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1. Overview

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. A career center also assists portal users with their personal growth as well as professional development. A career center 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 center module covers the following functionality:

- Access the Application
- Change Language
- Logout of the Application
- View/Update Career Center 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.
2.2 Log into the Application

As a career center 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 Center Home screen.
Career Center 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.
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 center 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.

   ![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. 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 center 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 center 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 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 center 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 center 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 Screen](image)

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

   ![](image)

   **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.
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 center 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.
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.

Registration Status

User Registration is complete
User NCS ID is - L14E75-1242253732149
Click here to update user education

Successful Registration Notification

27. The notification has a link that enables the career center 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.

Search User Screen

4.1. Search by Organisation

1. Click the **Search User** link from the left panel. This displays the **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.
6. Click the NCS ID link to view details of that particular organisation in a pop-up.

4.1.1 Update Profile

1. Click the Action button of the required organisation type user.

Action Button Options

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

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.
6. 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
1. Click the Action button of the required individual type user.

Action Button Options
2. Select the View Profile option. The Candidate Profile screen displays in a separate browser window.
3. Click the **Download Profile** button. The displayed profile is downloaded in PDF format.

### 4.2.2 Update Profile

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

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

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.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>NCID</th>
<th>User Name</th>
<th>Contact Number</th>
<th>Name</th>
<th>Is Active</th>
<th>Stakeholder Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>J12C05-110254484078</td>
<td></td>
<td></td>
<td>Ash Gupta</td>
<td>Yes</td>
<td>Jobseeker</td>
</tr>
</tbody>
</table>

**Action Button Options**

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

**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 Search

The calendar displays search results of available counselling appointments.

Counselling Appointments

4. 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.
6. Click the Book button to book an appointment with the selected counsellor.
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 sent 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.

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 career center user, to view list of existing candidates, manage users, and their roles.

6.1 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 center admin, member, and campaign member.

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

![User Management Screen]

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

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

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. This displays the 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.

![User Management Screen](image)

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](image)

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 allows you, as a career center 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.
8. Grievance/Feedback

This link allows you, as a representative of your career center, 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/Feedback screen displays.
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

9. 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 center.

<table>
<thead>
<tr>
<th>Cases Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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.

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. Job Fair

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

11.1 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](image)

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.
11.2 Create a Job Fair in Microsoft Dynamic CRM

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

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

A job fair can have the following status:

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

<table>
<thead>
<tr>
<th>Job Fair Title as displayed on Portal Calendar: Test Job Fair 0 at Anachal Pradesh, Lower Dibang Valley from 17th Dec 18 to 19th Dec 18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Create Job Fair Screen</strong></td>
</tr>
</tbody>
</table>

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.
8. Click Ok. Another pop-up displays.

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

### Job Fair Information (Detailed View)

11.3 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).

### 11.3.1 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.

**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.

### 11.3.2 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

**Note:** The system sends three email notifications: an email on the 7\textsuperscript{th} day (informing the job fair owner to enter post job fair details), an email on the 10\textsuperscript{th} (to the DGET Admin) and another email on the 30\textsuperscript{th} day (to the DGET Admin) after the end date of the said job fair. The last two notifications (the ones send to the DGET 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.

<table>
<thead>
<tr>
<th>Field 1</th>
<th>Field 2</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of candidates finally selected</td>
<td>Number of candidates shortlisted for next round</td>
<td>The number of candidates finally selected must be less than or equal to the number of candidates shortlisted for next round.</td>
</tr>
<tr>
<td>Number of candidates shortlisted for next round</td>
<td>Number of candidates finally selected</td>
<td>Number of candidates finally selected is less than or equal to the Number of candidates shortlisted for the next round.</td>
</tr>
<tr>
<td>Number of Employers Participated</td>
<td>Number of Employers not registered online but participated</td>
<td>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.</td>
</tr>
<tr>
<td>Number of Jobseekers/Candidates participated in the event</td>
<td>Number of candidates finally selected</td>
<td>The number of candidates who participate in an event must be more than or equal to the number of candidates who are finally selected.</td>
</tr>
<tr>
<td>Number of Jobseekers/Candidates participated in the event</td>
<td>Number of Jobseekers registered for the event (online + offline)</td>
<td>Total number of Jobseekers registered for the event both online and offline must be greater than or equal to number of</td>
</tr>
<tr>
<td>Number of Jobseekers/Candidates participated in the event</td>
<td>Number of candidates given provisional offer letter</td>
<td>The number of candidates who participate must be more than or equal to the number of candidates who are given the provisional offer letter.</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Number of Jobseekers/Candidates participated in the event</td>
<td>Number of candidates shortlisted for next round</td>
<td>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.</td>
</tr>
<tr>
<td>Number of Vacancies</td>
<td>Number of Employers Participated</td>
<td>The number of vacancies must be more than or equal to the number of participating employers.</td>
</tr>
<tr>
<td>Number of Vacancies</td>
<td>Number of candidates finally selected</td>
<td>The number of vacancies must be more than or equal to the number of selected candidates.</td>
</tr>
</tbody>
</table>

### 11.4 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.

### 11.5 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.

#### 11.5.1 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.

#### 11.5.2 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 DGET call center for the same.

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

11.6 Invite Employers/PO’s

1. For inviting employers to a job fair, click the **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.

3. From the **Invite** screen, select the employers and placement organizations who would be invited to the job fair. Then, click the **Invite** button.
4. The application displays a message stating the invite has been sent successfully.

**Invite Success Notification**

5. 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.
11.7 Qualify/Disqualify Interested Candidates

1. Click Microsoft dynamics CRM > Job Fair Management > Interested Candidates/Employers

2. The Interested Candidates/Employers menu contains the list of stakeholders who have shown their interest in a job fair.
3. Click a particular Candidate/Employer record to select and open it.

Selected Candidate/Employer Record

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

Qualify Link

11.8 Confirmed Candidates/Employers

1. Click Microsoft Dynamics CRM > Job Fair Management > Confirmed Candidates/Employers
2. The **Confirmed Candidates/Employers** menu contains the list of stakeholders whose participation in the job fair is confirmed.

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### All Confirmed Candidates/Employers List

12. **Reports**

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

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

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

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13. 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.

13.1 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.

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.
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.

13.2 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.
13.2.1 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.
13.2.2 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.

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

13.2.3 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.
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 Screen

3. Click the Deactivate button. The status of the said event is set to Inactive.
14. 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.
15. **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.

16. 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.

Available Reports

17. 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.
Available Reports

18. 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 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.
Available Reports

19. 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.

2. Click the desired link to view the listed documents.
20. 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.

<table>
<thead>
<tr>
<th>File Name</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>752.52 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 KB</td>
<td>PDF (Portable Document Format)</td>
<td>7/14/2016 6:32 PM</td>
</tr>
<tr>
<td>NCS Onboarding Policy_07-Jan-2016.pdf</td>
<td>420 KB</td>
<td>PDF (Portable Document Format)</td>
<td>7/14/2016 6:32 PM</td>
</tr>
<tr>
<td>NCS_Policy_for_Counselling-27-05-2016_Final.pdf</td>
<td>358 KB</td>
<td>PDF (Portable Document Format)</td>
<td>7/14/2016 6:32 PM</td>
</tr>
</tbody>
</table>

Policy Documents Screen

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

21. 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.

22. 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.

23. 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.

24. 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.
25. 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.

2. Click the required link. This displays a pop-up with the login to access the Visual Analytics tool.

3. Enter your career center credentials (User ID and password) to access the report.

26. Career Center Repository

This link allows you to access information stored in the Career Center knowledge repository. This repository holds details of the Young Professional (YP) or the Nodal Officer who is associated with the career center and career center facilities. The knowledge repository is also the place where the career center can save and manage useful information such as, details of employers, counsellors, skill providers, Pradhan Mantri Kaushal Vikas Yojana (PMKVY) centers, knowledge partners of the career center (universities, colleges, professional institutes, etc.), details of state portals, blogs, social handles, etc., and even miscellaneous data, for future reference.
By clicking the Career Center Repository link from the left panel, you can access links associated with different areas of this repository.

26.1 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.

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 Center Repository.

### Details Saved Message

#### 26.2 Center Facilities

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

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

### Center Facilities Screen

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

26.3 Employer/Industry Details
This link allows you to save details of various employers you interact with as a career center 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 Screen

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

**Details Saved Message**

26.3.2 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.
2. Update the details as required.
3. Click the Update button. The changes are saved and display on the Employer/Industry Details screen.

Details Saved Message

26.4 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.
26.4.1 Add Counsellor Details

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

   ![Counsellor Details Pop-up](image)

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.
Details Saved Message

26.4.2 Edit Counsellor Details

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

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.
Details Saved Message

26.5 Skill/Training Provider Details
This link allows you to save data related to skill and training providers you interact with as a career center 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 Screen

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

### Details Saved Message

26.5.2 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 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.

Details Saved Message

26.6 PMKVY Center

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

Click the PMKVY Center link from the left panel to display the PMKVY Center screen.
### PMKVY Center Screen

**26.6.1 Add PMKVY Center Details**

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

#### PMKVY Center Pop-up

2. Enter mandatory details of the PMKVY center 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 Center** screen.

---

**Details Saved Message**
26.6.2 Edit PMKVY Center Details

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

   ![PMKVY Center Pop-up](image)

   **PMKVY Center Pop-up**

   2. Update the details as required.

   3. Click the **Update** button. The changes are saved and display on the **PMKVY Center** screen.

   ![Details Saved Message](image)

   **Details Saved Message**

26.7 Knowledge Partners

This link allows you to save details of various knowledge partners (universities, college, and professional institutions) associated with your career center. 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.
26.7.1 Add Knowledge Partner Details

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

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.
Details Saved Message

26.7.2 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.

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.

Details Saved Message

26.8 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.
26.8.1 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.
Details Saved Message

26.8.2 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.
26.9 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 Screen

26.9.1 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.
Details Saved Message

26.9.2 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 Pop-up](image)

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](image)

Details Saved Message