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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:

- Access the Application
- Signup/Registration
- Log into the NCS Portal
- View/Edit Jobseeker Profile
- Search Jobs
- Jobs Applied
- My Interview
- Job Preferences
- Feedback on Local Services
- Events
- Grievances
- Cases
- Assessment Tool
- My Appointments
- Announcements
- Job Fair participation
- Change Password
- Reports & Documents
- Profile (View & Download Profile and I-card)

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.
2.2 Signup/Registration

As a jobseeker, you need to register yourself on the NCS portal before you can avail the facilities provided by the portal. The **Sign Up** link 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.

1. Click the **Sign Up** link from the **Login** section. The **Register As** screen displays.
Register As Screen

2. Select the Jobseeker option from the **Register As** drop-down list. This displays the **Registration** screen for a jobseeker user.
3. If you are already registered with any Employment Exchange or Skill Provider Institute then select the appropriate radio button otherwise select the None option.

- **None option**: Allows you to register with the NCS Portal. (default option)
- **Employment Exchange option**: Allows you (jobseeker) to retrieve or restore your profile that is already registered with an employment exchange. To retrieve or restore your profile, it is important that you remember your registration number with the said employment exchange.
- **Skill Providing Institute option**: Allows you (jobseeker) to retrieve or recover your profile that is already registered a skill providing institute. To retrieve or restore your profile, it is essential for you to recall your registration number with the said skill providing institute.

4. Enter your first name
5. Enter the middle name
6. Enter the last name
7. Select the appropriate gender ☐ radio button
8. Select your date of birth from the calendar
9. Enter guardian or father’s name
10. Select your highest education level from the drop-down list
11. Select a state from the drop-down list
12. Select a district from the drop-down list
13. Enter your email ID
14. Enter your ten digit mobile number
15. 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”.
16. Retype the same password for confirmation
17. Select the Unique Identification type (Aadhaar card, Pan Card, Voter’s Identity Card, Passport, Driving License, NREGA Job Card) from the drop-down list

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

18. Enter Unique Identification number based on the Unique Identification type
19. Select the username option that would be used for logging in to the NCS portal
20. Enter your affiliations
21. Enter security code as shown in the displayed image
22. 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.
23. Click the **Submit** button. After successful registration the **Registration Verification** screen displays and a One Time Password (OTP) is send to your mobile number.
Registration Verification

Thank you for registering with us.
Please enter the verification code that is sent on your Mobile No: 9436900000

******

If verification code not received Resend the code.

Submit

Registration Verification Screen

24. Enter the OTP verification code which you receive on your registered mobile number.

Note: Click the Resend link, if you don’t receive the OTP.

25. Click the Submit button. Your account is created successfully.

Registration Verification

Your OTP has been verified. Click here to login
Your NCSP ID is - J10D84-1026301607208

Thank you for registering with us.

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 jobseeker.

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.
You have exceeded the number of allowed password attempts. Please click on Forgot Password to reset your password.

Login

abhishekcounsellor@gmail.com
Password

New User? Sign Up
Forgot Password? Sign In

Reset Password Notification

Jobseeker Home Screen
2.4 View/Update Jobseeker Profile

This link allows you to view and update your profile.

1. Click the View/Update Profile link. The Personal Information screen displays.

2. Select the title from the drop-down list.
3. Select the appropriate gender radio button.
4. Select your date of birth from the calendar.
5. Select your marital status from the drop-down list
6. Enter name of your spouse
7. Enter your guardian or father’s name
8. Enter your mother’s name
9. Select religion from the drop-down list
10. Select caste from the drop-down list
11. Enter caste certificate number
12. Enter issued by details for the caste certificate
13. Enter date when the certificate was issued
14. Click the Edit link, if you want to change the Know your customer (KYC) details
   i. Click the Add More button, if you wish to add a new KYC 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
15. Check the Verify AADHAR check box, if you wish to verify your AADHAR number
16. Enter name of your bank
17. Select the account type from the drop-down list
18. Enter your account number
19. Enter the IFSC (Indian Financial System Code) code of your bank
20. Select the employment status from the drop-down list
21. Select the annual family income from the drop-down list
22. Select the primary language from the drop-down list
23. Check the Retired from Govt. Services check box, if you have retired from government service
24. Check the Ex-Serviceman check box, if you are an ex-serviceman
25. Click the Save button, to save the entered details
26. Click the Physical Attributes tab. The Physical Attributes screen displays.
27. Enter height
28. Enter weight
29. Enter chest size
30. Select the blood group from the drop-down list
31. Select eye sight detail from the drop-down list
32. Select the Yes radio button, if you are differently abled, otherwise select No
33. Select type of disability from the drop-down list
34. Select working capacity from the drop-down list
35. Select type of job you are looking from (part time or full time) from the drop-down list
36. Select disability percentage from the drop-down list
37. Select the Yes radio button, if you have a certificate otherwise select No
38. Click the Save button, to save the entered details
39. Click the Communication tab. The Communication screen displays.
Communication Screen

40. Select the required address type radio button
41. Select the required territory type radio button
42. Enter the address
43. Select a state from the drop-down list
44. Select a district from the drop-down list
45. Select a sub-district, taluka, or tehsil from the drop-down list
46. Select the name of city or village from the drop-down list
47. Enter the pin code
48. Enter the landline number with area code
49. Check Same as above check box if your permanent and current address are same
50. Click the Save button, to save the entered details
51. Click the Education & Training tab. The Education & Training screen displays.

Education & Training Screen

52. Select the highest education level form the drop-down list and then click the Save button.
53. Click the Add More button, to add your education details. The + Add Education & Training pop-up displays.
54. Select an education level from the drop-down list
55. Select specialisation from the drop-down list
56. Enter name of the board or university
57. Enter name of the institute
58. Select entry date from the year and month drop-down lists
59. Select year of passing from the year and month drop-down lists
60. Select the medium of education from the drop-down list
61. Select the nature of course from the drop-down list
62. Enter grade/percentage/percentile value
63. Enter roll number
64. Click the Save button, to save the entered details
65. Click the Add More button, to add details of other certifications you have earned. The + Other Qualifications pop-up displays.

66. Enter name of the certification
67. Select year of completing the certification from the drop-down list
68. Enter name of the institution that issued the certificate
69. Enter duration (months) for the certification course
70. Enter additional details about the certification
71. Click the Save button, to save the entered details
72. Click the **Experience** tab to add details of your professional experience. The **Experience** screen displays.

![Experience Screen](image)

**Experience Screen**

73. Select the total years of experience from the drop-down list
74. Enter the days you would take to join the new job (notice period)
75. Enter the professional title for the current/last job
76. Enter the current/last salary
77. Select the current salary duration type from the drop-down list
78. Select the employer type of the current employer from the drop-down list
79. Check the **Currently Seeking a Job** box, if you are looking for a job
80. Click the **Add More** button, to add experience details
81. Click the **Save** button, to save the entered details
82. Click the **Other Skills** tab. The **Other Skills** screen displays.

![Other Skills Screen](image)

**Other Skills Screen**

83. Click the **Add More** button. The **+ Other Skills** pop-up displays.
84. Enter name for the skill
85. Select the experience from the year and month drop-down lists
86. Select the required proficiency radio button
87. Click the Save button, to save the entered details
88. Click the My Reference tab to add reference details. The Reference screen displays.

89. Enter name of your reference
90. Enter Email ID of the reference
91. Enter designation of the referred person
92. Enter name of the organisation where the reference works
93. Enter the ten digit mobile number of the reference
94. Click the Save button, to save the entered details
95. Click the Preferences tab. The Preferences screen displays.
Preferences Screen

96. 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.

97. Check the **Display Assessment report in profile** check box, if you wish to view your assessment report in your profile.

98. 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.

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

3. Search Jobs

This link allows you, as a jobseeker 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

2. Enter the required search criteria and then click the Search button to search for a job that matches your search parameters. The screen displays jobs, which match your search criteria in the Jobs section of the screen.

Job Search Results

Click the View link of a job, to view its details.

Click the Apply link of a job, to apply for it.
3.1 Job Description page:

User can navigate on Job Description page by click on Job Name and View link on Jobs Search result page, the Job Details screen (for jobseeker user profile) will display all jobseeker specific information that is related to the job. In addition, the Job Details screen is printable.

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.
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

**Additional Information Section**
- Total Experience
- Relevant Experience
- Location
- Key skills
- Nature of Job
- Salary
- Salary/Wage Type
- 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)

3.2 Partner Integration

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

- Jobs through NCS – Jobs posted on the NCS portal
- Jobs by 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.

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).

![Share Details with Partner Check Box](image)

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.
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).

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.

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.

4. 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

Click the **Job Title** link to view details of the applied job.

Click the **Company** link to view details of the company.

5. My Interviews

This link allows you to view all your scheduled interviews with various employers and placement organisations.

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, and Closed.

6. Job Preferences

This link allows you to save the job search criteria. Based on this criteria, you will receive job notification mails on your registered Email ID.

1. Click the **Job Preferences** link from the left panel. The **Job Preferences** screen displays.
2. Enter the job title
3. Select relevant experience from the drop-down list
4. Select the required sector(s)
5. Select the functional area from the drop-down list
6. Select the functional role from the drop-down list
7. Enter the preferred location
8. Enter the salary you expect (mention salary type from the drop-down list and enter amount)
9. Select organisation type from the drop-down list
10. Select nature of job from the drop-down list
11. Select shift timings from the drop-down list
12. Click the Save Search Criteria button

**Note:** The State and District options that you had selected during the jobseeker registration process are updated in the Job Preferences screen as your preferred location. If you change the State and District options on the Communication screen of your profile, the same changes are update here in the preferred location field of the

**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.
7. 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.

<table>
<thead>
<tr>
<th>Request #</th>
<th>Request Date</th>
<th>Type of Service</th>
<th>Providers</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>15032016BBC4A056C</td>
<td>15-Mar-2016</td>
<td>Electrician</td>
<td>Abhishek D</td>
<td>Feedback Given</td>
</tr>
<tr>
<td>150320161CF6018B</td>
<td>15-Mar-2016</td>
<td>Electrician</td>
<td>Arpana Sharma</td>
<td>Feedback Given</td>
</tr>
<tr>
<td>15032016B53735B4A</td>
<td>15-Mar-2016</td>
<td>Electrician</td>
<td>Abhishek D</td>
<td>Feedback Given</td>
</tr>
<tr>
<td>214202101DEA0178A</td>
<td>21-Dec-2015</td>
<td>Driver</td>
<td>Local</td>
<td>Feedback Given</td>
</tr>
<tr>
<td>04082015EF5E1D0A</td>
<td>4-Aug-2015</td>
<td>Cook</td>
<td>Ahmed Jia, ALIFNUR BIBI</td>
<td>Give Feedback</td>
</tr>
</tbody>
</table>
2. Click the **Give Feedback** link corresponding to a request. The **Feedback Form** pop-up displays.

   ![Feedback Form Pop-up](image)

   **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

   ![Service Availed Feedback Options](image)

   **Service Availed Feedback Options**

5. Click the required radio button.

6. Click the **Submit** button.
8. Events

This link allows you to view upcoming events and register yourself for those events.

1. Click the Events link from the left panel. The Search Events screen displays. This page has a calendar control, which has also been provided on the Home page of the portal to search for an event or job fair.

**Note:** The results of search you conduct are based on your search filter criteria (state and industry), which displays as a job fair or event on a calendar control instead of appearing as a listing. Also, you are able to select multiple industries from the industry search filter. The search results are not just displayed on the calendar control for the current month but you can also look for events and fairs matching the search criteria for the previous month and the next month as well.

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Job Fairs and Events Displayed on the Calendar Control**

2. Click the name of the job fair or event to view its details.
Job Fair/Event Details Pop-up

- Click the Participate button, if you wish to participate in the event. This will navigate you to the Job Fair/Event pre-registration screen. The portal will display the event pre-registration page. 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 about the job fair, which you are going to participate in.

If you do not find the displayed information to be the updated one, you need to update your profile.

Event Pre-registration Page: Personal Info Section
You can apply or un-apply for a job thereby updating your Job Apply list (apply bucket) anytime but within a specific time bound limit set for the job fair properties (this time limit is set to zero days (default value) if no rule is applied to the job fair properties settings).

Event Pre-registration Page: More About Yourself Section

You (jobseeker) can only apply for a limit 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 unapply from the jobs you had already applied for and withdraw from the same.
Event Pre-registration Page: Job fair Details Section

The jobs listed for you, in your apply bucket is classified as per your respective employees/placement organisations. For example, if you have applied for two jobs from Employee One and three jobs from Employee Two, then the apply bucket will display two jobs listed under Employee One and three jobs under Employee Two respectively.
When the job fair jobs listed for you, in your apply bucket list, are withdrawn by the respective employer or the interview scheduled for such a job is cancelled by the employer, in such cases these job fair jobs are removed from your apply bucket altogether.

Moreover, the portal refreshes the numbering sequence of job fair jobs to factor in the jobs that were removed. However, the sequence number of the jobs in the apply bucket list that are portal jobs does not change in any manner.

9. Grievances/Feedback

This link allows you, as a jobseeker, to post any feedback, grievance, query, or request regarding the NCS portal.
1. Click the **Grievances/Feedback** link from the footer section of the screen. The **Grievance** screen displays.
2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select your highest education level from the drop-down list
6. Select a state from the drop-down list
7. Select a district from the drop-down list
8. Select a sub-district, taluka, or tehsil from the drop-down list
9. Select a city or village from the drop-down list
10. Select type of case from the drop-down list
11. Select case category from the drop-down list
12. Select sub category of the case from the drop-down list
13. Enter the description for the case
14. Review the security image and enter the displayed text
15. Click the Submit button
16. Click the Help tool tip to know about Case Category and Case Sub Category types
10. 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.

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>CAS-118044-09P2M2</td>
<td>Unable To Find Data</td>
<td>Unable To Search Jobs</td>
<td>axiiffance</td>
<td>22-April-2016</td>
<td>Resolved</td>
<td>03-May-2016</td>
<td>Recline</td>
<td>Give Feedback</td>
</tr>
</tbody>
</table>

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
11. Assessment Tool

The link allows you to view information about the Occupational Information Network or O*NET tool. This tool has been developed in the US and enables jobseekers to identify jobs and careers that best suit their interests.

1. Click the Assessment Tool link from the left panel. This displays the Assessment Tool screen.

Assessment Tool Screen

To find out the type of jobs and careers that match your interests, download the O*NET Assessment Tool. This can be done by clicking the provided download link. Also, download the User Guide for the said tool by clicking the provided link. Use this guide to see how you can make use of the O*NET Assessment Tool.

Find out the jobs and careers that match your job interests with the help of the O*NET Assessment Tool. To interpret the result, click the provided link. For additional help or information regarding the O*NET Interest Profile result, you can either talk to a career counsellor or visit the nearest career centre.

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.
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 you, as a jobseeker 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.

14. 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.
Job Fair Participation Screen

This screen displays details (Job Fair name, Job Fair ID, Registration Start Date, Registration End Date, Download link) of the job fairs you had applied to participate in.

Job Fair participation Details

A Download button displays on the screen for each job fair that is current open. Any closed job fair listing on screen for which you had participated in will not display the Download button.

When you (registered jobseeker profile user) click this button information such as Job Fair Name, Date of registration, and Participation ID displays. For other users the Job Title also displays along with Job Fair Name, Date of registration, and Participation ID, when they click the Download button.
15. Change Password

This link allows you to change your 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

16. Reports

This link allows you to search for and view published 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 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

17. 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.
2. Click the desired link to view the listed documents.

18. 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.

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

19. 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](http://www.labour.nic.in/applications-and-appeals) page where you can file an RTI.

### 20. 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](http://www.labour.nic.in/rfd).
21. 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](http://www.labour.nic.in/annual-reports).

22. 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.
Listed Government Jobs

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

23. Profile

This link allows you to view and download your NCS profile and also enable you to print out your identity card (I-Card). You can carry your I-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.

2. Click the View & Download Profile or the I-Card link as required

23.1 View & Download profile

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

1. Click the View & Download Profile link from the left panel. The Personal Information screen displays.
Review your profile and click the **Download Profile** button to download it.
23.2 I-Card

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

1. Click the **I-Card** link from the left panel. The **I-Card** screen displays.

   ![I-Card Screen](image)

   **I-Card Screen**

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

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