

No. DGET-U-11011/10/2013-EE-I
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

3/10, Jam Nagar House,
New Delhi-110011.

Dated: the 3) March, 2014

To

Labour Secretaries/ Secretaries dealing with employment in all States/UTs

Subject: Recommendations of the Working Group for establishment of a National Career Service.

Sir,

I am directed to say that a group was constituted vide order of even number dated 12th November, 2013 to look into various issues related with modernization of National Employment Service (NES) and converting into a National Career Service (NCS). The first meeting of the Group was held on 03rd December 2013. After elaborate discussions and careful consideration of various aspects, it was decided to constitute the Sub-Groups to further examine various issues involved and make appropriate recommendations. After that Meeting of first Sub-Group Working Group on NES Business Process Reengineering was held on 09th January 2014 and Second meeting of Sub-Group on Service delivery for NCS was held on 29th January 2014. Recommendation/suggestions made by the Working Group and sub-groups were discussed in the meeting of Labour Secretaries held under the chairmanship of Secretary (L&E) on 31-01-2014 at New Delhi.

Now the final recommendations of the Working Group for establishment of a National Career Service are enclosed herewith for necessary action please.

Kindly acknowledge the receipt.

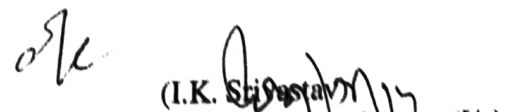
Yours faithfully,



(I.K. Srivastava)
Director of Employment Exchanges (I/c)
Telefax-23073911/23386737

Encls: As above

Copy to: - Commissioners/Directors of Employment of all States/UTs



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**RECOMMENDATIONS OF THE WORKING GROUP
FOR ESTABLISHMENT OF A
NATIONAL CAREER SERVICE**

31st January 2014

**Directorate General of Employment & Training
Ministry of Labour & Employment, Govt. of India
Shram Shakti Bhawan, Rafi Marg, New Delhi-110001**

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1 Introduction

Ministry of Labour & Employment, Government of India, vide its O.M. No. DGET-U-11011/10/2013-EE-I dated 12th November 2013 constituted a Working Group for improving the performance of National Employment Service and re-engineering it in to a modern National Career Service.

1.1 Composition of the Working Group

A group was constituted vide order of even number dated 12th November, 2013 to look into various issues related with modernization of National Employment Service (NES) and converting it into a National Career Service (NCS). The first meeting of the group was held on 3rd December, 2013. After elaborate discussions and careful consideration of various aspects, it has been decided to constitute two Sub-Group, one with State Government Officials and other with Private players to further examine various issues involved and make appropriate recommendations. The Working Group shall examine the entire process flow of the National Employment Service, and recommend appropriate changes to improve utility, accessibility, and efficiency of the Service. The composition of the Working Group and respective two Sub-groups on NES Business Process Reengineering are attached in **Annexure-I(A/B/C)**.

2 Terms of Reference of the Working Group

The terms of reference of the States Sub-Group are as follows:

- a) Review and revise existing forms, returns etc. of NES to meet the requirements of NCS;
- b) Simplification of information and process flows in NES;
- c) Identifying better ways of engaging job / training aspirants and citizens by providing easier interaction windows, simplified registration processes, and technology integration such as SMS gateways and call centers etc.

- d) Identifying ways of improving notification of vacancies by engaging industry and private players, and developing better and transparent matching algorithms to increase placements;
- e) Identification of problems / challenges in implementation of the changed processes and identification of capacity building requirements;
- f) Examining IT infrastructure availability in States and assessing requirements for integration with the proposed NCS Portal;
- g) Any other related matters.

The terms of references of the Private Players Sub-Group are as under:

- a) Identify and suggest services including value added services that the NCS may offer and associated modalities;
- b) Identify various delivery channels for offering and rolling out these services to cater to the needs of stakeholders;
- c) Examining partnership avenues with Private Service Providers for various aspects such as data sharing, process expertise and best practices sharing, and other positive synergies with National Career Service;
- d) Working out an engagement model and other modalities of partnering with the Private Sector Providers including consortiums with proposed National Career Service;
- e) Any other related matters.

3 Meetings of the Working Group

The Working Group held two rounds of meetings to deliberate on the items identified under its terms of reference as follows:

3.1 Meeting of the Working Group

The first meeting of the Working Group was held at New Delhi on 3rd December 2013 as a result of which two Sub-Groups have been constituted as follows.

3.2 Meeting of the State Sub - Group

The meeting of the State Sub Group was held at New Delhi on 9th January 2014 and their recommendations on revising the reporting forms have been drafted

3.3 Meeting of the Sub-Group on Private Players' Involvement

The first meeting of the Sub Group was held at New Delhi on 29th January 2014 and the draft recommendations on involvement of private players are being drafted.

The following section presents the recommendations made by the Working Group.

4 Recommendations of the Working Group

4.1 The Working Group discussed and agreed on the following issues for the revised processes under the National Career Service:

- a) Applicants and employers will be able to register, post job vacancy notifications, update & modify their credentials online from anywhere without visiting EEs.
- b) Verification of documents of job-seekers may be made optional. Separate datasets of job-seekers will be provided to the employers: (i) verified (ii) not-verified. Those job-seekers, who get their certificates/documents verified from the Verifying Authorities/Institutes (to be notified by the Government) like Employment Exchanges, etc, would be put under "verified" category and others in "un-verified category".
- c) The Central and State Government will identify authorities and institutions for verification of documents in addition to Employment Exchanges.
- d) Registered employers will be allowed access to job-seekers' data only after notification/uploading the vacancy on the portal with a pre-defined criteria of selection.

- e) The NCS portal shall act as a common forum wherein each partner will be able to reach out to the target group with the help of sharing their data and information. Database integration with private players like monster.com, babajobs.com, etc shall provide enhanced, effective and efficient employment services to job seekers and employers.
- f) Multi-lingual Call Centre/help-desk may be provided for NCS portal with a 24x7 accessibility. Candidates and establishments will also be able to register, update & edit their information through these Help Desk/ Call Centers.
- g) Different delivery channels for providing employment services will be identified and used. Provision of employment related services through multiple delivery points like e-PRI, CSCs, e-Kiosks, other government offices, etc. as per their requirement may be made by the respective government.
- h) Computerized system will be able to generate and send dynamic online reports as per requirements. States may identify MIS reports required by them and important processes that may be followed in the revised process/system.
- i) For providing guidance and career counselling services, NCS will have some distance education modules and online provision for psychometric tests, etc.
- j) Training needs will be identified and provide for Change Management & Capacity Building requirement of stakeholders.
- k) States/areas not having IT systems can directly use national portal facilities

4.2 Recommendations on Reporting Forms

4.2.1 The Group recommended that there was an urgent need to change/modify/revise the existing reporting forms and improve the reporting system to make it more relevant to the requirements of the employment market. The Working Group recommended that the revised forms as detailed in section 4.1.2 be implemented on priority.

Recommendation: The Group recommended that necessary action to amend the Employment Exchange (Compulsory Notification of Vacancies) Rules to incorporate the revised forms may be initiated by the Ministry.

4.2.2 Revised Forms:

The Group recommended that the following forms will be used for inputs to the national portal:

SI No	Form No	Description	Remarks
1.	NCS/J/101	Candidate Registration Form for Job-seekers	To be filled by prospective candidates while registering
2.	NCS/J/102	Candidate Renewal Form	To be filled by already registered candidates while renewing their application
3.	NCS/E/501	Employer Registration Form	To be filled by prospective employers while registering
4.	NCS/E/502	Vacancy Notification Form	To be filled by registered employers while notifying job vacancies.
5.	NCS/E/504	Interview Invitation Form	To be filled by employers for calling selected candidates for an interview round
6.	NCS/E/505	Job Offer Letter	Candidates may accept or reject the job application via this form.
7.	NCS/M/601	Employer Return	To be filled by registered employers annually informing about their current staff/employee details.
8.	NCS/S/701	Candidate Search Form	Employers will be able to view the entire candidate's profile as per the job notification/criteria entered earlier.

These forms will replace the existing set of forms as indicated below:

Requirement	Existing Forms in NES Manual	Revised Forms	Annexure
Candidate Registration	X-1: Page (1-3), Vol II, NES Manual X-1A: Page (5-6), Vol II, NES Manual X-1B: Page (7-9), Vol II, NES Manual X-1C: Page (10-12), Vol II, NES Manual X-66(2): Page 35, Vol II, NES Manual X-83: Page 46, Vol II, NES Manual	Candidate Registration Form NCS/J/101	Annexure II 1

Requirement	Existing Forms In NES Manual	Revised Forms	Annexure
Renewal of Candidate Registration	X-1, X-1A, X-1B, X-1C (just 2 fields are included in all the above formats: - Month of Renewal - Next Renewal Date)	Renewal of Candidate Registration NCS/J/102	Annexure II 2
Candidate Registration Slip	X-10: Page 4, Vol II, NES Manual X-62: Page 31, Vol II, NES Manual	Candidate Registration Slip	Annexure II 2
Invitation to interview	X-42: Page 20, Vol II, NES Manual X-43: Page 21, Vol II, NES Manual X-46: Page 23, Vol II, NES Manual X-79: Page 42, Vol II, NES Manual X-58: Page 28, Vol II, NES Manual X-59: Page 29-30, Vol II, NES Manual	Invitation to interview NCS/E/504	Annexure II 3
Result Notification	X-75: Page 38, Vol II, NES Manual	Selection Intimation	Annexure II 4
Notification of Vacancy	X-2: Page (13-14), Vol II, NES Manual X-64: Page 32, Vol II, NES Manual APPENDIX- I(13): Page 133-134, Vol II, NES Manual	Notification of Vacancy	Annexure II 5
Employer Registration	E.M.-I: Page 51-53, Vol II, NES Manual	Employer Registration NCS/E/501	Annexure II 6
Display of Candidates	X-56: Page 27, Vol II, NES Manual X-63: Page 33, Vol II, NES Manual X-66: Page 34, Vol II, NES Manual X-80: Page 43-44, Vol II, NES Manual X-82: Page 45, Vol II, NES Manual	Display of candidates NCS/S/701	Annexure II 7
Amendment	X-17: Page 18, Vol II, NES Manual X-18: Page 19, Vol II, NES Manual X-67: Page 36, Vol II, NES Manual	Amendment Form	Annexure II 8
Employer Returns	ER-I: Page 54-55, Vol II, NES Manual ER-II: Page 56, Vol II, NES Manual CGR: Page 61-63, Vol II, NES Manual	Reports prepared/submitted by Employer	Annexure III
Formats eliminated: Annexure II-9			
Record for information concerning Institutional & Apprenticeship Training	X-12: Page 15, Vol II, NES Manual X-13: Page 16, Vol II, NES Manual		Annexure II 9

Requirement	Existing Forms in NES Manual	Revised Forms	Annexure
Acknowledgement Letters	X-45: Page 22, Vol II, NES Manual X-47: Page 24, Vol II, NES Manual X-49: Page 25, Vol II, NES Manual X-52: Page 26, Vol II, NES Manual X-68: Page 37, Vol II, NES Manual X-78: Page 40-41, Vol II, NES Manual		Annexure II 9
Verification of candidate details from X-employer	X-76: Page 39, Vol II, NES Manual		Annexure II 9
Notifications	X-16: Page 17, Vol II, NES Manual X-78B: Page 41, Vol II, NES Manual X-85: Page 47, Vol II, NES Manual X-87: Page 48, Vol II, NES Manual X-88: Page 49, Vol II, NES Manual X-89: Page 50, Vol II, NES Manual		Annexure II 9

4.3 Reporting System – revised processes

4.3.1 Electronic submission of forms

The Working Group observed that the present system of manually preparing and sending various reports needs to be changed and it should be mandated that all reporting units (Employment Exchanges, Establishments, EMI Units etc) should be made electronic.

Recommendation: The Group recommended that DGET may quickly have the NCS Portal developed so that the MIS reporting becomes timely and streamlined.

4.3.2 Verification of documents

The present system envisages a job-seeker to have his documents verified at the corresponding Employment Exchanges. A few States raised their concern on how these documents will be physically verified through the portal to ensure credibility of the data on the system. The verification of documents and physical appearance of registrants was also linked with various guidance / career counselling activities provided at the Employment Exchanges. Some States were of the opinion that verification of documents

may be done away with by Employment Services and could be left to the employers offering them jobs.

Recommendation: It was recommended that the NCS will have separate sets of data, one part of which is “verified” and the other in the category of “not verified”. Employers would be given separate lists of job-seekers with verified and non-verified credentials based on the requirement of the post. It was also recommended that verification of documents can be done by authorised offices and institutions of Central and State Governments like Employment Exchanges, Government ITIs etc. Suitable instructions will be issued to stakeholders and they will be given access rights on the portal for verification of documents/credentials.

4.3.3 Notification of Vacancies and providing relevant search facilities for Job-seekers and Employers

The States expressed concern on how the employers will be given access to the database of job-seekers and whether such access might vitiate the initial vacancy notification process as they may change the basic qualifications for the position/vacancy post hoc.

Recommendation: It was recommended that the proposed system should have appropriate fields for facilitating search on the database using multiple parameters to be decided and notified first. Any changes in the basic qualifications would be deemed to be a re-notification of the vacancy and the process re-initiated.

4.3.4 Migration of Job-seekers across States

A few states were concerned on the issue of mobility of job-seekers within and across States and how inter-se seniority between existing and migrant job-seekers would be maintained using the portal.

Recommendation: It was recommended that the revised system will have separate fields in the registration form for domicile information and preferred choice of State for placement. Inter-se seniority will be maintained as in the existing system, i.e. based on year of registration.

4.3.5 Revision of NCO codes:

The Group agreed that the National Employment Services Manual (NESM) and the National Classification of Occupation (NCO) would need revision to incorporate the re-engineered processes recommended by this Group. The current version of Indian National Classification of Occupations (NCO) was developed in 2004 by the Directorate General of Employment & Training, based on the International Standard Classification of Occupations 1988 (ISCO-88). ISCO-88 is a classification scheme adopted by the International Labour Organization (ILO), which was suitably modified for the Indian conditions. Although the labour market realities have changed significantly, the NCO codes have not been revised or updated as per the current employment trends.

Recommendation: A professional agency is being engaged by the DGE&T for this task. It is recommended that this be put on a fast-track mode. In addition, comments are also requested from States on the proposed revisions. Once the NCO codes are revised, it shall be incorporated in the portal to map relevant employment services as well as act as an indicator of future employment opportunities.

4.3.6 Delivery channels

It was agreed that both the Centre and States would identify multiple delivery channels such as Common Service Centres (CSCs), PRIs, public utility offices etc for making available services under the National Career Services and backed by a dedicated multi-lingual Help Desk/Call Centre accessed through a national Toll Free number.

Recommendation: The States and DGET would identify multiple delivery channels by April, 2014 for providing services. The Group recommended that DGET will take steps to get a multi-lingual help desk operational by July, 2014.

4.4 Recommendations for National Career Service Portal

4.4.1 The Group agreed that there was a need to leverage the advances and developments in Information Technology to improve the delivery of services by establishing a National Career Services Portal to facilitate registration of job-seekers, posting/notification of vacancies by employers and flow of information across stakeholders.

4.4.2 The Group agreed that there was a need to widen the basket of services being offered under the network of employment exchanges and use IT enabled services (ITeS) for better delivery of products and services.

4.4.3 The Group agreed that better synergies and networking with private players and portals need to be factored in while establishing the National Career Service.

4.4.4 State-specific requirements

The States were concerned about the national portal's capability of handling state-specific activities and fields like reservation category, unemployment allowance etc and related reports emanating from the portal to meet the state's requirements.

Recommendation: It was recommended that the proposed system will have appropriate fields for facilitating state-specific interventions to be incorporated, however, the states will be responsible for implementation of these specificities.

5 Other Salient Features

In addition to the recommendations listed above the following points will also be incorporated in the NCS portal:

5.1 Privacy

In order to maintain confidentiality and privacy on sensitive data, candidates will have the option to opt-in or opt-out of the possibility of employers accessing their personal details and contact information. This will be clearly stated in the privacy policy of the portal.

5.2 Data Sharing

NCS portal will follow the guidelines outlined in National Data Sharing and Accessibility Policy 2012 (NDSAP), with regards to sharing of data amongst stakeholders. The policy is available as an annexure (Annexure II) to this document. The portal will enable multi-directional data sharing between employers, trade associations, and government institutions through the policy which applies to all non-classified data held by various Ministries / Departments /Subordinate offices. This policy helps data users and data solicitors get access to data through established procedures and defined norms.

5.3 Search capability

Efficient and performance tested algorithms will be developed to return search results based on pre-defined parameters. The search functionality will be available for candidates seeking specific vacancies and to employers based on their vacancy notifications uploaded on the portal. There will also be an option for extended database access for employers as a part of Value-added-services (VAS) that can be subscribed based on a pricing model (to be defined at a later stage)

6 Management Information System Reports

MIS will be an integrated information system to provide management with needed information on a regular basis in the form of reports and dashboards. Management will be able to create reports as per requirement and functionality to download as well as print the

respective reports will be available within the NCS portal. The information system will be designed to support to the following functions:

6.1 MIS Reports

- Scheduled/Standard Reports will be generated daily on demand during off peak mode.
- Customized Reports: these shall include all monthly, quarterly and annual reports that shall be generated in batch mode

6.2 Dashboards

- Trend analysis
- Performance Management & Monitoring
- Statistics, etc.

6.3 MIS will also be used as an information utility across management to:

- Support policy making
- Support research and development
- Support consistent and rapid decision making
- Enable effective and efficient utilization of resources
- Provide statistics of candidate placements
- Evaluate and document quality, performance and achievements.

MIS system will be evolving as the system develops, hence it will be required to customize the reports accordingly. The following reports are only indicatives of the requirements of the current state.

S. No	Functionality
1.	Ability to generate reports on Candidate data/Live Register at all drilldown levels as per <ul style="list-style-type: none"> ➤ Reference period ➤ State/Distt ➤ Category (SC/ST etc) ➤ Status (verified/non-verified) ➤ Aging (within system) ➤ Minority/priority (religion etc)

2.	<p>Ability to generate reports on Employer Registration data at all drilldown levels as per</p> <ul style="list-style-type: none"> ➤ Reference period ➤ State/Distt ➤ Category (Govt/Non-Govt) ➤ Status (verified/non-verified) ➤ Aging (within system) ➤ Industry type ➤ Size
3.	<p>Ability to generate reports on Vacancy Notification data at all drilldown levels as per</p> <ul style="list-style-type: none"> ➤ Reference period ➤ State/Distt ➤ Category (Govt/Non-Govt) ➤ Status (verified/non-verified) ➤ Aging (within system) ➤ Establishment size ➤ Industry (NIC/NCO)/ establishment wise
4.	Ability to generate reports on Placement Status Details at all drilldown levels (by Reference period, State/Distt, Category etc.)
5.	Ability to generate performance reports based on parameters like registration, placements, gestation time etc.
6.	Ability to generate reports displaying the list of inter –state transferred candidates
7.	Ability to generate Employer Return reports
8.	Ability to generate report on Candidate Matching – to be sent to Employers (drill down as per demographics and verification status etc.)
9.	Ability to generate report on Dormant users.

7 End-Notes

The Working Group proposed that the recommendations, after approval, be circulated to the States for comments and implementation. The comments received, will be deliberated on in subsequent meetings of the Working Group. The Chairperson thanked all the Members for their active involvement and cooperation in quickly finalising the recommendations

Annexure I(A): Composition of Working Group

1. Shri ShikharAgrawal, Director General, DGE&T, New Delhi – Chairperson
2. Representatives of following States:
 - **Andhra Pradesh** - Shri P. Narsaiah, Assistant Director, Directorate of Employment Exchanges, Government of Andhra Pradesh
 - **Delhi** - Shri Ramesh Tiwari, Commissioner, Government of NCT Delhi
 - **Gujarat** - Smt Sonal Mishra, Director, Government of Gujarat
 - **Haryana** - Shri A. Sreenivas, Director, Government of Haryana
 - **Karnataka** - Shri Ramesh MS, Assistant Director, Government of Karnataka
 - **Kerala** - Shri N. Prasanth, Director, Government of Kerala
 - **Maharashtra** - Shri Vijay Kumar Gautam, Commissioner, Government of Maharashtra
 - **Tamil Nadu**–Thirumati V. Minakshi, Joint Director (Computerisation), Department of Employment and Training, Government of Tamil Nadu
 - **Uttar Pradesh** - Shri Anil Kumar, Director, Government of Uttar Pradesh
3. Shri Dinesh Nijhawan, Director (SDI)/(AT), DGE&T, New Delhi
4. A representative of Ministry of Rural Development handling NRLM
5. A representative of National Informatics Centre
6. A representative of three employers
7. A representative of Times Group/Ascent
8. A representative of Hindustan Times/Shine
9. A representative of Tech Mahindra (Saral Rozgar)
10. A representative of Baba Jobs.com
11. A representative of Naukri.com
12. A representative of Monster.com
13. Shri Pravin Srivastava, DDG(E), DGE&T, New Delhi – Member Convener

Annexure I(B): Composition of State Sub- Group

1. Shri ShikharAgrawal, Director General, DGE&T, New Delhi – Chairperson
2. Shri Pravin Srivastava, DDG(E), DGE&T, New Delhi – Member Convener
3. Shri I.K Srivastava, Director of Employment Exchanges(I/C), DGE&T, New Delhi
4. Representatives of following States:
 - **Bihar** - Shri Sunil Kumar Verma, Deputy Director, Government of Bihar
 - **Gujarat** -Sh. P.B.Thakor, Deputy Director, Government of Gujarat
 - **Haryana** - Ms Manpreet Kaur, Joint Director, Government of Haryana
 - **Kerala** - Shri P.R.Rainold, Joint Director, Government of Kerala
 - **Tamil Nadu** – Thirumati V. Meenakshi, Joint Director, Department of Employment, Government of Tamil Nadu
 - **Uttar Pradesh** - Shri D.K.Verma, State EMIO, Government of Uttar Pradesh

Annexure I(C): Composition of Private Player Sub- Group

The composition of the Private Player Sub-Group on Service Delivery for NCS would include representatives from:

- Shri Pravin Srivastava, DDG(E), DGE&T, New Delhi – Chairperson
- **FICCI** – Shri B.P. Pant, Sr. Director
- **Tech Mahindra (Saral Rozgar)** - Shri Mayuk Das Gupta, Director
- **BabaJobs** - Shri Vir Kashyap, COO
- **Monster.com** – Shri Vikas Agarwal, Vice President

Annexure III: Revised Formats for National Career Service

Form NCS/J/101 – Candidate Registration Form for Job-seekers

Candidate Registration Form	
<p>Full Name *</p> <p>Parents/Guardian Name *</p> <p>Sex *: Select From Male/Female/Other</p> <p>Category *: Select from General/SC/ST/OBC/Minority/BK/Special Category*: Select from Ex-serviceman/Differently Abled</p> <p>Primary Phone No *</p> <p>Primary Email Id *</p> <p>Alternate Phone No:</p> <p>Alternate Email ID:</p>	<p>Candidate Registration No *</p> <p>Date of Birth *</p> <p>Employment Status *: Select from Employee of Self-Employed</p> <p>Unique Number Details *: Enter PAN/Driving/Aadhar number /ration card</p> <p>Priority:</p> <p><input type="checkbox"/> Would u like employers to view your phone n email details</p>
Permanent Address:	
<input type="checkbox"/> Same as permanent address	
Address: District: Pre filled as per State selection	
State: Select from dropdown b	PinCode: District: Pre filled as per State selection Pincode: Enter Pincode
Correspondence Address	
<input type="checkbox"/> Same as permanent address	
Address: District: Pre filled as per State selection	
State: Select from dropdown b	Pincode: Enter Pincode
Qualifications Details	
Upto 12 *(left 3)	
Course *: Select from 12/10/8/5/illiterate Year of Passing *:	Max Marks *: Percentage: Subjects: University/Board *:
Course *: Select from 12/10/8/5/illiterate Year of Passing *:	Max Marks *: Percentage: Subjects: University/Board *:
Course *: Select from 12/10/8/5/illiterate Year of Passing *:	Max Marks *: Percentage: Subjects: University/Board *:
Beyond 12 *(left 3):	
Course *: Select from list c Year of Passing *:	Max Marks *: Percentage: Subjects: University/Board *:
Course *: Select from list c Year of Passing *:	Max Marks *: Percentage: Subjects: University/Board *:
Course *: Select from list c Year of Passing *:	Max Marks *: Percentage: Subjects: University/Board *:
Add Certificates (Maximum 5 certificates permitted)	
Name:	Institute's Name: Add More Certifications
Completion Year:	
Languages Known	
Language: Select from list d	Read: <input type="checkbox"/> Write: <input type="checkbox"/> Speak: <input type="checkbox"/> Add More Languages
Work Experience Details	
Organization Name *:	Sub-Sector *: Select from list f Area of preference: Select from list b Add More
From *: To *:	Sector: Select from list f Area of preference: Select from list b Add More
Level: Level:	Sector: Select from list f Area of preference: Select from list b Add More
Desired Professional Details (select max 3)	
Desired Occupation *: Select from NCO Cox	Employment Type *: Select from Regular/Contract/oa Minimum salary:
Additional Information:	
<input type="checkbox"/> All documents verified <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Employer Registration Form

Employer Registration No*:

Organization Name *

Type: Govt Non-Gvt

Year of Establishment*:

TAN NO*:

Alternate Unique No*:

Primary Sector*: Select from list f

NIC Code*:

No of Employees*:

Primary Phone No*:

Alternate Phone No:

Primary Email Id*:

Alternate Email ID:

Contact Person's Name*:

Head Office Address*

Address:

State: Select from dropdown b

District: Prefilled as per State selection

Pin Code:

Document Upload*

Upload Electricity Bill

Disclaimer

Form NCS/E/502 - Vacancy Notification Form

Vacancy Notification Form

Employer Registration No*:

Job Notification No*:

Name of Organization*:

NIC Code*:

Head Office Address*:

Department:

Identifying Officer's Name*:

Primary Phone No*:

Alternate Phone No:

Primary Email ID*:

Alternate Email ID:

Vacancy Details

SR No	No of Posts	Designation	Sector	Type of Vacancy	Duration	Preference Category	Special Category	Religion	Priority	Maximum age (as on 31-Jan/1-Jul)	Sex Preference	Place of Work	Qualification		Certification	Minimum Work	Salary		Remarks	Closing Date	
													Minimum	Maximum			Minimum	Maximum			
		Select from WCO Code list	Select from list	Select from Regular/Cont list	Select from	Select from General/SC/S T/OBC	Ex- servicemen /Differen				Select from Male/female/Others	Select from list b	Select from list j	Select from list j		Select from list k					

Amendments (if any):

Form NCS/E/504 - Interview Invitation Form

Interview Invitation Form

To:
 Candidate Registration No:

As you seem to be suitable for this vacancy, you are requested to present yourself for an interview, details of which are provided below. If you are unable to appear for interview, please inform this office immediately. Failure to attend without adequate reasons may lead to your registration being cancelled.

Job Notification No:

Name of Organization*:

Indenting Officer's Name*:

Department:

Primary Phone No*:

Alternate Phone No:

Primary Email Id*:

Alternate Email ID:

Interview Details*

Date of interview/test:

Time of interview/test:

Place of interview/test:

Any other relevant information:

Job Profile

Designation	Type of Vacancy	Duration	Salary	Sector	Place of Work	Remarks

Note: No travelling expenses are payable in connection with this interview.

Form NCS/E/505 - Job Offer Letter

Offer Letter

To

Registration No:

This is to inform you that you have been selected for the below post. The employer requires you to report for duty by the joining date. Kindly intimate your decision on the acceptance of this offer letter by (date)

Post Selected for:
Name of Organization:
Place of Work:
Sector:
Joining Date:
Job Notification No:

Reason for Rejection: (this field will be displayed only when user clicks on "Reject the offer" button)

Form NCS/M/601 - Employer Return

Employer Return

Employer Registration No*:

Return year*:

Organization Name*:

Total No of Employees*:

Head Office Address*:

Primary Sector*:

NIC Code*:

Intending Officer's Name*:

Department*:

Primary Phone No*:

Primary Email Id*:

Employment Summary

Branch Name	Occupation/ Designation	NCO Code	Men				Women				TOTAL	Qualification (Code)	Pay Range	Remarks
			ST	SC	OBC	General	ST	SC	OBC	General				

Disclaimer

Submit

Cancel

Save



Fwd:
1 me
Form NCS/J/102 - Candidate Renewal Form

J.K
To
C

Candidate Renewal Form

Candidate Registration No*:

Name of Applicant*:

Permenant Address*:

Date of Registration*:

Next Renewal Date*:

Primary Phone No*:

Alternate Phone No:

Primary Email Id*:

Alternate Email ID:

Renew

Cancel

Form NCS/S/701 - Candidate Search Form

Candidate Search

Job Vacancy Number:

Filter your search

Category	Employment Status	Sex	Age	State	District
Min Qualification	Maximum Qualification	Miniwork experience	Max Work Experience	Status	Status

Verified:

Sr No	Name of Candidate	Registration No	DOB	Email	Phone	Status	Command
							<input type="button" value="Call for interview"/> <input type="button" value="Send Offer Letter"/>

Non Verified:

Sr No	Name of Candidate	Registration No	DOB	Email	Phone	Status	Command
							<input type="button" value="Call for interview"/> <input type="button" value="Send Offer Letter"/>