

# Career Center Handbook

---

NATIONAL CAREER SERVICE PORTAL

Directorate General of Employment  
MINISTRY OF LABOUR

National Career Service (NCS) is a one-stop destination that provides a host of career-related services such as dynamic job matching, career counselling, job notifications, vocational guidance, information on skill development courses, internships and alike. A national portal (**[www.ncs.gov.in](http://www.ncs.gov.in)**) that provides a nation-wide platform to connect job seekers and employers.

## Career Center

In the National Career Service (NCS) portal, a Career Center offers a variety of career development services and programs to jobseekers so that they can explore their interests, discover paths to career opportunities. Career Centre supports Job seekers to become effective employees. It offer services to students, fresh graduates, alumni and also provides group workshops to help its registered users to upskill themselves. Under National Career Service Scheme, Career Centers are set up in educational and training Institutions, corporate set ups, Employment exchanges, Vocational Rehabilitation Centers (VRCs), Coaching-cum-Guidance Centers (CGCs).

### 1. Registration

The Institutions keen to set up Career Centers are required to prepare proposals in accordance with DGE guidelines mentioned under <https://www.ncs.gov.in/NCSPolicyDocuments/Career%20Centre%20guidelines%20%2010%20Dec%202014%20Final-v3.pdf>. These proposals are then processed for approval by the Appraisal Committee in DGE. Each approved center will be assigned Registration id and password by DGE.

### 2. Access the Portal and update Career Center Profile

A registered Career Center should follow the below mentioned steps to Log into the Portal and update Profile:

- Visit **[www.ncs.gov.in](http://www.ncs.gov.in)**, The Home Page will be displayed.
- As a Career Center User, go the Career Center Home Page and log into NCS Portal using assigned Login Id and Password.
- Click the “Sign In” button. This displays the Career Center Home Screen.
- Click the **View/Update Profile** link from left panel of Career Center Dashboard. Enter basic details of registered office of Career Center, PAN/TAN number, Personal details of contact person including his Personal Id information.

### 3. Register Jobseeker, Employer and Local Services

Career Center user can register Jobseeker, Employer and Local Services User Profiles using “Register User” link on left panel of Career Center Dashboard.

#### - Jobseeker Registration

- Select the Jobseeker option from the “**Register As**” drop down list. This displays Jobseeker Registration screen.
- Fill the complete Registration Form basic details along with Unique Identification Number (either of PAN card, Voter’s Identity Card, Passport, Driving License, or UAN Number).
- Enter Job Preferences and key skills of the Jobseeker.
- Enter Security code and click on submit button and user account will be created successfully.
- NCS offers two kinds of profiles for Jobseekers based on their Highest Education Level:
  - i. **Basic Profile:** For candidates with qualification upto 12<sup>th</sup>, ITI and Diploma after 10<sup>th</sup>.
  - ii. **Advanced Profile:** For candidates with qualification above 12<sup>th</sup> and Diploma after 12<sup>th</sup>.

#### - Employer Registration

- Select the Employer option from the “**Register As**” drop-down. This displays the Employer user Registration screen.
- Fill the complete Registration Form along with **Organization/ Proprietor PAN** and click on the “Submit” Button. Ensure the Organization Name and Date of Incorporation are same as in Form 49A of PAN application. *Organisation/Proprietor PAN details can be updated later also. Till then the Registration status will remain Temporary and Employer will not be able to use any of the Portal services.*

#### - **Local Service Provider Registration**

- Select the Local Services option from the “**Register As**” drop down list. This displays Registration screen for Local Service Provider user.
- Fill the complete Registration Form with Local Services Type, Basic Personal details, Unique Identification Number (either of PAN card, Voter’s Identity Card, Passport, Driving License, or UAN Number).
- Fill Areas, Days and time of Operation of Local Service Provider.
- Enter Security code and click on submit button and user account will be created successfully.

### **4. Search Users to View/Update Profile or to Book Appointments with Counsellors**

Career Center user can search the Portal user using his Registered Unique Id: PAN/Aadhaar/Voter ID/Driving License/Passport/UAN number or by using other Search criteria like NCS ID/Email id/User Name.

- Career Center can search Portal Users like Employers, Placement Organization and Govt. Departments to view their profiles.
- For User profiles like Job Seeker/Counsellor/ Local service Provider, Career Center user can perform additional actions. Enter Search Criteria under Search User tab. Click on Search button and details of User will pop up with “Action Button” against it, which can be used to:
  - i. View Profile
  - ii. Update Profile
  - iii. Search Counsellor as per Jobseeker’s requirement and suitability; view counsellor’s details, his availability and fee structure and book appointment if needed.
  - iv. Resend OTP for verifying Profiles.

### **5. Add Sub – Users**

- Career Center user can manage and add roles of admin and member in the Career Center User Account of the NCS Portal.
- Career Center can click on the **User Management** from the left panel of the User Account and add multiple users in the same.

### **6. Job Fairs & Events**

- Job Fairs are conducted on periodic basis where Employers and Jobseekers come together for the purpose of recruitment. Career Center can create and manage Job Fair events by selecting the **Job Fairs** Tab in the left panel of the Career Center dashboard. This tab takes the user to CRM login page.
  - Enter your Career Center login id prefixed with **dget\** and Career Center Password. The Microsoft Dynamics CRM application displays.
  - Click Microsoft Dynamics CRM > Job Fair Management > Job Fairs to access the Job Fairs menu that allows the Career Center User to create new Job Fairs and manage existing Job Fairs.
  - Any new Job Fair created can be saved in Proposed or Launched Status. Job Fairs in the Launched Status are visible to Jobseekers and Employers registered with NCS Portal.
  - For each Launched Job Fair, Career Center user can view interested stakeholders (Employers and Jobseekers registered with NCS Portal) and qualify/disqualify them as per their suitability to that particular Job Fair.
- Career Center user can also create and manage events (other than Job Fair events) by using “Event Management” Section from left panel of Dashboard.

**For detailed information about the functionality of Career Center, please refer to the complete User Manual:** [https://www.ncs.gov.in/User\\_Manuals/Career\\_Center.pdf](https://www.ncs.gov.in/User_Manuals/Career_Center.pdf)

A Career Center user can stay updated with any changes that are made in portal features and functionalities by referring **Release Note section** of Career Centre Dashboard screen.