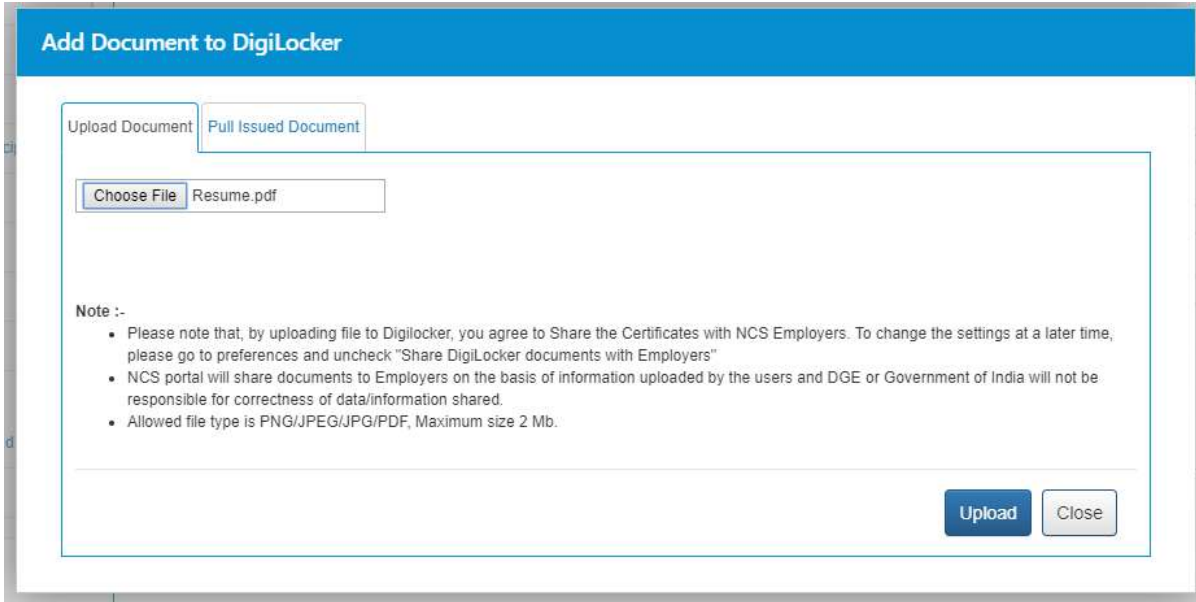
1. Click the **Upload** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Upload Document tab** is selected.



Upload Document Tab

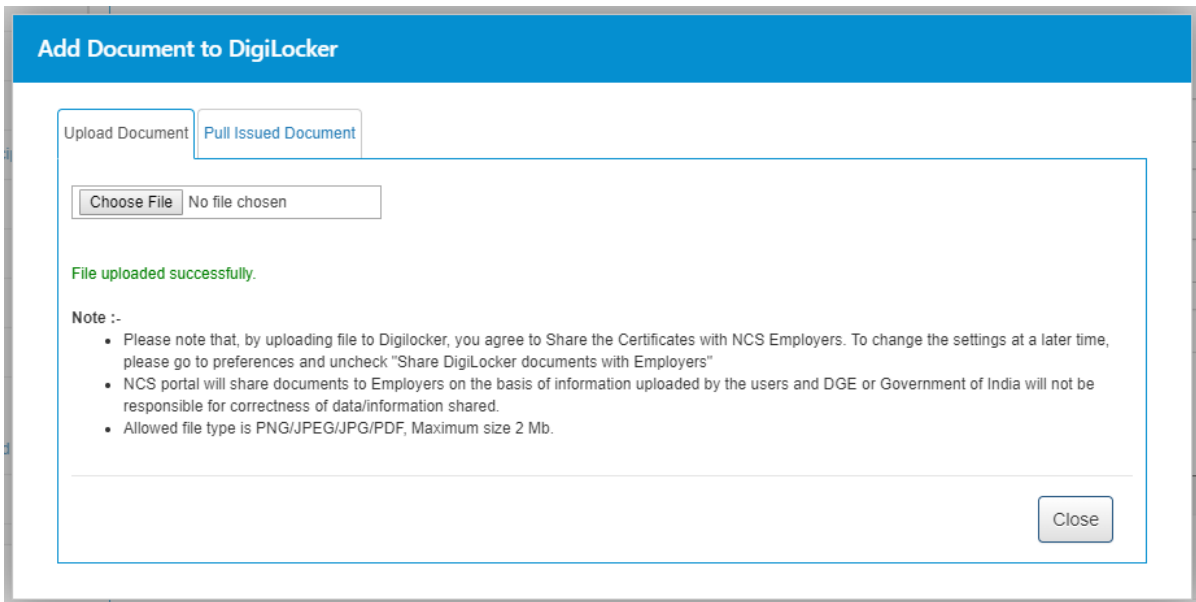
Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.

2. Click the **Choose File** button and locate the file, on the computer, you want to upload.



Select File

3. Click the **Upload** button. The **Upload Document tab** displays a success message as displayed here:



Upload Successful Message

Note: The **Upload Document tab** displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.



Update Download Delete Links

All the **Upload** link labels are now changed to **Update | Download | Delete**. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

34.4.2 Pull Issued Documents

Documents such as caste certificate, PAN, driving license, educational mark sheets, disability certificate that are issued by respective government bodies and agencies (issuers), can be pulled into the NCS portal from the DigiLocker.

The NCS portal only displays list of issuers who have made documents and certificates available digitally on DigiLocker.

Follow these steps to pull your issued documents from DigiLocker:

1. Click the **Upload** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Pull Issued Document tab** is selected.

Add Document to DigiLocker

Upload Document | Pull Issued Document

Issuer Name * --Select--

Documents/Certificates * --Select--

Note :-

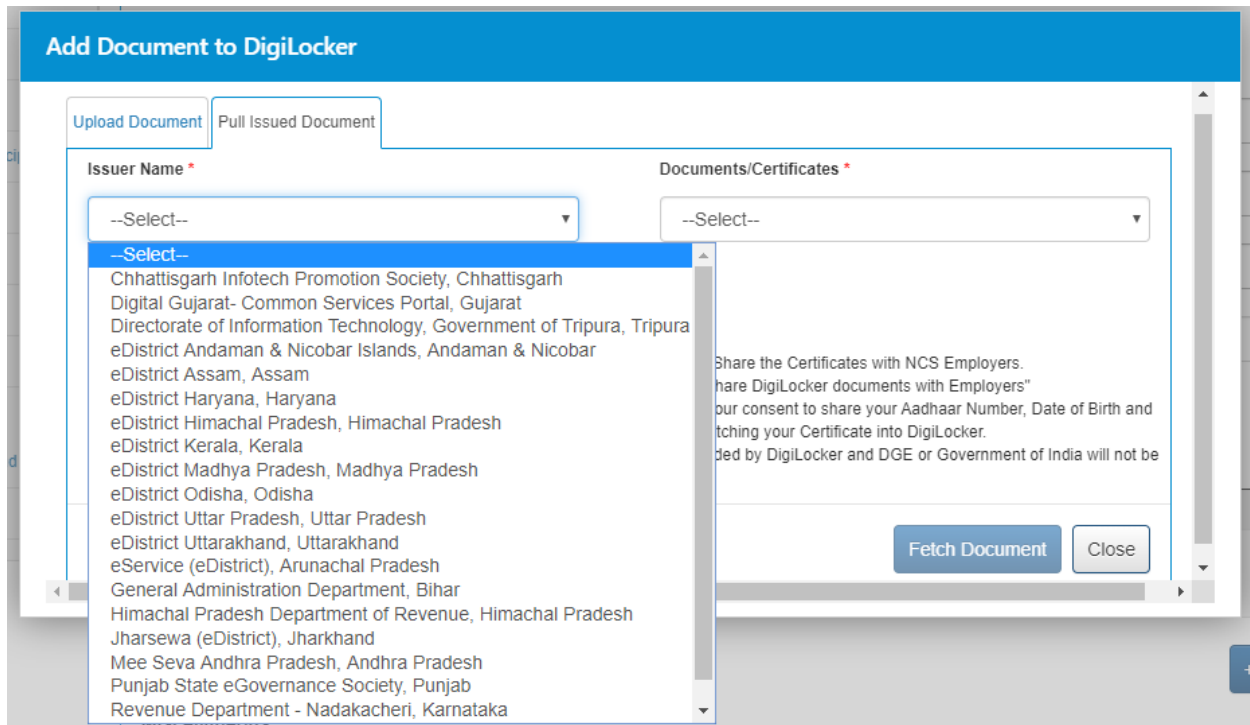
- Please note that, by "Pulling Issued Documents" from DigiLocker, you agree to Share the Certificates with NCS Employers. To change the settings at a later time, please go to preferences and uncheck "Share DigiLocker documents with Employers"
- Please note that, by "Pulling Issued Documents" from DigiLocker, you provide your consent to share your Aadhaar Number, Date of Birth and Name from your Aadhaar eKYC information with the Issuer for the purpose of fetching your Certificate into DigiLocker.
- NCS portal will share documents to Employers on the basis of information provided by DigiLocker and DGE or Government of India will not be responsible for correctness of data/information shared.

Fetch Document Close

Pull Issued Document Tab

Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.

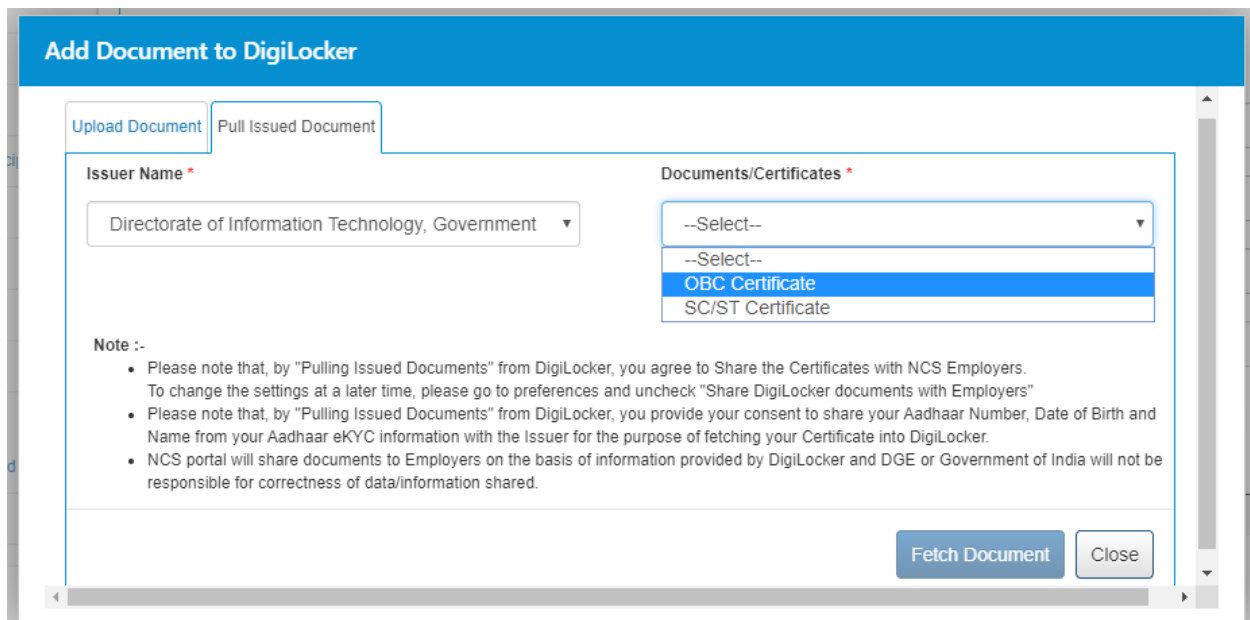
2. Select the name of the required issuer from the **Issuer Name** drop-down list.



Issuer Name Drop-down List

Note: The lists of displayed names of the issuers is contextual to the field related to which, you want to pull a document from DigiLocker. For example, for pulling a driving license, the **Issuer Name** drop-down will list names of all issuers (driving license authorities), who have made driving license available digitally on DigiLocker.

- Next, select the required document or certificate from the **Document/Certificate** drop-down list.



Select Issued Document

4. Enter details on the field(s) that display.

Note: The field(s) that display can vary depending on the type of issuer document that is going to be pulled from DigiLocker. For example, fields that appear on this tab, for pulling a driving license may vary for pulling a disability certificate.

The screenshot shows the 'Add Document to DigiLocker' interface. At the top, there are two tabs: 'Upload Document' and 'Pull Issued Document'. Below the tabs, there are two dropdown menus: 'Issuer Name *' (set to 'Directorate of Information Technology, Government') and 'Documents/Certificates *' (set to 'OBC Certificate'). Below these are two text input fields: 'Reference No.' (containing 'e.g.PRTC/2017/84891') and 'Token No.' (containing 'e.g.B2881A75'). A red box highlights these two input fields. Below the form, there is a 'Note :-' section with three bullet points.

Enter Details

5. Click the **Fetch Document** button. The **Pull Issued Document** tab displays a success message as displayed here:

The screenshot shows the 'Add Document to DigiLocker' interface. At the top, there are two tabs: 'Upload Document' and 'Pull Issued Document'. Below the tabs, there is a green success message: 'File fetched successfully from existing documents in DigiLocker.'. Below the message are two dropdown menus: 'Issuer Name *' (set to '--Select--') and 'Documents/Certificates *' (set to '--Select--'). Below these are two text input fields: 'Reference No.' and 'Token No.'. A 'Note :-' section with three bullet points is present. At the bottom right, there are two buttons: 'Fetch Document' and 'Close'.

Fetch Document Successful Message

Note: The **Pull Issued Document tab** displays an error message if the NCS portal is unable to pull your issued document from DigiLocker. Read the error message carefully and pull the document again after taking corrective action as required.

6. Click the **Close** button.



Update Download Delete Links

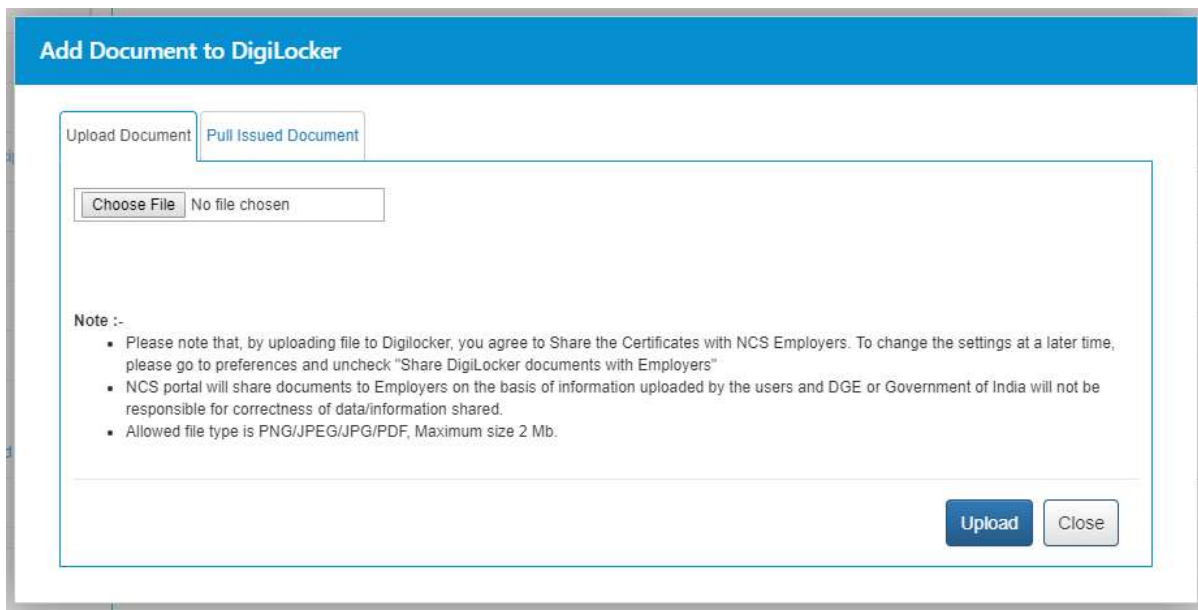
All the **Upload** link labels are now changed to **Update | Download | Delete**. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

34.5 Updating Existing Documents on DigiLocker

You might want to update documents that you have already uploaded to DigiLocker. Updating allows you to upload and replace (update) the older version of your document with the latest version of that particular document on DigiLocker.

Follow these steps to update your existing documents on DigiLocker:

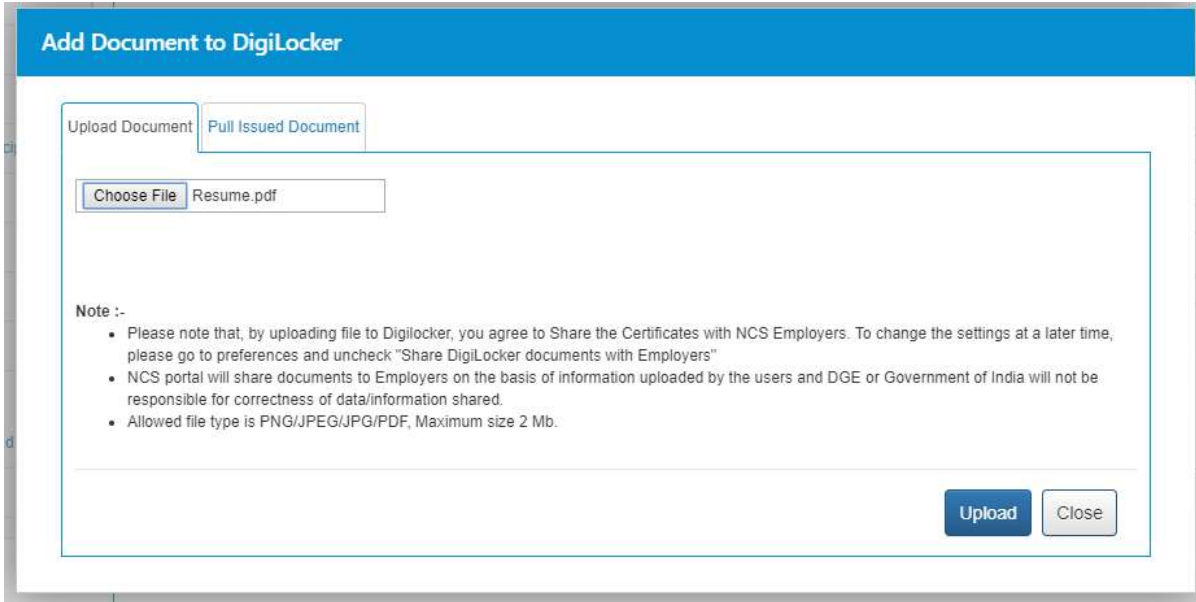
1. Click the **Update** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Upload Document tab** is selected.



Upload Document Tab

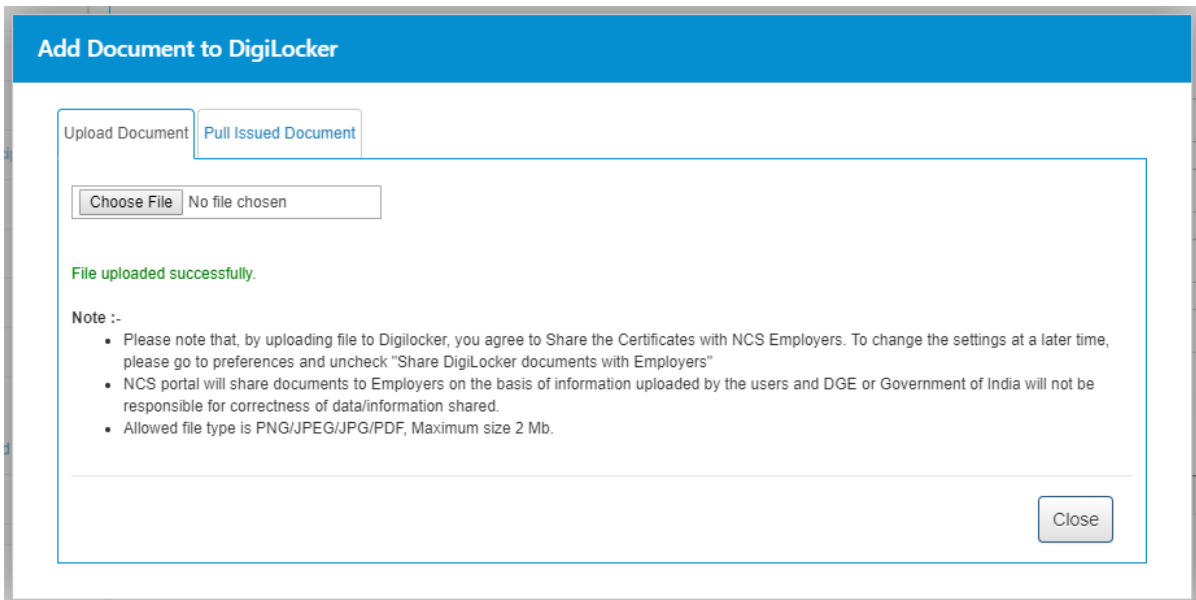
Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.

2. Click the **Choose File** button and locate the file, on the computer, you want to upload.



Select File

3. Click the **Upload** button. The **Upload Document tab** displays a success message as displayed here:



Upload Successful Message

Note: The **Upload Document tab** displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.

The previously uploaded document to DigiLocker is now replaced with the new document; you just uploaded using the **Update** link.

34.6 Downloading Documents from DigiLocker

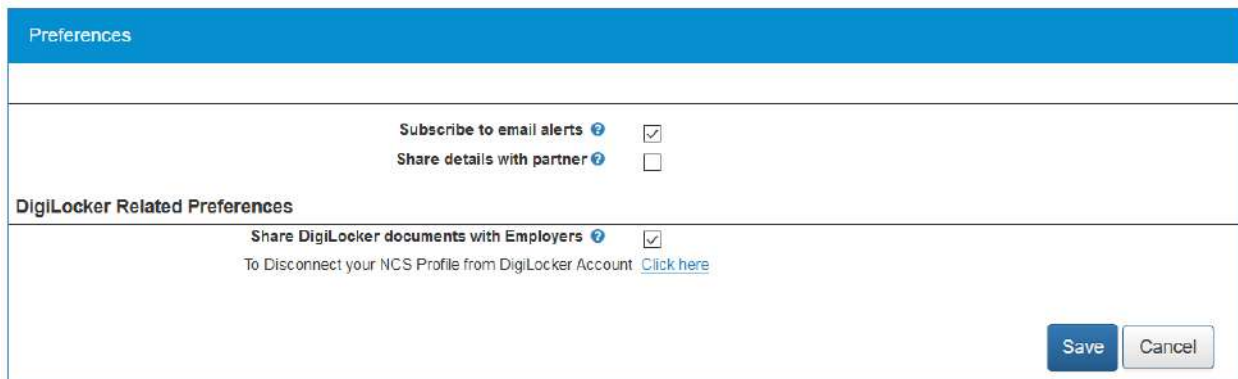
Follow these steps to download your documents from DigiLocker:

1. Click the **Download** link of the required document. The said document is downloaded to your computer.
2. Access the downloaded document to view it.

34.7 Disconnecting from DigiLocker

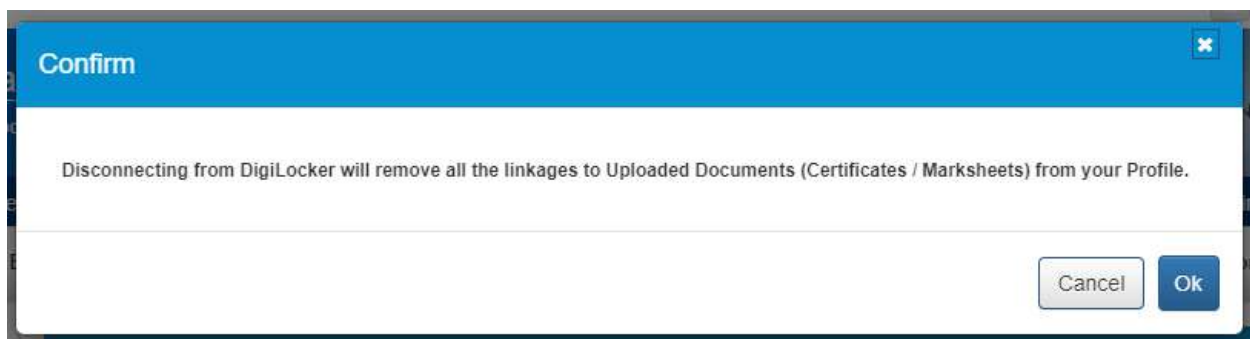
Disassociating your NCS portal account from your DigiLocker account is only possible if the NCS Admin has approved your NCS account or before you have send your profile for approval. Post approval you can disconnect your accounts (NCS and DigiLocker) from each other. Once disconnection happens, you will not be able to access documents already uploaded to DigiLocker from the NCS portal.

1. Access the **Preferences** screen.



Preferences Screen

2. Click the **Click here** link. The **Confirm** pop-up displays.



Confirm Pop-up

3. Click the **Ok** button.

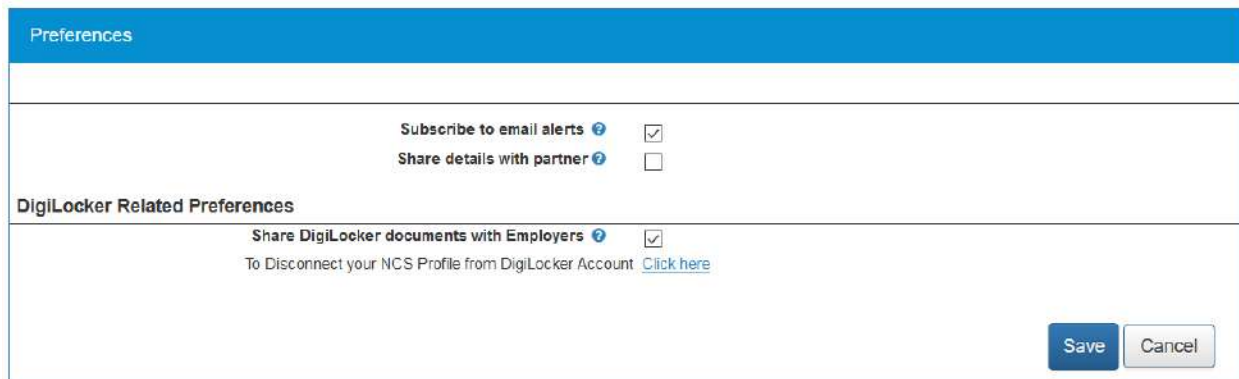
Your accounts are now disconnected. This means you can no longer access documents uploaded to DigiLocker from the NCS portal.

Note: To re-establish connection between your NCS and DigiLocker accounts, once again, click any **DigiLocker connect** link and go through the suggested procedure as before. Next, upload all the required documents to DigiLocker from the NCS portal.

34.8 Sharing Documents with Employers

NCS portal can share documents you upload on DigiLocker with prospective employees. You need to provide your approval to do so on the **Preferences** screen.

1. Access the **Preferences** screen.



Preferences

Subscribe to email alerts

Share details with partner

DigiLocker Related Preferences

Share DigiLocker documents with Employers

To Disconnect your NCS Profile from DigiLocker Account [Click here](#)

Save Cancel

Preferences Screen

2. Next, check the **Share DigiLocker document with employer(s)** check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.

Chapter- 9

Procedure related

to

LOCAL SERVICE PROVIDERS

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1. Overview

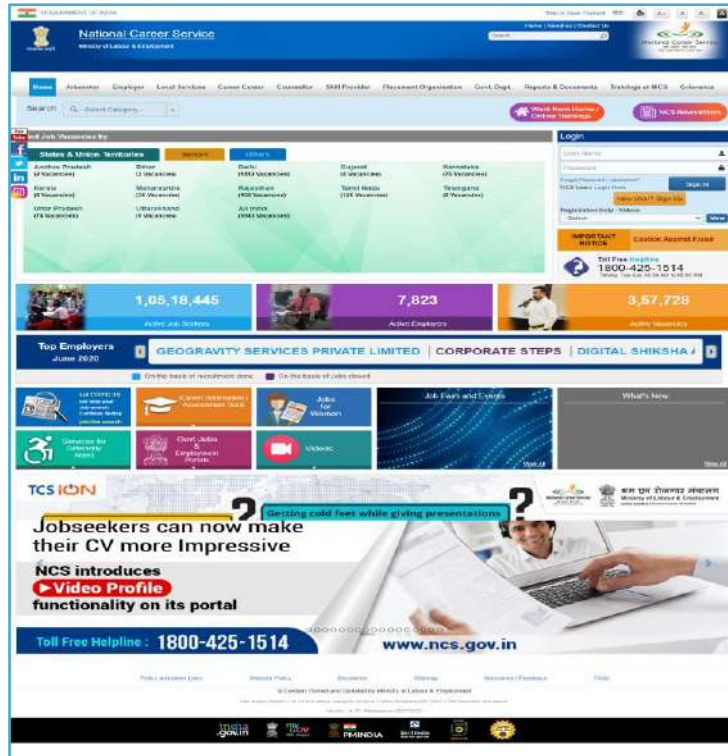
The Local Services module covers the following functionality:

- Accessing the application
- Signup/Registration
- Login into the NCS Portal
- View/Update Profile
- Search Jobs
- Register with UBER
- Jobs Applied
- Job Preferences
- Feedback on Local Services
- Events
- Announcements
- Grievances
- Cases
- Change Password
- Reports
- Documents

2. Getting Started

2.1 Access the application

To access the National Career Service portal (NCS Portal), type <http://www.ncs.gov.in/>. The Home page displays.



2.2 Signup/Registration

The Local Services needs to register on the NCS portal. **New User? Signup** button allows him/her to initiate the registration process. The registration process allows you to create a password and user name for future logins to use the other functionality.

1. Click on **New User? Sign Up** button from login page. This displays the registration screen.

2. Select the Local Service from the drop down box. The displays the local services registration screen.


The screenshot shows a registration form titled "Registration" with a blue header. The form is organized into several sections:

- Register As:** A dropdown menu with "Local Services" selected.
- Local Services Type:** A dropdown menu with "--Select--" selected.
- Name Fields:** Text input fields for "First Name", "Middle Name", and "Last Name".
- Gender:** Radio buttons for "Male", "Female", and "Transgender".
- Unique Identification (UID) Type:** A dropdown menu with "Pan Card" selected.
- Unique Identification (UID) Number:** A text input field with a "Check" button.
- Date of Birth:** A text input field with a "Select from calendar" button and a calendar icon.
- Guardian/Father's Name:** A text input field.
- Highest Education Level:** A dropdown menu with "--Select--" selected.
- State:** A dropdown menu with "--Select--" selected.
- Email ID:** A text input field containing "name@example.com".
- Mobile Number:** A text input field with a "+91" prefix and "10 digit Mobile Number" placeholder.
- Password:** A text input field with a hint "at least 8 characters" and an information icon.
- Retype Password:** A text input field with a hint "at least 8 characters".
- Choose Your Username:** A dropdown menu with "--Select--" selected.
- Area(s) of Operation:** Text input fields for "Pin Code" and "Landmark", with an "Add" button.
- Days of operation:** Checkboxes for "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday".
- Operating time:** "From" and "To" labels with "Hours" and "Minutes" dropdown menus.
- Enter Security Code:** A CAPTCHA image showing "V9MFT" and a "Type Captcha" input field with a "Type the text" placeholder and a refresh icon.
- Agreement:** A checkbox for "I agree to terms and conditions" with a "click here" link.
- Buttons:** "Submit" and "Cancel" buttons at the bottom.

3. Select the type of local service you want to provide

Note: If the Driver option is selected the registration screen displays an additional field named Register with. This field enables you to become a driver partner who is associated with the required transportation network).

Note: Selecting the Driver option will also display a set of questions. Answer these questions by selecting the Yes or No option. This question set only displays if you select the Driver option from the Local Services Type field.

Register with 

Do you know how to drive? Yes No

Do you have a commercial license? Yes No

Do you own a car? Yes No

Do you want to buy a car? Yes No

Do you want to drive for someone else? Yes No

Note: Furthermore, the selection of the Driver option from the Local Services Type field also causes the Area(s) of Operation field to display as a single field. Here you can only enter required location(s) as per the provided list.

4. Enter your first name
5. Enter the middle name
6. Enter the last name
7. Select the appropriate gender radio button
8. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

Note: Aadhaar card number will be verified through the **Unique Identification Authority of India (UIDAI) service**.

Note: Selecting the Others option enables you to choose any one of the following identification types: Voter's Identity Card, Passport, Driving License, or UAN Number.

9. Enter Unique Identification Number based on the Unique Identification type
Note: Use the **Check** button to see if the entered UID already exists.

10. Select your date of birth from the calendar
11. Enter guardian or father's name
12. Select your highest education level from the drop-down list
13. Select a state from the drop-down list
14. Select a district from the drop-down list

Note: The District drop-down list only displays after the name of a states is selected from the State drop-down list.

15. Enter your Email ID
16. Enter your ten-digit mobile number. You can only enter a unique mobile number, on entering an already used mobile number on the NCS portal, the system will display a validation message.

17. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
18. Retype the same password for confirmation
19. Choose your username from the drop down list (options include: Unique Identification (UID) Number, Email, and NCS ID) for logging into the NCS portal
20. Select the transport network you want to register with as a driver partner.

Note: Once your registration with UBER has been approved, UBER's logo will be displayed in front of your name on the NCS Portal in search results. For Example: Mr. Sanjay Sahni.

21. Enter the area of operation (one or more as required) by providing the pin code and landmark details. Use the Add button to mention additional areas of operation.

Note: The Area(s) of Operation field displays as a single field if the Driver option is selected from the Local Service Type field.

22. Mention the days of the week you are operational by selecting the required check box
23. Select the time you would be operational using the From and To drop down lists
24. Enter security code as shown in image
25. Click "I Agree to Terms and Condition" check box. To read NCS Portal terms and condition document, click "**Click Here**" link.
26. Click on **Submit** button. After successful registration the registration status screen displays and OTP will be send to provided mobile number and also to your email ID (if mentioned during the registration).

Registration Status

User NCS ID is - E15A86-2230023617456

Verify Mobile via OTP

Please enter the OTP that is sent on your Mobile No.: [REDACTED]

Verify

If verification code not received [Resend](#) the code.
or [Edit Mobile Number](#).

Verify Email via OTP

Please enter the OTP that is sent on your Email Id.: [REDACTED]

Verify

If verification code not received [Resend](#) the code.
or [Edit Email ID](#).

27. Enter the OTP verification code which you receive on your registered mobile number and then the OTP which you receive on your email ID (if mentioned during the registration) by clicking the respective **Verify** button.

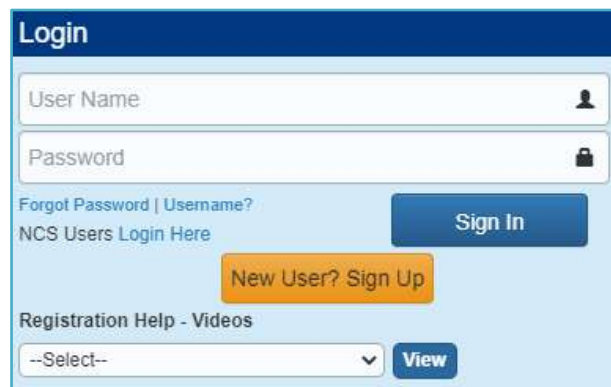
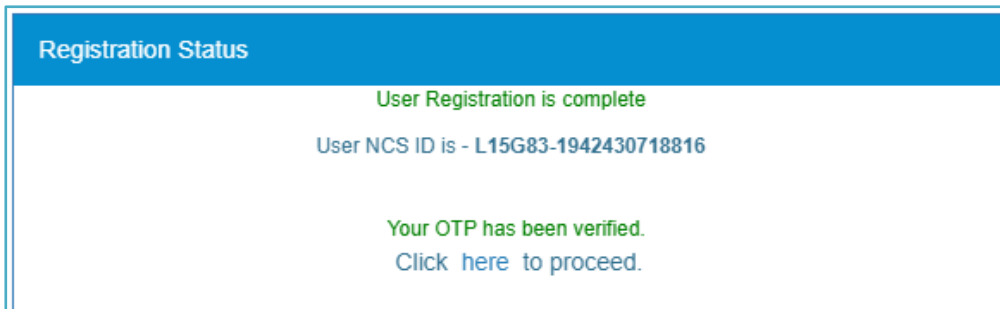
Note: Whenever an email ID is added (during the registration process or later on) or is updated, the same needs to be verified by you.

Note: Click the **Resend** link, if you don't receive the OTP.

28. Updating mobile number while OTP verification, with a Mobile Number that is already registered and verified on NCS, a validation message will appear "The mobile number is already in use. Please try with different mobile number."

29. If a mobile number is associated with multiple NCS accounts, then when you log in with any of these accounts you have to verify mobile number again and as soon as Mobile OTP is verified for one of the accounts, and you try to login into another account, then you will be redirected to the following screen (instead of the OTP Page).

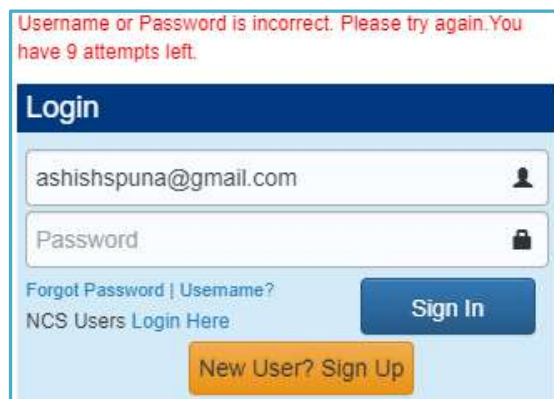
30. Click on **Submit** button. Your account has been created successfully.



2.3 Login into the NCS Portal

1. Enter login ID
2. Enter password
3. Click on **OK** button. This displays the Local Service Provider home screen

Note: If user will be entered 9 consecutive wrong passwords then account will be blocked and then **Forgot Password** option will be enabled to reset the password.

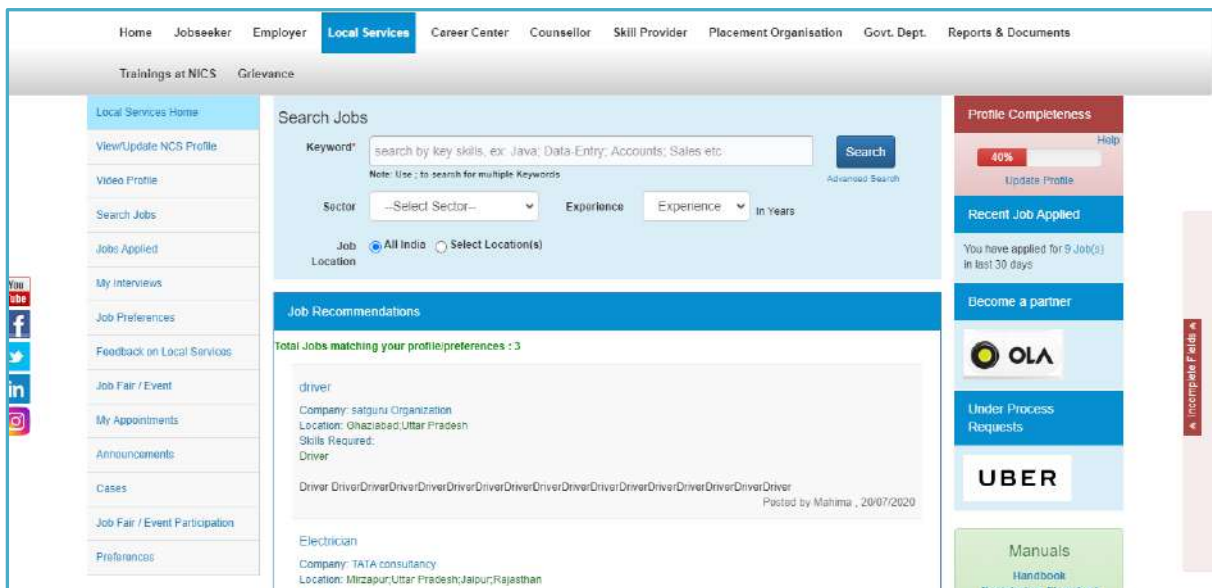




After login, the portal would display a message in case you have used your PAN card as the unique identification type during the registration process and the PAN verification fails.

Your PAN verification can fail due to an incorrect PAN, Name, or Date of Birth (DOB).

However, PAN verification failure will not prevent you from accessing all the features that are available on the portal. Moreover, you can update or edit the required details and then again wait for verification to be successful with the newly updated details.



2.4 Profile Completeness

The home screen also displays the current completeness of your profile on the portal. The same can be seen from the **Profile Completeness** section. A profile completeness progress bar displayed in this section, shows (in percentage) the completeness of your profile.



Profile Completeness Progress Bar

2.4.1 Check Profile Completeness

Click the **Help** link, from the **Profile Completeness** section, to find out the details of your profile's current completeness. This displays the following **Help** pop-up.

Profile completeness weightage depends on following points :-					
Jobseeker Profile Fields	Location of Field	Mandatory	Condition	Score	Messages
Key Skills	Experience Tab	Yes	Not Provided	0	Key Skills Missing
			count of keywords less than or equal to 4	15	Key Skills Incomplete (less than 4)
			Greater than 4	20	
Highest Education	Education Tab	Yes	Not Provided	0	Highest Education is Missing
			Is Available	15	
Education with Specialization	Education Tab	No	Not Provided	0	Education History Missing
			Partial	5	Education History Incomplete
			Full (all Educational Details according to Highest Education. Refer section below)	10	
Communication Address - State	Communication Tab	Yes	Not Provided	0	Communication Address - Incomplete
			Is Available	10	
Verified Mobile	Personal Info Tab	Yes	Not Verified	0	Mobile number is not verified
			Is Available	10	
Verified Email	Personal Info Tab	No	Not Verified	0	Email is not verified
			Is Available	10	
Total Experience	Experience Tab	No	Not Provided	0	Total Experience (Years) Missing
			Is Available	10	
Experience Details	Experience Tab	No	Not Provided	0	Experience History Missing
			Partial	5	Experience History Incomplete
			Full (sum of all Experiences more than or equal to the Total Experience)	10	
Video Profile	Video Profile Link in Left Navigation	No	At least 2 videos (1 "About Me" and 1 one of the other 2) are not approved	0	Video Profile is not approved
			Is Available	5	

Profile Completeness Help Pop-up

Review content for the various profile fields mentioned in the **Messages** column. Observe and note fields where there is incomplete (partial) or missing information.

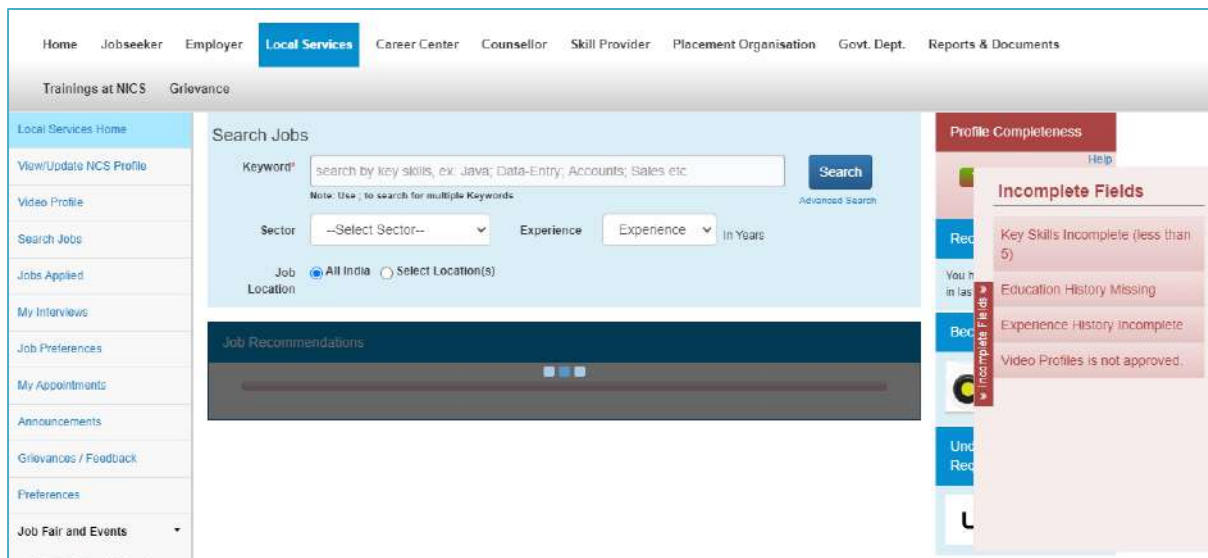
2.4.2 Update Profile

Click the **Update Profile** link, from the **Profile Completeness** section, to begin the process of updating your profile.



To update profile click on “Update Profile” Link

This displays tabs of the **View/Update NCS Profile** screen along with the **Information Required** fly-out on the right-hand side.



Information Required Fly-Out

This fly-out is based on toggle control (click the label to open or close it) and lists links to incomplete fields of your current profile.

By clicking the required link, you can directly access the corresponding profile tab (Experience, Education & Training, etc.) and complete the incomplete or missing information there.

Once all the required information is entered in the appropriate fields, the corresponding links on the **Information Required** fly-out disappear accordingly.

On the other hand, if any of the required fields within the profile tabs remain incomplete, then their link appears and remains available on the **Information Required** fly-out.

2.5 View/Update profile Local Services Profile

This link allows local service provider to view/update job seeker profile.

1. Click the **View/Update Profile** link. The **Experience** screen displays. Here you can add details of your professional experience.

Experience | Education & Training | Personal Info | Communication | My References

Save Cancel

Work Experience

Key Skills*

- Add Key Skills from your Education and Work Experience.
- Key Skills to be single word.
- Use semi colon as separator.
- ex: Java; Data-Entry; Accounts; Sales etc.

Total Experience * Year(s) Month(s) Last Updated On 03/01/2020

Available to Join in (in Days) * Current/Last Job Title

Current/Last Salary ₹ Current Salary Duration Type

Current Employer Organisation Type * Currently Seeking a Job

Employment History

Edit

Sector	Accommodation And Food Service Activities	Employment Organisation Type	Central Government
Employer Name	aaa	Designation	aaaaaa
Job Description		Nature of Job	Full Time
Functional Role		Experience Type	Others
Start Date	6/11/2019	End Date	19/11/2019
Key Responsibilities		Leaving Reason	
Is Current Job	No	Pay on Leaving	

+ Add More

Preferences

Preferred Location

Note:

- For All India location do not select anything.
- Multiple locations can also be selected.

Job Nature **Shift Timings**

Save Cancel

2. Select the total years of experience from the drop-down list
3. Enter the days you would take to join the new job (notice period)
4. Enter the professional title for the current/last job
5. Enter the current/last salary
6. Select the current salary duration type from the drop-down list
7. Select the employer type of the current employer from the drop-down list
8. Check the **Currently Seeking a Job** check box, if you are looking for a job

- Click the **Add More** button, to add experience details to the **Employment History** section. If your Highest Education level is Advance level i.e. any of the “Diploma after 12th, Graduate, PG Diploma, Post Graduate, PG Diploma, then you have to fill the data like “organization Type, Sector, Functional Area, Functional Role, Experience Start Date and End date, in “Add Experience” pop up.

Add Experience Screen When Highest Education is Advance Level

If your Highest Education level is Basic level, the Experience pop-up will show lesser fields to fill as shown below. It will not ask you to fill the details like Organization Type, Experience Start Date and End Date etc.

Add Experience Screen When Highest Education is Basic Level

10. Enter the preferred location in the **Preferences** section

Note: The location option that you had selected during the registration process are not updated in the Job Preferences screen as your preferred location. Nevertheless, if you change the location options on the Communication screen of your profile, the same changes are updated here in the preferred location field.

Note: However, once your location preference is saved on the Job Preferences screen, then the changes you make to your location on the Communication screen will not reflect here on the Job Preferences screen.

11. Select nature of job from the drop-down list

12. Select shift timings from the drop-down list

13. Click the **Save** button, to save the entered details

14. Click the **Education & Training** tab. The **Education & Training** screen displays.

The screenshot shows the 'Education & Training' tab selected in a profile. At the top, there are navigation tabs: Experience, Education & Training (active), Personal Info, Communication, and My References. Below the tabs, there are 'Save' and 'Cancel' buttons. The main content area is divided into sections: 'Education & Training Details' with a dropdown for 'Highest Education Level *' set to 'Graduate'; 'Education History' with a '+ Add More' button and the instruction 'Please click 'Add More' to furnish details'; 'Other Qualifications / Trainings / Courses' with another '+ Add More' button and the same instruction; and 'Assessment Report' with a text box containing 'Check this space for results after completing the test'. At the bottom right, there are 'Save' and 'Cancel' buttons.

15. Select the highest education level from the drop-down list and then click the **Save** button.

16. Click the **Add More** button, to add your education details. The **+ Add Education** pop-up displays.

+ Add Education
✕

<p>Education* <input style="width: 100%;" type="text" value="--Select--"/></p> <p>Board/University* <input style="width: 100%;" type="text"/></p> <p>Entry Date <input style="width: 50%;" type="text" value="Year"/> <input style="width: 50%;" type="text" value="Month"/></p> <p>Medium of Education* <input style="width: 100%;" type="text" value="--Select--"/></p> <p>Grade/Percentage/ Percentile <input style="width: 100%;" type="text" value="--Select--"/></p> <p style="margin-left: 20px;"><input style="width: 100%;" type="text" value="Grade/Percentage/ Percentile"/></p>	<p>Specialization/Major* <input style="width: 100%;" type="text"/></p> <p>Institute <input style="width: 100%;" type="text"/></p> <p>Year of Passing* <input style="width: 50%;" type="text" value="Year"/> <input style="width: 50%;" type="text" value="Month"/></p> <p>Nature of Course* <input style="width: 100%;" type="text" value="--Select--"/></p>
---	--

17. Select an education level from the drop-down list
18. Select specialization from the drop-down list
19. Enter name of the board or university
20. Enter name of the institute
21. Select entry date from the year and month drop-down lists
22. Select year of passing from the year and month drop-down lists
23. Select the medium of education from the drop-down list
24. Select the nature of course from the drop-down list
25. Enter grade/percentage/percentile value
26. Click the **Save** button, to save the entered details

Note: You can mention multiple records of your educational history and information regarding additional qualifications (as required) here. You can also upload the digital copies of those very records with corresponding mark sheet (wherever required) to the DigiLocker application.

[Click here](#) to know how DigiLocker application works.

27. Click the **Add More** button, to add details of other certifications you have earned. The **+ Other Qualifications / Trainings / Courses** pop-up displays.

+ Other Qualifications / Trainings / Courses ✕

Certificate Name* Year* ▾

Issued By* Duration in Months

Further Details
Maximum 1000 Characters are Allowed.

28. Enter name of the certification
29. Select year of completing the certificate from the drop-down list
30. Enter name of the institution that issued the certificate
31. Enter duration (months) for the certification course
32. Enter additional details about the certification
33. Click the **Save** button, to save the entered details
34. Click the **Personal Info** tab. The **Personal Information** screen displays.

Experience | Education & Training | **Personal Info** | Communication | My References

Save Cancel

Personal Information

First Name * rahul

Middle Name tyagi

Last Name singh

Your NCS ID is : J12C65-1122453270528

Gender * Male Female Transgender

Date of Birth * 09/03/1989

Email ID [Redacted] Verification Successful

Mobile Number * +91 [Redacted]

Marital Status * Married

Spouse's Name

Guardian/Father's Name * sharma g

Mother's Name

Religion * Hinduism

Category * OBC

Upload your CV

Upload Caste Certificate

Unique Identification

Type	Number	Name as on UID	DigLocker Document	Verification Status
Aadhaar Card	XXXXXXXX2121	rahul tyagi singh		Edit

+ Add More

Physical Attributes

Are you Differently abled (PwD)? No Yes

Disability Type * OH

Additional Disability Type -Select-

Working Capacity * 4-5 hrs

Partial Disability / Full Disability * Partial

Disability Percentage * Less than 40%

Do you have a certificate? No Yes

Certificate Number * 38490505

Certificate Issue Date * 09/01/1997

Certificate Issued By * Delhi Government

Upload Differently Abled Certificate

Miscellaneous

Employment Status * Employed

Primary Language * Hindi

Are you a Government Services Retiree?

Are you an Ex-Serviceman?

Save Cancel

35. Select the appropriate gender radio button from the **Personal Information** section
36. Select your date of birth from the calendar
37. Enter Email ID (if not entered)

38. Click Verify Email link to get entered Email ID verified

Note: A verified email ID is a mandatory requirement for completing the profile as per the requirement of Government exams. Every time you change your email ID, the same has to be verified through an OTP that is send to the same email. After, changing your email ID here, when you click the **Save** button to save your changes, the portal redirects you the OTP verification page.

39. On updating mobile number, the system will take you to verify updated mobile number by asking OTP number. On entering correct OTP, the mobile number will be updated. On updating the mobile number with already used mobile number on NCS will display a validation message and the system will not update the mobile number.

40. Select your marital status from the drop-down list

41. Enter name of your spouse

42. Enter your guardian or father's name

43. Enter your mother's name

44. Select religion from the drop-down list

45. Select category from the drop-down list

Note: The **Upload Caste Certificate** field and the corresponding **Upload** link will only be available if you select an option from the category drop-down list, other than the "General Category option.

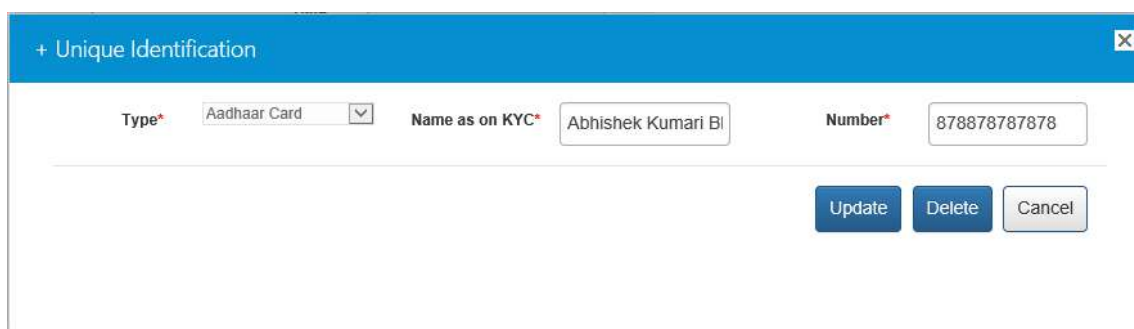
[Click here](#) to know how DigiLocker application works.

46. Upload Your CV to DigiLocker

[Click here](#) to know how DigiLocker application works.

47. Click the **Edit** link, if you want to change the Know your unique identification details

- i. Click the **Add More** button, if you wish to add a new identification detail. The + **Unique Identification** pop-up displays.



- ii. Select the Unique Identification number from the drop-down list

- iii. Enter Unique Identification number

- iv. Click the **Save** button

48. Check the **Verify AADHAAR** check box, if you wish to verify your AADHAAR number

Note: You can mention details of different identification documents here and even upload the digital copies of those documents to the DigiLocker application.

[Click here](#) to know how DigiLocker application works.

49. Select the **Yes** radio button, if you are differently abled, otherwise select **No** in the **Physical Attributes** section
50. Select type of disability from the drop-down list
51. Select working capacity from the drop-down list
52. Select if you have full or partial disability
53. Select disability percentage from the drop-down list
54. Select the **Yes** radio button, if you have a certificate otherwise select **No**

Note: The **Certificate Number, Certificate Issued By, Certificate Issue Date, and Upload Differently Abled Certificate** fields are activated if you select the **Yes** option.

55. Enter the certificate number
56. Enter the name of the authority that issued the certificate
57. Select the date when the certificate was issued
58. Upload your disability certificate to the DigiLocker application.

[Click here](#) to know how DigiLocker application works.

59. Select the employment status from the drop-down list in the **Miscellaneous** section
60. Select the primary language from the drop-down list
61. Check the **Retired from Govt. Services** check box, if you have retired from government service
62. Check the **Ex-Serviceman** check box, if you are an ex-serviceman
63. Click the **Save** button, to save the entered details
64. Click the **Communication** tab. The **Communication** screen displays.

Experience Education & Training Personal Info **Communication** My References

Save Cancel

Current Address

Address 1* Address 2

Address 3 State*

District* Sub-District/Taluka/Tehsil*

City/Village* Pin Code*

Phone

Permanent Address Same as above

Address 1* Address 2

Address 3 State*

District* Sub-District/Taluka/Tehsil*

City/Village* Pin Code*

Phone

Save Cancel

65. Enter the address
66. Select a state from the drop-down list
67. Select a district from the drop-down list
68. Select a sub-district, taluka, or tehsil from the drop-down list
69. Select the name of city or village from the drop-down list
70. Enter the pin code
71. Enter the landline number with area code
72. Check **Same as above** check box if your permanent and current address are same
73. Click the **Save** button, to save the entered details
74. Click the **My References** tab to add reference details. The **References** screen displays.

The screenshot shows a web interface for managing references. At the top, there are navigation tabs: Experience, Education & Training, Personal Info, Communication, and My References. The 'My References' tab is active. Below the tabs is a form titled 'References'. The form contains a table with the following columns: Person Name, Email, Designation, Organisation, and Mobile Number. There are three rows of input fields for these columns. Each Mobile Number field has a dropdown menu with '+91' and a text input field labeled '10 digit Mobile Numt'. At the top right of the form area, there are 'Save' and 'Cancel' buttons. At the bottom right, there are also 'Save' and 'Cancel' buttons.

75. Enter name of your reference
76. Enter Email ID of the reference
77. Enter designation of the referred person
78. Enter name of the Organisation where the reference works
79. Enter the ten digit mobile number of the reference
80. Click the **Save** button, to save the entered details

3.Video Profile

This functionality enables you to create your video profile on the NCS portal

After logging in, go to the Video Profile option displayed on the left panel of the Jobseeker's dashboard. Showcase your ability to recruiters using short video clips as video clips increase the chances of getting shortlisted by recruiters. Three videos of 20 seconds each can be created for the following areas namely: 'About Myself', 'My Skills', and 'Area of Interest'.

1. Click the Video Profile tab from the left navigation
2. Then click the 'Click here to manage your video profile link'
3. A disclaimer pop up appears to inform that you will now be redirected to an external link
4. Click Continue
5. You are redirected to Hire- Mee Login screen
6. Username and password will be same as NCS portal credentials
7. Click Login
8. Click the Create/Upload Video profile link
9. Click Start Recording (your system will ask you to switch on the inbuilt camera)
10. Describe your professional skills and save the video. The said video clip will start uploading once you are done
11. Similarly create video for 'About Myself' and 'Area of Interest' and save
12. Your video profile is now complete
13. The system will check the content of your video and will either approve or disapprove these videos

Login

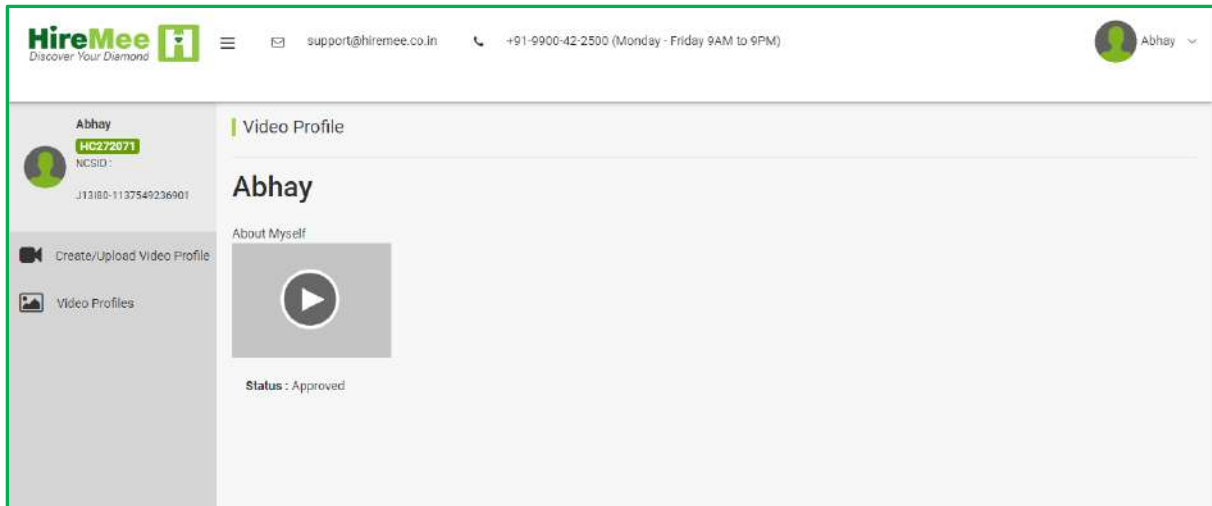
Enter your National Career Service (NCS) Username and Password to access the video profile page

Username*

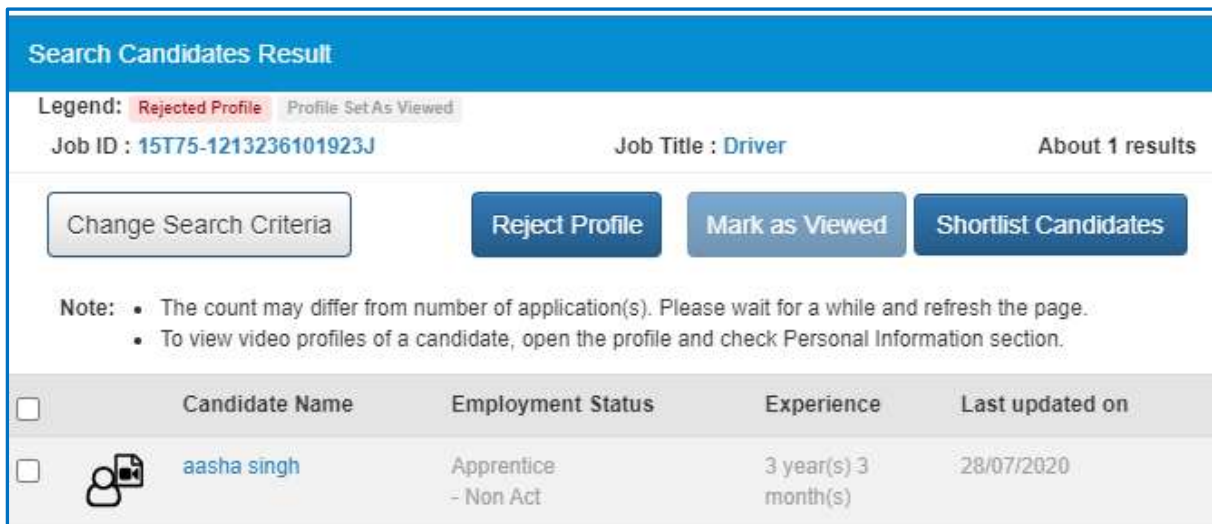
Password*

Email

Login



Note: If your video Profile is complete and 'Approved' the recruiter can see a video profile icon along with your name, when they search for candidates against a particular job posting.



14. If a you are disabled and have updated your Profile with Disability details, your profile completeness percentage will not depend on Video Profile completeness. Therefore, if you have completed their Key Skills, Education, Experience, and verified Email, their profile completeness will be 100% without filling their Video Profile.

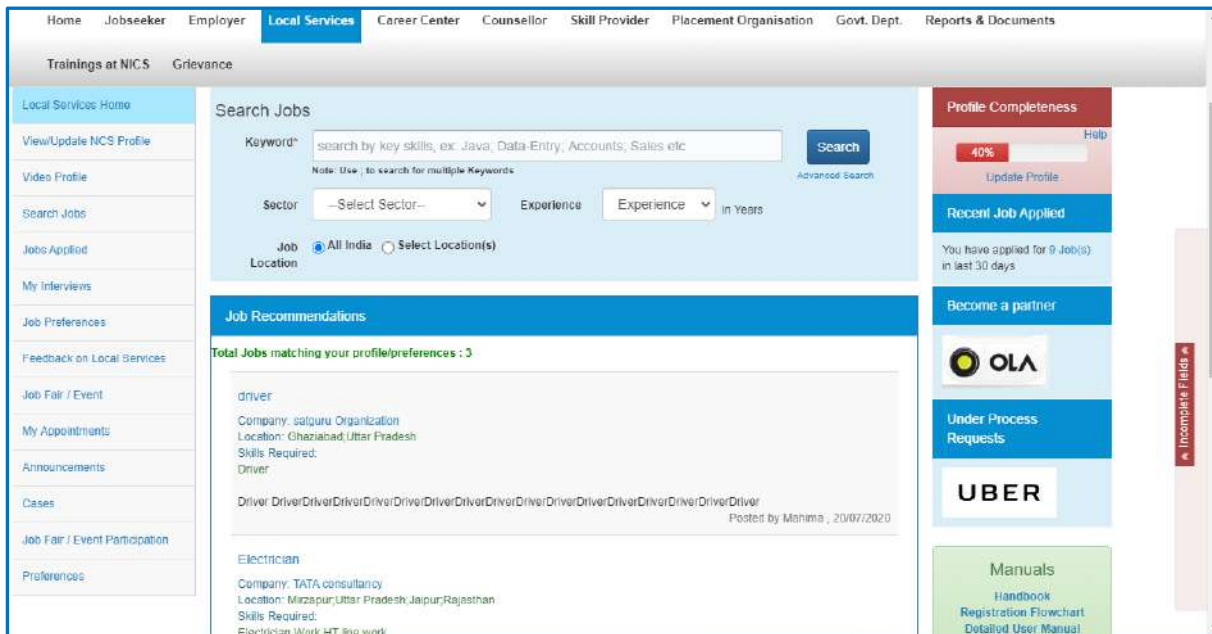
4. Local Services Home

Local service home page allows local services provider

- To search a job, based on the search criteria
- LSP user registered as a driver can also register with Driver Partner.

4.1 Search Jobs Link

1. Click on **Local Services** home from left panel. This displays the local services home screen



2. Enter the desired details and then click on **Search** button to view the job
3. A job can be searched for any specific location(s) as well as across India as required
4. Click the **Search** button to view search results in the Jobs section of the screen.

The screenshot displays a job search interface. The main content area lists three job postings:

- Back Office Executive (1 - 1yrs)**: Company: Cassius Technologies Private Limited (on behalf of QCD Technoventures Pvt Ltd). Location: Mumbai, Maharashtra. Salary: 72000 - 96000 (per annum). Skills: customer service, Computer Operator, Customer Service, accounting, computer operator, SALES, sales, Sales, Accounting, Customer service, ACCOUNTING, CUSTOMER SERVICE, Computer operator. Job Description: Looking for Back office executive fresh or 1-year experience having good knowledge of computer operating i.e MS office, internet surfing, customer communication etc. GST knowledge is added advantage. We will provide on the job training. Posted On 06/8/2019.
- DATA ENTRY OPERATOR (0 - 1yrs)**: Company: ZEETECH MANAGEMENT AND MARKETING. Location: Lohardaga, Jharkhand; Ramgarh; Khunti; Gumla; Ranchi. Salary: 120000 - 144000 (per annum). Skills: (basic knowledge of computer operating); (communication). Job Description: ----- TOTAL NUMBER OF POST 20 POSITION NAME Data Entry Operator WORK TYPE Copy – Paste Work / Form Filling Work COMPANY NAME Zeetech Management And Marketing JOB LOCATION Main Road Hinoo, Doranda, Ranchi-02, JH If You Have A System / Laptop, You May Work Also From Home ----- JOB DETAILS It's A Simpl... Posted On 05/8/2019.
- Software Developer (41 - 41yrs)**: Company: Cassius Technologies Private Limited (on behalf of WildJasmine Technologies). Location: Bangalore, Karnataka. Salary: 1200000 - 1500000 (per annum). Skills: java, J2ee, Spring, Hibernate, Java, J2EE, JAVA, spring, hibernate, microservices, Spring Boot, Spring boot, J2ee, spring boot, Microservices. Job Description: Here is the JD for the java developer job role. Years of Experience- 5 to 6 Salary: As per company standards Notice Period: Immediate joiners Number of positions: 3 Skills: Have worked in Core Java, Advance Java, Hibernate, Multi-Threading... Posted On 03/8/2019.
- Java Trainer/faculty (0 - 5yrs)**: Company: Powered by Monster (on behalf of Technik).

The right-hand panel, 'Refine your Search', includes filters for:

- Sector**: Information And Communication, Repair Of Motor Vehicles And Motorcycles, Wholesale And Retail Trade, Education, Financial And Insurance Activities.
- Organisation Type**: Private.
- Functional Area**: Others, Information Technology, Administration/Back Office Activities, Customer Care Service, Human Resources, Education.
- Locations**: Uttar Pradesh, Andhra Pradesh, Maharashtra, Tamil Nadu, Karnataka, Rajasthan.
- Job Nature**: Full Time.

Job Search Results

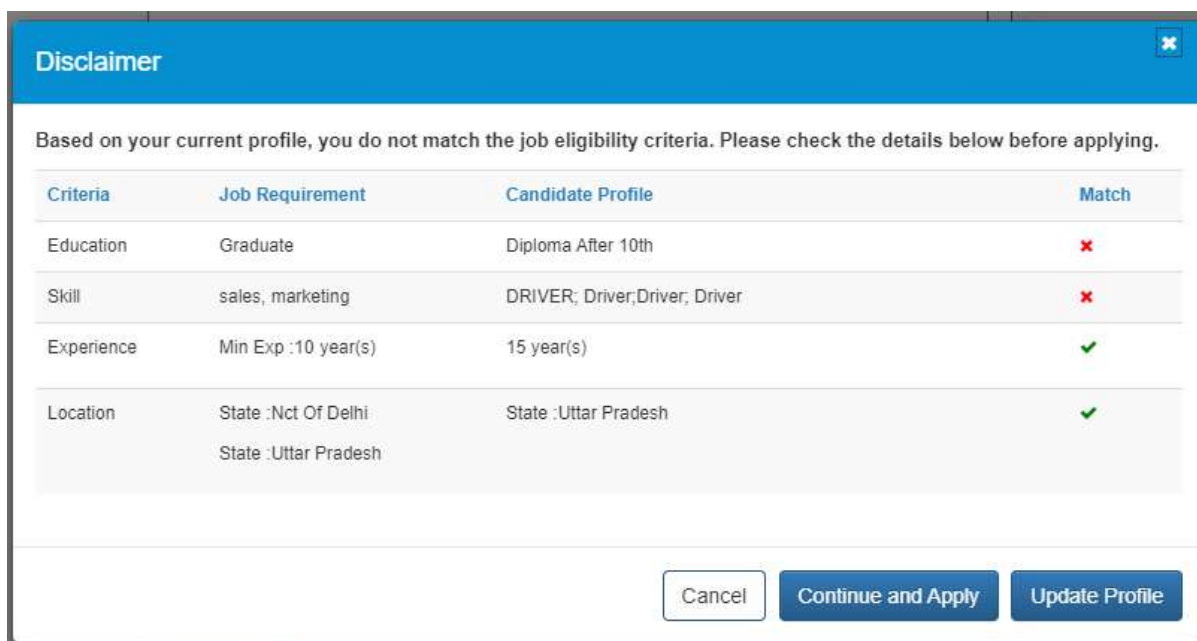
5. Click the **Read more...** link of a job, to view its details.
6. Click the **Apply** link of a job, to apply for it.

Note: For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education, Skill, Location, and Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.



Disclaimer Pop-up

The **Disclaimer pop-up** displays the parameter(s) that match with the job requirement (green tick mark) along with the parameter(s) that do not match with the job requirement (red cross mark).

By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

In this situation, you have the following three options:

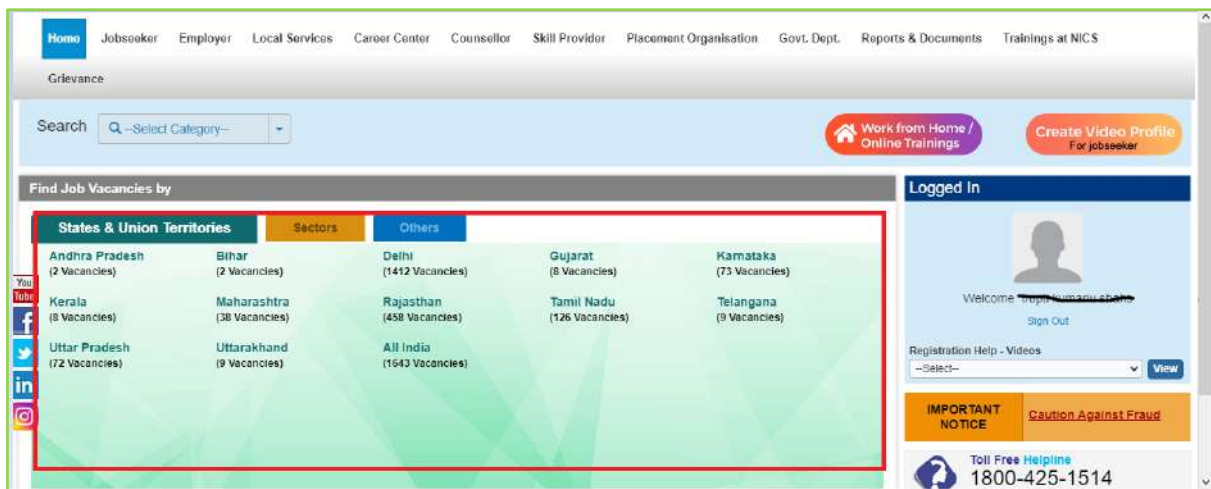
- Click the **Cancel** button to close the pop-up and not apply for the job
- Click the **Continue and Apply** to apply for the job despite the eligibility mismatch
- Click the **Update Profile** button and update the profile before coming back to apply for the job

Note: The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if an NCS partner has posted the job or for posting that require the user to be redirected to an external website for completing the job application.

4.2 Vacancies by Category

The Find Job Vacancies by section of the portal Home page allows the user to find jobs available in specific job categories. Vacancies are categorized on the basis of States and Union Territories, Sectors (Construction, Education, Finance, etc.) and Others (this includes Government jobs, private jobs, and also jobs that are specific to ex-servicemen, differently able persons, and women). This feature enables the user to search for particular job openings that match their requirement.

1. Access the Home page and review the **Find Job Vacancies by** section.



Find Job Vacancies by Section

2. Click the required job category from the **Find Job Vacancies by** section on the Home page. For example, here the **Others** category is selected and displays related sub-categories.



Job Categories

3. Click the required sub-category. For example, here the **Jobs for Differently Abled** sub-category is selected.



Job Sub-categories

4. The **Search Job** screen displays, listing the job vacancies from the selected job sub-category.

Search Job Screen

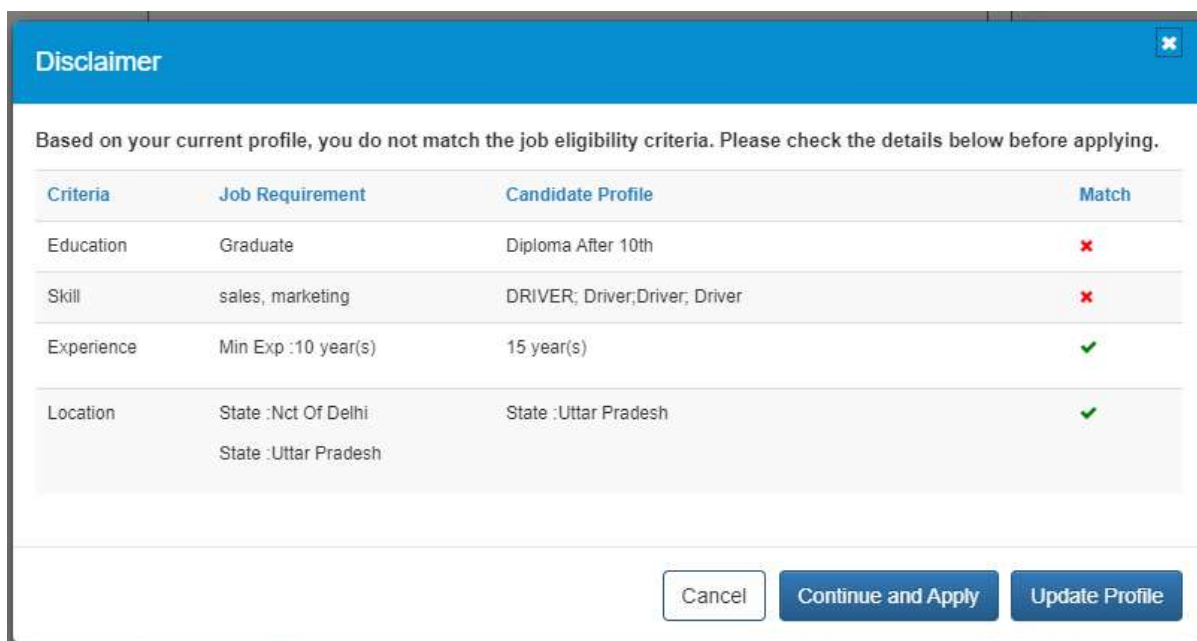
5. Click the **Read more...** link of a job, to view its details.
6. Click the **Apply** link of a job, to apply for it.

Note: For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education, Skill, Location, and Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.



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By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

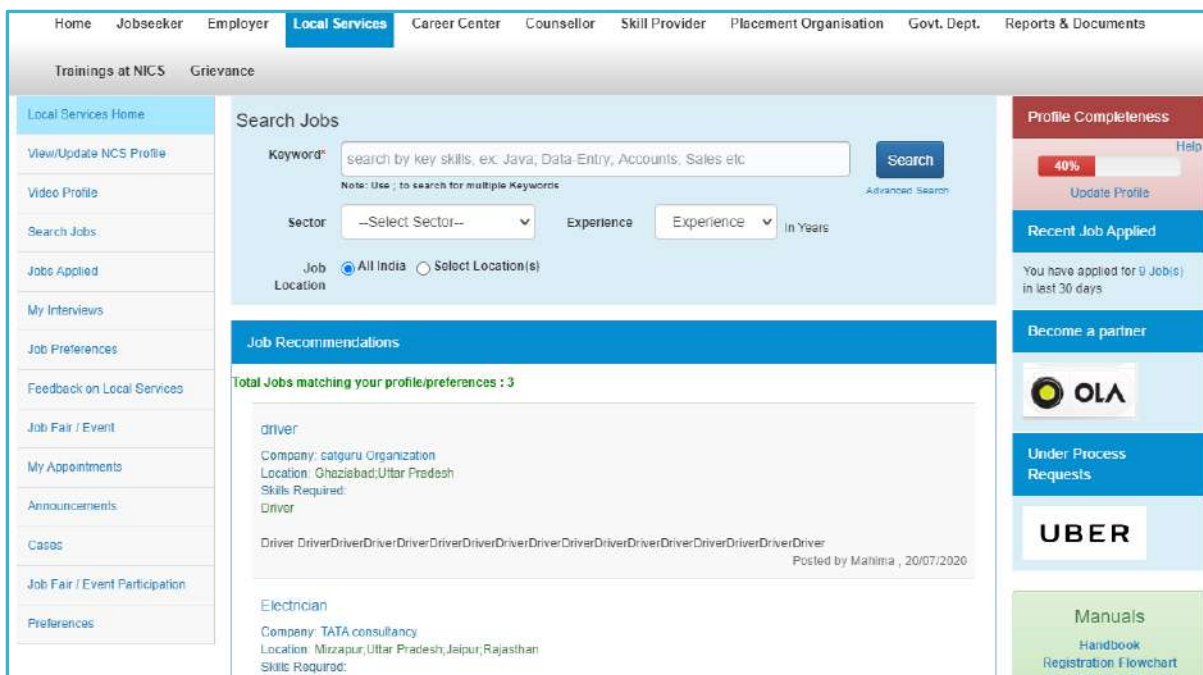
In this situation, you have the following three options:

- Click the **Cancel** button to close the pop-up and not apply for the job
- Click the **Continue and Apply** to apply for the job despite the eligibility mismatch
- Click the **Update Profile** button and update the profile before coming back to apply for the job

Note: The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if an NCS partner has posted the job or for posting that require the user to be redirected to an external website for completing the job application.

4.3 Register with Driver Partner

1. Click on **Local Services Home** from left panel. This displays the local services home screen.



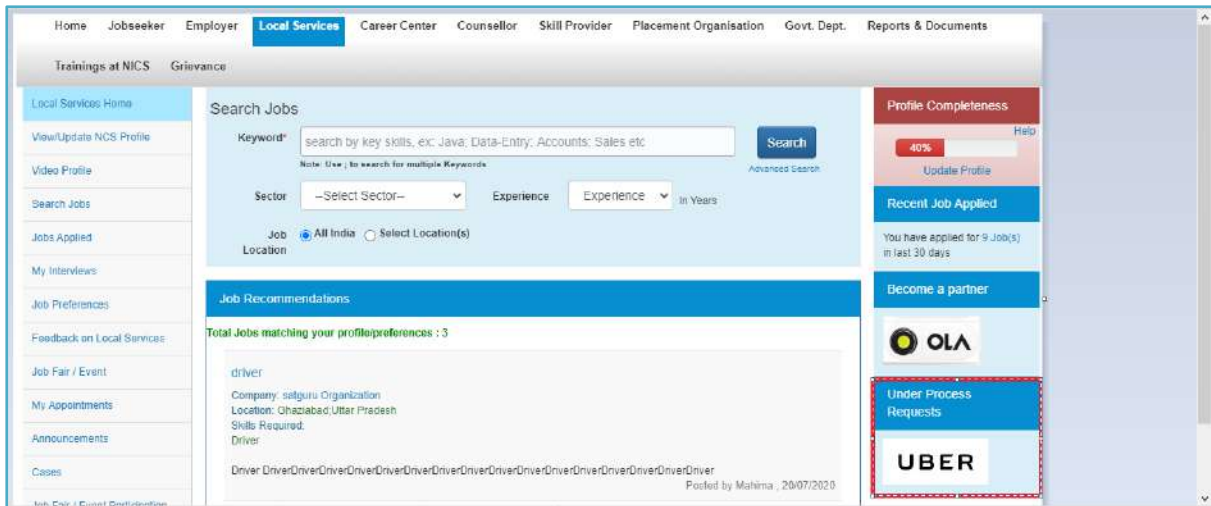
2. Click on **Become a partner Logo** link. This displays the Questionnaire with registration pop-up.

The screenshot shows a 'Questionnaire' pop-up window with a blue header and a close button (X) in the top right corner. The form contains five questions, each with two radio button options: 'Yes' and 'No'. The questions are:

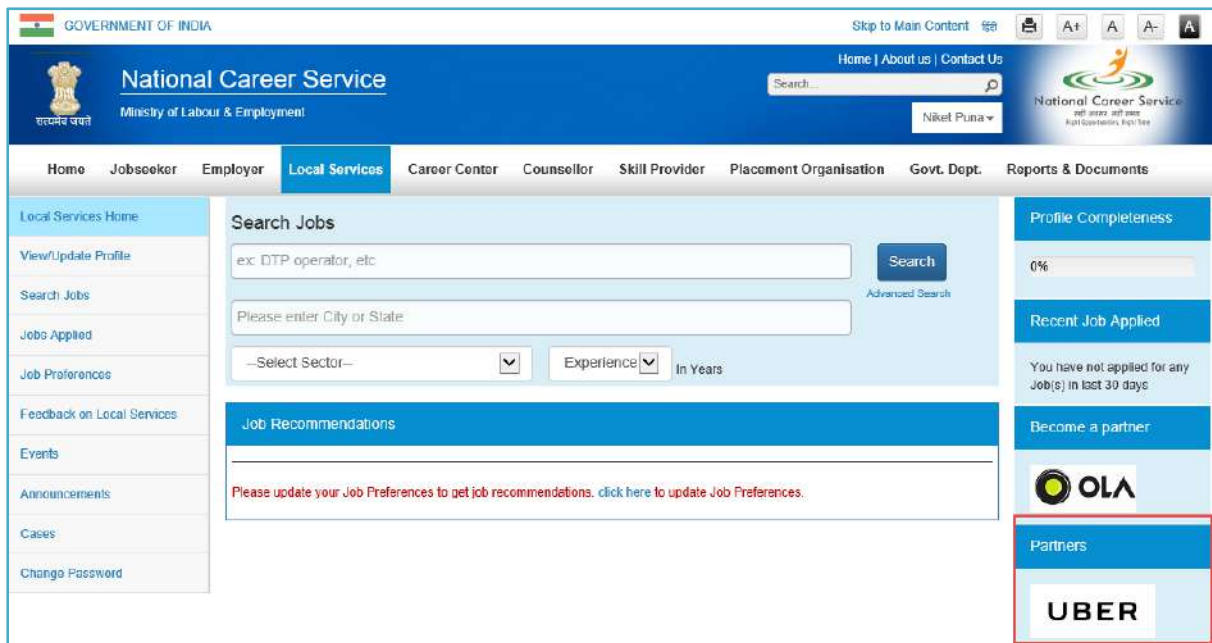
- Do you know how to drive? Yes No
- Do you have a commercial license? Yes No
- Do you own a car? Yes No
- Do you want to buy a car? Yes No
- Do you want to drive for someone else? Yes No

 At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'.

3. Select the desired radio button.
4. Click on **Submit** button. Your registration request has been sent for approval. And Partner's Logo will come under "Under Process request" head.



- Once “Become a Partner” request is approved from Driver Partner approver, “Partner’s Logo” will appear under “Partners” head on LSP home page.



4.4 Job Description page:

User can navigate to the Job Description page by clicking on the Job Name or the Read more... link on Jobs Search result page. The Job Details screen (for LSP user profile) will open on a separate tab and display all jobseeker specific information that is related to the job. In addition, the Job Details screen is printable.

Direct Job Postings on NCS Job Postings by NCS Partners

Sort: Freshness ▼

Software Developer is needed

Apply

Company: DGETEmp (Registered with DGETEmp)

Location: Not Specified

Salary: Not Specified

Skill Required:

JAVA

Job Description:

Software Developer Software Developer Software Developer Software Developer Software Developer Software Developer Software Developer Software Developer

[Read more...](#)

Posted On 15/9/2017

Nevertheless, the page that is printed from this screen would show the NCS banner on it. In addition, when the user clicks on an external link that point to a Government job, the portal will display a corresponding disclaimer that is different from the disclaimer text that appears when the user clicks an external link for any non-Government job.

Job Details

JOB ID: 12155-141033387 | Salary: 10000 - 20000 (E) | Number of Opening: 3 | Posted On: 13/02/2017 Apply

Company Name:	Atcock & Potts	Job Title:	Manager
Organisation Type:	Private	Sector:	Professional, Scientific And Technical Activities
Functional Area:	Oil, Gas & Energy	Functional Role:	Others
Job Description:	Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing		

Required Qualifications

Minimum qualifications required:
Graduate

Additional Information

Total Experience (in years):	0 - 14	Relevant Experience (in years):	2 - 5
Location:	Any/No	Key Skills:	A LICENSED DRIVER, DRIVER, A LICENSED DRIVER, BIKER OR
Nature of job:	Internship		
Salary:	10000 - 20000	Salary/Wage Type:	MONTHLY
Last date to apply:	02/09/2017 12:00:00 AM	Shift Type:	Day
Available to Job in (in Days):	0		
Gender Preference:	Male	Marital Status:	Married
Caste:	ST,GEN		
Ex-Serviceman:	No	Number of Vacancies:	3
Is the job for differently abled (PwD) ?	No		

Age/Date of Birth Preference

JA On Date:	02/15/2017 12:00:00 AM		
Age Preferences (in Years):	Min:	15	Max: 25
Date of Birth preference:	From:	02/15/1996 12:30:00 AM	To: 02/15/2001 12:00:00 AM

Apply Print

As per this, the Page Title (Browser Title) of the Job Details screen will display the Job NCS ID. The Page Title will also display the time stamp when the Job Details screen is opened. Further, the Job Details screen will display the following fields only if the user has entered some value in them:

- Job Title
- Organization Type
- Sector
- Functional Area
- Functional Role
- Job Description

Required Information Section

- Minimum Qualification
- Qualification requirements

Note: The Minimum Qualification field will display the text “Not Specified” if a NCS partner had posted the said job and they had left the field blank during the job creation procedure.

Additional Information Section

- Total Experience
- Relevant Experience
- Location
- Key skills
- Nature of Job
- Salary
- Salary/Wage Type

Note: The organization that posted the job can mention the salary or wage type as one of these: daily, weekly, monthly or yearly, at the time of creating the job post. The same is displayed here on the Job Description screen. However, the Job Search Results screen displays the salary or wage type on an annual (per annum) basis. For example: if the salary or wage type is monthly and the salary being offered for a job is Rs.6,000 – Rs.8,000 (here on the Job Description screen) the salary range displayed on the Job Search Results screen will be Rs.72,000 – Rs.96,000 (per annum).

- Expiring On (will be displayed as “Last Date to apply”)
- Available to join in days
- Gender Preference
- Marital Status
- Caste
- Ex-Serviceman (information will display if field is checked)
- Number of Vacancies
- Is the job for Differently Abled? (Information will display if value is “Yes”)

Age/Date of Birth Preference Section (will display if mandatory check box is checked)

- A. In case, the Age Preference is selected: the content will display the full context either Minimum and Maximum options are selected together or any one of these options is selected. For example:

- i. If both Minimum and Maximum options are selected, message will be:
Age Preference: Age between 16-20 Years as on 1-Feb-2017
 - ii. If only the Minimum age option is selected, message will be:
Age Preference: More than or equal to 16 Years as on 1-Feb-2017
 - iii. If only the Maximum age option is selected, message will be:
Age Preference: Less than or equal to 20 Years as on 1-Feb-2017
- B. In case DOB Preference is selected (Date of Birth Preference 21/12/2000-21/12/1996): the content will display the full context either Minimum or Maximum DOB options are selected together or any one of these options is selected. For example:
- i. If both Minimum and Maximum options are selected, message will be:
DOB Preference: DOB between 21/12/2000 and 21/12/1996
 - ii. If only the Minimum DOB option is selected, message will be:
DOB Preference: More than or equal to 21/12/1996
 - iii. If only the Maximum DOB option is selected, message will be:
DOB Preference: Less than or equal 21/12/1996

Contact Details Section

- Person Name (if Display Contact Information in the Job Posting screen is checked)
- Phone Number (if provided and Display Contact Information in the Job Posting is checked)
- Mobile (if Display Contact Information in the Job Posting is checked)
- Email (if provided and Display Contact Information in the Job Posting is checked)

4.5 Jobs by Partners

The job search results can have two kinds of jobs:

- Direct Job Postings on NCS – Jobs posted on NCS portal
- Jobs Postings by NCS Partners – Jobs posted on NCS portal by partners

Jobs by partners can be identified by phrase “Powered By xxxx” in Company Name field.

Check **Job Postings by NCS Partners** check box and uncheck the **Direct Job Postings on NCS** check box to filter jobs in the search result that have been posted by NCS partners.

When user clicks on the “Apply button” on any of the “Jobs by partners”, the jobseeker will be navigated to the partner’s website to complete the remaining process of job application w.r.t partner’s website.

Jobs

Direct Job Postings on NCS **Job Postings by NCS Partners** Sort : Freshness ▼

Application Software Developer [Apply](#)

Company: Cassius Technologies Private Limited (on behalf of Freshersworld)

Location: Gurugram; Haryana; Faridabad; Ghaziabad; Uttar Pradesh; Kolkata; West Bengal; Mumbai; Maharashtra
 Salary: 360000 - 360000
 Skill Required:
 NA

Job Description:
 Job Description:
 Describe the job role in details with job responsibilities, skills, and other job descriptions. Do not include your contact details or walk-in info here. Job Description:
[Read more...](#) Describe the job role in details with job responsibilities, skills, and other job descriptions. Do not inclu...
 Posted On 12/12/2018

5. Search Jobs

This link allows you to search for jobs based on your specific requirements.

1. Click on **Search Jobs** link. The **Search Job** screen displays.

Search Job

Keyword
Note: Use ; to search for multiple Keywords


Job Location All India Select Location(s)


Expected Salary
Salary Type (in ₹)


Organisation Type

[Advanced Search ▼](#)

Other Recruitment Bodies


 INDIAN RAILWAYS


 PUBLIC ENTERPRISES SELECTION BOARD


 STAFF SELECTION COMMISSION

Note: The screen provides useful links to various other recruitment bodies.

2. Enter the required job criteria in the search fields. Use the **Advanced Search** link to expand the search panel (optional).

Search Job

Keyword

Note: Use ; to search for multiple Keywords

Job Location All India Select Location(s)

Expected Salary **Organisation Type**

Salary Type (in ₹)

Sector

Note: Use ctrl key and left click to select/unselect multiple sectors.
* Explanatory Note on Sectors

Functional Area

Functional Role

From Posted Date **To Posted Date**

Total Work Experience In Years **Job Nature**


Age (In years) **Highest Education Level**


Shift Timings **Gender**


Category General OBC Others SC ST **Ex-Servicemen preferred**

Disability Type **Partial Disability / Full Disability**

Bodies


 INDIAN RAILWAYS


 PUBLIC ENTERPRISES
SELECTION BOARD


 STAFF SELECTION
COMMISSION

Click the **Search** button to view search results in the Jobs section of the screen.

Job Search Results

Click the **Read more...** link of a job, to view its details.

Click the **Apply** link of a job, to apply for it.

Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

6. Jobs Applied

This link allows local service provider to view applied jobs.

1. Click on **Jobs Applied** link. The jobs applied screen displays.

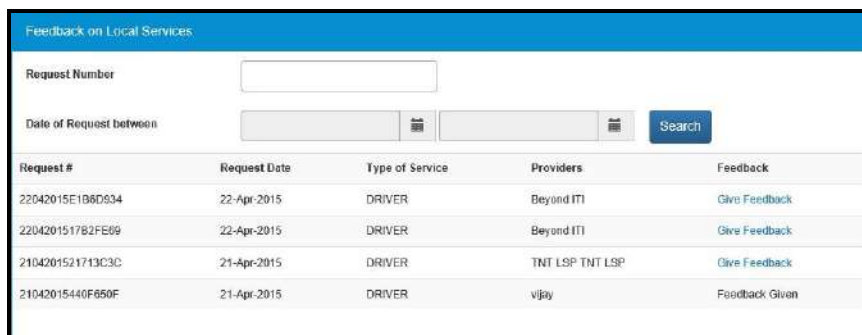
Click on **Job Title** link, to view applied job

Click on **Company Name** link, to view company details.

7. Feedback on Local Services

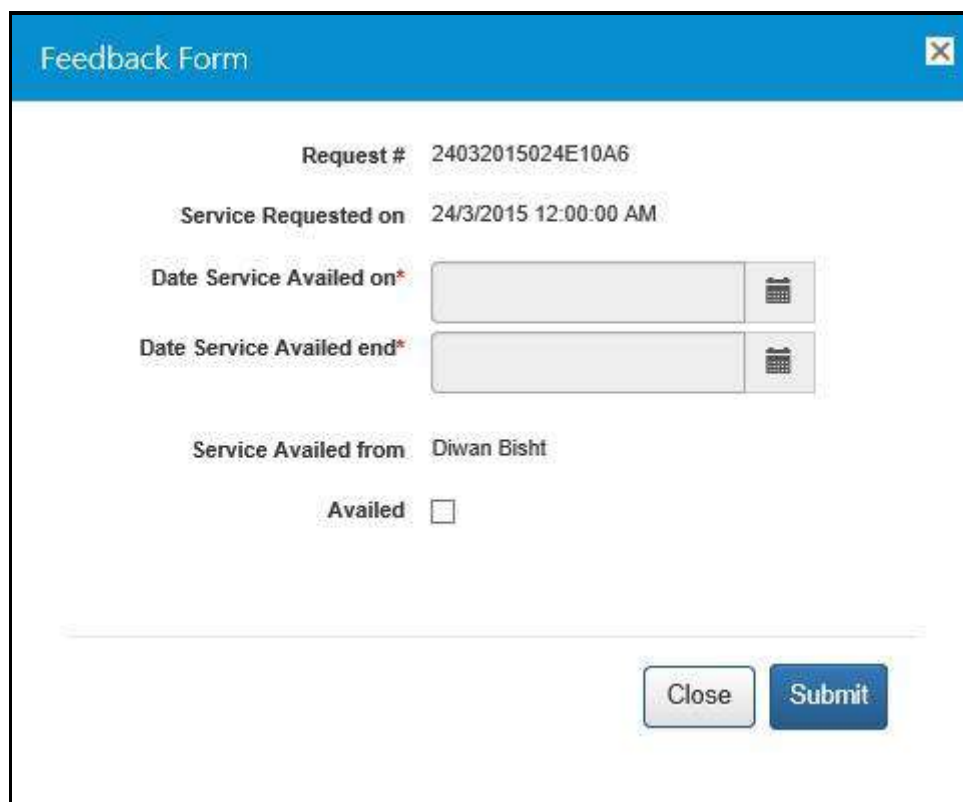
This link allows local service provider to give the feedback for availed services.

1. Click on **Feedback on Local Services** from left panel. The feedback on local services screen displays.



Request #	Request Date	Type of Service	Providers	Feedback
22042015E106D534	22-Apr-2015	DRIVER	Beyond ITI	Give Feedback
220420151782FE09	22-Apr-2015	DRIVER	Beyond ITI	Give Feedback
2104201521713C3C	21-Apr-2015	DRIVER	TNT LSP TNT LSP	Give Feedback
21042015440F850F	21-Apr-2015	DRIVER	vijay	Feedback Given

2. Click on **Give Feedback** link corresponding to request. The feedback pop-up displays.



3. Select the service availed start & end date from the calendar
4. Click on **Availed** check box to enable the feedback options.

Feedback Form

Request # 24032015024E10A6

Service Requested on 24/3/2015 12:00:00 AM

Date Service Aailed on* 23/02/2015

Date Service Aailed end* 10/03/2015

Service Aailed from: Diwan Bisht

Aailed

Very Satisfied

Satisfied

Average

Below Average

Unsatisfied

Very Unsatisfied

Close Submit

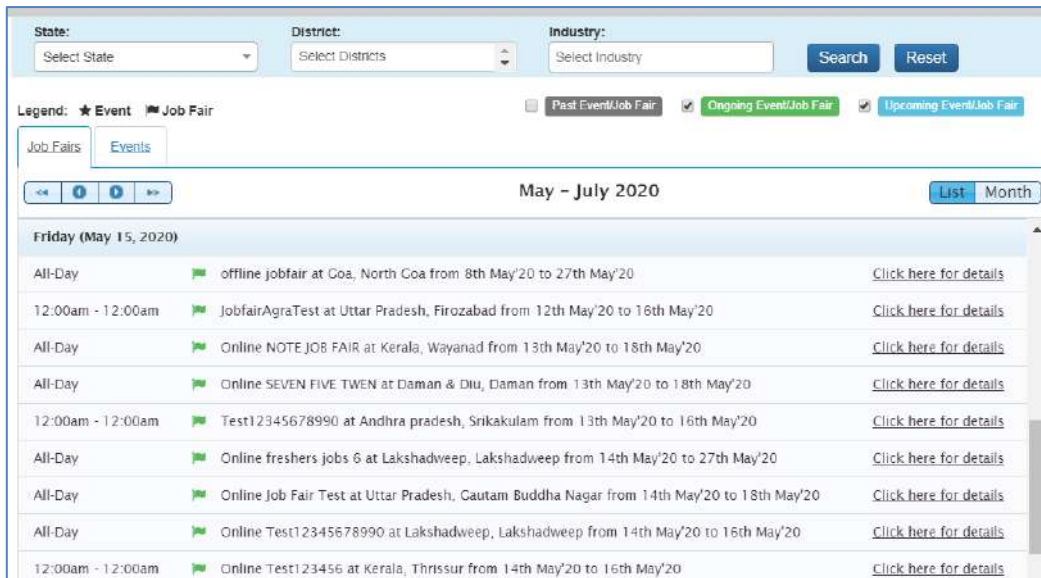
5. Click on desired radio button.
6. Click on **Submit** button.

8. Job Fairs and Events

This document describes how a jobseeker can search for upcoming online job fairs and events, on the NCS portal and then register to participate in them.

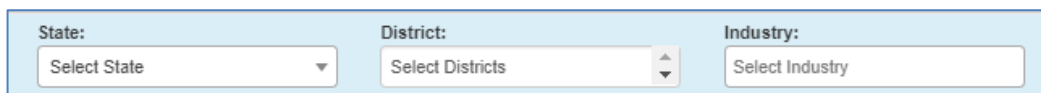
8.1 Search Job Fair/Event

1. Log into the NCS portal and then click the **Job Fair/Event** link from the left panel. The **Job Fair/Event** screen displays, that has a separate tab each for **Job Fairs** and **Events**.



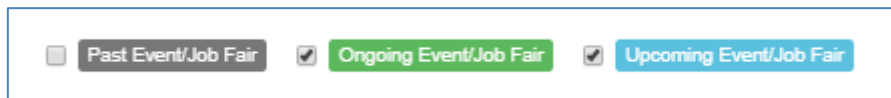
Job Fair/Event Screen

- The **Job Fair/Event** screen allows you to search for job fairs and events using the available search filters (**State, District, and Industry**).



Job Fair/Event Search Filters

- The **Job Fair/Event** screen also enables you to narrow down your search for job fairs and events on the basis of their availability (**Past, Ongoing, and Upcoming**). This can be done by selecting the relevant check box.



Event/Job Fair Availability Filters

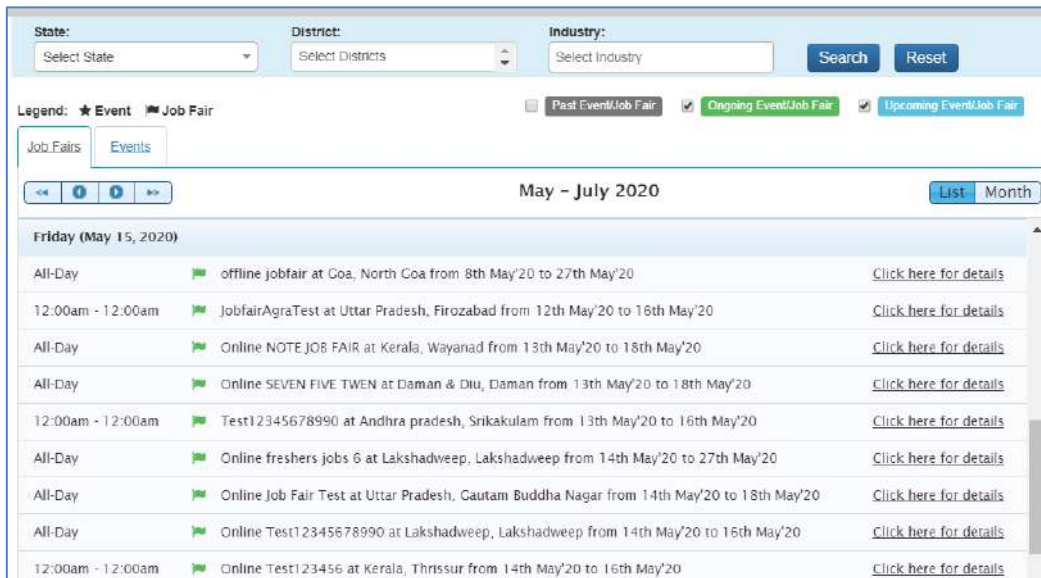
8.2 Search for Job Fairs

Follow these steps to search for job fairs:

- Ensure that the **Job Fairs** tab is selected on the **Job Fair/Event** screen.
- Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
- Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
- Click the **Search** button.
- The results display in **List** and **Month** formats:

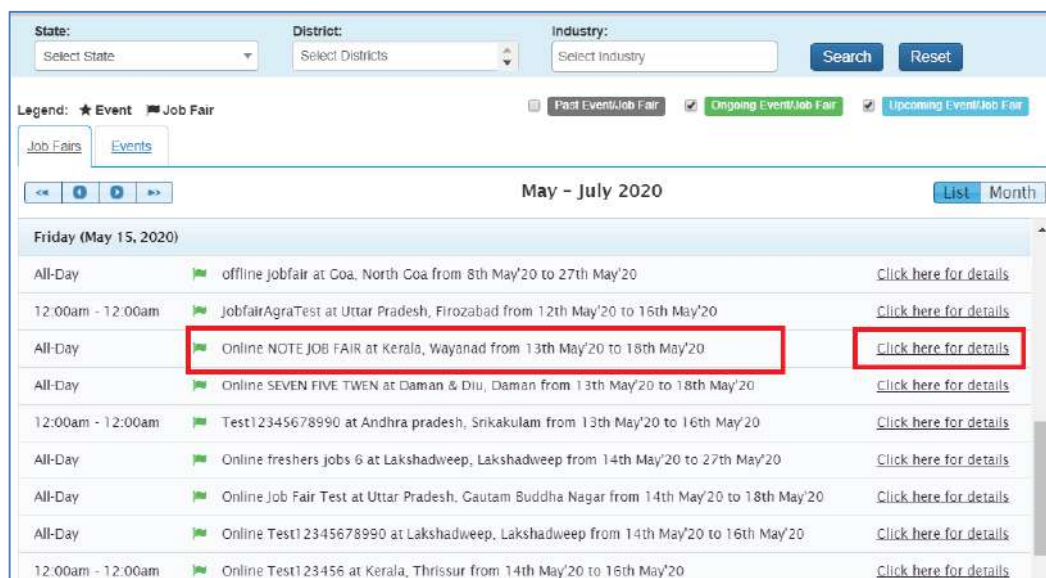
a. In List Format

- i. Results of job fairs that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).



Job Fair Result List

- ii. To view the details of a particular job fair you can either click the title of the job fair in the list or click the Click here for details link for that job fair listing.



Job Fair Title and Click here for details Link

- iii. The details of the selected job fair display on a pop-up.

Job Fair Details ✕

Job Fair ID: CMP-01692-V6D6V2

Job Fair Name: Online Test Job Fair on NCS Portal from 26th Jul'20 to 8th Aug'20

Organised By: Career center, Chandigarh, Chandigarh

Job Fair Venue: In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.

Employer Participation Date/Time: 23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM

Job Seeker Participation Date/Time: 26th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM

Job Fair Description: this is a Job fair this is a Job fair this is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fair

Proceed
Close

Job Fair Details Pop-up

b. In Month Format

- i. To view your search results in calendar format, click the Month button. The calendar that appears, displays job fair search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.

State: **District:** **Industry:**

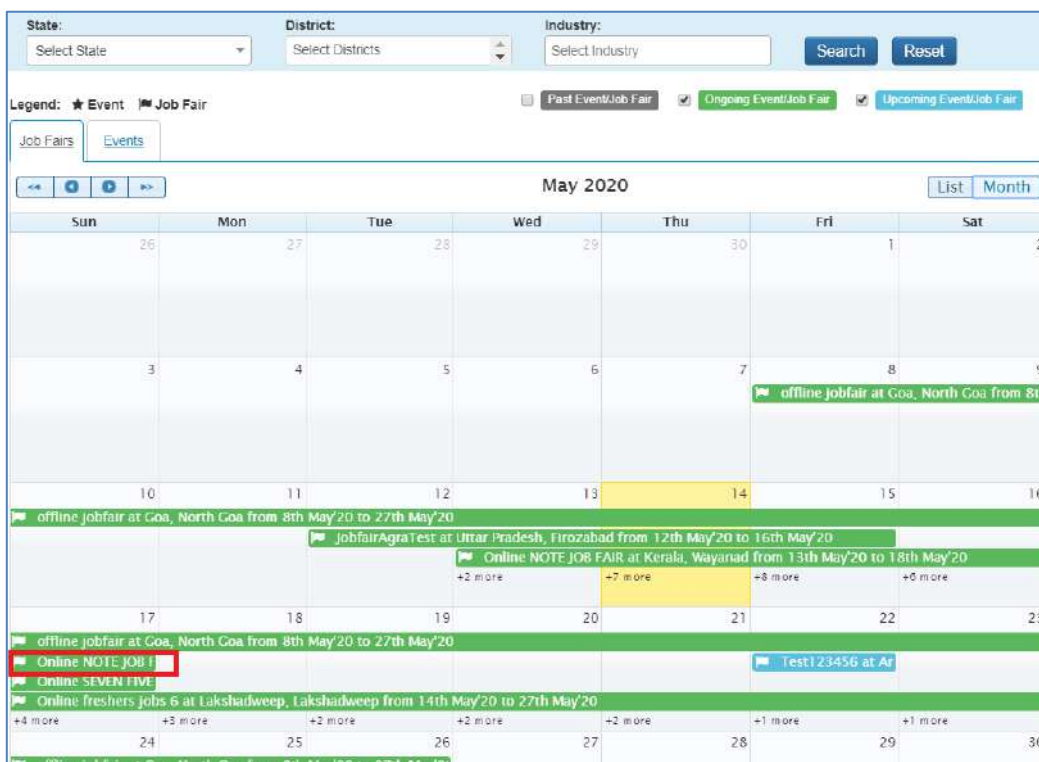
Legend: ★ Event 📅 Job Fair Past Event/Job Fair Ongoing Event/Job Fair Upcoming Event/Job Fair

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8 offline jobfair at Goa, North Goa from 8th	9
10	11	12	13	14	15	16
offline jobfair at Coa, North Coa from 8th May'20 to 27th May'20						
JobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20						
Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20						
+2 more		+7 more		+8 more		+6 more
17	18	19	20	21	22	23
offline jobfair at Coa, North Goa from 8th May'20 to 27th May'20						
Online NOTE JOB FAIR						
Online SEVEN FIVE						
Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20						
+4 more		+3 more		+2 more		+1 more
24	25	26	27	28	29	30
offline jobfair at Coa, North Goa from 8th May'20 to 27th May'20						
Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th						

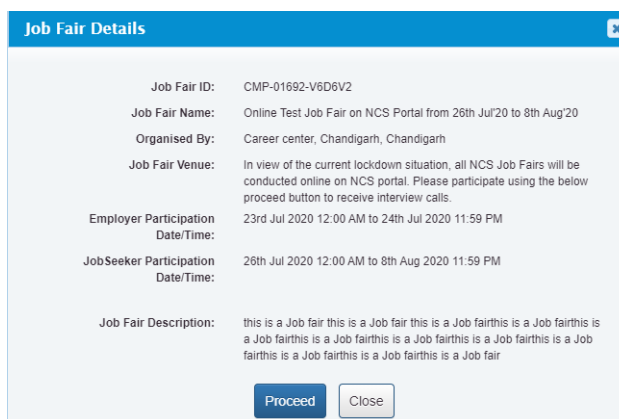
Job Fair Result Calendar

- ii. To view the details of a particular job fair click the title of that job fair on the calendar.



Job Fair Title

- iii. The details of the selected job fair display on a pop-up.



Job Fair Details Pop-up

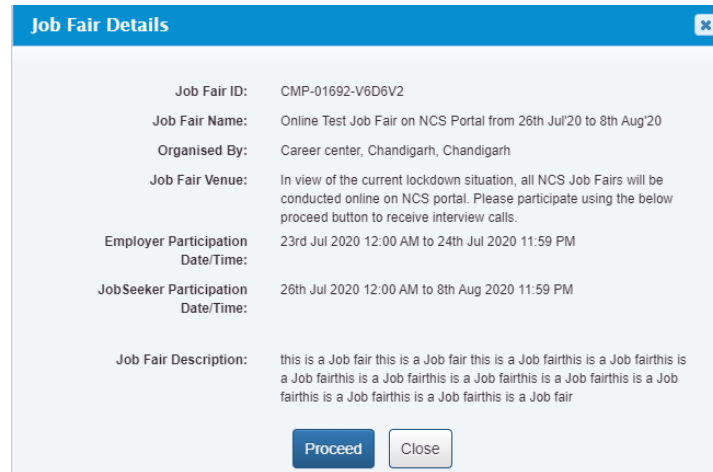
These Job-fairs are Online, so interested Jobseekers have to apply online only. Participating employers will screen the profiles of jobseekers who register in these Job-fairs and will conduct interviews through skype or telephone.

8.3 Job Fair Participation

In order to participate in a job-fair, begin by searching for the required job fair and view its details on pop-up window (For more details refer to the previous pages).

Follow these steps to participate in a particular job fair:

1. Ensure that the pop-up displaying details of the job fair you want to participate in is open.



Job Fair Details Pop-up

2. Next, click the **Proceed** button. The **Job Fair Pre-registration** screen displays.

The page is divided into three sections, **Personal Info**, **More About Yourself** and **Job Fair Details**. The **Personal Info** section contains your basic information and contact details. The **More About Yourself** section displays your educational and employment details. The **Job Fair Details** section has information of the job fair you have selected to participate in.



Job Fair Pre-Registration Screen

3. Click the **Personal Info** section to expand it and view its contents. Make changes to editable fields (if required). Fields that you cannot edit in this section can be modified by updating your profile.

Note: The **Download Job Fair Details** enables you to download details of the selected job fair on your system as a PDF for future reference.

Back to Calendar Download Job Fair Details

1. Personal Info

First Name* <input type="text" value="Abhishek"/>	Middle Name <input type="text"/>
Last Name <input type="text" value="D"/>	
Gender* <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Date of Birth* <input type="text" value="06/02/1980"/> <input type="calendar"/>
Guardian/Father's Name* <input type="text" value="RK"/>	Highest Education Level* <input type="text" value="12th"/>
State* <input type="text" value="Bihar"/>	District* <input type="text" value="Bhojpur"/>
Email ID <input type="text" value="abhishek.d@npsc.gov.in"/>	Mobile Number* <input type="text" value="+91 9952289318"/>

[Next](#)

2. More About Yourself

3. Job Fair Details

Job Fair Pre-Registration Screen: Personal Info Section

- Click the **Next** button to open the **More About Yourself** section. This particular section displays specific data (**Academic Qualification** and **Work Experience**) as per your existing profile on the NCS portal. Click the **+Add More** button to add information pertaining to your academic qualification and professional experience (if required).

Back to Calendar Download Job Fair Details

1. Personal Info

2. More About Yourself

Academic Qualification

Education & Training	HSC (12th Class) [Science]	Year of Passing	May 2008
Board/University	ANNAMALAI UNIVERSITY, CHIDAMBARA M	Institute	PIMG

[+ Add More](#)

Work Experience

Employer Name	TATA AIG INSURANCE,	Sector	Education
Designation	Manager	Duration	1/2/1980 - 31/12/2017

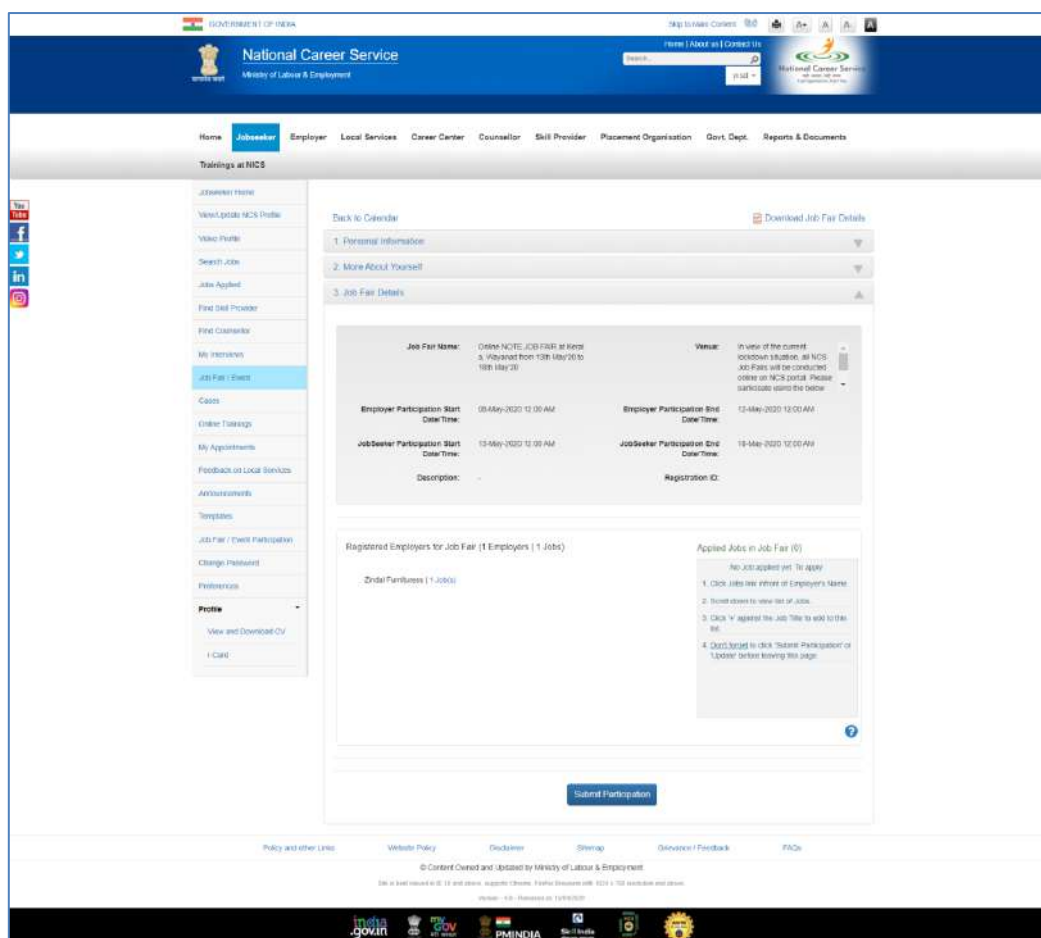
[+ Add More](#)

[Next](#)

3. Job Fair Details

Job Fair Pre-Registration Screen: More About Yourself Section

- Click the **Next** button to display the third section, that is, the **Job Fair Details** section. This section displays information about the job fair you would be participating in. You can participate in the Job Fair anytime between the given Jobseeker Participation Start Date/Time and End Date/Time.

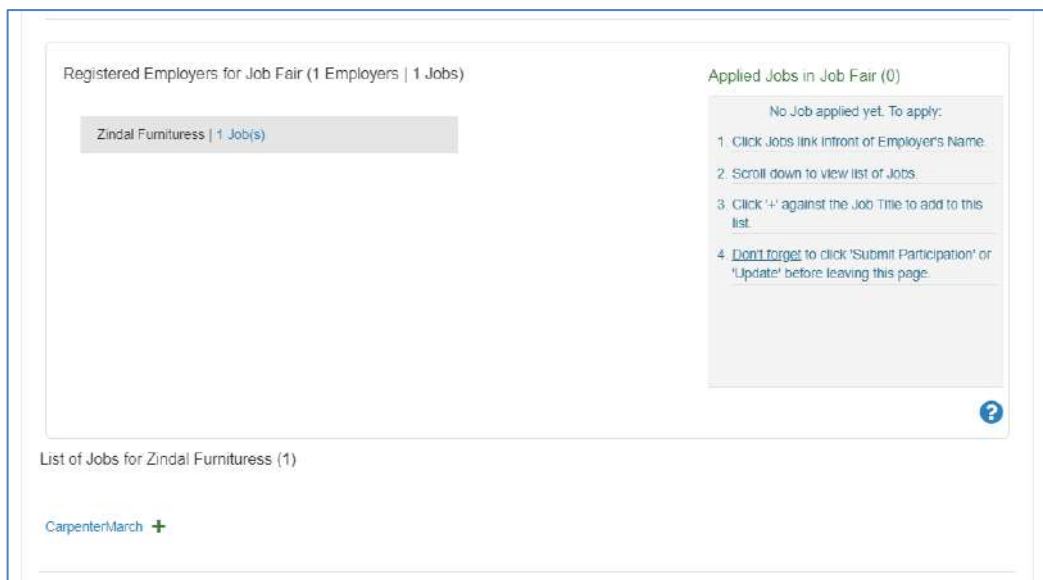


Job Fair Pre-Registration Screen: Job Fair Details Section

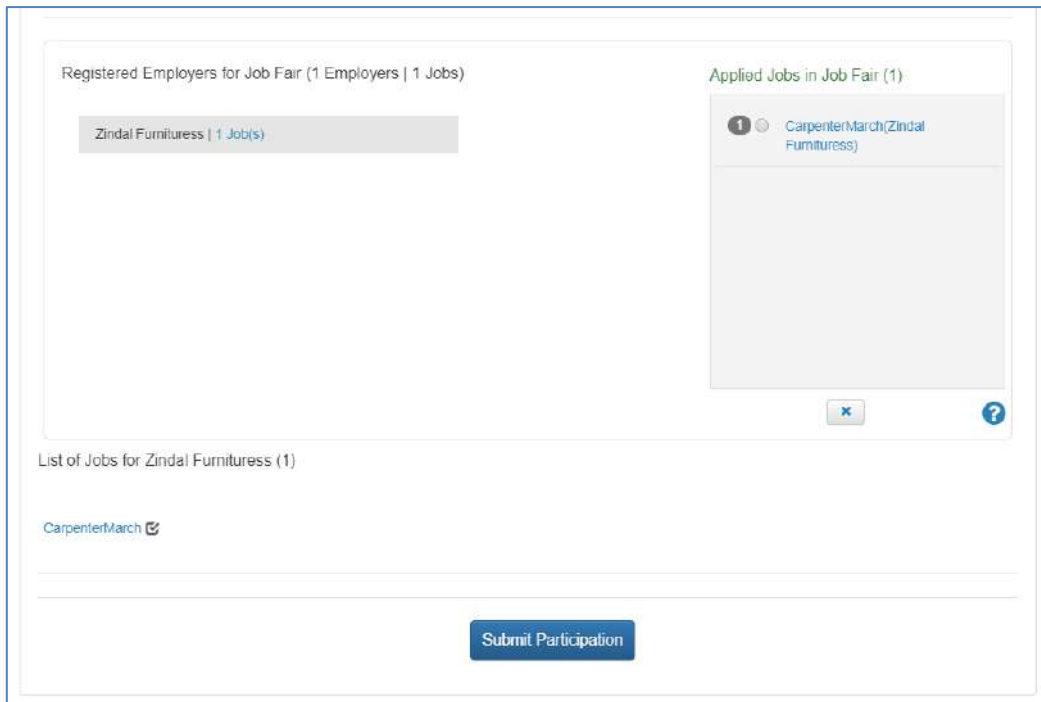
- Apart from job fair details this section also displays the number of employers who have registered themselves for the said job fair along with the jobs they are offering during the said fair.
- To participate in the Job Fair, you need to apply to Jobs. For this purpose, review the participating employers and the jobs posted by them. Select the job(s) you are interested in. The job(s) you select get listed under the **Applied Jobs in Job Fair** label.



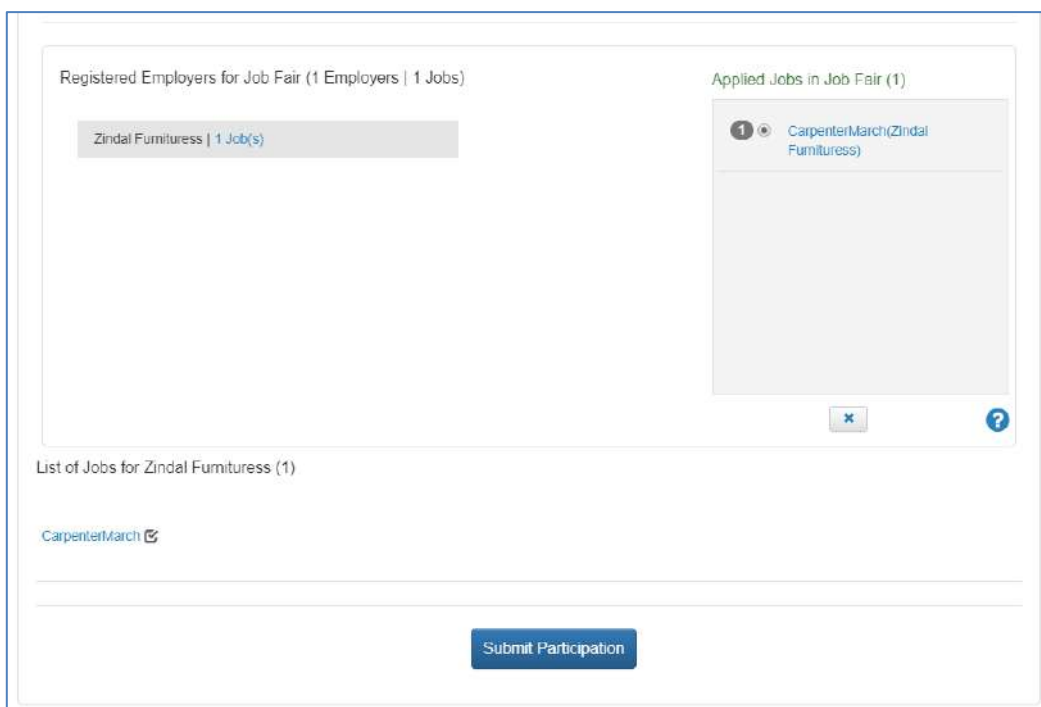
- To add job to **Applied Jobs list**, click on the employer name and then click on the + icon against the job you are interested in.



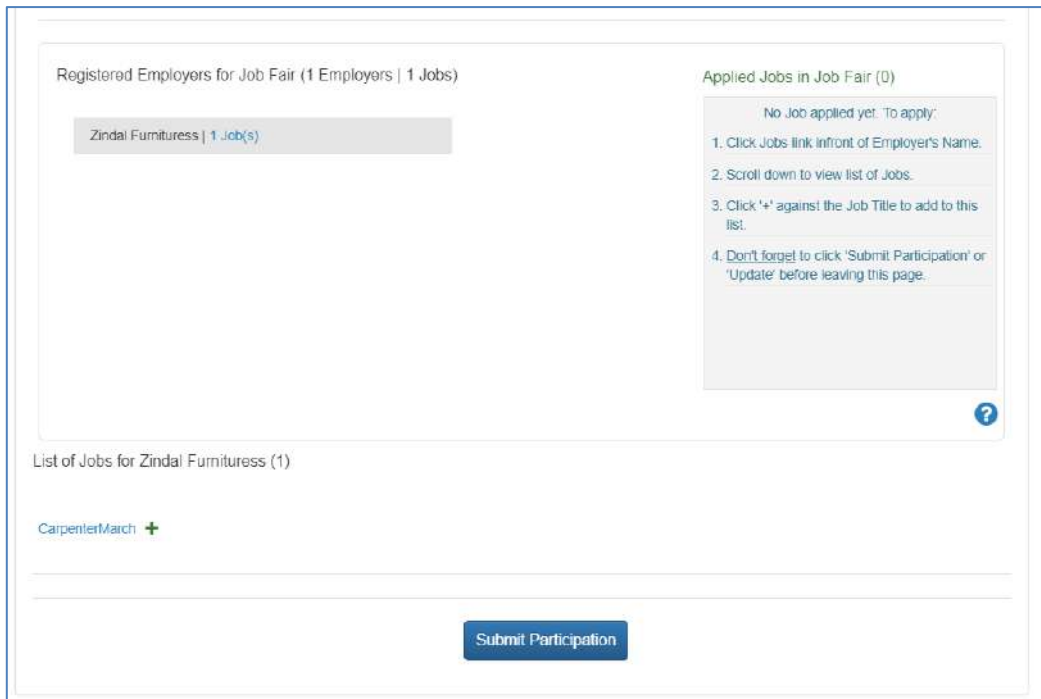
- Selected job will get added to the list of **Applied Jobs in Job Fair**.



10. To delete the added job from **Applied Jobs in Job Fair** list, select the job that you want to delete and click on the 'x' button below this section.



11. Selected Job will get deleted from the **Applied Jobs in Job Fair** list and it can be added again by clicking on '+' button.



12. Click on the **Submit Participation** button to participate in the selected job fair.



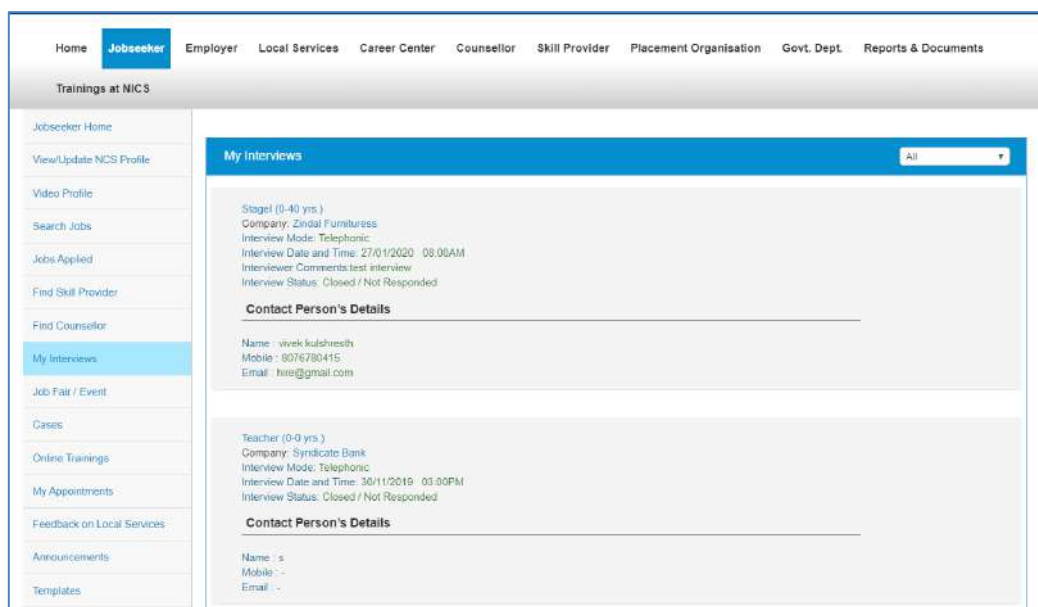
Note: You will not be able to participate in an online job fair unless you select at least one job from that particular job fair.

13. After submitting participation in a said job fair, a Jobseeker can update i.e. add or delete jobs etc., in the said Job fair by clicking on Update button.

Note: You can, only apply for a limited number of jobs in a particular job fair. The number of jobs you can apply to, in a job fair, is controlled by the job fair manager. You can also withdraw from the jobs you have already applied.

8.4 Invitation from Employer after Submitting Participation in Job Fair

After the Jobseeker submits his participation in Online Job fair/Event through Portal, employer will receive the jobseeker details. Employer will then screen the Jobseekers' profile and will send invitations to shortlisted candidates/jobseekers for further discussion. Jobseeker will receive the notification in Email and SMS from NCS about the invitation. Jobseeker can also check the invitations in "My Interviews" section of his NCS account, where he can also view employer's contact details and can respond on the invitations accordingly.



8.5 Search for Events

Follow these steps to search for events:

1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.
2. Define search filter criteria (**State, District, and Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
4. Click the **Search** button.
5. The results display in **List** and **Month** formats:
 - a. **In List Format**

- i. Results of events that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

Day	Time	Event Title	Location	Duration	Action
Friday (May 1, 2020)	12:00am - 12:00am	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Saturday (May 2, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Sunday (May 3, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Monday (May 4, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Tuesday (May 5, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Wednesday (May 6, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Thursday (May 7, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Friday (May 8, 2020)					

Event Result List

- ii. To view the details of a particular event you can either click the title of the event in the list or click the **Click here for details** link for that event listing.

Day	Time	Event Title	Location	Duration	Action
Friday (May 1, 2020)	12:00am - 12:00am	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Saturday (May 2, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Sunday (May 3, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Monday (May 4, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details
Tuesday (May 5, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Andhra Pradesh, Chittoor	1st May'20 to 31st May'20	Click here for details

Event Title and Click here for details Link

- iii. The details of the selected event display on a pop-up.

Event Details ✕

Event ID: EVT-710

Event Name: Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20

Event Venue: In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate using the below proceed button.

Registration Date/Time: 16th Apr 2020 1:04 PM to 30th Apr 2020 12:00 AM

Event Start Date/Time: 1st May 2020 12:00 AM

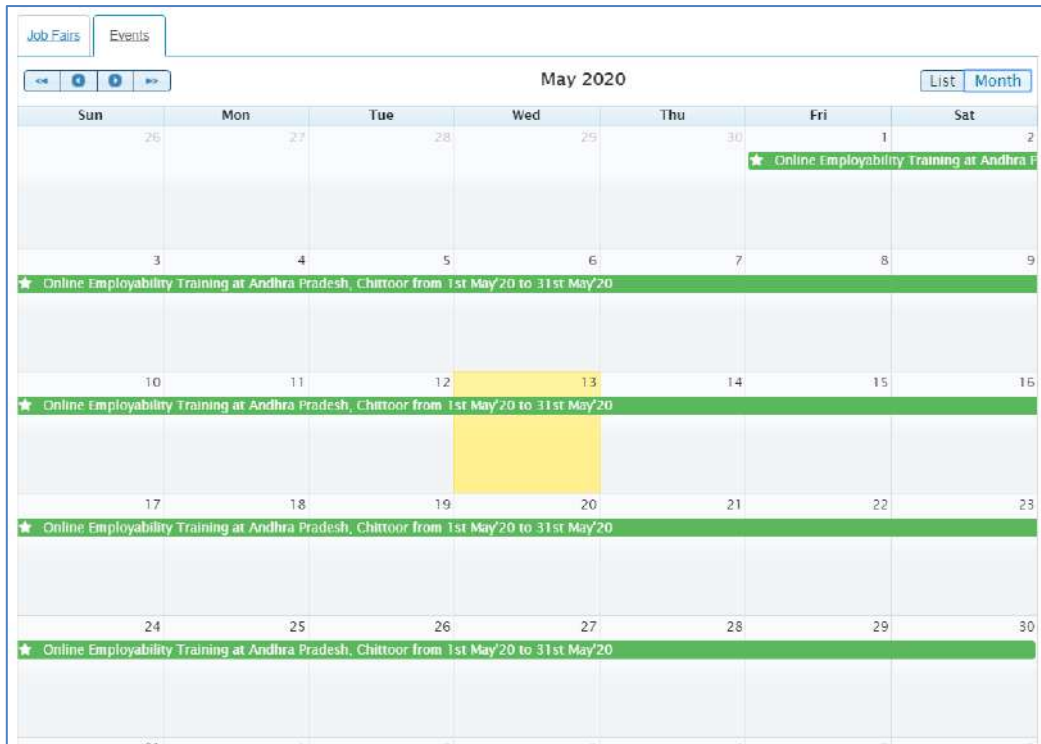
Event End Date/Time: 31st May 2020 12:00 AM

Event Description: MCC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with Tata Consultancy Services. for More details please follow the link: https://www.ncs.gov.in/Documents/Online_Employability_Training_TCS_AA_English.pdf.

Event Details Pop-up

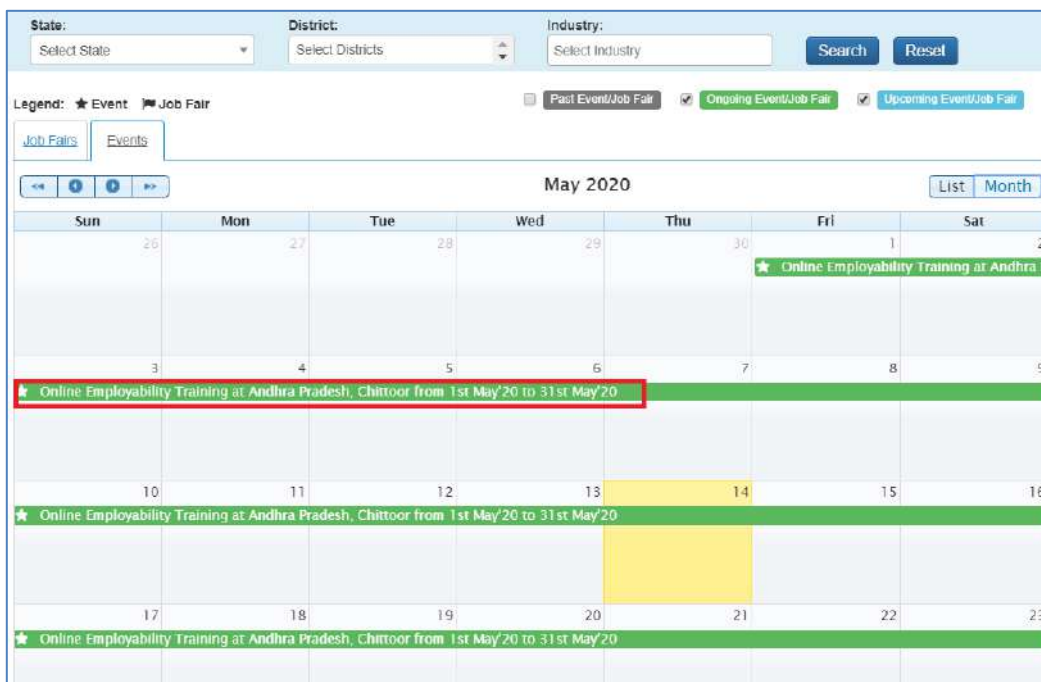
b. In Month Format

- i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays event search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



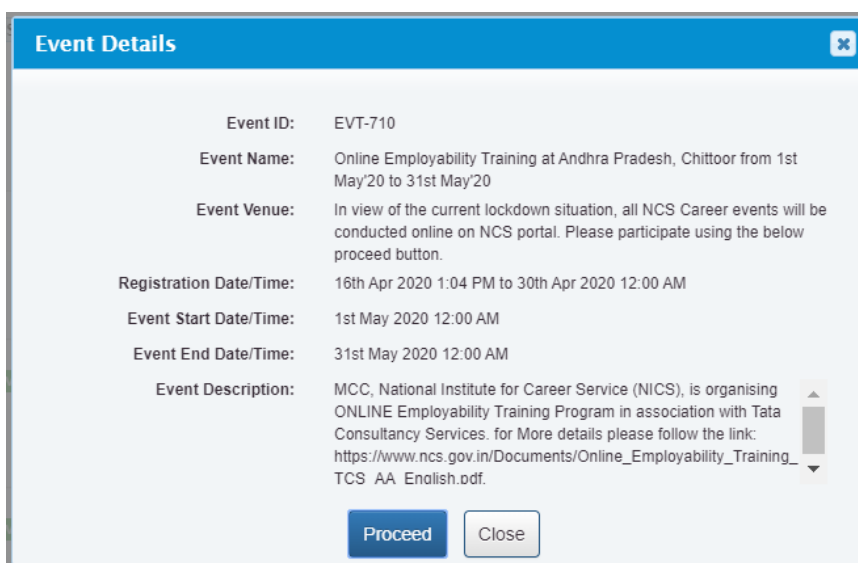
Event Result Calendar

- ii. To view the details of a particular event, click the title of that event on the calendar.



Job Fair Title

iii. The details of the selected event display on a pop-up.

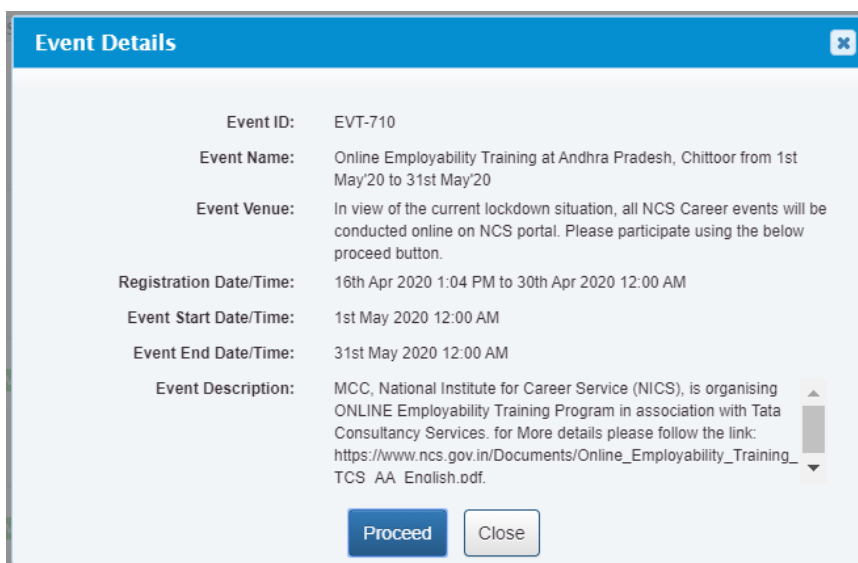


Event Details Pop-up

8.6 Participate in an Event

Follow these steps to participate in a particular event:

1. Ensure that the pop-up displaying details of the event you want to participate in is open.



Event Details Pop-up

2. Next, click the **Proceed** button. The **Event Pre-registration** screen displays.

Event	
Event Name:	Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20
Venue:	In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate
Registration Start Date/Time:	16-Apr-2020 1:04 PM
Registration End Date/Time:	30-Apr-2020 12:00 AM
Event Start Date/Time:	01-May-2020 12:00 AM
Event End Date/Time:	31-May-2020 12:00 AM
Description:	MCC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with
Event Type:	Conference

Event Pre-Registration Screen

3. Click the **Submit Participation** button.

9. Announcements

This link allows local service provider to view uploaded documents.

Click on **Announcements** from left panel. This displays the documents screen.

Type	Name
	Employer
	Abibi/CalculatePremium
	Analysis_abibi_request
	Branch_Master
	Copy of Mapping of Premium component_Final
	Customer_Foria_Lgit
	Estimates_Renewal

10. Grievance/Feedback

This link allows Local Service Provider to post any feedback/grievance, query, and request.



1. Click on **Grievance/Feedback** from the footer link. The following screen displays.

The 'Grievance Feedback' form contains the following fields and elements:

- Name ***: Text input field.
- Email ID ***: Text input field.
- Mobile Number ***: Text input field.
- State ***: Dropdown menu with '--Select--' selected.
- District ***: Dropdown menu with '--Select--' selected.
- Case Type: ***: Dropdown menu with '--Select--' selected.
- Stakeholder ***: Dropdown menu with a greyed-out selection.
- Case Category***: Dropdown menu with '--Select--' selected and an information icon (i).
- Case Sub Category***: Dropdown menu with '--Select--' selected and an information icon (i).
- Description ***: Large text area for providing details.
- Enter Security Code ***: Captcha field showing 'M 6 P 7 Q' and a 'Type Captcha:' sub-field with 'Type the text' and a refresh button.
- Submit**: A blue button at the bottom of the form.

2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select a state from the drop-down list

6. Select a district from the drop-down list
7. Select type of case from the drop-down list
8. Stakeholder (displays your profile type - this field cannot be edited)
9. Select case category from the drop-down list
10. Select sub category of the case from the drop-down list
11. Enter the description for the case
12. Review the security image and enter the displayed text
13. Click on **Submit** button.
14. Click on Help tool tip to know about the “Case category” and “Case Sub Category” types.

Stakeholder *

Case Category *

Case Sub Category *

Help

Please select Case Category.

11. Grievance/Feedback

This link allows Local Service provider to view registered cases status. And “Give Feedback” link Facilitate end user to provide the feedback on resolved/closed cases, registered at Call Center. User can provide the feedback by clicking on “Give Feedback” Link in front of each resolved/closed case.

Cases								
Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback
CAS-118044-B0P2M2	Unable to find data	Unable to Search Jobs	asdfsafsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback

Once user clicks on “Give Feedback” link, Feedback pop up will open with “Cancel” and “Submit” buttons.

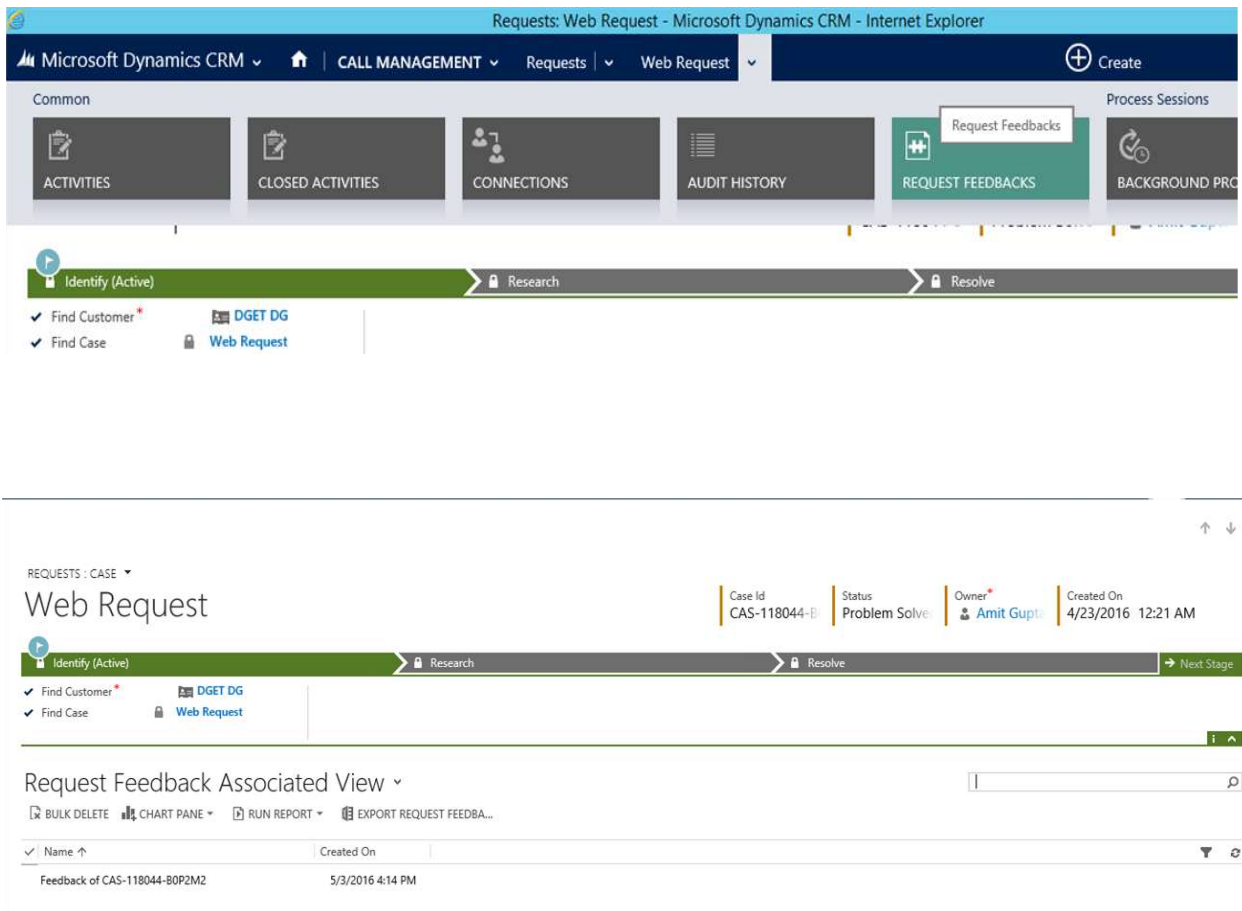
Feedback

Feedback*

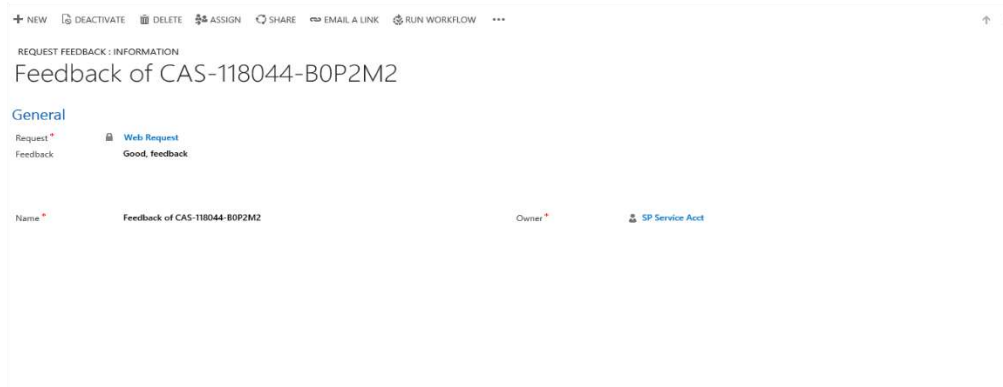
Good, feedback|

Maximum 500 Characters are Allowed in Description.

Feedback provided by end user will be displayed on “Requested Feedback Associated View” page in CRM.

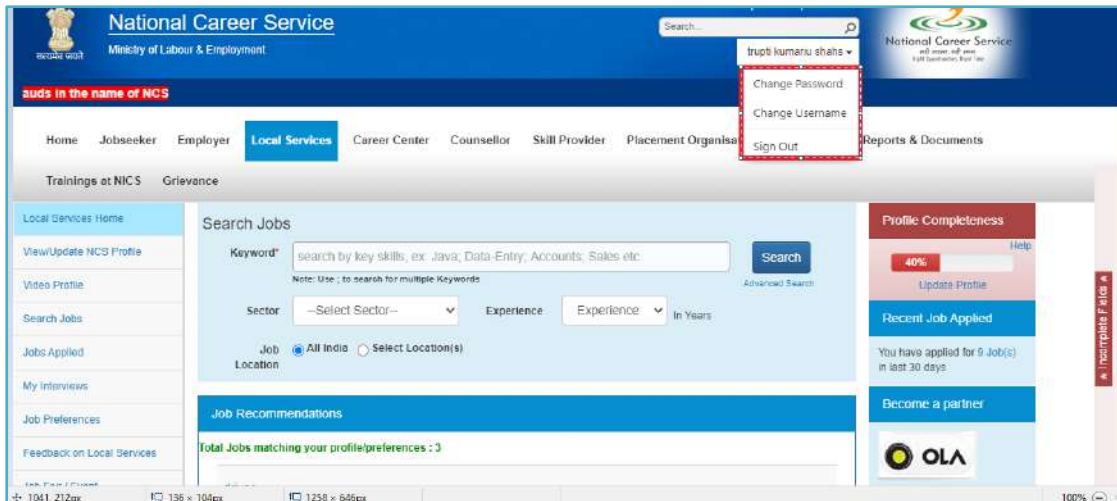


Feedback Page:



12. Change Password

The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.



1. Click on **Change Password** from Sign-Out menu. The change password screen displays.

2. Enter old password
3. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
4. Retype the same password for confirmation
5. Enter Security Code as shown in figure
6. Click on **Change Password** button to update the password

13. Insufficient Password History Enforcement

You cannot use your last 3 passwords to reset your new password using the Forgot Password or Change Password features. In such case the portal will display a validation message that “New password cannot be same as last 3 passwords.”

Change Password

New password cannot be same as last 3 passwords.

* mandatory

Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it.

Old Password*

New Password*

Confirm New Password*

Enter Security Code*

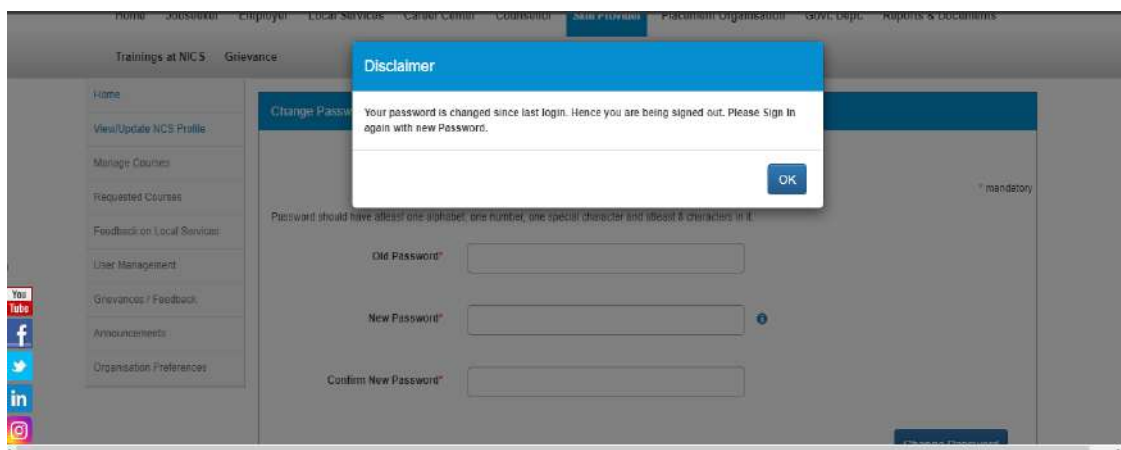
R K X B 6

Type Captcha:
Type the text.

Change Password

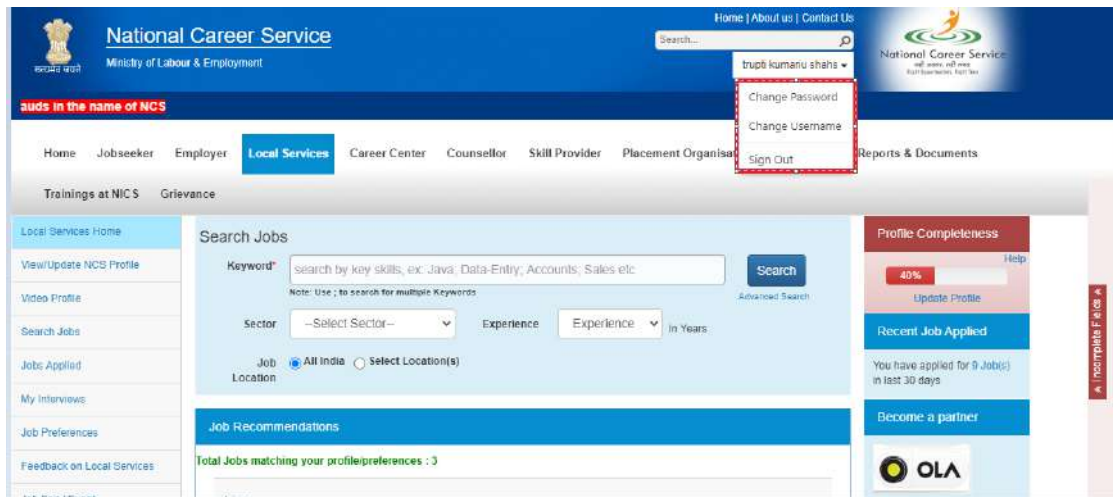
14. User will Logout After Password Change

Now when you change the password, a pop-up will appear displaying the message: “Your password is changed since last login. Hence you are being signed out. Please Sign In again with new Password.” and the system will automatically log you out after 10 seconds.



15. Change Username

The link “Change Username” is provided in the “Sign-out” menu and this allows user to change the Username for the NCS portal.



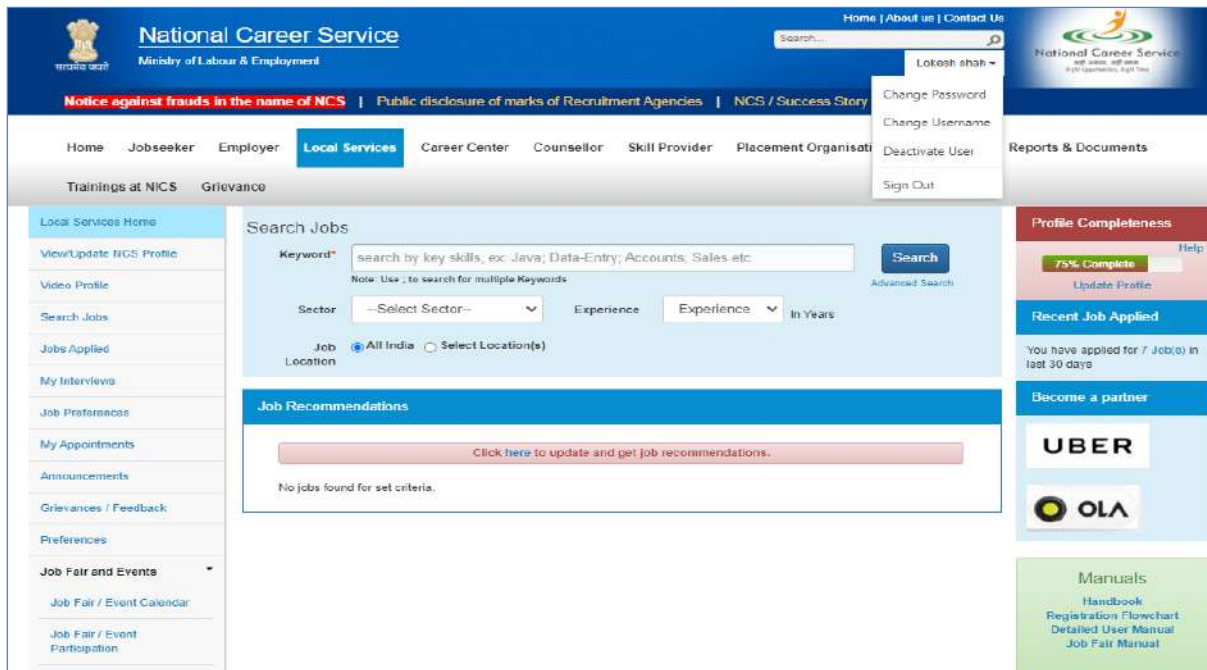
1. Click the **Change Username** option from the Sign-Out menu. The **Change Username** screen displays.

2. Enter new Username
3. Click “Check User ID” button to check whether this User ID is available or not to use
4. Enter Security Code as shown in the displayed image
5. Click Generate OTP button
6. An OTP will be generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username is now changed

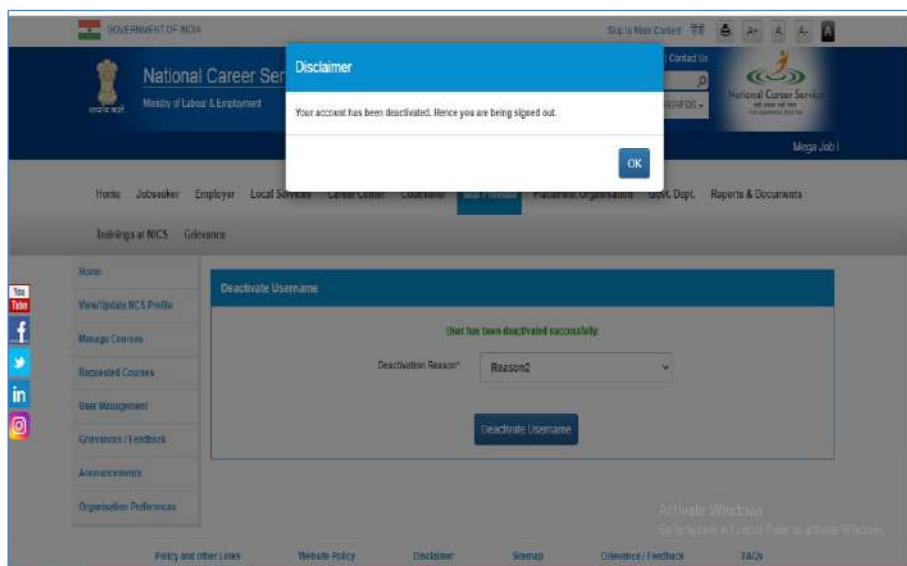
16. Deactivate User

User can now deactivate themselves from the NCS portal. As soon as a user deactivates themselves from the portal, they will be unregistered from the portal. User will be asked to enter the OTP they receive and provide the reason for their deactivation.

1. Select **Deactivate User** from **Sign Out** menu



2. Enter **Username** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal



17. Reactivate Account

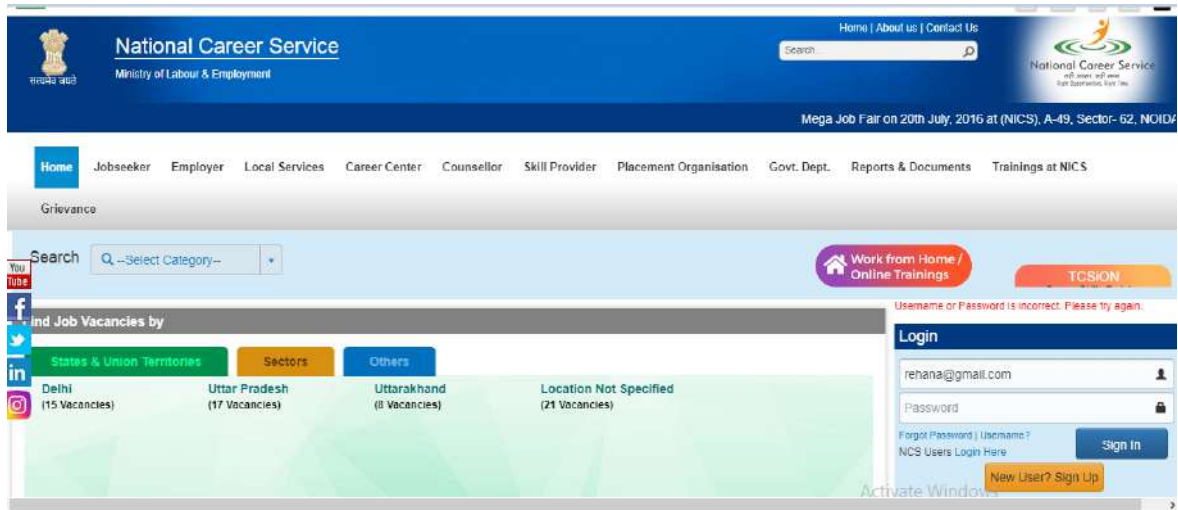
NCS users can now reactivate themselves once they are deactivated from the NCS Portal. A functionality to reactivate an account is available on the home page.

1. Click the **Reactivate Account** link that displays below the **Login** control

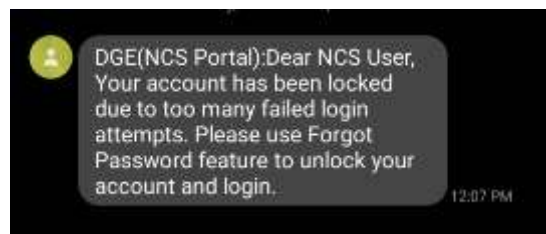
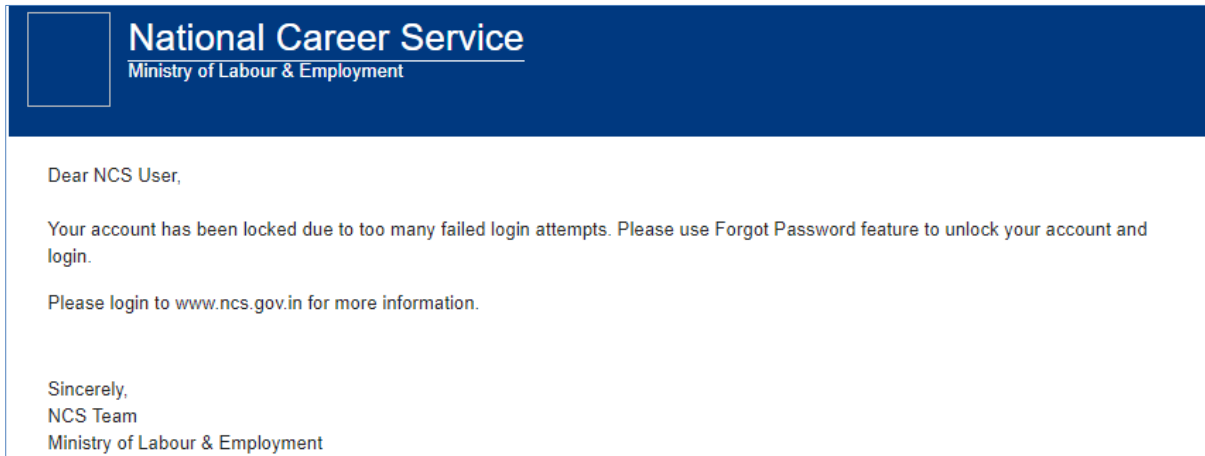
2. Select **Local Service Provider** from the “I am” drop-down list
3. Enter **First Name**
4. Enter **Date of Birth**
5. Enter **Mobile Number**
6. Enter **Security Code**
7. Click **Generate OTP**
8. Enter OTP and click **Submit OTP**
9. A message is sent with new Username and Password on registered mobile number of the user

18. Validation Message on Incorrect Username/Password

On entering incorrect User Name or Password, you will get a validation message that reads: “Username or Password is incorrect. Please try again”.



After 5 incorrect attempts you will get a message on your registered mobile number and an email on your registered email id stating: “Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login”.



19. Forgot Username

This particular feature enables the user to retrieve their Username in case they forget it and are thereby unable to log into the NCS portal.

1. Click the Forgot Username link from the NCS Home page. This displays the Forgot Username page
2. Select the Local Service Provider option from the I am drop-down list

3. Next, enter details in the following fields: First Name, Guardian/Father's Name (if you remember the same, this is non-mandatory), Date of Birth, Mobile Number, and the security code that displays
4. Click on Generate OTP button
5. An OTP is generated and will be sent to your registered mobile number
6. Enter the OTP you receive
7. Click the Submit button
8. The system will retrieve your Username and display it

20. Preferences

This link allows you to set preferences for using the NCS portal. Define the preferences as required.

1. Click the **Preferences** link from the left panel. The **Preferences** screen displays.

2. Click on **Subscribe to email alerts** check box to subscribe or uncheck to unsubscribe any bulk email sent by Portal. Local Service Provider can check/uncheck for Mail Alerts
3. Bulk Emails received from system will have unsubscribe link at the bottom, to unsubscribe from mailers.

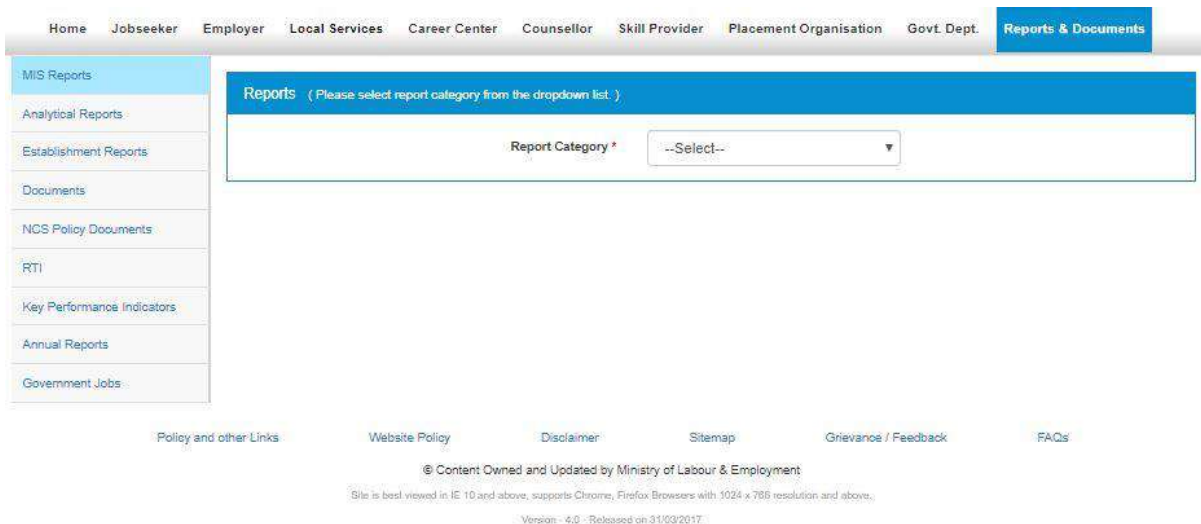


4. Check the **Share Details with partner** check box, if you want the NCS portal to share your details with partner (third-party) websites when you apply on jobs posted by partners.
5. Check the **Share DigiLocker documents with employers** check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.
6. Use the **Click here** link to disassociate your NCS account from your DigiLocker account. By doing so, you will no longer be able to access documents uploaded to DigiLocker from the NCS portal.
7. Click on **Save** button to update the details.

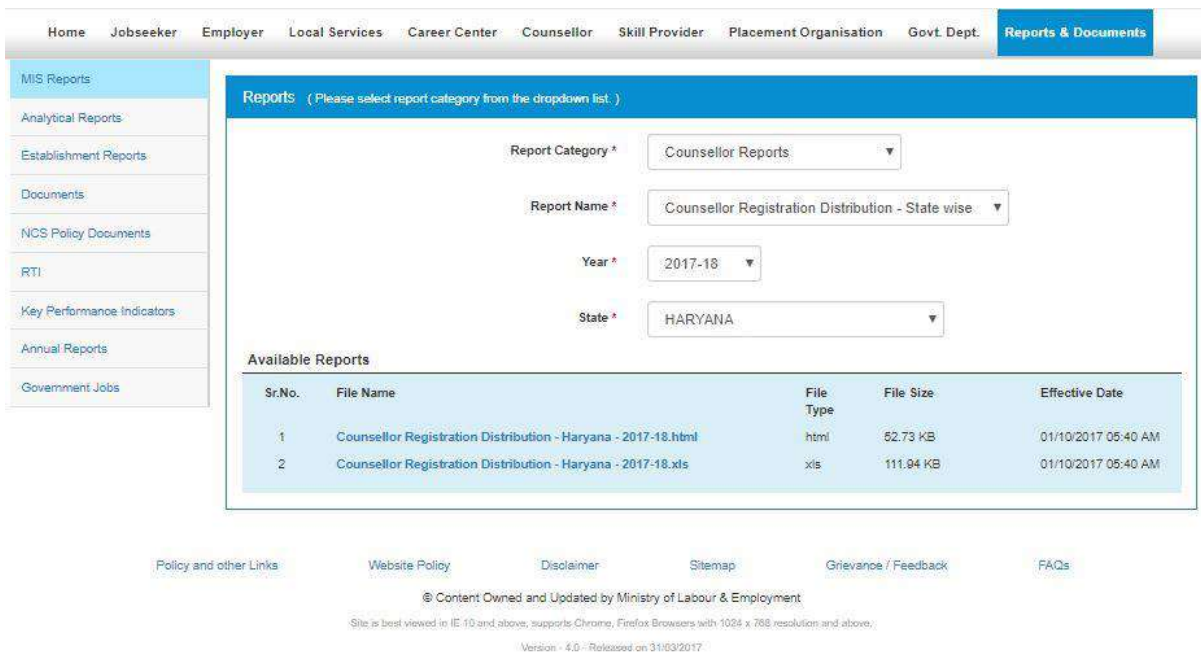
21. MIS Reports

This link allows user to search and view published MIS reports based on category, name, year and state.

1. Click on **Reports & Documents** from the top menu bar and then the **MIS Reports** link from the left panel. This displays the **Reports** screen.



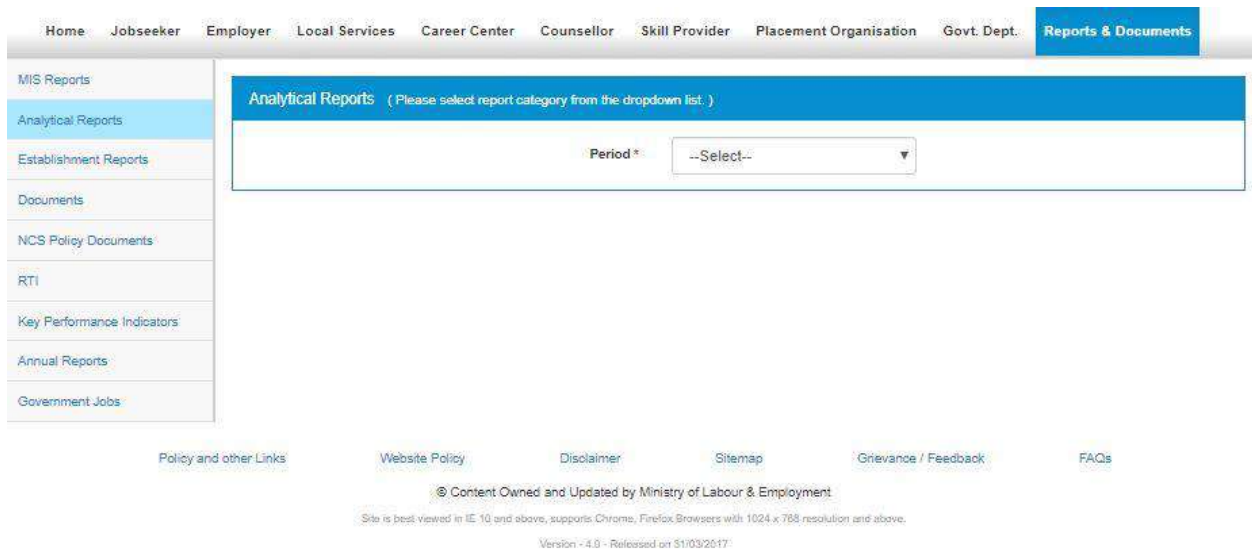
2. Select the following details:
 - Report Category
 - Report Name
 - Year
 - State
3. This displays the report link to view the report



22. Analytical Reports

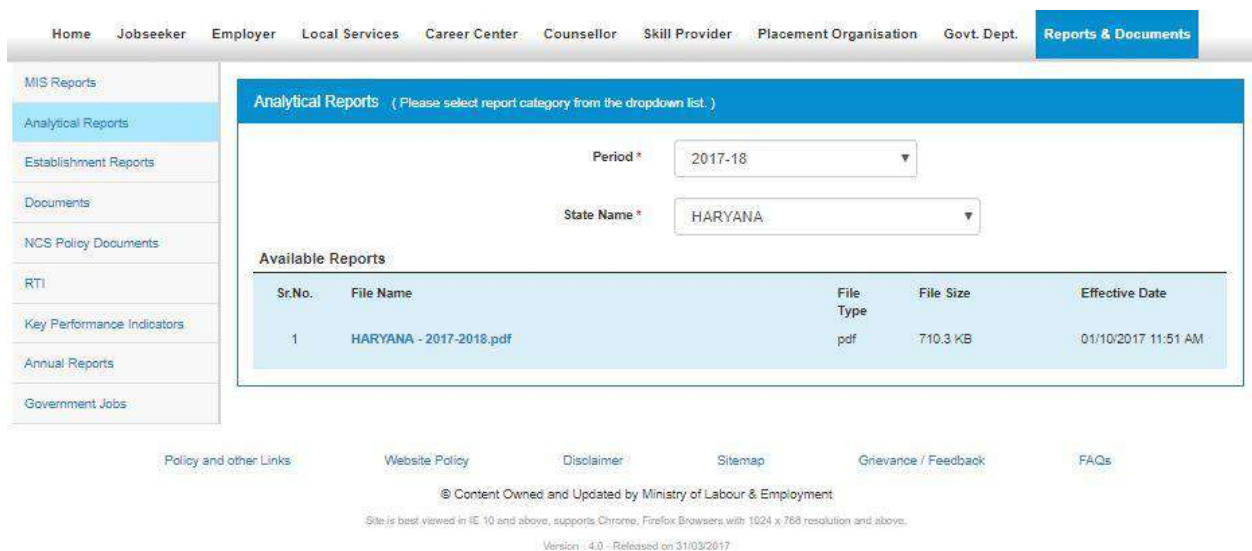
This link allows you to search for and view published analytical reports. Reports can be searched on the basis of period and state.

1. Click the **Reports & Documents** link from the top menu bar and then the **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.



2. Select the period for which report is required from the drop-down list
3. Select the state for which the report is required from the drop-down list

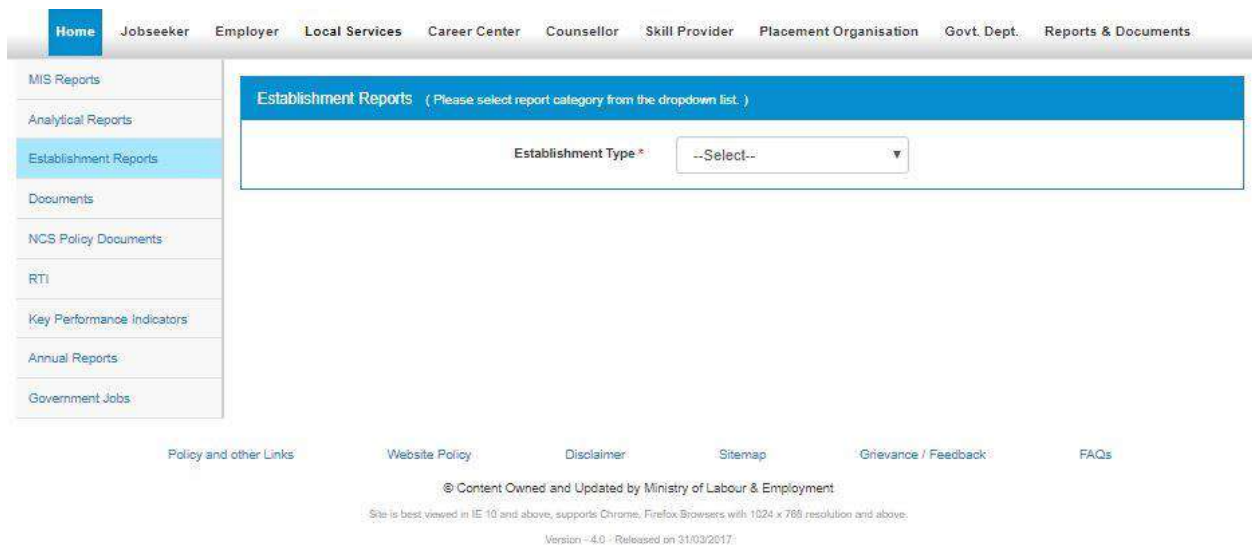
This displays a report link that enables you to view the required report.



23. Establishment Reports

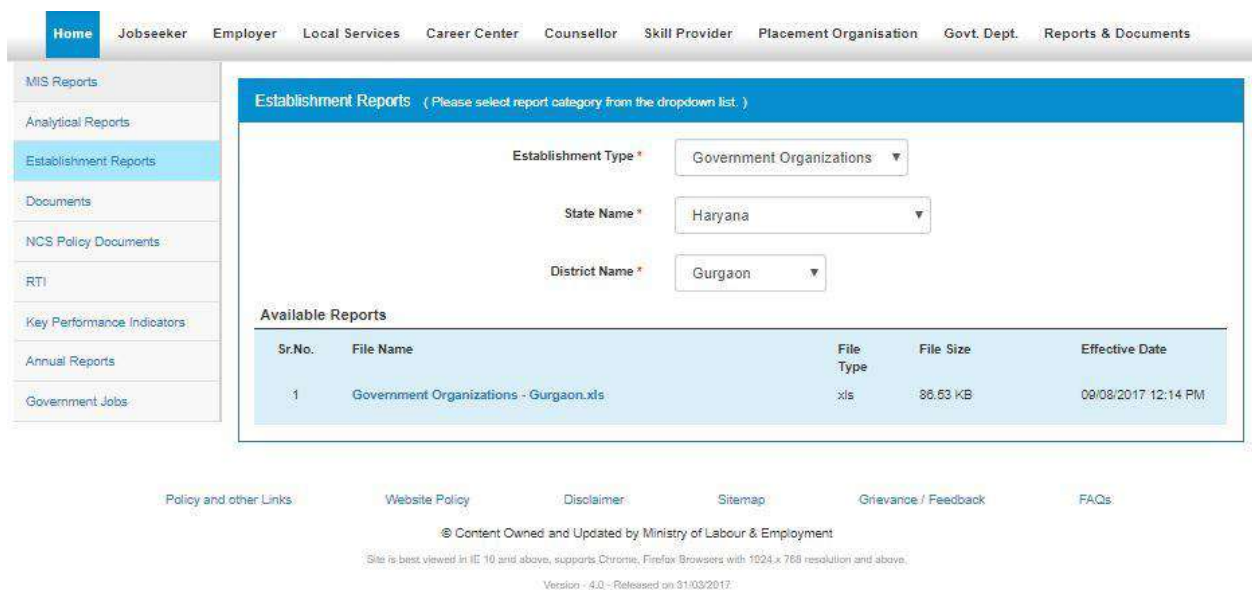
This link allows you to search for and view published establishment reports. An establishment can be a government Organisation, a placement Organisation, private employer, skill providing institute, etc. Reports can be searched on the basis of establishment, state, and district.

1. Click the **Reports & Documents** link from the top menu bar and then the **Establishment Reports** link from the left panel. This displays the **Establishment Reports** screen.



2. Select the establishment type from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.



24. Documents

This link allows Jobseeker to view documents related to NCS portal.

1. Click on **Documents** from the top menu bar. This displays the documents screen.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports & Documents																																			
Reports Documents NCS Policy Documents RTI Key Performance Indicators Annual Reports Government Jobs	Documents <table border="1"> <thead> <tr> <th>FileName</th> <th>File Size</th> <th>File Type</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td>Delhi Job Fair 16Oct2015.pdf</td> <td>365.89 KB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> <tr> <td>Employment exchange statistics.pdf</td> <td>978.34 KB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> <tr> <td>National Career Services Portal Features.pdf</td> <td>8.62 MB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> <tr> <td>National Classification of Occupations_Vol I- 2015.pdf</td> <td>6.79 MB</td> <td>PDF (Portable Document Format)</td> <td>7/27/2016 5:06 PM</td> </tr> <tr> <td>National Classification of Occupations_Vol II-A- 2015.pdf</td> <td>6.7 MB</td> <td>PDF (Portable Document Format)</td> <td>7/27/2016 5:06 PM</td> </tr> <tr> <td>National Classification of Occupations_Vol II-B- 2015.pdf</td> <td>6.32 MB</td> <td>PDF (Portable Document Format)</td> <td>7/27/2016 5:14 PM</td> </tr> <tr> <td>NCS Launch Brochure PDF High Resolution Conv.pdf</td> <td>2.31 MB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> </tbody> </table>			FileName	File Size	File Type	Created On	Delhi Job Fair 16Oct2015.pdf	365.89 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM	Employment exchange statistics.pdf	978.34 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM	National Career Services Portal Features.pdf	8.62 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM	National Classification of Occupations_Vol I- 2015.pdf	6.79 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM	National Classification of Occupations_Vol II-A- 2015.pdf	6.7 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM	National Classification of Occupations_Vol II-B- 2015.pdf	6.32 MB	PDF (Portable Document Format)	7/27/2016 5:14 PM	NCS Launch Brochure PDF High Resolution Conv.pdf	2.31 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM
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NCS Launch Brochure PDF High Resolution Conv.pdf	2.31 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM																																

2. Click on desired link to view the documents.

25. NCS Policy Documents

This link allows user to view documents related to NCS policies.

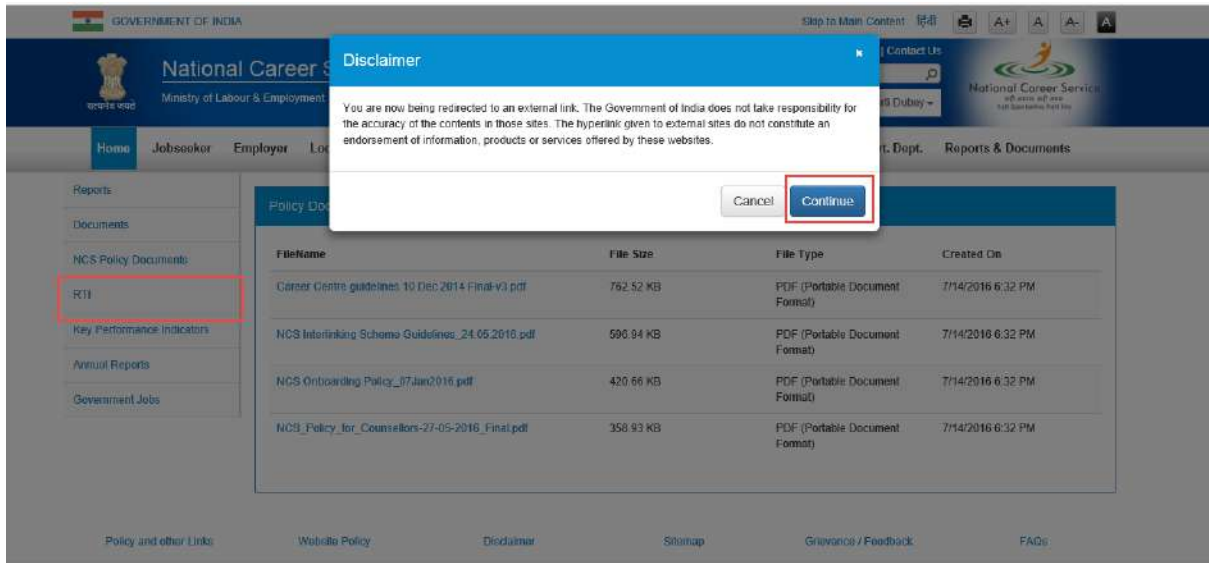
1. Click on **Documents** from the top menu bar. This displays the documents screen.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports & Documents																							
Reports Documents NCS Policy Documents RTI Key Performance Indicators Annual Reports Government Jobs	Policy Documents <table border="1"> <thead> <tr> <th>FileName</th> <th>File Size</th> <th>File Type</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td>Career Centre guidelines 10 Dec 2014 Final v3.pdf</td> <td>762.52 KB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:32 PM</td> </tr> <tr> <td>NCS Interlinking Scheme Guidelines_24.05.2016.pdf</td> <td>596.94 KB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:32 PM</td> </tr> <tr> <td>NCS Onboarding Policy_07Jan2016.pdf</td> <td>420.66 KB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:32 PM</td> </tr> <tr> <td>NCS_Policy_for_Counsellors-27-05-2016_Final.pdf</td> <td>358.93 KB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:32 PM</td> </tr> </tbody> </table>			FileName	File Size	File Type	Created On	Career Centre guidelines 10 Dec 2014 Final v3.pdf	762.52 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM	NCS Interlinking Scheme Guidelines_24.05.2016.pdf	596.94 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM	NCS Onboarding Policy_07Jan2016.pdf	420.66 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM	NCS_Policy_for_Counsellors-27-05-2016_Final.pdf	358.93 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
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2. Click on desired link to view the documents.

26. RTI

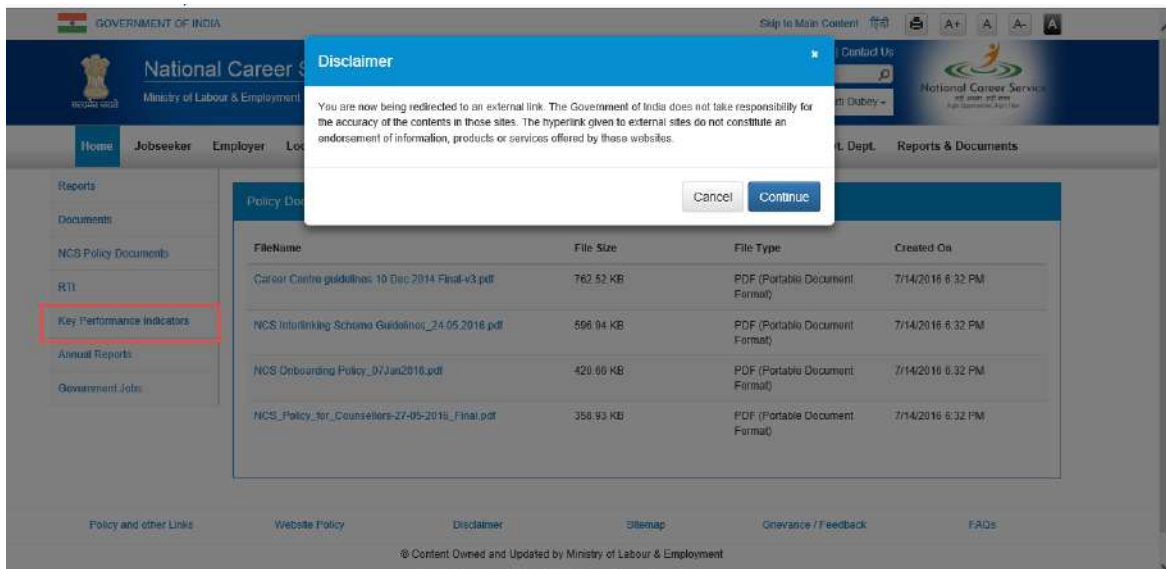
Using this functionality, if user have any queries regarding the ministry user can file an RTI.



By Click on “RTI” link a Disclaimer Pop up will open to ask with user that he wants to proceed on External (Ministry Website) link or not. If user click on Continue Button on Pop up then user will move on <http://www.labour.nic.in/applications-and-appeals> page where he can file RTI.

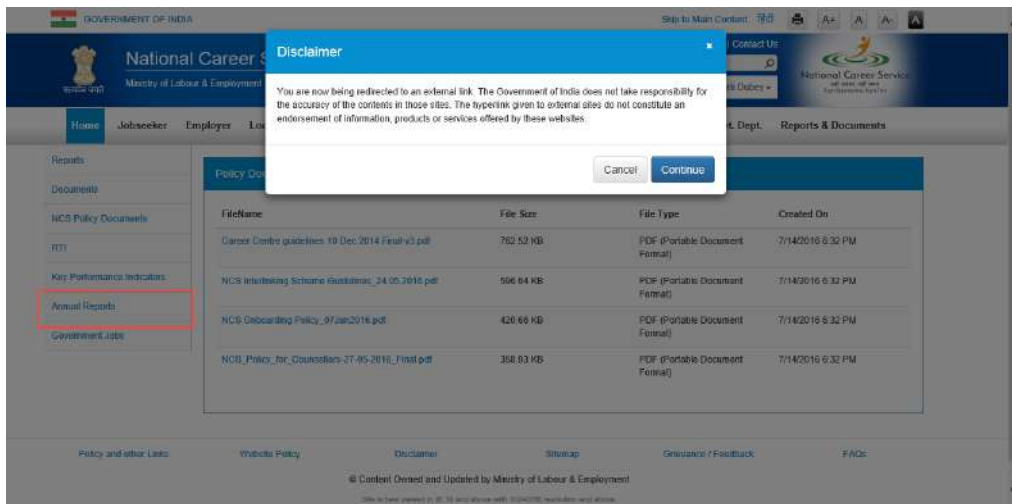
27. Key Performance Indicators

Key performance Indicators Link Allow user to navigate on External URL <http://www.labour.nic.in/rfd> .



28. Annual Reports

Annual Reports Link Allow user to navigate on External URL <http://www.labour.nic.in/annual-reports> .



29. Government Jobs

This Page allows user to see all government jobs and apply than by navigate on concern pages.

#	Ministry	Department	Home Page	Recruitment Page
1	Ministry of Agriculture	Department of Agriculture and Cooperation	http://agncoop.nic.in/	http://agricoop.nic.in/Recruitments.aspx
2		Department of Agricultural Research and Education	http://dare.nic.in/	http://www.icar.org.in/en/node/1151
3		Department of Animal Husbandry, Dairying and Fisheries	http://dahd.nic.in/	http://dahd.nic.in/notices/recruitment
4	Ministry of Ayush		http://ayush.gov.in/	http://ayush.gov.in/tenders-vacancies-and-announcements/vacancies
5	Ministry of Chemicals and Fertilizers	Department of Chemicals and Petro-Chemicals	http://chemicals.nic.in/	http://chemicals.nic.in/recruitment
6		Department of Fertilizers	http://fert.nic.in/	http://fert.nic.in/latest-releases-archive
7		Department of Pharmaceuticals	http://pharmaceuticals.gov.in/	http://pharmaceuticals.gov.in/vacancy
8	Ministry of Civil Aviation		http://www.civilaviation.gov.in/	http://www.civilaviation.gov.in/documents/circulars

30. About DigiLocker

DigiLocker is a service that enables you to store documents (certificates, mark sheets, identification documents, etc.) online, and in digital format. The benefit of this service is that you can retrieve these documents from DigiLocker anytime and anywhere without the need to carry paper documents around.

30.1 DigiLocker for NCS Portal Users

The NCS portal is now integrated with the DigiLocker service allowing you to upload and download your documents from within the NCS portal.

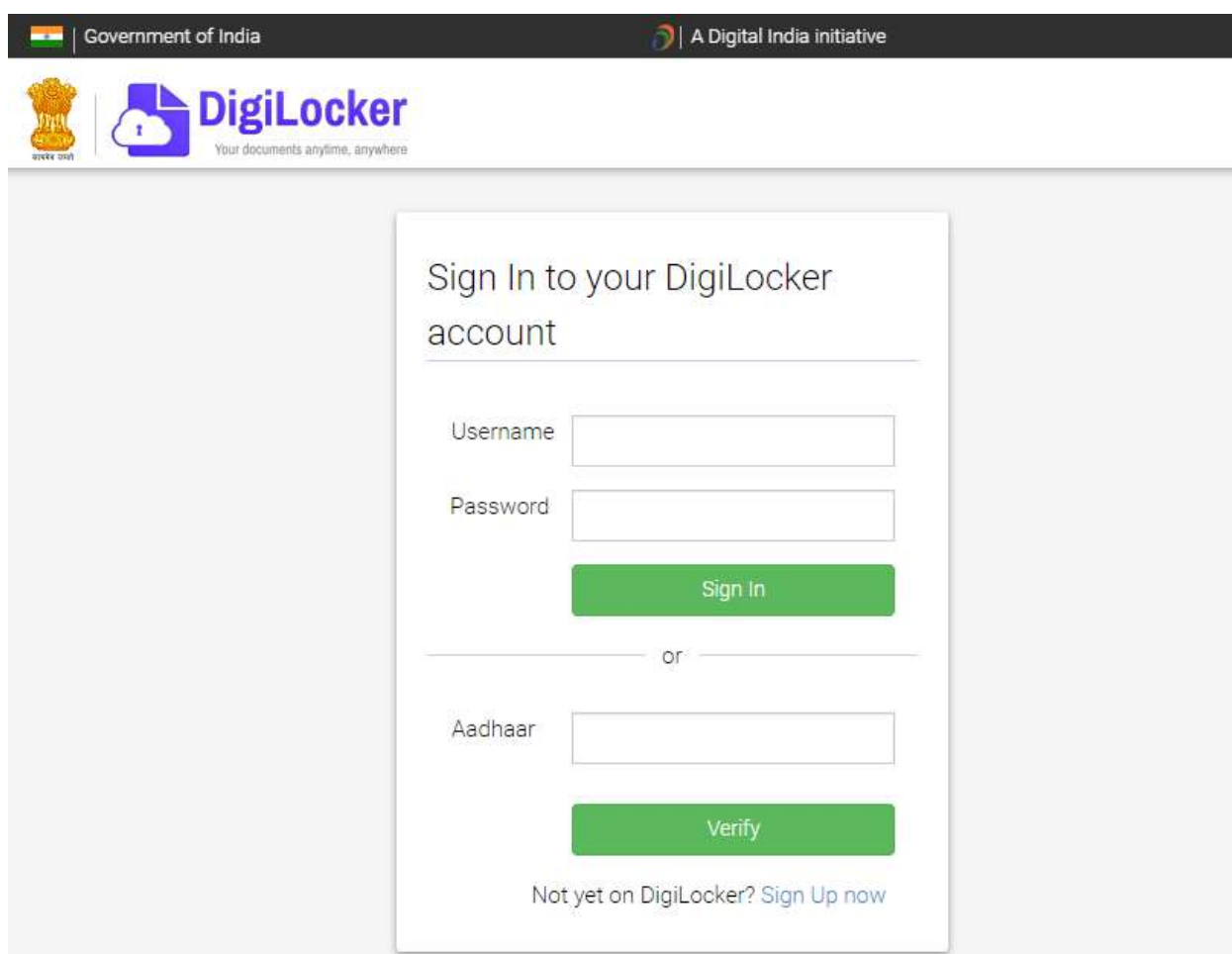
However, if you are a registered NCS portal user but do not have an existing DigiLocker account, then you can create a DigiLocker account for yourself. [Click here](#) to know more.

As a registered NCS portal user, you can access your DigiLocker account from the portal itself, if you already have a DigiLocker account. [Click here](#) to know more.

30.2 Create a DigiLocker Account

Follow these steps to get yourself registered with DigiLocker if you do not have a DigiLocker account as of now:

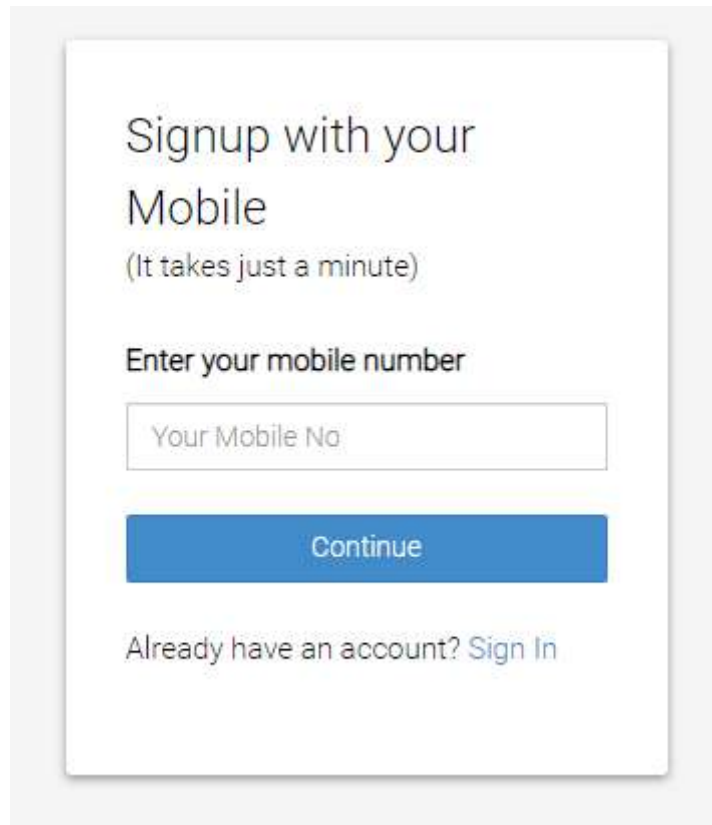
1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.



DigiLocker Sign-In Screen

The NCS portal tab on the web browser is now replaced with the DigiLocker site.

2. Click the **Sign Up now** link. This displays the following screen:



Signup with your
Mobile
(It takes just a minute)

Enter your mobile number

Your Mobile No

Continue

Already have an account? [Sign In](#)

Signup Screen

3. Enter your mobile number and then click the **Continue** button. The following screen displays:

Signup with your
Mobile
(It takes just a minute)

Enter your mobile number

Enter OTP received on your mobile

Enter OTP (One Time Password)

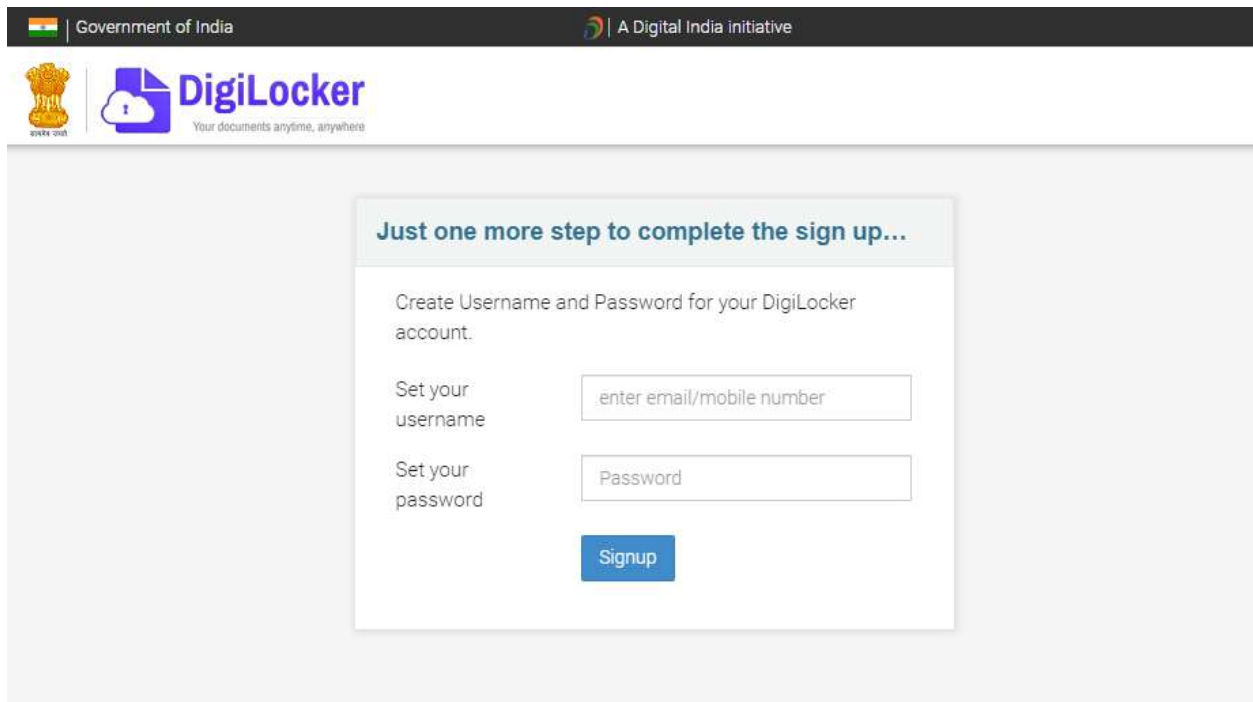
Verify

14s

Enter OTP

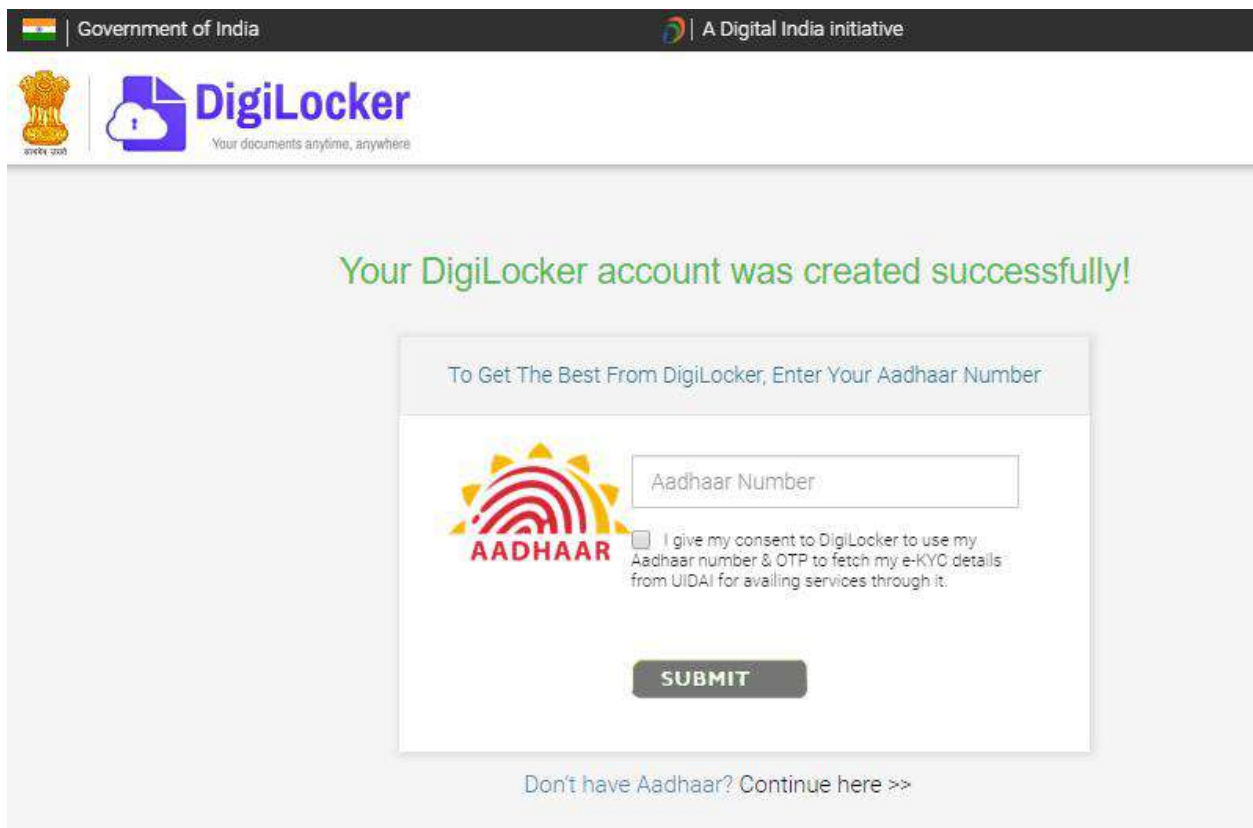
- Next, enter the OTP you receive on your mobile number in the **Enter OTP** field and then click the **Verify** button. The following screen displays after clicking the **Verify** button:

Note: Ensure you enter the OTP in the field before the timer, displayed under the **Verify** button, runs out of time.



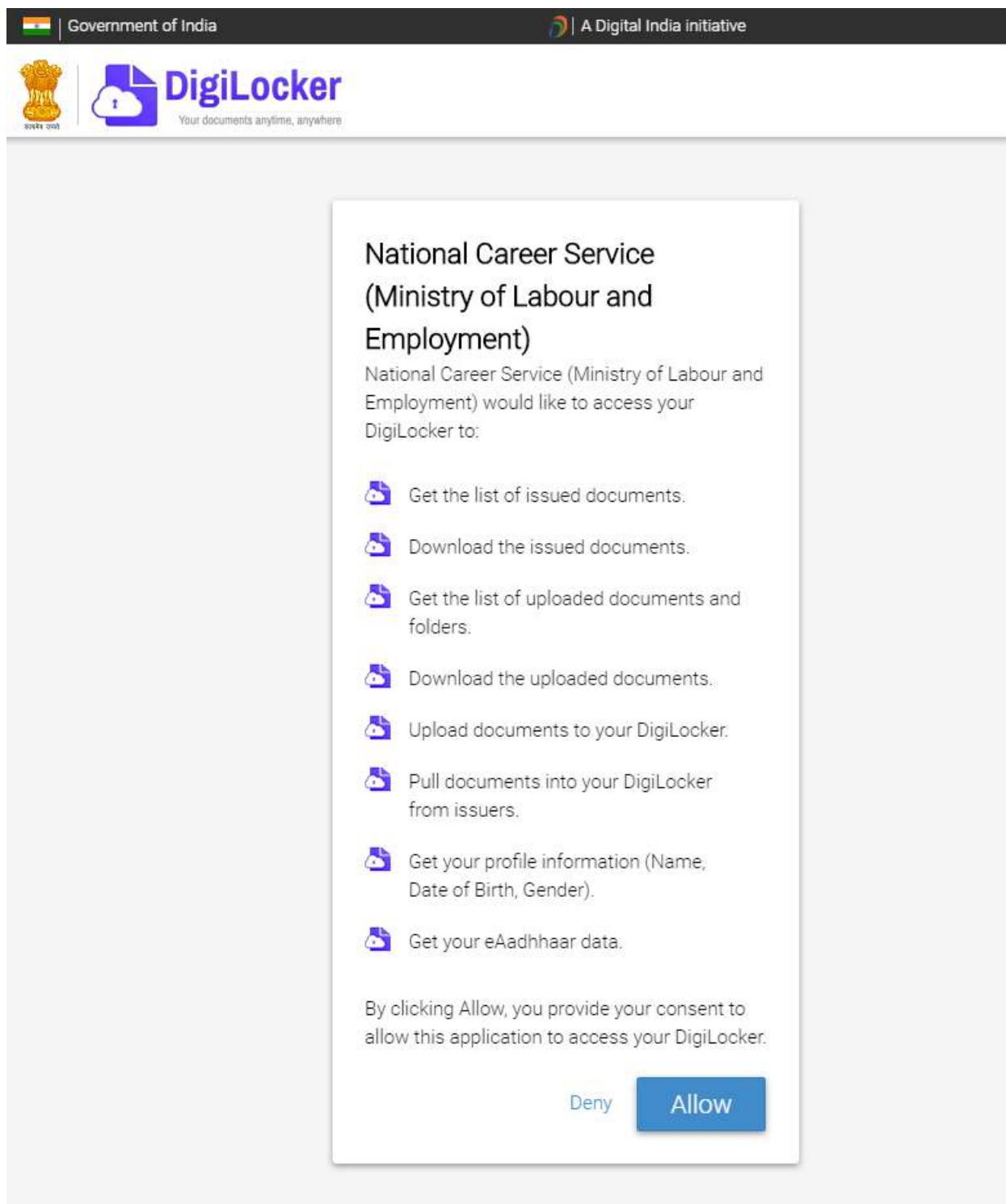
DigiLocker Signup Credentials Screen

5. Enter your username and password in the said fields and then click the **Signup** button. The following screen displays:



DigiLocker Account Creation Message

6. Click the **Continue here >>** link displayed at the bottom of the screen. The following screen displays:



Consent for Accessing DigiLocker

7. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.

Note: By clicking the **Allow** button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

As you are now registered with DigiLocker the **DigiLocker connect** link label is changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.


30.3 Access Your DigiLocker Account

If you already have a DigiLocker account, you can easily access this online service from the NCS portal as well.

Follow these steps to access your DigiLocker account from the NCS portal:

1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.

Government of India | A Digital India initiative

 **DigiLocker**
Your documents anytime, anywhere

Sign In to your DigiLocker account

Username

Password

or

Aadhaar

Not yet on DigiLocker? [Sign Up now](#)

DigiLocker Sign-In Screen

The NCS portal tab on the web browser is now replaced with the DigiLocker site.









2. Enter your login credentials in the **Username** and **Password** fields and then click the **Sign In** button. This displays the following screen:

**DigiLocker**

Your documents anytime, anywhere

National Career Service (Ministry of Labour and Employment)

National Career Service (Ministry of Labour and
Employment) would like to access your
DigiLocker to:

-  Get the list of issued documents.
-  Download the issued documents.
-  Get the list of uploaded documents and folders.
-  Download the uploaded documents.
-  Upload documents to your DigiLocker.
-  Pull documents into your DigiLocker from issuers.
-  Get your profile information (Name, Date of Birth, Gender).
-  Get your eAadhaar data.

By clicking Allow, you provide your consent to
allow this application to access your DigiLocker.

Deny

Allow

Consent for Accessing DigiLocker

3. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.

Note: By clicking the **Allow** button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

All the **DigiLocker connect** link labels are now changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

30.4 Adding Documents to DigiLocker

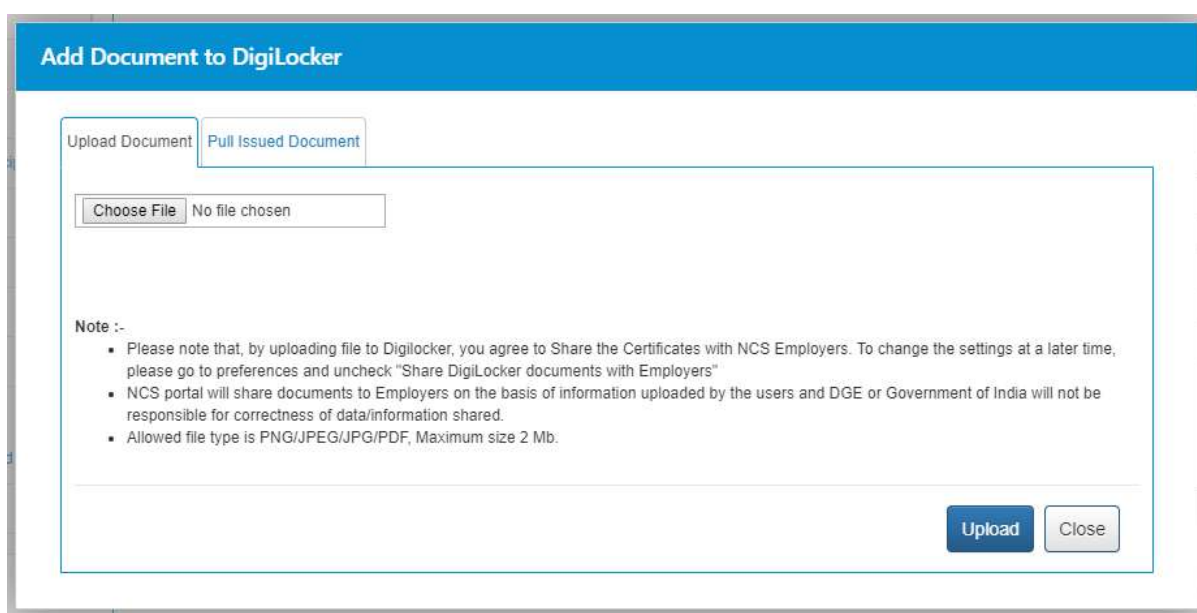
As a registered DigiLocker user, you can upload your documents (certificates, mark sheets, identification documents, etc.) to this online service from the NCS portal.

There are two ways to add documents to the DigiLocker: upload documents and pull issued documents from various issuing agencies.

30.4.1 Upload Documents

Follow these steps to upload your documents to DigiLocker:

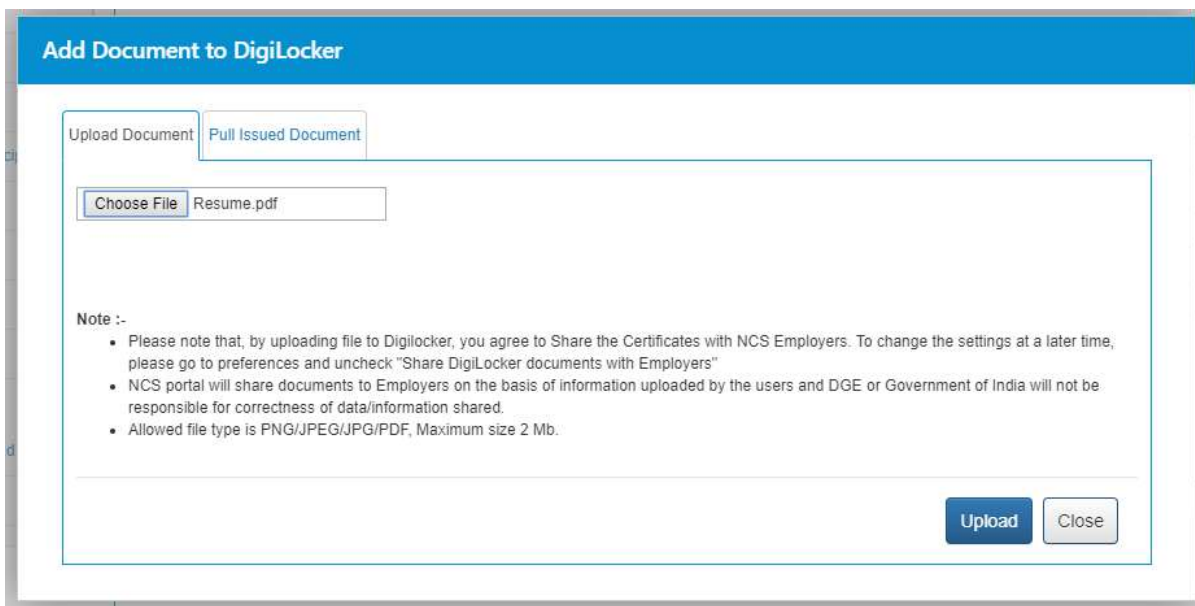
1. Click the **Upload** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Upload Document tab** is selected.



Upload Document Tab

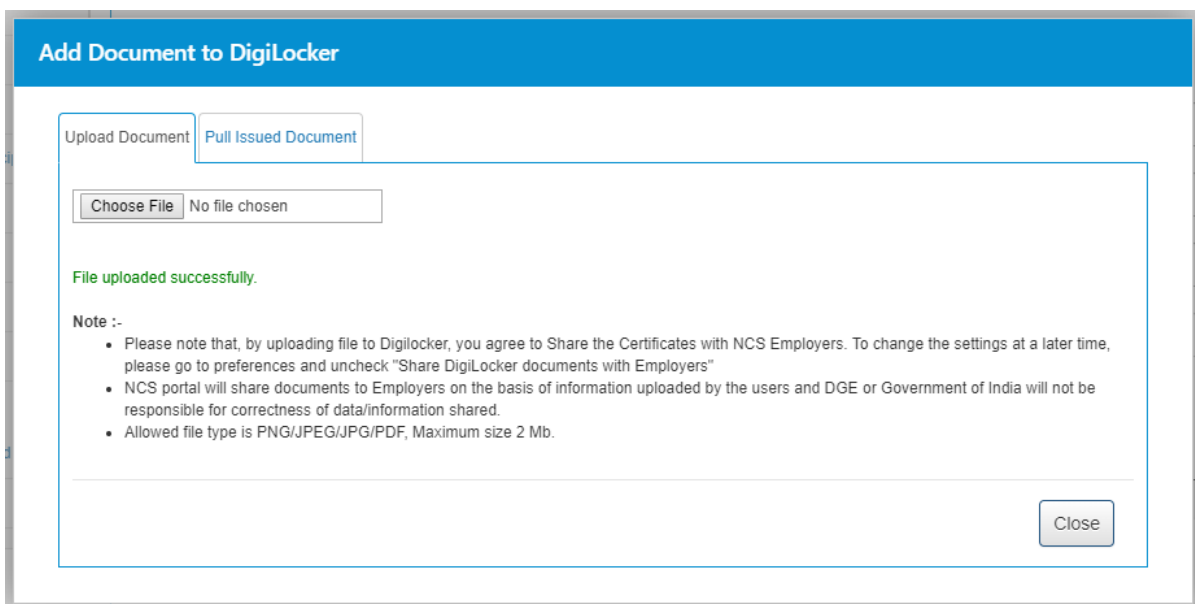
Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.

2. Click the **Choose File** button and locate the file, on the computer, you want to upload.



Select File

3. Click the **Upload** button. The **Upload Document tab** displays a success message as displayed here:



Upload Successful Message

Note: The **Upload Document tab** displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.



Update Download Delete Links

All the **Upload** link labels are now changed to **Update | Download | Delete**. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

30.4.2 Pull Issued Documents

Documents such as caste certificate, PAN, driving license, educational mark sheets, disability certificate that are issued by respective government bodies and agencies (issuers), can be pulled into the NCS portal from the DigiLocker.

The NCS portal only displays list of issuers who have made documents and certificates available digitally on DigiLocker.

Follow these steps to pull your issued documents from DigiLocker:

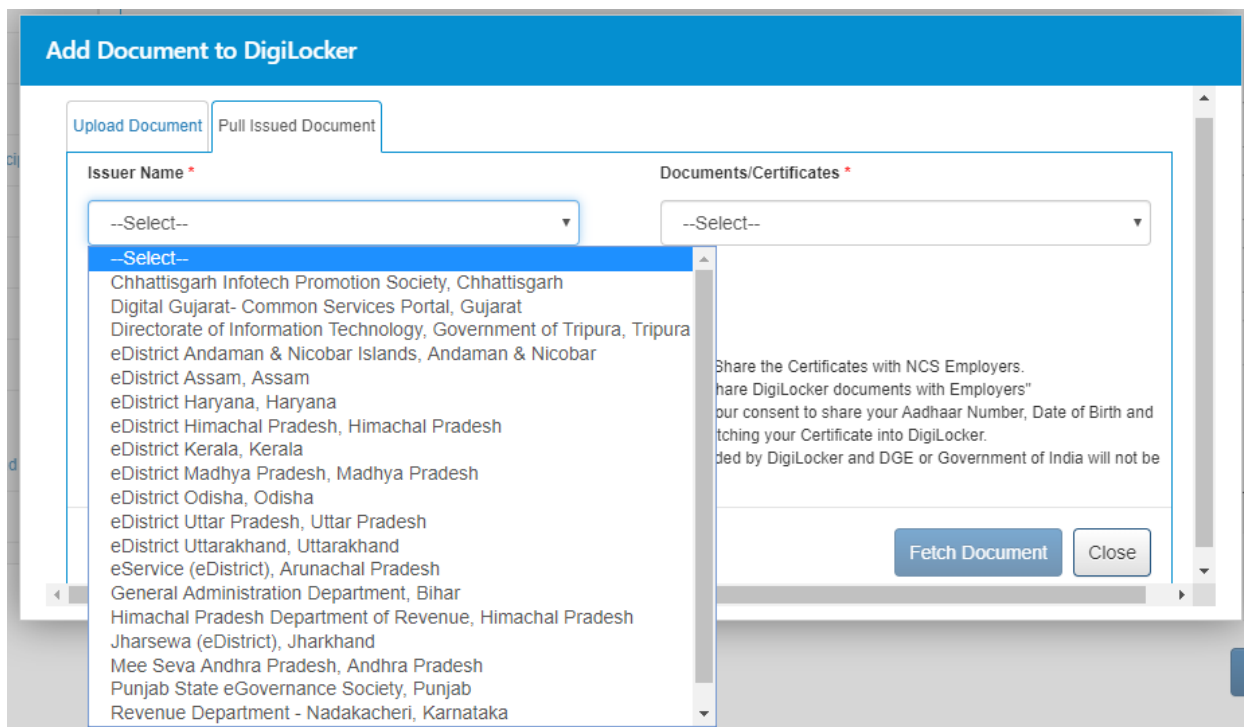
1. Click the **Upload** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Pull Issued Document tab** is selected.

The screenshot shows a pop-up window titled "Add Document to DigiLocker". It features two tabs: "Upload Document" and "Pull Issued Document", with the second tab selected. The form includes two dropdown menus for "Issuer Name" and "Documents/Certificates", both currently set to "--Select--". A "Note" section contains three bullet points regarding document sharing and consent. At the bottom right, there are "Fetch Document" and "Close" buttons.

Pull Issued Document Tab

Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.

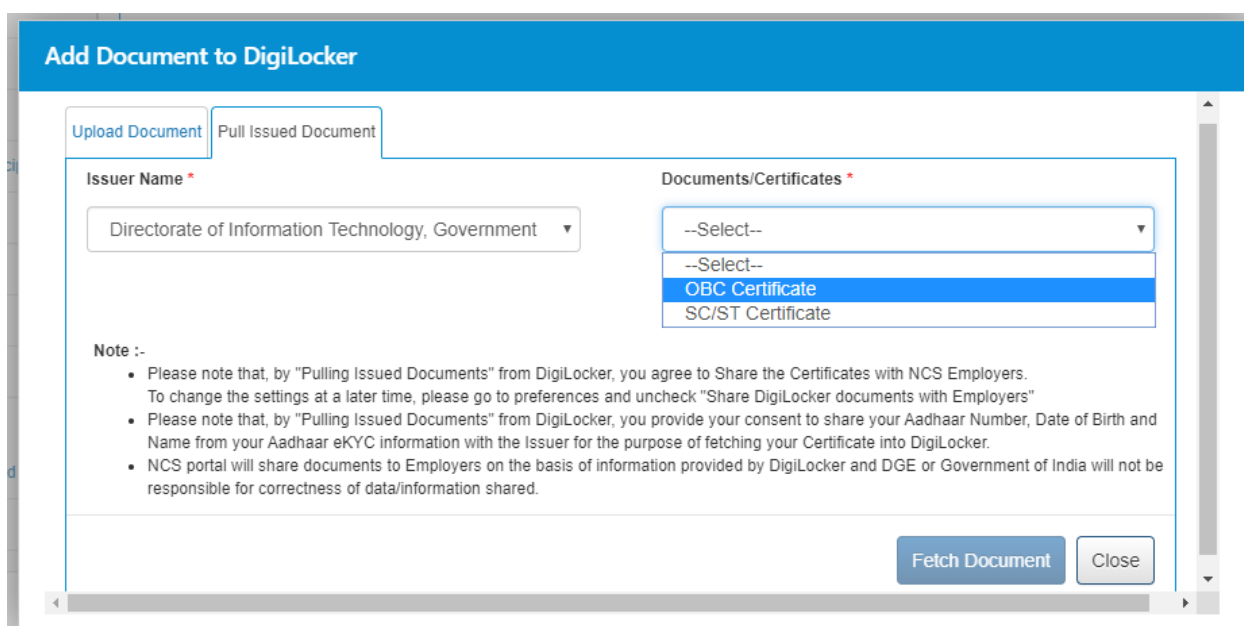
2. Select the name of the required issuer from the **Issuer Name** drop-down list.



Issuer Name Drop-down List

Note: The lists of displayed names of the issuers is contextual to the field related to which, you want to pull a document from DigiLocker. For example, for pulling a driving license, the **Issuer Name** drop-down will list names of all issuers (driving license authorities), who have made driving license available digitally on DigiLocker.

- Next, select the required document or certificate from the **Document/Certificate** drop-down list.



Select Issued Document

- Enter details on the field(s) that display.

Note: The field(s) that display can vary depending on the type of issuer document that is going to be pulled from DigiLocker. For example, fields that appear on this tab, for pulling a driving license may vary for pulling a disability certificate.

Add Document to DigiLocker

Upload Document | Pull Issued Document

Issuer Name *
Directorate of Information Technology, Government

Documents/Certificates *
OBC Certificate

Reference No.
e.g.PRTC/2017/84891

Token No.
e.g.B2881A75

Note :-

- Please note that, by "Pulling Issued Documents" from DigiLocker, you agree to Share the Certificates with NCS Employers. To change the settings at a later time, please go to preferences and uncheck "Share DigiLocker documents with Employers"
- Please note that, by "Pulling Issued Documents" from DigiLocker, you provide your consent to share your Aadhaar Number, Date of Birth and Name from your Aadhaar eKYC information with the Issuer for the purpose of fetching your Certificate into DigiLocker.
- NCS portal will share documents to Employers on the basis of information provided by DigiLocker and DGE or Government of India will not be responsible for correctness of data/information shared.

Enter Details

5. Click the **Fetch Document** button. The **Pull Issued Document** tab displays a success message as displayed here:

Add Document to DigiLocker

Upload Document | Pull Issued Document

File fetched successfully from existing documents in DigiLocker.

Issuer Name *
--Select--

Documents/Certificates *
--Select--

Note :-

- Please note that, by "Pulling Issued Documents" from DigiLocker, you agree to Share the Certificates with NCS Employers. To change the settings at a later time, please go to preferences and uncheck "Share DigiLocker documents with Employers"
- Please note that, by "Pulling Issued Documents" from DigiLocker, you provide your consent to share your Aadhaar Number, Date of Birth and Name from your Aadhaar eKYC information with the Issuer for the purpose of fetching your Certificate into DigiLocker.
- NCS portal will share documents to Employers on the basis of information provided by DigiLocker and DGE or Government of India will not be responsible for correctness of data/information shared.

Fetch Document | Close

Fetch Document Successful Message

Note: The **Pull Issued Document tab** displays an error message if the NCS portal is unable to pull your issued document from DigiLocker. Read the error message carefully and pull the document again after taking corrective action as required.

6. Click the **Close** button.



Update Download Delete Links

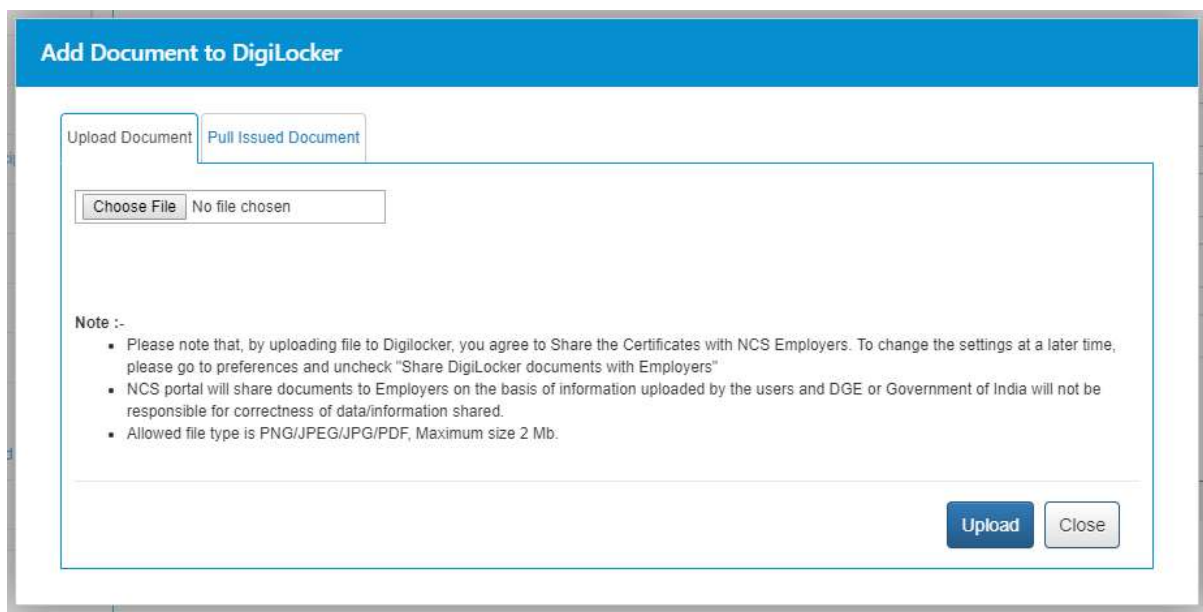
All the **Upload** link labels are now changed to **Update | Download | Delete**. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

30.5 Updating Existing Documents on DigiLocker

You might want to update documents that you have already uploaded to DigiLocker. Updating allows you to upload and replace (update) the older version of your document with the latest version of that particular document on DigiLocker.

Follow these steps to update your existing documents on DigiLocker:

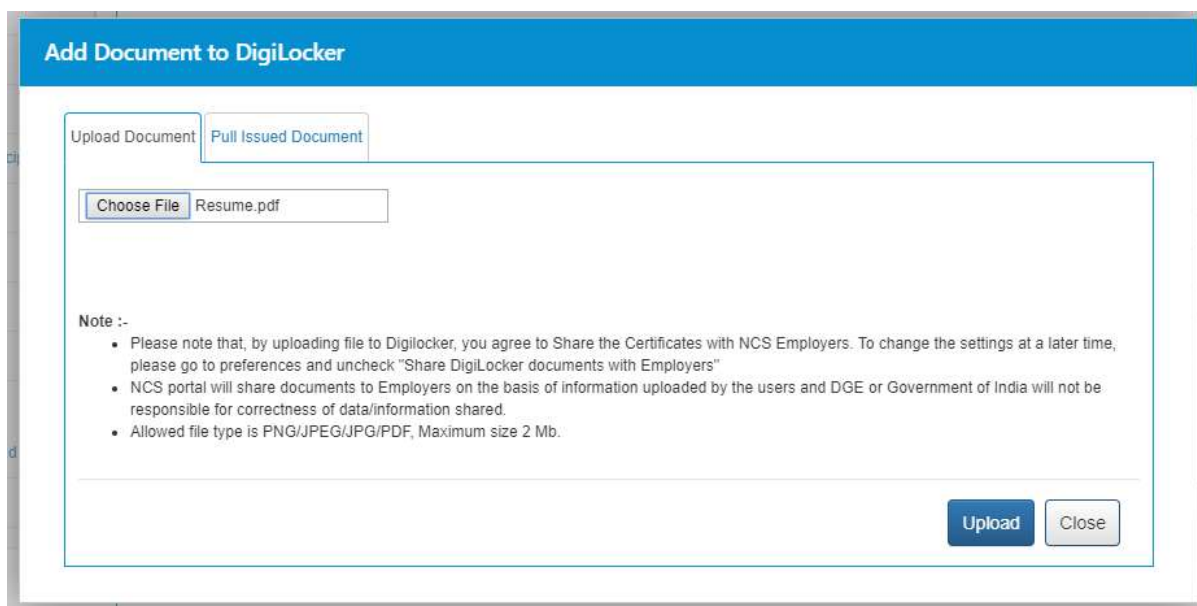
1. Click the **Update** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Upload Document tab** is selected.



Upload Document Tab

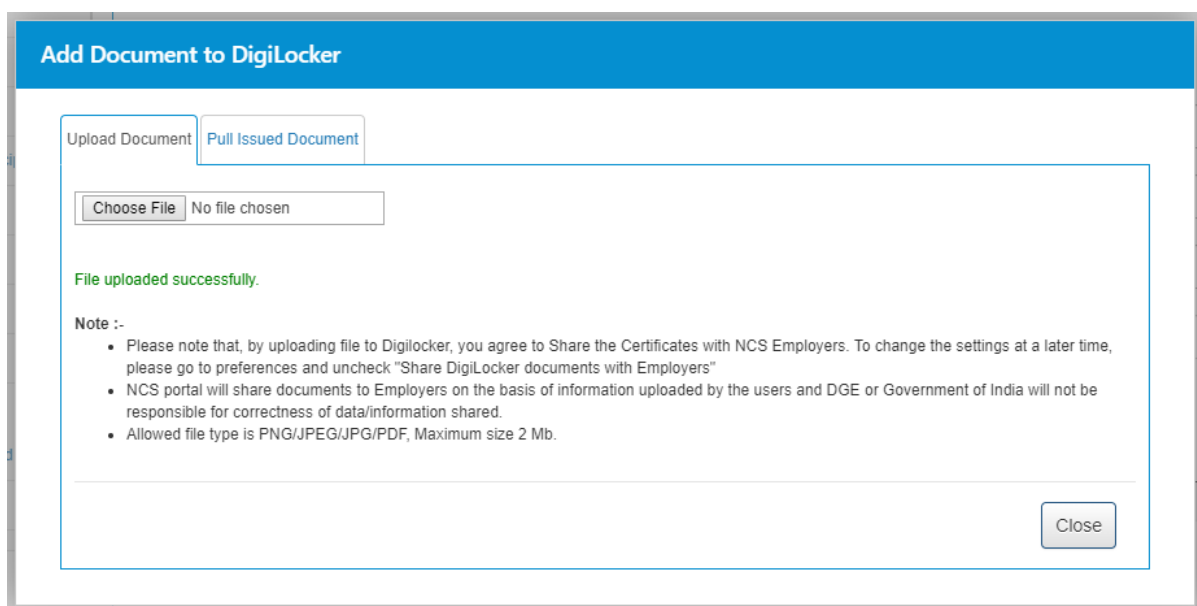
Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.

2. Click the **Choose File** button and locate the file, on the computer, you want to upload.



Select File

3. Click the **Upload** button. The **Upload Document tab** displays a success message as displayed here:



Upload Successful Message

Note: The **Upload Document tab** displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.

The previously uploaded document to DigiLocker is now replaced with the new document; you just uploaded using the **Update** link.

30.6 Downloading Documents from DigiLocker

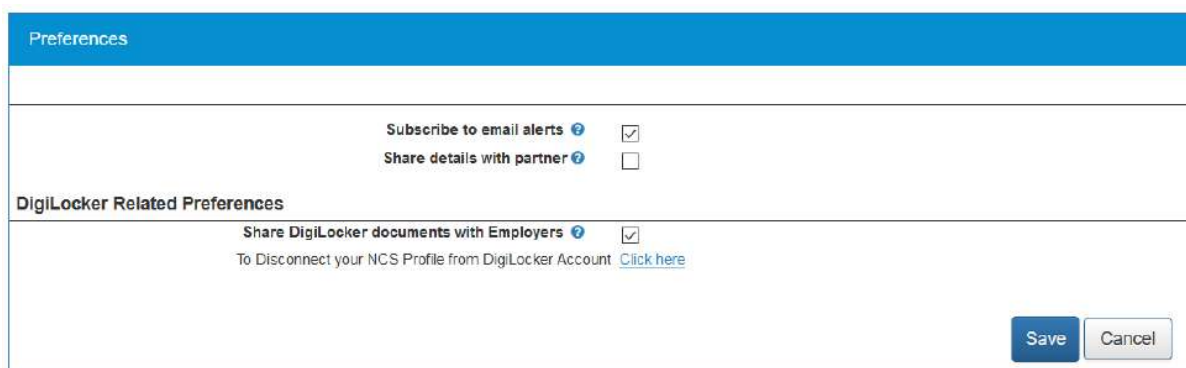
Follow these steps to download your documents from DigiLocker:

1. Click the **Download** link of the required document. The said document is downloaded to your computer.
2. Access the downloaded document to view it.

30.7 Disconnecting from DigiLocker

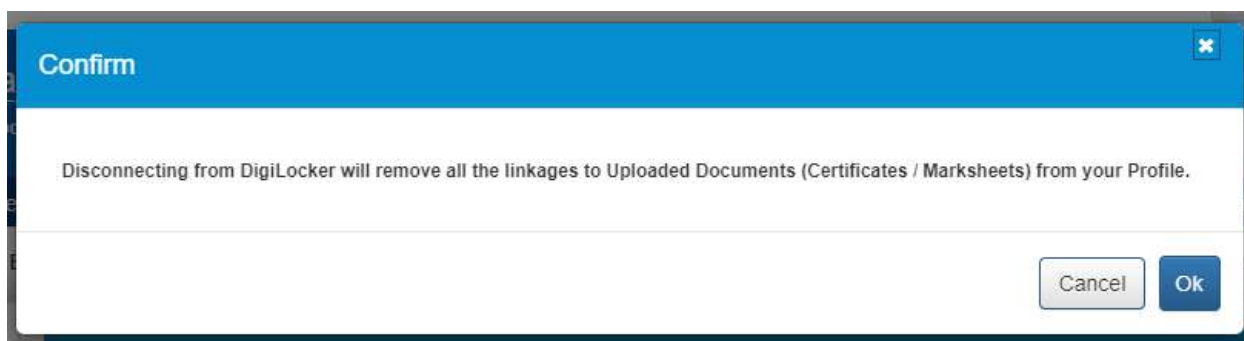
You can disassociate your NCS portal account from your DigiLocker account anytime you want. Doing this, you will not be able to access documents already uploaded to DigiLocker.

1. Access the **Preferences** screen.



Preferences Screen

2. Click the **Click here** link. The **Confirm** pop-up displays.



Confirm Pop-up

3. Click the **Ok** button.

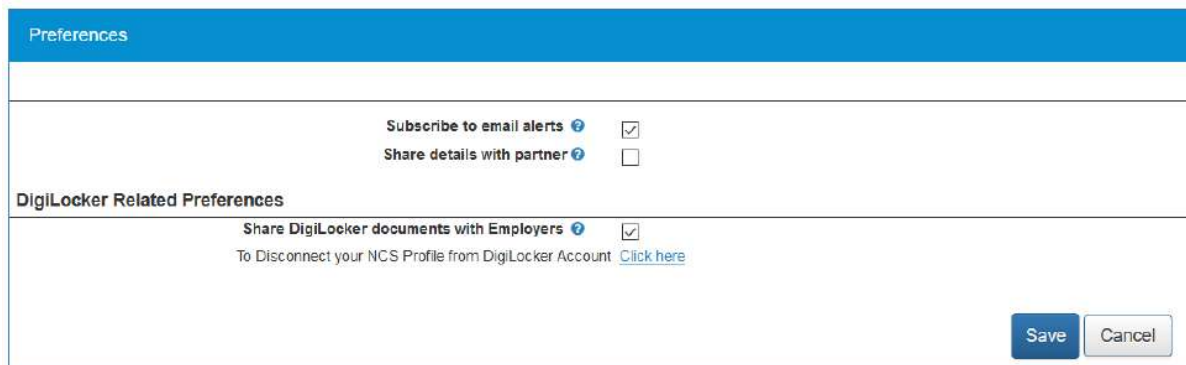
Your accounts are now disconnected. This means you can no longer access documents uploaded to DigiLocker from the NCS portal.

Note: To re-establish connection between your NCS and DigiLocker accounts, once again, click any **DigiLocker connect** link and go through the suggested procedure as before. Next, upload all the required documents to DigiLocker from the NCS portal.

30.8 Sharing Documents with Employers

NCS portal can share documents you upload on DigiLocker with prospective employees. You need to provide your approval to do so on the **Preferences** screen.

1. Access the **Preferences** screen.



The screenshot shows a 'Preferences' window with a blue header. Below the header, there are two rows of settings. The first row contains 'Subscribe to email alerts' with a checked checkbox and a help icon. The second row contains 'Share details with partner' with an unchecked checkbox and a help icon. Below these is a section titled 'DigiLocker Related Preferences'. The first item in this section is 'Share DigiLocker documents with Employers' with a checked checkbox and a help icon. Below this item is a link: 'To Disconnect your NCS Profile from DigiLocker Account [Click here](#)'. At the bottom right of the window are two buttons: 'Save' and 'Cancel'.

Preferences Screen

2. Next, check the **Share DigiLocker document with employer(s)** check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.

Some corrections/changes in the previous chapters are given below:

1. Needs to be added that, “Newly registered job seekers receive OTP on registered mobile and email for verification purpose” : Ref.: Ch. 2, Page 11(pdf page 14/690)
The issue is in the text not screenshot
2. “Former Registered Name” - Under employer registration has been removed: Ref. Ch. 1, Page 13, point 4(pdf page 16/690)
The issue is in the text not screenshot
3. The Functionality of Local Service Portal is not active in NCS portal (Ref. Ch. 2, Page 15)(pdf Chapter 9 601 to 690))
It is general observation.
4. Jobseeker registration module has been depicted incorrectly, screenshots needs to be updated : Ref. Ch 1, Page 5 (pdf page11/690)

Registration

Register As* Jobseeker

Unique Identification(UID) Type* --Select--

Registration

Register As* Jobseeker

Unique Identification(UID) Type* --Select--

- Select--
- UAN Number (EPFO)
- UAN Number (E-SHRAM)
- Pan Card
- Others

Policy and other Links Website Policy Advance / Feedback FAQs

Registration

Register As* Jobseeker

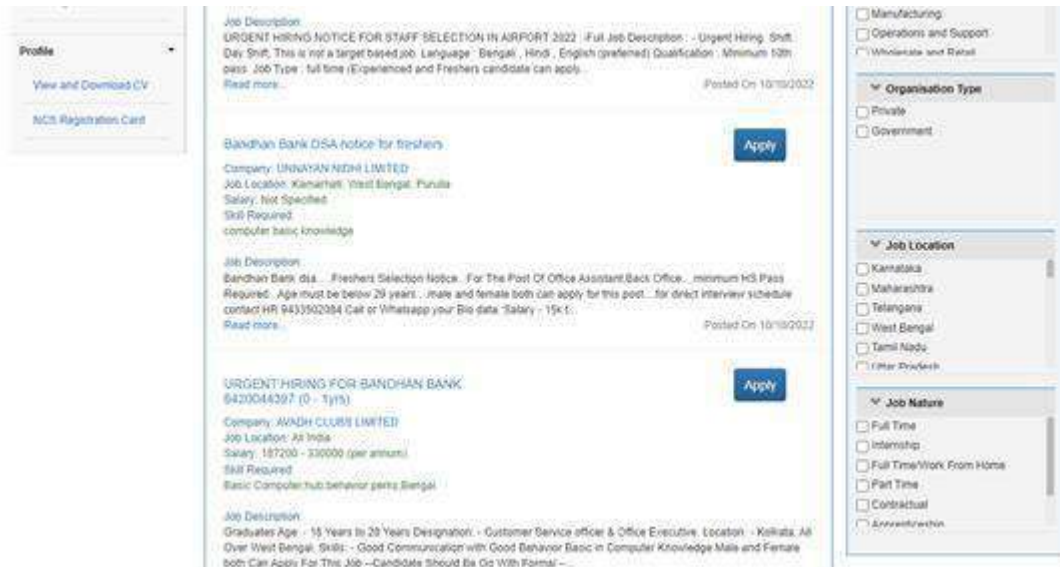
Unique Identification(UID) Type* Pan Card

Unique Identification(UID) Number *

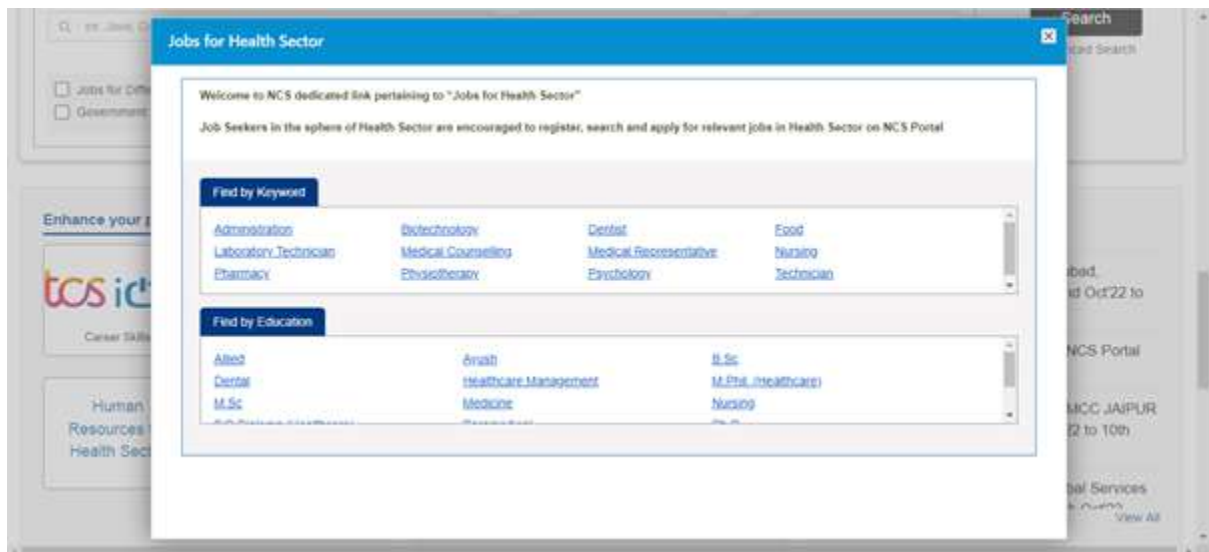
Date of Birth * Select from calendar

Check

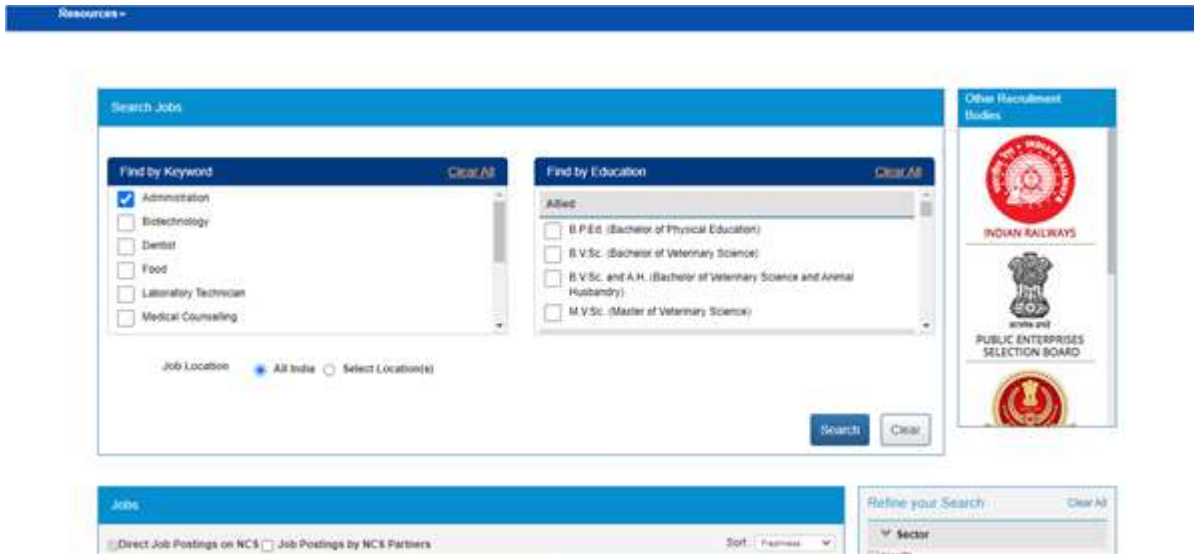
5. Ch. 3 Page 26(pdf page 125/690) - In the screenshot (refine your search column) Functional area is now replaced with job location and job nature - please update the screenshot.



6. Ch. 3, Page 31(pdf page 131/690) - The Human resource for health sector popup is now replaced with "jobs for health sector pop-up"-



7. Similarly, search job screen screenshot's interface is changed now - kindly update the screenshot.(pdf page 131/690)



8. Ch 5. Pg 15(pdf page 304/690), 26(315/690): For DGE(PO) Govt. Module job expiry should be less than 90 days instead of 100 days.

The issue is in the text not screenshot

9. pdf page Ch 6, Pg. 10(pdf page 381/690) (para 2.3 - point 3 " Click the **OK** button" - *Ok should be replaced with **sign in***)

The issue is in the text not screenshot

10. Counsellors Registration e -forms has been changed in the portal (Ch. 8,Page 6 (pdf 468/690)page)

The top screenshot shows the 'Registration' header and a form field 'Register As*' with a dropdown menu currently set to '--Select--'. The bottom screenshot shows the same form with 'Register As*' set to 'Counsellor' and 'Unique Identification(UID) Type*' set to '--Select--'. A dropdown menu is open for 'Unique Identification(UID) Type*', showing options: '--Select--', UAN Number (EPFO), Pan Card, and Others. At the bottom of the page, there are links for 'Policy and other Links', 'Website Policy', 'Grievance / Feedback', and 'FAQs'.

Registration

Register As*

Unique Identification (UID) Type*

Unique Identification (UID) Number*

Date of Birth*

11. Currently “counsellor details” are missing on screenshot attached of NCS portal (Ch. 8, Page 20 (pdf page 520/690))

Miscellaneous

Employment Status*

Primary Language*

Are you a Government Services Retiree?

Are you an Ex-Serviceman?

Counsellor Details

Affiliations

Enter comma separated values


12. “Find Job vacancies by section” functionality has been replaced.

(Kindly refer to Ch. 8, Page 38 pdf page 538/690)

The entire homepage has been modified. No screenshot to provide.

13 New Toll free number of NCS is 1514

- 14 In Job fair details dialog box, currently “Jobseeker Participation” field is added. (Kindly refer to Ch8, Page 50)



Job Fair ID:	CMP-11329-Y0M2R3
Job Fair Name:	Online Medcord pvt ltd recruitment MCC JAIPUR at Rajasthan, Jaipur from 05th Oct'22 to 10th Oct'22
Organised By:	Career center, Jaipur, Rajasthan
Job Fair Venue:	In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.
No. of Participating Job Seekers:	12
Employer Participation Date/Time:	2nd Oct 2022 12:00 AM to 3rd Oct 2022 11:59 PM
JobSeeker Participation Date/Time:	5th Oct 2022 12:00 AM to 10th Oct 2022 11:59 PM
Job Fair Description:	Designation- Sales Promoters Female & Male candidates can Apply Salary: 10,000k to 12,000k Take home(Fixed Salary) + ESIC and PF Benefits + Incentives Work location: Jaipur, Udaipur, Jodhpur & Ajmer Experience: Fresher & Experience both can apply Qualification: 12th pass & ANY GRADUATES ROLES: App

13. Ch. 9, Page 28: “Find jobs by” section screenshot needs to change.

The entire homepage has been modified. No screenshot to provide.

14. Ch. 9, Page 16 and 19, the "Click here" (Digilocker) option as shown is disabled.

The issue is in the text not screenshot

General Note:

NCS is a dynamic portal. Changes/updates are made from time to time based on the need and feed back received from the users. Therefore, for latest postion, please visit NCS portal at www.ncs.gov.in.